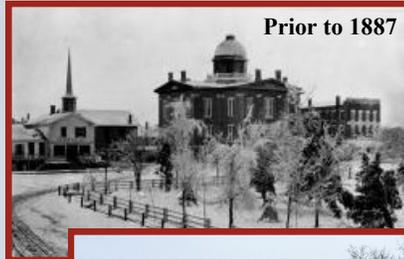




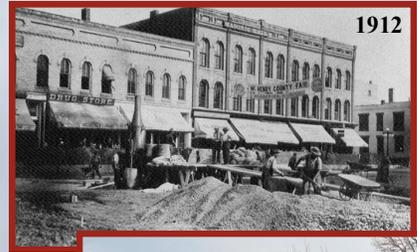
THE CITY OF **WOODSTOCK** *Illinois*

“True to its past...

Confident of its future”



Prior to 1887



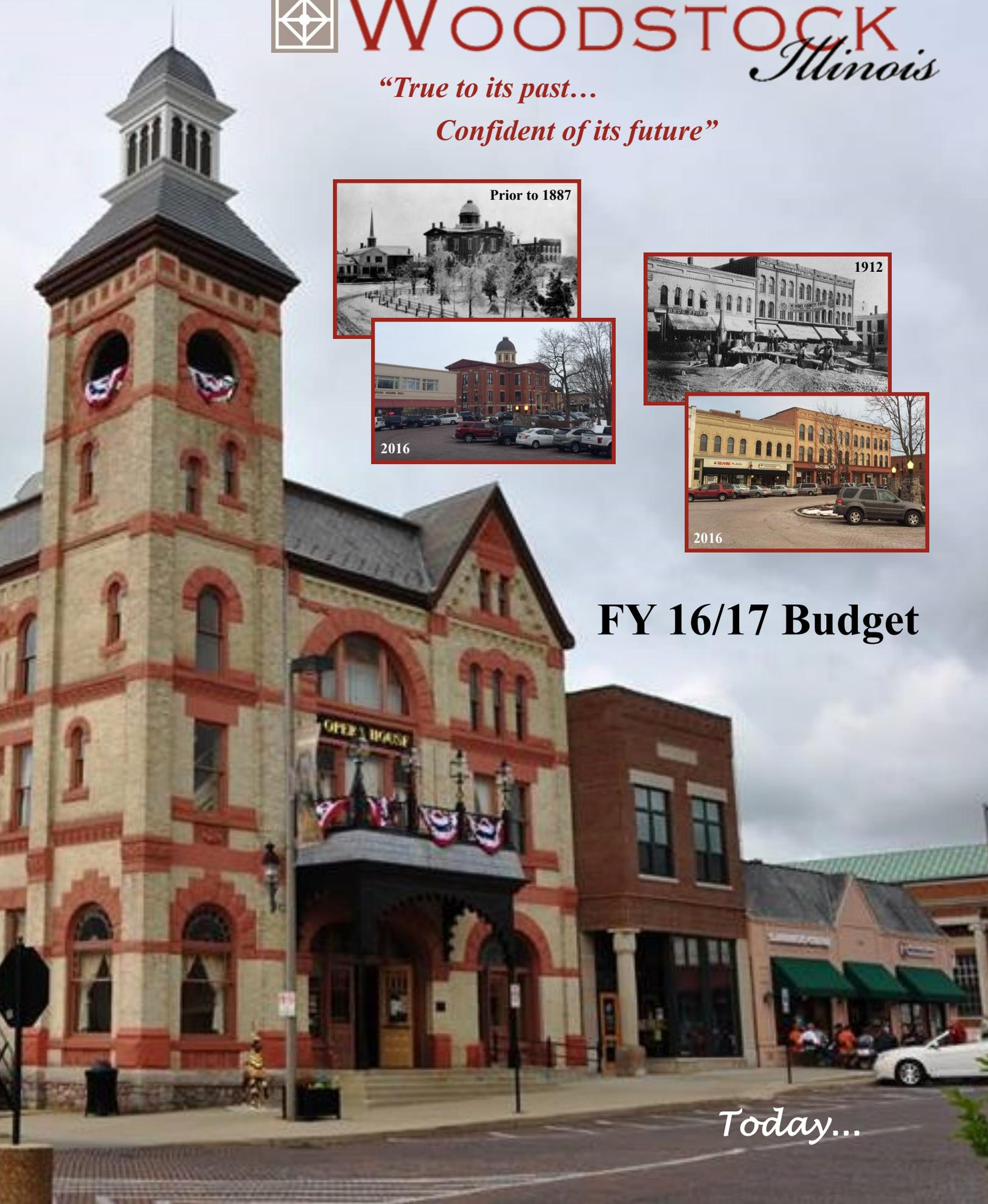
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2016



2016



FY 16/17 Budget

Today...



City of Woodstock
Office of the City Manager

Phone (815) 338-4301 • Fax (815) 334-2269
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www.woodstockil.gov

121 W. Calhoun Street
Woodstock, Illinois 60098

Roscoe C. Stelford III
City Manager

March 15, 2016

Mayor Brian Sager, City Council Members and
Citizens of Woodstock
City of Woodstock
Woodstock City Hall
121 W. Calhoun Street
Woodstock, IL 60098

FY16/17 Budget Transmittal
City Manager's Budget Message

Honorable Mayor, City Council Members and Citizens of Woodstock:

Consistent with the reporting and submittal requirements as set forth by the State of Illinois, transmitted herewith for your consideration is the proposed budget for the City of Woodstock for Fiscal Year 2016/2017 (FY16/17), effective May 1, 2016 through April 30, 2017. In addition to complying with Illinois Compiled Statutes, the accompanying document was prepared in conformance with the applicable provisions as outlined within the Woodstock City Code, as well as generally accepted accounting principles as established by the Governmental Accounting Standards Board.

OVERVIEW

“The true solution to fixing our budget is to raise revenue by expanding our tax base and growing our economy – not by raising taxes and driving more jobs and families out of our state.” – Bruce Rauner, Governor, State of Illinois

I am extremely pleased to submit for your consideration a BALANCED spending plan for the 2016/2017 fiscal year. The proposed FY16/17 Budget represents my third submittal serving in the capacity of City Manager and my sixteenth budget overall prepared on behalf of the City of Woodstock. Based on the City's noteworthy accomplishments in FY15/16, the City remains well positioned, financially, to maximize its opportunities for the next budget year.

All of the various achievements highlighted throughout this document exemplify the exceptional teamwork and cooperation which makes these results possible. The Mayor and City Council provide crucial leadership and vision, which results in clear direction for developing programs and projects that move our community forward. The Department Directors are charged with designing and implementing the programs and monitoring the numerous projects, as well as supplementing the various issues with their own expertise. And of course, the Supervisors and front-line staff execute the vision and provide the multitude of services required by our residents. The submittal of a BALANCED operating budget for FY16/17 is only made possible by the determination and resolve of the aforementioned team of professionals. The City remains fortunate to have such a dedicated, devoted, and knowledgeable workforce and it continues to be my privilege to lead such an extraordinary staff.

The FY16/17 Budget instructions provided to each department continued to highlight the importance of maintaining a balance between moving towards the overall goals and priorities established by the City Council, while recognizing that the achievement of these same objectives must be accomplished in the context of offering some form of property tax relief to the residents and limited growth in other economically-dependent revenues. By far, the most important financial goal for the FY16/17 Budget remains the City's dedication to the aforementioned BALANCED operating budget.

In accordance with the City Council's highest priorities, the FY16/17 Budget has been developed based on the same guiding principles applied to the past four fiscal years with the commitment being to maintain or even reduce the City's total property tax levy. Specifically, while a variety of costs are expected to incur unavoidable inflationary increases and some expenditures are expected to increase at a rate that significantly outpaces inflation, the FY16/17 Budget has been founded on forgoing the 0.8% inflationary increase provided through the Property Tax Extension Limitation Law (PTELL). A special meeting may need to be conducted in March/April, once the final figures have been released by the County Clerk, to adopt the required Ordinance that would abate any aforementioned increases.

Overall, this strategy has proven to be beneficial, providing long-term property tax relief to our residents. By comparing the maximum property tax levies allowed each year under PTELL with the actual property tax levies authorized by the City Council over the previous four fiscal years, the City has provided \$2.4 million in property tax relief to our residents and local businesses by abstaining from PTELL. The significant compounding effect from forgoing the PTELL increase has resulted in the reduction to the City's property tax levy being \$858,000 **less** for the 2014 tax year versus if the City had instituted the PTELL increases for all four years. Assuming, at a minimum, the same level of savings from forgoing PTELL for the City's 2015 property tax levy, the total cumulative amount of property tax relief will exceed \$3.2 million in FY16/17.

The FY16/17 Budget, as presented, includes a proposed increase to total expenditures of \$316,000 or 1.0%. Total expenditures still remain over \$7.2 million LESS than the City's highest level of authorized expenditures approved in FY08/09. The guidelines for preparing the FY16/17 Budget remain similar to those utilized in previous years. Beyond the aforementioned efforts to provide limited forms of property tax relief, the City must remain ever vigilant at holding the line on expenditure growth, challenge the status quo by reexamining our methods for service delivery and reinvent, where possible, new service methodology, when proven to be more efficient and/or cost effective.

On a positive note, the City remains well positioned to respond to future challenges even taking into account the limited economic recovery, and has sufficient fund reserves to address unforeseen financial emergencies. The City will need to remain focused on balancing the costs for providing our core services to the community with the benefits derived from identifying and implementing new services and of course funding any associated increase in costs.

BUDGET FRAMEWORK

“A budget is telling your money where to go instead of wondering where it went.” – Dave Ramsey, American financial writer, radio and television host

The City of Woodstock’s budget document for FY16/17 serves as the principal fiscal, programmatic, and policy information source. The budget is organized to provide citywide information at levels of increasing detail. Within this comprehensive operational and capital spending plan, the City’s budget decisions, financial information, program recommendations, and service delivery are presented in a structured, uniform format to conform and mirror the City’s 2020 Vision Statement for the community.

It is the intention of the City Administration to make the budget as easily understandable as possible. This task is exceedingly difficult when considering the hundreds of programs to be delivered and the millions of dollars that are proposed to be received and expended. Consequently, a brief explanation on the organization of the budget is included to assist in the review of the FY16/17 Budget.

The FY16/17 Budget builds upon the City Council’s proposed modifications to last year’s document that resulted in a more succinct and concise document, while still being detailed enough to critically evaluate the programs and associated costs. The Introductory Section provides a summary of the City’s operations, including the community’s history, budgetary process and a global overview of the organization’s finances.

Each Budget Activity is then broken out separately and includes a brief introductory narrative identifying the responsibilities for the associated Department or Fund. This is followed by a departmental organizational chart, where applicable, as well as a “snapshot” of the accompanying budget, which graphically illustrates historic staffing levels and historic expenditure amounts.

The FY16/17 Budget incorporates goals, objectives, and strategies with an emphasis on programs and services that have been specifically identified as priorities within the 2020 Vision Statement. Therefore, the subsequent narratives within each of the respective budget activities include the corresponding program accomplishments completed in FY15/16. In addition, goals and objectives for the Department/Division, where applicable, and narratives of proposed programs and services that support the Department/Divisions’ strategic goals and objectives have also been included for the proposed FY16/17 Budget. For the development of this year’s budget, each department was challenged with identifying specific performance measures for their respective operations. Finally, line-item narratives explaining in detail the estimated revenues and proposed expenditures are provided within each section.

It is important to note that the budget process does not assume automatic inflationary increases. Instead each account is critically evaluated and reviewed based upon the program dollars required to meet the specific needs outlined in the upcoming fiscal year. The budget deliberation process outlined above offers the City Council and the community the opportunity to understand and participate in the choices the City must make in order to allocate the limited financial resources available to provide the many necessary services and enhance the quality of life for all residents.

FY15/16 ACCOMPLISHMENTS

***“The cold harsh reality is that we have to balance the budget.” –
Michael Bloomberg, Former Mayor, City of New York***

The City remained focused on improving our community’s business climate and growing the local economy to expand our tax base, and retain or create jobs. The reorganization of the Department of Community and Economic Development was completed with the successful recruitment of two dedicated and experienced Economic Development professionals who will now concentrate solely on recruiting, retaining and expanding businesses on behalf of the City of Woodstock. Moreover, the City’s application for an Enterprise Zone was approved, and a separate Board was formed to implement and market this new economic incentive opportunity. This represents the first Enterprise Zone authorized in McHenry County. Furthermore, additional incentives were approved throughout the year as the Revolving Loan Fund provided support to two local merchants in the downtown Square and a sales-tax incentive agreement was negotiated with one of the local car dealerships that will result in the reinvestment and expansion within this business that will exceed \$2.0 million. Finally, the City provided support to the Chamber of Commerce with a \$25,000 loan to complete a debt restructuring and free office space at City Hall.

The City continued its efforts to address the building needs for the Old Courthouse & Sheriff’s House by beginning a phased project that will replace the windows, starting in the Sheriff’s House. The Old Courthouse & Sheriff’s House Advisory Commission was established and will now assist the City Council by providing recommendations concerning the future use and ownership of these historic buildings, as well as identify and prioritize the required capital needs. This Commission was recommended by the Technical Assistance Panel (TAP) conducted by the Urban Land Institute (ULI). The City also completed a major renovation to the perimeter lighting in the downtown, which



showcases our community during the holiday season. The new LED perimeter lighting system was expanded to include all of the buildings on the Square as well as the adjacent streets.

A number of beneficial projects were able to move forward in the current fiscal year. The Main A baseball field in Emricson Park has been renovated and significantly improved as a result of an \$80,000 grant from the MLB Baseball Tomorrow Fund. Through the efforts of City staff and volunteers, a labyrinth and public art component was added to Peace Park. In addition to these beautification projects, the City has initiated legal proceedings on several abandoned and dilapidated properties with the intent of either

identifying a private party to complete a renovation or eventual demolition of the structure and resale of the vacant property. Furthermore, as a result of adopting the International Property Maintenance Code and by utilizing an intergovernmental partnership with Woodstock Fire/Rescue District, a proactive approach regarding property maintenance and code compliance was initiated in FY15/16.

As expected, the General Corporate Fund, the City's main operating fund, will end FY15/16 with total revenues providing sufficient resources to meet the combined total expenditures and required operating transfers. Specifically, total revenues in the General Fund are projected to end FY15/16 exceeding the budget amount by \$300,800 or 3.2% with income taxes, video gaming revenue, and building permits leading the way to attain this positive year-end result.

More importantly, the General Corporate Fund's expenditures are projected to end FY15/16 falling below the budget amount by (\$257,800) or (5.4%). This is a significant accomplishment considering the projected amount includes \$40,000 that was allocated midyear for additional marketing and enterprise zone management and a carryover of \$65,000 in marketing costs that had been originally approved and slated for expenditure in the prior fiscal year. Neither of the aforementioned additional expenditures had been incorporated within the development of the FY15/16 Budget. Due to these positive financial results, the City Administration is again proposing to increase the year-end transfer provided to the General – CIP Fund to compensate for the decline in development-related revenues and telecommunication tax in order to provide additional funding for the City's comprehensive capital improvement program.

Even in light of the many challenges faced by the City and the dark shadow cast by the State's ongoing financial crisis, the City Administration was able to further the goals & objectives of the Vision 2020 Plan as evidenced by the FY15/16 accomplishments identified below:

- FY15/16 is projected to again end the year with a balanced operating budget, and will be providing additional funding for the City's capital improvement program;
- Renegotiated the Apple Creek annexation agreement to reflect market realities;
- Completing the expansion to Route 14 will ultimately enhance the City's economic development opportunities;
- Renovated and upgraded the front entry of the Library incorporating public art funded through grants;
- Supported community efforts to utilize the Old Firehouse to serve as a day-time shelter for the homeless;
- Implemented new software to monitor and streamline the City's finances;
- Identified and reported new performance measures within the development of the FY16/17 Budget;
- Enhanced and improved the landscaping in the bumpouts on the Square;
- Installed a citywide fiber optics network in partnership with District 200, McHenry County, MCETSB and MCC to interconnect the City's facilities;
- Entered negotiations for an extension to our Collective Bargaining Agreement with the Fraternal Order of Police;
- Reached an agreement with Union Pacific to lease the Train Depot;
- Achieved 100% compliance with all federal and state regulations for water and wastewater treatment in 2015;
- The main website was redesigned and a new dedicated website targeting economic development created;
- Completed a Pavement Assessment Report and invested over \$1 million in annual resurfacing and pavement maintenance to enhance/repair existing transportation infrastructure; and
- Conducted another successful season of the Woodstock City Band (the 131st).

Total revenues for all funds are expected to end the year falling below the budget amount, reporting \$29,251,900 for FY15/16, (\$2,357,400) or (7.5%) less than the budget amount. However, this information requires a more in-depth analysis, and is being negatively impacted by the stock market losses reported within the Police Pension Fund that solely accounts for almost \$2.3 million of the differential (i.e., a \$1.3 million projected loss in an account budgeted to generate \$955,000 in proceeds). In addition, a significant amount of grant funding will be delayed and reported in FY16/17, partially as a result of the State's budget crisis.

On a positive note, expenditures continue to be scrutinized and closely monitored resulting in projected expenditures also falling below the FY15/16 Budget by (\$1,995,300) or (6.2%). The hiring freeze instituted to combat the possible reductions to State-shared revenues played a significant role in holding salary costs over \$400,000 below the authorized amount. In addition, a number of capital projects were temporarily suspended, corresponding to a delay in the related revenue sources.

FISCAL OUTLOOK

“The reality is that business and investment spending are the true leading indicators of the economy and the stock market. If you want to know where the stock market is headed, forget about consumer spending and retail sales figures. Look to business spending, price inflation, interest rates, and productivity gains.” – Mark Skousen, Economist

The US economy appears to be impacted by an economic slowdown in China and declining oil prices, resulting in the absence of inflation and a corresponding reduction in prices for fuel. The national unemployment rate has been improving, falling to 4.9%, the first time this measure has been under 5.0% since 2008. However, economists are still concerned with the very low Labor Participation Rate of 62.7%, which has not been at this level since the late 70s. Even wage growth, reported at 2.5% seems out of the norm, as low unemployment generally sparks growth in wages. Economists would expect wage growth at the 4% level when unemployment falls below the 5.0% threshold.

In reviewing other economic factors, consumer confidence faltered, falling from the revised 97.8 reported in January to 92.2 at the end of February. Consumer confidence is crucial for the economy to remain on track and continue to grow. Inflation remains well in check, unchanged in January, benefiting from the economic slowdown being experienced by China and a steady decline in gasoline prices corresponding to an aforementioned decline in costs for oil. While the Feds did slightly increase interest rates in December, 2015, the concerns expressed to date regarding inflation and unemployment may result in the Feds revisiting their earlier forecasts for up to four rate increases in calendar year 2016.

As a result, the assumptions used to develop the FY16/17 Budget have been formulated utilizing a conservative approach that forecasts limited growth for the City's economically-driven revenue sources. Limiting growth in expenditures will also be challenging in the upcoming fiscal year as certain areas are expected to experience rising costs, and health insurance costs continue to outpace the normal inflationary rates.

FY16/17 BUDGET PROPOSAL

“Our founders distributed power between states and branches of government and expected us to argue -- just as they did -- over the size and shape of government.” Barack Obama, President, United States of America

The FY16/17 Budget document proposes total revenues of \$32,280,400, which represents an INCREASE of \$671,100 or 2.1% compared to the prior year. Most importantly, the City Administration is again proposing within the FY16/17 Budget for the fifth consecutive year an abatement of the inflationary increase (i.e., 0.8% for FY16/17) allowed by PTELL. This proposal will continue to provide property-tax relief for the residents considering the City represents less than 17% of the total property tax bill.

The State of Illinois still remains in a precarious financial condition, with the Comptroller reporting \$7.6 billion in unpaid bills still outstanding as of today. Regrettably, the significant financial challenges faced by the State has resulted in a stalemate as the legislature and Governor debate about the right courses of action to address these sizable problems. The State’s inability to move forward with some form of resolution has resulted in local governments taking a “wait and see” stance, and an appropriate reluctance to initiate additional hiring.

While the Governor did not propose any initial reductions to the historical formula utilized to determine the local government portion of State-shared revenues within his FY16/17 Budget submittal, the Governor has requested that one alternative to overcome this impasse would be for the State Legislature to provide him with emergency budgetary authority to unilaterally determine suitable reductions. This could result in reductions to State-shared revenues as proposed in the prior fiscal year. Without reform to the State’s main cost drivers, the partial remedy of reducing funding to local governments would need to continue to be expanded each year until the local government share of revenues have been entirely depleted. Unfortunately, the City has little flexibility beyond reducing services to adjust for any significant loss in revenues.

The City’s proposed FY16/17 Budget has again been founded on the composition and existing formulas for State-shared revenues remaining consistent based on current distributions throughout the fiscal year. The City currently receives sales, income, replacement and motor fuel taxes from the State of Illinois. In total, State-shared revenues are expected to account for over \$7.76 million in revenues and should increase for the sixth consecutive year, specifically, an increase of \$265,500 or 3.5% when compared with the prior year's budget, but only experience minimal growth of \$6,300 versus the FY15/16 projected amounts. On the bright side, several grants will be forthcoming in FY16/17, which will result in a significant increase in these revenues compared with the prior year.

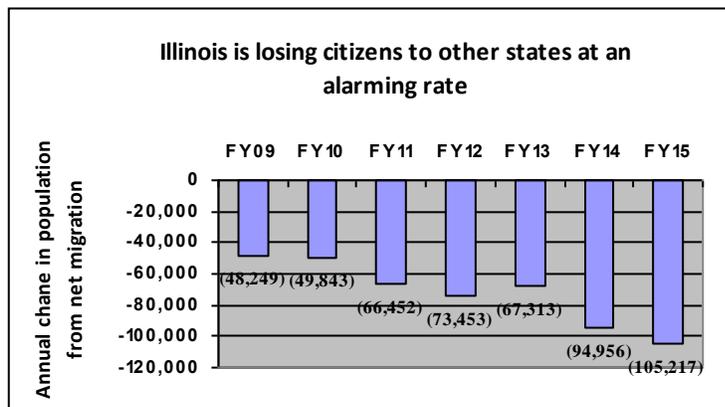
For the upcoming fiscal year, the City Administration is proposing a spending plan that includes expenditures of \$32,377,600, an increase of \$316,000 or 1.0% compared with the FY15/16 Budget. From an operations standpoint, total revenues are again expected to match total expenditures for FY16/17. Spending increases reflect the targeted priorities identified by the City Council at their workshops conducted earlier this calendar year.

While total citywide expenditures are expected to exceed total citywide revenues, the FY16/17 Budget is again proposing to utilize available revenues received in prior years that are currently being reported within the City's fund balances to maintain an aggressive capital improvement program and take advantage of a favorable capital market.

Following last year's permanent removal of a number of unfunded but authorized positions (i.e., 29.0 FTEs, which continues to generate over \$1.5 million in annual budgetary savings) from the FY15/16 Budget, the proposed FY16/17 Budget continues to limit the number of new requests for staffing. With the exception of several seasonal low-cost positions, the FY16/17 Budget includes a recommendation to add one new full-time position to the City's police ranks to allow for membership in an independent Drug Taskforce. In response to the State's precarious financial condition and the potential negative impact on State-shared revenues provided to local governments, the City Administration has continued to critically evaluate positions as they open to review other possible alternatives versus utilizing full-time staff. As a result, five budgeted positions currently remain unfilled at the end of FY15/16 until a final outcome can be determined concerning the future of the historic distribution formula.

Even in light of the State's significant financial deficit, the State's investment within its transportation network will remain "key" to moving our community forward. The City is currently benefiting from shared regional priorities and intergovernmental cooperation in this area. The ongoing improvements to US Route 14 will have significant benefits to the City's future economic development. In addition, eventual passage of a Capital Bill by the State of Illinois may still be possible. However, the City must remain proactive and position itself in the best possible manner to achieve critical funding for the improvement of Route 47. The eventual expansion of these strategic arterials will significantly expand the number of potential properties suitable for development, and provide improved access to the hospital and other prominent businesses, while addressing the residents' concerns regarding congestion, public safety and quality of life. The City will continue to work with impacted businesses and residents to forward project updates and build support.

The State's FY17 Budget includes the graphic provided below that illustrates the negative net migration being experienced by Illinois, with a net loss of (105,217) residents reported for FY15.



While a number of communities in Illinois are experiencing reductions in population, Woodstock continues to benefit from the construction of new homes, warranting the need for a Special Census. Based on the anticipated population gain, the additional State-shared revenues will offset the costs in less than a year and will provide at least \$300,000 in supplementary funding until the completion of the decennial census. In addition to the revenue gained from the

State, the results of the Special Census may exceed a population of 25,000 and trigger Home Rule status. With this potential change in governing status, the City Administration will need to review potential modifications to operations that would be cost effective and/or beneficial to the residents.

The theme for the development of the FY16/17 Budget is consistent with prior years, to ultimately propose a budget that focuses on outcomes using the City's 2020 Vision Statement to serve as the foundation. Each Department has carefully reviewed the 2020 Vision Statement in conjunction with developing their individual operation's budget requests. Many of the proposed projects and programs support more than a single vision, which is consistent with the City Administration's philosophy and approach to leverage both efforts and funding. As part of this year's submittal, the City Administration has also developed performance measures that will need to be refined over the next few years, but will provide guidance in future years for determining operational enhancements.

Although ALL operating budgets for FY16/17 continue with the City's ongoing financial self-restraint, certain unavoidable increases have been incorporated within the context of the proposed budget. The following list has been provided that includes the highlights of major new programs or existing service modifications that are proposed within the framework of the FY16/17 Budget.

- Develop and distribute marketing materials, as well as educate our local businesses regarding the advantages of the Enterprise Zone;
- Complete the hiring recruitment process for the appointment of the next Chief of Police;
- For the fifth consecutive year, the FY16/17 Budget again proposes \$1.0 million in funding for various transportation improvements that will benefit the City's local roadways;
- Increase funding for the City's successful marketing efforts based on Council's direction;
- Continue to work with IDOT to complete Phase I of the Route 47 expansion;
- Complete the dispatch consolidation required by State law;
- Finalize the City's Economic Development Plan with the ED commission and City Council;
- Install a stone veneer on the concrete wall surrounding the Park in the Square;
- Design, implement and incorporate a new website for the Recreation Department's operations;
- Focus code enforcement resources on community thoroughfares and gateways to improve appearances;
- Research and develop a policy for the implementation of body cameras;
- Continue the celebration of the 125th anniversary for the Public Library;
- Commemorate the Woodstock Opera House's longstanding role and importance to the community with a dedicated historical exhibit;
- Analyze and complete any cost-effective refundings or debt restructuring based on achieving Home Rule;
- Findings from the Pavement Management Taskforce regarding local roadway maintenance and upkeep will be forwarded to the City Council;
- Implement a new timekeeping software to increase efficiencies and staff effectiveness;
- Employee health insurance contributions will continue to increase as the workforce moves toward present marketplace trends;
- A number of capital projects have been incorporated within the FY16/17 Budget in various funds that are contingent on the award of grant funds;
- Complete required engineering to install a roundabout at the intersection of Lake/Madison/South utilizing up to \$1.0 million in STP funds; and
- Review a "Best Practices" approach to developing a landlord registration program that will also be contingent on obtaining Home Rule.

Similar to previous years, the proposed budget may need to be revisited again mid-year if the State modifies the historical revenue-sharing formulas resulting in reductions to revenues.

CONCLUSION

“With my hand outstretched – with a genuine desire to compromise – with respect – I humbly ask you to join me in transforming our state for the better.” — Bruce Rauner, Governor, State of Illinois

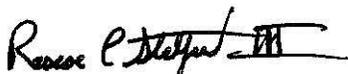
As mentioned at the onset, the FY16/17 Budget, as submitted, represents a BALANCED spending plan. Sufficient operating revenues have been identified to fund the corresponding amounts proposed for operating expenditures. In addition, the proposed FY16/17 Budget includes forgoing for the fifth consecutive year the increase in property tax revenues provided for by PTELL (i.e., 0.8% for FY16/17). On a positive note, it appears that equalized assessed values in the community will break a negative trend and report an increase for the 2015 tax year for the first time since 2008.

As stated at the outset of this letter, the preparation of this document could not be made possible without the dedication and commitment provided by all of the Department Directors and the City’s entire workforce. Due to their efforts, the City is able to meet the goals and objectives outlined in an efficient, cost-effective manner, while still providing the highest levels of customer service to Woodstock residents. They have my sincere appreciation for all of their efforts not only with the creation of this document, but more importantly, their numerous accomplishments and exceptional customer service provided to our community each and every day.

As the State determines the eventual solution to its fiscal challenges, the City’s ability to identify our priorities, persistent efforts to consolidate services, collaboration with other communities, and preservation of fund reserves has served the residents well. The ongoing teamwork and cooperation between the City Council, City Administration, our dedicated workforce and the residents has accounted for the City’s past successes and will allow us to overcome any future challenges.

Sincerely,

CITY OF WOODSTOCK



Roscoe C. Stelford III
City Manager

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BUDGET TRANSMITTAL LETTER

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THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Introduction

Members of the City Council

Dr. Brian Sager, Mayor

Councilman Daniel Hart
Councilwoman Maureen Larson
Councilman Mark Saladin
Councilman Joseph Starzynski
Councilman RB Thompson
Councilman Michael Turner

Cindy Smiley, City Clerk

Department Directors & Primary Administrators

Roscoe C. Stelford III
City Manager

Paul N. Christensen
Finance Director

Garrett Anderson, Economic Development Director
Anne George, Wastewater Superintendent
John Lieb, Deputy Chief of Police
Robert Lowen, Chief of Police
Joseph Napolitano, Building & Zoning Director
Ernie Nelson, Parks & Facilities Superintendent
Shawn Parker, Sewer & Water Maintenance Superintendent
Jeff Van Landuyt, Public Works Director
John H. Scharres, Opera House Director
Deborah Schober, Human Resources Director
Will Smith, Water Superintendent
Nick Weber, Library Director
Tom Migatz, Assistant Public Works Director
J. David Zinnen, Recreation Director

History of Woodstock

Woodstock was established in 1844 when the site owned by Alvin Judd in the center of McHenry County was selected for the new county seat. Judd prepared a plat that included a two-acre public square with streets surrounding it and the new town was called Centerville. A small wood courthouse was constructed in the center of the square. In 1845, Joel Johnson was given the honor of renaming the settlement. He chose the name Woodstock after his Vermont birthplace. In June of 1852, Woodstock was officially incorporated as a village.

In 1855, the Chicago, St. Paul & Fond du Lac Railroad (later became the Chicago & Northwestern) was constructed as far as Woodstock. Prior to that, transportation had been over roads that for much of the year were impassible.

In 1857, a new courthouse was constructed on Johnson Street. Woodstock citizens purchased the ground for it and donated it to McHenry County in exchange for the land in the center of the square which was to be used as a park in perpetuity.

Woodstock experienced many fires including one on the southwest side of the square on the same day as the Great Chicago Fire. In almost every case, new substantial brick structures replaced the original wood buildings.

Woodstock residents voted to adopt a city form of government in 1873 but another 17 years passed before Woodstock actually had a city hall. The city hall housed city offices, a public library, a fire department and the Opera House which hosted performers ranging from local students and theater companies to nationally-known celebrities.

In 1896, City officials offered an empty factory building to the Oliver Typewriter Company for the production of typewriters, which were eventually sold around the world. The Oliver factory later became Autolite and then Woodstock Die Cast. At its peak, over 2000 people were employed at the factory. In 1910, the Emerson Typewriter Company, which soon after became Woodstock Typewriter, began producing typewriters in Woodstock also and the town was nicknamed "Typewriter City."

In 1972, McHenry County moved its facilities from the square to the new county courthouse on the north end of town and the City acquired the vacated county annex building, originally Central School. In 1974, the City offices were moved into the remodeled City Hall and the restoration of the Opera House began.



GFOA Award for Distinguished Budget Presentation



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Award to the City of Woodstock, Illinois for its annual budget for the fiscal year beginning May 1, 2015. In order to receive this award a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. The City of Woodstock has received this award for the last thirteen years.

It should be noted that out of nearly 7,000 local governments located in Illinois, only 122 or 1.7% currently receive this prestigious award. Throughout the United States, the Distinguished Budget Presentation Awards Program awarded 927 municipal governments, which represented 4.8% of all municipal governments.

Budget Process Summary

Budget Process Overview

Budget preparation allows Departments the opportunity to set goals and objectives and the means for accomplishing them. While the budget is not adopted by the City Council until April, the process begins in July with the preparation of the annual tax levy, which will be used to fund many of the current year programs, along with the five-year Capital Improvement Program document.

Budget Roles and Responsibilities

Every employee plays a role in budgeting, be it formulation, preparation, implementation, administration, or evaluation. Ultimately the Department Director, through the City Manager, is accountable to the City Council and to the residents of Woodstock for the performance of Departments in meeting goals and objectives as they are laid out within this budget document.

Capital Improvement Program

The Capital Improvement Program (CIP) is an integral part of the budget process and is designed to achieve two fundamental objectives: First, to identify the major capital needs of the City over the planning period; and, second, to prioritize and begin planning, both financially and otherwise, via the application of a uniform and objective CIP process, for the scheduled implementation of these improvements.

A capital expenditure is defined as any project that will have a useful life longer than one year and its value is greater than \$10,000. This plan grades each project using a unified and objective system that identifies the most important projects.

Budgetary Controls

Without the proper internal financial controls, the budget document will not serve its role as a guidance tool for City programs and projects. Therefore the Finance Department prepares monthly reports which are reviewed by each Department. In addition, quarterly investment and operational reports are submitted to the City Council. Deviations from budgetary amounts are discussed in this document and when necessary, solutions are presented.

Budget Amendment Process

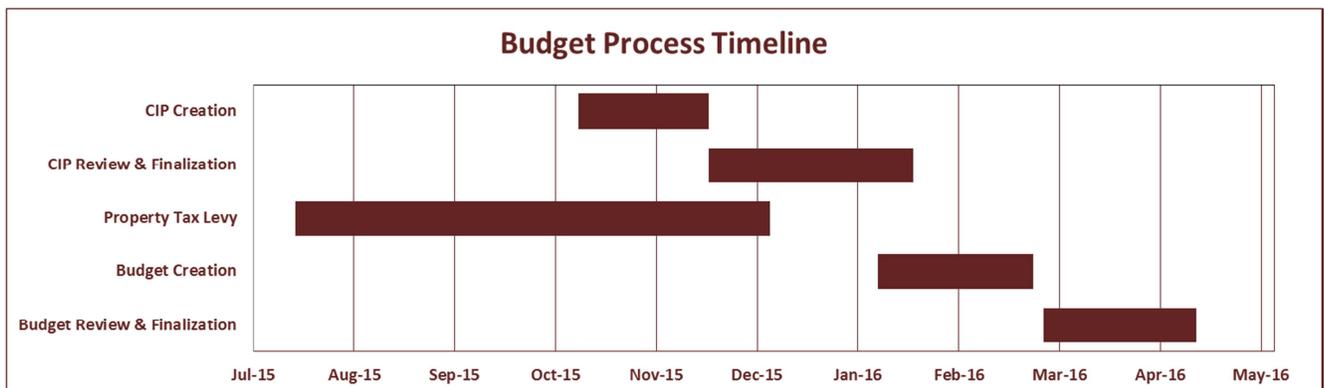
While budgets are prepared at the line-item level, no budget amendment is required unless total expenditures exceed the total fund amount with the exception of the General Fund. In the General Fund, a budget amendment would be required if expenditures exceed the budgeted amount at the Department level.

Preparation to Achieve the Governmental Finance Officers Association (GFOA) Budget Award

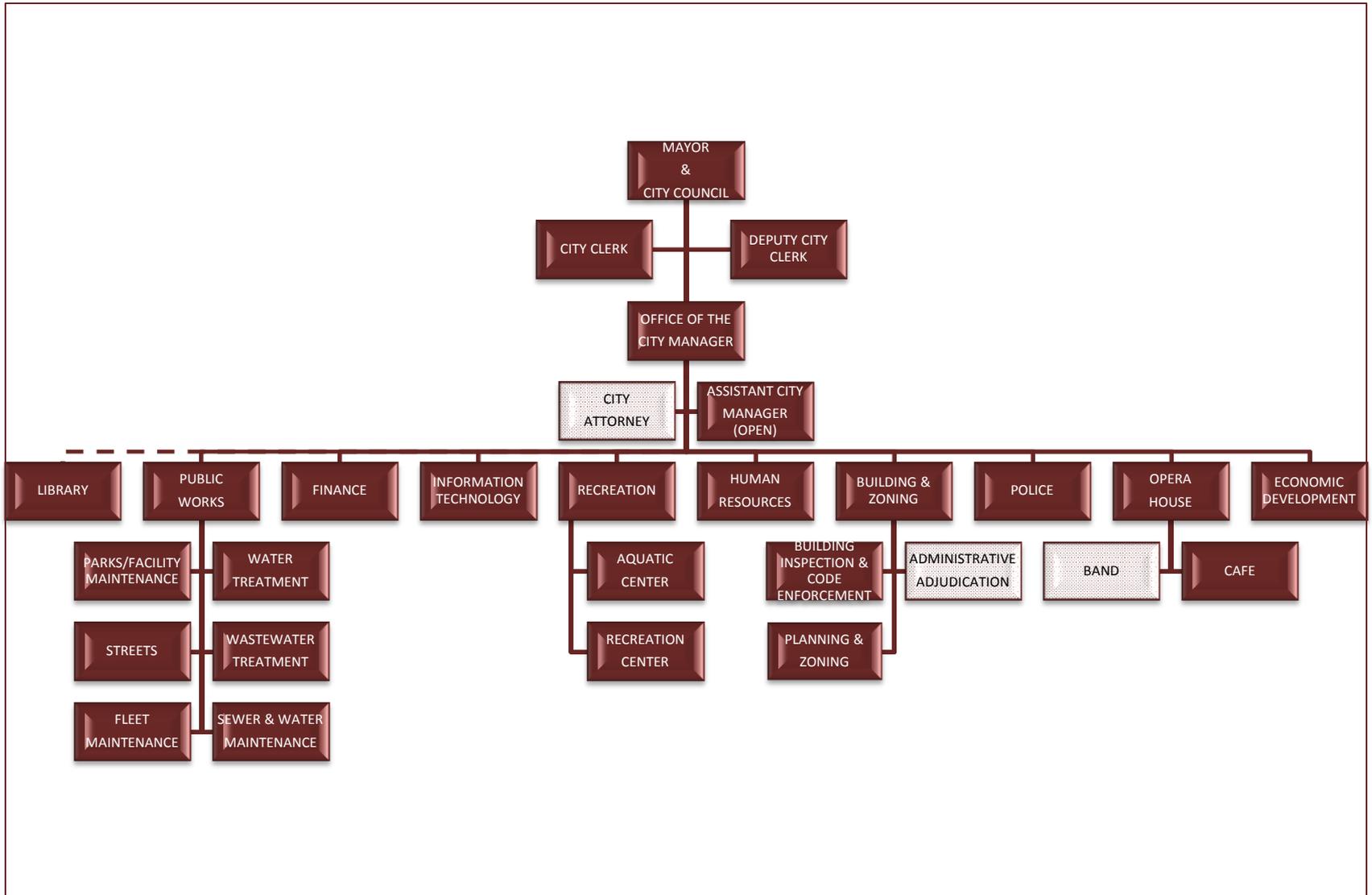
For the past 13 years the City has received the GFOA's Distinguished Budget Presentation Award and is committed to preparing a budget that will continue to meet the award's standards. This award is given to budgets that meet the highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices for budgeting .

Budget Process Summary (Timeline)

July 14, 2015	Actuary Study Started to determine Police Pension Levy.
October 9, 2015	City Manager Distributes CIP instructions to Department Directors.
November 3, 2015	Presentation of resolution formally estimating the dollar amount for the 2015 property taxes, received in 2016.
November 18, 2015	Department Directors submit completed CIP Project Request Forms and Status Updates to City Manager.
December 7, 2015	Adoption of 2015 property tax levy, received in 2016.
January 6, 2016	City Manager distributes worksheet and instructions for budget preparation to Department Directors.
January 19, 2016	Completed 5-year CIP program submitted to City Council.
January 29, 2016	Department Directors submit completed preliminary Budget(s) to City Manager.
February 8-26, 2016	City Manager and Finance Department review budgets with respective Department Directors and determine Departmental budget amounts.
February 29-March 11, 2016	Final preparation of FY16/17 Budget Document.
March 15, 2016	Transmit FY16/17 Budget to City Council.
April 5, 2016	Special City Council Meeting to Consider Property Tax Levy Abatement (if Necessary).
April 5, 2016	Public Hearing on FY16/17 Budget.
April 12, 2016	City Council Budget Workshop.
April 19, 2016	City Council adopts FY16/17 Budget.



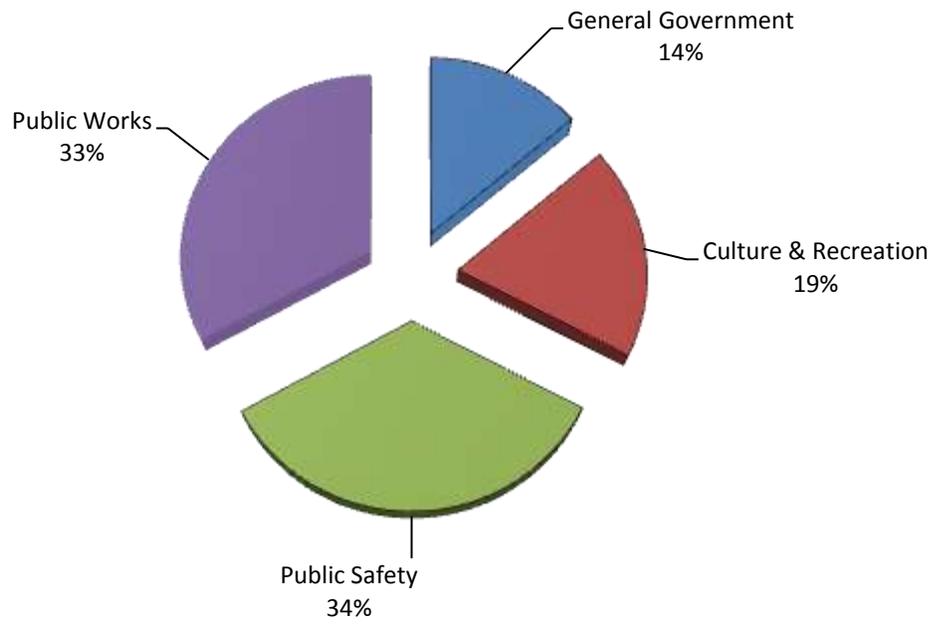
CITY OF WOODSTOCK ORGANIZATIONAL CHART



Personnel Summary

FISCAL YEAR STAFFING COMPARISON BY DEPARTMENT						
IN POSITIONS AND FULL-TIME EQUIVALENTS (FTE) FOR FT AND PT POSITIONS ONLY						
<i>(no SPT-seasonal or LPT included before final totals at bottom)</i>						
DEPARTMENTS	FY13/14 APPROVED FTEs	FY14/15 APPROVED FTEs	FY15/16 APPROVED FTEs	FY16/17 PROPOSED FTEs		+(-)
General Government:						
Administrative Adjudication	0.5	0.5	0.0	0.0		0.0
Building and Zoning	0.0	0.0	7.0	6.0		(1.0)
City Hall	1.0	1.0	0.0	0.0		0.0
City Manager's Office	3.0	5.5	6.0	6.0		0.0
Economic Development (was Comm & Econ Devt)	9.5	9.5	2.0	2.0		0.0
Finance	6.5	5.5	5.0	5.0		0.0
Human Resources	3.0	3.0	2.0	2.0		0.0
Total General Government	23.5	25.0	22.0	21.0		(1.0)
Culture & Recreation:						
Library	14.0	14.5	14.5	14.5		0.0
Opera House/Performing Arts	6.0	6.0	6.0	6.0		0.0
Recreation-Recreation & Aquatic Centers	7.5	8.0	8.0	8.0		0.0
Total Culture & Recreation	27.5	28.5	28.5	28.5		0.0
Public Safety:						
Police	57.5	57.5	51.5	52.0		0.5
Public Works:						
Administration	4.5	4.5	4.0	4.0		0.0
Fleet Maintenance	3.0	3.0	3.0	3.0		0.0
Parks & Facilities	11.0	11.0	10.0	10.0		0.0
Parks/Streets (shared)	3.0	3.0	3.0	3.0		0.0
Sewer & Water Maintenance	12.0	12.0	9.0	9.0		0.0
Streets	13.0	13.0	10.0	10.0		0.0
Wastewater Treatment	7.5	7.5	6.0	6.0		0.0
Water Treatment	6.0	6.0	5.0	5.0		0.0
Total Public Works	60.0	60.0	50.0	50.0		0.0
Total Authorized FTEs (PT & FT Only)	168.5	171.0	152.0	151.5		(0.5)
Authorized Full-Time Positions	156.0	158.0	143.0	143.0		0.0
Authorized Part-Time Positions	25.0	27.0	18.0	17.0		(1.0)
Total Authorized FT & PT Positions	181.0	185.0	161.0	160.0	*	(1.0)
Authorized LPT, SPT-Seasonal Positions	247.0	247.0	242.0	221.0		(21.0)
Total Authorized Positions (FT, PT, LPT, Seasonal)	428.0	432.0	403.0	381.0	*	(22.0)
Funded Full-Time Positions/FTEs (1.0 FTE)	141.0	142.5	143.0	143.0		0.0
Funded Part-Time Positions/FTEs (0.5 FTE)	9.0	10.5	9.0	8.5		(0.5)
Total Funded FT & PT Positions/FTEs	150.0	153.0	152.0	151.5		(0.5)
Funded LPT, SPT-Seasonal /FTEs (0.5 FTE)	117.5	119.0	121.0	111.0	**	(10.0)
Total Funded Positions	267.5	272.0	273.0	262.5		(10.5)
* The total number of authorized positions for FY15/16 was decreased by 29 due to the removal of 15 FT, 9 PT, and 5 LPT/SPT-Seasonal vacant and unfunded positions from the City roster.						
** Some Seasonal/LPT Recreation Aide positions were double counted in past years, thus this was corrected for FY16/17.						

FY16/17 Proposed Staffing By Municipal Division



Overview -All Funds

	FY14/15	FY15/16		FY16/17
	Actual	Budget	Projected	Budget
Financial Sources:				
Property Taxes	\$ 9,900,225	\$ 10,000,500	\$ 9,914,200	\$ 10,041,100
Replacement Taxes	260,205	261,000	266,000	276,000
Sales Taxes	3,648,331	3,678,600	3,700,800	3,736,000
Telecommunications Taxes	668,249	630,000	630,700	615,000
Income Taxes	2,950,270	2,932,000	3,150,000	3,108,600
Hotel/Motel Taxes	76,528	72,000	80,000	75,000
MFT Allotment	635,383	625,000	639,000	641,500
Impact Fees	687,589	855,000	795,400	828,400
Fines & Fees	1,223,549	1,110,700	1,060,800	1,126,000
Licenses & Permits	256,219	196,500	239,300	206,800
Restricted Revenues	-	-	-	-
Water & Sewer Sales	4,446,645	4,770,300	4,580,300	4,788,000
Charges for Services	1,835,548	2,344,900	2,335,700	2,373,000
Intergovernmental Revenues	905,902	1,279,000	714,000	1,537,800
Interest	274,215	216,300	490,000	489,700
Other	2,053,123	2,637,500	655,700	2,291,000
Bond/Loan Proceeds	-	-	-	161,500
Total Financial Sources	\$ 29,821,981	\$ 31,609,300	\$ 29,251,900	\$ 32,295,400
Financial Uses:				
Expenditures:				
General Government	\$ 4,401,920	\$ 4,771,800	\$ 4,306,200	\$ 4,447,300
Public Safety	5,088,659	4,983,800	4,988,100	5,260,800
Parks, Recreation, & Culture	4,616,782	4,890,400	4,674,300	4,699,200
Public Works	4,560,332	5,585,300	4,960,400	5,907,600
Utility	4,266,972	4,522,200	3,932,800	4,880,600
Pension/Employee Insurance	5,219,520	5,532,300	5,426,000	5,461,300
Debt Service	1,826,500	1,775,800	1,778,500	1,768,800
Total Expenditures	\$ 29,980,685	\$ 32,061,600	\$ 30,066,300	\$ 32,425,600
Transfers:				
Operating Transfers In	10,504,430	9,064,600	9,588,500	9,528,700
Operating Transfers Out	(10,504,430)	(9,064,600)	(9,588,500)	(9,528,700)
Total Transfers	-	-	-	-
Net Increase (Decrease)	\$ (158,704)	\$ (452,300)	\$ (814,400)	\$ (130,200)
Beginning Fund Equity	33,861,504	32,973,300	33,702,800	32,888,400
Residual Equity Transfers and Other Adjustments	-	-	-	-
Ending Fund Equity	\$33,702,800	\$32,521,000	\$32,888,400	\$32,758,200

Expenditures by Category

	Total All Funds			
	FY14/15	FY15/16		FY16/17
	Actual	Budget	Projected	Budget
Expenditures:				
Salaries	\$10,612,555	\$11,211,600	\$10,797,100	\$11,488,700
Employee Benefits	5,031,081	5,300,200	5,234,800	5,229,200
Personal Services	279,074	391,700	255,600	625,200
Contractual Services	4,540,498	4,968,900	4,959,900	5,099,500
Commodities	1,982,973	1,874,000	1,783,000	1,840,400
Capital Outlay	4,191,046	4,946,400	3,712,800	4,772,100
Interest	681,980	551,400	551,400	470,500
Other Charges	2,661,478	2,817,400	2,771,700	2,900,000
	\$29,980,685	\$32,061,600	\$30,066,300	\$32,425,600

Overview-Governmental Funds

	General Corporate Fund			
	FY14/15 Actual	FY15/16		FY16/17 Budget
		Budget	Projected	Budget
FINANCIAL SOURCES:				
Property Taxes, Road&Bridge	\$ 2,313,695	\$ 1,367,500	\$ 1,318,200	\$ 1,287,200
Replacement Taxes	249,205	250,000	255,000	265,000
Sales Taxes	3,648,331	3,678,600	3,700,800	3,736,000
Telecommunication Tax	-	-	-	-
Video Gaming Revenue	169,754	160,000	199,400	210,000
Income/Use Taxes	2,950,270	2,932,000	3,150,000	3,108,600
Hotel/Motel Tax	-	-	-	-
MFT Allotment	-	-	-	-
Impact Fees	-	-	-	-
Fines & Fees	377,375	372,000	391,100	401,500
Licenses & Permits	256,219	196,500	239,300	206,800
Restricted Revenues	-	-	-	-
Water & Sewer Sales	-	-	-	-
Charges for Services	200,214	217,000	200,000	205,000
Intergovernmental Revenues	-	-	-	-
Interest	(20,524)	30,000	38,500	40,000
Proceeds from Sale of Property	13,434	15,000	33,700	34,000
Other	68,517	53,000	46,400	48,500
Loan Proceeds	-	-	-	-
Total Financial Sources	\$ 10,226,490	\$ 9,271,600	\$ 9,572,400	\$ 9,542,600
FINANCIAL USES:				
Expenditures:				
General Government	\$ 2,000,748	\$ 2,429,700	\$ 2,387,300	\$ 2,526,200
Public Safety	-	-	-	-
Parks, Recreation, & Culture	605,032	636,600	626,800	659,900
Public Works	1,815,408	1,712,900	1,507,300	1,657,300
Debt Service	-	-	-	-
Total Expenditures	\$ 4,421,188	\$ 4,779,200	\$ 4,521,400	\$ 4,843,400
TRANSFERS:				
Operating Transfers In	\$ 469,240	\$ 469,400	\$ 469,400	\$ 501,400
Operating Transfers Out	(6,337,325)	(4,961,100)	(5,516,100)	(5,198,800)
Total Transfers	\$ (5,868,085)	\$ (4,491,700)	\$ (5,046,700)	\$ (4,697,400)
Net Increase (Decrease)	(62,783)	700	4,300	1,800
Beginning Fund Balance	\$ 4,652,383	\$ 4,658,200	\$ 4,589,600	\$ 4,593,900
Residual Equity Transfers and Other Adjustments	-	-	-	-
Ending Fund Balance	\$ 4,589,600	\$ 4,658,900	\$ 4,593,900	\$ 4,595,700
EXPENDITURES:				
Salaries	\$ 2,972,926	\$ 3,266,500	\$ 3,020,300	\$ 3,296,600
Employee Benefits	-	-	-	-
Personal Services	87,228	119,800	107,900	120,600
Contractual Services	892,275	806,400	914,700	871,900
Commodities	400,268	493,200	409,100	436,000
Capital Outlay	43,079	28,300	33,900	49,800
Interest	-	-	-	-
Other Charges	25,412	65,000	35,500	68,500
Total Expenditures	\$ 4,421,188	\$ 4,779,200	\$ 4,521,400	\$ 4,843,400

Overview-Governmental Funds

	Special Revenue Funds			
	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Budget
FINANCIAL SOURCES:				
Property Taxes, Road&Bridge	\$ 6,838,714	\$ 7,951,000	\$ 7,916,500	\$ 8,072,700
Replacement Taxes	11,000	11,000	11,000	11,000
Sales Taxes	-	-	-	-
Telecommunication Tax	-	-	-	-
Video Gaming Revenue	-	-	-	-
Income/Use Taxes	-	-	-	-
Hotel/Motel Tax	76,528	72,000	80,000	75,000
MFT Allotment	635,383	625,000	639,000	641,500
Impact Fees	35,852	35,000	21,800	23,400
Fines & Fees	846,174	738,700	669,700	724,500
Licenses & Permits	-	-	-	-
Restricted Revenues	-	-	-	-
Water & Sewer Sales	-	-	-	-
Charges for Services	1,635,334	2,127,900	2,135,700	2,168,000
Intergovernmental Revenues	830,902	647,300	603,700	634,500
Interest	(22,479)	27,100	33,800	30,200
Proceeds from Sale of Property	-	-	-	-
Other	171,208	174,300	173,900	173,800
Loan Proceeds	-	-	-	-
Total Financial Sources	\$ 11,058,616	\$ 12,409,300	\$ 12,285,100	\$ 12,554,600
FINANCIAL USES:				
Expenditures:				
General Government	\$ 3,792,095	\$ 3,447,200	\$ 2,976,400	\$ 3,136,600
Public Safety	4,836,891	4,884,600	4,906,700	5,085,700
Parks, Recreation, & Culture	3,537,137	3,647,600	3,526,100	3,692,500
Public Works	2,025,535	2,021,400	2,031,100	2,048,300
Debt Service	-	-	-	-
Total Expenditures	\$ 14,191,658	\$ 14,000,800	\$ 13,440,300	\$ 13,963,100
TRANSFERS:				
Operating Transfers In	\$ 4,847,139	\$ 3,783,900	\$ 3,680,100	\$ 3,916,300
Operating Transfers Out	(2,595,626)	(2,563,800)	(2,559,400)	(2,929,100)
Total Transfers	\$ 2,251,513	\$ 1,220,100	\$ 1,120,700	\$ 987,200
Net Increase (Decrease)	(881,529)	(371,400)	(34,500)	(421,300)
Beginning Fund Balance	\$ 5,802,329	\$ 4,823,600	\$ 4,920,800	\$ 4,886,300
Residual Equity Transfers and Other Adjustments	-	-	-	-
Ending Fund Balance	\$ 4,920,800	\$ 4,452,200	\$ 4,886,300	\$ 4,465,000
EXPENDITURES:				
Salaries	\$ 6,482,993	\$ 6,760,400	\$ 6,662,700	\$ 6,996,300
Employee Benefits	1,504,222	1,560,300	1,481,600	1,371,500
Personal Services	173,127	244,100	125,700	231,800
Contractual Services	2,738,709	3,240,900	3,200,800	3,358,600
Commodities	963,668	728,600	736,000	740,900
Capital Outlay	2,018,094	1,158,000	912,600	950,000
Interest	41,256	38,200	38,200	34,500
Other Charges	269,589	270,300	282,700	279,500
Total Expenditures	\$14,191,658	\$14,000,800	\$13,440,300	\$13,963,100

Overview-Governmental Funds

	Debt Service Funds			
	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Budget
FINANCIAL SOURCES:				
Property Taxes, Road&Bridge	\$ 660,950	\$ 645,000	\$ 642,600	\$ 644,200
Replacement Taxes	-	-	-	-
Sales Taxes	-	-	-	-
Telecommunication Tax	-	-	-	-
Video Gaming Revenue	-	-	-	-
Income/Use Taxes	-	-	-	-
Hotel/Motel Tax	-	-	-	-
MFT Allotment	-	-	-	-
Impact Fees	-	-	-	-
Fines & Fees	-	-	-	-
Licenses & Permits	-	-	-	-
Restricted Revenues	-	-	-	-
Water & Sewer Sales	-	-	-	-
Charges for Services	-	-	-	-
Intergovernmental Revenues	-	-	-	-
Interest	465	600	700	600
Proceeds from Sale of Property	-	-	-	-
Other	54,693	58,000	57,000	58,000
Loan Proceeds	-	-	-	-
Total Financial Sources	\$ 716,108	\$ 703,600	\$ 700,300	\$ 702,800
FINANCIAL USES:				
Expenditures:				
General Government	\$ 1,996	\$ 2,100	\$ 2,100	\$ 2,100
Public Safety	-	-	-	-
Parks, Recreation, & Culture	-	-	-	-
Public Works	-	-	-	-
Debt Service	1,826,500	1,775,800	1,778,500	1,768,800
Total Expenditures	\$ 1,828,496	\$ 1,777,900	\$ 1,780,600	\$ 1,770,900
TRANSFERS:				
Operating Transfers In	\$ 1,108,782	\$ 1,074,300	\$ 1,074,300	\$ 1,069,400
Operating Transfers Out	-	-	-	-
Total Transfers	\$ 1,108,782	\$ 1,074,300	\$ 1,074,300	\$ 1,069,400
Net Increase (Decrease)	(3,606)	-	(6,000)	1,300
Beginning Fund Balance	\$ 3,606	\$ (700)	\$ -	\$ (6,000)
Residual Equity Transfers and Other Adjustments	-	-	-	-
Ending Fund Balance	\$ -	\$ (700)	\$ (6,000)	\$ (4,700)
EXPENDITURES:				
Salaries	\$ -	\$ -	\$ -	\$ -
Employee Benefits	-	-	-	-
Personal Services	-	-	-	-
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Interest	420,907	315,800	315,800	263,800
Other Charges	1,407,589	1,462,100	1,464,800	1,507,100
Total Expenditures	\$1,828,496	\$1,777,900	\$1,780,600	\$1,770,900

Overview-Governmental Funds

	Capital Project Funds			
	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Budget
FINANCIAL SOURCES:				
Property Taxes, Road&Bridge	\$ 86,866	\$ 37,000	\$ 36,900	\$ 37,000
Replacement Taxes	-	-	-	-
Sales Taxes	-	-	-	-
Telecommunication Tax	668,249	630,000	630,700	615,000
Video Gaming Revenue	-	-	-	-
Income/Use Taxes	-	-	-	-
Hotel/Motel Tax	-	-	-	-
MFT Allotment	-	-	-	-
Impact Fees	120,288	170,000	126,600	155,000
Fines & Fees	-	-	-	-
Licenses & Permits	-	-	-	-
Restricted Revenues	-	-	-	-
Water & Sewer Sales	-	-	-	-
Charges for Services	-	-	-	-
Intergovernmental Revenues	75,000	631,700	110,300	903,300
Interest	(4,004)	9,600	13,900	12,400
Proceeds from Sale of Property	-	-	-	-
Other	30,162	367,000	407,700	2,000
Loan Proceeds	-	-	-	161,500
Total Financial Sources	\$ 976,561	\$ 1,845,300	\$ 1,326,100	\$ 1,886,200
FINANCIAL USES:				
Expenditures:				
General Government	\$ 111,303	\$ 453,100	\$ 422,000	\$ 153,900
Public Safety	251,768	99,200	81,400	175,100
Parks, Recreation, & Culture	474,613	606,200	521,400	346,800
Public Works	719,389	1,851,000	1,422,000	2,202,000
Debt Service	-	-	-	-
Total Expenditures	\$ 1,557,073	\$ 3,009,500	\$ 2,446,800	\$ 2,877,800
TRANSFERS:				
Operating Transfers In	\$ 1,174,000	\$ 896,000	\$ 1,625,000	\$ 817,600
Operating Transfers Out	(601,116)	(593,000)	(593,000)	(593,200)
Total Transfers	\$ 572,884	\$ 303,000	\$ 1,032,000	\$ 224,400
Net Increase (Decrease)	(7,628)	(861,200)	(88,700)	(767,200)
Beginning Fund Balance	\$ 2,665,128	\$ 2,386,700	\$ 2,657,500	\$ 2,568,800
Residual Equity Transfers and Other Adjustments	-	-	-	-
Ending Fund Balance	\$ 2,657,500	\$ 1,525,500	\$ 2,568,800	\$ 1,801,600
EXPENDITURES:				
Salaries	\$ 43,300	\$ 40,000	\$ 36,000	\$ 35,000
Employee Benefits	-	-	-	-
Personal Services	-	-	-	-
Contractual Services	64,132	38,200	19,600	22,500
Commodities	-	-	-	-
Capital Outlay	1,449,641	2,931,300	2,391,200	2,820,300
Interest	-	-	-	-
Other Charges	-	-	-	-
Total Expenditures	\$1,557,073	\$ 3,009,500	\$2,446,800	\$2,877,800

Overview-Governmental Funds

	Total Governmental Funds			
	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Budget
FINANCIAL SOURCES:				
Property Taxes, Road&Bridge	\$ 9,900,225	\$ 10,000,500	\$ 9,914,200	\$ 10,041,100
Replacement Taxes	260,205	261,000	266,000	276,000
Sales Taxes	3,648,331	3,678,600	3,700,800	3,736,000
Telecommunication Tax	668,249	630,000	630,700	615,000
Video Gaming Revenue	169,754	160,000	199,400	210,000
Income/Use Taxes	2,950,270	2,932,000	3,150,000	3,108,600
Hotel/Motel Tax	76,528	72,000	80,000	75,000
MFT Allotment	635,383	625,000	639,000	641,500
Impact Fees	156,140	205,000	148,400	178,400
Fines & Fees	1,223,549	1,110,700	1,060,800	1,126,000
Licenses & Permits	256,219	196,500	239,300	206,800
Restricted Revenues	-	-	-	-
Water & Sewer Sales	-	-	-	-
Charges for Services	1,835,548	2,344,900	2,335,700	2,373,000
Intergovernmental Revenues	905,902	1,279,000	714,000	1,537,800
Interest	(46,542)	67,300	86,900	83,200
Proceeds from Sale of Property	13,434	15,000	33,700	34,000
Other	324,580	652,300	685,000	282,300
Loan Proceeds	-	-	-	161,500
Total Financial Sources	\$ 22,977,775	\$ 24,229,800	\$ 23,883,900	\$ 24,686,200
FINANCIAL USES:				
Expenditures:				
General Government	\$ 5,906,142	\$ 6,332,100	\$ 5,787,800	\$ 5,818,800
Public Safety	5,088,659	4,983,800	4,988,100	5,260,800
Parks, Recreation, & Culture	4,616,782	4,890,400	4,674,300	4,699,200
Public Works	4,560,332	5,585,300	4,960,400	5,907,600
Debt Service	1,826,500	1,775,800	1,778,500	1,768,800
Total Expenditures	\$ 21,998,415	\$ 23,567,400	\$ 22,189,100	\$ 23,455,200
TRANSFERS:				
Operating Transfers In	\$ 7,599,161	\$ 6,223,600	\$ 6,848,800	\$ 6,304,700
Operating Transfers Out	(9,534,067)	(8,117,900)	(8,668,500)	(8,721,100)
Total Transfers	\$ (1,934,906)	\$ (1,894,300)	\$ (1,819,700)	\$ (2,416,400)
Net Increase (Decrease)	(955,546)	(1,231,900)	(124,900)	(1,185,400)
Beginning Fund Balance	\$ 13,123,446	\$ 11,867,800	\$ 12,167,900	\$ 12,043,000
Residual Equity Transfers and Other Adjustments	-	-	-	-
Ending Fund Balance	\$ 12,167,900	\$ 10,635,900	\$ 12,043,000	\$ 10,857,600
EXPENDITURES:				
Salaries	\$9,499,219	\$10,066,900	\$9,719,000	\$10,327,900
Employee Benefits	1,504,222	1,560,300	1,481,600	1,371,500
Personal Services	260,355	363,900	233,600	352,400
Contractual Services	3,695,116	4,085,500	4,135,100	4,253,000
Commodities	1,363,936	1,221,800	1,145,100	1,176,900
Capital Outlay	3,510,814	4,117,600	3,337,700	3,820,100
Interest	462,163	354,000	354,000	298,300
Other Charges	1,702,590	1,797,400	1,783,000	1,855,100
Total Expenditures	\$21,998,415	\$23,567,400	\$22,189,100	\$23,455,200

Overview-Proprietary Funds

	Water & Sewer Fund			
	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Budget
FINANCIAL SOURCES:				
Impact Fees	\$ 531,449	\$ 650,000	\$ 647,000	\$ 650,000
Water & Sewer Sales	4,446,645	4,770,300	4,580,300	4,788,000
Interest	(17,168)	24,000	35,100	31,500
Other	111,616	49,400	64,500	70,000
Bond Proceeds	-	-	-	-
Total Financial Sources	\$ 5,072,542	\$ 5,493,700	\$ 5,326,900	\$ 5,539,500
FINANCIAL USES:				
Expenditures:				
Water Treatment	\$ 889,004	\$ 912,300	\$ 911,400	\$ 1,009,500
Wastewater Treatment	954,706	1,005,100	918,200	1,038,400
Sewer & Water Maintenance	689,081	781,500	708,100	834,600
Administrative	61,097	72,600	58,000	64,000
Capital Improvements	677,445	752,300	338,800	941,000
Health Insurance	-	-	-	-
Debt Service	995,639	998,400	998,300	993,100
Total Expenditures	\$ 4,266,972	\$ 4,522,200	\$ 3,932,800	\$ 4,880,600
TRANSFERS:				
Operating Transfers In	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
Operating Transfers Out	(965,363)	(941,700)	(915,000)	(802,600)
Total Transfers	\$ (956,363)	\$ (932,700)	\$ (906,000)	\$ (793,600)
Net Increase (Decrease)	(150,793)	38,800	488,100	(134,700)
Beginning Net Assets	\$ 3,287,693	\$ 2,954,100	\$ 3,136,900	\$ 3,625,000
Residual Equity Transfers and Other Adjustments	-	-	-	-
Ending Net Assets	\$ 3,136,900	\$ 2,992,900	\$ 3,625,000	\$ 3,490,300
EXPENDITURES:				
Salaries	\$ 1,113,336	\$ 1,144,700	\$ 1,078,100	\$ 1,160,800
Employee Benefits	-	-	-	-
Personal Services	15,669	24,900	19,700	269,900
Contractual Services	843,139	873,400	823,800	841,500
Commodities	618,957	652,000	637,800	663,300
Capital Outlay	680,232	828,800	375,100	952,000
Interest	219,817	197,400	197,400	172,200
Other Charges	775,822	801,000	800,900	820,900
Total Expenditures	\$4,266,972	\$4,522,200	\$3,932,800	\$4,880,600

Overview-Proprietary Funds

	Health/Life Insurance Fund			
	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Budget
FINANCIAL SOURCES:				
Impact Fees	\$ -	\$ -	\$ -	\$ -
Water & Sewer Sales	-	-	-	-
Interest	24	-	-	-
Other	529,204	496,800	664,200	566,600
Bond Proceeds	-	-	-	-
Total Financial Sources	\$ 529,228	\$ 496,800	\$ 664,200	\$ 566,600
FINANCIAL USES:				
Expenditures:				
Water Treatment	\$ -	\$ -	\$ -	\$ -
Wastewater Treatment	-	-	-	-
Sewer & Water Maintenance	-	-	-	-
Administrative	-	-	-	-
Capital Improvements	-	-	-	-
Health Insurance	2,281,893	2,414,900	2,530,800	2,598,700
Debt Service	-	-	-	-
Total Expenditures	\$ 2,281,893	\$ 2,414,900	\$ 2,530,800	\$ 2,598,700
TRANSFERS:				
Operating Transfers In	\$ 1,965,653	\$ 1,882,000	\$ 1,784,100	\$ 2,061,400
Operating Transfers Out	-	-	-	-
Total Transfers	\$ 1,965,653	\$ 1,882,000	\$ 1,784,100	\$ 2,061,400
Net Increase (Decrease)	212,988	(36,100)	(82,500)	29,300
Beginning Net Assets	\$ (394,588)	\$ (76,100)	\$ (181,600)	\$ (264,100)
Residual Equity Transfers and Other Adjustments	-	-	-	-
Ending Net Assets	\$ (181,600)	\$ (112,200)	\$ (264,100)	\$ (234,800)
EXPENDITURES:				
Salaries	\$ -	\$ -	\$ -	\$ -
Employee Benefits	2,281,893	2,414,900	2,530,800	2,598,700
Personal Services	-	-	-	-
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Interest	-	-	-	-
Other Charges	-	-	-	-
Total Expenditures	\$2,281,893	\$2,414,900	\$2,530,800	\$2,598,700

Overview-Proprietary Funds

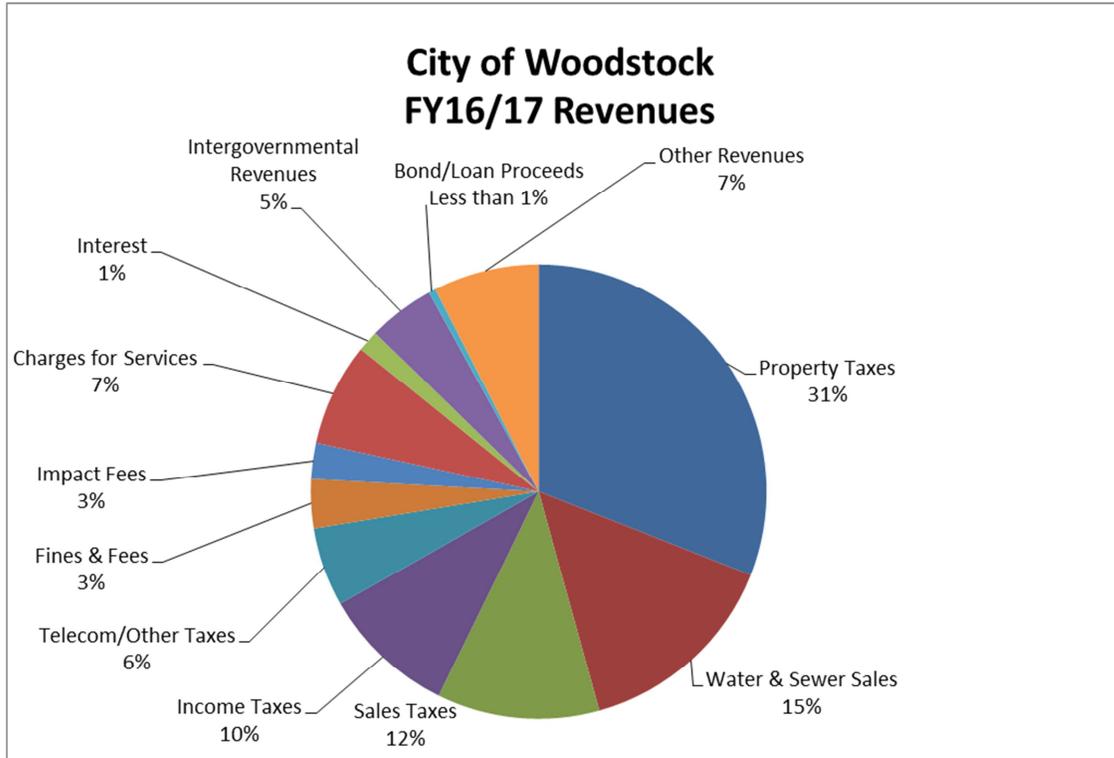
	Total Proprietary Funds			
	FY14/15 Actual	FY15/16 Budget Projected		FY16/17 Budget
FINANCIAL SOURCES:				
Impact Fees	\$ 531,449	\$ 650,000	\$ 647,000	\$ 650,000
Water & Sewer Sales	4,446,645	4,770,300	4,580,300	4,788,000
Interest	(17,144)	24,000	35,100	31,500
Other	640,820	546,200	728,700	636,600
Bond Proceeds	-	-	-	-
Total Financial Sources	\$ 5,601,770	\$ 5,990,500	\$ 5,991,100	\$ 6,106,100
FINANCIAL USES:				
Expenditures:				
Water Treatment	\$ 889,004	\$ 912,300	\$ 911,400	\$ 1,009,500
Wastewater Treatment	954,706	1,005,100	918,200	1,038,400
Sewer & Water Maintenance	689,081	781,500	708,100	834,600
Administrative	61,097	72,600	58,000	64,000
Capital Improvements	677,445	752,300	338,800	941,000
Health Insurance	2,281,893	2,414,900	2,530,800	2,598,700
Debt Service	995,639	998,400	998,300	993,100
Total Expenditures	\$ 6,548,865	\$ 6,937,100	\$ 6,463,600	\$ 7,479,300
TRANSFERS:				
Operating Transfers In	\$ 1,974,653	\$ 1,891,000	\$ 1,793,100	\$ 2,070,400
Operating Transfers Out	(965,363)	(941,700)	(915,000)	(802,600)
Total Transfers	\$ 1,009,290	\$ 949,300	\$ 878,100	\$ 1,267,800
Net Increase (Decrease)	62,195	2,700	405,600	(105,400)
Beginning Net Assets	\$ 2,893,105	\$ 2,878,000	\$ 2,955,300	\$ 3,360,900
Residual Equity Transfers and Other Adjustments	-	-	-	-
Ending Net Assets	\$ 2,955,300	\$ 2,880,700	\$ 3,360,900	\$ 3,255,500
EXPENDITURES:				
Salaries	\$ 1,113,336	\$ 1,144,700	\$ 1,078,100	\$ 1,160,800
Employee Benefits	2,281,893	2,414,900	2,530,800	2,598,700
Personal Services	15,669	24,900	19,700	269,900
Contractual Services	843,139	873,400	823,800	841,500
Commodities	618,957	652,000	637,800	663,300
Capital Outlay	680,232	828,800	375,100	952,000
Interest	219,817	197,400	197,400	172,200
Other Charges	775,822	801,000	800,900	820,900
Total Expenditures	\$6,548,865	\$6,937,100	\$6,463,600	\$7,479,300

Overview-Fiduciary Funds

	Police Pension Fund			
	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Budget
FINANCIAL SOURCES:				
Interest	\$ 337,901	\$ 125,000	\$ 368,000	\$ 375,000
Other	904,535	1,264,000	(991,100)	1,128,100
Total Financial Sources	\$ 1,242,436	\$ 1,389,000	\$ (623,100)	\$ 1,503,100
FINANCIAL USES:				
Expenditures:				
Pension Payments	\$ 1,244,966	\$ 1,325,000	\$ 1,222,400	\$ 1,259,000
Investment Fees	151,130	155,000	155,000	160,000
Other Charges	37,309	77,100	36,200	72,100
Total Expenditures	\$ 1,433,405	\$ 1,557,100	\$ 1,413,600	\$ 1,491,100
TRANSFERS:				
Operating Transfers In	\$ 930,616	\$ 950,000	\$ 946,600	\$ 1,153,600
Operating Transfers Out	(5,000)	(5,000)	(5,000)	(5,000)
Total Transfers	\$ 925,616	\$ 945,000	\$ 941,600	\$ 1,148,600
Net Increase (Decrease)	734,647	776,900	(1,095,100)	1,160,600
Beginning Fund Balance	\$ 17,844,953	\$ 18,227,500	\$ 18,579,600	\$ 17,484,500
Residual Equity Transfers and Other Adjustments	-	-	-	-
Ending Fund Balance	\$ 18,579,600	\$ 19,004,400	\$ 17,484,500	\$ 18,645,100
EXPENDITURES:				
Salaries	\$ -	\$ -	\$ -	\$ -
Employee Benefits	1,244,966	1,325,000	1,222,400	1,259,000
Personal Services	3,050	2,900	2,300	2,900
Contractual Services	2,243	10,000	1,000	5,000
Commodities	80	200	100	200
Capital Outlay	-	-	-	-
Interest	-	-	-	-
Other Charges	183,066	219,000	187,800	224,000
Total Expenditures	\$1,433,405	\$1,557,100	\$1,413,600	\$1,491,100

Major Revenues

The City has several revenue sources, each representing a different percentage of total revenues.



Revenue Analysis

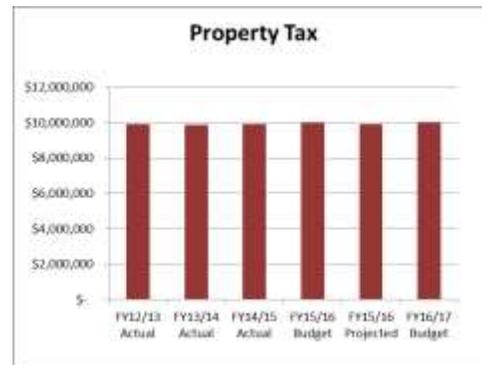
Item	FY12/13	FY13/14	FY14/15	FY15/16		FY16/17
	Actual	Actual	Actual	Budget	Projected	Budget
Property Taxes	\$ 9,902,119	\$ 9,862,804	\$ 9,900,225	\$ 10,000,500	\$ 9,914,200	\$ 10,041,100
Water & Sewer Sales	4,584,772	4,423,660	4,446,645	4,770,300	4,580,300	4,788,000
Sales Taxes	3,378,794	3,480,003	3,648,331	3,678,600	3,700,800	3,736,000
Income Taxes	3,017,082	2,856,414	2,950,270	2,932,000	3,150,000	3,108,600
Telecom/Other Taxes	1,771,682	1,707,380	1,810,119	1,748,000	1,815,100	1,817,500
Fines & Fees	1,099,386	1,108,023	1,223,549	1,110,700	1,060,800	1,126,000
Impact Fees	411,180	623,257	687,589	855,000	795,400	828,400
Charges for Services	1,377,323	1,195,130	1,835,548	2,344,900	2,335,700	2,373,000
Interest	476,611	454,219	274,215	216,300	490,000	489,700
Intergovernmental Revenues	676,902	952,945	905,902	1,279,000	714,000	1,537,800
Bond/Loan Proceeds	0	0	0	0	0	161,500
Other Revenues	1,321,374	2,248,421	2,139,588	2,674,000	695,600	2,287,800
TOTALS	\$ 28,017,225	\$ 28,912,256	\$ 29,821,981	\$ 31,609,300	\$ 29,251,900	\$ 32,295,400

Revenue Overview

Information provided in this section includes figures for FY12/13, FY13/14, and FY14/15, which are based on actual amounts, FY15/16 budget and projected amounts, and FY16/17 proposed budget amounts. The percentage increase/decrease is based on comparing the results of a given fiscal year with the prior year. In the case of FY15/16 budget and projected percentage increases, the associated values are based on the changes compared with the FY14/15 actual results. The FY16/17 percentage increase reflects the change between the FY15/16 projected amount and the FY16/17 proposed budget.

Property Tax*

Fiscal Year	Amount	% Inc (Dec)
FY12/13	\$ 9,902,119	
FY13/14	9,862,804	(0.4%)
FY14/15	9,900,225	0.4%
FY15/16		
Budget	10,000,500	1.0%
Projected	9,914,200	0.1%
FY16/17	\$10,041,100	1.3%



*Includes Road & Bridge Tax

The City's property tax levy is allocated to fund a variety of purposes and is reported as revenue within sixteen (16) funds. A table presenting the collections is shown below:

Fund	FY16/17 (Tax Year 2015) Est.	FY15/16 (Tax Year 2014)	FY14/15 (Tax Year 2013)	FY13/14 (Tax Year 2012)
General Corporate*	\$1,287,200	\$1,318,200	\$2,313,695	\$2,531,608
IMRF	500,000	498,200	1,275,885	1,231,283
Social Security	650,000	647,600	-	-
Library	1,000,100	979,700	909,553	879,585
Liability Insurance	549,000	582,300	691,948	687,922
Police Pension	1,153,600	946,600	930,616	882,337
Police Protection	2,490,000	2,481,100	1,205,517	993,701
Env. Management	440,000	538,100	539,026	538,371
Parks	300,000	298,900	325,751	360,505
Debt Service	644,200	642,600	660,950	667,190
Tax Increment Finance	643,000	611,300	602,709	627,236
Other Funds	384,000	369,600	444,575	463,066
TOTAL	\$10,041,100	\$9,914,200	\$9,900,225	\$9,862,804

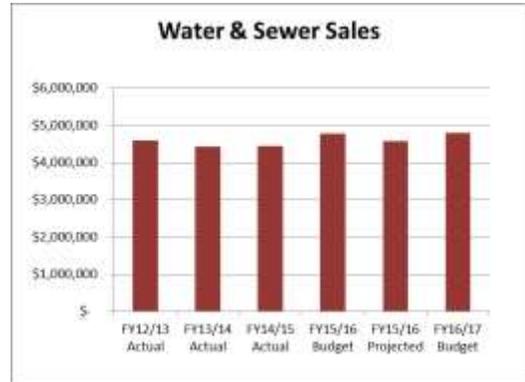
*Includes Road and Bridge

The City's levy represents approximately 16% of a property owner's total property tax bill. It is important to note that the City of Woodstock represents a full-service community. Several functions that are typically provided through the use of special districts (i.e., Library, Opera House, Parks and Recreation) are instead operated as Departments of the City and are included within the City's property tax levy.

The budget includes a projected 1.3% increase in the City's total property tax collections representing an anticipated increase from only new growth throughout the City. The City Council has directed the City Administration to prepare the annual budget based on the assumption of foregoing the inflationary increase allowed under the Property Tax Extension Limitation Law (PTELL).

Water & Sewer Sales

Fiscal Year	Amount	% Inc (Dec)
FY12/13	\$ 4,584,772	
FY13/14	4,423,660	(3.5%)
FY14/15	4,446,645	0.5%
FY15/16		
Budget	4,770,300	7.3%
Projected	4,580,300	3.0%
FY16/17	4,788,000	4.5%



The City operates its own water and sewer utility that provides these services to the residents and a few bordering non-residents. Costs for these services are paid through quarterly user fees assessed based on water usage. The water and sewer operations are accounted for within the City's only enterprise fund.

Current quarterly water and sewer rates are as follows:

Minimum Bill	\$23.47
Up to but not exceeding 900 cubic feet	\$23.47 + \$2.66 per 100 cubic feet
Over 900 cubic feet	\$5.33 per 100 cubic feet

The proposed FY16/17 budget includes a recommendation to increase sewer and water rates by 5.0% effective May 1, 2016. If rates are increased by 5.0%, the new quarterly rates would be as follows:

Minimum Bill	\$24.64
Up to but not exceeding 900 cubic feet	\$24.64 + \$2.79 per 100 cubic feet
Over 900 cubic feet	\$5.59 per 100 cubic feet

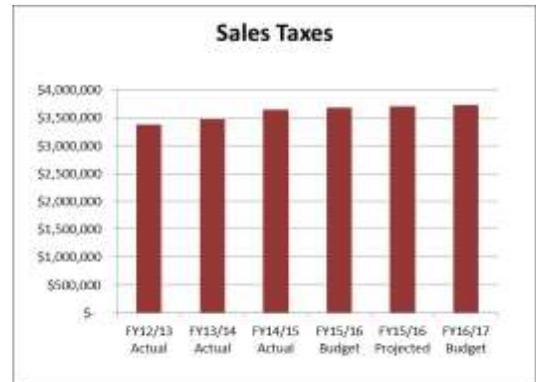
Average consumption for a family of four has been estimated at 2,200 cubic feet per quarter. Therefore, the proposed 5.0% increase would result in the average Woodstock resident's bill increasing from \$117.26 in FY15/16 to \$122.98 in FY16/17, a quarterly increase of \$5.72.

Revenue in FY13/14 decreased from prior years for a number of reasons. The first being the summer of 2013 was cooler and wetter than normal. This caused a significant decrease in water usage during the summer months. Also a number of large water-using businesses reduced their production lines. Lastly, a few large manual reading errors were identified in the billing of customers that resulted in adjustments which spanned a multi-year time period.

Revenue in FY15/16 did increase by 3.0%, however this was less than the 5.0% rate increase, indicating the continuation of less water being sold than the prior year. For FY16/17, the budget proposes an increase in revenue of 4.5%, which is 0.5% less than the rate increase, indicating there is a strong likelihood that less water will again be sold in the upcoming year than the prior year.

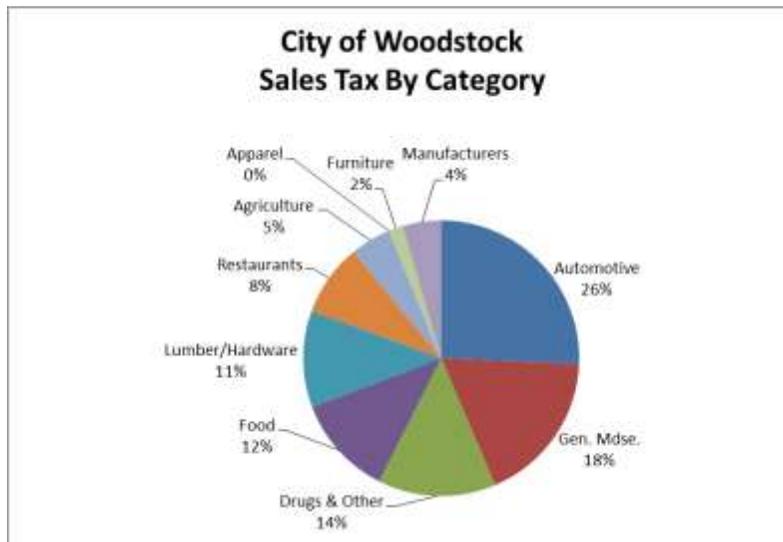
Sales Tax

Fiscal Year	Amount	% Inc (Dec)
FY12/13	\$3,378,794	
FY13/14	3,480,003	3.0%
FY14/15	3,648,331	4.8%
FY15/16		
Budget	3,678,600	0.8%
Projected	3,700,800	1.4%
FY16/17	3,736,000	1.0%



Items, except food and drugs, in Woodstock are subject to a 7.0% sales tax. The City receives 1.0% of this 7.0% for items sold in Woodstock. The remaining 6.0% is distributed as follows: 5.0% State, .75% County and .25% Regional Transportation Authority (RTA).

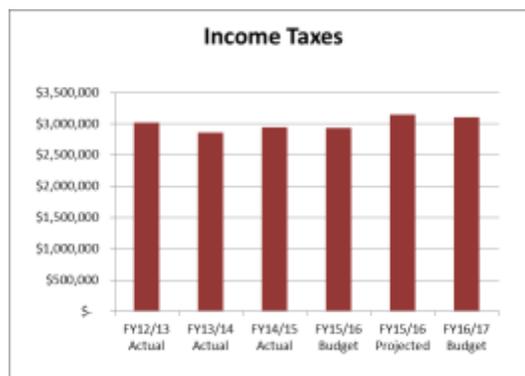
A small increase of 1.0% has been estimated in FY16/17 as a result of predictions that the local economy of Woodstock continues to rebound, but some form of incentives may be required.



Income Tax*

Fiscal Year	Amount	% Inc (Dec)
FY12/13	\$ 3,017,082	
FY13/14	2,856,414	(5.3%)
FY14/15	2,950,270	3.3%
FY15/16		
Budget	2,932,000	(0.6%)
Projected	3,150,000	6.8%
FY16/17	3,108,600	(1.3%)

*Includes Use Tax

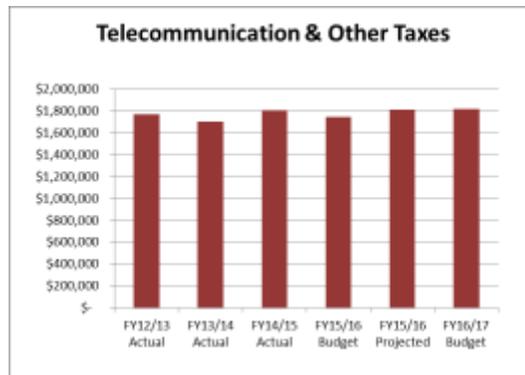


The City receives income tax receipts from the State of Illinois on a monthly basis. Income tax revenues are distributed to local municipalities based on certified populations. Included in this figure is also use tax, which is distributed on a per capita basis.

The FY16/17 income tax revenue is based on a distribution of \$102.00 per capita for income tax and \$23.50 for State use tax, which is the Illinois Municipal League’s estimate.

Telecommunication & Other Taxes

Fiscal Year	Amount	% Inc (Dec)
FY12/13	\$ 1,771,682	
FY13/14	1,707,380	(3.6%)
FY14/15	1,810,119	6.0%
FY15/16		
Budget	1,748,000	(3.4%)
Projected	1,815,100	0.3%
FY16/17	1,817,500	0.1%



The Telecommunication tax collections, \$615,000, represents 34% of the collections reported for other taxes and are impacted by the demand for telecommunication services. This revenue source has been historically dedicated to finance the City’s comprehensive Capital Improvement Program and is, therefore, reported directly within the General Corporate – CIP Fund. Telecommunication taxes have declined over the past 6 years as telecom usage from residents and businesses in the City have changed, impacted by the removal of land lines by the residents.

Other taxes included in the above graph, both received from the State of Illinois, are Replacement taxes of \$276,000 and Motor Fuel Taxes of \$641,500. Replacement taxes are reported within the General Corporate and Library Funds.

Motor fuel taxes are received monthly from the State of Illinois and are distributed based on population. The Illinois Municipal League is projecting an increase in gas consumption for the

upcoming fiscal year; therefore, the FY16/17 budget includes an increase of \$16,500 in funding over the FY15/16 budgeted amount.

The City also levies a 5.0% Hotel/Motel tax, which generates \$75,000 from its local hotel/motels. This tax is restricted by State Statute and can only be expended for programs/events that generate overnight stays for the community.

Fines & Fees

Fiscal Year	Amount	% Inc (Dec)
FY12/13	\$1,099,386	
FY13/14	1,108,023	0.8%
FY14/15	1,223,549	10.4%
FY15/16		
Budget	1,110,700	(9.2%)
Projected	1,060,800	(13.3%)
FY16/17	1,126,000	6.1%

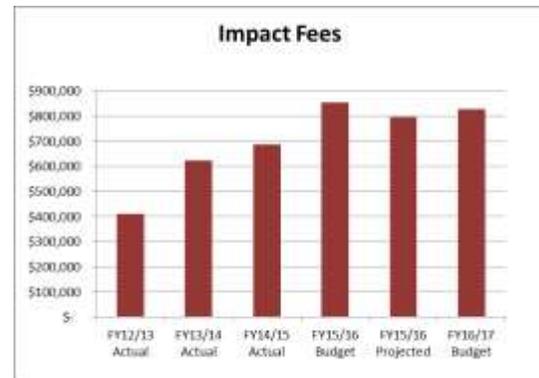


Fines & fees comprise a wide variety of revenue sources that are reported within many of the City’s funds. Overall, the City’s philosophy is to encourage compliance with City Codes versus focusing on punishment. A large part of fines & fees are comprised of franchise fees - \$360,000, police fines - \$415,000, park facility rentals - \$17,000, opera house services - \$111,000, opera house facility rental - \$67,000, library fines and non-resident fees - \$75,000, and adjudication fees-\$16,500.

Franchise fees represent the payments from local cable carriers for use of the City’s right-of-way. The cable carriers are required to remit 5.0% of total revenues monthly to the City as payment on behalf of the franchise agreement. The City has two cable providers (Comcast of Illinois and AT&T Cable) that provide services to the residents. The budget consists of four quarterly payments.

Impact Fees

Fiscal Year	Amount	% Inc (Dec)
FY12/13	\$ 411,180	
FY13/14	623,257	51.6%
FY14/15	687,589	10.3%
FY15/16		
Budget	855,000	24.3%
Projected	795,400	15.7%
FY16/17	828,400	4.1%



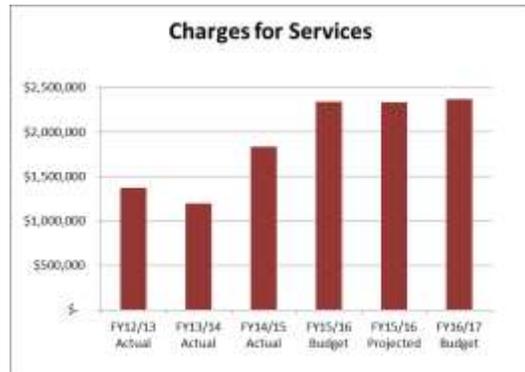
Impact fee revenues represent an upfront charge to new developments that are intended to properly reflect the additional capital costs that will be incurred by the community to provide

service to these new residents. Impact fees are assessed at the time the building permit is issued and include charges to cover estimated capital costs related to future water and sewer expansions, as well as parks, police, library, and street improvements. Historically, these fees have been utilized to supplement the City’s Capital Improvement Program and are directly impacted by the current building activity ongoing within the community. The City also collects impact fees on behalf of School District #200 and the Woodstock Fire/Rescue District, which are accounted for within a separate agency fund and not reported as revenue.

Overall, building activity is expected to remain sluggish especially in comparison to nine years ago. As a result, impact fees will continue to be held below historic levels, although they have increased from lows seen in calendar year 2009. Impact fees are reported within the Park Development - \$23,400, Library Building - \$50,000, Water & Sewer Capacity - \$650,000, and General Corporate – CIP - \$105,000 Funds.

Charges for Services

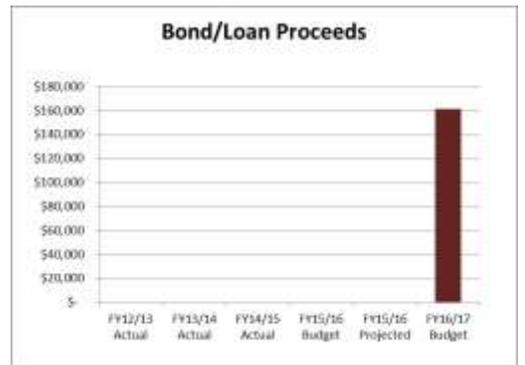
Fiscal Year	Amount	% Inc (Dec)
FY12/13	\$1,377,323	
FY13/14	1,195,130	(13.2%)
FY14/15	1,835,548	53.6%
FY15/16		
Budget	2,344,900	27.7%
Projected	2,335,700	27.2%
FY16/17	2,373,000	1.6%



The City provides certain services which are financed through user charges. These activities are both broad and diverse and include a variety of operations. The large increase in FY14/15 is the result of the City initiating billing for monthly garbage totter service. Charges for services include the aquatic center - \$255,000, recreation programs - \$210,000, recreation center memberships - \$476,500, opera house café sales - \$55,900, refuse sales - \$1,108,700, and wireless alarm monitoring - \$271,800.

Bond/Loan Proceeds

Fiscal Year	Amount	% Inc (Dec)
FY12/13	-	
FY13/14	-	N/A
FY14/15	-	N/A
FY15/16		
Budget	-	N/A
Projected	-	N/A
FY16/17	\$ 161,500	N/A

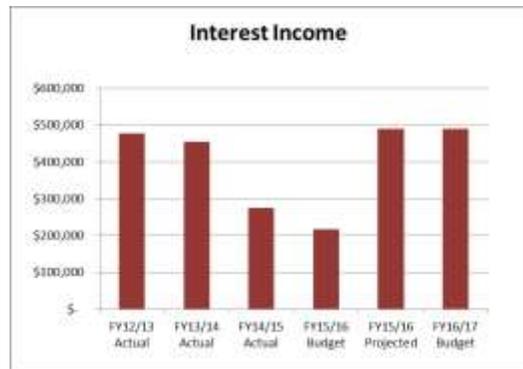


Bond/Loan proceeds account for the City’s issuance of bonded debt or the incurrence of capital leases/bank loans to finance capital improvement projects.

The City Administration will be reviewing additional refunding opportunities that could potentially provide significant savings in FY16/17. If the net present value savings exceeds the industry standard of 2-3%, the City Administration will work with its Financial Consultant and Legal Counsel to forward the appropriate Ordinances and initiate the refunding transactions. Since FY11/12, the City has only issued bonds to refinance previously issued debt in order to capitalize on reduced interest rates. In FY16/17, it is proposed that the General Corporate-CIP Fund will take a loan from the Water & Sewer Capacity-CIP Fund for the roundabout to be constructed at the five-way intersection of South/Lake/Madison.

Interest Income

Fiscal Year	Amount	% Inc (Dec)
FY12/13	\$ 476,611	
FY13/14	454,219	(4.7%)
FY14/15	274,215	(39.6%)
FY15/16		
Budget	216,300	(21.1%)
Projected	490,000	78.7%
FY16/17	489,700	(0.1%)

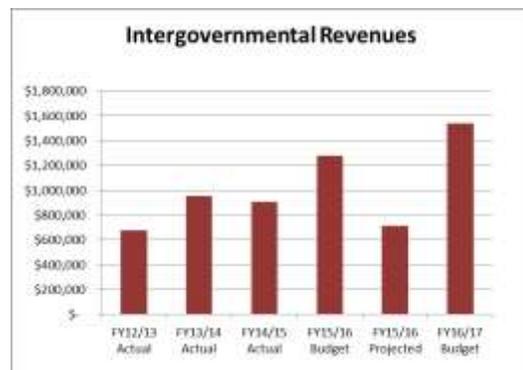


The City earns interest income from investing within money market accounts, US treasury and agency securities and insured/collateralized certificates of deposits. Additionally, the City earns interest income on money held in checking accounts and Illinois Funds.

Interest is recorded in the following funds: General - \$40,000, Public Library - \$7,700, Public Library Building - \$1,400, IMRF - \$7,000, Social Security - \$1,200, Liability Insurance - \$8,000, Water & Sewer - \$1,500, Water & Sewer Capacity - \$30,000, Police Pension - \$375,000, General Corporate - CIP - \$11,000, Environmental Management - \$3,300, and Miscellaneous Funds - \$3,600. The significant fluctuations are a result of interest revenue earned in the Police Pension Fund.

Intergovernmental Revenue

Fiscal Year	Amount	% Inc (Dec)
FY12/13	\$ 676,902	
FY13/14	952,945	40.8%
FY14/15	905,902	(4.9%)
FY15/16		
Budget	1,279,000	41.2%
Projected	714,000	(21.2%)
FY16/17	1,537,800	115.4%

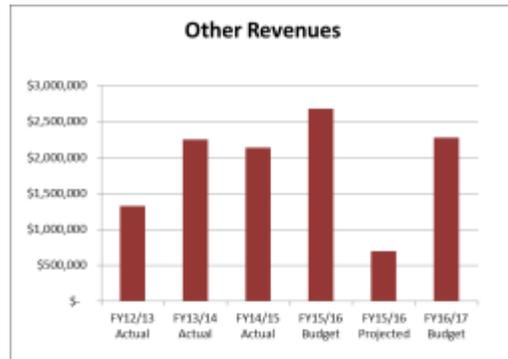


Intergovernmental revenues include all funds received from Federal, State and Local government sources to support a particular function or project. Included within this category is an Illinois per capita grant in the Library Fund - \$31,000. In addition, the Rural Library District provides the Library with an annual contribution - \$410,000 - from its property tax levy that is intended to offset the costs of providing services to the rural customers. Intergovernmental revenues are also reported within the Police Protection Fund and include funding provided by School District #200 to offset the costs of the High School Liaison Officer - \$58,900, the Woodstock Fire/Rescue District contribution - \$84,000 - for providing dispatch services, and various Illinois Department of Transportation - \$25,000 - grant programs.

The City has also budgeted for significant grant revenue in the General Corporate – CIP Fund in the amount of \$683,300. Grants that have been submitted and may be awarded in FY16/17 include: Community Development Block Grant (CDBG) for storm sewer improvements to the Walnut-Ash Neighborhood for \$400,000; Department of Justice grants for bullet proof vests and body cameras in the amount of \$12,000 and \$16,100, respectively; IDOT and McHenry County grant for \$211,000 to facilitate the building of a Route 14 multiuse path; and a DCEO/Clean Energy grant for facility lighting upgrades for \$44,200.

Other Revenues

Fiscal Year	Amount	% Inc (Dec)
FY12/13	\$ 1,321,374	
FY13/14	2,248,421	70.2%
FY14/15	2,139,588	(4.8%)
FY15/16		
Budget	2,674,000	25.0%
Projected	695,600	(67.5%)
FY16/17	2,272,800	226.7%



Other revenues include a variety of revenue sources generated by the City and are impacted by factors beyond the control of the City. Some of the largest components of other revenues include retiree/COBRA health insurance contributions - \$220,000, reinsurance proceeds for health claims - \$25,000, employee payroll deductions for health coverage - \$293,600, pharmacy rebates - \$28,000, wireless alarm fees in the Police Department - \$56,000, downtown snow removal - \$15,000, opera house ticket surcharges - \$58,000, and employee payroll deductions for police pension - \$318,100. In addition, gains and losses for the Police Pension Fund’s investments are also included within this category accounting for the significant fluctuations from year to year.

Property Tax Summary

	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed	\$ +(-)	% +(-)
General*	\$ 1,367,500	\$ 1,318,200	\$ 1,287,200	\$ (80,300)	(5.9%)
Audit	38,000	37,900	37,000	(1,000)	(2.6%)
Police - Operations	2,490,000	2,481,100	2,490,000	-	0.0%
Police - Pension	950,000	946,600	1,153,600	203,600	21.4%
Parks	300,000	298,900	300,000	-	0.0%
Performing Arts	160,000	159,400	160,000	-	0.0%
Library	983,200	979,700	1,000,100	16,900	1.7%
Library Building	37,000	36,900	37,000	-	0.0%
Library Debt Service	314,200	313,100	312,000	(2,200)	(0.7%)
IMRF	500,000	498,200	500,000	-	0.0%
Social Security	650,000	647,600	650,000	-	0.0%
NISRA	135,900	135,400	150,000	14,100	10.4%
Liability Insurance	584,400	582,300	549,000	(35,400)	(6.1%)
Debt Service	330,800	329,500	332,200	1,400	0.4%
TIF	619,500	611,300	643,000	23,500	3.8%
Environmental Management	540,000	538,100	440,000	(100,000)	(18.5%)
TOTAL PROPERTY TAXES					
ALL FUNDS	\$ 10,000,500	\$ 9,914,200	\$ 10,041,100	\$ 40,600	0.4%

* Includes Road and Bridge

Interfund Transfers

	FY15/16 Budget		FY16/17 Budget	
	Transfers In	Transfers Out	Transfers In	Transfers Out
General Corporate	\$ 469,400	\$ 4,961,100	\$ 501,400	\$ 5,198,800
Special Revenue Funds:				
Administrative Adjudication	\$ 10,500	\$ -	\$ 8,700	\$ -
Aquatic Center	-	17,900	14,200	9,000
Audit	-	-	-	-
Environmental Management	-	278,100	-	277,300
Hotel/Motel Tax	20,000	30,000	12,000	30,000
Illinois Municipal Retirement	177,000	-	30,000	-
Social Security	158,300	-	70,000	-
Liability Insurance	125,000	-	125,000	-
Library	-	333,300	-	317,200
Motor Fuel Tax	-	-	53,400	-
NISRA	-	18,000	-	18,000
Paratransit	34,800	-	31,300	-
Park Development	-	42,700	-	43,200
Parks	696,000	154,300	774,900	190,000
Performing Arts	392,000	66,600	401,700	71,600
Police Protection	2,170,300	1,550,000	2,395,100	1,798,400
Recreation Center	-	72,900	-	74,400
Wireless Alarm Monitoring	-	-	-	100,000
Total Special Revenue Funds	\$ 3,783,900	\$ 2,563,800	\$ 3,916,300	\$ 2,929,100
Debt Service Funds:				
Debt Service	\$ 1,028,000	\$ -	\$ 1,023,000	\$ -
Library Debt Service	46,300	-	46,400	-
Total Debt Service Funds	\$ 1,074,300	\$ -	\$ 1,069,400	\$ -
Capital Projects Funds:				
General Corporate - CIP	\$ 821,000	\$ 546,700	\$ 767,600	\$ 546,800
Library Building	75,000	46,300	50,000	46,400
Total Capital Projects Funds	\$ 896,000	\$ 593,000	\$ 817,600	\$ 593,200
Enterprise Funds:				
Utility	\$ 9,000	\$ 941,700	\$ 9,000	\$ 802,600
Total Enterprise Funds	\$ 9,000	\$ 941,700	\$ 9,000	\$ 802,600
Internal Service Fund:				
Employee Health Insurance	\$ 1,882,000	\$ -	\$ 2,061,400	\$ -
Fiduciary Fund:				
Police Pension	\$ 950,000	\$ 5,000	\$ 1,153,600	\$ 5,000
Total Transfers	\$ 9,064,600	\$ 9,064,600	\$ 9,528,700	\$ 9,528,700

Fund Balance Overview

CITY OF WOODSTOCK Fund Balance Overview FY16/17 Budget

	FY15/16			FY16/17		
	Beginning Fund Balance	Projected Surplus (Deficit)	Ending Fund Balance	Beginning Fund Balance	Budget Surplus (Deficit)	Fund Balance
General Corporate	\$ 4,589,600	\$ 4,300	\$ 4,593,900	\$ 4,593,900	\$ 1,800	\$ 4,595,700
Special Revenue Funds:						
Administrative Adjudication	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Aquatic Center	(94,000)	(81,000)	(175,000)	(175,000)	-	(175,000)
Audit	20,700	(200)	20,500	20,500	100	20,600
Environmental Management	323,900	74,400	398,300	398,300	(28,600)	369,700
Hotel/Motel Tax	82,500	13,000	95,500	95,500	-	95,500
Illinois Municipal Retirement	1,214,900	(228,400)	986,500	986,500	(272,900)	713,600
Liability Insurance	1,701,300	44,600	1,745,900	1,745,900	(128,800)	1,617,100
Library	858,800	(22,100)	836,700	836,700	(9,700)	827,000
Motor Fuel Tax	163,200	(79,100)	84,100	84,100	-	84,100
NISRA	76,200	(17,000)	59,200	59,200	(4,000)	55,200
Paratransit	-	-	-	-	-	-
Park Development	40,300	(20,700)	19,600	19,600	(19,600)	-
Parks	-	-	-	-	-	-
Performing Arts	-	-	-	-	-	-
Police	44,800	9,100	53,900	53,900	10,600	64,500
Recreation Center	5,100	10,900	16,000	16,000	3,100	19,100
Revolving Loan	299,700	2,100	301,800	301,800	2,500	304,300
Social Security Fund	-	210,300	210,300	210,300	155,200	365,500
Tax Increment Financing	(11,800)	(60,900)	(72,700)	(72,700)	(136,100)	(208,800)
Wireless Alarm Monitoring	195,200	110,500	305,700	305,700	6,900	312,600
Total Special Revenue Funds	\$4,920,800	(\$34,500)	\$4,886,300	\$4,886,300	(\$421,300)	\$4,465,000
Debt Service Funds:						
Debt Service	\$ -	\$ (4,900)	\$ (4,900)	\$ (4,900)	\$ 200	\$ (4,700)
Library Debt Service	-	(1,100)	(1,100)	(1,100)	1,100	-
Total Debt Service Funds	\$0	(\$6,000)	(\$6,000)	(\$6,000)	\$ 1,300	(\$4,700)
Capital Projects Funds:						
General Corporate - CIP	\$ 2,463,200	\$ (40,200)	\$ 2,423,000	\$ 2,423,000	\$ (753,700)	\$ 1,669,300
Library Building	194,300	(48,500)	145,800	145,800	(13,500)	132,300
Total Capital Projects Funds	\$2,657,500	(\$88,700)	\$2,568,800	\$2,568,800	(\$767,200)	\$1,801,600
Enterprise Funds:						
Utility	\$ 105,600	\$ 230,800	\$ 336,400	\$ 336,400	\$ (98,200)	\$ 238,200
Utility Capacity CIP	3,031,300	257,300	3,288,600	3,288,600	(36,500)	3,252,100
Total Enterprise Funds	\$3,136,900	\$488,100	\$3,625,000	\$3,625,000	(\$134,700)	\$3,490,300
Internal Service Fund:						
Employee Health Insurance	\$ (181,600)	\$ (82,500)	\$ (264,100)	\$ (264,100)	\$ 29,300	\$ (234,800)
Fiduciary Fund:						
Police Pension	\$ 18,579,600	\$ (1,095,100)	\$ 17,484,500	\$ 17,484,500	\$ 1,160,600	\$ 18,645,100
Totals	\$ 33,702,800	\$ (814,400)	\$ 32,888,400	\$ 32,888,400	\$ (130,200)	\$ 32,758,200

FUND BALANCE OVERVIEW (CONTINUED)

In FY16/17, total fund balance is budgeted to decrease by (\$130,200) or (0.4%). If the Police Pension budgeted increase of \$1,160,600 is removed, than the deficit would be (\$1,290,800) or (3.9%). A large part of this decrease (\$753,700) is due to the utilization of fund balance in the General Corporate – CIP Fund, which includes over \$2.2 million in funding dedicated for public works improvements including roadways. In addition, this Fund has been adversely impacted by the debt service payments that were previously funded through park developer donations, along with an anticipated continued decrease of telecommunication tax collections.

The General Fund is anticipated to end FY16/17 with an increase in fund balance of \$1,800. This is felt to be a significant accomplishment in light of current economic conditions along with only increasing property taxes that will capture new growth. In addition, FY15/16 is anticipated to end with a net gain in fund balance of \$4,300. This addition to fund balance is after a recommended transfer of \$1,550,000 to the General Corporate – CIP Fund, an increase of \$729,000 over the budgeted amount.

Special Revenue Funds are budgeted to experience a reduction of (\$421,300) in fund balance for FY16/17 or a decrease of (8.6%). The large part of this decrease is a result of capital improvements paid for by the Tax Increment Financing Fund (TIF) including continued renovations to the City-owned Old Courthouse. The Illinois Municipal Retirement Fund is budgeted to be reduced by (\$272,900) to begin a planned drawdown of excess fund balance. The Social Security fund on the other hand is anticipated to increase its fund balance by \$155,200 as some of the IMRF drawdown is being allocated here. Liability insurance also has a budget deficit of (\$128,800) as a result of budgeting for potential unemployment insurance payments in the amount of \$100,000, should layoffs become necessary in response to cuts to State-shared revenues.

Debt Service Funds are budgeted to experience very little change in fund balance for FY16/17 as property taxes levied and budget transfer amounts are established at the amount needed to pay debt service amounts.

The Capital Projects Funds will also need to utilize fund balance in FY16/17 decreasing by (\$767,200) or (29.9%) as the City completes numerous recommended improvements including additional road resurfacing projects, stormwater management, vehicle replacements, and other improvements to the Opera House, Public Works Building, and City Hall.

The Enterprise Fund, which is made up of the City-owned and operated Water and Sewer system, is budgeted in FY16/17 to have a decrease in fund balance of (\$134,700) as a number of capital projects are budgeted to be completed. The City is comfortable with this deficit as a result of FY16/17 being the last year of paying the Series 2004F Bonds, which amount to \$407,300 in FY16/17.

The Internal Service Fund, which is made up entirely by the City's self-insured Employee Health Insurance Fund, is budgeted in FY16/17 to have an increase of \$29,300 in fund balance.

The Fiduciary Fund is made up of the City's Police Pension Fund. For FY16/17 fund balance is proposed to increase \$1,160,600 as assets are accumulated to pay future retirement benefits.

Community Profile

Location



Distance to Selected Major Cities:

Atlanta, GA	795
Chicago, IL	65
Dallas, TX	981
Denver, CO	971
Detroit, MI	316
Los Angeles	2,050
Madison, WI	95
Milwaukee, WI	70
Minneapolis, MN	400
New Orleans, LA	944
New York, NY	885
Rockford, IL	35
St. Louis, MO	300

Bold Denotes Regional Market Destinations

Climate

Average Winter Temp.	22.9F	-5.1C
Average Summer Temp.	73.9F	23.3C
Average Annual Rainfall	32.00 inches	
Average Annual Snowfall	30.00 inches	

Region:	Northeast Illinois
County:	McHenry
Elevation:	942 feet (mean), 1,100 feet (highest)

Major Highways/Routes

I-90, U.S. Route 14, Illinois Routes 47/120/176

Transportation

Airports

Name	Location	Distance
O'Hare	Chicago	40 miles
Midway	Chicago	50 miles
Mitchell Field	Milwaukee	64 miles
Rockford	Rockford, IL	40 miles
Lake in the Hills	LITH, IL	15 miles
Galt Airport	Woodstock, IL	5 miles

Railroads

Union Pacific Railroad
Commuter and passenger service to Chicago is provided by the Metra Northwest Line.

Motor Freight Carriers

Freight Terminals:	2
Local Carriers:	27
Interstate Carriers:	2
Package Delivery Services:	Yes

Bus Lines

Public and private carriers available for local and interstate transport.

Government

Type of Government: Council/Manager
Mayor and 6 Council Members elected at-large

Latest Comprehensive Plan:	2008
Municipal Zoning in Effect:	Yes
Planning Commission:	Yes
Home Rule:	No
Illinois Certified City:	Yes
Special Financing Techniques Available:	TIF

Emergency E911: Yes
Police: 37 full-time sworn
Fire/Rescue District (WFRD):

- 40 full-time sworn fire-fighter/paramedics,
- 21 part-time firefighter/paramedics
- 15 firefighter/paramedic apprentices
- 20 firefighter/emergency medical technician cadets
- 23 emergency response vehicles
- Fire Insurance Class 3 (in town and less than 5 miles of the responding fire station) & Class 9 (out of town and more than 5 miles of the responding fire station)

Taxes

Property taxes are per \$100 assessed valuation. Valuation 33.3% of fair market value.

2014 Property Tax Rates (Payable in 2015)

City of Woodstock:	2.2287
McHenry County:	1.1412
School District #200:	8.2153
College District #528:	0.4467
Conservation District:	0.2840
Dorr Township:	0.4467
Woodstock Fire/Rescue:	0.9334
Total Tax	13.6960

Sales Tax: 7.0% (total)

Utilities

Water	
Supplier:	City of Woodstock
Source:	Groundwater Wells
Storage Capacity:	3.3 million gpd
Treatment Capacity:	6.3 million gpd
Avg Daily Demand:	2.3 million gpd
Peak Daily Demand:	3.0 million gpd
Plant Capacity:	7.8 million gpd
Waste Water Treatment (gpd in millions)	
Supplier:	City of Woodstock
	North South
Design Avg. Flow:	3.5 mgd 1.75 mgd
Design Max Flow:	10.5 mgd 5.4 mgd
Current Avg. Daily:	2.1 mgd 1.31 mgd
Natural Gas Supplier:	NICOR
Electric Supplier:	ComEd

Medical

Hospitals: 1 **Beds:** 154 **Clinics:** 4
Doctors: 165 **Dentists:** 16

Centegra Health System has a level 2 trauma center, a level 2 nursery, heliport, substance abuse center, and five satellite offices. A new hospital campus was constructed at U.S. Route 14 and Doty Road in 1994 with the original facility being utilized for extended care, behavioral health programs, skilled nursing, hospice services, and other support services. The Route 14 facility has undergone two major expansions since 2002.

Education

Public Schools (Fall 2015)

Community Unit School District #200

Elementary Schools	6
Middle Schools	2
High Schools	2
Other	2
Total Student Enrollment (9/2015)	6,734
Total Number of Teachers (9/2015)	484
2015-2016 Total Budget	\$97.8 million
2015-2016 Per Pupil Expenditure	\$11,033

Source: CUSD #200 Community Services

Post-Secondary Education

Community Colleges	1
4 Year Colleges	1
University	0

Trade and technical programs are available through McHenry County College (MCC). MCC also offers transfer programs in more than 64 subjects.

Total Labor Force 16 years and over: 11,752

Management, professional, and related occupations	34.1%
Service occupations	13.5%
Sales and office occupations	25.4%
Natural resources, construction, and maintenance occupations	10.8%
Production, transportation, and material-moving occupations	17.1%
Mean travel time to work in minutes:	27.5

Source: US Census 2010

Workforce Assistance

For a complete list of local and regional workforce development resources visit www.mchenrycountyworkforce.com/

Demographic Snapshot

Population

2010 census	24,770
2008 special census	24,658
2004 special census	21,657
2000 census	20,151
1990 census	14,353
1980 census	10,497

% Change 1980-1990	36.7%
% Change 1990-2000	40.4%
% Change 2000-2004	22.6%
% Change 2004-2008	13.9%
% Change 2008-2010	0.5%

2010 Population by Race (24,770 total)

White	83.5%
Black or African American	2.3%
American Indian and Alaska Native	0.4%
Asian and Pacific Islander	2.9%
Other Races	9.3%
Respondents of Hispanic Origin	23.6%

Population by Radius

	<u>1 mile</u>	<u>5 mile</u>	<u>10 mile</u>
2015 projection	11,486	31,801	166,260
2010 census	11,373	31,153	164,026
2000 census	11,007	26,258	135,121

Households

2010 census	9,767
2000 census	7,273
1990 census	5,290
1980 census	3,918
% Change 1980-1990	37.5%
% Change 1990-2000	32.7%
% Change 2000-2010	34.3%

Households by Radius

	<u>1 mile</u>	<u>5 mile</u>	<u>10 mile</u>
2015 projection	4,443	11,625	58,709
2010 census	4,382	11,301	57,577
2000 census	4,721	9,320	46,836

2015 Households by Income (9,259 est. total)

\$150,000 and over	8.3%
\$100,000 to \$149,999	15.3%
\$75,000 to \$99,999	15.6%
\$50,000 to \$74,999	17.6%
\$35,000 to \$49,999	12.0%
\$25,000 to \$34,999	8.8%
\$15,000 to \$24,999	10.9%
Under \$15,000	11.4%

2010 median household income	\$56,929
2000 median household income	\$47,871
% Change	18.9%

2010 per capita income	\$24,653
2000 per capita income	\$23,210
% Change	6.2%

2010 Population by Gender (24,770 total)

Male	50.2%
Female	49.8%

2010 Population by Age (24,770 total)

Under 5 years	7.5%
5 to 9 years	7.4%
10 to 14 years	7.3%
15 to 19 years	7.0%
20 to 24 years	6.4%
25 to 34 years	15.6%
35 to 44 years	14.6%
45 to 54 years	14.0%
55 to 59 years	5.8%
60 to 64 years	4.4%
65 to 74 years	5.3%
75 to 84 years	3.0%
85 years and over	1.8%

Median Age	34.2
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School Enrollment

Nursery school, preschool	9.2%
Kindergarten	7.4%
Elementary school (grades 1-8)	46.6%
High school (grades 9-12)	17.6%
College or graduate school	19.3%

Educational Attainment

Less than 9 th grade	15.5%
9 th to 12 th grade, no diploma	8.2%
High school graduate or equivalent	30.8%
Some college, no degree	21.0%
Associate degree	6.5%
Bachelor's degree	17.4%
Graduate or professional degree	8.9%
Percent high school graduate +	84.6%
Percent bachelor's degree +	26.3%

Sources: U.S. Bureau of Census, Census 2010
Chicago Metropolitan Agency for Planning, and
ESRI

Major Employers

Private

Centegra Health System	1,111
Catalent Pharma Solutions	830
Claussen Pickle Company	325
Charter Dura-Bar Company	290
Wal-Mart	280
Guardian Electric Company	244

Public

McHenry County Government	1,400
Woodstock CUSD #200	1,131
Special Education District of McHenry County	148
City of Woodstock	143

Construction Activity

Totals January – December 2014

New Residential Dwellings	46
Value of New Residential Permits	\$6,464,105
Value of Commercial Building Activity	\$5,635,732
Value of Industrial Building Activity	\$285,250

Totals January – December 2015

New Residential Dwellings	134
Value of New Residential Permits	\$9,356,487
Value of Commercial Building Activity	\$4,446,172
Value of Industrial Building Activity	\$7,915,888

Legislative Districts

State

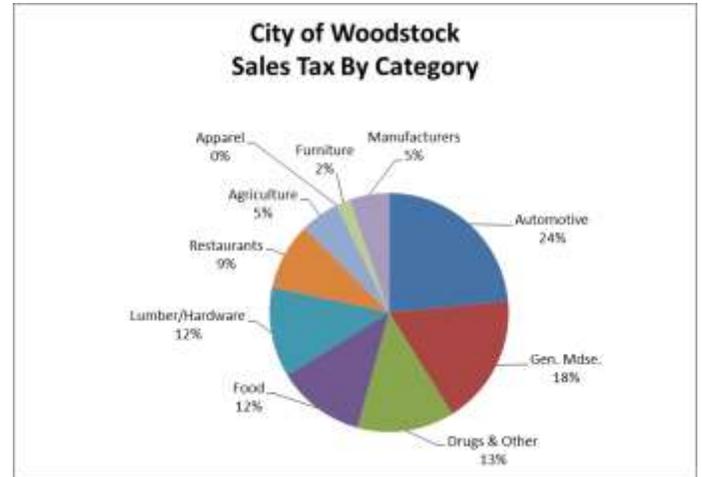
Illinois State Rep. Dist. #63:	Jack Franks
Illinois State Rep. Dist. #64:	Mike Tryon
Illinois Senate Dist. #32:	Pamela Althoff

Federal

U.S. Congress Dist. #14:	Randy Hultgren
U.S. Senators:	Dick Durbin Mark Kirk

Retail Sales

2015 Calendar Year - Sales made during
January 2015 through December 2015



Standard Industrial Classification Category	Municipal Tax Collected
General Merchandise	\$664,976
Food	450,116
Drinking & Eating Places	342,276
Apparel	2,624
Furniture & H.H. & Radio	68,241
Lumber, Bldg., Hardware	459,369
Automotive & Filling Stations	886,664
Drugs & Misc. Retail	496,091
Agriculture & All Others	200,511
Manufacturers	201,708
2015 Totals	\$3,772,576
2014 Totals	\$3,688,656

Source: Illinois Department of Revenue



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Department/Fund Budgets



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

General Fund Revenues

General Fund Revenues

General Fund Revenues are used to account for all financial resources except those required to be accounted for in other funds. As required by Generally Accepted Accounting Principles (GAAP), the General Fund does not include any financial resources from entities, which are legally separate from the City (e.g., Library and Police Pension Fund), even though these entities may be reported within the City's financial statements and accounted for by the Finance Department.

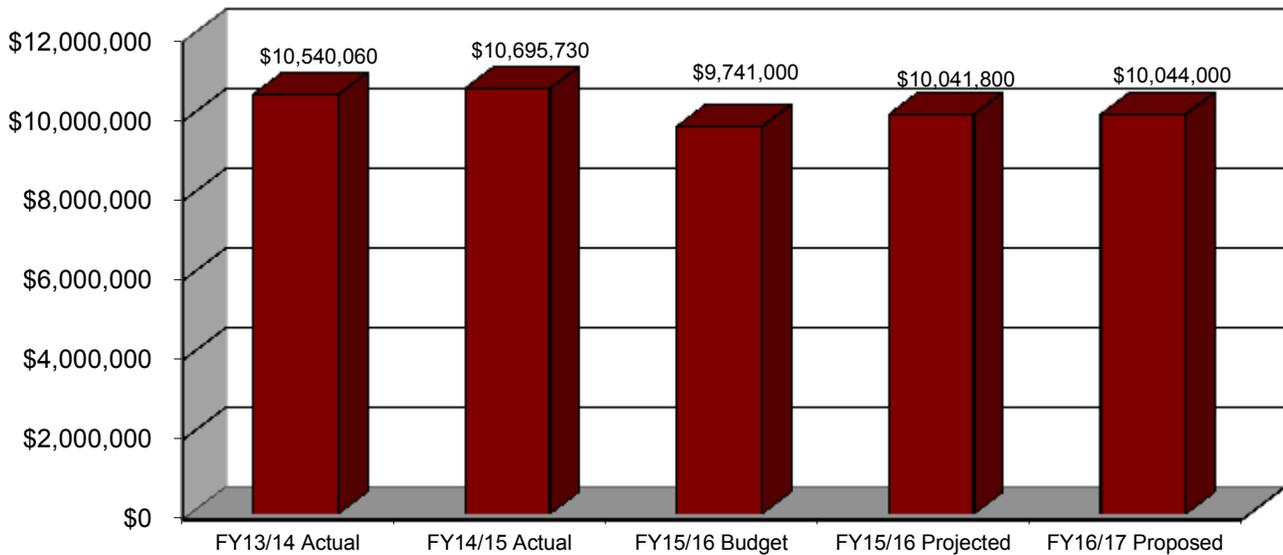


Included in the General Fund Revenues are transfers that are made to other funds to support their operations. In addition, recaps of all General Fund Department expenses are included.

Objectives:

- Account for General Fund revenues.
- Allocate revenue to other funds to support their operations.

BUDGET COMPARISON (Revenues Including Positive Transfers)



General Corporate Fund - Revenues

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ 4,589,600	\$ 4,593,900
REVENUES						
Taxes						
01-00-1-310	Road & Bridge	\$ -	\$ -	\$ -	\$ -	\$ 214,400
01-00-1-311	Property Taxes	2,531,608	2,313,695	1,367,500	1,318,200	1,072,800
01-00-1-312	Replacement Taxes	276,144	249,205	250,000	255,000	265,000
01-00-1-313	Sales Taxes	3,548,055	3,717,001	3,755,600	3,775,800	3,870,000
01-00-1-314	Illinois Income Taxes	2,856,414	2,950,270	2,932,000	3,150,000	2,526,500
01-00-1-315	Video Gaming Revenue	34,727	169,754	160,000	199,400	210,000
01-00-1-316	Use Tax	-	-	-	-	582,100
01-00-1-330	Sales Tax Rebates	(68,052)	(68,670)	(77,000)	(75,000)	(134,000)
TOTAL TAXES		\$ 9,178,896	\$ 9,331,255	\$ 8,388,100	\$ 8,623,400	\$ 8,606,800
LICENSES & PERMITS						
01-00-2-322	Liquor & Business Licenses	\$ 70,854	\$ 82,565	\$ 78,000	\$ 76,000	\$ 78,000
01-00-2-324	Building Permits	112,894	167,954	115,000	158,000	125,000
01-00-2-326	Stormwater Permits	3,850	5,700	3,500	5,300	3,800
TOTAL LICENSES & PERMITS		\$ 187,598	\$ 256,219	\$ 196,500	\$ 239,300	\$ 206,800
FINES & FEES						
01-00-2-328	Franchise Fees	\$ 310,442	\$ 335,380	\$ 330,000	\$ 350,100	\$ 360,000
01-00-2-331	Filing Fees	590	780	1,000	-	500
01-00-2-335	Backflow Inspections	33,276	34,925	32,000	33,000	33,000
01-00-2-336	Elevator Inspections Revenue	9,010	6,290	9,000	8,000	8,000
TOTAL FINES & FEES		\$ 353,318	\$ 377,375	\$ 372,000	\$ 391,100	\$ 401,500
SALES OF GOODS AND SERVICES						
01-00-3-327	Recreation Program Fees	\$ 233,925	\$ 200,214	\$ 225,000	\$ 205,000	\$ 210,000
01-00-3-328	Recreation Financial Aid	-	-	(8,000)	(5,000)	(5,000)
TOTAL SALES OF GOODS AND SERVICES		\$ 233,925	\$ 200,214	\$ 217,000	\$ 200,000	\$ 205,000
INTEREST						
01-00-5-381	Interest	\$ 35,962	\$ (20,524)	\$ 30,000	\$ 38,500	\$ 40,000
TOTAL INTEREST		\$ 35,962	\$ (20,524)	\$ 30,000	\$ 38,500	\$ 40,000
OTHER						
01-00-5-360	Rental Property Receipts	\$ 9,300	\$ 7,125	\$ -	\$ 1,200	\$ -
01-00-5-378	Sale of Surplus Equipment	46,643	13,434	15,000	33,700	34,000
01-00-5-379	Intergovernmental Services	4,113	10,063	8,000	14,000	15,000
01-00-5-380	Miscellaneous Income	49,300	38,329	35,000	22,700	25,000
01-00-5-386	Community Event Donations	-	13,000	10,000	8,500	8,500
TOTAL OTHER REVENUES		\$ 109,356	\$ 81,951	\$ 68,000	\$ 80,100	\$ 82,500
TOTAL REVENUES (BEFORE TRANSFERS)		\$ 10,099,055	\$ 10,226,490	\$ 9,271,600	\$ 9,572,400	\$ 9,542,600

General Corporate Fund - Revenues (Continued)

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
TRANSFERS (TO)/FROM OTHER FUNDS						
01-00-9-391	Transfer from Library Fund	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
01-00-9-395	Transfer from Utility Fund	327,005	355,240	355,400	355,400	387,400
01-00-9-397	Transfer from Special Rec Fund	18,000	18,000	18,000	18,000	18,000
01-00-9-398	Transfer from Police Pension Fund	5,000	5,000	5,000	5,000	5,000
01-00-9-399	Transfer from Env. Mgmt. Fund	80,000	80,000	80,000	80,000	80,000
01-00-9-881	Transfer To Debt Service Fund	(148,137)	(179,066)	(176,500)	(176,500)	(170,900)
01-00-9-889	Transfer To Employee Ins. Fund	(717,600)	(653,920)	(670,000)	(577,500)	(699,000)
01-00-9-894	Transfer To Police Protection Fund	(3,525,641)	(3,413,278)	(2,170,300)	(2,209,800)	(2,295,100)
01-00-9-895	Transfer To Parks Fund	(489,320)	(587,971)	(696,000)	(611,800)	(774,900)
01-00-9-896	Transfer To Hotel/Motel Tax Fund	-	-	(20,000)	(20,000)	(12,000)
01-00-9-898	Transfer To Performing Arts Fund	(350,246)	(327,053)	(362,000)	(335,200)	(371,700)
01-00-9-899	Transfer To Paratransit Fund	(18,813)	(30,537)	(34,800)	(27,300)	(31,300)
01-00-9-912	Transfer To MFT Fund	(100,000)	-	-	-	(53,400)
01-00-9-914	Transfer To Admin. Adjudication Fund	(11,541)	(6,500)	(10,500)	(8,000)	(8,700)
01-00-9-915	Transfer To Aquatic Fund	-	-	-	-	(14,200)
01-00-9-982	Transfer To General - CIP Fund	(875,000)	(1,139,000)	(821,000)	(1,550,000)	(767,600)
	TOTAL TRANSFERS (TO)/FROM OTHER FUNDS	\$ (5,795,293)	\$ (5,868,085)	\$ (4,491,700)	\$ (5,046,700)	\$ (4,697,400)
TOTAL REVENUES (AFTER TRANSFERS)		\$ 4,303,762	\$ 4,358,405	\$ 4,779,900	\$ 4,525,700	\$ 4,845,200
EXPENSES						
GENERAL GOVERNMENT						
01-01-x-xxx	City Manager's Office	\$ 418,245	\$ 595,233	\$ 905,000	\$ 1,000,900	\$ 1,033,700
01-02-x-xxx	City Hall	87,235	95,703	78,900	72,100	87,900
01-03-x-xxx	Finance	332,264	341,464	365,900	345,400	371,000
01-04-x-xxx	Human Resources	205,008	216,769	224,800	198,700	230,800
01-05-x-xxx	Building and Zoning	615,704	751,579	650,100	628,800	587,100
01-12-x-xxx	Economic Development	-	-	205,000	141,400	215,700
	TOTAL GENERAL GOVERNMENT	\$ 1,658,456	\$ 2,000,748	\$ 2,429,700	\$ 2,387,300	\$ 2,526,200
PUBLIC WORKS						
01-06-x-xxx	Street Maintenance	\$ 1,443,679	\$ 1,178,288	\$ 1,084,700	\$ 928,500	\$ 1,018,300
01-07-x-xxx	Fleet Maintenance	207,266	229,159	196,300	187,000	212,100
01-08-x-xxx	DPW Administration	375,441	407,961	431,900	391,800	426,900
	TOTAL PUBLIC WORKS	\$ 2,026,386	\$ 1,815,408	\$ 1,712,900	\$ 1,507,300	\$ 1,657,300
PARKS, RECREATION, & CULTURE						
01-09-x-xxx	Recreation	\$ 487,868	\$ 519,656	\$ 534,300	\$ 525,500	\$ 568,800
01-11-x-xxx	Community Events	51,175	85,376	102,300	101,300	91,100
	TOTAL PARKS, RECREATION & CULTURE	\$ 539,043	\$ 605,032	\$ 636,600	\$ 626,800	\$ 659,900
TOTAL GENERAL FUND EXPENSES		\$ 4,223,885	\$ 4,421,188	\$ 4,779,200	\$ 4,521,400	\$ 4,843,400
NET INCREASE (DECREASE)		\$ 79,877	\$ (62,783)	\$ 700	\$ 4,300	\$ 1,800
Ending Fund Balance					\$ 4,593,900	\$ 4,595,700

General Fund Revenue Line Item Descriptions

01-00-1-310 Road & Bridge \$ 214,400

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The City receives a portion of the Road & Bridge property tax levied by the corresponding Townships (i.e., Dorr, Greenwood, Hartland and Seneca), which is recommended to be reported within this separate line item beginning in FY16/17.

Prior to FY15/16, the City levied for Roads & Bridges. In FY15/16, reallocations to the tax levy were completed, and the City significantly reduced the Road & Bridge levy, except for a minimal levy (i.e., \$100) to preserve the future rights, and reallocated these funds to the Police Protection Fund. Since the Police Protection Fund was already dependent on a transfer from the General Fund to operate, the increased property tax allocation will have a net-zero effect as the transfer amount between the funds will be reduced.

01-00-1-311 Property Taxes \$ 1,072,800

FY13/14 Actual:	\$ 2,531,608	FY14/15 Actual:	\$ 2,313,695
FY15/16 Budget:	\$ 1,367,500	FY15/16 Projected:	\$ 1,318,200
Budget to Proposed	-21.6% ▽	Projected to Proposed	-18.6% ▽

The City's tax levy continues to reflect Council's commitment to forego the inflationary increase allowed by the Property Tax Extension Limitation Law (PTELL) for five consecutive years. As a result of these decisions, the City has provided over \$3.2 million in property tax relief to residents and local businesses.

01-00-1-312 Replacement Taxes \$ 265,000

FY13/14 Actual:	\$ 276,144	FY14/15 Actual:	\$ 249,205
FY15/16 Budget:	\$ 250,000	FY15/16 Projected:	\$ 255,000
Budget to Proposed	6.0% △	Projected to Proposed	3.9% △

Replacement tax revenues are derived from an income tax on corporations, partnerships, and trusts. The State replaces the local revenue lost due to the 1978 abolition of the corporate personal property tax. The funds are distributed to local taxing bodies proportionately to the relative amounts of corporate personal property tax lost. This amount is projected to remain at the same level in FY16/17 by the Illinois Municipal League (IML); however, a small increase has been included to reflect the results of the Special Census.

01-00-1-313 Sales Taxes **\$ 3,870,000**

FY13/14 Actual:	\$ 3,548,055	FY14/15 Actual:	\$ 3,717,001
FY15/16 Budget:	\$ 3,755,600	FY15/16 Projected:	\$ 3,775,800
Budget to Proposed	3.0% △	Projected to Proposed	2.5% △

This line item represents the 1% Municipal Retailers Occupation Tax that is collected on goods sold and certain services received within the City of Woodstock. Sales tax revenues are highly reliant upon the state of the economy and growth in commercial businesses within the community. The FY16/17 Budget includes a 2.5% increase in overall sales taxes based on growth anticipated within the retail sector.

01-00-1-314 Income Taxes **\$ 2,526,500**

FY13/14 Actual:	\$ 2,856,414	FY14/15 Actual:	\$ 2,950,270
FY15/16 Budget:	\$ 2,932,000	FY15/16 Projected:	\$ 3,150,000
Budget to Proposed	-13.8% ▽	Projected to Proposed	-19.8% ▽

In FY16/17 Use Tax, which had been previously recorded in this line item, was moved to its own line item (01-00-1-316, Use Tax), accounting for the significant decrease to this account. The City receives a per capita share of State income tax received each month. In order to forecast this amount, the City relies on estimates provided by the Illinois Municipal League (IML). The IML is currently estimating that municipalities will receive \$105.00 for FY15/16 and \$102.00 per capita for FY16/17.

01-00-1-315 Video Gaming Revenue **\$ 210,000**

FY13/14 Actual:	\$ 34,727	FY14/15 Actual:	\$ 169,754
FY15/16 Budget:	\$160,000	FY15/16 Projected:	\$ 199,400
Budget to Proposed	31.3% △	Projected to Proposed	5.3% △

The City authorized video gaming in the middle of FY13/14. As a result, the City receives 5% of net income from each machine. The tax is collected and administered by the Illinois Department of Revenue and then distributed to the City on a monthly basis. As of March 2016, twenty (20) licenses for video gaming machines have been issued. An increase has been included to reflect the opening of additional restaurants in FY16/17.

01-00-1-316 Use Tax **\$ 582,100**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Starting in FY16/17, Use Tax that had previously been reported in the Income Taxes line item (01-00-1-314), will be reported separately. Use Tax was established in 1955 by the Illinois General Assembly and is a sales tax that is paid to the Illinois Department of Revenue for items in which sales tax should have been paid, but was

not collected at time of sale. This tax applies to individuals, businesses, and organizations. Use tax is also distributed on a per capita basis.

The City utilizes the estimates provided by IML to develop the anticipated revenues for this line item. The IML is currently estimating that municipalities will receive \$22.20 per capita for FY15/16 and \$23.50 per capita for FY16/17.

01-00-1-330 Sales Tax Rebates				(\$ 134,000)
FY13/14 Actual:	(\$ 68,052)	FY14/15 Actual:	(\$ 68,670)	
FY15/16 Budget:	(\$ 77,000)	FY15/16 Projected:	(\$ 75,000)	
Budget to Proposed	74.0% △	Projected to Proposed	78.7% △	

The City entered into a sales-tax sharing agreement with Kohl’s that began on April, 2012 and will expire in 2023. As part of this agreement, the City pays Kohl’s 50% of the amount of sales tax generated at the Woodstock location.

Also in September, 2013, City Council approved a retail sales-tax sharing incentive agreement with Vroom Vroom, LLC (Woodstock Harley-Davidson). The economic development incentive provides assistance to Vroom Vroom LLC to acquire, renovate and relocate their dealership to the former Sears building at 2235 S. Eastwood. This agreement began in FY15/16 and expires in FY20/21.

Lastly, the City entered into an agreement with Bull Valley Ford to share sales tax with them to allow for an expansion to their dealership of 9,000 square feet and the hiring of 19 additional employees. This agreement is expected to run through 2024.

01-00-2-322 Liquor & Business Licenses				\$ 78,000
FY13/14 Actual:	\$ 70,854	FY14/15 Actual:	\$ 82,565	
FY15/16 Budget:	\$ 78,000	FY15/16 Projected:	\$ 76,000	
Budget to Proposed	0.0%	Projected to Proposed	2.6% △	

The City offers 19 different classifications and issued liquor licenses to 53 separate entities in FY15/16. No fee increases are proposed for FY16/17.

01-00-2-324 Building Permits				\$ 125,000
FY13/14 Actual:	\$ 112,894	FY14/15 Actual:	\$ 167,954	
FY15/16 Budget:	\$ 115,000	FY15/16 Projected:	\$ 158,000	
Budget to Proposed	8.7% △	Projected to Proposed	-20.9% ▽	

Plan review fees, building inspection charges, and permit fees collected by the Department of Building and Zoning are included within this line item.

The economic recovery has resulted in building permits increasing, although nowhere near the rate that was seen in 2007. The City has budgeted for this recovery to continue, although at a very slow rate.

01-00-2-326 Stormwater Permits \$3,800

FY13/14 Actual:	\$ 3,850	FY14/15 Actual:	\$ 5,700
FY15/16 Budget:	\$ 3,500	FY15/16 Projected:	\$ 5,300
Budget to Proposed	8.6% △	Projected to Proposed	-28.3% ▽

This line item accounts for the fees charged as part of the building permit process to cover the related costs for the review and monitoring of the City’s Stormwater Management Ordinance, which is required to maintain the City’s “Certified Community” status. As a “Certified Community,” the City is responsible for the review of projects and enforcement of the County’s stormwater management requirements, instead of relying on the County for these services.

01-00-2-328 Franchise Fees \$ 360,000

FY13/14 Actual:	\$ 310,442	FY14/15 Actual:	\$ 335,380
FY15/16 Budget:	\$ 330,000	FY15/16 Projected:	\$ 350,100
Budget to Proposed	9.1% △	Projected to Proposed	2.8% △

The cable television franchise agreements require Comcast and AT&T to forward 5% of their gross receipts to the City. The franchise fees collected in FY15/16 are projected to exceed the annual budget amount due to upgrades to existing services and the additional revenues from “On Demand” programming. The FY16/17 Budget is predicated on a small increase in new subscribers and potential fee increases.

01-00-2-331 Filing Fees \$ 500

FY13/14 Actual:	\$ 590	FY14/15 Actual:	\$ 780
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 0
Budget to Proposed	-50.0% ▽	Projected to Proposed	N/A

This line item includes fees assessed to developers/individuals for subdivision and zoning petitions. It also includes fees received for development approvals of unincorporated land, zoning variations, building code appeals, and similar applications.

01-00-2-335 Backflow Inspections \$ 33,000

FY13/14 Actual:	\$ 33,276	FY14/15 Actual:	\$ 34,925
FY15/16 Budget:	\$ 32,000	FY15/16 Projected:	\$ 33,000
Budget to Proposed	3.1% △	Projected to Proposed	0.0%

The annual inspection and certification of backflow prevention devices is mandated by the State of Illinois and must be performed by a licensed inspector. The City is required to oversee this program and to verify that each property owner is in compliance.

01-00-2-336 Elevator Inspection Revenue \$ 8,000

FY13/14 Actual:	\$ 9,010	FY14/15 Actual:	\$ 6,290
FY15/16 Budget:	\$ 9,000	FY15/16 Projected:	\$ 8,000
Budget to Proposed	-11.1% ▽	Projected to Proposed	0.0%

The City of Woodstock administers the local elevator inspection program. The City contracts with third-party Thompson Elevator Inspection Services to conduct the inspections. This line item reflects revenue generated from inspection fees collected from building owners that is used to offset the contractual services charged by the inspection service.

01-00-3-327 Recreation Program Fees \$ 210,000

FY13/14 Actual:	\$ 233,925	FY14/15 Actual:	\$ 200,214
FY15/16 Budget:	\$ 225,000	FY15/16 Projected:	\$ 205,000
Budget to Proposed	-6.7% ▽	Projected to Proposed	2.4% △

This line item includes the fees charged by the Recreation Department for its programs; league and team fees; sponsorships and donations; and advertisement income for ads in the City Scene. Program registration fees are charged for the majority of programs offered by the Recreation Department with the exception of miscellaneous special events such as the Memorial Day Bike Decorating Contest and the Halloween Costume Contest. For most programs, nonresidents of the City are charged an additional 50% of the fee assessed to residents (not to exceed \$20).

01-00-3-328 Recreation Financial Aid (\$ 5,000)

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	(\$ 8,000)	FY15/16 Projected:	(\$ 5,000)
Budget to Proposed	-37.5% ▽	Projected to Proposed	0.0%

Over the years the Recreation Department has provided the opportunity for residents to apply for financial aid to participate in Recreation programs at a reduced rate or even at no charge. In the past, the level of financial aid provided to participants was minimal, and therefore, not separately tracked. However, due to the poor economic climate, the number of requests for financial aid has significantly increased. Therefore, this account was established in FY14/15 to be ultimately netted against the Recreation Program Fees and allow the Recreation Department to be able to determine the financial impact from the aid provided to program participants.

01-00-5-381 Interest Income \$ 40,000

FY13/14 Actual:	\$ 35,962	FY14/15 Actual:	(\$ 20,524)
FY15/16 Budget:	\$ 30,000	FY15/16 Projected:	\$ 38,500
Budget to Proposed	33.3% △	Projected to Proposed	3.9% △

This line item reflects the interest received throughout the year from the General

Corporate Fund’s investments. The City’s interest income has been impacted over the last five years by the Federal Reserve Board’s decision to reduce the Fed Funds rate to between 0.0% and 0.25%, which has negatively impacted the ability for the City to generate interest income on available funds.

The negative amount in FY14/15 reflects a case of fraud that occurred with a pooled investment held by IMET. IMET continues to vigorously pursue all avenues to recover this loss.

01-00-5-360 Rental Property Receipts \$ 0

FY13/14 Actual:	\$ 9,300	FY14/15 Actual:	\$ 7,125
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 1,200
Budget to Proposed	N/A	Projected to Proposed	-100.0% ▽

A lease agreement was negotiated and approved by the City Council to rent out a part of the Metra train depot. However, it is unclear if the tenant will continue this lease, and therefore, no revenue has been included within the FY16/17 budget. It should be noted that 50% of any lease revenue received by the City for renting the Metra Train depot is required to be shared with Union Pacific.

The City also received, as a donation, a conservation area located outside City limits. The City only receives revenue if a second caretaker stays at the property. During FY16/17 it is anticipated that the second caretaker will remain unfilled.

01-00-5-378 Sale of Surplus Equipment \$ 34,000

FY13/14 Actual:	\$ 46,643	FY14/15 Actual:	\$ 13,434
FY15/16 Budget:	\$ 15,000	FY15/16 Projected:	\$ 33,700
Budget to Proposed	126.7% △	Projected to Proposed	0.9% △

From time to time the City has old equipment that has generally outlived its useful life. In order to dispose of this equipment, the City sells it at various auctions including ones conducted online. Items sold at these auctions typically include police cars, public works machinery and vehicles, and a multitude of other items.

01-00-5-379 Intergovernmental Services \$ 15,000

FY13/14 Actual:	\$ 4,113	FY14/15 Actual:	\$ 10,063
FY15/16 Budget:	\$ 8,000	FY15/16 Projected:	\$ 14,000
Budget to Proposed	87.5% △	Projected to Proposed	7.1% △

In order to provide services more economically to the City’s residents, the City has entered into intergovernmental agreements to provide various services to nearby governmental entities. Currently, the City has agreements with the Villages of Lakewood, Richmond and Spring Grove to provide building inspections to their communities. The City is exploring the option of offering IT and fleet maintenance service to other government units, which has not been included within the budget.

01-00-5-380 Miscellaneous Income \$ 25,000

FY13/14 Actual:	\$ 49,300	FY14/15 Actual:	\$ 38,329
FY15/16 Budget:	\$ 35,000	FY15/16 Projected:	\$ 22,700
Budget to Proposed	-28.6% ▽	Projected to Proposed	10.1% △

Items in this account are made up of revenue that generally does not relate to any other specific line item. Some items include scrap metal sales, jury duty pay, liquor license fines, snow removal, and weed mowing bills.

01-00-5-386 Community Event Donations \$ 8,500

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 13,000
FY15/16 Budget:	\$ 10,000	FY15/16 Projected:	\$ 8,500
Budget to Proposed	-15.0% ▽	Projected to Proposed	0.0%

In response to City Council’s direction to create a Community Celebration unique to Woodstock, the City joined with the Gavers Community Cancer Foundation to host the inaugural Summer in the Park event in Emricson Park in FY14/15.

Part of the celebration was paid by donations, which have been reported within this line item. Expenditures were restricted for the event based on the results of the fundraising campaign. In addition to financial contributions, the City benefited from other contributions including volunteer hours and in-kind donations.

TRANSFERS:

01-00-9-391 Transfer From Library Fund \$ 11,000

FY13/14 Actual:	\$ 11,000	FY14/15 Actual:	\$ 11,000
FY15/16 Budget:	\$ 11,000	FY15/16 Projected:	\$ 11,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

As a separate fund, similar to the Water & Sewer Fund, and due to the fact that the Library’s service area extends beyond the City limits of the City of Woodstock, the Library is assessed a fee for services provided by the Finance and Human Resources Departments. These services include payroll processing, accounts payable, general accounting, auditing, employee recruitment and benefit-management services.

01-00-9-395 Transfer From Utility Fund \$ 387,400

FY13/14 Actual:	\$ 327,005	FY14/15 Actual:	\$ 355,240
FY15/16 Budget:	\$ 355,400	FY15/16 Projected:	\$ 355,400
Budget to Proposed	9.0% △	Projected to Proposed	9.0% △

This line item represents the charges from the General Corporate Fund for services provided to the Water & Sewer Fund. This transfer is based on the following formula:

General Government*	10%
Finance Department	40%
Fleet Maintenance	8%
Public Works Administration	25%
Human Resources	20%

*Excludes the following items: Special Census, Marketing Efforts, Enterprise Zone, and Legislative Advocate

01-00-9-397 Transfer From Special Recreation Fund \$ 18,000

FY13/14 Actual:	\$ 18,000	FY14/15 Actual:	\$ 18,000
FY15/16 Budget:	\$ 18,000	FY15/16 Projected:	\$ 18,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This budgeted transfer reflects an allocation of the salary costs for the Recreation Department to administer these programs.

01-00-9-398 Transfer From Police Pension Fund \$ 5,000

FY13/14 Actual:	\$ 5,000	FY14/15 Actual:	\$ 5,000
FY15/16 Budget:	\$ 5,000	FY15/16 Projected:	\$ 5,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This budgeted transfer reflects an allocation of the costs from the Finance Department to complete and file the annual Department of Insurance report, as well as prepare the related audit schedules for the Police Pension Fund.

01-00-9-399 Transfer From Environmental Management Fund \$ 80,000

FY13/14 Actual:	\$ 80,000	FY14/15 Actual:	\$ 80,000
FY15/16 Budget:	\$ 80,000	FY15/16 Projected:	\$ 80,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Historically, the City has funded its leaf collection efforts from both the Environmental Management and the General Corporate Funds. A significant portion of the costs incurred for this program, including expenses incurred in Streets as well as in Parks for the collection of leaves and street sweeping services, have been historically reflected within the General Corporate Fund. Both of these activities include material that is restricted by the Illinois Environmental Protection Agency for disposal, which are considered as special waste.

01-00-9-881 Transfer (To) Debt Service Fund (\$ 170,900)

FY13/14 Actual:	(\$ 148,137)	FY14/15 Actual:	(\$ 179,066)
FY15/16 Budget:	(\$ 176,500)	FY15/16 Projected:	(\$ 176,500)
Budget to Proposed	-3.2% ▽	Projected to Proposed	-3.2% ▽

The FY16/17 transfer includes funding for the following bond payments provided for through the Debt Service Fund:

<u>Bond Issue</u>	<u>Transfers</u>
Aquatic Center	\$ 41,600
Opera House Annex	68,600
Lake Avenue	<u>59,200</u>
Total (Before Agent Fees)	\$169,400
Paying Agent Fees	<u>1,500</u>
Total Transfer	\$170,900

01-00-9-889 Transfer (To) Employee Health Insurance Fund (\$ 699,000)

FY13/14 Actual:	(\$ 717,600)	FY14/15 Actual:	(\$ 653,920)
FY15/16 Budget:	(\$ 670,000)	FY15/16 Projected:	(\$ 577,500)
Budget to Proposed	4.3% △	Projected to Proposed	21.0% △

This line item represents the total monthly transfers made to the Employee Health Insurance Fund for the insurance coverage for those employees who are in departments contained within the General Corporate Fund.

01-00-9-894 Transfer (To) Police Protection Fund (\$ 2,295,100)

FY13/14 Actual:	(\$ 3,525,641)	FY14/15 Actual:	(\$ 3,413,278)
FY15/16 Budget:	(\$ 2,170,300)	FY15/16 Projected:	(\$ 2,209,800)
Budget to Proposed	5.8% △	Projected to Proposed	3.9% △

This line item represents the annual subsidy that is required from the City's General Corporate Fund to the Police Protection Fund. Property tax revenues and fines are insufficient to pay for the full costs of providing police services to the community. Therefore, an annual transfer is made at year-end to provide for the difference between the expenditures incurred throughout the year for police services and the corresponding revenues generated on behalf of this department. Starting in FY15/16, a larger portion of the property tax levy has been directed towards the Police Protection Fund, which has resulted in a smaller transfer being needed.

01-00-9-895 Transfer (To) Public Parks Fund (\$ 774,900)

FY13/14 Actual:	(\$ 489,320)	FY14/15 Actual:	(\$ 587,971)
FY15/16 Budget:	(\$ 696,000)	FY15/16 Projected:	(\$ 611,800)
Budget to Proposed	11.3% △	Projected to Proposed	26.7% △

This line item represents the annual subsidy that is required from the General

Corporate Fund to the Public Parks Fund. Property taxes received by this fund are unable to pay all costs for maintaining, developing and improving the City's park system. Therefore, an annual transfer is made at year end to provide the necessary funds and prevent a deficit in the fund for the year.

01-00-9-895 Transfer (To) Hotel/Motel Tax Fund				(\$ 12,000)
FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0	
FY15/16 Budget:	(\$ 20,000)	FY15/16 Projected:	(\$ 20,000)	
Budget to Proposed	-40.0% ▽	Projected to Proposed	-40.0% ▽	

A Transfer is made to the Hotel/Motel Tax Fund to further support community events throughout the City.

01-00-9-898 Transfer (To) Performing Arts Fund				(\$ 371,700)
FY13/14 Actual:	(\$ 350,246)	FY14/15 Actual:	(\$ 327,053)	
FY15/16 Budget:	(\$ 362,000)	FY15/16 Projected:	(\$ 335,200)	
Budget to Proposed	2.7% △	Projected to Proposed	10.9% △	

This line item represents the annual subsidy that is required from the General Corporate Fund to the Performing Arts Fund. Ticket sales and property taxes are insufficient to meet all operating costs for the Opera House; therefore, an annual transfer is made at year-end to provide the necessary funds and prevent a deficit in the fund for the year.

01-00-9-899 Transfer (To) Paratransit Fund				(\$ 31,300)
FY13/14 Actual:	(\$ 18,813)	FY14/15 Actual:	(\$ 30,537)	
FY15/16 Budget:	(\$ 34,800)	FY15/16 Projected:	(\$ 27,300)	
Budget to Proposed	-10.1% ▽	Projected to Proposed	14.7% △	

This line item serves as the transfer to the Paratransit Fund which provides public transportation to the community's residents through PACE. A portion of the JARC/New Freedom grant funding expired in FY13/14 resulting in a significant increase in this transfer.

01-00-9-912 Transfer (To) Motor Fuel Tax Fund				(\$ 53,400)
FY13/14 Actual:	(\$ 100,000)	FY14/15 Actual:	\$ 0	
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0	
Budget to Proposed	N/A	Projected to Proposed	N/A	

In previous years, all revenue for the annual maintenance and resurfacing of streets was limited to the City's allotment of Motor Fuel Tax funds. In recognition of the need to complete more street maintenance and resurfacing work, a transfer was first proposed from the General Fund to the Motor Fuel Tax Fund budget in FY11/12 to enable the City to complete more maintenance work. This transfer was

discontinued in FY14/15 as it was decided to fund increased road resurfacing through the General – CIP Fund. In FY16/17, this transfer has been reinstated in order to transfer funds for crack sealing, which is considered part of the City’s yearly paving program.

01-00-9-914 Transfer (To) Administrative Adjudication Fund				(\$ 8,700)
FY13/14 Actual:	(\$ 11,541)	FY14/15 Actual:	(\$ 6,500)	
FY15/16 Budget:	(\$ 10,500)	FY15/16 Projected:	(\$ 8,000)	
Budget to Proposed	-17.1% ▽	Projected to Proposed	8.8% △	

The City Council authorized the establishment of an Administrative Adjudication function in FY09/10. This function has been included within its own separate Special Revenue Fund. Although this function has been successful at achieving compliance with City Code by residents in violation, the amount of fines and administrative court fees have not been sufficient to cover the associated costs and therefore require a subsidy from the General Fund.

01-00-9-915 Transfer (To) Aquatic Fund				(\$ 14,200)
FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0	
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0	
Budget to Proposed	N/A	Projected to Proposed	N/A	

A supplemental transfer to the Aquatic Fund is being proposed to address the anticipated budgetary deficit. Operations within the Aquatic Center are weather dependent. As a result, should the City experience a prolonged hot and dry summer season, it is likely that this transfer will not be needed.

01-00-9-982 Transfer (To) General - CIP Fund				(\$ 767,600)
FY13/14 Actual:	(\$ 875,000)	FY14/15 Actual:	(\$ 1,139,000)	
FY15/16 Budget:	(\$ 821,000)	FY15/16 Projected:	(\$ 1,550,000)	
Budget to Proposed	-6.5% ▽	Projected to Proposed	-50.5% ▽	

This line item contains the transfer to the CIP Fund to fund large non-enterprise capital improvements. In FY13/14 and FY14/15, the City transferred the anticipated surplus from the General Fund to the General-CIP Fund to fund future capital improvements. The City Administration is again proposing to conduct a similar additional transfer in FY15/16 to provide supplemental funding for the City’s comprehensive capital improvement program.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

General Government

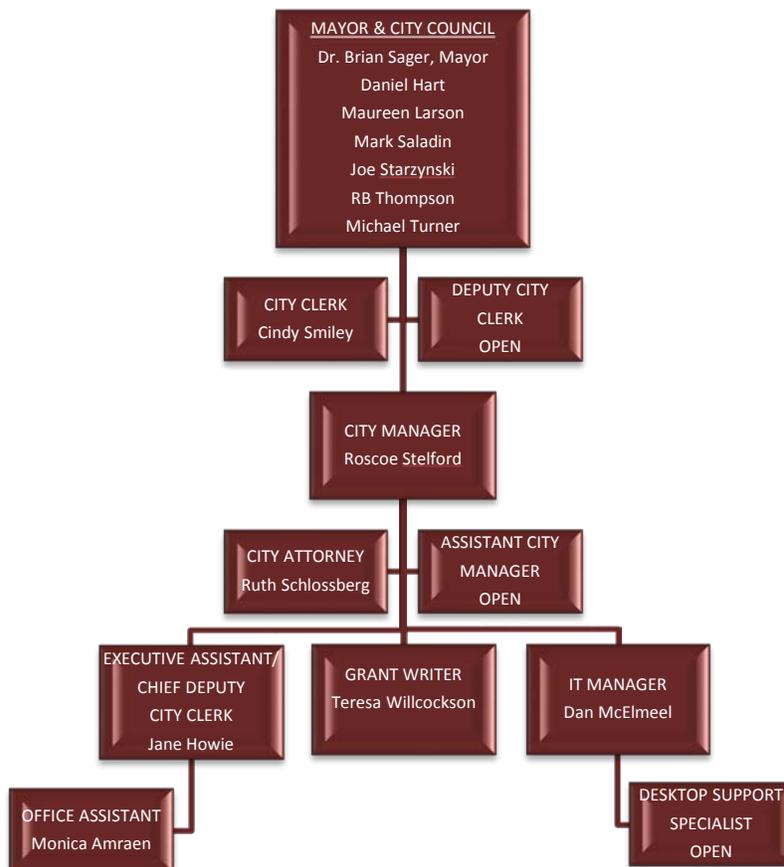
General Government Department

The General Government Department contains the City Manager’s Office which is responsible for providing management services, budgeting, legislative support, and communications to elected officials, staff, and the general public in order to carry out the policy direction as set by the City Council.

Salaries and expenses related to the Mayor’s Office and City Council are also contained within this budget.



GENERAL GOVERNMENT DEPARTMENT – ORGANIZATIONAL CHART



GENERAL GOVERNMENT – PERSONNEL SUMMARY						
POSITION/TITLE	12/13	13/14	14/15	15/16	16/17	+(-)
Mayor & City Council	7	7	7	7	7	0
City Clerk (LPT/Appointed)	0.5	0.5	0.5	0.5	0.5	0
Deputy City Clerk (LPT/Appointed)	0.5	0.5	0.5	0.5	0.5	0
City Manager	1	1	1	1	1	0
Executive Assistant/Chief Deputy City Clerk	1	1	1	1	1	0
Office Assistant	1	1	1	1	1	0
Grant Writer	0	0.5	1	1	1	0
IT - IT Manager ¹	0	0	1	1	1	0
IT - Desktop Support Specialist ²	0	0	1	1	1	0
TOTAL ELECTED	7	7	7	7	7	0
TOTAL FULL TIME	3	3	6	6	6	0
TOTAL LIMITED PART TIME (Appointed)	1	1.5	1	1	1	0

¹This position, formerly IT Technician, moved from the Finance Budget to the General Government Budget effective FY14/15.

²This is a new position in the IT department which was authorized in FY14/15, but has not been filled.

FY15/16 Accomplishments

- Presented a balanced FY16/17 Budget for City Council consideration.
- Maintained a “hiring freeze” throughout FY15/16, with each position critically evaluated and only positions that were identified as crucial to operations authorized to be filled.
- Developed and implemented a distressed-housing program that resulted in the acquisition of 315 W. Judd Street; in the process of reviewing options to address this property. In the legal process to acquire and address two other residential properties.
- Renegotiated an annexation agreement with Apple Creek subdivision to begin additional residential construction within this stalled development.
- Conducted a comprehensive process to determine the best internal candidate to serve as Assistant City Manager. This position will be reinstated and held in conjunction with the responsibilities of an existing Department Director.
- Successfully planned, organized, and managed an expanded Summer in the Park event, even in light of challenging weather conditions.
- Conducted a nationwide search for the selection of an Economic Development Director to fill a resignation announced at the beginning of the new fiscal year. Constructed a new Economic Development team and working with this new Department to address business needs.
- Updated and managed the City’s new and improved website to provide information to our residents, invite visitors and businesses to our community, offer transparency in government, and provide increased opportunities for interaction such as bill payment, FOIA submittal, permit application, etc.

- Worked with the Police Department to complete a consolidation of dispatch centers to comply with the Illinois State Statutes timeline. Final consolidation should result in financial savings for the community.
- Provided support to the Chamber of Commerce including the relocation of Chamber operations to City Hall and the initiation of a loan to restructure the Chamber's outstanding debts. The relocation will also allow the City to work more closely with the Chamber and the business community.
- Completed window replacements in the Sheriff's House and seated the Old Courthouse and Sheriff's House Advisory Commission as recommended by the Technical Assistance Panel.
- Established a Pavement Management Taskforce to address a number of challenges and review various processes that could improve service delivery and expand the quantities of the final product installed each year. The final report is expected to be presented in FY16/17.
- Conducted numerous Senior citizen and community-wide events including Summer in the Park.
- The City was successful in receiving an Enterprise Zone designation that has already proven beneficial to our business community and will provide an additional benefit to those businesses interested in moving to Woodstock. The Enterprise Zone Board is in the process of developing marketing materials and a website to outline the available benefits.
- Maximized partnerships with public agencies and obtained grant funding to make several new projects possible, including Main A Ballfield renovation, Donato Conservation Area walkways, Ryder's Woods ecology restoration, Main Street LED lighting upgrade, and Walnut/Ash storm sewer construction.
- Completion of the fiber network buildout and integration into the City's operation to eliminate costs.
- Worked with the City's lobbyist to secure funding for Route 14 and Route 47 capital projects, and to defend the City's share of income taxes from being redirected to offset the State's budgetary deficit.

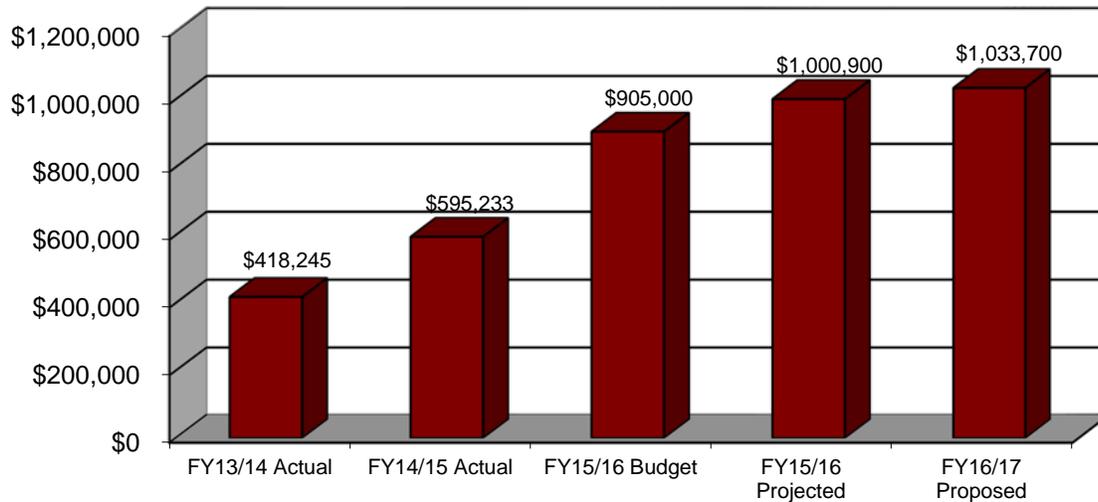
FY16/17 Goals and Objectives

- Address City Council priorities including the addition of a new police officer as well as expanding upon the City's marketing and promotion efforts.
- Continue to improve the City's Information Technology and enhance our internal network infrastructure by taking advantage of the new fiber network. Work with the Fiber Consortium to identify a private-sector partner to utilize the dark fiber for economic development purposes.
- Monitor State budget activity to prevent the redirection of local revenues to address State budgetary needs. Recommend operational modifications and local budget reductions to return the City to a balanced budget, which incorporates the impact from any mid-year State reductions.
- In conjunction with the Economic Development Department, continue to reach out to existing businesses through retention visits to identify areas where the City can assist in growth.
- Implement the joint Enterprise Zone, informing existing businesses of the associated benefits and developing marketing materials to attract new businesses.
- Work with the City-hired lobbyist to continue to secure state funding for important transportation needs including widening of Route 14 and Route 47 along with increased Metra service.
- Continue efforts to attract Old Courthouse restoration partners, with potential assistance through Artspace study funded by McHenry County Community Foundation.
- Implement proposed solutions presented by the Taskforce for infrastructure maintenance and related funding to improve the condition of the City's roadways.
- Expand on existing Local Government partnerships to take advantage of economies of scale and lower overall operating costs for our residents.
- Complete the Special Census in calendar year 2016 to derive additional State-shared revenues and possibly obtain Home Rule status.
- If Home Rule is determined, review the various City Codes and current operations to effectively utilize this change in status to develop cost efficiencies and improve services to the residents.

Performance Measures:

Item	Goal	Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Estimated
Capital Improvement Program	Develop an updated CIP and transmit to City Council in January.	Was the CIP updated and transmitted to the City Council in January?	Yes	Yes	Yes
Annual Budget	Develop and present a balanced operating budget for Council's Consideration.	Was a balanced operating budget presented for City Council's consideration?	Yes	Yes	Yes
Distinguished Budget Presentation Award	Prepare a budget that achieves national recognition via the GFOA's Award Program.	Did the City's budget for the prior year receive the GFOA's Distinguished Budget Award?	Yes	Yes	Yes
Resident Complaints	Respond to a complainant within one working day from receipt.	% of the time the City Manager's staff responds within one day.	N/A	N/A	N/A
Council Information	The Council Packet will be developed and distributed by the end of business Friday before regular meetings.	% of the time Council Packet is completed within the aforementioned timeframe.	100%	100%	100%
Identify & Secure Grants	Generate in excess of \$150,000 in grant funding each year.	Dollar value of grants.	N/A	\$ 174,227	\$ 185,300
Website Management	Regularly update content on the website that engages residents and provides relevant information.	Number of website hits.	N/A	N/A	N/A

BUDGET COMPARISON



General Corporate Fund - General Government

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
SALARIES						
01-01-3-401	City Manager	\$ 143,823	\$ 145,462	\$ 152,000	\$ 154,700	\$ 159,300
01-01-3-403	Assistant City Manager	-	-	10,000	2,000	12,000
01-01-3-405	Executive Assistant	63,724	55,344	62,000	75,100	61,500
01-01-3-406	Office Assistant	38,733	40,461	42,300	40,600	43,400
01-01-3-410	Grant Writer	15,006	48,833	62,000	61,900	63,900
01-01-3-415	Information Technology Staff	-	67,049	113,500	73,400	117,000
01-01-3-439	City Officials	59,640	57,986	63,000	61,500	63,000
	TOTAL SALARIES	\$ 320,926	\$ 415,135	\$ 504,800	\$ 469,200	\$ 520,100
PERSONAL SERVICES						
01-01-4-451	Sick Leave Conversion	\$ 1,941	\$ 4,707	\$ 5,500	\$ 5,000	\$ 6,700
01-01-4-452	Travel & Training	7,400	7,732	12,000	11,000	12,000
01-01-4-454	Dues & Subscriptions	14,611	17,332	16,500	19,300	15,700
	TOTAL PERSONAL SERVICES	\$ 23,952	\$ 29,771	\$ 34,000	\$ 35,300	\$ 34,400
CONTRACTUAL SERVICES						
01-01-5-501	Communications	\$ 789	\$ 1,617	\$ 2,000	\$ 1,200	\$ 1,500
01-01-5-502	Legal Services	41,629	67,281	45,000	65,000	55,000
01-01-5-505	Appraisal Services	-	-	-	2,000	2,000
01-01-5-508	Special Census	-	-	60,000	70,000	31,000
01-01-5-536	City Scene	15,563	14,509	15,000	14,500	15,000
01-01-5-537	Printing Services	4,984	2,523	4,000	4,000	4,000
01-01-5-538	Publishing Services	3,195	2,139	3,000	1,400	2,000
01-01-5-552	Service To Maintain Equipment	293	20,197	26,700	26,700	25,400
01-00-5-556	City Website	-	11,250	10,000	5,000	8,000
01-01-5-558	Marketing Efforts	-	23,833	100,000	190,700	200,000
01-01-5-559	Enterprise Zone	-	-	-	15,000	35,000
01-01-5-561	Fiber Optic Maintenance	-	-	33,700	33,700	33,700
01-01-5-562	Legislative Advocate	-	-	60,000	60,000	60,000
	TOTAL CONTRACTUAL SERVICES	\$ 66,453	\$ 143,349	\$ 359,400	\$ 489,200	\$ 472,600
COMMODITIES						
01-01-6-601	Postage Expense	\$ 4,329	\$ 4,299	\$ 4,500	\$ 4,000	\$ 4,000
01-01-6-606	Supplies	2,410	1,541	2,000	3,200	2,300
	TOTAL COMMODITIES	\$ 6,739	\$ 5,840	\$ 6,500	\$ 7,200	\$ 6,300
CAPITAL OUTLAY						
01-01-7-720	Equipment	\$ 175	\$ -	\$ 300	\$ -	\$ 300
	TOTAL CAPITAL OUTLAY	\$ 175	\$ -	\$ 300	\$ -	\$ 300
Other Charges						
01-01-8-812	Recycling Education	\$ -	\$ 1,138	\$ -	\$ -	\$ -
	TOTAL CAPITAL OUTLAY	\$ -	\$ 1,138	\$ -	\$ -	\$ -
	TOTAL GENERAL GOVERNMENT EXPENSES	\$ 418,245	\$ 595,233	\$ 905,000	\$ 1,000,900	\$ 1,033,700

General Government Department Line Item Descriptions

01-01-3-401 City Manager \$ 159,300

FY13/14 Actual:	\$ 143,823	FY14/15 Actual:	\$ 145,462
FY15/16 Budget:	\$ 152,000	FY15/16 Projected:	\$ 154,700
Budget to Proposed	4.8% △	Projected to Proposed	3.0% △

Salary for FY16/17 will be stipulated in the City Manager's Employment Agreement as amended by the City Council.

01-01-3-403 Assistant City Manager \$ 12,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 10,000	FY15/16 Projected:	\$ 2,000
Budget to Proposed	20.0% △	Projected to Proposed	500.0% △

Funding is requested to facilitate a promotional process to designate an existing Department Director to serve as Assistant City Manager. The additional costs associated with the new responsibilities would be funded through this account.

01-01-3-405 Executive Assistant \$ 61,500

FY13/14 Actual:	\$ 63,724	FY14/15 Actual:	\$ 55,344
FY15/16 Budget:	\$ 62,000	FY15/16 Projected:	\$ 75,100
Budget to Proposed	-0.8% ▽	Projected to Proposed	-18.1% ▽

Incorporated in this amount is the salary for the Executive Assistant. The Executive Assistant reduced her hours in FY13/14 to smoothly transition to retirement while maintaining her full-time status. Funding has also been included to facilitate the hiring of a limited part-time employee and/or allow for the hiring of a new employee with an overlap period. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program.

01-01-3-406 Secretary/Office Assistant \$ 43,400

FY13/14 Actual:	\$ 38,733	FY14/15 Actual:	\$ 40,461
FY15/16 Budget:	\$ 42,300	FY15/16 Projected:	\$ 40,600
Budget to Proposed	2.6% △	Projected to Proposed	6.9% △

The wages for the Office Assistant make up the cost of this line item. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program.

01-01-3-410 Grant Writer **\$ 63,900**

FY13/14 Actual:	\$ 15,006	FY14/15 Actual:	\$ 48,833
FY15/16 Budget:	\$ 62,000	FY15/16 Projected:	\$ 61,900
Budget to Proposed	3.1% △	Projected to Proposed	3.2% △

The cost of a Grant Writer, which was created on a part-time basis in FY13/14, is contained in this line item. In FY14/15 this position was converted midyear from part-time to full-time. The entire salary for this position is now reported in FY16/17. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program.

01-01-3-415 Information Technology Staff **\$ 117,000**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 67,049
FY15/16 Budget:	\$ 113,500	FY15/16 Projected:	\$ 73,400
Budget to Proposed	3.1% △	Projected to Proposed	59.4% △

This line item contains the salary for an IT staff. This function was transferred from the Finance Department in FY13/14. In the FY14/15 Budget, a second full-time position (i.e., Technical Support Specialist) was approved to start effective January 1st. This would provide two (2) full-time employees dedicated to supporting 135+ full-time and 120+ part-time/limited part-time employees. This position was placed on hold by the Citywide hiring freeze implemented in FY14/15. If State-shared revenues remain at estimated levels, this position would be filled in FY16/17. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program for the IT Manager.

01-01-3-439 City Officials **\$ 63,000**

FY13/14 Actual:	\$ 59,640	FY14/15 Actual:	\$ 57,986
FY15/16 Budget:	\$ 63,000	FY15/16 Projected:	\$ 61,500
Budget to Proposed	0.0%	Projected to Proposed	2.4% △

The schedule below reflects the authorized compensation for the Mayor and City Council, as well as the Treasurer, City Clerk, Chief Deputy City Clerk, and Deputy City Clerk. State law does not allow a legislative body to approve a raise for itself or other elected officials within its present term. The City Council authorized a salary increase for the Chief Deputy City Clerk and also an increase in the per-meeting stipend paid to the Clerks for meetings other than Council meetings.

Mayor (includes Liquor Commissioner Duties)	\$12,000
Councilmember (6 @ \$6,000)	36,000
City Clerk (\$5,000 plus \$100/meeting)	5,000
City Treasurer	300
Deputy Clerk (\$2,000 plus \$100/meeting)	2,000
Chief Deputy Clerk (\$3,000 plus \$100/meeting)	3,000
Additional Meetings for Clerks	<u>4,700</u>
	\$63,000

Additional funds are budgeted to cover extra/special meetings attended by the City Clerks.

01-01-4-451 Sick Leave Conversion \$ 6,700

FY13/14 Actual:	\$ 1,941	FY14/15 Actual:	\$ 4,707
FY15/16 Budget:	\$ 5,500	FY15/16 Projected:	\$ 5,000
Budget to Proposed	21.8% △	Projected to Proposed	34.0% △

The City provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with amounts over this paid at 50%, but applied to employee health insurance contributions. Costs in this line item were impacted by the promotion of internal employees to serve as City Manager and Grant Writer. The Secretary/Office Assistant will qualify in FY16/17.

01-01-4-452 Travel & Training \$ 12,000

FY13/14 Actual:	\$ 7,400	FY14/15 Actual:	\$ 7,732
FY15/16 Budget:	\$ 12,000	FY15/16 Projected:	\$ 11,000
Budget to Proposed	0.0%	Projected to Proposed	9.1% △

Pursuant to the City Manager’s Employment Agreement, meetings/conferences of the International City Management Association (ICMA), the Illinois City Manager’s Association (ILCMA), and local/state business meetings attended by the City Manager, Mayor and City Council are charged to this account. Funds from this account are also used to reimburse department employees for attendance at meetings, conferences, and/or training seminars.

Expenses associated with Special City Council meetings (e.g. Council Retreat, Old Courthouse Workshop, and other workshop sessions) are also reflected in this account. Funding has been included in FY16/17 to allow for several drive downs to Springfield, the IT Manager to complete a certification program and additional training opportunities for City Manager’s Office staff.

01-01-4-454 Dues & Subscriptions \$ 15,700

FY13/14 Actual:	\$ 14,611	FY14/15 Actual:	\$ 17,332
FY15/16 Budget:	\$ 16,500	FY15/16 Projected:	\$ 19,300
Budget to Proposed	-4.8% ▽	Projected to Proposed	-18.7% ▽

The City’s memberships in various associations are accounted for in this line item. The reduction proposed in FY16/17 represents a decrease in the number of licenses for the City’s online grant service. A summary of expenditures follows:

McHenry County Council of Governments (MCCG)	\$6,800
Illinois Municipal League	1,800
International City Management Association (ICMA)	1,300
eCivis Grant Service	1,200
Metropolitan Mayors Caucus	1,200
Rotary	1,100

Woodstock Chamber of Commerce & Industry	1,100
McHenry County Historical Society	500
Illinois City Manager's Association (ILCMA)	400
Subscriptions	<u>300</u>
	\$15,700

01-01-5-501 Communications \$ 1,500

FY13/14 Actual:	\$ 789	FY14/15 Actual:	\$ 1,617
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 1,200
Budget to Proposed	-25.0% ▽	Projected to Proposed	25.0% △

Departmental telephone expenses for local, long distance, and wireless calls are accounted for in this line item, as well as the monthly Internet charges for the Department. In FY14/15, the General Government Department began paying its portion of the costs for phone service to City Hall, instead of reporting 100% of these costs within the Finance Department.

01-01-5-502 Legal Services \$ 55,000

FY13/14 Actual:	\$ 41,629	FY14/15 Actual:	\$ 67,281
FY15/16 Budget:	\$ 45,000	FY15/16 Projected:	\$ 65,000
Budget to Proposed	22.2% △	Projected to Proposed	-15.4% ▽

In addition to the standard ordinance review/preparation and other day-to-day legal assistance, legal services which are organization-wide, as opposed to Department-specific, and originate from action of the City Council or the City Manager, are recorded here.

01-01-5-505 Appraisal Services \$ 2,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 2,000
Budget to Proposed	N/A	Projected to Proposed	0.0%

This line item is in the event the City is offered a parcel of land, requires right-of-way, etc. which may require the services of an appraiser. A standard appraisal averages \$1,500 - \$2,000. This account is for appraisal services to support unforeseen/unscheduled projects.

01-01-5-508 Special Census \$ 31,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 60,000	FY15/16 Projected:	\$ 70,000
Budget to Proposed	-48.3% ▽	Projected to Proposed	-55.7% ▽

The last Special Census was completed in FY07/08. Following a review of the development activity that has taken place since the 2010 decennial Census, the City Council authorized the expenditures of funds in FY15/16 to begin the process of completing a Special Census in calendar year 2016. Additional funding will be required to be appropriated in FY16/17 to complete this project.

01-01-5-536 City Scene (40%) \$ 15,000

FY13/14 Actual:	\$ 15,563	FY14/15 Actual:	\$ 14,509
FY15/16 Budget:	\$ 15,000	FY15/16 Projected:	\$ 14,500
Budget to Proposed	0.0%	Projected to Proposed	3.4% △

Although the Recreation Department coordinates the preparation and distribution of the City Scene, since a portion of the publication is used to promote other City functions beyond the Recreation programs, the General Government Department pays for 40% of the printing and mailing of this newsletter. The printing expense is allocated in this account while the postage is accounted for in the postage line item 01-01-6-601.

01-01-5-537 Printing Services \$ 4,000

FY13/14 Actual:	\$ 4,984	FY14/15 Actual:	\$ 2,523
FY15/16 Budget:	\$ 4,000	FY15/16 Projected:	\$ 4,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This account provides funding for the codification and printing of amendments to the City Code resulting from City Council action. Expenses are dependent on the number of new or amended ordinances approved each year.

01-01-5-538 Publishing Services \$ 2,000

FY13/14 Actual:	\$ 3,195	FY14/15 Actual:	\$ 2,139
FY15/16 Budget:	\$ 3,000	FY15/16 Projected:	\$ 1,400
Budget to Proposed	-33.3% ▽	Projected to Proposed	42.9% △

This account is used exclusively to pay for the publishing of mandatory legal notices, minutes, bids, RFPs and election notices etc. as required by state and local laws.

01-01-5-552 Service to Maintain Equipment \$ 25,400

FY13/14 Actual:	\$ 293	FY14/15 Actual:	\$ 20,197
FY15/16 Budget:	\$ 26,700	FY15/16 Projected:	\$ 26,700
Budget to Proposed	-4.9% ▽	Projected to Proposed	-4.9% ▽

Unscheduled repair and maintenance of the Department’s computers, printers, scanner and fax machine that are not subject to a warranty or maintenance contract are accounted for in this line item. In addition, ongoing maintenance costs for the City’s Information Technology services has been consolidated and removed from the other Departments and included within this account to achieve economies of scale. Provided below are the various costs to maintain the City’s Information Technology infrastructure:

Website Maintenance/Licensing Fees	\$5,600
Phone System – Mitel TIG	5,600
Unitrends – Backup System	4,800
Sonicwalls – Network Connectivity	3,600
Miscellaneous	5,800
Antivirus (biennial purchase)	<u>0</u>
	\$25,400

01-01-5-556 City Website **\$ 8,000**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 11,250
FY15/16 Budget:	\$ 10,000	FY15/16 Projected:	\$ 5,000
Budget to Proposed	-20.0% ▽	Projected to Proposed	60.0% △

This line item was created in FY14/15 to monitor the costs for the City’s website. Also during FY14/15, the City Administration contracted with a new design firm to create an enhanced website making more information available to residents and visitors 24/7 and providing additional opportunities for electronic communication, e.g. bill payment, permit application, etc. The new website will also allow for increased transparency by providing larger bandwidth to allow for the inclusion of agenda packets and other documents of interest to the public.

01-01-5-558 Marketing Efforts **\$ 200,000**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 23,833
FY15/16 Budget:	\$ 100,000	FY15/16 Projected:	\$ 190,700
Budget to Proposed	100.0% △	Projected to Proposed	4.9% △

At the direction of the City Council, this line item was created in FY14/15 to monitor the costs for the development of an enhanced marketing program for the City. The majority of this funding was utilized by Promote Woodstock in FY14/15 to secure a marketing consultant. Additional funds were authorized in FY14/15 that were not expended until FY15/16, accounting for expenditures exceeding the authorized budget amount. Funding proposed in FY16/17 is to continue to build upon the approved marketing campaign. Dollars committed to Woodstock Celebrates Inc. for the rights to their slogan and logo in perpetuity are also funded from this line item (i.e., \$10,000 in FY14/15 and \$5,000 in FY15/16).

01-01-5-559 Enterprise Zone **\$ 35,000**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 15,000
Budget to Proposed	N/A	Projected to Proposed	133.3% △

With the approval of an Enterprise Zone in FY15/16 by the State of IL, the City Council authorized funding to pay for associated costs required to implement the Enterprise Zone and begin marketing efforts. The increase in costs for FY16/17 represents a full year of operations for the new Enterprise Zone. Based on the Intergovernmental Agreement between Harvard, McHenry County and Woodstock, both of the municipalities are responsible for half of the costs to operate the Enterprise Zone.

01-01-5-561 Fiber Optic Maintenance **\$ 33,700**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 33,700	FY15/16 Projected:	\$ 33,700
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The City Council authorized the participation in an intergovernmental joint venture with District 200, McHenry County, McHenry County College, and McHenry County ETSB. This account provides the funding for committed maintenance expenses to be

billed in January, 2016. In the long-term, this will result in savings in accounts 01-01-5-552, Service to Maintain Equipment, and a variety of communication accounts; however, these savings are not likely to begin until FY16/17.

01-01-5-562 Legislative Advocate \$ 60,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 60,000	FY15/16 Projected:	\$ 60,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Historically, funding for this expense has been provided by the General Corp – CIP Fund (i.e., Route 47). However, this expense represents a professional service and cannot be capitalized as part of this project. Therefore, these costs were transferred to the General Government Department starting in FY15/16.

01-01-6-601 Postage \$ 4,000

FY13/14 Actual:	\$ 4,329	FY14/15 Actual:	\$ 4,299
FY15/16 Budget:	\$ 4,500	FY15/16 Projected:	\$ 4,000
Budget to Proposed	-11.1% ▽	Projected to Proposed	0.0%

The Finance Department maintains a postage meter that records each Department’s actual postage expenses, which are subsequently charged to the respective departments. Also, 40% of the City Scene newsletter mailing expense is accounted for in this line item.

01-01-6-606 Supplies \$ 2,300

FY13/14 Actual:	\$ 2,410	FY14/15 Actual:	\$ 1,541
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 3,200
Budget to Proposed	15.0% △	Projected to Proposed	-28.1% ▽

The General Government Department is charged on a percentage basis by the Finance Department for paper, copier and other supplies. The supply expenses for the Mayor’s Office and the City Clerk are also included in this line item.

01-01-7-720 Equipment \$ 300

FY13/14 Actual:	\$ 175	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 300	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

Funding has been requested in FY16/17 to review technology options to eliminate the Department’s typewriter.

01-01-8-812 Recycling Education \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 1,138
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The City funds a recycling education program for District 200 students. Starting in FY15/16, this expense is provided by the Environmental Management Fund.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget

FY 16/17

City Hall

City Hall

The City Hall Budget accounts for expenditures for property and building maintenance and operation for City Hall, the commuter station and other rental properties (e.g. parking lots). The overall mission is to ensure that City Hall and other properties are visually pleasing for the community and visitors, functional for City employees, properly maintained and continue to be an asset for the taxpayers.



CITY HALL – ORGANIZATIONAL CHART



CITY HALL – PERSONNEL SUMMARY					
AUTHORIZED POSITION/TITLE	13/14	14/15	15/16	16/17	+(-)
Custodian ¹	1	1	0	0	0
TOTAL FULL TIME	1	1	0	0	0

¹Custodian position moved to Parks & Facilities Division of Public Works as Facilities Maintenance Worker I.

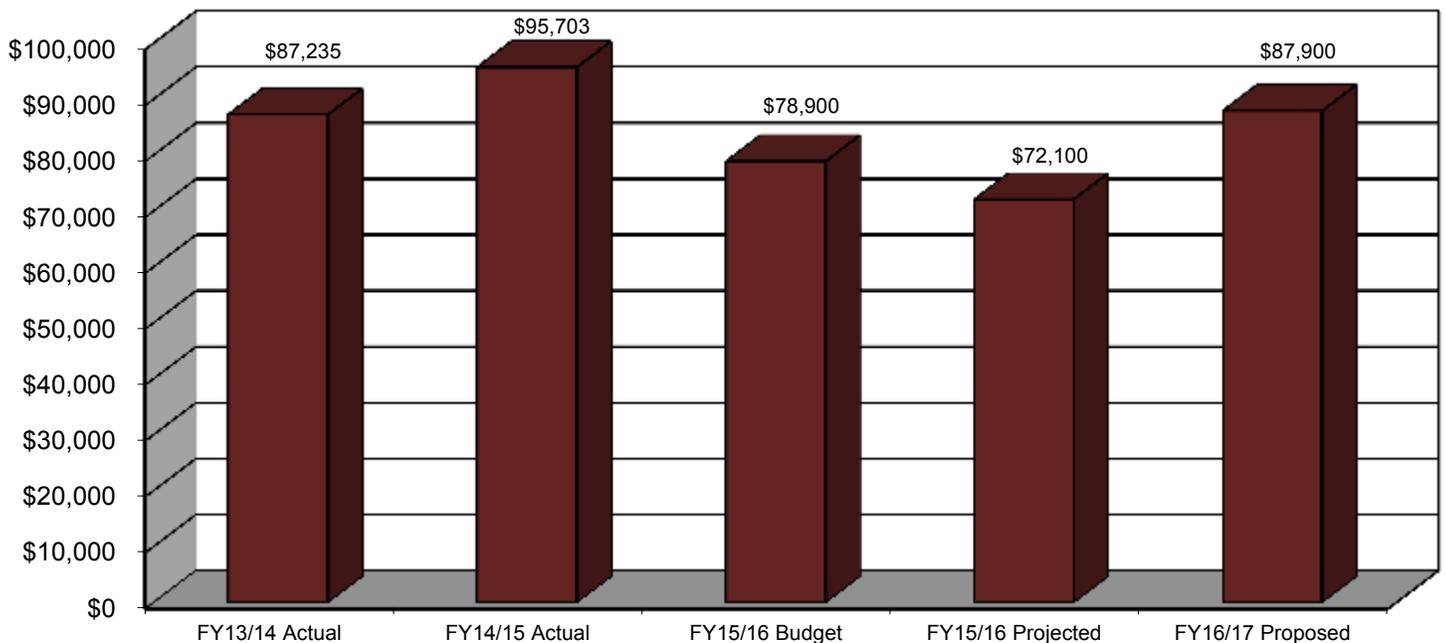
FY15/16 Accomplishments

- Installed insulation above the City Manager’s office.
- Performed masonry repairs to the east entrance.
- Re-faced exterior brick work around the building that was badly deteriorating.
- Reconfigured furniture at City Hall to better utilize office space and to account for the new Economic Development Department.
- Replaced Department name plates above newly assigned office space.
- Prepared the basement office space for use by the Woodstock Chamber of Commerce.
- Replaced the pedestrian door between City Hall and the old fire station.
- Assisted the City Manager’s office with reorganizing office furniture.
- Successfully bid and awarded a consolidated contract to perform custodial services at City Hall, the Library, and Recreation Center.
- Replaced the elevator pit ladder in accordance with State codes.

FY16/17 Goals and Objectives

- Respond to City Hall Department requests for maintenance services in a timely manner.
- Centralize maintenance service agreements across City-owned facilities to the maximum extent possible.
- Improve building efficiency and functionality by addressing building maintenance concerns in a timely manner.
- Complete the necessary facility maintenance, landscape maintenance, and parking lot maintenance at City Hall.
- Oversee rental property repairs in accordance with the terms of the lease agreements.

BUDGET COMPARISON



General Corporate Fund - City Hall

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
SALARIES						
01-02-3-415	Custodian	\$ 39,013	\$ 33,428	\$ -	\$ -	\$ -
	TOTAL SALARIES	\$ 39,013	\$ 33,428	\$ -	\$ -	\$ -
PERSONAL SERVICES						
01-02-4-451	Sick Time Conversion	\$ 432	\$ -	\$ -	\$ -	\$ -
01-02-4-453	Uniform Rental Services	400	-	-	-	-
	TOTAL PERSONAL SERVICES	\$ 832	\$ -	\$ -	\$ -	\$ -
CONTRACTUAL SERVICES						
01-02-5-501	Communications	\$ 135	\$ 112	\$ -	\$ -	\$ -
01-02-5-550	Service To Maintain Building	3,418	14,193	25,000	25,000	25,000
01-02-5-552	Service To Maintain Equipment	8,849	3,893	9,000	8,000	11,500
	TOTAL CONTRACTUAL SERVICES	\$ 12,402	\$ 18,198	\$ 34,000	\$ 33,000	\$ 36,500
COMMODITIES						
01-02-6-603	Fuel - Heating	\$ 4,490	\$ 5,435	\$ 4,000	\$ -	\$ 4,000
01-02-6-606	Supplies	2,629	1,848	2,500	1,000	1,500
01-02-6-613	Water And Sewer	797	1,093	900	300	900
01-02-6-620	Material To Maintain Building	2,114	1,958	2,500	3,000	2,500
01-02-6-621	Material To Maintain Equipment	413	47	1,000	500	500
	TOTAL COMMODITIES	\$ 10,443	\$ 10,381	\$ 10,900	\$ 4,800	\$ 9,400
CAPITAL OUTLAY						
01-02-7-701	Building	\$ -	\$ 12,650	\$ 4,000	\$ 11,000	\$ 17,500
01-02-7-720	Equipment	-	-	-	1,800	-
	TOTAL CAPITAL OUTLAY	\$ -	\$ 12,650	\$ 4,000	\$ 12,800	\$ 17,500
OTHER EXPENSES						
01-02-8-803	Rental Property Expenditures	\$ 20,295	\$ 19,185	\$ 28,000	\$ 18,000	\$ 21,000
01-02-8-804	Rental Property Repairs	4,250	1,861	2,000	3,500	3,500
	TOTAL OTHER EXPENSES	\$ 24,545	\$ 21,046	\$ 30,000	\$ 21,500	\$ 24,500
	TOTAL CITY HALL	\$ 87,235	\$ 95,703	\$ 78,900	\$ 72,100	\$ 87,900

City Hall Line Item Descriptions

01-02-3-415 Custodian	\$ 0		
FY13/14 Actual:	\$ 39,013	FY14/15 Actual:	\$ 33,428
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Custodial services were outsourced in FY15/16 utilizing a multi-year service contract. The FY16/17 budget will continue to benefit from the lower costs achieved from the consolidated service contract. The City Hall Custodian position was transferred to the Parks Division as a Facilities Maintenance Worker I in FY15/16. This position, when filled, will address facility needs at several City-owned facilities.

01-02-4-451 Sick Time Conversion \$ 0

FY13/14 Actual:	\$ 432	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item is now funded through the Parks and Facilities budget.

01-02-4-453 Uniform Rentals \$ 0

FY13/14 Actual:	\$ 400	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Uniform Rentals are funded through the Parks and Facilities budget.

01-02-5-501 Communications \$ 0

FY13/14 Actual:	\$ 135	FY14/15 Actual:	\$ 112
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item is funded through the Parks and Facilities budget.

01-02-5-550 Service To Maintain Building \$ 25,000

FY13/14 Actual:	\$ 3,418	FY14/15 Actual:	\$ 14,193
FY15/16 Budget:	\$ 25,000	FY15/16 Projected:	\$ 25,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is used for all contract services for the maintenance of City Hall and other City-owned buildings. This account is used for both ongoing service contracts (e.g., fire alarm panel, fire extinguishers, elevator inspection, and HVAC maintenance) and to provide funding for service calls due to normal wear. The increases in FY14/15 and FY15/16 reflect a decision to outsource custodial services following the retirement of a long-term employee.

01-02-5-552 Service to Maintain Equipment \$ 11,500

FY13/14 Actual:	\$ 8,849	FY14/15 Actual:	\$ 3,893
FY15/16 Budget:	\$ 9,000	FY15/16 Projected:	\$ 8,000
Budget to Proposed	27.8% △	Projected to Proposed	43.8% △

This line item pays for the cost of service and repairs of a boiler, multiple furnaces, air conditioners, phones, electrical systems, and plumbing fixtures by contractors at City Hall. In addition, this account includes the funding for the annual maintenance for the City Hall elevator, fire extinguishers, and fire alarm panel. Staff requests an additional \$3,000 for FY16/17 to perform a study of the current generator. The study will determine if the generator meets our load demands and determine if we can expand its coverage.

01-02-6-603 Fuel – Heating **\$ 4,000**

FY13/14 Actual:	\$ 4,490	FY14/15 Actual:	\$ 5,435
FY15/16 Budget:	\$ 4,000	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

Based on the franchise agreement with NICOR, the City is allotted a number of thermal units (i.e., therms) based on the certified population. The City is billed for any usage that goes over the allotted therms. This account is designated to cover that expense for City Hall.

01-02-6-606 Supplies **\$ 1,500**

FY13/14 Actual:	\$ 2,629	FY14/15 Actual:	\$ 1,848
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 1,000
Budget to Proposed	-40.0% ▽	Projected to Proposed	50.0% △

This line item provides funding for supplies used at City Hall including paper towels, tissue, garbage bags, and light bulbs. City Hall continues to work with other government entities and City Departments to coordinate the ordering of supplies to achieve lower costs. The custodial contractor provides their own cleaning supplies.

01-02-6-613 Water And Sewer **\$ 900**

FY13/14 Actual:	\$ 797	FY14/15 Actual:	\$ 1,093
FY15/16 Budget:	\$ 900	FY15/16 Projected:	\$ 300
Budget to Proposed	0.0%	Projected to Proposed	200.0% △

Funds in this account represent the historical consumption charges for water/sewer for this facility, including any anticipated increase. This line item currently shows a credit of \$581.88 resulting in a lower than expected projected balance for FY15/16.

01-02-6-620 Material to Maintain Building **\$ 2,500**

FY13/14 Actual:	\$ 2,114	FY14/15 Actual:	\$ 1,958
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 3,000
Budget to Proposed	0.0%	Projected to Proposed	-16.7% ▽

This line item is for the purchase of materials for building maintenance work done by City employees. Minor building repair and/or improvement projects require such things as paint, drywall, plaster, and other building materials.

01-02-6-621 Material to Maintain Equipment **\$ 500**

FY13/14 Actual:	\$ 413	FY14/15 Actual:	\$ 47
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 500
Budget to Proposed	-50.0% ▽	Projected to Proposed	0.0%

Typical costs associated with this account include electrical ballasts and other miscellaneous parts for the repair and replacement of equipment by City

employees. Since awarding a maintenance contract, the City no longer has to pay for materials like furnace filters and other basic maintenance items for mechanical equipment.

01-02-7-701 Building		\$ 17,500	
FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 12,650
FY15/16 Budget:	\$ 4,000	FY15/16 Projected:	\$ 11,000
Budget to Proposed	337.5%△	Projected to Proposed	59.1%△

While major building improvements are included in the CIP, this account is the primary source of funds to continue improvements necessary to accommodate both the public and the employees. Funds are budgeted to provide landscaping around City Hall, to allow for the reconfiguration of office space to facilitate changes to Departments, and retrofitting incandescent and/or fluorescent light fixtures with energy efficient LED light fixtures. The increase in FY14/15 occurred as a result of a reconfiguration to the space now occupied by the Building and Zoning Department. Staff requests additional funds to replace several commercial-grade overhead doors along the South Street side of City Hall.

01-02-7-720 Equipment		\$ 0	
FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 1,800
Budget to Proposed	N/A	Projected to Proposed	-100.0%▽

This account is the primary source of funds to provide office equipment in retrofitted or reconfigured office, storage, classroom, and meeting spaces.

01-02-8-803 Rental Property Expenditures		\$ 21,000	
FY13/14 Actual:	\$ 20,295	FY14/15 Actual:	\$ 19,185
FY15/16 Budget:	\$ 28,000	FY15/16 Projected:	\$ 18,000
Budget to Proposed	-25.0%▽	Projected to Proposed	16.7%△

This account includes funding for the annual rental of the Challenger Learning Center parking lot and the BMO Harris Bank parking lot. In addition, the City is responsible, based on its agreement with Union Pacific, for any property taxes related to the commuter station. This amount includes additional electrical outlets installed in preparation for the implementation of cameras at the train station.

01-02-8-804 Rental Property Repairs \$ 3,500

FY13/14 Actual:	\$ 4,250	FY14/15 Actual:	\$ 1,861
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 3,500
Budget to Proposed	75.0% Δ	Projected to Proposed	0.0%

This account was created to separately record, monitor, and track maintenance and repair expenses for City-owned/leased properties, excluding City Hall. These include the commuter station and the various parking lots either owned or maintained by the City, as well as other public spaces. In addition to scheduled and unscheduled maintenance, these funds are necessary to repair facilities damaged due to vandalism.

Based on the City's current lease agreement, Union Pacific is responsible for all repairs that exceed \$1,500 dollars. Therefore, this account only reflects repairs anticipated for the commuter station that fall below this threshold.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Finance

Finance Department

The Finance Department is responsible for the administration of the fiscal operations of the City. These responsibilities include recording and reporting of all financial transactions, billing and collecting all monies due to the City, making payments to employees and vendors, preparation and collection of water and sewer bills, management and investment of City funds, debt management, preparing the comprehensive annual financial report, and assisting in the preparation of the annual operating budget. The Finance Department also assists in the accounting functions of the Police Pension Plan including completion of the Department of Insurance Report.



FINANCE DEPARTMENT – ORGANIZATIONAL CHART



FINANCE DEPARTMENT – PERSONNEL SUMMARY					
AUTHORIZED POSITION/TITLE	13/14	14/15	15/16	16/17	+(-)
Finance Director	1	1	1	1	0
Senior Accountant	1	1	1	1	0
Accountant	1	1	1	1	0
Information Technician ¹	1	0 ¹	0 ¹	0 ¹	0
Billing Coordinator	1	1	1	1	0
Front Desk Clerk	1	1	1	1	0
Finance Office Assistant (PT)	0.5	0.5	0	0	0
Finance Office Intern/Clerk (LPT)	0	0	1	1	0
TOTAL FULL TIME	6	5	5	5	0
TOTAL PART TIME (FTE)	0.5	0.5	0	0	0
TOTAL LPT (FTE)	0	0	1	1	0

¹ Information Technician was moved from the Finance Department to the General Government Budget.

FY15/16 Accomplishments

- Installed and implemented new financial software. New software has allowed the Finance Department to increase efficiency, effectiveness and productivity along with the ability to offer new services that were not previously available in the old software.
- Implemented performance measurements in the development of the FY16/17 budget.
- Implemented local debt recovery program with the State of Illinois Comptroller’s office. This program has provided the City with another avenue to collect delinquent accounts due to the City.

FY16/17 Goals and Objectives

- Implement a payroll time-keeping application, which will allow for the elimination of paper time sheets and provide better tracking and record keeping of employees’ time.
- Continue meter change out program. Radio reads are being attached to new meters which will allow meters to be read both faster and more accurately. This will ultimately save the City money.
- Oversee a partial special census, which allows the City to capture additional State shared revenue estimated at \$100,000 a year. Cost of the special census is to be paid from the General Government’s budget.

Performance Measures

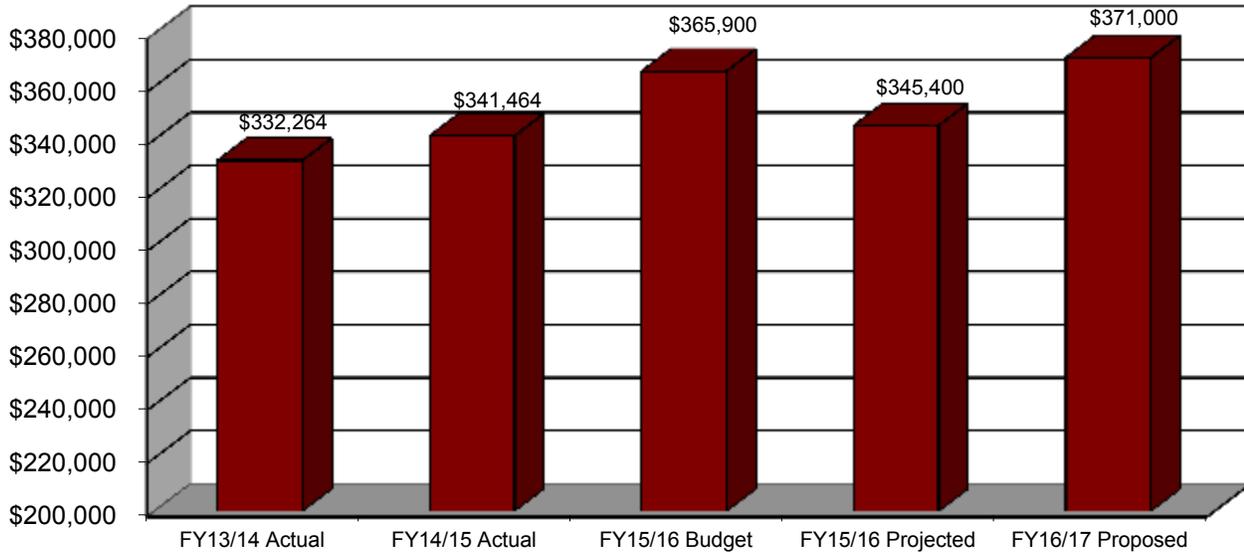
Item	Goal	Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Estimated
Utility Customers Receiving Ebills	Increase Percentage of Ebills Received		1%	3%	4%
Utility Customers Receiving ONLY Ebills	Increase Percentage of Customer's receiving only Ebills		*	*	11%
Utility Payments Paid Electronically	Increase Percentage of Bills Paid Electronically		13%	29%	33%
Water Meters Read Electronically	Increase Percentage of Meters Read Electronically		69%	72%	74%
Investment Rate Above 13-Week U.S. Treasury Bill (Benchmark)	Maximize Investment Returns above US T-Bill (Benchmark)	13 Week U.S. T-Bill	0.04%	0.03%	0.08%
		City Investment Return	0.58%	0.62%	0.70%
		Rate Above T-Bill	0.54%	0.59%	0.62%
S&P Bond Rating	Maintain or Increase City Bond Rating		AA	AA	AA

*Data not available

General Corporate Fund - Finance Department

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
SALARIES						
01-03-3-402	Finance Director	\$ 43,285	\$ 107,514	\$ 112,300	\$ 112,200	\$ 115,800
01-03-3-407	Accounting/Office Personnel	147,391	173,348	182,100	182,800	187,700
01-03-3-415	Information Technician	62,341	-	-	-	-
01-03-3-431	Part-Time Assistant	27,525	16,946	21,800	12,500	21,800
01-03-3-445	Overtime	1,787	-	500	-	500
	TOTAL SALARIES	\$ 282,329	\$ 297,808	\$ 316,700	\$ 307,500	\$ 325,800
PERSONAL SERVICES						
01-03-4-451	Sick Leave Conversion	\$ 690	\$ 1,442	\$ 1,600	\$ 1,600	\$ 1,600
01-03-4-452	Travel & Training	737	1,653	2,000	3,600	2,000
01-03-4-454	Dues & Subscriptions	285	305	800	800	900
	TOTAL PERSONAL SERVICES	\$ 1,712	\$ 3,400	\$ 4,400	\$ 6,000	\$ 4,500
CONTRACTUAL SERVICES						
01-03-5-501	Communications	\$ 8,600	\$ 5,487	\$ 6,000	\$ 4,700	\$ 5,000
01-03-5-502	Legal Expenses	626	5,800	2,000	5,000	3,000
01-03-5-503	Surety Bonds	670	790	800	700	800
01-03-5-537	Printing Services	5,538	1,802	3,000	1,100	2,200
01-03-5-552	Service to Maintain Equipment	19,408	16,974	22,300	13,000	20,500
	TOTAL CONTRACTUAL SERVICES	\$ 34,842	\$ 30,853	\$ 34,100	\$ 24,500	\$ 31,500
COMMODITIES						
01-03-6-601	Postage	\$ 8,402	\$ 6,777	\$ 7,500	\$ 5,000	\$ 6,000
01-03-6-606	Supplies	2,999	2,626	2,700	2,100	2,700
	TOTAL COMMODITIES	\$ 11,401	\$ 9,403	\$ 10,200	\$ 7,100	\$ 8,700
CAPITAL OUTLAY						
01-03-7-720	Equipment	\$ 1,980	\$ -	\$ 500	\$ 300	\$ 500
	TOTAL CAPITAL OUTLAY	\$ 1,980	\$ -	\$ 500	\$ 300	\$ 500
	TOTAL FINANCE DEPARTMENT	\$ 332,264	\$ 341,464	\$ 365,900	\$ 345,400	\$ 371,000

BUDGET COMPARISON



Finance Department Line Item Descriptions

01-03-3-402 Finance Director \$ 115,800

FY13/14 Actual:	\$ 43,285	FY14/15 Actual:	\$ 107,514
FY15/16 Budget:	\$ 112,300	FY15/16 Projected:	\$ 112,200
Budget to Proposed	3.1% △	Projected to Proposed	3.2% △

This line item is the salary for the Finance Director; the Department Director who is responsible for all functions of the Finance Department and finance and accounting functions across the City. This amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City’s approved merit program.

01-03-3-407 Accounting/Office Personnel \$ 187,700

FY13/14 Actual:	\$ 147,391	FY14/15 Actual:	\$ 173,348
FY15/16 Budget:	\$ 182,100	FY15/16 Projected:	\$ 182,800
Budget to Proposed	3.1% △	Projected to Proposed	2.7% △

This line item includes the salaries for the Department’s four (4) full-time accounting personnel:

- Senior Accountant
- Staff Accountant
- Billing Coordinator
- Front Desk Clerk

This amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City’s approved merit program.

01-03-3-415 Information Technician \$ 0

FY13/14 Actual:	\$ 62,341	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

In FY14/15, this function was changed to report directly to the City Manager. Therefore, all associated costs for this function have been included within the General Government budget.

01-03-3-431 Part-Time Office Assistant \$ 21,800

FY13/14 Actual:	\$ 27,525	FY14/15 Actual:	\$ 16,946
FY15/16 Budget:	\$ 21,800	FY15/16 Projected:	\$ 12,500
Budget to Proposed	0.0%	Projected to Proposed	74.4% △

This budget amount represents the payroll costs for the Finance Department’s part-time Office Assistant position. In FY14/15, this line item was changed to reflect the costs of two (2) limited part-time Office Clerk/Intern positions, thus removing associated benefit costs.

01-03-3-445 Overtime \$ 500

FY13/14 Actual:	\$ 1,787	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 500	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

This line item accounts for the overtime needed in the Finance Department. Through the use of comp time and scheduling of projects, overtime is kept to a minimum.

01-03-4-451 Sick Leave Conversion \$ 1,600

FY13/14 Actual:	\$ 690	FY14/15 Actual:	\$ 1,442
FY15/16 Budget:	\$ 1,600	FY15/16 Projected:	\$ 1,600
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item accounts for the sick leave conversion benefits for Finance Department employees. The sick leave conversion program provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%, but first applied to the employee’s health insurance contributions.

01-03-4-452 Travel & Training \$ 2,000

FY13/14 Actual:	\$ 737	FY14/15 Actual:	\$ 1,653
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 3,600
Budget to Proposed	0.0%	Projected to Proposed	-44.4% ▽

Funds are included to allow for IGFOA regional training and other similar programs for department personnel to attend training programs within their respective areas of responsibility. Additional training was required in FY15/16 to support the Finance Department’s software conversion.

01-03-4-454 Dues & Subscriptions \$ 900

FY13/14 Actual:	\$ 285	FY14/15 Actual:	\$ 305
FY15/16 Budget:	\$ 800	FY15/16 Projected:	\$ 800
Budget to Proposed	12.5% △	Projected to Proposed	12.5% △

This line item is for the City’s and the Finance Director’s membership in the Illinois CPA Society (\$300), Government Finance Officers Association (GFOA) (\$300), and the Illinois Government Finance Officers Association (\$300). Funding in prior years for GFOA and IGFOA were paid from the Municipal Audit Fund.

01-03-5-501 Communications \$ 5,000

FY13/14 Actual:	\$ 8,600	FY14/15 Actual:	\$ 5,487
FY15/16 Budget:	\$ 6,000	FY15/16 Projected:	\$ 4,700
Budget to Proposed	-16.7% ▽	Projected to Proposed	6.4% △

This account provides for the monthly phone charges for the Finance Department as well as the Finance Director’s monthly smart/cellphone charges. Costs continue to decrease due to the implementation of a reallocation to the appropriate Departments.

01-03-5-502 Legal Expenses \$ 3,000

FY13/14 Actual:	\$ 626	FY14/15 Actual:	\$ 5,800
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 5,000
Budget to Proposed	50.0% △	Projected to Proposed	-40.0% ▽

This line item represents legal charges directly incurred on behalf of the Finance Department. These expenses typically pertain to questions on water/sewer collection issues, the property tax levy and the budget process. The Finance Department is also responsible for paying all of the legal fees related to the City’s electric aggregation program. Additional funding was required in FY15/16 as a result of several special projects initiated by the Finance Department.

01-03-5-503 Surety Bonds \$ 800

FY13/14 Actual:	\$ 670	FY14/15 Actual:	\$ 790
FY15/16 Budget:	\$ 800	FY15/16 Projected:	\$ 700
Budget to Proposed	0.0%	Projected to Proposed	14.3% △

In accordance with Section 1.6.3 of the City Code, surety bonds are required to be purchased to cover the following positions:

- Mayor \$ 10,000
- City Council Members (6) \$ 10,000
- City Clerk \$ 10,000
- Treasurer/Finance Director \$ 80,000
- City Attorney \$ 10,000
- Board of Fire & Police Commissioners \$ 10,000

In addition, the positions listed below were added to protect the interests of the City.

- City Manager \$ 40,000
- Finance Department Staff (4) \$ 10,000

Surety bonds protect the City from fraud and embezzlement. The surety bonds cover a one-year period and need to be repurchased each year.

01-03-5-537 Printing Services **\$ 2,200**

FY13/14 Actual:	\$ 5,538	FY14/15 Actual:	\$ 1,802
FY15/16 Budget:	\$ 3,000	FY15/16 Projected:	\$ 1,100
Budget to Proposed	-26.7% ▽	Projected to Proposed	100.0% △

This account provides for the required legal notices (e.g., the “Black Box” property tax notice and the Treasurer’s Report) provided for by State Statute. This line item also includes forms and checks needed to process accounts payable and payroll. The decrease in FY14/15 and beyond is a result of outsourcing the printing of water & sewer bills.

01-03-5-552 Service to Maintain Equipment **\$ 20,500**

FY13/14 Actual:	\$ 19,408	FY14/15 Actual:	\$ 16,974
FY15/16 Budget:	\$ 22,300	FY15/16 Projected:	\$ 13,000
Budget to Proposed	-8.1% ▽	Projected to Proposed	57.7% △

The Service to Maintain Equipment account provides for lease and maintenance of the Accounting/HR computer system, telephone system, postage meter and copier.

Costs proposed for FY16/17 are anticipated to stabilize as a result of the Finance Department’s new software and ongoing service maintenance contracts.

01-03-6-601 Postage **\$ 6,000**

FY13/14 Actual:	\$ 8,402	FY14/15 Actual:	\$ 6,777
FY15/16 Budget:	\$ 7,500	FY15/16 Projected:	\$ 5,000
Budget to Proposed	-20.0% ▽	Projected to Proposed	20.0% △

This line item represents the Finance Department’s postage for accounts payable, accounts receivable and payroll along with other items. Savings were achieved as result of using the State’s bid as it relates to UPS service.

01-03-6-606 Supplies **\$ 2,700**

FY13/14 Actual:	\$ 2,999	FY14/15 Actual:	\$ 2,626
FY15/16 Budget:	\$ 2,700	FY15/16 Projected:	\$ 2,100
Budget to Proposed	0.0%	Projected to Proposed	28.6% △

The Supplies account is used to fund items ordered and used by the Finance Department on a daily basis. Generally, supplies allow the Department to provide budget reports, process accounts payable/receivables, perform water & sewer billing, and process payroll. Paper is also purchased through a cooperative with School District #200.

01-03-7-720 Equipment**\$ 500**

FY13/14 Actual:	\$ 1,980	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 500	FY15/16 Projected:	\$ 300
Budget to Proposed	0.0%	Projected to Proposed	66.7% Δ

In FY13/14 furniture for a conference room and additional filing cabinets were purchased by the Finance Department. In FY15/16 funds were spent on creating a second cash register workstation. For FY16/17 a small amount has been included to account for miscellaneous hardware that may be needed.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Human Resources

FY15/16 Accomplishments

- Assisted Finance with the procurement and implementation of a new Finance and HR software package.
- Transitioned the former employee performance review process to a more effective and efficient process and trained all management team members on such.
- Transitioned the City’s former assessment-based wellness program to an action-based/results-oriented wellness program to ensure that employees and their families are taking more responsibility for their own health and well-being. As part of this process, HR researched, interviewed, selected and signed a three (3) year agreement with a new wellness vendor – Health As We Age (HAWA.) HAWA will enable the City to transition our wellness program from an assessment-based program to an activity-based program and eventually to an outcomes-based program.
- Implemented an online pay portal (miPay Online) for all City employees providing secure electronic access to paystubs and W-2s. The introduction of this portal was one of the required steps for the City to convert to a “paperless payday” in an effort to save time, effort and money on paycheck/direct deposit advice distributions.
- Served as Chief Negotiator for the successor contract for the Fraternal Order of Police (FOP).

FY16/17 Goals and Objectives

- Partner with Finance to implement a payroll time-keeping application to allow for the elimination of paper time sheets and a more effective and efficient payroll and recordkeeping process.
- Begin a compensation study, anticipated to take 1-3 years, to include all positions at the City to ensure that our compensation structure is competitive to the marketplace and suitable to each position. This process will include formulation and/or updating of all job descriptions for City positions, evaluation of each position using a factor job-grading system, proper slotting of all positions into the City pay structure, and then market verification of the entire project.
- Update the City of Woodstock’s Employee Handbook.

PERFORMANCE MEASURES

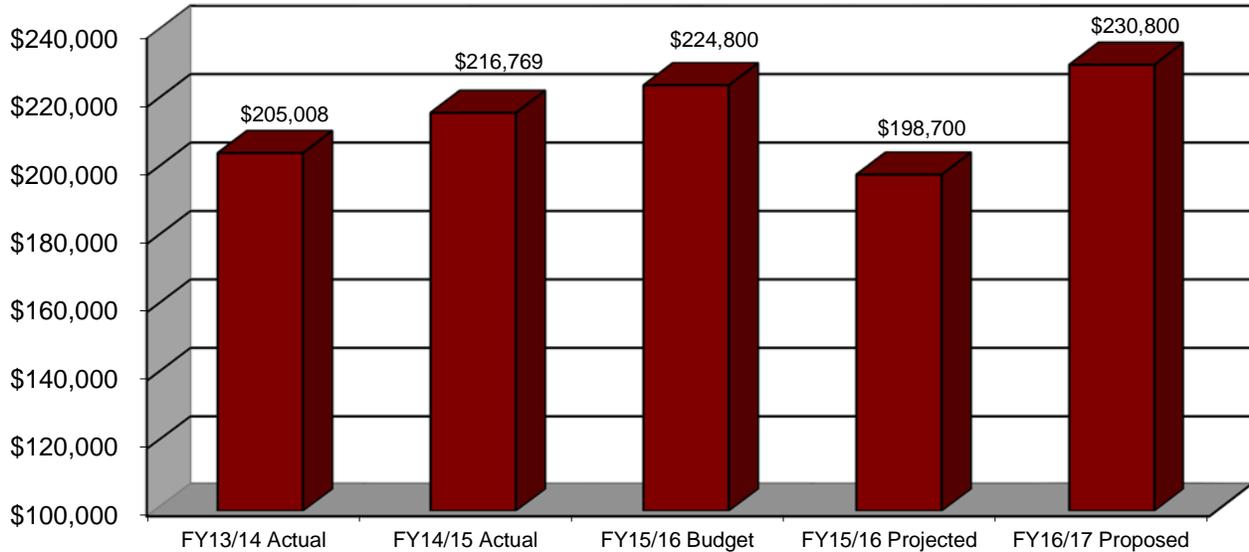
Item	Goal	Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Projected
Employee Turnover Rate	Maintain an annual turnover rate of less than 7.5%		*	*	*
Applicants per Recruitment	Maximize number of both internal and external applicants	(a) Average number of internal applicants	4.0	2.8	3.0
		(b) Average number of external applicants	28.6	19.5	22.0
Medical Plan Cost Increase & Employee Wellness Participation	Maintain annual medical plan cost increases of less than 10% and maintain 85% of employee participation in the City's Wellness	(a) Calendar year Health Plan Cost Increase	CY2014 (-0.6%single, -8.8%family)	CY2015-9%	CY2016-7%
		(b) % of eligible employees participating in wellness program	CY2014-77.4%	CY2015-84%	CY2016-85%
Workers Compensation Claims	Maintain a low number of workers compensation claims per FTE	# of workers compensation claims per FTE	*	*	*
Time and Cost to Fill Positions	Ensure we are cost effectively filling position vacancies within 60 days of posting the position	(a) Average cost to fill positions	*	*	*
		(b) Time to fill positions (from posting to offer acceptance)	*	*	*

*Data not available, not tracked. Will start tracking 5/1/2016

General Corporate Fund - Human Resources Department

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
SALARIES						
01-04-3-401	Human Resources Director	\$ 107,039	\$ 112,267	\$ 117,200	\$ 117,200	\$ 120,900
01-04-3-402	Human Resources Coordinator	40,459	38,379	44,900	44,900	46,100
01-04-3-431	Benefits Analyst/Office Assistant	17,540	12,812	13,500	-	13,500
	TOTAL SALARIES	\$ 165,038	\$ 163,458	\$ 175,600	\$ 162,100	\$ 180,500
PERSONAL SERVICES						
01-04-4-451	Sick Leave Conversion	\$ 326	\$ -	\$ -	\$ -	\$ -
01-04-4-452	Travel & Training	2,789	1,736	2,500	1,700	2,000
01-04-4-453	Physical Examinations	1,345	0	700	700	700
01-04-4-454	Dues & Subscriptions	839	771	3,200	3,200	3,200
01-04-4-455	Employee Training/Events	76	-	2,500	200	2,000
01-04-4-456	ADA Services	180	-	200	-	200
01-04-4-457	Tuition Reimbursement	-	6,000	7,500	7,000	7,500
	TOTAL PERSONAL SERVICES	\$ 5,555	\$ 8,507	\$ 16,600	\$ 12,800	\$ 15,600
CONTRACTUAL SERVICES						
01-04-5-501	Communications	\$ 935	\$ 1,316	\$ 1,000	\$ 1,200	\$ 1,200
01-04-5-502	Legal Services	2,700	124	2,000	1,000	1,000
01-04-5-503	Labor Relations	15,043	26,148	8,000	7,000	9,000
01-04-5-509	Testing and Background Checks	2,851	5,669	2,800	2,000	6,000
01-04-5-510	Drug Testing	5,620	4,560	6,000	6,000	6,000
01-04-5-536	Advertising	815	679	1,000	1,500	1,000
01-04-5-537	Printing Services	456	122	100	100	100
01-04-5-552	Service to Maintain Equipment	-	-	2,000	-	2,000
01-04-5-560	Classification Plan Maintenance	-	395	2,000	-	2,000
	TOTAL CONTRACTUAL SERVICES	\$ 28,420	\$ 39,013	\$ 24,900	\$ 18,800	\$ 28,300
COMMODITIES						
01-04-6-601	Postage	\$ 109	\$ 123	\$ 100	\$ 100	\$ 100
01-04-6-606	Supplies	853	1,153	1,300	900	1,000
01-04-6-607	AED Supplies	-	-	1,300	-	1,300
	TOTAL COMMODITIES	\$ 962	\$ 1,276	\$ 2,700	\$ 1,000	\$ 2,400
CAPITAL OUTLAY						
01-04-7-720	Equipment	\$ -	\$ 1,287	\$ -	\$ -	\$ -
	TOTAL CAPITAL OUTLAY	\$ -	\$ 1,287	\$ -	\$ -	\$ -
OTHER EXPENSES						
01-04-8-811	Employee Recognition	\$ 5,033	\$ 3,228	\$ 5,000	\$ 4,000	\$ 4,000
	TOTAL OTHER EXPENSES	\$ 5,033	\$ 3,228	\$ 5,000	\$ 4,000	\$ 4,000
	TOTAL HUMAN RESOURCES DEPARTMENT	\$ 205,008	\$ 216,769	\$ 224,800	\$ 198,700	\$ 230,800

BUDGET COMPARISON



Human Resources Department Line Item Descriptions

01-04-3-401 Human Resources Director	\$ 120,900
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FY13/14 Actual:	\$ 107,039	FY14/15 Actual:	\$ 112,267
FY15/16 Budget:	\$ 117,200	FY15/16 Projected:	\$ 117,200
Budget to Proposed	3.2% Δ	Projected to Proposed	3.2% Δ

This line item is the salary for the Human Resources Director; the Department Director who is responsible for all functions of the Human Resources Department and HR functions across the City. This amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City’s approved merit program.

01-04-3-402 Human Resources Coordinator	\$ 46,100
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FY13/14 Actual:	\$ 40,459	FY14/15 Actual:	\$ 38,379
FY15/16 Budget:	\$ 44,900	FY15/16 Projected:	\$ 44,900
Budget to Proposed	2.7% Δ	Projected to Proposed	2.7% Δ

This line item is the salary for the HR Coordinator responsible for HR administrative support. This amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City’s approved merit program.

01-04-3-431 Human Resources Benefits Analyst/Office Assistant \$ 13,500

FY13/14 Actual:	\$ 17,540	FY14/15 Actual:	\$ 12,812
FY15/16 Budget:	\$ 13,500	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

This line item is the salary for an HR clerical support position. This position is anticipated to be filled with a limited part time HR Office Assistant/Clerk.

01-04-4-451 Sick Time Conversion \$ 0

FY13/14 Actual:	\$ 326	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item accommodates employees who have accumulated sick hours in excess of 800 hours, thereby making them eligible for sick time conversion benefits. No employees within HR are eligible for this benefit in FY16/17.

01-04-4-452 Travel & Training \$ 2,000

FY13/14 Actual:	\$ 2,789	FY14/15 Actual:	\$ 1,736
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 1,700
Budget to Proposed	-20.0% ▽	Projected to Proposed	17.6% △

This line item accommodates only HR-related travel and training expenses for seminars, online training and other non-tuition reimbursement expenses for HR department employees.

01-04-4-453 Physical Examinations \$ 700

FY13/14 Actual:	\$ 1,345	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 700	FY15/16 Projected:	\$ 700
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item accommodates on-boarding post-offer testing for newly hired employees, including but not limited to Police physicals, Public Works CDL medical exams or physical ability testing. This line item would also accommodate any fitness for duty exams required for any City employee.

01-04-4-454 Dues & Subscriptions \$ 3,200

FY13/14 Actual:	\$ 839	FY14/15 Actual:	\$ 771
FY15/16 Budget:	\$ 3,200	FY15/16 Projected:	\$ 3,200
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is for the City's and the HR Director's membership in the Society of HR Management (National SHRM-\$185), dues for Stateline SHRM (local chapter) meetings (\$195), National/Illinois Public Employer Labor Relations Associations (NPELRA/IPELRA) (\$210), Public Salary website (\$400), and membership in the Management Association for \$2,040 which provides legal and HR advice for no additional fee.

01-04-4-455 Employee Training/Events **\$ 2,000**

FY13/14 Actual:	\$ 76	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 200
Budget to Proposed	-20.0% ▽	Projected to Proposed	900.0% △

This line item supports training and event costs for City employees and encourages participation in voluntary organization-wide events such as Open Enrollment, Finance Fair, and the annual Wellness program as well as required employee training sessions. Funding requested for FY16/17 is to provide a series of training courses targeting the City's front-line supervisors.

01-04-4-456 ADA Services **\$ 200**

FY13/14 Actual:	\$ 180	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 200	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

This line item supports fees for interpreters that are requested as an accommodation for those hearing-impaired visitors to City Council or other public meetings.

01-04-4-457 Tuition Reimbursement **\$ 7,500**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 6,000
FY15/16 Budget:	\$ 7,500	FY15/16 Projected:	\$ 7,000
Budget to Proposed	0.0%	Projected to Proposed	7.1% △

Beginning in FY14/15, this HR line item was created to provide for all of the City's Tuition Reimbursement expenses to ensure they are addressed consistently and held to the same eligibility requirements Citywide.

01-04-5-501 Communications **\$ 1,200**

FY13/14 Actual:	\$ 935	FY14/15 Actual:	\$ 1,316
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 1,200
Budget to Proposed	20.0% △	Projected to Proposed	0.0%

This line item provides for the monthly phone charges for the HR department as well as the HR Director's monthly smart/cellphone reimbursement.

01-04-5-502 Legal Expenses **\$ 1,000**

FY13/14 Actual:	\$ 2,700	FY14/15 Actual:	\$ 124
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 1,000
Budget to Proposed	-50.0% ▽	Projected to Proposed	0.0%

This line item represents legal charges not related to Union/Labor Relations issues, directly incurred on behalf of the HR Department. During FY15/16, the City joined the Management Association which provides **free** legal advice on HR processes, projects, and situations to dues paying members, which has saved the City money across both the Legal Expenses and Labor Relations line items.

01-04-5-503 Labor Relations **\$ 9,000**

FY13/14 Actual:	\$ 15,043	FY14/15 Actual:	\$ 26,148
FY15/16 Budget:	\$ 8,000	FY15/16 Projected:	\$ 7,000
Budget to Proposed	12.5% △	Projected to Proposed	28.6% △

This line item represents legal charges directly related to Union/Labor Relations issues, arbitration, mediation, and/or contract negotiations incurred on behalf of the bargaining unit employees of the Public Works and Police Departments.

01-04-5-509 Testing and Background Checks **\$ 6,000**

FY13/14 Actual:	\$ 2,851	FY14/15 Actual:	\$ 5,669
FY15/16 Budget:	\$ 2,800	FY15/16 Projected:	\$ 2,000
Budget to Proposed	114.3% △	Projected to Proposed	200.0% △

This line item accommodates Police Candidate Testing (to be held in FY16/17) and on-boarding post-offer background/criminal record testing for newly-hired employees, background checks, and any skill-set testing necessary for recruiting. Starting with FY14/15, fees collected for Police Testing are now shown as a revenue source outside of the HR budget as opposed to offsetting the actual expenses within HR.

01-04-5-510 Drug Testing **\$ 6,000**

FY13/14 Actual:	\$ 5,620	FY14/15 Actual:	\$ 4,560
FY15/16 Budget:	\$ 6,000	FY15/16 Projected:	\$ 6,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item accommodates all drug and alcohol testing including CDL and Police/FOP random, post-offer, reasonable suspicion, and post-accident testing. HR will further explore expanding random drug testing to a Citywide process during FY16/17.

01-04-5-536 Advertising **\$ 1,000**

FY13/14 Actual:	\$ 815	FY14/15 Actual:	\$ 679
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 1,500
Budget to Proposed	0.0%	Projected to Proposed	-33.3% ▽

This line item accommodates recruiting ads for open positions in various media outlets, including but not limited to, newspapers, journals, and websites, as well as any advertising required for the Police recruitment processes.

01-04-5-537 Printing Services **\$ 100**

FY13/14 Actual:	\$ 456	FY14/15 Actual:	\$ 122
FY15/16 Budget:	\$ 100	FY15/16 Projected:	\$ 100
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item represents any printing charges incurred from larger color copier printing done within the City or any outside printing charges incurred directly by HR.

01-04-5-552 Service to Maintain Equipment \$ 2,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

This line item represents the HR Department’s charges for an anticipated annual software maintenance fee for iApplicant, an online application system purchased with the Finance/HR Software upgrade, which could be implemented in FY16/17.

01-04-5-560 Classification Plan Maintenance \$ 2,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 395
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

This line item represents the HR Department’s charges incurred for refresher training and receipt of current compensation data for the Factor Grading Job Analysis system.

01-04-6-601 Postage \$ 100

FY13/14 Actual:	\$ 109	FY14/15 Actual:	\$ 123
FY15/16 Budget:	\$ 100	FY15/16 Projected:	\$ 100
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item represents the HR Department’s charges for postage, which continue to decrease as a result of increased use of electronic communication.

01-04-6-606 Supplies \$ 1,000

FY13/14 Actual:	\$ 853	FY14/15 Actual:	\$ 1,153
FY15/16 Budget:	\$ 1,300	FY15/16 Projected:	\$ 900
Budget to Proposed	-23.1% ▽	Projected to Proposed	11.1% △

The supplies line item funds items ordered and used by the HR Department on a daily basis via an allocation from Finance for all City office supply purchases, including paper purchased through a cooperative with School District #200. Additionally, the copy fees/maintenance charges from Stan’s are allocated to this line item for the all-in-one copier/scanner/printer/fax machine usage in HR.

01-04-6-607 AED Supplies \$ 1,300

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 1,300	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

Costs related to purchasing and maintaining the City’s Automatic External Defibrillators (AEDs) will be paid from this line item.

01-04-7-720 Equipment	\$ 0
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FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 1,287
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

In FY16/17 no additional or new equipment is requested for the HR department.

01-04-8-811 Employee Recognition	\$ 4,000
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FY13/14 Actual:	\$ 5,033	FY14/15 Actual:	\$ 3,228
FY15/16 Budget:	\$ 5,000	FY15/16 Projected:	\$ 4,000
Budget to Proposed	-20.0% ▾	Projected to Proposed	0.0%

This line item represents the HR Department's charges for length of service pins and/or gift certificates, retirement gifts, bereavement acknowledgements and get well/new baby wishes for City employees.



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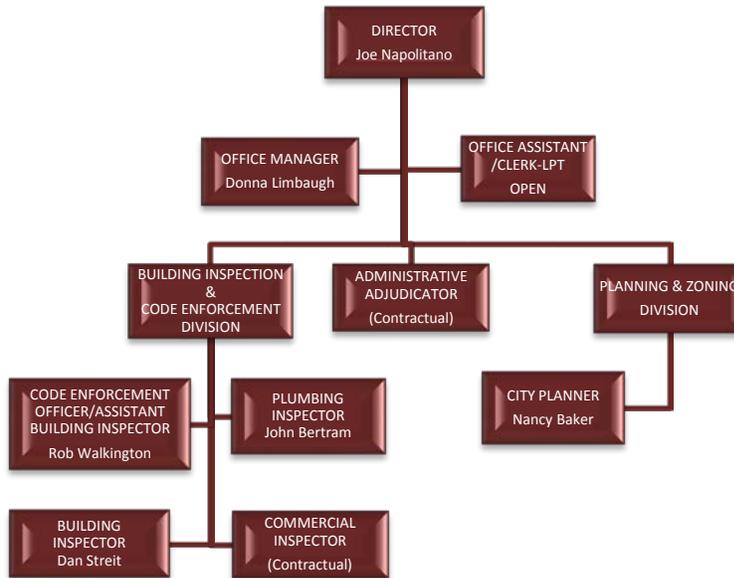
Building and Zoning

Building & Zoning Department

The Building & Zoning (B&Z) Department, formerly part of the Community & Economic Development Department, oversees all aspects of residential, commercial, and industrial plan review and approval as well as permitting of construction projects and building inspection services. Code and property maintenance enforcement are handled through the B&Z Department. In addition, staff administers the Administrative Adjudication court process, backflow prevention program and Citywide elevator inspection program. The TIF-funded Façade Improvement Program is coordinated by staff in this Department. The Department also provides support to the Historic Preservation Commission and is responsible for the redevelopment of the Old Courthouse.



BUILDING & ZONING DEPARTMENT – ORGANIZATIONAL CHART



BUILDING & ZONING DEPARTMENT – PERSONNEL SUMMARY					
AUTHORIZED POSITION/TITLE	13/14	14/15	15/16	16/17	+(-)
B&Z Department Director	0	0	1	1	0
Code Enforcement Officer/Asst. Building Inspector	1	1	1	1	0
Planning & Zoning Administrator	1	1	1	0	(1.0)
City Planner	1	1	1	1	0
Office Manager	1	1	1	1	0
Building Inspectors	3	3	2	2	0
Office Assistant/Clerk-LPT	0	0	0	0.5	.5
TOTAL FULL TIME	7	7	7	6	(1.0)
TOTAL LPT (FTE)	0	0	0	0.5	0.5

FY15/16 Accomplishments

- Oversaw completion of window repairs/replacement in the Sheriff's House and assisted with the creation of the Old Courthouse Advisory Commission, as recommended by the Urban Land Institute Technical Assistance Panel (ULI-TAP).
- Provided guidance and support during the planning and build-out of Catalent remodeling project, Guy's E-Paper renovation, Murphy Oil build-out, Walnut Ridge/Woodstock Commons apartment homes and Woolf Distributing renovation.
- Continued to provide plan review and inspection services for the Villages of Lakewood, Richmond and Spring Grove in accordance with the approved intergovernmental agreements.
- Adopted 2015 Building Codes.
- Awarded Enterprise Zone designation, in joint cooperation with City of Harvard and McHenry County, and provided assistance in setting up Enterprise Zone Board and creating necessary zone documents.
- Completed application and submitted necessary documentation to the US Census Bureau in order to conduct a Special Census in the summer of 2016.
- Reviewed existing residential annexation agreements and initiated discussions regarding annexation fee reductions as a means to encourage new residential development within the city.
- Identified severely distressed residential properties and worked in collaboration with the City Attorney to attempt to obtain these properties and demolish dilapidated structures where appropriate.
- Entered into a partnership with Woodstock Fire/Rescue District to utilize personnel to assist with front-line code enforcement complaints.
- Implemented in-field technology for the code and property maintenance enforcement function.
- Created content for new City website to include updated Department handouts and information for improved customer service.
- Continued to purge address files, as allowed by law, and maintain organized and easily-managed filing records for improved customer service and space savings.

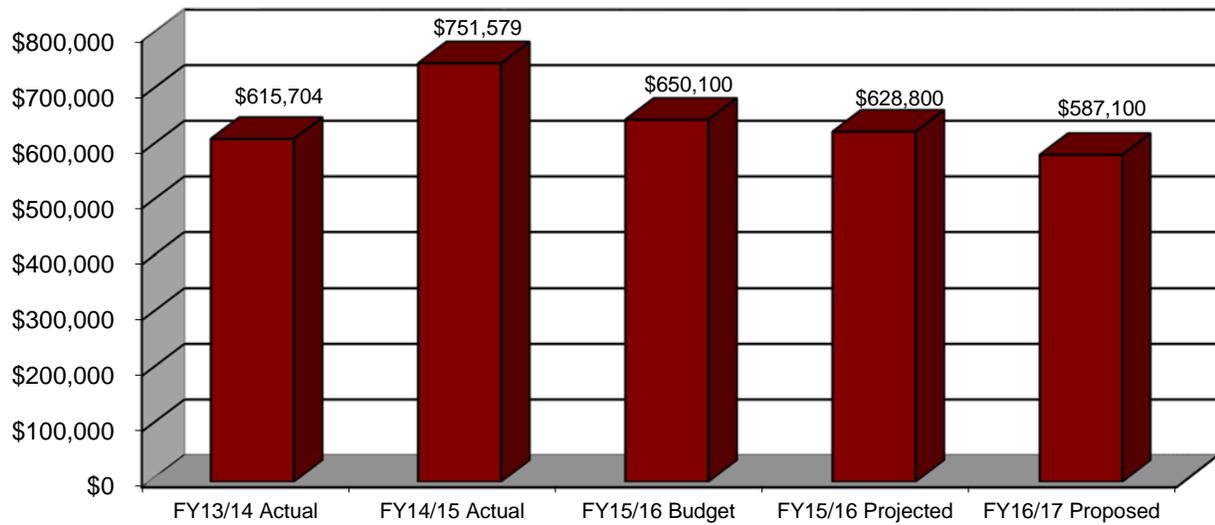
FY16/17 Goals and Objectives

- Plan for and oversee completion of window repairs/replacement in the Old Courthouse and provide continued Staff support for the Old Courthouse Advisory Commission.
- Assist and provide Staff support as needed for the Special Census.
- Purchase and implement software for Electrical License renewals to streamline the renewal process for both applicants and Staff.
- Prepare RFP, obtain bids and select a qualified elevator contractor to administer the Elevator Inspection Program.
- Refine the Distressed Property Program to clearly identify required steps, processes and legal procedures so that the timeframe needed to obtain and/or demolish dilapidated structures is reduced.
- Increase code enforcement efforts along major gateways into and out of Woodstock and work with property owners to enhance the appearance of these corridors.
- Review Woodstock Comprehensive Plan's Land Use Map and Zoning Map to ensure both reflect current use standards and City development direction.
- Continue to purge address files, as allowed by law, and maintain organized and easily-managed filing records for improved customer service and space savings.
- Research the development of a Landlord Registration Program for possible implementation in the following fiscal year.

Performance Measures

Item	Goal	Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Estimated
Building Permits	Monitor the Number of Buliding Permits Issued	Total number of permits issued	426	388	400
Value of New Construction	Monitor the Value of all New Construction	Estimated dollar amount of all new construction	\$10,550,906	\$15,358,552	\$18,500,000
Code Enforcement	Monitor the number of Property Maintenance Inspections	Number of property maintenance inspections	389	392	640
Code Enforcement	Maximize the % of propey maintenance violations resolved without court action		*	*	*
Distressed Property	Acquire, demolish or rehab at least one distressed building		0	0	1

BUDGET COMPARISON



General Corporate Fund - Building and Zoning Department

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
SALARIES						
01-05-3-401	Director	\$ 82,369	\$ 87,476	\$ 78,400	\$ 80,000	\$ 85,000
01-05-3-402	Planning & Zoning Administration	101,458	103,479	105,600	105,600	-
01-05-3-404	City Planner	76,232	79,954	83,300	83,200	88,400
01-05-3-405	Economic Development Coordinator	-	60,212	-	-	-
01-05-3-406	Office Manager	51,243	53,584	56,000	56,000	60,600
01-05-3-416	Building Inspectors	198,482	216,264	226,200	226,000	229,200
01-05-3-420	Code Enforcement Officer	53,711	39,244	11,200	11,200	12,600
01-05-3-431	Limited Part-Time Office Assistant	-	-	-	-	12,500
	TOTAL SALARIES	\$ 563,495	\$ 640,213	\$ 560,700	\$ 562,000	\$ 488,300
PERSONAL SERVICES						
01-05-4-451	Sick Leave Conversion	\$ 2,397	\$ 6,460	\$ 7,700	\$ 6,000	\$ 4,200
01-05-4-452	Travel & Training	1,680	172	2,000	1,000	2,000
01-05-4-454	Dues/Subscriptions/Books	2,738	2,135	1,800	1,500	1,500
	TOTAL PERSONAL SERVICES	\$ 6,815	\$ 8,767	\$ 11,500	\$ 8,500	\$ 7,700
CONTRACTUAL SERVICES						
01-05-5-501	Communications	\$ 1,452	\$ 2,566	\$ 1,700	\$ 2,300	\$ 2,400
01-05-5-502	Legal Expenses	6,892	30,528	6,000	16,000	12,000
01-05-5-515	Strategic Plan/Marketing Services	4,252	19,300	-	-	-
01-05-5-523	Nuisance Abatement Services	2,654	1,813	2,500	3,000	3,000
01-05-5-537	Printing Services	2,280	867	1,000	1,000	1,000
01-05-5-552	Service to Maintain Equipment	5,622	5,446	6,000	800	800
01-05-5-553	Service to Maintain Vehicles	-	-	500	-	500
01-05-5-566	Software Support	9,048	10,373	14,000	10,800	13,000
01-05-5-567	Elevator Inspection Fees	5,553	4,482	6,500	5,500	6,000
01-05-5-568	Marketing	-	10,000	-	-	-
	TOTAL CONTRACTUAL SERVICES	\$ 37,753	\$ 85,375	\$ 38,200	\$ 39,400	\$ 38,700
COMMODITIES						
01-05-6-601	Postage	\$ 1,206	\$ 1,192	\$ 1,400	\$ 1,600	\$ 1,600
01-05-6-602	Gasoline & Oil	3,325	3,408	3,600	2,700	3,000
01-05-6-606	Supplies	1,356	1,775	1,600	1,600	1,500
01-05-6-622	Material to Maintain Vehicles	499	2,586	600	800	800
	TOTAL COMMODITIES	\$ 6,386	\$ 8,961	\$ 7,200	\$ 6,700	\$ 6,900
CAPITAL OUTLAY						
01-05-7-720	Equipment	\$ 1,255	\$ 8,263	\$ 2,500	\$ 2,200	\$ 5,500
	TOTAL CAPITAL OUTLAY	\$ 1,255	\$ 8,263	\$ 2,500	\$ 2,200	\$ 5,500
OTHER EXPENSES						
01-05-8-801	Distressed Property Program	\$ -	\$ -	\$ 30,000	\$ 10,000	\$ 40,000
	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ 30,000	\$ 10,000	\$ 40,000
	TOTAL BUILDING AND ZONING	\$ 615,704	\$ 751,579	\$ 650,100	\$ 628,800	\$ 587,100

Building & Zoning Department Line Item Descriptions

01-05-3-401 Director \$ 85,000

FY13/14 Actual:	\$ 82,369	FY14/15 Actual:	\$ 87,476
FY15/16 Budget:	\$ 78,400	FY 15/16 Projected:	\$80,000
Budget to Proposed	8.4% △	Projected to Proposed	6.3% △

Salary for the position of Department Director who is responsible for the leadership and all functions of the Building & Zoning Department. In addition, a salary increase of \$3,000 is proposed as the Director will be taking over several duties previously handled by the Planning and Zoning Administrator.

01-05-3-402 Planning and Zoning Administrator \$ 0

FY13/14 Actual:	\$ 101,458	FY14/15 Actual:	\$ 103,479
FY15/16 Budget:	\$ 105,600	FY15/16 Projected:	\$ 105,600
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

Salary for the position of Planning and Zoning Administrator. The current Planning and Zoning Administrator has retired and it is expected that this position will not be filled in FY16/17.

01-05-3-404 City Planner \$ 88,400

FY13/14 Actual:	\$ 76,232	FY14/15 Actual:	\$ 79,954
FY15/16 Budget:	\$ 83,300	FY15/16 Projected:	\$ 83,200
Budget to Proposed	6.1% △	Projected to Proposed	6.3% △

Salary for the position of City Planner. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program. In addition, a salary increase of \$3,000 is proposed as the City Planner will be taking over several duties previously handled by the Planning and Zoning Administrator.

01-05-3-405 Economic Development Coordinator \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 60,212
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Salary for the position of Economic Development Coordinator. This position is now included in the Economic Development Department budget for FY16/17.

01-05-3-406 Office Manager \$ 60,600

FY13/14 Actual:	\$ 51,243	FY14/15 Actual:	\$ 53,584
FY15/16 Budget:	\$ 56,000	FY15/16 Projected:	\$ 56,000
Budget to Proposed	8.2% △	Projected to Proposed	8.2% △

Salary for the position of Building & Zoning Office Manager. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program. In addition, a salary increase of \$3,000 is proposed as the Office Manager will be taking over several duties previously handled by the Planning and Zoning Administrator.

01-05-3-416 Building Inspectors \$ 229,200

FY13/14 Actual:	\$ 198,482	FY14/15 Actual:	\$ 216,264
FY15/16 Budget:	\$ 226,200	FY15/16 Projected:	\$ 226,000
Budget to Proposed	1.3% △	Projected to Proposed	1.4% △

Salaries for three building inspector/code enforcement positions including: Building Inspector, Plumbing Inspector and Code Enforcement Officer/Assistant Building Inspector. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program.

01-05-3-420 Code Enforcement Officer \$ 12,600

FY13/14 Actual:	\$ 53,711	FY14/15 Actual:	\$ 39,244
FY15/16 Budget:	\$ 11,200	FY15/16 Projected:	\$ 11,200
Budget to Proposed	12.5% △	Projected to Proposed	12.5% △

Salary for seasonal code enforcement working in conjunction with the Woodstock Fire/Rescue District Cadets program.

01-05-3-431 Limited Part-Time Office Assistant \$ 12,500

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This is a new, limited part-time position (less than 1,000 hours per year) to assist with Departmental office activities (answering phones, responding to public inquiries at the building counter, filing, permit processing, etc.).

01-05-4-451 Sick Leave Conversion \$4,200

FY13/14 Actual:	\$ 2,397	FY14/15 Actual:	\$ 6,460
FY15/16 Budget:	\$ 7,700	FY15/16 Projected:	\$6,000
Budget to Proposed	-45.5% ▽	Projected to Proposed	-30.0% ▽

This line item is for sick leave conversion benefits which provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50% but applied to employee health insurance contributions.

01-05-4-452 Travel & Training **\$ 2,000**

FY13/14 Actual:	\$ 1,680	FY14/15 Actual:	\$ 172
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 1,000
Budget to Proposed	0.0%	Projected to Proposed	100.0% △

This line item allows for required continuing education training for departmental employees.

01-05-4-454 Dues/Subscriptions/Books **\$ 1,500**

FY13/14 Actual:	\$ 2,738	FY14/15 Actual:	\$ 2,135
FY15/16 Budget:	\$ 1,800	FY15/16 Projected:	\$ 1,500
Budget to Proposed	-16.7% ▽	Projected to Proposed	0.0%

This line item covers expenses for professional memberships, subscription to professional publications and purchase of building and construction code manuals used by departmental personnel.

01-05-5-501 Communications **\$ 2,400**

FY13/14 Actual:	\$ 1,452	FY14/15 Actual:	\$ 2,566
FY15/16 Budget:	\$ 1,700	FY15/16 Projected:	\$ 2,300
Budget to Proposed	41.2% △	Projected to Proposed	4.3% △

This line item covers the Department's cost for telephone charges and communications equipment.

01-05-5-502 Legal Expenses **\$ 12,000**

FY13/14 Actual:	\$ 6,892	FY14/15 Actual:	\$ 30,528
FY15/16 Budget:	\$ 6,000	FY15/16 Projected:	\$ 16,000
Budget to Proposed	100.0% △	Projected to Proposed	-25.0% ▽

This line item covers the cost of legal services provided by the City Attorney for review of new development and land use proposals, ordinance preparation, legal research and code enforcement assistance.

01-05-5-515 Strategic Plan/Marketing Services **\$ 0**

FY13/14 Actual:	\$ 4,252	FY14/15 Actual:	\$ 19,300
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item includes funds for marketing and sales efforts related to economic development for the City. This account funds sales material, tradeshow registrations, and retail advertising. This budget item is now included in the Economic Development Department budget for FY16/17.

01-05-5-523 Nuisance Abatement Services \$ 3,000

FY13/14 Actual:	\$ 2,654	FY14/15 Actual:	\$ 1,813
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 3,000
Budget to Proposed	20.0% △	Projected to Proposed	0.0%

This line item is used to pay for nuisance abatement activities including mowing of vacant parcels, weed and trash removal, and removal of garbage and debris. Work in this area and money spent will vary from year to year, and is often based on weather conditions and the ability and willingness of property owners to comply with local regulations.

01-05-5-537 Printing Services \$ 1,000

FY13/14 Actual:	\$ 2,280	FY14/15 Actual:	\$ 867
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 1,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item includes funds for printed materials used by the Department, including permit applications, guidelines and handouts, comprehensive planning documents, maps, and Unified Development Ordinance copies.

01-05-5-552 Services to Maintain Equipment \$ 800

FY13/14 Actual:	\$ 5,622	FY14/15 Actual:	\$ 5,446
FY15/16 Budget:	\$ 6,000	FY15/16 Projected:	\$ 800
Budget to Proposed	-86.7% ▽	Projected to Proposed	0.0%

This line item includes funds for minor upgrades and repair for the Department's equipment, as well as electrical and mechanical testing equipment used by inspectors.

01-05-5-553 Service to Maintain Vehicles \$ 500

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 500	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

This line item funds preventative maintenance on the vehicles used by the inspectors, code enforcement officer and Departmental staff.

01-05-5-566 Software Support \$ 13,000

FY13/14 Actual:	\$ 9,048	FY14/15 Actual:	\$ 10,373
FY15/16 Budget:	\$ 14,000	FY15/16 Projected:	\$ 10,800
Budget to Proposed	-7.1% ▽	Projected to Proposed	20.4% △

This line item includes funds for the cost for software upgrades/updates used specifically by the Department including LAMA and Laredo property search software. Additional funding has been requested in FY16/17 to cover the software maintenance/support for a new Electrical Licensing Program, which is being requested in 01-05-7-720, Equipment.

01-05-5-567 Elevator Inspection Fees \$ 6,000

FY13/14 Actual:	\$ 5,553	FY14/15 Actual:	\$ 4,482
FY15/16 Budget:	\$ 6,500	FY15/16 Projected:	\$ 5,500
Budget to Proposed	-7.7% ▽	Projected to Proposed	9.1% △

This line item covers the expenses to administer the City's elevator inspection program.

01-05-5-568 Marketing \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 10,000
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item is used for marketing the City to various commercial and industrial end users. This budget item is now included in the Economic Development Department budget for FY16/17.

01-05-6-601 Postage \$ 1,600

FY13/14 Actual:	\$ 1,206	FY14/15 Actual:	\$ 1,192
FY15/16 Budget:	\$ 1,400	FY15/16 Projected:	\$ 1,600
Budget to Proposed	14.3% △	Projected to Proposed	0.0%

This line item is used for postage expenses incurred by the Department and includes the cost of mailing board and commission packets by Departmental personnel. A major portion of the cost relates to the renewal of electrical licenses and notices pertaining to backflow inspections and certifications.

01-05-6-602 Gasoline & Oil \$ 3,000

FY13/14 Actual:	\$ 3,325	FY14/15 Actual:	\$ 3,408
FY15/16 Budget:	\$ 3,600	FY15/16 Projected:	\$ 2,700
Budget to Proposed	-16.7% ▽	Projected to Proposed	11.1% △

This line item covers the expense of fuel for Departmental vehicles used for inspection services and code/property maintenance enforcement as well as those services provided to other communities (i.e., Richmond, Lakewood, and Spring Grove).

01-05-6-606 Supplies \$ 1,500

FY13/14 Actual:	\$ 1,356	FY14/15 Actual:	\$ 1,775
FY15/16 Budget:	\$ 1,600	FY15/16 Projected:	\$ 1,600
Budget to Proposed	-6.3% ▽	Projected to Proposed	-6.3% ▽

This line item includes general office, printer, copier, and computer supplies.

01-05-6-622 Material to Maintain Vehicles \$ 800

FY13/14 Actual:	\$ 499	FY14/15 Actual:	\$ 2,586
FY15/16 Budget:	\$ 600	FY15/16 Projected:	\$ 800
Budget to Proposed	33.3% Δ	Projected to Proposed	0.0%

Funds in this line item are used for the cost of materials and parts pertaining to maintenance of vehicles used by Departmental staff.

01-05-7-720 Equipment \$ 5,500

FY13/14 Actual:	\$ 1,255	FY14/15 Actual:	\$ 8,263
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 2,200
Budget to Proposed	120.0% Δ	Projected to Proposed	150.0% Δ

This line item includes dollars for essential computer hardware, mechanical and electrical testing equipment use by inspection personnel and equipment needed for the backflow prevention program. Funding has been requested in FY16/17 (\$3,000) to purchase software for an Electrical Licensing Program to assist in preparing the documentation for the nearly 500 electrical licenses that the City issues each year.

01-05-8-801 Distressed Property Program \$ 40,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 30,000	FY15/16 Projected:	\$ 10,000
Budget to Proposed	33.3% Δ	Projected to Proposed	300.0% Δ

This line item includes dollars dedicated to the Distressed Property Program for uses including acquisition, demolition, surveying, legal and other costs associated with the program. An additional \$10,000 is requested to cover anticipated demolition costs.



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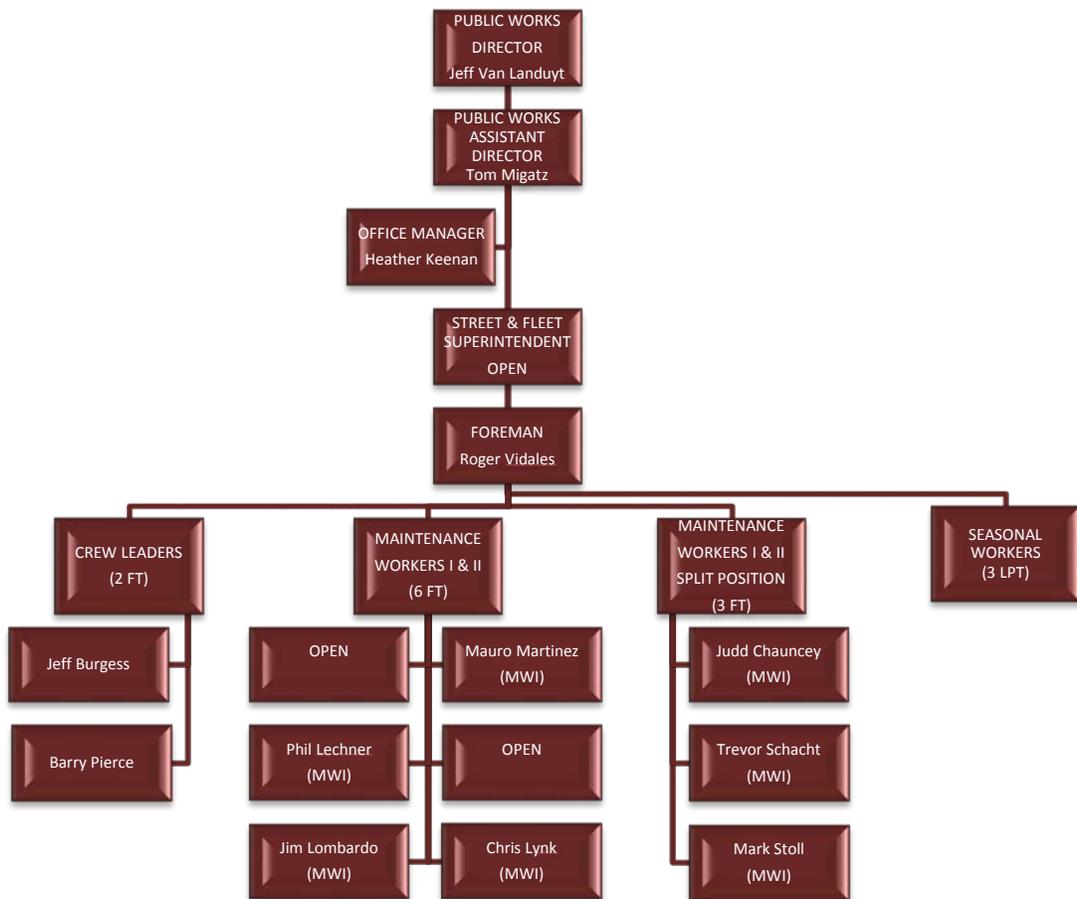
Streets

Street Division

The Street Division in the Public Works Department is responsible for approximately 117 centerline miles of streets including patching, street sweeping, maintenance of traffic signs, maintenance of traffic signals, pavement repairs, pavement markings, parking lot maintenance, right-of-way maintenance, and storm sewer maintenance. Included within the Street Division functions are leaf collection, snow removal and sidewalk repair programs.



STREET DIVISION – ORGANIZATIONAL CHART



STREET DIVISION - PERSONNEL SUMMARY					
AUTHORIZED POSITION/TITLE	13/14	14/15	15/16	16/17	+(-)
Street & Fleet Superintendent	1	1	1	1	0
Foreman	1	1	1	1	0
Crew Leader	3	2	2	2	0
Maintenance Worker I & II	5	6	6	6	0
Split/Shared Position: Street/Parks ¹	3	3	3	3	0
Seasonal Employees (LPT)	1.5	1.5	1.5	2.5	1.0
TOTAL FULL TIME	10	10	10	10	0
TOTAL SPLIT/SHARED (FT)	3	3	3	3	0
TOTAL SEASONAL LPT (FTE)	1.5	1.5	1.5	2.5	1.0

¹These roles are funded 50% by the Parks Division and 50% by the Street Division.

FY15/16 Accomplishments

- Removed and replaced 1,194 linear feet of deteriorating and/or hazardous sidewalk.
- Collected 4,420 cubic yards of leaves during fall collection.
- Utilized 215 tons of hot mix asphalt to do small-scale roadway patching with in-house staff.
- Began storm sewer work at the intersection of Seminary and Judd to repair a structure and replaced 40' out of 120' of 18" main.
- Replaced 150 worn or missing stop, street name, no parking zone, speed limit, and warning signs.
- Resolved a long standing issue of flooding in a property adjacent to Emricson Park.
- Provided regular cleaning of downtown streets, parking lots, and all City streets using the two street sweepers.
- Provided support services to the annual Summer in the Park community event.
- Provided control and removal of ice and snow. Continued to provide services with overall goal of reducing the amount of salt used and to reduce overtime costs utilizing best management practices.
- Assisted the Library with their remodeling project by spearheading the demolition and site management for access during construction.
- Installed a new concrete pad for the Old Courthouse garbage area.
- Installed a new flashing crosswalk sign on South Street by the medical building.
- Initiated a roadway shoulder repair program by reclaiming gravel along unimproved streets.

FY16/17 Goals and Objectives

- Respond to service requests from residents, motorists, and pedestrians within 24 business hours.
- Provide information to residents in advance, when possible, for construction and maintenance activities.
- Identify and implement management practices to improve service to residents including snow removal, leaf collection, and sign and pavement maintenance activities.
- Provide labor and equipment to support community events including temporary signage, barricades, sweeping of streets, electrical service, and general cleanup.
- Plan, schedule, and complete regular sweeping of all City streets three times per year and public parking lots twice per week.
- Complete pavement patching and repairs to provide safe and usable streets within limits of funding.

- Plan, schedule, and oversee annual pavement maintenance contracts including resurfacing and pavement patching programs.
- Identify and replace hazardous sidewalk conditions within limits of funding provided.
- Complete annual curbside leaf collection program for residents.
- Implement regular cleaning and maintenance of City storm sewers necessary to minimize flooding of City right-of-way. Repair storm sewer pipes and storm inlets as needed.
- Provide snow and ice control training for new employees and backup drivers.
- Continue to evaluate best management practices and new developments for ice control material and snow removal procedures to provide the best service possible at the lowest cost.
- Provide information to the public each year, through a variety of means, regarding snow removal procedures and snow parking regulations.
- Provide safe and effective work zone traffic control based on the Manual of Uniform Traffic Control Devices (MUTCD).
- Respond to residents within two days for requests pertaining to non-emergency sign maintenance, replacement, or requests. Install temporary stop signs, once notified, with permanent repair within 24 hours during construction season. Install requested signage within two weeks once approved.
- Promptly clean or replace signage vandalized with graffiti.
- Identify, schedule, and complete maintenance of pavement marking on all City streets and all public parking lots including oversight of contracted services.
- Continue to provide instructions and set specific performance goals for all Street employees to establish importance of quality customer service.

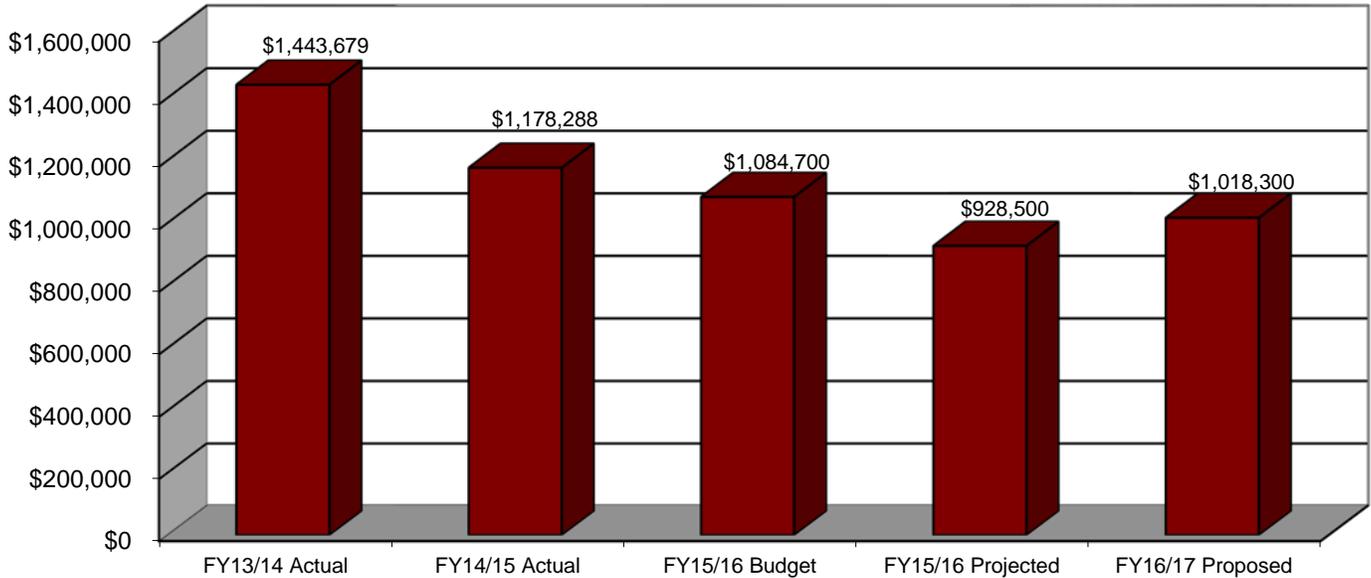
Performance Measures

Item	Goal	Description	FY13/14	FY14/15	FY15/16
			Actual	Actual	Estimated
Internal Training	Provide a minimum of 40 hours of documented training for division employees each year	Hours per employee	*	*	40
Storm Sewer Maintenance	Clean at least 2,000 lineal feet of storm sewer lines annually	Lineal Feet	*	*	2,000
Street Sweeping	Sweep at least 1,000 center lane miles/ year	Center Lane Miles	*	*	1,000
Sidewalk Replacement	Replace a minimum of 1,000 lineal feet of hazardous sidewalk per year	Lineal Feet	*	*	1,000
Storm Sewer Intakes	Repair failed storm sewer intakes	Number Repaired	*	*	*
*Data not available					

General Corporate Fund - Street Department

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
SALARIES						
01-06-3-408	Street Supervisor	\$ 83,594	\$ 50,767	\$ 88,900	\$ 81,000	\$ 83,900
01-06-3-415	Maintenance	386,880	385,951	455,000	388,700	475,400
01-06-3-431	Temporary Labor	11,766	13,485	14,000	16,700	20,300
01-06-3-445	Overtime	113,982	63,387	95,000	46,400	75,000
	TOTAL SALARIES	\$ 596,222	\$ 513,590	\$ 652,900	\$ 532,800	\$ 654,600
PERSONAL SERVICES						
01-06-4-451	Sick Leave Conversion	\$ 1,848	\$ 1,851	\$ 2,900	\$ 1,900	\$ 2,300
01-06-4-453	Uniforms	7,269	6,539	6,000	5,500	6,500
	TOTAL PERSONAL SERVICES	\$ 9,117	\$ 8,390	\$ 8,900	\$ 7,400	\$ 8,800
CONTRACTUAL SERVICES						
01-06-5-543	Equipment Rental	\$ 198,422	\$ -	\$ -	\$ -	\$ -
01-06-5-552	Service to Maintain Equipment	2,925	14,590	5,000	5,000	5,000
01-06-5-553	Service to Maintain Vehicles	7,294	19,270	9,500	12,000	11,000
01-06-5-555	Service to Maintain Pavements	44,683	70,124	55,000	95,700	25,000
01-06-5-557	Service to Maintain Street Lights	16,956	6,806	18,000	10,500	18,000
01-06-5-559	Service to Maintain Traffic Controls	19,317	16	-	-	-
01-06-5-560	Service to Maintain Storm Sewers	40,007	30,491	35,000	35,000	35,000
01-06-5-564	Street Lighting	200,501	284,566	-	-	-
	TOTAL CONTRACTUAL SERVICES	\$ 530,105	\$ 425,863	\$ 122,500	\$ 158,200	\$ 94,000
COMMODITIES						
01-06-6-602	Gas & Oil	\$ 99,978	\$ 59,286	\$ 70,000	\$ 37,700	\$ 50,000
01-06-6-605	Tools	1,214	1,741	1,400	1,300	1,400
01-06-6-606	Supplies	7,634	7,525	5,000	4,000	5,000
01-06-6-621	Materials to Maintain Equipment	36,188	20,751	24,000	20,000	24,000
01-06-6-622	Materials to Maintain Vehicles	31,611	36,889	25,000	33,400	31,500
01-06-6-625	Materials to Maintain Storm Sewers	32,653	20,024	36,000	24,200	32,500
01-06-6-627	Materials to Maintain Pavements	55,412	42,237	85,000	70,000	70,000
01-06-6-629	Materials to Maintain Traffic Controls	31,321	25,731	40,000	25,000	31,000
01-06-6-630	Materials to Maintain Street Lights	1,540	217	2,000	2,500	2,500
	TOTAL COMMODITIES	\$ 297,551	\$ 214,401	\$ 288,400	\$ 218,100	\$ 247,900
CAPITAL OUTLAY						
01-06-7-720	Equipment	\$ 10,684	\$ 16,044	\$ 12,000	\$ 12,000	\$ 13,000
	TOTAL CAPITAL OUTLAY	\$ 10,684	\$ 16,044	\$ 12,000	\$ 12,000	\$ 13,000
	TOTAL STREET	\$ 1,443,679	\$ 1,178,288	\$ 1,084,700	\$ 928,500	\$ 1,018,300

BUDGET COMPARISON



Street Division Line Item Descriptions

01-06-3-408 Street & Fleet Superintendent	\$ 83,900
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FY13/14 Actual:	\$ 83,594	FY14/15 Actual:	\$ 50,767
FY15/16 Budget:	\$ 88,900	FY15/16 Projected:	\$ 81,000
Budget to Proposed	-5.6% ▽	Projected to Proposed	3.6% △

This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program. This position remained unfilled for part of FY14/15, which accounts for the lower amount. The lower salary figure in FY15/16 is also a result of the vacancy created by the resignation of the previous superintendent and lower initial costs when the replacement is hired.

01-06-3-415 Maintenance	\$ 475,400
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FY13/14 Actual:	\$ 386,880	FY14/15 Actual:	\$ 385,951
FY15/16 Budget:	\$ 455,000	FY15/16 Projected:	\$ 388,700
Budget to Proposed	4.5% △	Projected to Proposed	22.3% △

The FY15/16 and FY16/17 budget amounts are consistent with the negotiated labor contracts for unionized Public Works positions. The FY15/16 Projected line item reflects savings from several Maintenance Worker positions that opened and remained unfilled during the year.

01-06-3-431 Temporary Labor **\$ 20,300**

FY13/14 Actual:	\$ 11,766	FY14/15 Actual:	\$ 13,485
FY15/16 Budget:	\$ 14,000	FY15/16 Projected:	\$ 16,700
Budget to Proposed	45.0% △	Projected to Proposed	21.6% △

This line item provides wages for seasonal employees who provide additional labor during the height of the summer season. The typical work period for seasonal employees is mid-May to mid-August for an average of 13 weeks. Seasonal employees do not work more than 1,000 hours during a calendar year. Two additional seasonal positions are requested in FY16/17.

01-06-3-445 Overtime **\$ 75,000**

FY13/14 Actual:	\$ 113,982	FY14/15 Actual:	\$ 63,387
FY15/16 Budget:	\$ 95,000	FY15/16 Projected:	\$ 46,400
Budget to Proposed	-21.1% ▽	Projected to Proposed	61.6% △

This line item provides overtime funds for employees both within and without the division, most significantly for leaf collection, and snow and ice control on city streets.

01-06-4-451 Sick Leave Conversion **\$ 2,300**

FY13/14 Actual:	\$ 1,848	FY14/15 Actual:	\$ 1,851
FY15/16 Budget:	\$ 2,900	FY15/16 Projected:	\$ 1,900
Budget to Proposed	-20.7% ▽	Projected to Proposed	21.1% △

The sick leave conversion benefit provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%, but applied to employee health insurance contributions.

01-06-4-453 Uniforms **\$ 6,500**

FY13/14 Actual:	\$ 7,269	FY14/15 Actual:	\$ 6,539
FY15/16 Budget:	\$ 6,000	FY15/16 Projected:	\$ 5,500
Budget to Proposed	8.3% △	Projected to Proposed	18.2% △

Charges to this line item include the purchase of T-shirts, jackets and coats, rain gear, boots and other items for full-time employees and split-position employees. Personal Protection Equipment (PPE) for full-time and seasonal employees is funded through this line item as well.

01-06-5-543 Equipment Rental **\$ 0**

FY13/14 Actual:	\$ 198,422	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Equipment Rental has been moved to line item 12-00-5-588 and is now reported within the Motor Fuel Tax Fund.

01-06-5-552 Service to Maintain Equipment \$ 5,000

FY13/14 Actual:	\$ 2,925	FY14/15 Actual:	\$ 14,590
FY15/16 Budget:	\$ 5,000	FY15/16 Projected:	\$ 5,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is used to pay all costs for outside services needed for the maintenance of equipment assigned to the Street Division. Typical expenses include outside services to repair the backhoe, maintenance of storm sewer cleaning equipment, and maintenance of the paint machine.

01-06-5-553 Service to Maintain Vehicles \$ 11,000

FY14/15 Actual:	\$ 7,294	FY14/15 Actual:	\$ 19,270
FY15/16 Budget:	\$ 9,500	FY15/16 Projected:	\$ 12,000
Budget to Proposed	15.8% Δ	Projected to Proposed	-8.3% ∇

Service to Maintain Vehicles is used to pay all costs for outside services needed for the maintenance of the vehicles assigned to the Street Division. Fleet Maintenance employees complete the majority of all vehicle repair work in-house, but some outside services are necessary each year. Costs will vary from year-to-year for various unexpected repairs such as failure to transmissions or engines. The increase in FY15/16 is attributed to the replacement of emission components on dump trucks due to unexpected soot buildup and increased costs as a result of advanced technological components.

01-06-5-555 Service to Maintain Pavements \$ 25,000

FY13/14 Actual:	\$ 44,683	FY14/15 Actual:	\$ 70,124
FY15/16 Budget:	\$ 55,000	FY15/16 Projected:	\$ 95,700
Budget to Proposed	-54.5% ∇	Projected to Proposed	-73.9% ∇

Charges to this line item pay for contractual service to provide asphalt repair and replacement of our roadways. Expenditures in FY15/16 were higher than expected because of unanticipated pavement failures requiring immediate attention. Anticipated expenditures for FY 16/17 are reduced as a greater amount of pavement repair has shifted to the City Engineer to better coincide with the 2015 Pavement Management Report and associated task force.

01-06-5-557 Service to Maintain Street Lights \$ 18,000

FY13/14 Actual:	\$ 16,956	FY14/15 Actual:	\$ 6,806
FY15/16 Budget:	\$ 18,000	FY15/16 Projected:	\$ 10,500
Budget to Proposed	0.0%	Projected to Proposed	71.4% Δ

The majority of all streetlights are owned and maintained by Commonwealth Edison with a monthly fee paid by the City. Those costs are paid through MFT funds contained within account 12-00-5-564. In addition, the City owns (and is responsible for the maintenance of) all street lights in the downtown area, at Woodstock Station, in all public parking lots, and along Illinois Route 120 east of Illinois Route 47. This line item is used to pay for the outside services for the maintenance and repair of the streetlights and their associated electrical systems.

01-06-5-559 Service to Maintain Traffic Controls \$ 0

FY13/14 Actual:	\$ 19,317	FY14/15 Actual:	\$ 16
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Service to Maintain Traffic Controls has been moved to line item 12-00-5-559 and is now reported within the Motor Fuel Tax Fund.

01-06-5-560 Service to Maintain Storm Sewers \$ 35,000

FY13/14 Actual:	\$ 40,007	FY14/15 Actual:	\$ 30,491
FY15/16 Budget:	\$ 35,000	FY15/16 Projected:	\$ 35,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

City employees complete the majority of the maintenance and repair for storm sewers. This line item accounts for costs to pay for contracted storm sewer repairs beyond the scope of City crews as well as for contracted televising inspection services.

01-06-5-564 Street Lighting \$ 0

FY13/14 Actual:	\$ 200,501	FY14/15 Actual:	\$ 284,566
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Street Lighting has been moved to line item 12-00-5-564 and is now reported within the Motor Fuel Tax Fund.

01-06-6-602 Gas & Oil \$ 50,000

FY13/14 Actual:	\$ 99,978	FY14/15 Actual:	\$ 59,286
FY15/16 Budget:	\$ 70,000	FY15/16 Projected:	\$ 37,700
Budget to Proposed	-28.6% ▽	Projected to Proposed	32.6% △

This line item includes the Street Division’s share of diesel fuel used from the Public Works facility. In addition, a portion of the costs for bulk oil and lubrication products used by the mechanics for routine maintenance and service of vehicles and equipment is charged to this account.

01-06-6-605 Tools \$ 1,400

FY13/14 Actual:	\$ 1,214	FY14/15 Actual:	\$ 1,741
FY15/16 Budget:	\$ 1,400	FY15/16 Projected:	\$ 1,300
Budget to Proposed	0.0%	Projected to Proposed	7.7% △

This line item is used for the purchase of small hand tools and equipment (less than \$500 per purchase) needed for the division to complete their daily tasks and services to our residents. Typical purchases include rakes, shovels, brooms, hand tools, and power tools.

01-06-6-606 Supplies \$ 5,000

FY13/14 Actual:	\$ 7,634	FY14/15 Actual:	\$ 7,525
FY15/16 Budget:	\$ 5,000	FY15/16 Projected:	\$ 4,000
Budget to Proposed	0.0%	Projected to Proposed	25.0% △

This line item is used to purchase a wide variety of items needed for daily activities. Typical purchases will include employee safety equipment, first aid supplies, fasteners and bolts, lumber, paint, glass cleaner, weed killer, graffiti remover, batteries, tape, oil dry, and office materials.

01-06-6-621 Materials to Maintain Equipment \$ 24,000

FY13/14 Actual:	\$ 36,188	FY14/15 Actual:	\$ 20,751
FY15/16 Budget:	\$ 24,000	FY15/16 Projected:	\$ 20,000
Budget to Proposed	0.0%	Projected to Proposed	20.0% △

This line item will be used to purchase all material, parts, and supplies needed for the maintenance of the equipment assigned to the Street Division. Typical items range from filters, batteries, belts, and hoses to parts necessary to completely rebuild snowplows and salt spreaders. The majority of the expenses associated with this line item are for snowplow parts and material for salt spreaders.

01-06-6-622 Materials to Maintain Vehicles \$ 31,500

FY13/14 Actual:	\$ 31,611	FY14/15 Actual:	\$ 36,889
FY15/16 Budget:	\$ 25,000	FY15/16 Projected:	\$ 33,400
Budget to Proposed	26.0% △	Projected to Proposed	-5.7% ▽

This line item is used to purchase all material, parts, and supplies for the maintenance of vehicles assigned to the Street Division. Typical items range from filters, belts, batteries, tires, engine parts, and hoses to parts needed to rebuild an engine or other major components of a truck.

01-06-6-625 Materials to Maintain Storm Sewers \$ 32,500

FY13/14 Actual:	\$ 32,653	FY14/15 Actual:	\$ 20,024
FY15/16 Budget:	\$ 36,000	FY15/16 Projected:	\$ 24,200
Budget to Proposed	-9.7% ▽	Projected to Proposed	34.3% △

This line item is used for the purchase of all material and supplies needed for the repair and maintenance of the City's storm sewer system. Typical charges will include sewer pipe, culverts, manhole block, castings, mortar, and material for the reconstruction of several storm sewer intakes each year. Staff plans to begin a proactive storm sewer cleaning and maintenance program beginning in FY16/17. While this activity provides the benefit of increasing capacity and possibly reducing the level of surface flooding it may also result in additional needs for repair and maintenance material.

01-06-6-627 Materials to Maintain Pavements \$ 70,000

FY13/14 Actual:	\$ 55,412	FY14/15 Actual:	\$ 42,237
FY15/16 Budget:	\$ 85,000	FY15/16 Projected:	\$ 70,000
Budget to Proposed	-17.6% ▽	Projected to Proposed	0.0%

This line item is used for the purchase of materials used by City employees for the maintenance of the approximately 125 centerline roadway miles. The largest expense within this line item is for patching materials (both hot and cold asphalt) used by City employees. In FY15/16, the City Administration proposed to include the cost of deteriorated/hazardous sidewalk replacement in this account instead of within the General – CIP Fund.

01-06-6-629 Materials to Maintain Traffic Controls \$ 31,000

FY13/14 Actual:	\$ 31,321	FY14/15 Actual:	\$ 25,731
FY15/16 Budget:	\$ 40,000	FY15/16 Projected:	\$ 25,000
Budget to Proposed	-22.5% ▽	Projected to Proposed	24.0% △

This line item is used for the purchase of all signage material including special signs, street name signs, regulatory traffic signs, barricades, signposts, and hardware as well as the purchase of traffic paint for pavement marking.

01-06-6-630 Materials to Maintain Street Lights \$ 2,500

FY13/14 Actual:	\$ 1,540	FY14/15 Actual:	\$ 217
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 2,500
Budget to Proposed	25.0% △	Projected to Proposed	0.0%

This line item is used for the purchase of all repair and maintenance items needed for City-owned street lights. Items typically purchased through this account include bulbs, lenses, fixtures, shields, ballasts, photocells, and wiring.

01-06-7-720 Equipment \$ 13,000

FY13/14 Actual:	\$ 10,684	FY14/15 Actual:	\$ 16,044
FY15/16 Budget:	\$ 12,000	FY15/16 Projected:	\$ 12,000
Budget to Proposed	8.3% △	Projected to Proposed	8.3% △

This line item funds the purchase or refurbishment of snow plows used to keep City streets clear of ice and snow. Encumbrances include items beyond the scope of other line items designated for equipment maintenance. Past debits have included the purchase of specialized composite blades and the replacement of blades damaged during winter operations.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

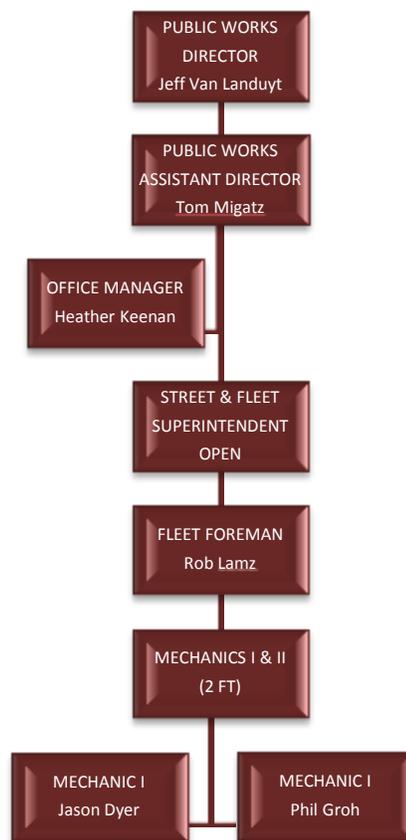
Fleet Maintenance

Fleet Maintenance Division

The Fleet Maintenance Division of the Department of Public Works provides the staff and facilities to service the entire fleet of vehicles and equipment owned by the City (Police, Public Works, Opera House, Recreation, and Building & Zoning). This includes the City's fleet of 80 vehicles, 57 pieces of major equipment, and numerous pieces of minor equipment.



FLEET MAINTENANCE DIVISION – ORGANIZATIONAL CHART



FLEET MAINTENANCE DIVISION - PERSONNEL SUMMARY					
AUTHORIZED POSITION/TITLE	13/14	14/15	15/16	16/17	+(-)
Street & Fleet Superintendent ¹	1	1	0	0	0
Fleet Foreman	0	1	1	1	0
Mechanic	2	2	2	2	0
TOTAL FULL TIME	3	4	3	3	0

¹Street & Fleet Superintendent as of FY14/15, previously Fleet Supervisor title. This position is funded 100% by the Street Division.

FY15/16 Accomplishments

- Integrated the use of the Fleet software into the vehicle record keeping and repair tracking system.
- Mechanics Phil Groh and Jason Dyer attended sweeper repair training at Elgin Sweeper manufacturing plant.
- Phil Groh completed two Police car up-fittings in house.
- Refurbished one Street Division patch cart.
- Guidance and training to obtain CDL licenses provided to two employees.
- Provided detailed monthly reports to the Director outlining tasks and accomplishments.
- Started the process of converting the sale of surplus equipment from the MCCG auction vendor to an online auction site.
- Purchased and prepared for service a new dump truck for the Street Division.
- Purchased and prepared for service a new Parks Division pickup truck including conversion to a dual fuel vehicle.
- Reviewed condition of City's vehicles and equipment and provided recommendations for replacement schedules that were included within the five-year Capital Improvement Program. This annual review evaluates the overall condition and maintenance cost of vehicles and equipment to determine replacement schedules instead of solely relying on a fixed-time replacement cycle.
- Planned, scheduled, and completed annual service and preparation of seasonal equipment to ensure the equipment was ready and in good working order to provide services to residents. This included seasonal inspection and preparation of mowing equipment, roadside mowers, street sweepers, leaf collection equipment, and snow removal equipment.
- Calibrated all snow removal vehicle salt and liquid spreader controls before the start of the season and instructed employees on the proper use and data retrieval after use.
- Provided seasonal repairs and inspections and met all deadlines for vehicles and equipment to be prepared for service for City programs.

FY16/17 Goals and Objectives

- Respond to requests for vehicle/equipment service and repair received from all City departments within two days. Provide information related to time-to-completion, if necessary, following initial assessment.
- Plan, schedule, and complete services based on priority and need of the various departments and importance to the City's operations.
- Keep requesting department informed about status of repairs and expected completion time within two days.
- Provide requesting department with information of work completed within one day once the vehicle/equipment is ready for return to service.
- Plan, schedule, and complete all routine preventative maintenance on all vehicles and equipment to protect the City's investment in rolling stock.
- Set work and maintenance schedules to minimize the amount of down time for vehicle and equipment during repairs.
- Follow standard quality control practices to better ensure work is done completely the first time and to improve the reliability of vehicles and equipment.
- Identify vehicles and equipment that should be replaced based on frequency of repairs, cost to repair and maintain, reliability for use, and safety.
- Evaluate and assess every vehicle and piece of equipment scheduled for replacement for suitability of use by other City departments.

- Identify and schedule training for mechanics for changes in manufacturers' systems and current model year information.
- Complete training of mechanics for the service and maintenance for all new vehicles and equipment purchased by the City.
- Assist with in-house training of Public Works employees for proper and safe use of vehicles and equipment.

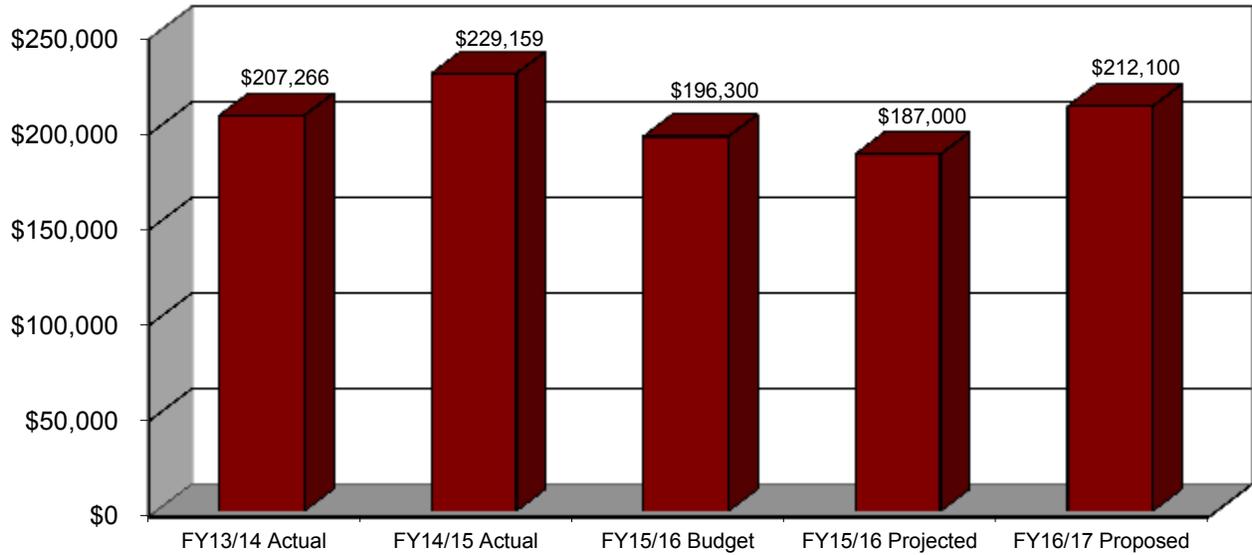
Performance Measures

Item	Goal	Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Estimated
Internal Training	Provide a minimum of 40 hours of documented training for division employees each year	Hours of Training per employee	*	*	*
Police Vehicle Conversion	Remove existing equipment from those Police vehicles being replaced and reinstall that equipment in new Police vehicles	Number of Police Vehicles converted	5	2	3
Surplus Vehicles & Equipment	Obtain as much revenue as possible from the sale of surplus vehicles & equipment		\$18,000	\$17,500	\$33,700
Vehicle Safety Inspections	Prepare vehicles to pass a semi-annual safety inspection as required by the State of Illinois	Number of vehicles passed	*	*	48
Alternative Fuel Vehicles	Convert new vehicles to operate on alternative fuels in an effort to improve air quality and gain efficiency in fuel costs	Number of vehicle(s) converted	1	1	2
*Data not available					

General Corporate Fund - Fleet Maintenance Division

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
SALARIES						
01-07-3-408	Supervisor	\$ 78,264	\$ 55,639	\$ -	\$ -	\$ -
01-07-3-415	Maintenance	90,721	122,046	152,700	152,300	160,800
01-07-3-445	Overtime	33	2,156	100	300	500
	TOTAL SALARIES	\$ 169,018	\$ 179,841	\$ 152,800	\$ 152,600	\$ 161,300
PERSONAL SERVICES						
01-07-4-451	Sick Leave Conversion	\$ 331	\$ -	\$ 900	\$ 900	\$ 1,300
01-07-4-453	Uniforms	2,016	2,077	2,100	1,500	1,800
	TOTAL PERSONAL SERVICES	\$ 2,347	\$ 2,077	\$ 3,000	\$ 2,400	\$ 3,100
CONTRACTUAL SERVICES						
01-07-5-550	Service to Maintain Buildings	\$ 20,134	\$ 18,879	\$ 20,000	\$ 14,000	\$ 20,000
01-07-5-552	Service to Maintain Equipment	963	401	2,500	1,500	2,500
01-07-5-553	Service to Maintain Vehicles	-	7,250	200	200	200
	TOTAL CONTRACTUAL SERVICES	\$ 21,097	\$ 26,530	\$ 22,700	\$ 15,700	\$ 22,700
COMMODITIES						
01-07-6-602	Gas & Oil	\$ 800	\$ 294	\$ 600	\$ 600	\$ 600
01-07-6-605	Tools	1,515	1,931	3,000	2,900	3,000
01-07-6-606	Supplies	3,243	5,829	3,500	3,000	3,500
01-07-6-613	Water & Sewer	935	933	1,000	700	1,000
01-07-6-620	Materials to Maintain Buildings	3,018	5,070	3,000	3,200	3,200
01-07-6-621	Materials to Maintain Equipment	1,151	1,383	1,200	1,000	1,200
01-07-6-622	Materials to Maintain Vehicles	90	746	500	400	500
	TOTAL COMMODITIES	\$ 10,752	\$ 16,186	\$ 12,800	\$ 11,800	\$ 13,000
CAPITAL OUTLAY						
01-07-7-720	Equipment	\$ 4,052	\$ 4,525	\$ 5,000	\$ 4,500	\$ 12,000
	TOTAL CAPITAL OUTLAY	\$ 4,052	\$ 4,525	\$ 5,000	\$ 4,500	\$ 12,000
	TOTAL FLEET MAINTENANCE EXPENSES	\$ 207,266	\$ 229,159	\$ 196,300	\$ 187,000	\$ 212,100

BUDGET COMPARISON



DEPARTMENT OF PUBLIC WORKS/FLEET MAINTENANCE DIVISION FY16/17 SCHEDULE OF VEHICLES & EQUIPMENT

The following table provides a summary of the City's current inventory of vehicles and major equipment.

DEPARTMENT	# OF VEHICLES	# OF PIECES OF EQUIPMENT	TOTAL
Fleet Maintenance	2*	1	3
Building & Zoning	3*	0	3
Finance/City Hall/ED	1	0	1
Opera House	1	0	1
Parks	8	23	31
Police	20	6	26
Public Works Administration	2*	0	2
Recreation	2*	0	2
Streets	23	15**	38
Sewer & Water Maintenance	10*	7	17
Water Treatment	2	1	3
Wastewater Treatment	3*	4	7
TOTALS	77*	57**	134

*Includes the re-use of former Police vehicles.

** Includes the re-use of equipment previously used by other divisions.

Fleet Maintenance Division Line Item Descriptions

01-07-3-408 Supervisor \$ 0

FY13/14 Actual:	\$ 78,264	FY14/15 Actual:	\$ 55,639
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Staff combined the duties of the Fleet Maintenance Supervisor with those of the Street Superintendent in 2014. The corresponding line item in the Street Division budget fully funded the position beginning with FY15/16.

01-07-3-415 Maintenance \$ 160,800

FY13/14 Actual:	\$ 90,721	FY14/15 Actual:	\$ 122,046
FY15/16 Budget:	\$ 152,700	FY15/16 Projected:	\$ 152,300
Budget to Proposed	5.3% △	Projected to Proposed	5.6% △

The FY15/16 budget amount is consistent with the negotiated labor contracts for unionized Public Works positions. This line item includes the salaries for the Fleet Foreman and two Mechanics. In FY14/15, the supervisor position was reorganized and replaced with a foreman position.

01-07-3-445 Overtime \$ 500

FY13/14 Actual:	\$ 33	FY14/15 Actual:	\$ 2,156
FY16/16 Budget:	\$ 100	FY15/16 Projected:	\$ 300
Budget to Proposed	400.0% △	Projected to Proposed	66.7% △

This line item is to be used only for the overtime cost associated with the maintenance and repair work performed by the division. Overtime worked when performing other duties (i.e. snow removal, leaf collection, park maintenance, and water main breaks) is charged to the appropriate division. In FY14/15 additional overtime was incurred while the division operated with one less employee.

01-07-4-451 Sick Leave Conversion \$ 1,300

FY13/14 Actual:	\$ 331	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 900	FY15/16 Projected:	\$ 900
Budget to Proposed	44.4% △	Projected to Proposed	44.4% △

The sick leave conversion benefit provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50% but applied to employee health insurance contributions.

01-07-4-453 Uniforms \$ 1,800

FY13/14 Actual:	\$ 2,016	FY14/15 Actual:	\$ 2,077
FY15/16 Budget:	\$ 2,100	FY15/16 Projected:	\$ 1,500
Budget to Proposed	-14.3% ▽	Projected to Proposed	20.0% △

Charges to this line item include contract cost for weekly uniform service and a small amount for the purchase of a limited number of T-shirts, jackets, coats and other clothing items for three full-time employees.

01-07-5-550 Service to Maintain Buildings \$ 20,000

FY13/14 Actual:	\$ 20,134	FY14/15 Actual:	\$ 18,879
FY15/16 Budget:	\$ 20,000	FY15/16 Projected:	\$ 14,000
Budget to Proposed	0.0%	Projected to Proposed	42.9% △

This line item is to fund any outside contract services needed for the maintenance of the Public Works facilities and grounds at 326 Washington Street. The construction of the new facility will be postponed indefinitely, and as a result, expenses in this line item to maintain the current Public Works buildings and grounds have increased when compared to previous years. However, that increase is appropriate when compared to the extremely high cost of constructing a new facility.

01-07-5-552 Service to Maintain Equipment \$ 2,500

FY13/14 Actual:	\$ 963	FY14/15 Actual:	\$ 401
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 1,500
Budget to Proposed	0.0%	Projected to Proposed	66.7% △

This line item is used to pay the cost of service and repair of the equipment in the mechanics shop. Items covered include lift hoists, tire changer, lubrication system, diagnostic scope, fuel pumps, and welders. Evaluation and service of the pressure washer and parts washer is pending in the fourth quarter of FY15/16.

01-07-5-553 Service to Maintain Vehicles \$ 200

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 7,250
FY15/16 Budget:	\$ 200	FY15/16 Projected:	\$ 200
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is used for outside service and repair costs on two vehicles for the division which includes one pickup truck and a decommissioned police car.

01-07-6-602 Gas and Oil \$ 600

FY13/14 Actual:	\$ 800	FY14/15 Actual:	\$ 294
FY15/16 Budget:	\$ 600	FY15/16 Projected:	\$ 600
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item includes fuel charges for two vehicles in this division as well as LP fuel for the fork lift used at the Public Works facility.

01-07-6-605 Tools \$ 3,000

FY13/14 Actual:	\$ 1,515	FY14/15 Actual:	\$ 1,931
FY15/16 Budget:	\$ 3,000	FY15/16 Projected:	\$ 2,900
Budget to Proposed	0.0%	Projected to Proposed	3.4% △

This line item is to be used for the purchase of hand tools and small power tools essential for the maintenance of the City's fleet with a value less than \$500 per item. This includes wrenches, hand tools, power wrenches, small testing/diagnostic tools, etc. For budgeting purposes, tools with a value greater than \$500 per item are reported within the "Equipment" line item in this budget.

01-07-6-606 Supplies \$ 3,500

FY13/14 Actual:	\$ 3,243	FY14/15 Actual:	\$ 5,829
FY15/16 Budget:	\$ 3,500	FY15/16 Projected:	\$ 3,000
Budget to Proposed	0.0%	Projected to Proposed	16.7% Δ

Purchases charged to this line item include supplies such as rags, blocking, aerosols, and hardware used daily by the mechanics as well as general building supplies used at the Public Works facility.

01-07-6-613 Water & Sewer \$ 1,000

FY13/14 Actual:	\$ 935	FY14/15 Actual:	\$ 933
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 700
Budget to Proposed	0.0%	Projected to Proposed	42.9% Δ

Since the Sewer & Water Fund is, by law, a separate fund of the City, the General Corporate activities pay sewer and water fees. Just like every other water and sewer customer, the Fleet Maintenance Division makes a payment to the City's Utility Fund based on metered usage.

01-07-6-620 Materials to Maintain Buildings \$ 3,200

FY13/14 Actual:	\$ 3,018	FY14/15 Actual:	\$ 5,070
FY15/16 Budget:	\$ 3,000	FY15/16 Projected:	\$ 3,200
Budget to Proposed	6.7% Δ	Projected to Proposed	0.0%

This line item is used for the purchase of material and repair parts for work performed by City employees.

01-07-6-621 Materials to Maintain Equipment \$ 1,200

FY13/14 Actual:	\$ 1,151	FY14/15 Actual:	\$ 1,383
FY15/16 Budget:	\$ 1,200	FY15/16 Projected:	\$ 1,000
Budget to Proposed	0.0%	Projected to Proposed	20.0% Δ

This line item will be used for the purchase of material for the in-house repair of the shop equipment. This includes the lifts, power wash equipment, welders, drills, saws, and air tools.

01-07-6-622 Materials to Maintain Vehicles \$ 500

FY13/14 Actual:	\$ 90	FY14/15 Actual:	\$ 746
FY15/16 Budget:	\$ 500	FY15/16 Projected:	\$ 400
Budget to Proposed	0.0%	Projected to Proposed	25.0% Δ

This is used to purchase normal maintenance/service items such as filters, belts, hoses, tires, brakes, etc. for the two vehicles in this division.

01-07-7-720 Equipment

\$ 12,000

FY13/14 Actual:	\$ 4,052	FY14/15 Actual:	\$ 4,525
FY15/16 Budget:	\$ 5,000	FY15/16 Projected:	\$ 4,500
Budget to Proposed	140.0% Δ	Projected to Proposed	166.7% Δ

This line item funds annual software fees and the purchase of software used to diagnose and collect information from onboard computers for maintenance and repairs. Staff requests additional funds in FY16/17 to purchase a mobile equipment lift specifically for the large mowers used by the Parks Department. The estimated cost of the lift is \$7,000.



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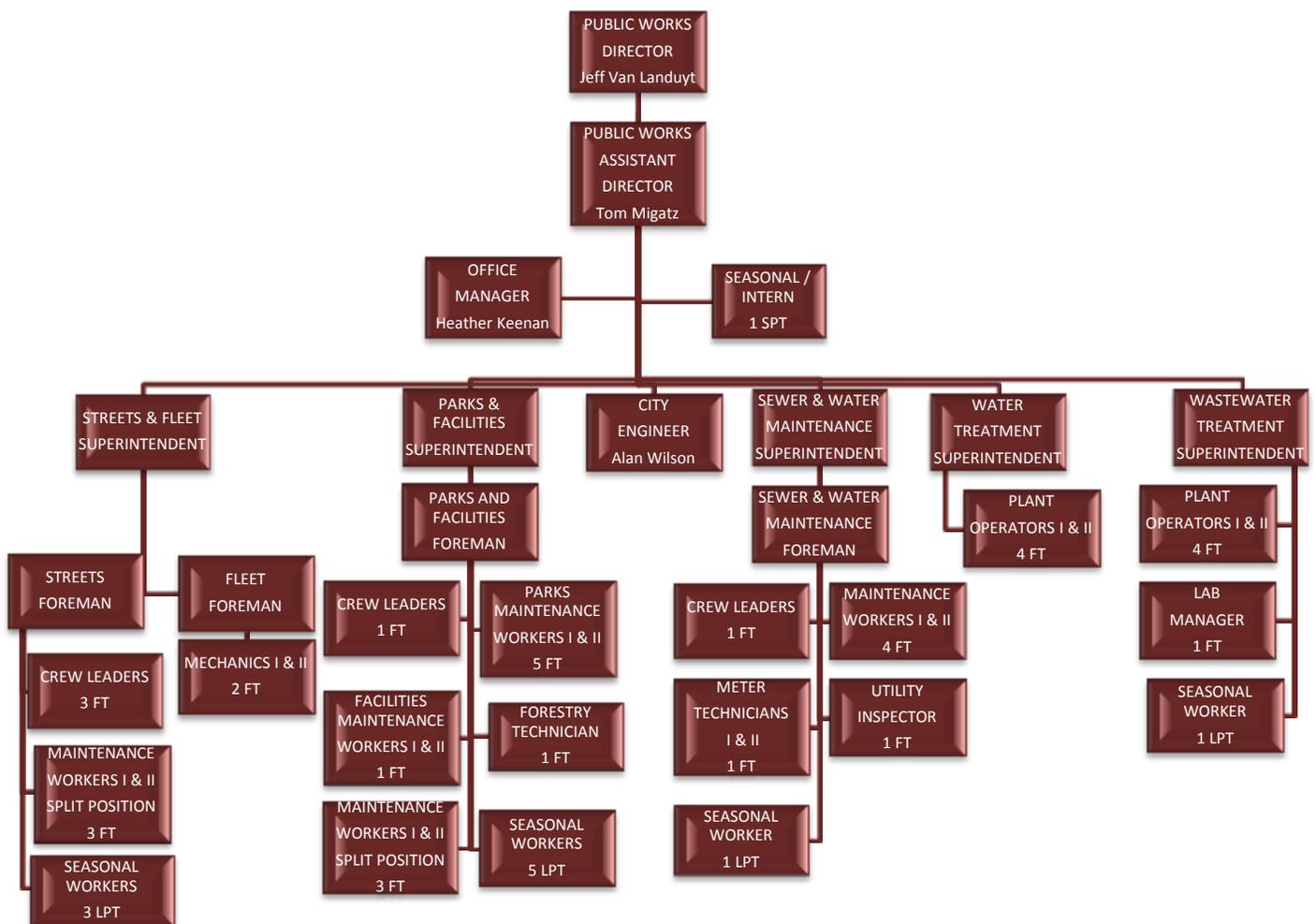
DPW Administration

Public Works Administration Division

This division and budget provide for the costs to staff and operate the Public Works office, administrative and management assistance to the six (6) Public Works operating divisions, training and support for all Public Works employees, administration of capital improvements, and engineering services. Consequently, many of the activities and costs included within this budget involve all Public Works employees across all divisions of the Department of Public Works. In addition, Public Works Administration staff members are the first point of contact when residents and businesses contact the Public Works Department.



PUBLIC WORKS ADMINISTRATION DIVISION – ORGANIZATIONAL CHART



PUBLIC WORKS ADMINISTRATION DIVISION – PERSONNEL SUMMARY					
AUTHORIZED POSITION/TITLE	13/14	14/15	15/16	16/17	+(-)
Director	1	1	1	1	0
Assistant Director	1	1	1	1	0
City Engineer	1	1	1	1	0
Office Manager	1	1	1	1	0
Seasonal/Intern-SPT	0	0	0	0.5	0.5
TOTAL FULL TIME	4	4	4	4	0
TOTAL SPT (FTE)	0	0	0	0.5	0.5

FY15/16 Accomplishments

- Provided oversight on all capital improvement projects including street resurfacing, crack sealing, pavement marking, Downtown brick pavement maintenance, Safe Routes to School sidewalk construction, TIF District hazardous sidewalk improvements, and storm sewer improvements.
- Participated in the planning and successful execution of the City’s annual Summer in the Park community event.
- Procured major pieces of equipment including a leaf collection machine, a large sized dump truck, and a pickup truck.
- Administered the residential overhead sewer/backflow preventer cost-reimbursement program to further reduce the potential for residential sanitary sewer basement back-ups.
- Coordinated the volunteer efforts and construction of the labyrinth at Dick Tracy Way Park.
- Obtained authorization for temporary parking restrictions for community events.
- Coordinated Public Works’ resources needed to support and help make countless community events successful.
- Oversaw the right-of-way opening and oversize/ overweight permit process.
- Managed the annual mosquito abatement program.
- Secured the Downtown snow removal contracted services.
- Addressed the various issues that arose during the installation of conduit for the fiber optic project.
- Provided support to IDOT, as needed, during the improvement project on U.S. Route 14 and the design of the IL Route 47 improvement projects.
- Started a pavement management task force to identify efficiencies, financing options, new technology, etc. A report identifying options and recommendations will be produced and submitted to the City Council before the end of FY15/16.
- Organized neighborhood meetings for residents on Lawndale Avenue bordering Ryder’s Woods to discuss improvements at the park and its future.
- Hired, trained, and familiarized the new Assistant Director of Public Works and the new Office Manager to prepare them to play a meaningful role within the PW organization.
- Attended meetings to present and get funding approved for the Ash/Walnut storm sewer improvement project.
- PW Administrative staff served as liaisons to the Transportation Commission and the Environmental Commission. Staff also attend Parks & Recreation Commission meetings and served in an advisory role.

- City Engineer reviewed the amendments to McHenry County's Stormwater Ordinance and adopted those portions of the Ordinance and incorporated various local amendments that favor more restrictive stormwater release rates and/or increased detention storage.
- Administrative staff represented the City of Woodstock at McHenry County's Transportation Advisory Committee and the Council of Mayors.
- Oversaw the removal of silt from the Raintree Park detention/retention basin.

FY16/17 Goals and Objectives

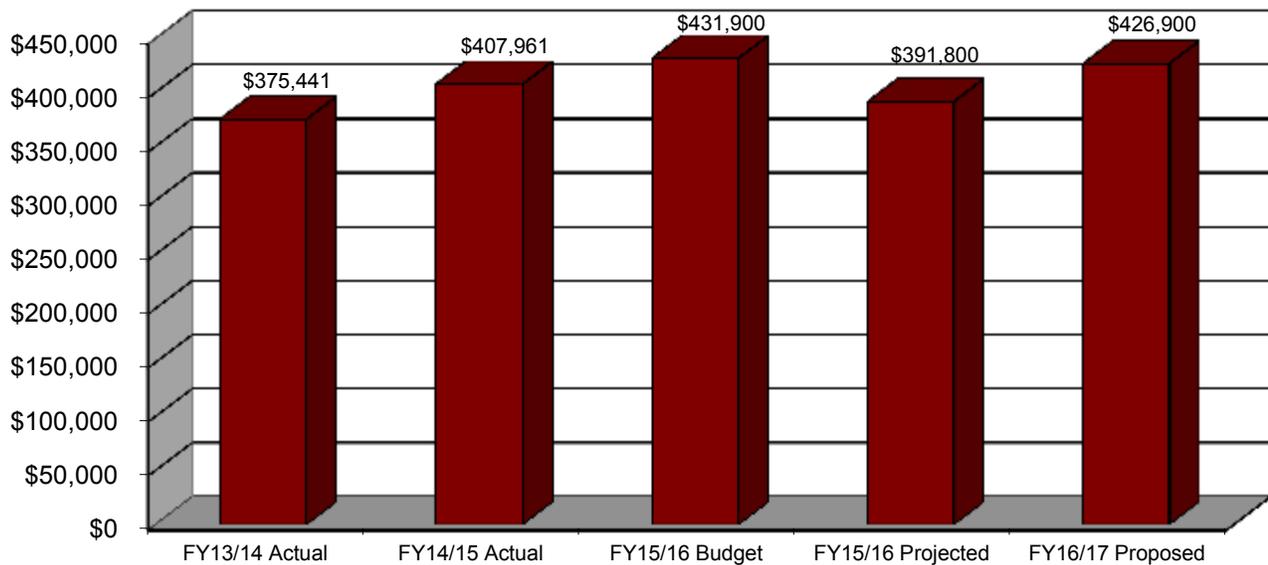
- Continue to identify and evaluate new ways to provide essential services in the most cost-effective manner possible.
- Provide support to IDOT, as needed, during the U.S. Route 14 improvement project which is scheduled for completion in November, 2016.
- Utilizing the information from the pavement management task force and the Baxter & Woodman Report; implement a five-year pavement resurfacing and maintenance plan.
- Provide oversight on all capital improvement projects to ensure proper management and use of our limited financial resources.
- Oversee the design and obtain IDOT approval for the City's next Safe Routes to School project.
- Increase staff's focus on attention to detail and the appearance of the public rights-of-way, park land, and City-owned grounds.
- Implement a systematic and sustainable storm sewer cleaning and maintenance program.
- Participate in the planning and execution of the City's annual Summer in the Park community event.
- Obtain authorization for temporary parking restrictions and coordinate Public Works' resources needed to support and help make countless community events successful.
- Provide funding for specialized training and educational seminars specific to street, fleet, park, facility, and General Fund operations to develop a qualified staff with specialized skills.
- Hire & manage an intern in FY16/17 to begin identifying easement and/or right-of-way conflicts along Route 47 and take the appropriate steps to remedy in order to avoid unnecessary costs when City-owned utilities have to be relocated as a result of the construction of additional travel lanes.
- Administer and facilitate the construction of the Ash/Walnut storm sewer project. Work on funding and grant submittal for phase three of this project.
- PW Administrative staff will continue to serve as liaisons to the Transportation Commission and the Environmental Commission. Staff will also attend Parks & Recreation Commission meetings and serve in an advisory role.
- Administrative staff will continue to represent the City of Woodstock at McHenry County's Transportation Advisory Committee and the Council of Mayors.
- Coordinate and review design engineering for the South/Lake/Madison roundabout.
- Oversee the second phase of the Raintree Park detention/retention basin silt removal project.

Performance Measures

Item	Goal	Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Estimated
Outside training opportunities	Provide at least 10 different training opportunities for general fund employees of the PW organization during the fiscal year.		*	*	*
Oversight for all major maintenance & construction projects	Evaluate recommended solutions, write specifications, receive bids, secure City Council approval, manage projects to completion.		*	*	*
Oversize/ overweight permits	Facilitate the permitting of oversized/ overweight vehicles in roads under City jurisdiction.		26 permits	34 permits	70 permits
Provide support & oversight for Community events	Attend coordination meetings, set schedule for needs, assign to staff.		*	*	*

*Data not available

BUDGET COMPARISON



General Corporate Fund - Public Works Administration Department

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
SALARIES						
01-08-3-402	Public Works Director	\$ 79,569	\$ 115,380	\$ 120,200	\$ 135,300	\$ 123,600
01-08-3-403	Assistant Public Works Director	106,530	109,430	114,400	69,900	100,400
01-08-3-404	City Engineer	89,420	92,983	96,900	96,300	98,800
01-08-3-406	Office Manager	49,650	52,152	54,300	46,600	44,200
01-08-3-431	Temporary Labor	-	-	-	-	12,500
	TOTAL SALARIES	\$ 325,169	\$ 369,945	\$ 385,800	\$ 348,100	\$ 379,500
PERSONAL SERVICES						
01-08-4-451	Sick Leave Conversion	\$ 1,423	\$ 3,862	\$ 4,900	\$ 3,800	\$ 5,100
01-08-4-452	Travel & Training	1,328	1,529	4,000	5,200	6,000
01-08-4-453	Uniforms	-	720	200	-	200
01-08-4-454	Dues & Subscriptions	1,981	1,741	2,000	1,500	2,000
	TOTAL PERSONAL SERVICES	\$ 4,732	\$ 7,852	\$ 11,100	\$ 10,500	\$ 13,300
CONTRACTUAL SERVICES						
01-08-5-501	Communications	\$ 14,313	\$ 18,297	\$ 17,500	\$ 17,500	\$ 16,000
01-08-5-502	Legal Expenses	2,365	3,383	2,500	2,500	2,500
01-08-5-503	Engineering Services	22,903	1,401	4,000	4,000	5,000
01-08-5-537	Printing Services	554	-	500	500	500
01-08-5-538	IEPA MS4 Permit Fees	-	1,000	1,000	1,000	1,000
01-08-5-552	Service to Maintain Equipment	-	633	1,000	1,600	2,000
	TOTAL CONTRACTUAL SERVICES	\$ 40,135	\$ 24,714	\$ 26,500	\$ 27,100	\$ 27,000
COMMODITIES						
01-08-6-601	Postage	\$ 919	\$ 721	\$ 1,100	\$ 800	\$ 900
01-08-6-602	Gasoline & Oil	816	835	900	400	700
01-08-6-606	Supplies	3,093	2,736	4,000	3,500	4,000
01-08-6-622	Material to Maintain Vehicles	-	848	500	300	500
	TOTAL COMMODITIES	\$ 4,828	\$ 5,140	\$ 6,500	\$ 5,000	\$ 6,100
CAPITAL OUTLAY						
01-08-7-720	Equipment	\$ 577	\$ 310	\$ 2,000	\$ 1,100	\$ 1,000
	TOTAL CAPITAL OUTLAY	\$ 577	\$ 310	\$ 2,000	\$ 1,100	\$ 1,000
	TOTAL PUBLIC WORKS ADMINISTRATION	\$ 375,441	\$ 407,961	\$ 431,900	\$ 391,800	\$ 426,900

Public Works Administration Division Line Item Descriptions

01-08-3-402	Public Works Director					\$ 123,600
	FY13/14 Actual:	\$ 79,569	FY14/15 Actual:	\$ 115,380		
	FY15/16 Budget:	\$ 120,200	FY15/16 Projected:	\$ 135,300		
	Budget to Proposed	2.8% ▲	Projected to Proposed	-8.6% ▼		

This line item funds the salary for the Public Works Director. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates a

1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program. The notable decrease in FY13/14 is due to the fact that the position remained vacant for a portion of that fiscal year. In FY15/16, the Director resigned and the Assistant Director was promoted to this position effective June 28, 2015.

01-08-3-403 Assistant Public Works Director				\$ 100,400
FY13/14 Actual:	\$ 106,530	FY14/15 Actual:	\$ 109,430	
FY15/16 Budget:	\$ 114,400	FY15/16 Projected:	\$ 69,900	
Budget to Proposed	-12.2% ▽	Projected to Proposed	43.6% △	

This line item funds the salary for the Assistant Public Works Director. Due to the resignation of the Director and promotion of the Assistant Director, this position was vacant for a period of approximately six months in 2015. The new Assistant Director started in November of 2015. He will be eligible for an increase in pay following six (6) months of successful performance in this position.

01-08-3-404 City Engineer				\$ 98,800
FY13/14 Actual:	\$ 89,420	FY14/15 Actual:	\$ 92,983	
FY15/16 Budget:	\$ 96,900	FY15/16 Projected:	\$ 96,300	
Budget to Proposed	2.0% △	Projected to Proposed	2.6% △	

This line item funds the salary for the City Engineer. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program.

01-08-3-406 Office Manager				\$ 44,200
FY13/14 Actual:	\$ 49,650	FY14/15 Actual:	\$ 52,152	
FY15/16 Budget:	\$ 54,300	FY15/16 Projected:	\$ 46,600	
Budget to Proposed	-18.6% ▽	Projected to Proposed	-5.2% ▽	

This line item funds the salary for the Public Works Office Manager. In December 2015, the Office Manager was promoted to Executive Assistant in the Office of the City Manager. A new Office Manager was hired in February 2016. She will be eligible for an increase in pay following six (6) months of successful performance in this position.

01-08-3-431 Temporary Labor				\$ 12,500
FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0	
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0	
Budget to Proposed	NA	Projected to Proposed	NA	

This line item is used to pay the salary costs for an intern who will work under the direction of the City Engineer to identify any easement and/or right-of-way conflicts along Route 47 and take the appropriate steps to remedy in order to avoid unnecessary costs when City-owned utilities have to be relocated as a result of the roadway being widened. Anticipate this person working 40 hours per week

during the summer months (May thru August). Actual costs are determined by the total number of hours that this employee works.

01-08-4-451 Sick Leave Conversion		\$ 5,100	
FY13/14 Actual:	\$ 1,423	FY14/15 Actual:	\$ 3,862
FY15/16 Budget:	\$ 4,900	FY15/16 Projected:	\$ 3,800
Budget to Proposed	4.1% △	Projected to Proposed	34.2% △

The sick leave conversion benefit provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50% but applied to employee health insurance contributions.

01-08-4-452 Travel & Training		\$ 6,000	
FY13/14 Actual:	\$ 1,328	FY14/15 Actual:	\$ 1,529
FY15/16 Budget:	\$ 4,000	FY15/16 Projected:	\$ 5,200
Budget to Proposed	50.0% △	Projected to Proposed	15.4% △

Costs for travel and training for all General Corporate Public Works divisions are centralized in this budget. Therefore, no training costs are included in the individual divisions' budgets, and this line item includes training for all Public Works employees in the General Fund divisions, which include Public Works Administration, Streets, Parks, and Fleet Maintenance.

The expenditures in this line item have increased in FY15/16 to fund the agreed upon coursework required in the merit-based promotion provision in the collective bargaining agreement.

01-08-4-453 Uniforms		\$ 200	
FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 720
FY15/16 Budget:	\$ 200	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

Charges to this line item are for uniform items needed for the Administration staff, which can include safety vests, rain coats, gloves, and shirts. Even though the employees in Administration are considered primarily as "office staff," they are also required to go out in all weather conditions to evaluate problems and requests from residents.

01-08-4-454 Dues & Subscriptions		\$ 2,000	
FY13/14 Actual:	\$ 1,981	FY14/15 Actual:	\$ 1,741
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 1,500
Budget to Proposed	0.0%	Projected to Proposed	33.3% △

All costs for dues, subscriptions, and reference materials for all General Corporate Public Works divisions are centralized in this budget. Typical annual expenses include membership dues in the American Public Works Association, Illinois Parks and

Recreation Association, and International Society of Arboriculture. Costs are also incurred for engineering license fees and CDL license fees for employees.

01-08-5-501 Communications				\$ 16,000
FY13/14 Actual:	\$ 14,313	FY14/15 Actual:	\$ 18,297	
FY15/16 Budget:	\$ 17,500	FY15/16 Projected:	\$ 17,500	
Budget to Proposed	-8.6% ▽	Projected to Proposed	-8.6% ▽	

All costs related to the maintenance and replacement of phones and phone usage costs for the Public Works Facility are charged to this line item, as well as the monthly cell phone service charges for all General Corporate Public Works employees.

01-08-5-502 Legal Expenses				\$ 2,500
FY13/14 Actual:	\$ 2,365	FY14/15 Actual:	\$ 3,383	
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 2,500	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item is used to pay legal fees directly attributable to General Corporate Public Works division activities. Legal services may be required for claims submitted by property owners for encroachment issues, documentation of easements, and verification of rights-of-way.

01-08-5-503 Engineering Services				\$ 5,000
FY13/14 Actual:	\$ 22,903	FY14/15 Actual:	\$ 1,401	
FY15/16 Budget:	\$ 4,000	FY15/16 Projected:	\$ 4,000	
Budget to Proposed	25.0% △	Projected to Proposed	25.0% △	

This line item is to be used for the payment of engineering fees for general services relating to Public Works general administration responsibilities. This includes, but is not limited to, traffic studies, general engineering support, property surveys, map preparation, and engineering exhibits.

01-08-5-537 Printing Services				\$ 500
FY13/14 Actual:	\$ 554	FY14/15 Actual:	\$ 0	
FY15/16 Budget:	\$ 500	FY15/16 Projected:	\$ 500	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This includes charges for copying large plans for developers and contractors, printing and copying presentation materials and exhibits, and printing base maps.

01-08-5-538 IEPA MS4 Permit Fees				\$ 1,000
FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 1,000	
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 1,000	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item funds the annual fee that the State of Illinois charges for the Municipal Separate Storm Sewer System (MS4) permit issued by the Illinois Environmental Protection Agency.

01-08-5-552 Service to Maintain Equipment \$ 2,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 633
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 1,600
Budget to Proposed	100.0% Δ	Projected to Proposed	25.0% Δ

This includes maintenance on the copy machine, large format copy machine, and the two vehicles assigned to the Public Works Administration division.

01-08-6-601 Postage \$ 900

FY13/14 Actual:	\$ 919	FY14/15 Actual:	\$ 721
FY15/16 Budget:	\$ 1,100	FY15/16 Projected:	\$ 800
Budget to Proposed	-18.2% ∇	Projected to Proposed	12.5% Δ

This line item pays for all costs associated with mailings which are necessary to accomplish the day-to-day functions of all the General Corporate Public Works divisions.

01-08-6-602 Gasoline & Oil \$ 700

FY13/14 Actual:	\$ 816	FY14/15 Actual:	\$ 835
FY15/16 Budget:	\$ 900	FY15/16 Projected:	\$ 400
Budget to Proposed	-22.2% ∇	Projected to Proposed	75.0% Δ

Charges to this line item are for the gasoline and oil used in the two vehicles assigned to Public Works Administration.

01-08-6-606 Supplies \$ 4,000

FY13/14 Actual:	\$ 3,093	FY14/15 Actual:	\$ 2,736
FY15/16 Budget:	\$ 4,000	FY15/16 Projected:	\$ 3,500
Budget to Proposed	0.0%	Projected to Proposed	14.3% Δ

Typical charges include general office supplies used by this office such as paper, pens, notebooks, binders, file folders, computer supplies, etc. Additional expenditures incurred within this line item are for the purchase of supplies for the celebration of National Public Works week.

01-08-6-622 Material to Maintain Vehicles \$ 500

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 848
FY15/16 Budget:	\$ 500	FY15/16 Projected:	\$ 300
Budget to Proposed	0.0%	Projected to Proposed	66.7% Δ

This line item is used for the purchase of material and repair parts needed for the maintenance of the two vehicles used by this division.

01-08-7-720 Equipment \$ 1,000

FY13/14 Actual:	\$ 577	FY14/15 Actual:	\$ 310
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 1,100
Budget to Proposed	-50.0% ▽	Projected to Proposed	-9.1% ▽

This line item is used for the purchase of replacement office equipment and furniture.



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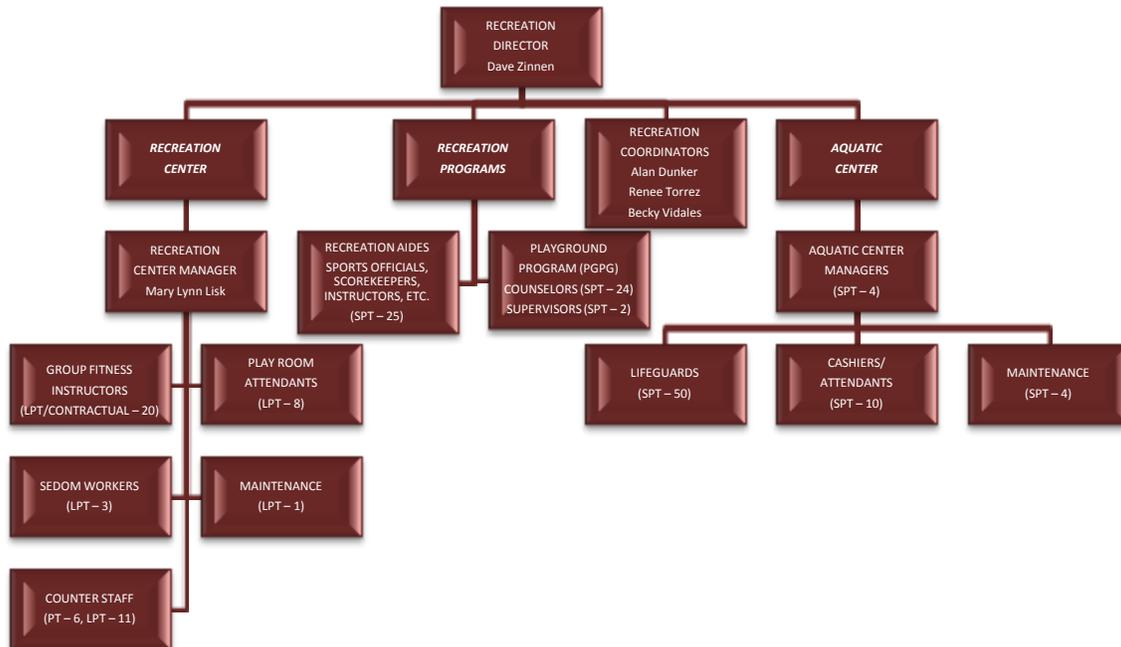
Recreation

Recreation Department

The primary goal of the Recreation Department is to provide recreation programs, youth and adult leagues, tournaments, special events, and leisure/fitness opportunities for the public that are of the highest quality, and to service as diverse a population as possible at the lowest reasonable cost.



RECREATION DEPARTMENT – ORGANIZATIONAL CHART



RECREATION DEPARTMENT – PERSONNEL SUMMARY

AUTHORIZED POSITION/TITLE	13/14	14/15	15/16	16/17	+(-)
Recreation Director	1	1	1	1	0
Program Coordinators	2	2	2	2.5	0.5
Recreation Center Manager ¹	1	1	1	1	0
Counter Staff – PT ¹	2.5	2.5	3	3	0
Counter Staff – LPT ¹	6	6	5.5	5.5	0
Rec Aides/PGPG Staff - SPT	25.5	25.5	25.5	25.5	0
TOTAL FULL TIME	4	4	4	4.5	0.5
TOTAL PART TIME (FTE)	2.5	2.5	3	3	0
TOTAL LPT (FTE)	31.5	31.5	31	31	0

¹The Recreation Center Manager is 100% funded by the Recreation Budget. The Recreation/Aquatic Center Coordinator (not listed above) is 50% funded by the Recreation Center Budget and 50% by the Aquatic Center Budget. In FY16/17, the position being funded by the Aquatic Center is proposed to be transferred to the Recreation Department Budget. Counter Staff is 1/3 funded by the Recreation Budget and 2/3 by the Recreation Center Budget.

FY15/16 Accomplishments

- With projected revenues from program, league, tournament, sponsorship and advertising fees of \$228,000 and projected expenses of \$534,300, **the Department is projected to offset 43% of its operating expenses with fee based revenues.**
- Offered over 75 programs per session, which encompassed 365 separate classes and over 3,000 participants, during the three programming sessions throughout the year; included several new dance programs, culminating in the Spring Dance Recital held at Woodstock High School with over 130 dancers and 600 audience members in attendance.
- Implemented an online ticket purchasing system (in cooperation with Woodstock High School Drama Department) to ease ticket purchase and ensure seating for the audience at the Spring Dance Recital.
- The 38th Annual Woodstock Challenge Road Races drew over 400 participants and received a CARA (Chicago Area Runner's Association) evaluation rating of 8.3, which placed the Challenge in the top 80th percentile of all CARA races. A record 23 sponsorships were secured for this event.
- Seventy-two teams from northern Illinois and southern Wisconsin participated in the Recreation Department/Heatwave's 18th Annual Girls Softball Tournament in July, playing over 200 games in three days. This tournament is considered one of the top independently-run tournaments in the State.
- The Recreation Department administered the Fifth Annual we.can.tri Triathlon, as well as administered Kids' Day and other activities at Summer in the Park.
- 2015 Playground Program served 320 kids ages four through twelve at Olson Elementary School. Eighty-two percent of the 320 participants were Woodstock residents. Due to sponsor solicitation (sponsorship donations exceeded \$3,500) and program fees, this year's revenues covered **82%** of the program's expenses, resulting in a subsidy of **just 18% for a total of \$7,075.** (A reduction of 3% from 2014.)
- Administered T-ball/Bittie Ball for ages 5-7 with 135 participants on 14 teams; adult basketball and softball leagues totaled 38 teams playing 225 games; and the Development Youth Basketball Program (DYBP) for 1st through 6th graders drew over 380 kids on 42 teams playing over 200 games. This DYBP generates over \$30,000 in revenue.
- During non-summer months, administered Tween Nights for 5th-8th graders at the Rec Center one Saturday night per month. The program was expanded to include bus trips to Wisconsin Dells Water Park and Wilmot Ski Lodge, which sold out.
- Responsible for the compilation of three City Scene brochures that are direct-mailed to over 15,000 residents in the 60098 zip code and the west side of Wonder Lake (District 200 boundaries), as well as the Department's Facebook page, and Constant Contact which sent over 22,000 promotional e-mails and flyers to prospective participants.
- Scheduled all City ball fields and pavilions, processing approximately 3,000 field reservations for Recreation Department programs and the 15 athletic associations that use City fields.
- Created a Google+ business account that was viewed over 80,000 times in the last year and averaged 575 "clicks" a month. Maintained a user review rating of 4.75.

FY16/17 Goals and Objectives

- To continue to reduce the subsidy (18%) for Playground Program through sponsorships and increased participation.
- Continue to update an engaging website for the Recreation Department which will also encompass Woodstock Water Works and the Recreation Center.

- Continue to work with IT to increase the online presence through the Department’s Facebook page and the Department’s new website. Ensure that all social media (Twitter, Google+, YouTube) is linked and utilized to promote programs and positive reviews.
- Provide administrative assistance and support for City-sponsored and community-sponsored events.
- Establish an ongoing evaluation process to determine participant satisfaction and the tools to address participants’ concerns and continue to develop, offer, and administer quality events that the community recognizes as excellent.
- Develop new methods to communicate with members that will creatively promote programs and events within the facility. Develop accurate and substantive information in three issues of the City Scene that are mailed out to the Woodstock community and available online in an easily accessible format.
- Increase participation in the Woodstock Challenge Race by benefitting our own program, Playground Program. We will utilize the Playground Program for increased marketing and participant base. Playground Program counselors will assist in providing games during the races.

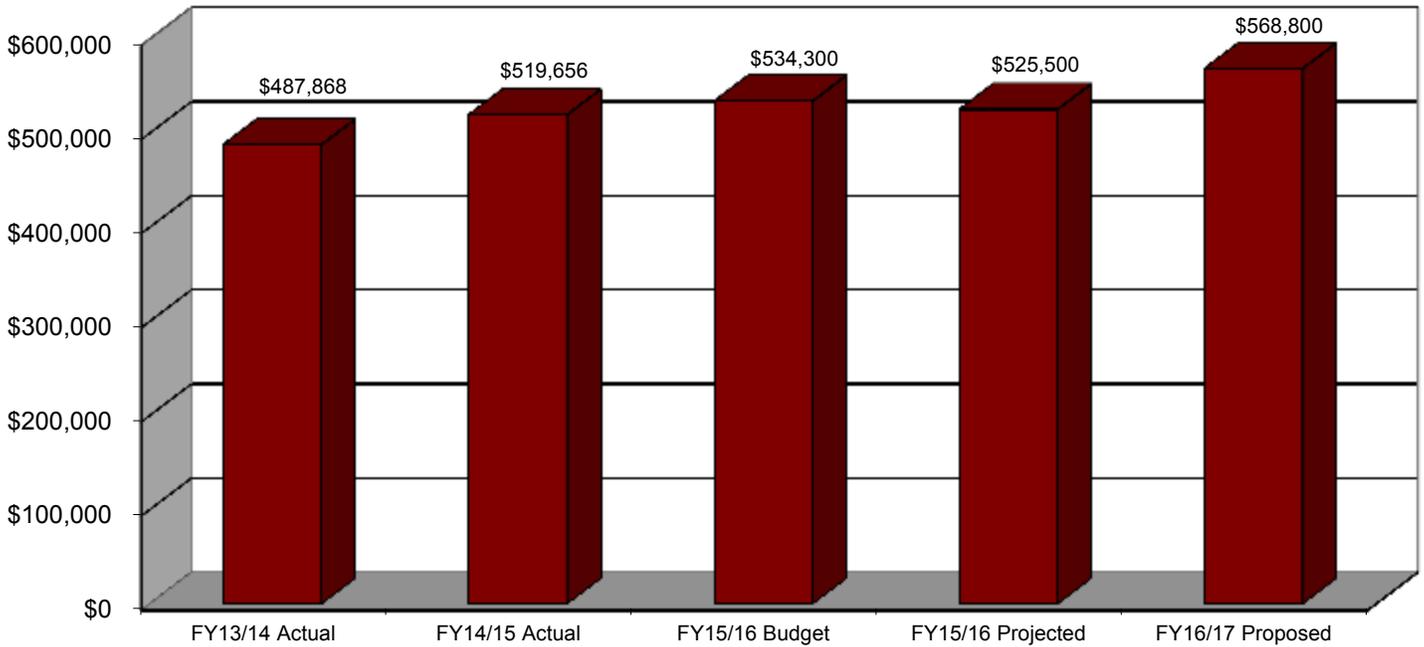
Performance Measures:

Item	Goal	Description	FY13/14	FY14/15	FY15/16
			Actual	Actual	Estimated
Number of Participants Enrolled in Classes	Increase the number of participants enrolled in classes		2,365	2,427	2,500
Woodstock Challenge and we.can.tri Participants	Increase the number of participants to register for the Challenge and we.can.tri		530	517	490
Percent of Revenues that Cover Program Expenses	Generate revenues to cover program expenses		102%	101%	100%

General Corporate Fund - Recreation Department

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
SALARIES						
01-09-3-402	Recreation Director	\$ 96,334	\$ 100,657	\$ 104,500	\$ 104,700	\$ 108,000
01-09-3-405	Program Coordinators	111,554	116,942	121,300	122,600	154,500
01-09-3-406	Recreation Center Manager	55,638	58,355	60,700	60,900	62,900
01-09-3-431	Part-Time Clerical Support	24,300	26,000	26,600	26,600	27,200
01-09-3-440	Part-Time Recreation Aides	53,433	57,554	60,600	57,000	58,000
	TOTAL SALARIES	\$ 341,259	\$ 359,508	\$ 373,700	\$ 371,800	\$ 410,600
PERSONAL SERVICES						
01-09-4-451	Sick Leave Conversion	\$ 2,366	\$ 4,738	\$ 5,200	\$ 5,200	\$ 5,500
01-09-4-452	Travel & Training	599	144	1,000	1,300	1,500
01-09-4-454	Dues & Subscriptions	1,006	1,790	2,300	2,000	2,100
	TOTAL PERSONAL SERVICES	\$ 3,971	\$ 6,672	\$ 8,500	\$ 8,500	\$ 9,100
CONTRACTUAL SERVICES						
01-09-5-501	Communications	\$ 2,178	\$ 3,558	\$ 2,400	\$ 2,100	\$ 2,200
01-09-5-502	Professional Services	6,517	7,803	4,800	5,800	6,000
01-09-5-512	Instructor Contracts	43,686	53,141	48,000	48,000	49,000
01-09-5-513	Athletic Officials	19,224	15,866	19,000	14,500	15,000
01-09-5-536	Recreation Supplement to Newsletter (60%)	4,057	11,661	9,000	10,800	11,000
01-09-5-537	Printing Services/Advertising	2,373	1,469	3,000	2,500	2,500
01-09-5-544	Building Rental	4,684	4,444	4,500	4,500	4,500
01-09-5-552	Service to Maintain Equipment	-	22	2,900	2,600	2,900
01-09-5-553	Service to Maintain Vehicles	120	416	500	500	1,000
	TOTAL CONTRACTUAL SERVICES	\$ 82,839	\$ 98,380	\$ 94,100	\$ 91,300	\$ 94,100
COMMODITIES						
01-09-6-601	Postage	\$ 5,576	\$ 1,612	\$ 5,000	\$ 1,800	\$ 2,300
01-09-6-602	Gasoline & Oil	1,039	1,143	1,000	100	700
01-09-6-606	Office Supplies	6,015	8,103	4,500	4,500	4,500
01-09-6-611	Recreation Equipment	763	1,179	2,000	2,000	2,000
01-09-6-612	Program Supplies	45,613	41,451	45,000	45,000	45,000
01-09-6-621	Equipment Maintenance	-	1,136	-	-	-
01-09-6-622	Materials to Maintain Vehicles	793	472	500	500	500
	TOTAL COMMODITIES	\$ 59,799	\$ 55,096	\$ 58,000	\$ 53,900	\$ 55,000
CAPITAL OUTLAY						
01-09-7-720	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL CAPITAL OUTLAY	\$ -				
	TOTAL RECREATION	\$ 487,868	\$ 519,656	\$ 534,300	\$ 525,500	\$ 568,800

BUDGET COMPARISON



Recreation Department Line Item Descriptions

01-09-3-402 Recreation Director	\$ 108,000
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FY13/14 Actual:	\$ 96,334	FY14/15 Actual:	\$ 100,657
FY15/16 Budget:	\$ 104,500	FY15/16 Projected:	\$ 104,700
Budget to Proposed	3.3% Δ	Projected to Proposed	3.2% Δ

The FY16/17 budget amount is consistent with the City’s approved Wage and Classification Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City’s merit program.

01-09-3-405 Program Coordinators	\$ 154,500
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FY13/14 Actual:	\$ 111,554	FY14/15 Actual:	\$ 116,942
FY15/16 Budget:	\$ 121,300	FY15/16 Projected:	\$ 122,600
Budget to Proposed	27.4% Δ	Projected to Proposed	26.0% Δ

The FY16/17 budget amount is consistent with the City’s approved Wage and Classification Plan for two and a half (2.5) non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City’s merit program. The increase proposed within this account is to address the Aquatic Center’s financial deficit; therefore, the FY16/17

Budget proposes transferring the funding for its portion of the full-time position to the Recreation Department.

01-09-3-406 Recreation Center Manager				\$ 62,900
FY13/14 Actual:	\$ 55,638	FY14/15 Actual:	\$ 58,355	
FY15/16 Budget:	\$ 60,700	FY15/16 Projected:	\$ 60,900	
Budget to Proposed	3.6% △	Projected to Proposed	3.3% △	

The FY16/17 budget amount is consistent with the City's approved Wage and Classification Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's merit program.

01-09-3-431 Part-Time Clerical Support				\$ 27,200
FY13/14 Actual:	\$ 24,300	FY14/15 Actual:	\$ 26,000	
FY15/16 Budget:	\$ 26,600	FY15/16 Projected:	\$ 26,600	
Budget to Proposed	2.3% △	Projected to Proposed	2.3% △	

The FY16/17 budget amount is consistent with the City's approved Wage and Classification Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's merit program. The Rec Center Fund is charged 2/3 of the front counter costs and 1/3 is charged here to the Recreation Department. Over 31,000 receipt transactions were processed in 2015, primarily by front counter staff.

01-09-3-440 Part-Time Recreation Aides				\$ 58,000
FY13/14 Actual:	\$ 53,433	FY14/15 Actual:	\$ 57,554	
FY15/16 Budget:	\$ 60,600	FY15/16 Projected:	\$ 57,000	
Budget to Proposed	-4.3% ▽	Projected to Proposed	1.8% △	

This line item reflects all limited or seasonal part-time payroll personnel who work recreation programs either on a seasonal or more permanent basis. This represents 50+ individuals across approximately 140 programs throughout the entire year. Nearly all site and program supervisors and Playground Program Leaders are included here, as are many instructors who are not independent contractors. **Most costs associated with these program staff personnel are covered by program fees.** Exceptions include the Playground Program which will be about 18% subsidized.

01-09-4-451 Sick Leave Conversion				\$ 5,500
FY13/14 Actual:	\$ 2,366	FY14/15 Actual:	\$ 4,738	
FY15/16 Budget:	\$ 5,200	FY15/16 Projected:	\$ 5,200	
Budget to Proposed	5.8% △	Projected to Proposed	5.8% △	

Three Recreation Department employees are eligible for sick leave conversion benefits which provides for accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%, but applied to employee health insurance contributions.

01-09-4-452 Travel & Training **\$ 1,500**

FY13/14 Actual:	\$ 599	FY14/15 Actual:	\$ 144
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 1,300
Budget to Proposed	50.0% △	Projected to Proposed	15.4% △

The line item includes training services provided to full and part-time staff, program instructors, supervisors, leaders and volunteers contributing to the ultimate success of the Department's programs and an overall heightened level of service provided by the Department.

01-09-4-454 Dues & Subscriptions **\$ 2,100**

FY13/14 Actual:	\$ 1,006	FY14/15 Actual:	\$ 1,790
FY15/16 Budget:	\$ 2,300	FY15/16 Projected:	\$ 2,000
Budget to Proposed	-8.7% ▽	Projected to Proposed	5.0% △

This line item includes subscriptions to the *Northwest Herald* and *Woodstock Independent*, and membership in the Illinois Parks & Recreation Association for one Program Coordinator so that the City can participate in the Statewide co-op purchasing program.

01-09-5-501 Communications **\$ 2,200**

FY13/14 Actual:	\$ 2,178	FY14/15 Actual:	\$ 3,558
FY15/16 Budget:	\$ 2,400	FY15/16 Projected:	\$ 2,100
Budget to Proposed	-8.3% ▽	Projected to Proposed	4.8% △

This line item reflects the cost of the Department's telephone lines at the Recreation Center and the Department's cellphones. The Recreation Department and the Recreation Center Fund each pay half of the phone costs at the Recreation Center. Due to economies of scale negotiated by IT for phone and cell services, communication costs are down significantly.

01-09-5-502 Professional Services **\$ 6,000**

FY13/14 Actual:	\$ 6,517	FY14/15 Actual:	\$ 7,803
FY15/16 Budget:	\$ 4,800	FY15/16 Projected:	\$ 5,800
Budget to Proposed	25.0% △	Projected to Proposed	3.4% △

This line item reflects the cost of the finish line services for the Challenge Road Races and the triathlon, DJ services for various special events, the *Independent's* commission for selling ads for the City Scene as well as attorney's and engineering services as needed.

01-09-5-512 Instructor Contracts **\$ 49,000**

FY13/14 Actual:	\$ 43,686	FY14/15 Actual:	\$ 53,141
FY15/16 Budget:	\$ 48,000	FY15/16 Projected:	\$ 48,000
Budget to Proposed	2.1% △	Projected to Proposed	2.1% △

Instructors for the Department's various programs such as karate/tae kwon do,

arts and drawing, gymnastics, dancing, bowling, golf, some off-season swim programs, athletics, and music are paid out of this line item. Aerobics instructors for Rec Center members and personal trainers are paid out of the Rec Center budget. **All costs associated with contract personnel are recovered through program fees.**

01-09-5-513 Athletic Officials \$ 15,000

FY13/14 Actual:	\$ 19,224	FY14/15 Actual:	\$ 15,866
FY15/16 Budget:	\$ 19,000	FY15/16 Projected:	\$ 14,500
Budget to Proposed	-21.1% ▽	Projected to Proposed	3.4% △

These services relate to scorekeepers, umpires and referees or other sports officials for softball, basketball, volleyball, etc. for which we contract “out-of-house” specifically for that sport-related expertise. Athletic officials are paid as independent contractors. **All costs associated with contractual officials are recovered through league or tournament entry fees.**

01-09-5-536 Recreation Supplement to Newsletter (60%) \$ 11,000

FY13/14 Actual:	\$ 4,057	FY14/15 Actual:	\$ 11,661
FY15/16 Budget:	\$ 9,000	FY15/16 Projected:	\$ 10,800
Budget to Proposed	22.2% △	Projected to Proposed	1.9% △

This line item covers 60% of the cost of the three seasonal City Scene brochures which include information on City services, contacts, maps and ongoing projects plus information for the Rec Department, Woodstock Water Works, Recreation Center, NISRA, and the Opera House. The Recreation Department coordinates the City Scene with submittals by the various City departments and community organizations. The publication is direct mailed to over 15,000 households in the 60098 zip code and the west side of Wonder Lake (D200 boundaries). The General Government Budget pays for 40% of the cost of publication and distribution of the City Scene, and WWW, NISRA, and the Rec Center also contribute to the cost. It costs about 85 cents per household for the Summer and Spring/Winter editions and about 65 cents per household for the Fall edition for each booklet to be designed, printed, and mailed.

01-09-5-537 Printing Services/Advertising \$ 2,500

FY13/14 Actual:	\$ 2,373	FY14/15 Actual:	\$ 1,469
FY15/16 Budget:	\$ 3,000	FY15/16 Projected:	\$ 2,500
Budget to Proposed	-16.7% ▽	Projected to Proposed	0.0%

This line item accounts for the costs associated with marketing or publicizing programs. Office forms such as field usage applications, pavilion applications, building usage, accident reports, registration forms, etc. are included in this line item.

01-09-5-544 Building Rental **\$ 4,500**

FY13/14 Actual:	\$ 4,684	FY14/15 Actual:	\$ 4,444
FY15/16 Budget:	\$ 4,500	FY15/16 Projected:	\$ 4,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

For Recreation programs held “out-of-house” and not in City-owned facilities, building rental costs are factored into the operating budget and program fees. Also included in this line item is the rental of portable toilet units for special events and the Playground Program. **All costs associated with Building Rental are recovered through program fees.**

01-09-5-552 Service to Maintain Equipment **\$ 2,900**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 22
FY15/16 Budget:	\$ 2,900	FY15/16 Projected:	\$ 2,600
Budget to Proposed	0.0%	Projected to Proposed	11.5% △

A copier service contract is included in this amount, plus expenses related to computer maintenance.

01-09-5-553 Service to Maintain Vehicles **\$ 1,000**

FY13/14 Actual:	\$ 120	FY14/15 Actual:	\$ 416
FY15/16 Budget:	\$ 500	FY15/16 Projected:	\$ 500
Budget to Proposed	100.0% △	Projected to Proposed	100.0% △

The Public Works Department performs routine maintenance on the Recreation car and mini-bus. The amount in this line item reflects the possibility that a repair may be needed that is beyond the scope available at Public Works.

01-09-6-601 Postage **\$ 2,300**

FY13/14 Actual:	\$ 5,576	FY14/15 Actual:	\$ 1,612
FY15/16 Budget:	\$ 5,000	FY15/16 Projected:	\$ 1,800
Budget to Proposed	-54.0% ▽	Projected to Proposed	27.8% △

This line item includes the cost of direct mailing the City Scene to over 15,000 area residents. The Rec Center and the Aquatic Center also share in the mailing costs. As with the printing costs, the Recreation Department pays 60% of the mailing cost and the General Government Department Budget pays the remaining 40%. The Recreation Department is also charged for general usage of the postage meter at City Hall.

01-09-6-602 Gasoline & Oil **\$ 700**

FY13/14 Actual:	\$ 1,039	FY14/15 Actual:	\$ 1,143
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 100
Budget to Proposed	-30.0% ▽	Projected to Proposed	600.0% △

This amount reflects the cost of gas and oil for the Recreation Department automobile and the mini-bus. Also included is reimbursement for staff use of their personal vehicle when monitoring/administering Recreation programs or events.

01-09-6-606 Office Supplies	\$ 4,500
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FY13/14 Actual:	\$ 6,015	FY14/15 Actual:	\$ 8,103
FY15/16 Budget:	\$ 4,500	FY15/16 Projected:	\$ 4,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

A pro-rata amount of office supplies is assigned to the Recreation Department by the Finance Department for general supplies. Supplies specific to the Department include such items as laser printer cartridges, colored paper for fliers, continuous feed computer labels, name badges for programs, message and receipt pads, computer disks, etc.

01-09-6-611 Recreation Equipment	\$ 2,000
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FY13/14 Actual:	\$ 763	FY14/15 Actual:	\$ 1,179
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 2,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Equipment purchased in this line item is typically used for more than one season and is generally more expensive than items charged to "Program Supplies." Examples include baseball helmets, portable scoreboards, portable basketball goals, etc. **All equipment costs are covered by program fees.**

01-09-6-612 Program Supplies	\$ 45,000
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FY13/14 Actual:	\$ 45,613	FY14/15 Actual:	\$ 41,451
FY15/16 Budget:	\$ 45,000	FY15/16 Projected:	\$ 45,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item includes supplies used for recreation programs including T-shirts, awards, baseballs, softballs, tennis balls, sporting event and entertainment admission tickets, art, workbooks, special event supplies, first aid products, Woodstock Challenge supplies, etc. **All program supply costs, except for free events such as the Halloween Costume Contest and the subsidized Playground Program, are recovered through program fees.**

01-09-6-621 Equipment Maintenance	\$ 0
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FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 1,136
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item reflects the cost of parts necessary to maintain recreation and office equipment.

01-09-6-622 Materials to Maintain Vehicles **\$ 500**

FY13/14 Actual:	\$ 793	FY14/15 Actual:	\$ 472
FY15/16 Budget:	\$ 500	FY15/16 Projected:	\$ 500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item reflects the cost of parts necessary to maintain the Rec automobile and mini-bus.

01-09-7-720 Equipment **\$ 0**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

No capital equipment expenditures are proposed for FY16/17.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Community Events

Community Events

The City of Woodstock has a longstanding tradition of supporting local community organizations and special events through the use of City staff and equipment. The Community Events Budget provides funds for entertainment-related, artistic and cultural opportunities, which benefit both Woodstock residents and visitors to the City. These events bring tourism to the City, help build neighborly relationships within the community, and showcase the community while at the same time providing a boost to the local economy.



Although the planning and coordination of these events is initiated through the Office of the City Manager, the achievements are a result of the teamwork and collective support provided by staff from several City Departments. It is noted that the Community Events Budget provides for overtime costs for City employees to assist with approved community events and also includes the cost for any materials, contracted services, and rental equipment required for the community events. These costs represent only a fraction of the support provided on behalf of these events. Costs for City employees who assist with these events during normal work hours, the value of any City-owned equipment used during the events, and overtime costs and material costs associated with City of Woodstock-sponsored community events (with the exception of Summer in the Park) are NOT reflected within this budget.

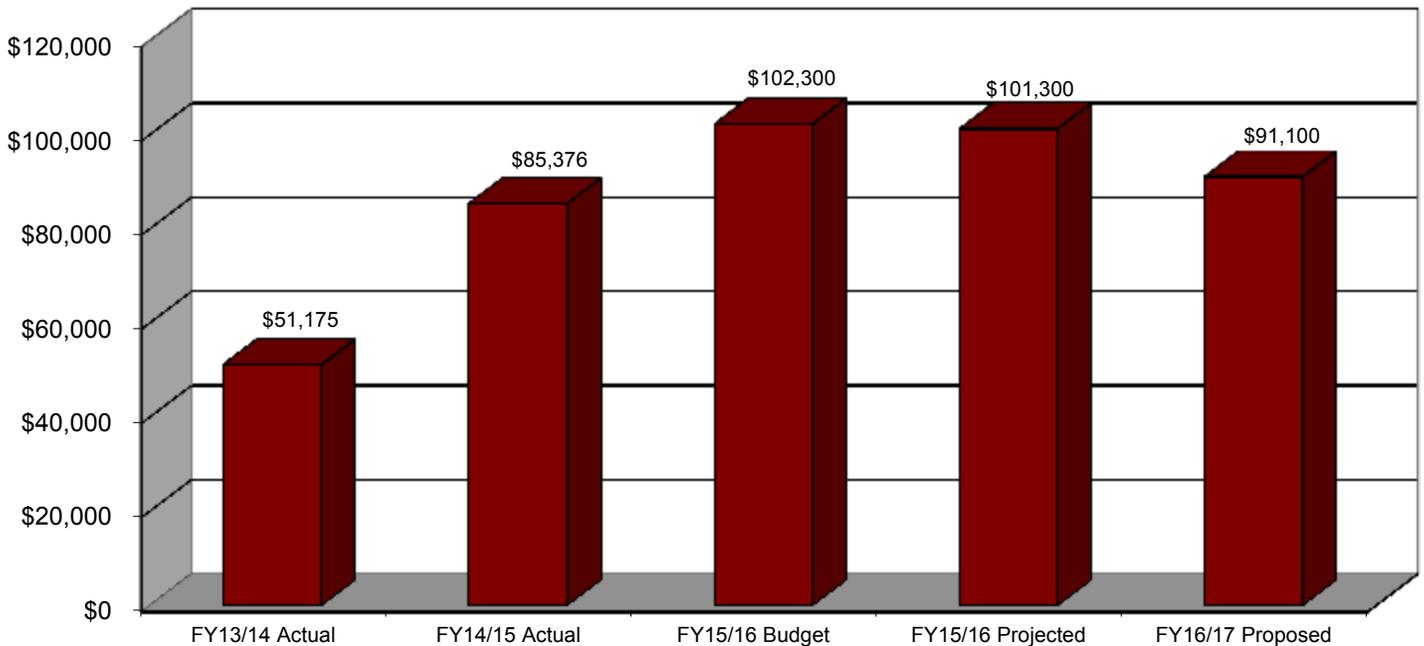
FY15/16 Accomplishments

- Even in light of very challenging weather, City Staff organized and implemented an expanded multi-day community event titled “Summer in the Park,” which included concerts, music, games, activities, food, and entertainment for all ages and was designed to bring the community together for a festive celebration.
- The City provided both financial and human resources to more than 80 community events during FY15/16.
- The City is reimbursed for the cost of portable toilets and hand wash stations used during community events and dumpsters are provided free of charge (as per our existing franchise agreement) when requested. For those events that request it, one hour of the cost for electrician’s services to professionally connect electricity and/or troubleshoot electrical problems is paid by the City.
- Once again, the City funded the cost of the Christmas lights for the Park in the Square, City Hall, and the McHenry Avenue triangle.
- Sponsored the Victorian Christmas carriage rides offered in the downtown during the holiday season. Modified the hours to be more conducive to support local retailers.
- The City, once again, installed and maintained all banners and light pole decorations in the Park in the Square and surrounding area.
- City employees from the City Manager’s Office, Recreation Department, and Opera House planned and held weekly Senior Citizen events at Stage Left Café.
- The City successfully provided Movies in the Park during the summer months.
- City Staff provided expertise to new event organizers to help ensure the success of their events.
- Organized and implemented the Lighting of the Square, the Christmas Parade, and Cookies and Milk with Santa for the enjoyment of all Woodstock residents.

FY16/17 Goals and Objectives

- Continue to coordinate the community celebration titled “Summer in the Park” over a five (5) day period during the month of July, recruiting additional volunteers, participants, and sponsors.
- Continue to assist organizers to provide a variety of interesting and diverse options for activities and events for the Woodstock community.
- Listen and respond to the concerns and/or requests of the downtown business community and convey or discuss these concerns with event organizers.
- Continue to fund the cost of Christmas light strings and their installation for the Park in the Square, City Hall evergreen, the Springhouse and Bandstand in the Park in the Square, the McHenry triangle, and Sesquicentennial Park.
- Continue planning and providing staff support to the Senior Events held weekly at the Stage Left Café.
- Continue to arrange for the order and placement of dumpsters, toters, and portable toilets for community events.
- Provide courteous and professional expertise to the organizers of all community events during their planning stages and through the coordination meetings with City staff while carefully evaluating the requests for City services or funding to help ensure efficient use of taxpayer resources.

BUDGET COMPARISON



General Corporate Fund - Community Events Department

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
PERSONAL SERVICES						
01-11-3-403	Overtime for Police Services	\$ 7,268	\$ 10,551	\$ 12,300	\$ 7,200	\$ 10,000
01-11-3-406	Overtime for Public Works Services	1,424	1,241	1,500	800	1,500
	TOTAL PERSONAL SERVICES	\$ 8,692	\$ 11,792	\$ 13,800	\$ 8,000	\$ 11,500
COMMODITIES						
01-11-6-600	Fair Diddley	\$ 440	\$ 440	\$ 500	\$ 500	\$ 500
01-11-6-602	4th of July	1,371	570	800	800	800
01-11-6-605	YSB Car Show	330	173	200	200	200
01-11-6-607	Harvest Fest	150	-	-	-	-
01-11-6-608	Christmas Lighting	20,457	30,265	37,000	27,900	30,000
01-11-6-611	Movies in the Park	1,242	1,148	1,200	1,500	1,500
01-11-6-615	Other Community Events	7,592	1,962	1,500	7,400	1,800
01-11-6-617	Sister City Program	175	175	10,000	12,500	2,500
01-11-6-618	Gavers Barn Dance	301	-	300	600	300
01-11-6-620	Seniors @ Stage Left	1,580	2,146	2,000	2,000	2,000
01-11-6-621	Summer in the Park Community Event	8,845	36,705	35,000	39,900	40,000
	TOTAL COMMODITIES	\$ 42,483	\$ 73,584	\$ 88,500	\$ 93,300	\$ 79,600
	TOTAL COMMUNITY EVENTS	\$ 51,175	\$ 85,376	\$ 102,300	\$ 101,300	\$ 91,100

Community Events Line Item Descriptions

01-11-3-403 Overtime for Police Services \$ 10,000

FY13/14 Actual:	\$ 7,268	FY14/15 Actual:	\$ 10,551
FY15/16 Budget:	\$ 12,300	FY15/16 Projected:	\$ 7,200
Budget to Proposed	-18.7% ▽	Projected to Proposed	38.9% △

This line item pays overtime costs incurred by the Police Department to provide the necessary services for approved Community Events, with the exception of Summer in the Park. Costs for that event are charged to the event line item. In addition, overtime costs for other City-sponsored events are paid directly by the Police Department and are not charged to this line item. Efforts to reduce costs will remain a priority in FY16/17, without a reduction in adequate support.

01-11-3-406 Overtime for Public Works Services \$ 1,500

FY13/14 Actual:	\$ 1,424	FY14/15 Actual:	\$ 1,241
FY15/16 Budget:	\$ 1,500	FY15/16 Projected:	\$ 800
Budget to Proposed	0.0%	Projected to Proposed	87.5% △

This line item is used to pay any overtime costs incurred by Public Works employees to provide necessary services outside of their regular work hours for approved community events, with the exception of Summer in the Park. Costs for that event are charged to the event line item. In addition, overtime costs for other City-sponsored events are paid directly by the Department sponsoring the event and are not charged

to this line item. Efforts to reduce costs will continue during FY16/17 and services will be provided by Public Works employees during normal work hours, when possible. In addition, the City Administration will continue to work with each event organizer to minimize the need for overtime hours by employees.

01-11-6-600 Fair Diddley® Craft Show				\$ 500
FY13/14 Actual:	\$ 440	FY14/15 Actual:	\$ 440	
FY15/16 Budget:	\$ 500	FY15/16 Projected:	\$ 500	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

Most services have been modified so that they may be performed during regular work hours reducing overtime expenses. Funds are requested in FY16/17 to provide an electrician prior to the start of this event to provide proper connections.

01-11-6-602 Fourth of July				\$ 800
FY13/14 Actual:	\$ 1,371	FY14/15 Actual:	\$ 570	
FY15/16 Budget:	\$ 800	FY15/16 Projected:	\$ 800	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

While this event is planned and sponsored by a local volunteer organization which solicits donations for the purchase of the fireworks, the City provides staff hours by the Police and Public Works Department to prepare and clean-up the park and for Police surveillance, traffic control, and security for the large crowds which attend this popular event. Overtime costs are included previously within this budget, while labor costs for work completed during normal work hours are paid for by the PD and DPW. Funds requested in this line item are for the rental of portable toilets, as well as for materials and supplies used to limit access and parking in Emricson Park.

01-11-6-605 Car Show				\$ 200
FY13/14 Actual:	\$ 330	FY14/15 Actual:	\$ 173	
FY15/16 Budget:	\$ 200	FY15/16 Projected:	\$ 200	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

Sponsored and organized by a group of classic car enthusiasts, the Woodstock on the Square Car Show is held each August on the Woodstock Square to serve as a “classic” summertime event and also to raise funds for various not-for-profits. Funds are requested for FY16/17 to pay the cost of an electrician to prepare the City’s electrical service and to purchase temporary signage to facilitate closure of the Square.

01-11-6-607 Harvest Fest				\$ 0
FY13/14 Actual:	\$ 150	FY14/15 Actual:	\$ 0	
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0	
Budget to Proposed	N/A	Projected to Proposed	N/A	

This event celebrates Woodstock’s rural heritage featuring vintage farm equipment displays, Farmers’ Market, craft shows, and exhibits by tradespeople performing traditional skills such as broom-making and blacksmithing. The highlight of the event is the Old Fashioned Fiddlers’ Contest. While the City provides assistance, no funds are requested for this event.

01-11-6-608 Christmas Lighting **\$ 30,000**

FY13/14 Actual:	\$ 20,457	FY14/15 Actual:	\$ 30,265
FY15/16 Budget:	\$ 37,000	FY15/16 Projected:	\$ 27,900
Budget to Proposed	-18.9% ▽	Projected to Proposed	7.5% △

This budget provides funds for the community's annual Christmas lighting and decorations in the Park in the Square, the McHenry Avenue triangle, and the City Hall evergreen, as well as decorative lighting on the Bandstand and Spring House, lit snowflake decorations and holiday banners on the streetlight poles, and holiday greenery in the sidewalk planters and around the streetlight poles. The result is a beautiful display that generates significant pride for the City and the community.

01-11-6-611 Movies in the Park **\$ 1,500**

FY13/14 Actual:	\$ 1,242	FY14/15 Actual:	\$ 1,148
FY15/16 Budget:	\$ 1,200	FY15/16 Projected:	\$ 1,500
Budget to Proposed	25.0% △	Projected to Proposed	0.0%

Expenses associated with the showing of two movies per year, in June and August, are charged to this account. Beginning in FY14/15, costs associated with the July movie are charged to the Summer in the Park line item as part of that event. While it was anticipated that this would reduce the amount budgeted by one-third, the rental costs charged by the licensing agent increased resulting in an overage. Additional costs charged to this account include those for pre-movie entertainment and advertising for these two movie events.

01-11-6-615 Other Community Events **\$ 1,800**

FY13/14 Actual:	\$ 7,592	FY14/15 Actual:	\$ 1,962
FY15/16 Budget:	\$ 1,500	FY15/16 Projected:	\$ 7,400
Budget to Proposed	20.0% △	Projected to Proposed	-75.7% ▽

Each year, the City receives requests to hold new events that may require assistance from staff and costs that cannot be identified during budget preparation. In addition, there are a few events which do not have their own account number. Funds are allocated in this line item to accommodate these new events and any unidentified expenses from those existing events. In addition, the licensing fees charged by BMI and ASCAP for any licensed music that is used at any of the City's public events are paid out of this line item. Funds expended for video production originally budgeted for in this line item in FY14/15 have been moved to the newly-created line item 01-01-5-558 as part of the City's marketing efforts as directed by City Council. In FY15/16 the cost to provide carriage rides around the square for Victorian Christmas was unbudgeted and resulted in the overage.

01-11-6-617 Sister City Program \$ 2,500

FY13/14 Actual:	\$ 175	FY14/15 Actual:	\$ 175
FY15/16 Budget:	\$ 10,000	FY15/16 Projected:	\$12,500
Budget to Proposed	-75.0% ▽	Projected to Proposed	-80.0% ▽

Funds have again been requested in FY16/17 to support the City’s Sister City Program as determined by the Mayor and City Council. While many of the costs of hosting the visitors will be paid by donations received from the private sector, additional funds were requested in FY15/16 as a result of visits from two separate delegations representing both of Woodstock’s Sister Cities.

01-11-6-618 Gavers Barn Dance \$ 300

FY13/14 Actual:	\$ 301	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 300	FY15/16 Projected:	\$ 600
Budget to Proposed	0.0%	Projected to Proposed	-50.0% ▽

The vast majority of the expenses for this important community event are paid by the organizers. The City will continue to support this event through the continued use of Emricson Park, labor assistance for street closure and parking control, police services as appropriate, and assistance with coordination. A small amount is requested should the City need to purchase materials or supplies specifically for this event to identify parking, staging, and crowd control areas.

01-11-6-620 Seniors @ Stage Left \$ 2,000

FY13/14 Actual:	\$ 1,580	FY14/15 Actual:	\$ 2,146
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$2,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Started in 2010, this popular program provides Seniors in the community the opportunity to gather each Tuesday to socialize and enjoy different presentations highlighting people, places, or events in Woodstock. There is no cost to participants and funds in this line item are used to purchase refreshments and small prizes.

01-11-6-621 Summer in the Park Community Event \$ 40,000

FY13/14 Actual:	\$ 8,845	FY14/15 Actual:	\$ 36,705
FY15/16 Budget:	\$ 35,000	FY15/16 Projected:	\$ 39,900
Budget to Proposed	14.3% △	Projected to Proposed	0.3% △

In response to City Council’s expressed wish to create a signature community celebration, in July 2014 the City Administration joined with the Gavers Community Cancer Foundation to organize Summer in the Park. The success of this event resulted in the expansion of the celebration to five days in 2015. Sponsorships and in-kind contributions will once again be sought to offset the costs included in this line item which will include those for entertainment, Police and Public Works overtime, advertising and marketing, and supplies and equipment, among other things.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

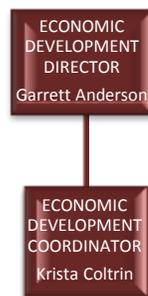
Economic Development

Economic Development Department

The new Economic Development Department has been created out of the restructuring of the Community & Economic Development Department. This department oversees all aspects of economic development for the City including commercial and industrial business retention and expansion services, retail recruitment and business advocacy. Department staff serves as liaison to the Economic Development Commission and facilitates the Business Owners Committee and quarterly Manufacturers' Roundtables. Economic Development serves as the City's representative to the Woodstock Chamber of Commerce and Visit McHenry County CVB. Staff is also responsible for coordinating tenant relations with lease holders in City-owned buildings (Old Courthouse/Sheriff's House, Train Depot, and City Hall).



ECONOMIC DEVELOPMENT DEPARTMENT – ORGANIZATIONAL CHART



ECONOMIC DEVELOPMENT DEPARTMENT – PERSONNEL SUMMARY						
POSITION/TITLE	12/13	13/14	14/15	15/16	16/17	+(-)
Economic Development Director ¹	1	1	1	1	1	0
Economic Development Coordinator	1	1	1	1	1	0
TOTAL FULL TIME	2	2	2	2	2	0

¹Economic Development Director position was formerly the Community & Economic Development Director position up through FY14/15.

FY15/16 Accomplishments

- Negotiated sales tax incentive agreement with Bull Valley Ford, enabling a \$2.2 million investment into a key business, and the creation of 19 direct new jobs.
- Extended our first two loans from the Revolving Loan Fund, enabling the expansion of Read Between the Lynes bookstore, and restructuring of the Chamber of Commerce.
- Facilitated the rebirth of the Chamber of Commerce through revolving loan funds, hosting a new Chamber office in City Hall, coordinating marketing assistance with Real Woodstock, and serving on the Chamber of Commerce Board.
- Hired new Economic Development Director and Economic Development Coordinator, to extend the capacity for business outreach.
- To date from September through the end of January, staff has made over 250 contacts with local businesses and prospective businesses.
- Coordinated Business Retention visits to primary employers including Charter Dura-Bar, Catalent, Phoenix Woodworking, Matrix IV, MAC Automation, and Guy's E Paper.
- Assisted with creation of the Enterprise Zone Board of Directors, with Councilman Saladin serving as Chair. Began the education process of making our local businesses aware of the benefits available through the Enterprise Zone.
- Coordinated and facilitated monthly Business Owners Meetings including coordination of the Ladies Night Out shopping event on the Square.
- Launched ChooseWoodstock.com, a new website for economic development efforts, hosted as a portion of the new website for the City. This site provides information about available properties, incentives and contact information for staff.

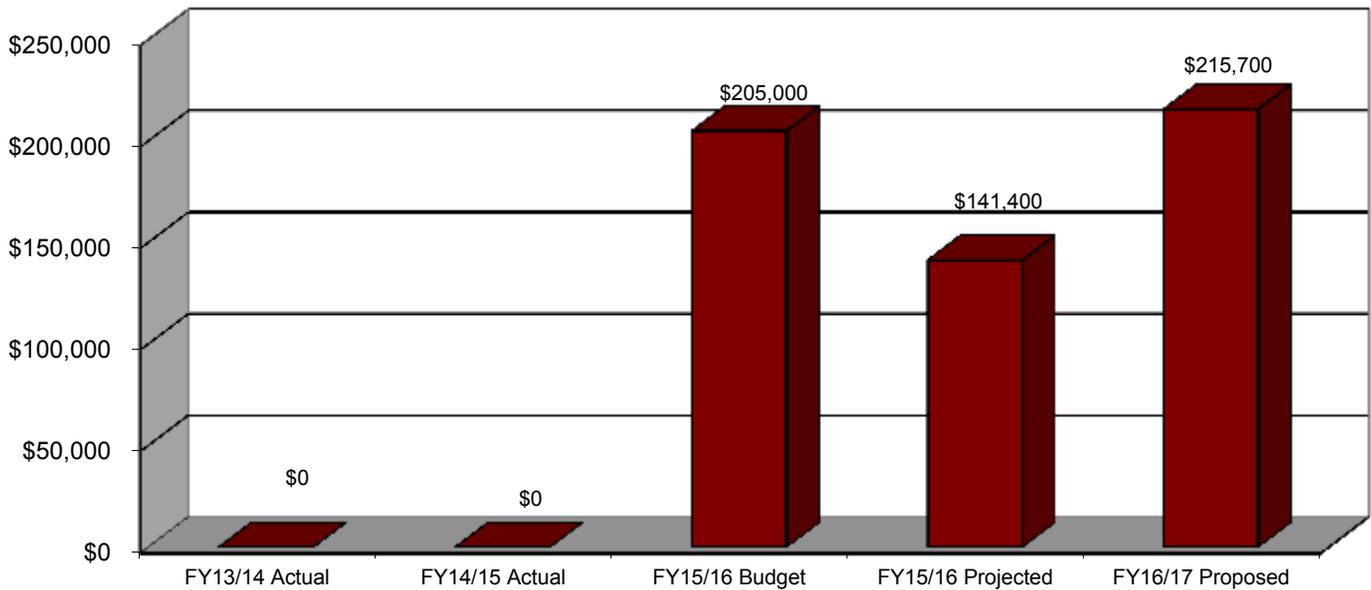
FY16/17 Goals and Objectives

- Work with Economic Development Commission to finalize Woodstock Economic Development Plan for review and approval by the City Council.
- Work with stakeholders to develop a strategic development vision and target analysis for downtown and other areas of the City, such as Route 47 and Highway 14.
- Facilitate the Business Owners Committee meetings and marketing initiatives, implement planning committees and increase participation of retail businesses throughout the City.
- Grow the Facebook following of both the City of Woodstock and Woodstock Square pages to over 2,000 followers each.
- Contribute to Community and County-wide tourism promotion through participation on Visit McHenry County CVB Board of Directors, and the management of the City's hotel/motel tax grant program.
- Perform regular industrial/manufacturing retention visits and establish positive communication between City representatives and primary employers, including quarterly industrial roundtables.
- Fully develop the value proposition for retail investment in Woodstock, and translate this to marketing materials with the help of Real Woodstock. Use this information at retail trade shows such as ICSC to attract additional retail development.
- Maintain listings of available properties on Location One site and with the McHenry County EDC.

Performance Measures:

Item	Goal	Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Estimated
Contacts with local and potential businesses	Assist with business expansion and retention through regular contacts	Monthly average of contacts (source: Contact Report)	n/a	n/a	78
Enterprise Zone	Use the Enterprise Zone to benefit new and expanding business in Woodstock	Number of active projects Enterprise Zone	n/a	n/a	3
City Incentives leveraged	Use public incentive programs to incent investment in Woodstock	Approved Incentives	\$ 275,000	\$ -	\$ 330,000
		Resulting Investment	\$ 4,800,000	\$ -	\$ 2,400,000
		Investment Ratio	6%	0%	14%
Median Household Income growth faster than the State average	Maximize household income growth in Woodstock	IL average MHI	\$ 56,797	\$ 57,166	\$ 58,241
		IL average MHI	-0.10%	0.65%	1.88%
		Woodstock MHI	\$ 56,446	\$ 57,583	\$ 58,735
		Woodstock MHI	-0.06%	2.01%	2.00%
		Growth above state avg.	0.04%	1.36%	0.12%
LocationOne and MCEDC Certified Sites websites	Maintain ease of locating Woodstock sites	Location One	n/a	98	130
		McHenry County EDC	1	1	5

BUDGET COMPARISON



General Corporate Fund - Economic Development Department

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
SALARIES						
01-12-3-401	Director	\$ -	\$ -	\$ 88,500	\$ 84,800	\$ 112,800
01-12-3-405	Economic Development Coordinator	-	-	55,000	29,400	63,100
	TOTAL SALARIES	\$ -	\$ -	\$ 143,500	\$ 114,200	\$ 175,900
PERSONAL SERVICES						
01-12-4-451	Sick Leave Conversion	\$ -	\$ -	\$ -	\$ -	\$ -
01-12-4-452	Travel & Training	-	-	5,000	6,000	10,000
01-12-4-454	Dues/Subscriptions/Books	-	-	3,000	2,500	2,600
	TOTAL PERSONAL SERVICES	\$ -	\$ -	\$ 8,000	\$ 8,500	\$ 12,600
CONTRACTUAL SERVICES						
01-12-5-501	Communications	\$ -	\$ -	\$ 500	\$ 700	\$ 900
01-12-5-502	Legal Expenses	-	-	3,000	10,000	7,500
01-12-5-515	Strategic Plan/Marketing Services	-	-	32,500	1,000	10,000
01-12-5-536	Expansion/Retention Services	-	-	10,000	3,500	5,000
01-12-5-537	Printing Services	-	-	3,000	2,300	3,000
01-12-5-552	Service to Maintain Equipment	-	-	1,000	-	100
	TOTAL CONTRACTUAL SERVICES	\$ -	\$ -	\$ 50,000	\$ 17,500	\$ 26,500
COMMODITIES						
01-12-6-601	Postage	\$ -	\$ -	\$ 500	\$ -	\$ 200
01-12-6-606	Supplies	-	-	1,000	200	500
	TOTAL COMMODITIES	\$ -	\$ -	\$ 1,500	\$ 200	\$ 700
CAPITAL OUTLAY						
01-12-7-720	Equipment	\$ -	\$ -	\$ 2,000	\$ 1,000	\$ -
	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ 2,000	\$ 1,000	\$ -
	TOTAL ECONOMIC DEVELOPMENT	\$ -	\$ -	\$ 205,000	\$ 141,400	\$ 215,700

Economic Development Department Line Item Descriptions

01-12-3-401 Director				\$ 112,800
FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0	
FY15/16 Budget:	\$ 88,500	FY15/16 Projected:	\$ 84,800	
Budget to Proposed	27.5% Δ	Projected to Proposed	33.0% Δ	

This line item is for the salary of the Economic Development Director. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program.

01-12-3-405 Economic Development Coordinator \$ 63,100

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 55,000	FY15/16 Projected:	\$ 29,400
Budget to Proposed	14.7% Δ	Projected to Proposed	114.6% Δ

This budget item is for the salary of the Economic Development Coordinator.

01-12-4-451 Sick Leave Conversion \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

No employees within the Economic Development Department’s budget are eligible for sick leave conversion benefits, which provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%, but applied to employee health insurance contributions.

01-12-4-452 Travel & Training \$ 10,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 5,000	FY15/16 Projected:	\$ 6,000
Budget to Proposed	100.0% Δ	Projected to Proposed	66.7% Δ

This budget item allows for the continued professional development of Departmental personnel including attendance at IEDC training and educational courses. Both staff positions are currently working through the IEDC certification process to become CECD credentialed professionals, and both are in year 3 of the 4-year cycle of training.

01-12-4-454 Dues/Subscriptions/Books \$ 2,600

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 3,000	FY15/16 Projected:	\$ 2,500
Budget to Proposed	-13.3% ∇	Projected to Proposed	4.0% Δ

This line item covers memberships in industry trade groups including ICSC, IEDC and participation in regional ED organizations including Illinois EDC and McHenry County EDC. The Department Director also participates in the local Rotary Club.

01-12-5-501 Communications \$ 900

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 500	FY15/16 Projected:	\$ 700
Budget to Proposed	80.0% Δ	Projected to Proposed	28.6% Δ

This line item covers the Department’s cost for telephone charges and communications equipment.

01-12-5-502 Legal Expenses \$ 7,500

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 3,000	FY15/16 Projected:	\$ 10,000
Budget to Proposed	150.0% △	Projected to Proposed	-25.0% ▽

This budget item covers the cost of legal services provided by the City Attorney for review of incentive agreements, leases, Enterprise Zone incentives, ordinance preparation and legal research, as needed.

01-12-5-515 Strategic Plan/Marketing Services \$ 10,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 32,500	FY15/16 Projected:	\$ 1,000
Budget to Proposed	-69.2% ▽	Projected to Proposed	900.0% △

This line item covers expenses associated with business retention and attraction efforts including attendance at ICSC and other regional marketplaces, development of sales materials, and marketing support of City/Chamber of Commerce committees such as the Industry Roundtable.

01-12-5-536 Expansion & Retention Services \$ 5,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 10,000	FY15/16 Projected:	\$ 3,500
Budget to Proposed	-50.0% ▽	Projected to Proposed	42.9% △

This line item is for the coordination and development of incentives and assistance programs to increase new development and sales tax generation. This will include purchase of CRM software and some cooperative marketing of key local sites with realtors representing the site.

01-12-5-537 Printing Services \$ 3,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 3,000	FY15/16 Projected:	\$ 2,300
Budget to Proposed	0.0%	Projected to Proposed	30.4% △

Printing of economic development promotional materials will be included in this line item in addition to the downtown Visitor's Guides and kiosk directories.

01-12-5-552 Service to Maintain Equipment \$ 100

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 0
Budget to Proposed	-90.0% ▽	Projected to Proposed	N/A

This item covers prorated expenses for the maintenance and repair of office equipment used by Department staff.

01-12-6-601 Postage **\$ 200**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 500	FY15/16 Projected:	\$ 0
Budget to Proposed	-60.0% ▽	Projected to Proposed	N/A

This budget item is used for postage expense related to the City's economic development efforts.

01-12-6-606 Supplies **\$ 500**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 200
Budget to Proposed	-50.0% ▽	Projected to Proposed	150.0% △

Expenses covered in this line item include general office and computer supplies. The recent office relocation for the Department and addition of the coordinator position necessitate added costs in this budget line.

01-12-7-720 Equipment **\$ 0**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0	N/A
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 1,000	
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽	

No new equipment purchases are anticipated in the 2016/2017 budget year.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Audit

Municipal Audit Fund

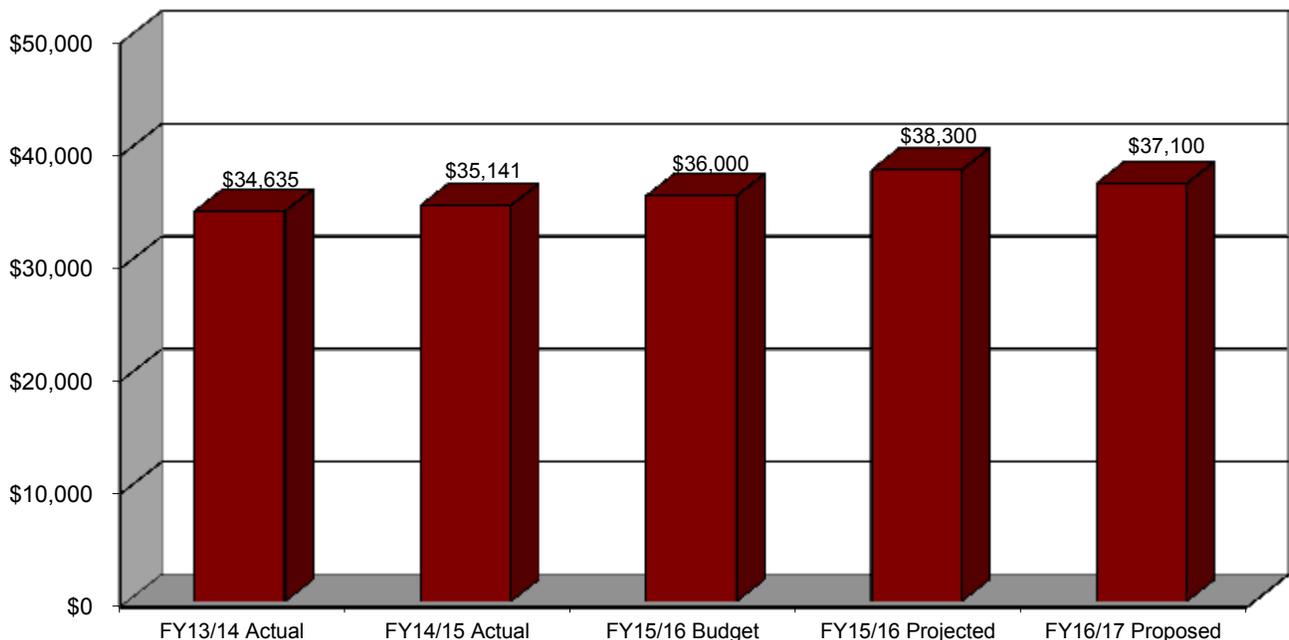
In accordance with Illinois law (65 ILCS 5/8-8-3), an annual audit of the funds and accounts of the City is required to be completed by a Certified Public Accountant. Annually, the City receives an unmodified audit opinion on its financial statements. The audit is required to be submitted within 6 months after the close of the fiscal year. The City levies a property tax for the payment of related audit fees in accordance with State law.



Objective:

- To ensure proper funding is available so that an annual audit is completed by a qualified independent professional. This audit is completed using a systematic and independent examination of City of Woodstock data and records to establish a reasonable assurance that the Comprehensive Annual Financial Report (CAFR) presented by the City to the public is free from material misstatement.
- To continue to receive the Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officers Association.

BUDGET COMPARISON



Audit Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ 20,700	\$ 20,500
REVENUES						
Taxes						
02-00-1-311	Property Taxes	\$ 33,906	\$ 35,537	\$ 38,000	\$ 37,900	\$ 37,000
	TOTAL TAXES	\$ 33,906	\$ 35,537	\$ 38,000	\$ 37,900	\$ 37,000
INTEREST						
02-00-5-381	Interest Income	\$ 154	\$ 6	\$ 100	\$ 200	\$ 200
	TOTAL INTEREST	\$ 154	\$ 6	\$ 100	\$ 200	\$ 200
TOTAL REVENUES		\$ 34,060	\$ 35,543	\$ 38,100	\$ 38,100	\$ 37,200
EXPENSES						
CONTRACTUAL SERVICES						
02-00-5-507	Municipal Audit	\$ 29,565	\$ 29,499	\$ 30,000	\$ 32,300	\$ 31,000
02-00-5-510	Popular Annual Finance Report (PAFR)	5,070	5,642	6,000	6,000	6,100
	TOTAL CONTRACTUAL SERVICES	\$ 34,635	\$ 35,141	\$ 36,000	\$ 38,300	\$ 37,100
TOTAL AUDIT FUND EXPENSES		\$ 34,635	\$ 35,141	\$ 36,000	\$ 38,300	\$ 37,100
NET INCREASE (DECREASE)		\$ (575)	\$ 402	\$ 2,100	\$ (200)	\$ 100
Ending Fund Balance					\$ 20,500	\$ 20,600

Municipal Audit Fund Line Item Descriptions

02-00-1-311 Property Taxes		\$ 37,000	
FY13/14 Actual:	\$ 33,906	FY14/15 Actual:	\$ 35,537
FY15/16 Budget:	\$ 38,000	FY15/16 Projected:	\$ 37,900
Budget to Proposed	-2.6% ▽	Projected to Proposed	-2.4% ▽

The City levies a specific property tax to pay for the City’s annual audit.

02-00-5-381 Interest Income		\$ 200	
FY13/14 Actual:	\$ 154	FY14/15 Actual:	\$ 6
FY15/16 Budget:	\$ 100	FY15/16 Projected:	\$ 200
Budget to Proposed	100.0% △	Projected to Proposed	0.0%

Interest received from invested Municipal Audit Fund’s cash is recorded in this line item.

02-00-507 Municipal Audit**\$ 31,000**

FY13/14 Actual:	\$ 29,565	FY14/15 Actual:	\$ 29,499
FY15/16 Budget:	\$ 30,000	FY15/16 Projected:	\$ 32,300
Budget to Proposed	3.3% Δ	Projected to Proposed	-4.0% ∇

The City is required to conduct an annual audit each year. In December 2015, the City extended its current agreement with Sikich LLP for four (4) additional years, with the option of two (2) additional one-year terms at the City's discretion. The overage in FY15/16 was a result of the need to hire an actuary to calculate the City's OPEB liability.

02-00-5-510 Popular Annual Financial Report (PAFR)**\$ 6,100**

FY13/14 Actual:	\$ 5,070	FY14/15 Actual:	\$ 5,642
FY15/16 Budget:	\$ 6,000	FY15/16 Projected:	\$ 6,000
Budget to Proposed	1.7% Δ	Projected to Proposed	1.7% Δ

A Popular Annual Financial Report (PAFR) is completed each year to help residents understand the City's finances. This report is distributed to the public through a newspaper insert and is posted on the City's website. In FY13/14, the City began using audited figures instead of budget information to complete this report. Also, the City submitted the FY14/15 PAFR report to the Government Finance Officers Association for consideration to be included in their awards program.



THE CITY OF
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Illinois

Annual Budget
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Police

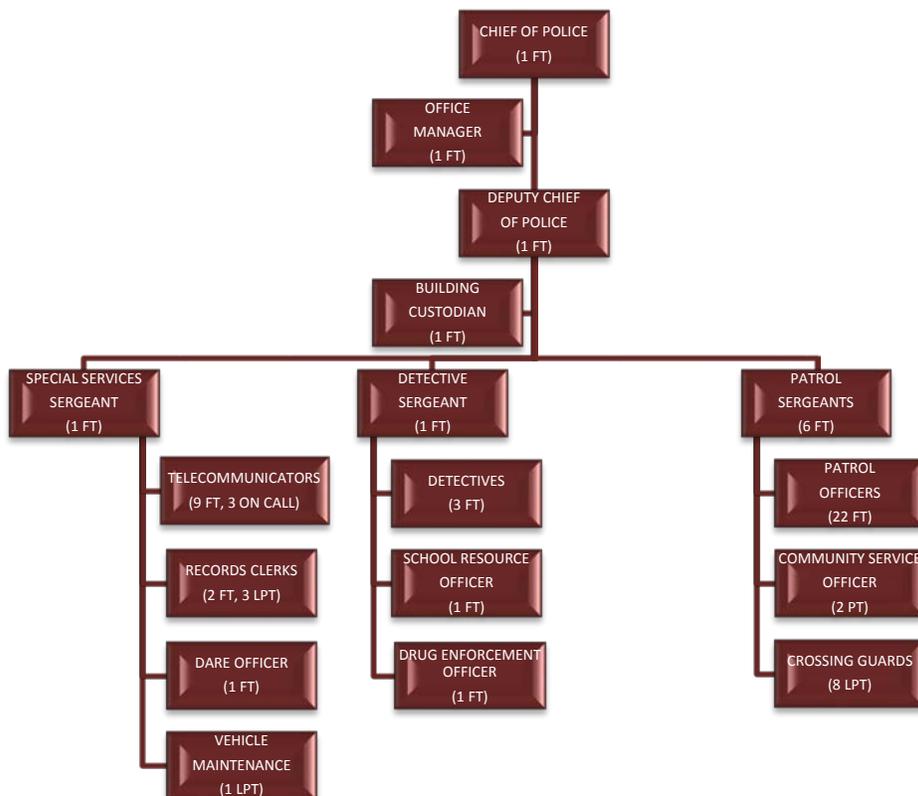
Police Department

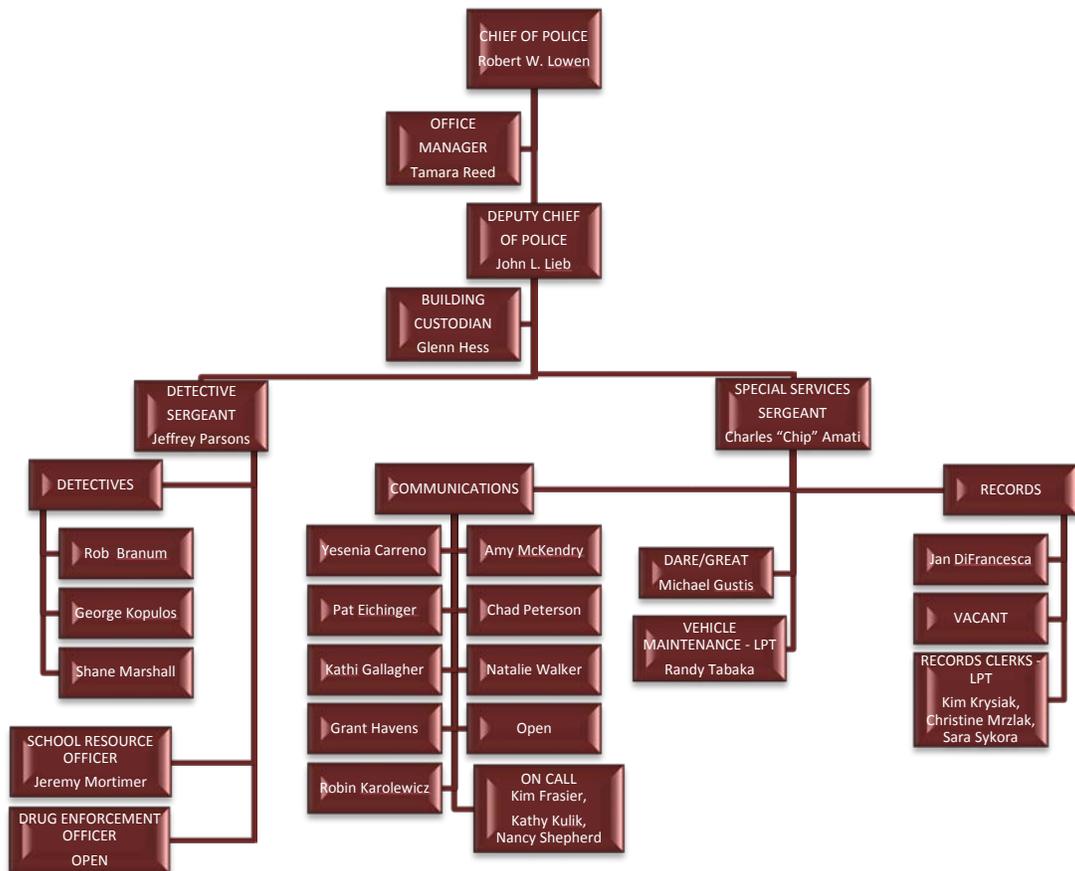
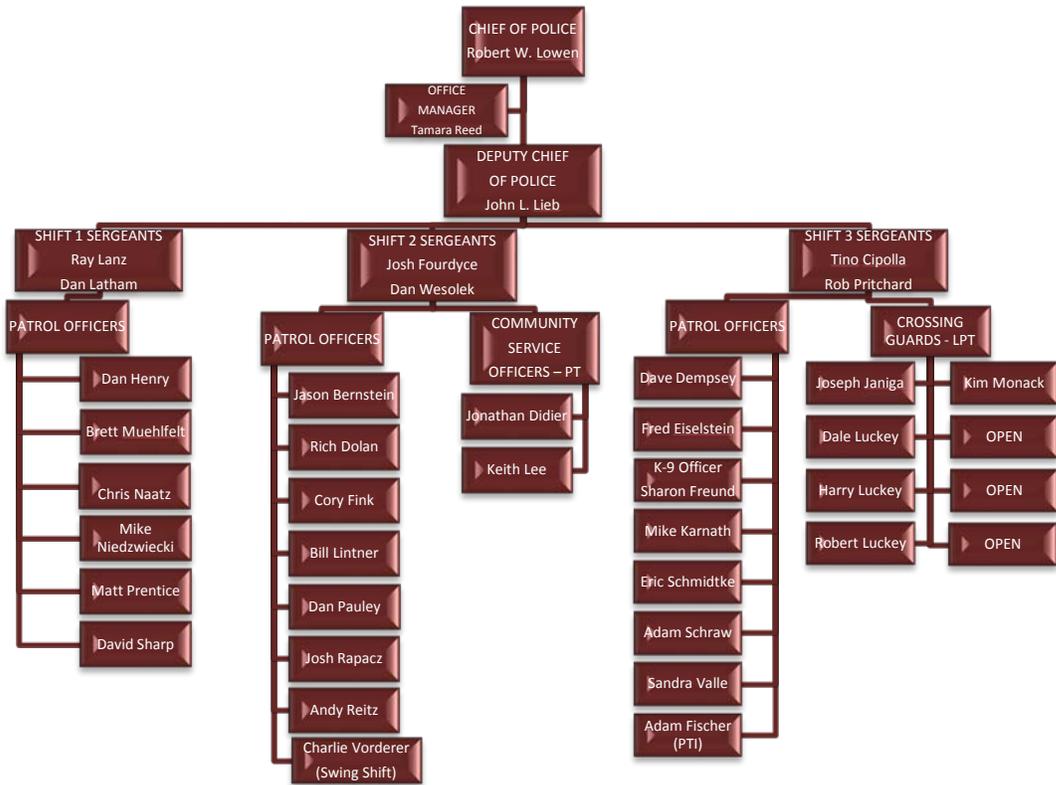
The Woodstock Police Department is responsible for the regulation of both criminal and non-criminal conduct through the most cost-effective means possible. The Police Department supports the prevention of crime, the investigation of reported crime, the apprehension of offenders, the prosecution of offenders and the recovery of stolen property. Our Mission Statement is: "Providing the Highest Quality of Police Services by working with our community and sharing our mutual responsibilities for safety, service and problem resolution." We accomplish this by three major tenets:



- By being a vibrant Police Department committed to and accountable for promoting safety and security.
- By insuring a safe environment secured through Community Policing and determined public and private partnerships.
- By having no tolerance for gangs and drug activity.

POLICE DEPARTMENT – ORGANIZATIONAL CHARTS (OVERALL, FIELD OPERATIONS/PATROL, SUPPORT SERVICES)





POLICE DEPARTMENT – PERSONNEL SUMMARY					
AUTHORIZED POSITION/TITLE	13/14	14/15	15/16	16/17	+(-)
Chief of Police	1	1	1	1	0
Deputy Chief	1	1	1	1	0
Administrative Office Manager	1	1	1	1	0
Patrol Sergeant	6	6	6	6	0
Detective Sergeant	1	1	1	1	0
Special Services Sergeant	1	1	1	1	0
Patrol Officers	22	22	22	23	1.0
Detectives	3	3	3	3	0
D.A.R.E. Officer	1	1	1	1	0
School Liaison Officer	1	1	1	1	0
Telecommunicators	9	9	9	9	0
Records Clerk	2	2	2	2	0
Records Clerks - LPT	0	0	0	1.5	1.5
Custodian	1	1	1	1	0
Community Service Officer-PT	0.5	1.0	1.0	1.0	0
Vehicle Maintenance - PT	0.5	0.5	0.5	0	(0.5)
Vehicle Maintenance - LPT	0	0	0	0.5	0.5
Crossing Guards – LPT	4	4	4	4	0
TOTAL FULL TIME	50	50	50	51	1.0
TOTAL PART TIME (FTE)	1	1.5	1.5	1	(0.5)
TOTAL LPT (FTE)	4	4	4	6	2.0
TOTAL SWORN	37	37	37	38	1.0

FY15/16 Accomplishments

- Conducted negotiations regarding State-mandated consolidation for dispatch
- Trained and assigned Officer to multi-jurisdictional SWAT
- Drug Tack Back Program and continuation of 24/7 Medication Drop Off
- Established Safe-Zone for internet transactions

- Hired three limited part-time Records Clerks, one Patrol Officer, one part-time Community Service Officer and one limited part-time Vehicle Maintenance Person
- Held two AARP Driver Safety Programs with a maximum number of 30 persons per class
- Completed reorganization of Police Evidence Room
- Acquired new Police Canine and trained new Canine Officer
- Held promotional exam for Police Sergeant
- Trained two personnel as Bicycle Patrol Officers
- Numerous community programs including; DARE and Gang Resistance and Education Training (GREAT), High School Resource Officer, Coffee with the Chief, Coffee with the Merchants, Liquor License Holders Meeting, Neighborhood Watch Program, Senior Citizen Call In Program, home and business security checks and relationship building with Permanent Beat Officers and business community

FY16/17 Goals and Objectives

- Complete State-Mandated Radio Dispatch Consolidation
- Transition to New Chief of Police following retirement
- Restructure Board of Fire and Police Commission based on attaining Home Rule
- Maintain highly-visible Square Patrol
- Participate in Illinois Chiefs of Police Traffic Safety Challenge
- Complete Police Recruit Exam to establish new Patrol Officer hiring list
- Reorganize records and reception area to accommodate dispatch consolidation
- Continuation of Police Explorer Program and College Intern Program
- Train and assign Officer to multi-jurisdictional drug task force

Performance Measures

Item	Goal	Description	2013 Actual	2014 Actual	2015 Actual
Crime Rate	Suppress crime and promote the safety of the Woodstock Community	Reduce Overall Total Index Crime Rate	343	394	371
Traffic Crashes	To ensure the motoring public of Woodstock feels safe	Reduce overall traffic crashes	765	763	726
Monitor Budget	To effectively manage police resources to meet the needs of the Woodstock Community	To complete FY16/17 within Budget	FY12/13 -\$5K	FY13/14 +\$86.5K	FY14/15 +\$53K
Youth Emphasis	Renewed emphasis on youth activities with Police Department	Number of youth programs	*	*	*
Neighborhood Emphasis	Place a continued and enhanced emphasis on neighborhoods as the primary building block of the City	Number of Community Programs	*	*	*
*Data not available					

Police Protection Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ 44,800	\$ 53,900
REVENUES						
Taxes						
03-00-1-311	Property Taxes-Police Operations	\$ 993,701	\$ 1,205,517	\$ 2,490,000	\$ 2,481,100	\$ 2,490,000
03-00-1-312	Property Taxes-Police Pension	882,337	930,616	950,000	946,600	1,153,600
TOTAL TAXES		\$ 1,876,038	\$ 2,136,133	\$ 3,440,000	\$ 3,427,700	\$ 3,643,600
FEES						
03-00-2-321	Police Fines	\$ 457,333	\$ 435,803	\$ 415,000	\$ 385,000	\$ 415,000
03-00-2-322	Adjudicated Fines	8,753	10,295	8,000	8,000	8,000
TOTAL FEES		\$ 466,086	\$ 446,098	\$ 423,000	\$ 393,000	\$ 423,000
INTERGOVERNMENTAL						
03-00-4-339	Fire/Ambulance District Contract	\$ 75,000	\$ 80,000	\$ 84,000	\$ 84,000	\$ 84,000
03-00-4-344	PTI Reimbursement	210	-	-	-	-
03-00-4-354	District 200 Reimbursement	48,000	54,600	56,000	56,000	58,900
03-00-4-448	Police Grant Revenue	13,523	35,256	20,000	19,500	25,000
TOTAL INTERGOVERNMENTAL		\$ 136,733	\$ 169,856	\$ 160,000	\$ 159,500	\$ 167,900
OTHER REVENUE						
03-00-5-360	DARE Contributions	\$ 4,228	\$ 525	\$ 2,000	\$ 2,400	\$ 2,000
03-00-5-370	Wireless Alarm Fees	52,848	51,156	54,000	56,700	56,000
03-00-5-380	Miscellaneous Income	13,081	12,293	11,000	17,000	11,000
03-00-5-382	Extra Police Duty Charges	5,866	7,165	7,200	7,200	7,200
03-00-5-383	Workers' Comp Recapture	-	22,579	-	600	-
03-00-5-393	Drug Forfeiture Revenue	18,535	3,317	2,500	3,200	3,000
03-00-5-394	Explorer Revenue	4,000	7,500	4,000	300	1,000
03-00-5-395	Emergency 911 Revenue	8,569	8,615	8,600	15,200	7,000
03-00-5-396	DUI Fines	-	15,479	12,000	13,000	13,000
TOTAL OTHER REVENUE		\$ 107,127	\$ 128,629	\$ 101,300	\$ 115,600	\$ 100,200
TOTAL REVENUES (BEFORE TRANSFERS)		\$ 2,585,984	\$ 2,880,716	\$ 4,124,300	\$ 4,095,800	\$ 4,334,700
TRANSFERS (TO)/FROM OTHER FUNDS						
03-00-9-392	Transfer from General Corporate Fund	\$ 3,525,641	\$ 3,413,278	\$ 2,170,300	\$ 2,209,800	\$ 2,295,100
03-00-9-393	Transfer from Wireless Alarm Fund	-	-	-	-	100,000
03-00-9-888	Transfer to Police Pension Fund	(882,336)	(930,616)	(950,000)	(946,600)	(1,153,600)
03-00-9-889	Transfer to Employees Insurance Fund	(703,332)	(676,457)	(600,000)	(607,800)	(644,800)
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ 1,939,973	\$ 1,806,205	\$ 620,300	\$ 655,400	\$ 596,700
TOTAL REVENUES (AFTER TRANSFERS)		\$ 4,525,957	\$ 4,686,921	\$ 4,744,600	\$ 4,751,200	\$ 4,931,400

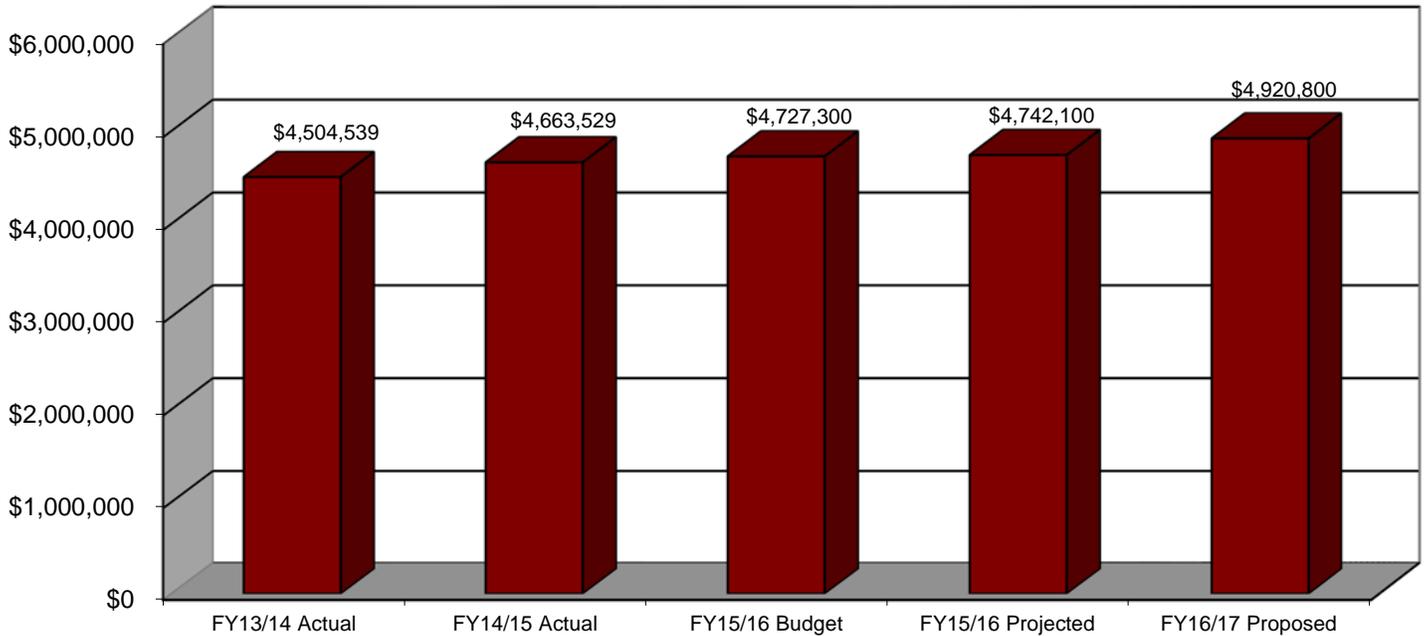
Police Protection Fund (Continued)

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
EXPENSES						
SALARIES						
03-00-3-406	Office Manager	\$ 49,422	\$ 51,402	\$ 53,300	\$ 53,300	\$ 54,400
03-00-3-407	Records/Communications	631,119	644,617	659,200	658,000	681,500
03-00-3-418	Maintenance Personnel	47,252	50,646	53,500	54,000	52,300
03-00-3-421	Police Chief	131,269	137,695	140,000	140,000	165,800
03-00-3-423	Supervisory Officers	827,343	887,569	896,700	900,000	925,000
03-00-3-424	Police Officers	2,112,376	2,086,131	2,157,000	2,202,000	2,303,900
03-00-3-425	Community Service Officers	27,979	41,221	45,100	42,600	42,100
03-00-3-430	Crossing Guards	36,894	38,552	40,900	40,000	40,800
03-00-3-433	Extra Police Duty	5,432	7,687	7,200	7,200	7,200
03-00-3-445	Overtime Dispatchers	54,635	42,104	49,200	30,000	40,000
03-00-3-447	Overtime Officers	172,504	166,227	186,500	178,000	183,600
03-00-3-448	Overtime Grant Officers	12,640	34,715	20,000	19,500	25,000
TOTAL SALARIES		\$ 4,108,865	\$ 4,188,566	\$ 4,308,600	\$ 4,324,600	\$ 4,521,600
PERSONAL SERVICES						
03-00-4-451	Sick Leave Conversion	\$ 10,100	\$ 74,603	\$ 31,700	\$ 23,900	\$ 24,200
03-00-4-452	Travel & Training	19,147	19,400	19,500	19,500	19,500
03-00-4-453	Uniform Allowance	42,718	36,636	38,900	40,000	38,000
03-00-4-454	Dues & Subscriptions	2,061	1,764	2,600	2,600	2,600
03-00-4-455	Board of Fire & Police Commission	375	405	2,000	2,000	2,000
TOTAL PERSONAL SERVICES		\$ 74,401	\$ 132,808	\$ 94,700	\$ 88,000	\$ 86,300
CONTRACTUAL SERVICES						
03-00-5-501	Communications	\$ 46,674	\$ 48,041	\$ 49,800	\$ 54,600	\$ 48,500
03-00-5-502	Legal Expenses	79,581	98,108	80,000	85,000	87,500
03-00-5-543	Leases and Professional Services	3,974	7,666	4,500	4,800	4,500
03-00-5-550	Service to Maintain Building	15,026	36,414	20,000	29,400	20,000
03-00-5-552	Service to Maintain Equipment	11,791	12,893	16,000	16,000	16,000
03-00-5-553	Service to Maintain Vehicles	3,542	7,276	6,000	6,700	6,000
TOTAL CONTRACTUAL SERVICES		\$ 160,588	\$ 210,398	\$ 176,300	\$ 196,500	\$ 182,500
COMMODITIES						
03-00-6-601	Postage	\$ 693	\$ 1,445	\$ 1,400	\$ 1,300	\$ 1,300
03-00-6-602	Gasoline & Oil	89,847	70,092	80,000	50,000	65,000
03-00-6-603	Fuel-Heating	-	1,110	800	-	1,000
03-00-6-606	Supplies	29,852	21,536	21,500	21,500	21,500
03-00-6-610	DARE	2,012	1,410	2,000	1,500	2,000
03-00-6-613	Water & Sewer	1,033	1,090	1,200	1,200	1,200
03-00-6-622	Material to Maintain Vehicles	13,671	15,349	20,000	18,300	18,000
TOTAL COMMODITIES		\$ 137,108	\$ 112,032	\$ 126,900	\$ 93,800	\$ 110,000
CAPITAL OUTLAY						
03-00-7-715	Computer System Upgrades	\$ 3,525	\$ 1,840	\$ 4,000	\$ 3,000	\$ -
03-00-7-720	Equipment	6,901	7,251	7,000	12,700	7,000
TOTAL CAPITAL OUTLAY		\$ 10,426	\$ 9,091	\$ 11,000	\$ 15,700	\$ 7,000

Police Protection Fund (Continued)

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
OTHER CHARGES						
03-00-8-823	DUI Fines Expenditures	\$ -	\$ 1,369	\$ 2,800	\$ 4,100	\$ 1,400
03-00-8-829	Drug Forfeiture Expenditures	12,205	4,949	1,500	7,900	1,500
03-00-8-830	Explorer Expenditures	184	3,281	4,000	4,000	4,000
03-00-8-831	Emergency 911 Expenditures	762	1,035	1,500	7,500	6,500
TOTAL OTHER CHARGES		\$ 13,151	\$ 10,634	\$ 9,800	\$ 23,500	\$ 13,400
TOTAL POLICE PROTECTION FUND EXPENSES		\$ 4,504,539	\$ 4,663,529	\$ 4,727,300	\$ 4,742,100	\$ 4,920,800
NET INCREASE (DECREASE)		\$ 21,418	\$ 23,392	\$ 17,300	\$ 9,100	\$ 10,600
Ending Fund Balance					\$ 53,900	\$ 64,500

BUDGET COMPARISON



Police Department Line Item Descriptions

03-00-1-311 Property Taxes - Police Operations				\$ 2,490,000
FY13/14 Actual:	\$ 993,701	FY14/15 Actual:	\$ 1,205,517	
FY15/16 Budget:	\$ 2,490,000	FY15/16 Projected:	\$ 2,481,100	
Budget to Proposed	0.0%	Projected to Proposed	0.4% △	

The Police Protection fund receives a property tax that is extended for the purpose of providing police protection services throughout the City. In FY15/16, the City reallocated property tax revenue from the General Fund to the Police Protection Fund accounting for the significant increase. Since the Police Protection Fund was already dependent on an internal transfer from the General Fund to cover expenses, the increased property tax allocation will have a net-zero effect as the transfer amount between the funds will be reduced.

03-00-1-312 Property Taxes - Police Pension				\$ 1,153,600
FY13/14 Actual:	\$ 882,337	FY14/15 Actual:	\$ 930,616	
FY15/16 Budget:	\$ 950,000	FY15/16 Projected:	\$ 946,600	
Budget to Proposed	21.4% △	Projected to Proposed	21.9% △	

This revenue line item reflects the anticipated property tax revenue received through the property tax levy for the Police Pension Fund, as projected by the Finance Department. These property taxes are restricted and can only be used to meet the employer's contribution for sworn police officers. Pursuant to applicable accounting requirements, a corresponding transfer of these dollars to the Police Pension Fund is provided for in Transfer Account Code 03-00-9-888 which follows later in this document.

03-00-2-321 Police Fines				\$ 415,000
FY13/14 Actual:	\$ 457,333	FY14/15 Actual:	\$ 435,803	
FY15/16 Budget:	\$ 415,000	FY15/16 Projected:	\$ 385,000	
Budget to Proposed	0.0%	Projected to Proposed	7.8% △	

This revenue line item reflects fines collected from all offenses including criminal arrests, traffic citations, administrative vehicle impound tow fees and parking tickets.

03-00-2-322 Adjudicated Fines				\$ 8,000
FY13/14 Actual:	\$ 8,753	FY14/15 Actual:	\$ 10,295	
FY15/16 Budget:	\$ 8,000	FY15/16 Projected:	\$ 8,000	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This revenue line item reflects fines collected through the Administrative Adjudication hearing process for certain police-enforced municipal ordinance violations, which have been identified as being appropriate, as well as allowed by State Statute.

03-00-4-339 Fire/Ambulance District Contract \$ 84,000

FY13/14 Actual:	\$ 75,000	FY14/15 Actual:	\$ 80,000
FY15/16 Budget:	\$ 84,000	FY15/16 Projected:	\$ 84,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

As per the City's current agreement with the Woodstock Fire/Rescue District, the City receives compensation from the District for providing emergency dispatching services.

03-00-4-344 PTI Reimbursement \$ 0

FY13/14 Actual:	\$ 210	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item accounts for the receipt of reimbursement from the State of Illinois for some of the costs related to sending a recruit police officer to basic police training. In recent years tuition expenses have been sent directly to the Police Academy from the Illinois Law Enforcement Training and Standards Board.

03-00-4-354 District 200 Reimbursement \$ 58,900

FY13/14 Actual:	\$ 48,000	FY14/15 Actual:	\$ 54,600
FY15/16 Budget:	\$ 56,000	FY15/16 Projected:	\$ 56,000
Budget to Proposed	5.2% △	Projected to Proposed	5.2% △

This line item is based upon an annual contractual agreement between the City and the school district which provides reimbursement to the City for two-thirds (equivalent to the school year) of the cost of a High School Resource Officer's salary.

03-00-4-448 Police Grant Revenue \$ 25,000

FY13/14 Actual:	\$ 13,523	FY14/15 Actual:	\$ 35,256
FY15/16 Budget:	\$ 20,000	FY15/16 Projected:	\$ 19,500
Budget to Proposed	25.0% △	Projected to Proposed	28.2% △

The Illinois Department of Transportation offers grant opportunities on an annual basis to pay overtime costs associated with local Police Departments participating in special traffic enforcement campaigns intended to make the State's roadways safer. Such campaigns typically target seatbelt and driving while under the influence violations. The expenditure of these grant funds is documented later within this budget in the "Overtime Grant Officers" expenditure account # 03-00-3-448.

03-00-5-360 DARE Contributions \$ 2,000

FY13/14 Actual:	\$ 4,228	FY14/15 Actual:	\$ 525
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 2,400
Budget to Proposed	0.0%	Projected to Proposed	-16.7% ▽

Due to continued lack of funding, which was previously available through State and Federal grants, fundraising efforts will continue to be required of the DARE Officer and the Department. The expenditure of these funds is documented later within this budget in the DARE expenditure account #03-00-6-610.

03-00-5-370 Wireless Alarm Fees **\$ 56,000**

FY13/14 Actual:	\$ 52,848	FY14/15 Actual:	\$ 51,156
FY15/16 Budget:	\$ 54,000	FY15/16 Projected:	\$ 56,700
Budget to Proposed	3.7% △	Projected to Proposed	-1.2% ▽

The wireless alarm system has provided a more efficient and effective response to the alarms in our community and has created a consistent revenue stream. This proves to be a viable and reliable revenue source.

03-00-5-380 Miscellaneous Income **\$ 11,000**

FY13/14 Actual:	\$ 13,081	FY14/15 Actual:	\$ 12,293
FY15/16 Budget:	\$ 11,000	FY15/16 Projected:	\$ 17,000
Budget to Proposed	0.0%	Projected to Proposed	-35.3% ▽

The revenue stream documented in this line item is generated from a number of miscellaneous sources of income received by the Police Department such as: charges for copies of police reports, offender registration lists, warrant execution, applicant fingerprinting, subpoenas, tobacco compliance checks and bail bond processing.

03-00-5-382 Extra Police Duty Charges **\$ 7,200**

FY13/14 Actual:	\$ 5,866	FY14/15 Actual:	\$ 7,165
FY15/16 Budget:	\$ 7,200	FY15/16 Projected:	\$ 7,200
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This revenue line item is to receive payment for any extra police duty provided at the request of a specific sponsor. These extra duty events are, by way of example, high school sporting events, high school dances, and community picnics in the parks. The revenue generated from this account is paid to the officer assigned to the extra duty through expenditure account #03-00-3-433.

03-00-5-383 Workers' Compensation Recapture **\$ 0**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 22,579
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 600
Budget to Proposed	N/A	Projected to Proposed	-100.0% ▽

Illinois Statute requires that officers on workers' compensation receive 100.0% of their pay while out on a work injury. This line item records the revenue received from MCMRMA to help offset these payments.

03-00-5-393 Drug Forfeiture Revenue **\$ 3,000**

FY13/14 Actual:	\$ 18,535	FY14/15 Actual:	\$ 3,317
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 3,200
Budget to Proposed	20.0% △	Projected to Proposed	-6.3% ▽

This revenue line item is for asset forfeitures commonly seen in drug-related investigations resulting in arrests. A fraction of those assets are then returned to the arresting agency as part of a court-ordered forfeiture. All forfeited funds received through this process are mandated by State Statute to be spent on further

enforcement of the drug enforcement laws of Illinois. The expenditures from this account are documented in line item #03-00-8-829 (Drug Forfeiture Expenditures).

03-00-5-394 Explorer Revenue		\$ 1,000	
FY13/14 Actual:	\$ 4,000	FY14/15 Actual:	\$ 7,500
FY15/16 Budget:	\$ 4,000	FY15/16 Projected:	\$ 300
Budget to Proposed	-75.0% ▽	Projected to Proposed	233.3% △

This revenue line item is for grants and donations received to fund Woodstock Police Explorer Post #765. These funds are expended to provide for uniform and training items in support of the Police Explorer Post documented in line item 03-00-8-830.

03-00-5-395 Emergency 911 Revenue		\$ 7,000	
FY13/14 Actual:	\$ 8,569	FY14/15 Actual:	\$ 8,615
FY15/16 Budget:	\$ 8,600	FY15/16 Projected:	\$ 15,200
Budget to Proposed	-18.6% ▽	Projected to Proposed	-53.9% ▽

As per State Statute, the McHenry County Emergency Telephone System Board (ETSB) may disburse funds from time-to-time to its area Public Safety Dispatch Centers. Public Safety Dispatch Center Reimbursement Funds are to be used to offset the expenses pursuant to 50 ILCS 750/15.4(c) of the Emergency Telephone System Act. The expenditures from this account are documented in line item #03-00-8-831.

03-00-5-396 DUI Fines		\$ 13,000	
FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 15,479
FY15/16 Budget:	\$ 12,000	FY15/16 Projected:	\$ 13,000
Budget to Proposed	8.3% △	Projected to Proposed	0.0%

These fines are received from McHenry County Court for convicted DUI offenders. Funds are mandated by State Law to be used to further enforcement of DUI violations. Expenditures from this fund are documented under account #03-00-8-823.

03-00-9-392 Transfer from General Corporate Fund		\$ 2,295,100	
FY13/14 Actual:	\$ 3,525,641	FY14/15 Actual:	\$ 3,413,278
FY15/16 Budget:	\$ 2,170,300	FY15/16 Projected:	\$ 2,209,800
Budget to Proposed	5.8% △	Projected to Proposed	3.9% △

This is the amount of the anticipated transfer that will be needed at the end of the fiscal year in order to subsidize the Police Protection Fund. This transfer represents the difference between the revenues generated for Police Protection services (e.g., property taxes, fines, grants) and the corresponding expenditures required to provide the community with public safety services. The remaining difference is transferred annually as a subsidy from the General Corporate Fund.

03-00-9-393 Transfer From Wireless Alarm Fund \$ 100,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

In FY16/17, it is proposed that a transfer be made from the Wireless Alarm Fund to the Police Protection Fund to help offset the cost of dispatching alarm calls.

03-00-9-888 Transfer to Police Pension Fund (\$ 1,153,600)

FY13/14 Actual:	(\$ 882,336)	FY14/15 Actual:	(\$ 930,616)
FY15/16 Budget:	(\$ 950,000)	FY15/16 Projected:	(\$ 946,600)
Budget to Proposed	21.4% △	Projected to Proposed	21.9% △

This is the transfer required to the Police Pension Fund for those full-time sworn employees reported within the Police Protection Fund. Based on the recommendations of the City's auditors, the Property Tax Revenues received for the Police Pension Fund are no longer included in line item #03-00-1-311 of the Police Protection Fund operating budget and are now segregated in line item #03-00-1-312. As such, it is required that this Transfer Account for these funds is additionally reflected within this budget. The annual transfer is always the same amount as reflected in the revenue received in line item #03-00-1-312.

03-00-9-889 Transfer to Employees Insurance Fund (\$ 644,800)

FY13/14 Actual:	(\$ 703,332)	FY14/15 Actual:	(\$ 676,457)
FY15/16 Budget:	(\$ 600,000)	FY15/16 Projected:	(\$ 607,800)
Budget to Proposed	7.5% △	Projected to Proposed	6.1% △

This is the transfer to the Employees Health/Life Insurance Fund for those full-time employees in the Police Protection Fund receiving health insurance benefits.

03-00-3-406 Office Manager \$ 54,400

FY13/14 Actual:	\$ 49,422	FY14/15 Actual:	\$ 51,402
FY15/16 Budget:	\$ 53,300	FY15/16 Projected:	\$ 53,300
Budget to Proposed	2.1% △	Projected to Proposed	2.1% △

This line item is the salary for the Office Manager of the Administrative Division of the Police Department. The FY16/17 budget amount is consistent with the City's approved Wage and Classification Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's merit program.

03-00-3-407 Records/Communications \$ 681,500

FY13/14 Actual:	\$ 631,119	FY14/15 Actual:	\$ 644,617
FY15/16 Budget:	\$ 659,200	FY15/16 Projected:	\$ 658,000
Budget to Proposed	3.4% △	Projected to Proposed	3.6% △

This line item reflects the salaries for nine (9) Communications Operators and one (1) full time and three (3) part-time Records Clerks. The FY16/17 budget amount is consistent with the negotiated and ratified FOP collective bargaining agreement for unionized positions.

03-00-3-418 Maintenance Personnel \$ 52,300

FY13/14 Actual:	\$ 47,252	FY14/15 Actual:	\$ 50,646
FY15/16 Budget:	\$ 53,500	FY15/16 Projected:	\$ 54,000
Budget to Proposed	-2.2% ▽	Projected to Proposed	-3.1% ▽

This line item reflects the salaries for the personnel needed to perform the necessary cleaning and maintenance services required for the upkeep of the Police Facility and the police vehicle fleet. The FY16/17 budget amount is consistent with the City's approved Wage and Classification Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's merit program.

03-00-3-421 Police Chief \$ 165,800

FY13/14 Actual:	\$ 131,269	FY14/15 Actual:	\$ 137,695
FY15/16 Budget:	\$ 140,000	FY15/16 Projected:	\$ 140,000
Budget to Proposed	18.4% △	Projected to Proposed	18.4% △

This line item is the salary for the Chief of Police, who is the Department Director, and who is responsible for all functions of the Police Department. The FY16/17 budget amount is consistent with the City's approved Wage and Classification Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's merit program. The FY16/17 amount includes the final earned benefit disbursements due upon the upcoming retirement of the Chief of Police.

03-00-3-423 Supervisory Officers \$ 925,000

FY13/14 Actual:	\$ 827,343	FY14/15 Actual:	\$ 887,569
FY15/16 Budget:	\$ 896,700	FY15/16 Projected:	\$ 900,000
Budget to Proposed	3.2% △	Projected to Proposed	2.8% △

This line item reflects the salaries for the supervisory staff. The FY16/17 budget amount is consistent with the City's approved Wage and Classification Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's merit program. This line item provides funding for the salaries of one (1) Deputy Chief, and eight (8) Sergeants, who perform a variety of supervisory functions within the department.

03-00-3-424 Police Officers \$ 2,303,900

FY13/14 Actual:	\$ 2,112,376	FY14/15 Actual:	\$ 2,086,131
FY15/16 Budget:	\$ 2,157,000	FY15/16 Projected:	\$ 2,202,000
Budget to Proposed	6.8% △	Projected to Proposed	4.6% △

This line item reflects the salary of twenty eight (28) current sworn Police Officers (an additional Police Officer will be hired in July, 2016. When that Officer finishes training in January, 2017, an Officer will be assigned to a multi-jurisdictional Drug Task Force), who are allocated within the Department in the following assignments: Twenty-three (23) Officers assigned to Patrol, three (3) Officers assigned as Detectives, one (1) Officer assigned to instruct DARE/GREAT, and one (1) Officer assigned as the High

School Resource Officer. In addition to base salaries, this salary line item also reflects all salary costs related to required court appearances, and all salary costs associated with attendance at training. Although this line item includes the High School Resource Officer, it should be noted that approximately two-thirds of that Officer's salary, in the amount of \$58,900, appears as revenue in line item #03-00-4-354 as the result of an annual reimbursement agreement with Community School District #200. The authorized staffing level of the Police Department is thirty (30) sworn Police Officers; however, the Department is currently operating at the staffing level of twenty-eight (28) Police Officers.

03-00-3-425 Community Service Officers				\$ 42,100
FY13/14 Actual:	\$ 27,979	FY14/15 Actual:	\$ 41,221	
FY15/16 Budget:	\$ 45,100	FY15/16 Projected:	\$ 42,600	
Budget to Proposed	-6.7% ▽	Projected to Proposed	-1.2% ▽	

This line item provides for the salary for two (2) authorized part-time Community Service Officers. The FY16/17 budget amount is consistent with the City's approved Wage and Classification Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's merit program.

03-00-3-430 Crossing Guards				\$ 40,800
FY13/14 Actual:	\$ 36,894	FY14/15 Actual:	\$ 38,552	
FY15/16 Budget:	\$ 40,900	FY15/16 Projected:	\$ 40,000	
Budget to Proposed	-0.2% ▽	Projected to Proposed	2.0% △	

This line item provides for school crossing guards at six school crossing location assignments throughout the community during one hundred and seventy six (176) school days each year. The hourly rate for these positions is reviewed and determined annually by the City's seasonal/part-time wage and compensation plan. An authorized levy with a maximum levy rate of \$0.02 actually pays for the cost of the school crossing guard service. These levy funds are included in the property tax "Police Operations" line item of the Police Department Budget.

03-00-3-433 Extra Police Duty				\$ 7,200
FY13/14 Actual:	\$ 5,432	FY14/15 Actual:	\$ 7,687	
FY15/16 Budget:	\$ 7,200	FY15/16 Projected:	\$ 7,200	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item provides for the payments made to officers working extra duty assignments. These extra duty assignments are those which are requested by an outside sponsor and which are out of the scope of services that the Department can provide with on-duty personnel. Annually, the vast majority of these types of requests are received from the community's schools. Upon completion of the assignment, officers are paid from this line item, the Department/City bills the sponsor of the extra duty, and the revenues generated are deposited into account #03-00-5-382.

03-00-3-445 Overtime Dispatchers \$ 40,000

FY13/14 Actual:	\$ 54,635	FY14/15 Actual:	\$ 42,104
FY15/16 Budget:	\$ 49,200	FY15/16 Projected:	\$ 30,000
Budget to Proposed	-18.7% ▽	Projected to Proposed	33.3% △

This line item reflects the anticipated costs associated with overtime for communications operators, records clerks, and in accordance with the current Collective Bargaining Agreement, part-time telecommunicators that may be utilized for shift coverage during extended vacations or extended absences (e.g., FMLA).

03-00-3-447 Overtime Officers \$ 183,600

FY13/14 Actual:	\$ 172,504	FY14/15 Actual:	\$ 166,227
FY15/16 Budget:	\$ 186,500	FY15/16 Projected:	\$ 178,000
Budget to Proposed	-1.6% ▽	Projected to Proposed	3.1% △

This line item reflects the anticipated overtime cost associated for all sworn officers, and is based on projections made from the review of overtime requirements experienced during previous fiscal years, as well as specific planning for the upcoming fiscal year.

03-00-3-448 Grant Officers \$ 25,000

FY13/14 Actual:	\$ 12,640	FY14/15 Actual:	\$ 34,715
FY15/16 Budget:	\$ 20,000	FY15/16 Projected:	\$ 19,500
Budget to Proposed	25.0% △	Projected to Proposed	28.2% △

The Illinois Department of Transportation historically has offered grant opportunities on an annual basis to pay overtime costs associated with local Police Departments' participation in special traffic enforcement campaigns intended to make the State's roadways safer. Such campaigns typically target seat belt violations and driving while under the influence. The level of success of our applications, the amount of revenue granted/received, and the subsequent level of expenditures in this line item will be completely contingent upon the availability of funding through the State of Illinois during the coming fiscal year.

03-00-4-451 Sick Leave Conversion \$ 24,200

FY13/14 Actual:	\$ 10,100	FY14/15 Actual:	\$ 74,603
FY15/16 Budget:	\$ 31,700	FY15/16 Projected:	\$ 23,900
Budget to Proposed	-23.7% ▽	Projected to Proposed	1.3% △

This line item is based on the potential annual employee conversion of sick leave benefits into compensation pursuant to the provisions of the Labor Agreement and the City of Woodstock Employee Handbook. This benefit payment was modified requiring it to first be mandatorily applied to the employees' health insurance contributions, with any remainder paid out as taxable wages. A review of the current attendance and benefit records of the Police Department indicates that fifteen (15) employees plus one retirement transfer may be eligible for this benefit in FY16/17.

03-00-4-452 Travel & Training **\$ 19,500**

FY13/14 Actual:	\$ 19,147	FY14/15 Actual:	\$ 19,400
FY15/16 Budget:	\$ 19,500	FY15/16 Projected:	\$ 19,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is to provide for the training of all police personnel during the fiscal year. This line item covers training-related travel costs, firearm training ammunition, firearm supplies, seminars and conferences.

03-00-4-453 Uniform Allowance **\$ 38,000**

FY13/14 Actual:	\$ 42,718	FY14/15 Actual:	\$ 36,636
FY15/16 Budget:	\$ 38,900	FY15/16 Projected:	\$ 40,000
Budget to Proposed	-2.3% ▽	Projected to Proposed	-5.0% ▽

This line item is the annual uniform allowance for all Department personnel providing for the replacement of worn-out uniforms and equipment. The annual uniform allowance for sworn personnel and communications/records personnel is based on a fixed rate pursuant to the Collective Bargaining Agreement.

03-00-4-454 Dues & Subscriptions **\$ 2,600**

FY13/14 Actual:	\$ 2,061	FY14/15 Actual:	\$ 1,764
FY15/16 Budget:	\$ 2,600	FY15/16 Projected:	\$ 2,600
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item includes the expenses involved in the purchase of updated statute books, law enforcement journals and publications that assist the Department in correctly interpreting and enforcing legislation such as, Illinois Compiled Statutes, Illinois Traffic Law, manuals on drug identification, labor relations, and arbitration issues. It further provides related association dues for Juvenile Officers, Training Officers, the Chief, the Deputy Chief, the Public Safety Communications Supervisor, and the Investigators.

03-00-4-455 Board of Fire & Police Commission **\$ 2,000**

FY13/14 Actual:	\$ 375	FY14/15 Actual:	\$ 405
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 2,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item provides for any costs associated with initial hire testing and promotional examinations authorized by the Board of Fire & Police Commissioners and the City that have not been budgeted by the Human Resources Department. Additionally, this line item further provides for dues, subscriptions and training seminars for members of the Board of Fire & Police Commissioners. This line item also funds board attorney costs and court reporter expenses that may be associated with any disciplinary matters which require the participation of the board.

03-00-5-501 Communications \$48,500

FY13/14 Actual:	\$ 46,674	FY14/15 Actual:	\$ 48,041
FY15/16 Budget:	\$ 49,800	FY15/16 Projected:	\$ 54,600
Budget to Proposed	-2.6% ▽	Projected to Proposed	-11.2% ▽

This line item presently provides for the cost of the internal telephone lines, shared City Hall lines and the cellular telephone services associated with the day-to-day operation of the Police Department.

03-00-5-502 Legal Expenses \$ 87,500

FY13/14 Actual:	\$ 79,581	FY14/15 Actual:	\$ 98,108
FY15/16 Budget:	\$ 80,000	FY15/16 Projected:	\$ 85,000
Budget to Proposed	9.4% △	Projected to Proposed	2.9% △

This line item is for all costs stemming from attorney fees. This line item mainly covers the costs incurred by the City for the City Attorney's services relative to traffic and criminal prosecution as well as other legal matters arising from the actions of the Department.

03-00-5-543 Leases and Professional Services \$ 4,500

FY13/14 Actual:	\$ 3,974	FY14/15 Actual:	\$ 7,666
FY15/16 Budget:	\$ 4,500	FY15/16 Projected:	\$ 4,800
Budget to Proposed	0.0%	Projected to Proposed	-6.3% ▽

This line item provides for the lease of equipment utilized by the Department to conduct daily activities and to provide efficient service to the community. Equipment leased each year includes the postage meter which is utilized in our postage machine, the Haines reverse telephone directory and the Police Motorcycle from Harley Davidson. This line item also provides for the annual lease and access to the "Law Enforcement Agency Data System" (L.E.A.D.S.) computer network as provided by the Illinois Public Safety Agency Network.

03-00-5-550 Service to Maintain Building \$ 20,000

FY13/14 Actual:	\$ 15,026	FY14/15 Actual:	\$ 36,414
FY15/16 Budget:	\$ 20,000	FY15/16 Projected:	\$ 29,400
Budget to Proposed	0.0%	Projected to Proposed	-32.0% ▽

This line item provides the funding for the overall services required to maintain the Police Facility building which include: building systems service contracts, an elevator service contract, an emergency generator service contract, repair/replacement costs, building fire extinguisher systems service, and other building maintenance-related services. The funding being requested will also provide for the annual certification, inspection and testing of building fire extinguishers, the elevator, and the fire alarm system. Lastly, this line item will provide funding to make the other necessary repairs or service to the building on a time and materials basis as needed throughout the year to properly maintain this City facility.

03-00-5-552 Service to Maintain Equipment **\$ 16,000**

FY13/14 Actual:	\$ 11,791	FY14/15 Actual:	\$ 12,893
FY15/16 Budget:	\$ 16,000	FY15/16 Projected:	\$ 16,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item provides for the anticipated repair and maintenance costs associated with all non-fixed, Department-owned equipment. It provides for the ability to purchase maintenance agreements, or provide maintenance services for all radio equipment, computer equipment, and some office equipment. The testing and certification of all radar equipment, vehicle fire extinguishers, and outside repairs to computers, copy machines and office equipment are also included in this line item. Additionally, the costs incurred by the Police Department/City for all annual maintenance and repairs required for the citywide emergency siren system are included in this line item.

03-00-5-553 Service to Maintain Vehicles **\$ 6,000**

FY13/14 Actual:	\$ 3,542	FY14/15 Actual:	\$ 7,276
FY15/16 Budget:	\$ 6,000	FY15/16 Projected:	\$ 6,700
Budget to Proposed	0.0%	Projected to Proposed	-10.4% ▽

This line item provides for all outside repairs needed to maintain the police vehicle fleet. All expenses related to licensing and titling of the Police Department fleet are included, as well as funds for covering the \$1,000 insurance deductible resulting from any potential accidents.

03-00-6-601 Postage **\$ 1,300**

FY13/14 Actual:	\$ 693	FY14/15 Actual:	\$ 1,445
FY15/16 Budget:	\$ 1,400	FY15/16 Projected:	\$ 1,300
Budget to Proposed	-7.1% ▽	Projected to Proposed	0.0%

This line item pays for all costs associated with mailings which are necessary to accomplish the day-to-day functions of the Police Department.

03-00-6-602 Gasoline & Oil **\$ 65,000**

FY13/14 Actual:	\$ 89,847	FY14/15 Actual:	\$ 70,092
FY15/16 Budget:	\$ 80,000	FY15/16 Projected:	\$ 50,000
Budget to Proposed	-18.8% ▽	Projected to Proposed	30.0% △

This line item provides for the cost of all petroleum products used by the police vehicle fleet on an annual basis. The Police Department's fleet will log in excess of 350,000 miles of patrol during FY16/17.

03-00-6-603 Fuel – Heating **\$ 1,000**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 1,110
FY15/16 Budget:	\$ 800	FY15/16 Projected:	\$ 0
Budget to Proposed	25.0% △	Projected to Proposed	N/A

This line item would be used to pay for the purchase of natural gas from NICOR to provide for the heating needs of the Police Facility. Under the City's franchise

agreement with this utility company, the City is allocated a predetermined number of therms each year based on population. The Police Department now budgets for an additional expense in case the City exceeds its planned allotment for the franchise agreement during FY16/17.

03-00-6-606 Supplies				\$ 21,500
FY13/14 Actual:	\$ 29,852	FY14/15 Actual:	\$ 21,536	
FY15/16 Budget:	\$ 21,500	FY15/16 Projected:	\$ 21,500	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item provides for the purchase of all supplies required for the daily operation of the Department on an annual basis. Included in this line item are funds required for the purchase of the supplies needed to properly clean and maintain the Police Facility.

03-00-6-610 DARE Supplies				\$ 2,000
FY13/14 Actual:	\$ 2,012	FY14/15 Actual:	\$ 1,410	
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 1,500	
Budget to Proposed	0.0%	Projected to Proposed	33.3% △	

Typical expenditures from this account include instruction workbooks, graduation certificates, DARE graduation t-shirts, balloons, pencils, and general office supplies.

03-00-6-613 Water & Sewer				\$ 1,200
FY13/14 Actual:	\$ 1,033	FY14/15 Actual:	\$ 1,090	
FY15/16 Budget:	\$ 1,200	FY15/16 Projected:	\$ 1,200	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item is used to pay the water and sewer costs associated with the Police Facility.

03-00-6-622 Material to Maintain Vehicles				\$ 18,000
FY13/14 Actual:	\$ 13,671	FY14/15 Actual:	\$ 15,349	
FY15/16 Budget:	\$ 20,000	FY15/16 Projected:	\$ 18,300	
Budget to Proposed	-10.0% ▽	Projected to Proposed	-1.6% ▽	

This line item provides for all costs associated with materials used by the Public Works Department and the Police Department's vehicle maintenance worker to maintain the police vehicle fleet, including brakes, lights, batteries, tires and miscellaneous fluids.

03-00-7-715 Computer Systems Upgrades				\$ 0
FY13/14 Actual:	\$ 3,525	FY14/15 Actual:	\$ 1,840	
FY15/16 Budget:	\$ 4,000	FY15/16 Projected:	\$ 3,000	
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽	

This line item was removed. Computer needs will be addressed through the General - CIP Fund's Budget covering computer systems citywide.

03-00-7-720 Equipment \$ 7,000

FY13/14 Actual:	\$ 6,901	FY14/15 Actual:	\$ 7,251
FY15/16 Budget:	\$ 7,000	FY15/16 Projected:	\$ 12,700
Budget to Proposed	0.0%	Projected to Proposed	-44.9% ▽

This line item has historically been used to provide for the purchase of necessary equipment needed by the Department to efficiently operate and serve the needs of the community. The Department is presently in need of a number of necessary items of equipment to replace items that have failed or that are failing.

03-00-8-823 DUI Fines Expenditures \$ 1,400

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 1,369
FY15/16 Budget:	\$ 2,800	FY15/16 Projected:	\$ 4,100
Budget to Proposed	-50.0% ▽	Projected to Proposed	-65.9% ▽

These expenditures are associated with funds received from the McHenry County Court related to DUI convictions. This expenditure line item corresponds directly with the DUI Fine Revenue item #03-00-5-396. By Statute, any funds received as revenue as the result of DUI fines must be used for the furtherance of DUI enforcement. The Police Department intends to purchase one new radar unit from this line item in FY16/17.

03-00-8-829 Drug Forfeiture Expenditures \$ 1,500

FY13/14 Actual:	\$ 12,205	FY14/15 Actual:	\$ 4,949
FY15/16 Budget:	\$ 1,500	FY15/16 Projected:	\$ 7,900
Budget to Proposed	0.0%	Projected to Proposed	-81.0% ▽

These expenditures are associated with the confiscation of property, funds, or assets as the result of court-ordered forfeitures related to drug enforcement investigations. This expenditure line item corresponds directly with the Confidential Property Revenue line item #03-00-5-393. By Statute, any funds received as revenue as the result of seizures must be used for the furtherance of future drug-related enforcement. The Police Department purchased Police canine "Jax" during the FY13/14 budget year. As a result of an injury, a replacement Canine Officer and her canine "Blue" was put into service in FY15/16. All canine-related costs are funded through this account.

03-00-8-830 Explorer Expenditures \$ 4,000

FY13/14 Actual:	\$ 184	FY14/15 Actual:	\$ 3,281
FY15/16 Budget:	\$ 4,000	FY15/16 Projected:	\$ 4,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

These expenditures are associated with the Department's Police Explorer Post #765. The funds expended from this account pay for uniforms and training equipment for the Explorers. All funds received for this expenditure line item are received from grants and donations and correspond directly with revenue line item 03-00-5-394

03-00-8-831 Emergency 911 Expenditures \$ 6,500

FY13/14 Actual:	\$ 762	FY14/15 Actual:	\$ 1,035
FY15/16 Budget:	\$ 1,500	FY15/16 Projected:	\$ 7,500
Budget to Proposed	333.3% Δ	Projected to Proposed	-13.3% ∇

As per State Statute, the McHenry County Emergency Telephone System Board (ETSB) may disburse funds from time-to-time to its area Public Safety Dispatch Centers. Public Safety Dispatch Center Reimbursement Funds are to be used to offset expenses pursuant to 50 ILCS 750/15.4(c) of the Emergency Telephone System Act. This line item directly relates to #03-00-5-395 (Emergency 911 Revenue).



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Aquatic

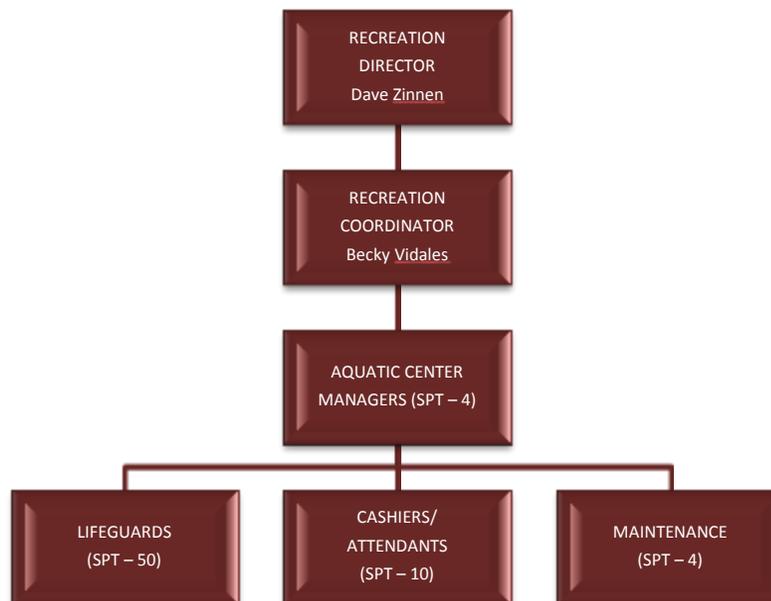
Aquatic Center

Woodstock Water Works (WWW) Aquatic Center provides a variety of swimming opportunities during the outdoor pool season including public, open swim during the afternoons and evenings; American Red Cross swimming lessons for all ages; the Dolphins Swim Club for youth; adult fitness classes and lap swim; as well as the opportunity for groups, organizations and families to rent the facility for private use.

The facility features an eight-lane competition/lap pool with a one meter and a three meter diving board; a 9,000 SF recreation pool with zero depth entry, a jungle gym, boat slide, rain drop, tumble buckets, and a double flume water slide; a separate baby pool with an adjoining tot play lot; two picnic shelters, food court, bathhouse, and large parking lot.



AQUATIC CENTER – ORGANIZATIONAL CHART



AQUATIC CENTER – PERSONNEL SUMMARY					
AUTHORIZED POSITION/TITLE	13/14	14/15	15/16	16/17	+(-)
Aquatic Center Managers-SPT	4	4	4	4	0
Maintenance - SPT	4	4	4	4	0
Lifeguards - SPT	50	50	50	50	0
Cashier/Attendants – SPT	10	10	10	10	0
Recreation Coordinator ¹	0.5	0.5	0.5	0	(-0.5)
TOTAL FULL TIME	0.5	0.5	0.5	0	(-0.5)
TOTAL SPT (FTE)	68	68	68	68	0

¹The Recreation Coordinator was funded 50% by the Recreation Center and 50% by the Aquatic Center. The FY16/17 Budget transfers the costs for this position to the Recreation Department's Budget reported in the General Fund.

FY15/16 Accomplishments

- WWW drew over 37,000 patrons for open swim generating over \$190,000 in season pool pass and general admission revenues.
- The American Red Cross Learn to Swim Program had 400 participants enrolled in the 70 classes offered to all levels and ages over three sessions. The lesson program generated \$33,800 in revenues.
- WWW was rented by user groups, organizations and families during non-open swim hours, generating \$16,646 in revenues.
- In addition to “traditional” aquatic center programs, WWW also hosted Summer in the Park’s Beach Party, the 4th Annual Duck Races for Hospice, the Rec Department’s 34th annual Woodstock Challenge Road Races, Movies in the Park, Tween Nights for 5th – 8th graders, and provided discounted daily rates to the D200 Kids’ Club, House of Children, and the Recreation Department’s Playground Program.
- Implemented a number of low-cost, non-traditional marketing techniques. WWW provided daily passes to WRMN Radio (Elgin) to be used as listener prizes in exchange for promotional spots and, in an exchange program with Overall Media, placed ads for WWW in restaurants from March to August and for the Rec Center from September to February.
- Created *Pool Pass Perks* which included allowing pool pass holders exclusive opportunities to enter the facility for open swim an hour earlier than non-pass holders and exclusive special themed events.
- Staff continued their certification with American Red Cross, which allows additional training opportunities and flexibility to accommodate the staff of over 70. Water Safety Instructor training (WSI) was offered to the pool staff at the beginning of the summer allowing the newly hired staff to teach swim lessons for the entire summer and giving the instructors the opportunity to teach during the off season at the Rec Center.

FY16/17 Goals and Objectives

- Offer a professional, well-managed swim lesson program that encompasses all skill and age levels.
- Generate sufficient revenues to cover the operating expenses and to generate a fund balance to finance future capital improvements. To maximize revenues, programs and special events such as Four Bucks on the Fourth of July and Teen Open Swim Nights will be encouraged and heavily marketed through a variety of media sources. Expenses will be kept to a minimum by judicious staffing and by purchasing supplies and chemicals in conjunction with other Departments and through the Illinois Parks & Recreation Association’s purchasing program.
- Programs will be reviewed during the planning and development stages to define a minimum level of profitability. Programs will be administered in compliance with Departmental pricing policies to ensure maximum revenue receipts. Rates will be reviewed upon completion of the season’s operations.
- Provide proper training and maintain high standards of performance by staff to provide a safe and fun environment.
- Continue regular review of the policies governing the use of WWW so that both the patrons and employees understand what is required for an enjoyable and safe operation of the facility.
- Work with IT to enhance the WWW section of the City’s new Web page.
- Perform required testing and inspection of safety-related systems and equipment and comply with State and local codes.
- Implement non-aquatic activities for patrons on cooler days when the facility is still open.

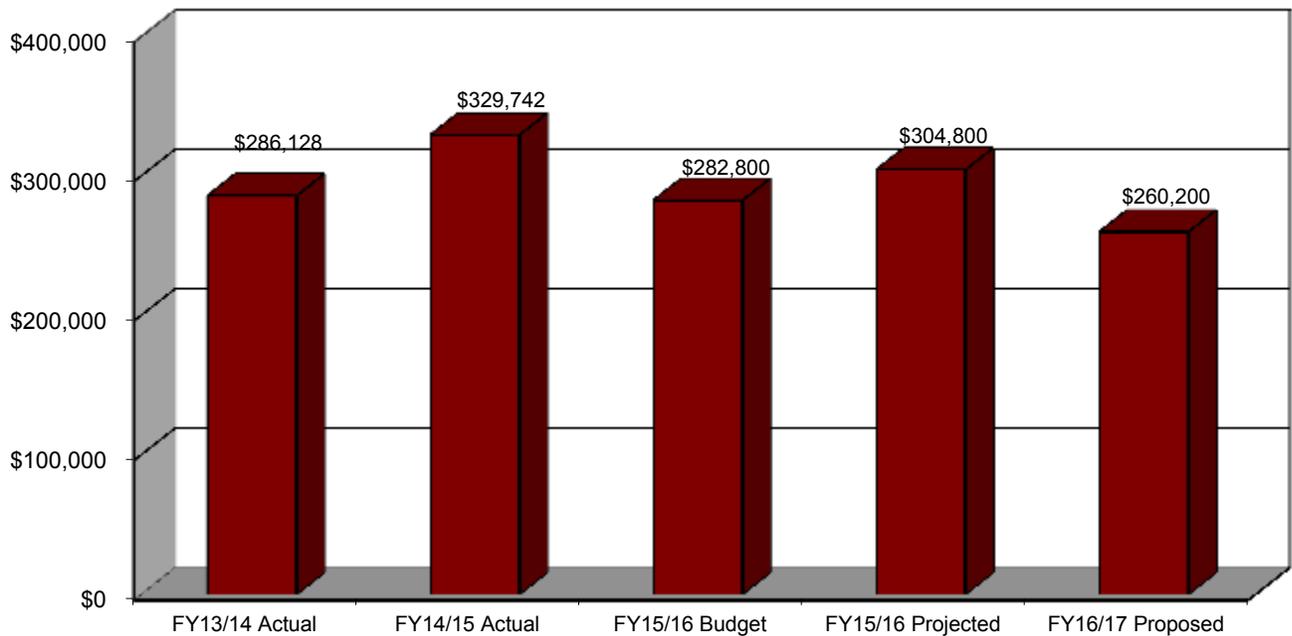
Aquatic Center Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ (94,000)	\$ (175,000)
REVENUES						
SALES OF GOODS AND SERVICES						
04-00-3-326	Season Passes	\$ 80,706	\$ 86,240	\$ 110,000	\$ 80,500	\$ 90,000
04-00-3-328	Rentals/Groups	16,646	20,002	21,000	12,900	20,000
04-00-3-329	General Admission	80,426	104,529	110,000	119,600	110,000
04-00-3-332	Swimming Instructions	35,671	33,811	34,000	25,700	32,000
04-00-3-334	Aquatic Concession Lease	2,450	3,225	2,500	3,000	3,000
04-00-3-335	Vending Receipts	280	350	-	-	-
TOTAL SALES OF GOODS AND SERVICES		\$ 216,179	\$ 248,157	\$ 277,500	\$ 241,700	\$ 255,000
TOTAL REVENUES (BEFORE TRANSFERS)		<u>\$ 216,179</u>	<u>\$ 248,157</u>	<u>\$ 277,500</u>	<u>\$ 241,700</u>	<u>\$ 255,000</u>
TRANSFERS (TO)/FROM OTHER FUNDS						
04-00-9-392	Transfer from General Corporate Fund	\$ -	\$ -	\$ -	\$ -	\$ 14,200
04-00-9-901	Transfer to Water & Sewer Fund	(9,000)	(9,000)	(9,000)	(9,000)	(9,000)
04-00-9-902	Transfer to Employees Insurance Fund	(9,828)	(9,300)	(8,900)	(8,900)	-
TOTAL TRANSFERS (TO)FROM OTHER FUNDS		\$ (18,828)	\$ (18,300)	\$ (17,900)	\$ (17,900)	\$ 5,200
TOTAL REVENUES (AFTER TRANSFERS)		<u>\$ 197,351</u>	<u>\$ 229,857</u>	<u>\$ 259,600</u>	<u>\$ 223,800</u>	<u>\$ 260,200</u>
EXPENSES						
SALARIES						
04-00-3-431	Maintenance	\$ 8,390	\$ 5,820	\$ 9,500	\$ 10,400	\$ 11,000
04-00-3-433	Management	12,263	17,189	13,500	16,500	16,000
04-00-3-435	Guards & Attendants	103,965	111,143	110,000	108,600	110,000
04-00-3-436	Recreation Coordinator	25,425	26,666	27,800	27,800	-
TOTAL SALARIES		\$ 150,043	\$ 160,818	\$ 160,800	\$ 163,300	\$ 137,000
PERSONAL SERVICES						
04-00-4-452	Training	\$ 7,288	\$ 4,136	\$ 4,500	\$ 3,700	\$ 4,000
04-00-4-453	Uniforms	4,385	3,641	4,500	3,300	4,000
TOTAL PERSONAL SERVICES		\$ 11,673	\$ 7,777	\$ 9,000	\$ 7,000	\$ 8,000
CONTRACTUAL SERVICES						
04-00-5-501	Communications	\$ 2,534	\$ 1,766	\$ 1,500	\$ 1,100	\$ 1,200
04-00-5-504	Professional Services	4,913	1,562	1,500	800	1,000
04-00-5-537	Printing Services	5,040	4,681	5,000	4,500	5,000
04-00-5-550	Service to Maintain Building	1,344	1,337	2,000	1,500	2,000
04-00-5-552	Service to Maintain Equipment	4,783	8,448	5,000	2,500	5,000
04-00-5-558	Service to Maintain Pool	160	458	1,500	1,000	1,000
TOTAL CONTRACTUAL SERVICES		\$ 18,774	\$ 18,252	\$ 16,500	\$ 11,400	\$ 15,200

Aquatic Center Fund-Continued

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
COMMODITIES						
04-00-6-601	Postage	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
04-00-6-603	Fuel-Heating	27,866	31,649	20,000	19,000	22,000
04-00-6-604	Electric	14,802	18,819	18,000	22,000	20,000
04-00-6-606	Office/Janitorial Supplies	2,499	4,259	3,500	1,700	3,500
04-00-6-607	Chemicals	10,495	12,198	14,000	14,500	15,000
04-00-6-610	Safety Equipment	293	317	1,000	1,300	1,000
04-00-6-612	Program Supplies	3,248	3,203	4,000	3,200	4,000
04-00-6-620	Material to Maintain Building	5,041	3,276	4,000	3,000	3,500
04-00-6-621	Material to Maintain Equipment	9,048	2,534	3,000	2,300	3,000
04-00-6-622	Material to Maintain Pool	2,187	235	2,500	1,000	1,500
TOTAL COMMODITIES		\$ 76,979	\$ 77,990	\$ 71,500	\$ 69,500	\$ 75,000
CAPITAL OUTLAY						
04-00-7-720	Pool Painting/Bathroom Repair	\$ 27,114	\$ 47,705	\$ 5,000	\$ 12,300	\$ 12,000
04-00-7-721	Rec Pool Boiler Replacement	300	17,200	17,000	34,400	10,000
04-00-7-723	Furniture, Fixture & Equipment	1,245	-	3,000	6,900	3,000
TOTAL CAPITAL OUTLAY		\$ 28,659	\$ 64,905	\$ 25,000	\$ 53,600	\$ 25,000
TOTAL AQUATIC CENTER FUND EXPENSES		\$ 286,128	\$ 329,742	\$ 282,800	\$ 304,800	\$ 260,200
NET INCREASE (DECREASE)		\$ (88,777)	\$ (99,885)	\$ (23,200)	\$ (81,000)	\$ -
Ending Fund Balance					\$ (175,000)	\$ (175,000)

BUDGET COMPARISON



Aquatic Center Line Item Descriptions

04-00-3-326 Season Passes \$ 90,000

FY13/14 Actual:	\$ 80,706	FY14/15 Actual:	\$ 86,240
FY15/16 Budget:	\$ 110,000	FY15/16 Projected:	\$ 80,500
Budget to Proposed	-18.3% ▽	Projected to Proposed	11.8% △

Based on a fee survey of area water parks and for extending the season, season pass rates were raised \$5 for the 2015 season. However, due to the cold weather in the spring and early summer, the increase did not significantly raise revenues. The rate structure will be evaluated next fall based on the season's sales, regional competition and economic conditions.

04-00-3-328 Rentals/Groups \$ 20,000

FY13/14 Actual:	\$ 16,646	FY14/15 Actual:	\$ 20,002
FY15/16 Budget:	\$ 21,000	FY15/16 Projected:	\$ 12,900
Budget to Proposed	-4.8% ▽	Projected to Proposed	55.0% △

This line item accounts for the private pool rentals before/after normal operating hours, admission fees paid by groups during open swim, and Dolphin fees. Due to the cool temperatures and the rec pool boiler not being operational for several weeks, a significant number of refunds were issued.

04-00-3-329 General Admission \$ 110,000

FY13/14 Actual:	\$ 80,426	FY14/15 Actual:	\$ 104,529
FY15/16 Budget:	\$ 110,000	FY15/16 Projected:	\$ 119,600
Budget to Proposed	0.0%	Projected to Proposed	-8.0% ▽

The daily fee schedule is based on a survey of area aquatic centers. Revenue reported within this line item is very sensitive to weather conditions, and as mentioned earlier, projected revenues are conservatively estimated. Due to weather conditions, many patrons did not purchase season passes and as the weather warmed in mid-July, these patrons purchased daily passes instead. General admission rates will remain the same for the 2016 season with a review of the rates slated for the fall.

04-00-3-332 Swimming Instructions \$ 32,000

FY13/14 Actual:	\$ 35,671	FY14/15 Actual:	\$ 33,811
FY15/16 Budget:	\$ 34,000	FY15/16 Projected:	\$ 25,700
Budget to Proposed	-5.9% ▽	Projected to Proposed	24.5% △

Fees for swim lessons were raised slightly in 2012 but will not be raised in 2016 and will remain one of the lowest cost swim lesson programs in the area. Swim lessons are priced utilizing the same formula used for most Recreation Department programs: breakeven plus 25%. Rates for lessons will be reviewed and adjusted after the 2016 swim season. Swim lessons act as a feeder program by constantly generating new patrons who will visit the facility.

04-00-3-334 Aquatic Concession Lease \$ 3,000

FY13/14 Actual:	\$ 2,450	FY14/15 Actual:	\$ 3,225
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 3,000
Budget to Proposed	20.0% △	Projected to Proposed	0.0%

This line item represents revenues derived from the concession lease with Napoli Pizza that includes the 2015, 2016, and 2017 seasons.

04-00-3-335 Vending Receipts \$ 0

FY13/14 Actual:	\$ 280	FY14/15 Actual:	\$ 350
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The \$280 received in FY14/15 represented residual commissions earned when the City received the proceeds from the vending machines. Due to ongoing maintenance issues, the concession lessee now controls the vending machines.

04-00-9-392 Transfer From General Corporate Fund \$ 14,200

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

A supplemental transfer from the General Fund is being proposed to address any operating deficit. Should there be a hot summer, it is likely that this transfer will not be needed.

04-00-9-901 Transfer (To) Water & Sewer Fund (\$ 9,000)

FY13/14 Actual:	(\$ 9,000)	FY14/15 Actual:	(\$ 9,000)
FY15/16 Budget:	(\$ 9,000)	FY15/16 Projected:	(\$ 9,000)
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item represents the transfer to compensate the Utility Fund for the cost for the City's Water Treatment employees to monitor and control the water quality and to maintain the mechanical systems at the Aquatic Center.

04-00-9-902 Transfer (To) Employee Health Ins. Fund \$ 0

FY13/14 Actual:	(\$ 9,828)	FY14/15 Actual:	(\$ 9,300)
FY15/16 Budget:	(\$ 8,900)	FY15/16 Projected:	(\$ 8,900)
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

This line item represents the transfer made to the Employee Health and Life Insurance Fund for the insurance coverage for one Program Coordinator whose salary is cost shared by the Aquatic Center and Rec Center. The FY16/17 Budget proposes transferring the Program Coordinator costs to the Recreation Department within the General Fund.

04-00-3-431 Maintenance \$ 11,000

FY13/14 Actual:	\$ 8,390	FY14/15 Actual:	\$ 5,820
FY15/16 Budget:	\$ 9,500	FY15/16 Projected:	\$ 10,400
Budget to Proposed	15.8% △	Projected to Proposed	5.8% △

This line item includes personnel costs associated with daily maintenance of the facility during the 100+/- days of operating season plus the costs associated with pre-season facility preparation and pool close-out/winterization. Pre-season pool preparation and end of season winterization will be conducted by lifeguards and Parks Division staff. Four maintenance attendants will conduct daily maintenance during the season. Parks staff maintains the grounds and bathhouse and are available for repairs that require mechanical expertise. In the mechanical room, the Water Treatment Division oversees the chemicals and water quality.

04-00-3-433 Management \$ 16,000

FY13/14 Actual:	\$ 12,263	FY14/15 Actual:	\$ 17,189
FY15/16 Budget:	\$ 13,500	FY15/16 Projected:	\$ 16,500
Budget to Proposed	18.5% △	Projected to Proposed	-3.0% ▽

The facility operates under the general direction of four pool managers, who are supervised by a Recreation Department Coordinator. The managers provide the primary supervisory role at the facility. Managers will be assisted by head lifeguards to allow them to handle the larger tasks associated with managing the facility. A manager is on duty for swim lessons, open swim, private rentals, special events, and Dolphin meets. The only time a manager is not on duty is for morning and noon lap swim. A 1% wage increase is scheduled for FY16/17 for rehires.

04-00-3-435 Guards & Attendants \$ 110,000

FY13/14 Actual:	\$ 103,965	FY14/15 Actual:	\$ 111,143
FY15/16 Budget:	\$ 110,000	FY15/16 Projected:	\$ 108,600
Budget to Proposed	0.0%	Projected to Proposed	1.3% △

This line item includes lifeguards (approximately 50 total on staff), swim instructors and cashiers. The pay rates are based on the seasonal/part-time pay plan. This line item is very dependent on the weather. If attendance is light, staff is reduced and in cases of inclement weather, the facility is closed. The amount budgeted in FY16/17 assumes a summer with normal temperatures. However, a new shift rotation policy will result in a cost savings. A 1% wage increase is scheduled for FY16/17 for rehires.

04-00-3-436 Recreation Coordinator \$ 0

FY13/14 Actual:	\$ 25,425	FY14/15 Actual:	\$ 26,666
FY15/16 Budget:	\$ 27,800	FY15/16 Projected:	\$ 27,800
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

One of the Recreation Department Coordinators is funded 50% by the Aquatic Center and 50% by the Recreation Center. The FY16/17 budget proposes

transferring the funding for this position to the Recreation Department's Budget reported within the General Fund.

04-00-4-452 Training		\$ 4,000	
FY13/14 Actual:	\$ 7,288	FY14/15 Actual:	\$ 4,136
FY15/16 Budget:	\$ 4,500	FY15/16 Projected:	\$ 3,700
Budget to Proposed	-11.1% ▽	Projected to Proposed	8.1% △

This line item includes expenses related to CPR and first-aid training, which all employees receive. Guards and swim instructors must be recertified annually. Staff must attend weekly in-house training. Guards are required to swim laps three times per week to maintain skills and training.

04-00-4-453 Uniforms		\$ 4,000	
FY13/14 Actual:	\$ 4,385	FY14/15 Actual:	\$ 3,641
FY15/16 Budget:	\$ 4,500	FY15/16 Projected:	\$ 3,300
Budget to Proposed	-11.1% ▽	Projected to Proposed	21.2% △

The City provides one swimsuit for each lifeguard and manager with an additional swimsuit provided to each swim lesson instructor. Guards, instructors, and cashiers may purchase additional suits at their own expense. Each staff person receives a uniform T-shirt, one whistle and one lanyard. Because WWW remains open during cooler weather, each staff person also receives a sweatshirt.

04-00-5-501 Communications		\$ 1,200	
FY13/14 Actual:	\$ 2,534	FY14/15 Actual:	\$ 1,766
FY15/16 Budget:	\$ 1,500	FY15/16 Projected:	\$ 1,100
Budget to Proposed	-20.0% ▽	Projected to Proposed	9.1% △

This line item includes the phone system, Internet charges, pay phone and one cellphone issued to the Recreation Coordinator.

04-00-5-504 Professional Services		\$ 1,000	
FY13/14 Actual:	\$ 4,913	FY14/15 Actual:	\$ 1,562
FY15/16 Budget:	\$ 1,500	FY15/16 Projected:	\$ 800
Budget to Proposed	-33.3% ▽	Projected to Proposed	25.0% △

This line item includes the Red Cross "Authorized Provider" fee, which is similar to a licensing fee and allows the City to offer Red Cross swim lessons. Also included is funding of contractual entertainers for special events. This line item was over budget in FY13/14 due to attorney's costs and additional inspection costs related to the compliance issues with IDPH.

04-00-5-537 Printing Services \$ 5,000

FY13/14 Actual:	\$ 5,040	FY14/15 Actual:	\$ 4,681
FY15/16 Budget:	\$ 5,000	FY15/16 Projected:	\$ 4,500
Budget to Proposed	0.0%	Projected to Proposed	11.1% △

This line item includes the cost of promotional materials, such as school fliers, rules, safety and directional signs, and the printing of forms for administering specific programs. This line item also includes paying a portion of the printing and distribution of the Summer City Scene and other advertising costs.

04-00-5-550 Service to Maintain Building \$ 2,000

FY13/14 Actual:	\$1,344	FY14/15 Actual:	\$ 1,337
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 1,500
Budget to Proposed	0.0%	Projected to Proposed	33.3% △

This line item represents funds spent on contractual labor to repair or maintain the bathhouse building including plumbing, HVAC units, etc.

04-00-5-552 Service to Maintain Equipment \$ 5,000

FY13/14 Actual:	\$ 4,783	FY14/15 Actual:	\$ 8,448
FY15/16 Budget:	\$ 5,000	FY15/16 Projected:	\$ 2,500
Budget to Proposed	0.0%	Projected to Proposed	100.0% △

This line item represents funds to be spent on contractual labor to repair any mechanical parts and equipment related to the pool plant operation. This includes service to pumps, gauges, work on the automatic chemical feed system--both the controller and on the chlorine booster pump, service to the 380 filtration system, and water pipes. Also included are costs related to the contracts for servicing the facility's copier and service/update of the Department's RecTrac registration program.

04-00-5-558 Service to Maintain Pool \$ 1,000

FY13/14 Actual:	\$ 160	FY14/15 Actual:	\$ 458
FY15/16 Budget:	\$ 1,500	FY15/16 Projected:	\$1,000
Budget to Proposed	-33.3% ▽	Projected to Proposed	0.0%

The actual pool shell requires seasonal repair, year-end winterization, and caulking and painting. This line item also includes maintaining the ladders, lifeguard chairs, and play features.

04-00-6-601 Postage \$ 1,500

FY13/14 Actual:	\$ 1,500	FY14/15 Actual:	\$ 1,500
FY15/16 Budget:	\$ 1,500	FY15/16 Projected:	\$ 1,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

A portion of the cost of mailing both the Summer and Winter/Spring City Scene is charged to the Aquatic Center, as information regarding the facility is featured in both seasonal brochures.

04-00-6-603 Fuel – Heating **\$ 22,000**

FY13/14 Actual:	\$ 27,866	FY14/15 Actual:	\$ 31,649
FY15/16 Budget:	\$ 20,000	FY15/16 Projected:	\$ 19,000
Budget to Proposed	10.0% △	Projected to Proposed	15.8% △

This line item is for bills paid to Northern Illinois Gas to heat the pool water, concession stand water and bathhouse water. This account is impacted by seasonal weather, with colder summers requiring additional expenditures. The budget for FY16/17 reflects typical summer temperatures.

04-00-6-604 Electric **\$ 20,000**

FY13/14 Actual:	\$ 14,802	FY14/15 Actual:	\$ 18,819
FY15/16 Budget:	\$ 18,000	FY15/16 Projected:	\$ 22,000
Budget to Proposed	11.1% △	Projected to Proposed	-9.1% ▽

This line item includes the cost of electricity used specifically at the facility. Since the facility is a revenue-producing operation, electricity costs are not allowed to be included in the franchise agreement with ComEd.

04-00-6-606 Office/Janitorial Supplies **\$ 3,500**

FY13/14 Actual:	\$ 2,499	FY14/15 Actual:	\$ 4,259
FY15/16 Budget:	\$ 3,500	FY15/16 Projected:	\$ 1,700
Budget to Proposed	0.0%	Projected to Proposed	105.9% △

This line item reflects costs associated with cleaning supplies, paper products (paper towels, toilet tissue), and miscellaneous office supplies, etc.

04-00-6-607 Chemicals **\$ 15,000**

FY13/14 Actual:	\$ 10,495	FY14/15 Actual:	\$ 12,198
FY15/16 Budget:	\$ 14,000	FY15/16 Projected:	\$ 14,500
Budget to Proposed	7.1% △	Projected to Proposed	3.4% △

This line item reflects the cost of chlorine, caustic soda, stabilizer, algacide, clarifier, and other chemical agents that are used to treat the pool water. Total use of these chemicals generally varies according to swimmer load, weather conditions, and balance of influent water. Projections are based upon estimates supplied by the Water Treatment Department, who maintains the chemicals and water quality.

04-00-6-610 Safety Equipment **\$ 1,000**

FY13/14 Actual:	\$ 293	FY14/15 Actual:	\$ 317
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 1,300
Budget to Proposed	0.0%	Projected to Proposed	-23.1% ▽

This line item reflects the replacement of personal floatation devices, rescue tubes, ring buoys, rubber gloves, first aid supplies, etc.

04-00-6-612 Program Supplies **\$ 4,000**

FY13/14 Actual:	\$ 3,248	FY14/15 Actual:	\$ 3,203
FY15/16 Budget:	\$ 4,000	FY15/16 Projected:	\$ 3,200
Budget to Proposed	0.0%	Projected to Proposed	25.0% △

The cost of the supplies for ongoing programs, special events, and swim lessons are included in this line item. **Program supply costs are recovered through program fees.**

04-00-6-620 Material to Maintain Building **\$ 3,500**

FY13/14 Actual:	\$ 5,041	FY14/15 Actual:	\$ 3,276
FY15/16 Budget:	\$ 4,000	FY15/16 Projected:	\$ 3,000
Budget to Proposed	-12.5% ▽	Projected to Proposed	16.7% △

The winterization of the bathhouse calls for the purchase of paint, blue board, and antifreeze, and the purchase of ongoing maintenance supplies such as light bulbs, as well as glass panes are included in this line item.

04-00-6-621 Material to Maintain Equipment **\$ 3,000**

FY13/14 Actual:	\$ 9,048	FY14/15 Actual:	\$ 2,534
FY15/16 Budget:	\$ 3,000	FY15/16 Projected:	\$ 2,300
Budget to Proposed	0.0%	Projected to Proposed	30.4% △

This line item includes miscellaneous parts for any work to be done on the equipment primarily in the mechanical room, the pump house, and the irrigation system.

04-00-6-622 Material to Maintain Pool **\$ 1,500**

FY13/14 Actual:	\$ 2,187	FY14/15 Actual:	\$ 235
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 1,000
Budget to Proposed	-40.0% ▽	Projected to Proposed	50.0% △

This line item includes safety paint to mark the pool deck and gutters for water depth and safety zones, touch up paint and caulk as part of the annual maintenance that must be performed each spring in preparation for opening the facility.

04-00-7-720 Pool Painting/Bathhouse Floor Repair **\$ 12,000**

FY13/14 Actual:	\$ 27,114	FY14/15 Actual:	\$ 47,705
FY15/16 Budget:	\$ 5,000	FY15/16 Projected:	\$ 12,300
Budget to Proposed	140.0% △	Projected to Proposed	-2.4% ▽

As directed by the Illinois Department of Public Health, all three pools were painted in FY14/15. A contractor painted the lap pool and in addition, to minimize future structural failure, the concrete shell was repaired, expansion joints were re-caulked, and cracks were repaired. As a cost-savings measure, the zero-depth recreation pool and the baby pool were painted by Recreation staff.

04-00-7-721 Aquatic Center Boiler Replacement/Repairs \$ 10,000

FY13/14 Actual:	\$ 300	FY14/15 Actual:	\$ 17,200
FY15/16 Budget:	\$ 17,000	FY15/16 Projected:	\$ 34,400
Budget to Proposed	-41.2% ▽	Projected to Proposed	-70.9% ▽

This line item represents the annual costs of maintaining the three boilers that heat the pool water. Despite being relatively new and the units receiving annual scheduled maintenance, the boilers are experiencing expensive annual repairs.

04-00-7-723 Furniture Fixture & Equipment \$ 3,000

FY13/14 Actual:	\$ 1,245	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 3,000	FY15/16 Projected:	\$ 6,900
Budget to Proposed	0.0%	Projected to Proposed	-56.5% ▽

This line item represents the cost of additional chaise lounges and chairs, which are purchased on an annual basis to increase the inventory and to replace broken chairs; the replacement of Funbrellas canopies, office equipment, computer, and sound system equipment.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget

FY 16/17

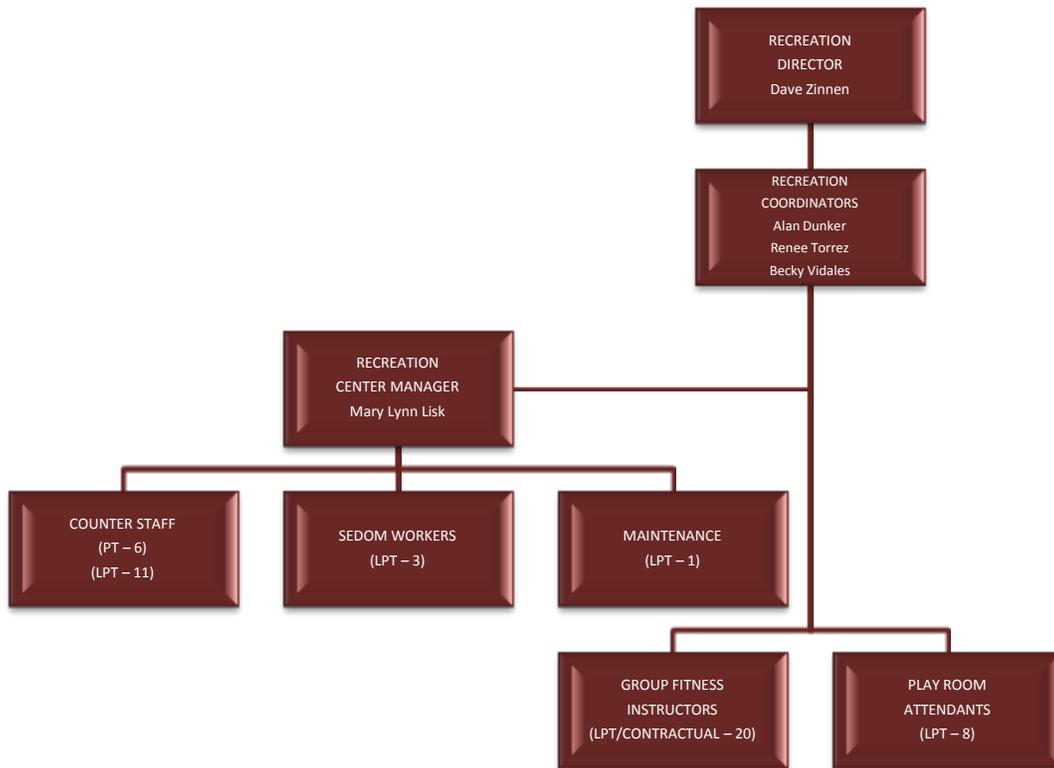
Recreation Center

Recreation Center Fund

In addition to housing the Rec Department’s administrative offices and the site of most indoor Recreation programs, the Recreation Center is also a fitness center offering floor and water group fitness classes, weight lifting, cardio machines, racquetball courts, a gym/track, lap swimming pool, and sauna. In 2015 the Rec Center recorded over 60,000 visits from the approximately 1,200 members.



RECREATION CENTER – ORGANIZATIONAL CHART



RECREATION CENTER– PERSONNEL SUMMARY					
AUTHORIZED POSITION/TITLE	13/14	14/15	15/16	16/17	+(-)
Recreation Center Manager¹	1	1	1	1	0
Recreation/Aquatic Center Coordinator²	0.5	0.5	0.5	0.5	0
Playroom Attendants (LPT)	4	4	4	4	0
Instructors (LPT/contractual)	10	10	10	10	0
Counter Staff (PT)³	2.5	2.5	3	3	0
Counter Staff (LPT)³	5.5	5.5	5.5	5.5	0
Maintenance (LPT)	0.5	0.5	0.5	0.5	0
SEDOM Workers (LPT)	1.5	1.5	1.5	1.5	0
TOTAL FULL TIME	1.5	1.5	1.5	1.5	0
TOTAL PART TIME	2.5	2.5	3	3	0
TOTAL LPT/CONTRACTUAL	21.5	21.5	21.5	21.5	0

¹ The Recreation Center Manager is 100% funded by the Recreation Department Budget.

² The Recreation/Aquatic Center Coordinator was 50% funded by the Recreation Center Budget and 50% by the Aquatic Center Budget. It is proposed to eliminate funding by the Aquatic Center and move the funding to the Recreation Department Budget in FY16/17.

³ Counter Staff is 1/3 funded by the Recreation Department Budget and 2/3 by the Recreation Center Budget.

FY15/16 Accomplishments

- As of January 31, 2016 there are 1,200 full-time members, 46 punch cards, and 54 temporary members. There are 194 non-paying youth memberships as part of the “Kids are Free” promotion to attract families with younger children. Recreation Center members visited the facility over 60,000 times.
- Increased the Corporate membership accounts by marketing and promoting the Recreation Center and employee health benefits to local businesses. Currently, there are 18 corporate business relationships that generate 230 corporate members.
- As group fitness is the core of the Recreation Center’s business, over 3,000 classes were held in 2015 with approximately 45 land classes and 20 aquatic classes held per week.
- Recreation Center continues to be in good standing with the IDPH and passing inspections with close to 100%. Completed installing epoxy floors in the men’s and women’s locker rooms and installed shower stalls in the men’s locker room.
- Purchased a Double Rack System and a Precor Hack Squat machine to provide quality modern new equipment for our members.
- The Recreation Center was the site of 155 of the Recreation Department’s indoor programs including basketball, floor hockey, dodgeball, kickball, volleyball, dancing, tae kwon do, indoor soccer, and Red Cross swim lessons.

- Installed free public Wi-Fi, which was the members’ most frequent request for additional services.
- Focused on family relationships by continuing a policy that members’ children, ages 13 years & younger, can join for free and offered Kids’ Fitness Programs and “Friday Family Fun Nights.”
- The Recreation Department and Thresholds, a nonprofit provider of mental health services, worked cooperatively to promote healthy lifestyles for their members. A newly established cooperation between Rosecrance resulted in 8 new one-year memberships.
- Established a relationship with Pioneer Center to provide memberships for their clients, paid for through a grant secured by Pioneer Center.
- The Recreation Center was utilized as a job training site for SEDOM students.

FY16/17 Goals and Objectives

- Replace movable wall between multi-purpose room and gym with a permanent wall.
- Replace lockers in the men’s and women’s locker rooms.
- Focus on improving/replacing equipment in the circuit and free weight areas.
- Explore additional programming opportunities available with the expanded facilities such as men’s and women’s volleyball leagues, a women’s basketball league, and a middle school basketball tournament. With the expanded programming taking place at the facility, the challenge now is to balance the use of the gym and the pool between Recreation programs and use by the Recreation Center members, coordinate the various activities to ensure compatibility with the various user groups using the facility, and to ensure there is enough parking to meet the needs of the clientele.
- Expand upon existing fun activities to build member loyalty.
- Continue to grow Facebook members and provide interesting links and information to keep Facebook members interested in our page. Also continue to promote specials and programs on Facebook page for free advertising.
- Utilize Constant Contact to send professional advertisement e-mails to the public to inform them of all the features and benefits offered at the Recreation Center.
- Develop and implement the Recreation Department’s new, interactive web page to increase the Recreation Center’s online presence.

Performance Measures

Item	Goal	Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Estimated
Rec Center Membership Numbers	Increase number of Rec Center full-time members		1,035	1,105	1,200
Corporate Membership Relationships	Increase the number of Corporate Membership Relationships		15	16	18
Illinois Dept of Public Health Rating	Receive a score of 90+ on inspections		92	93	93

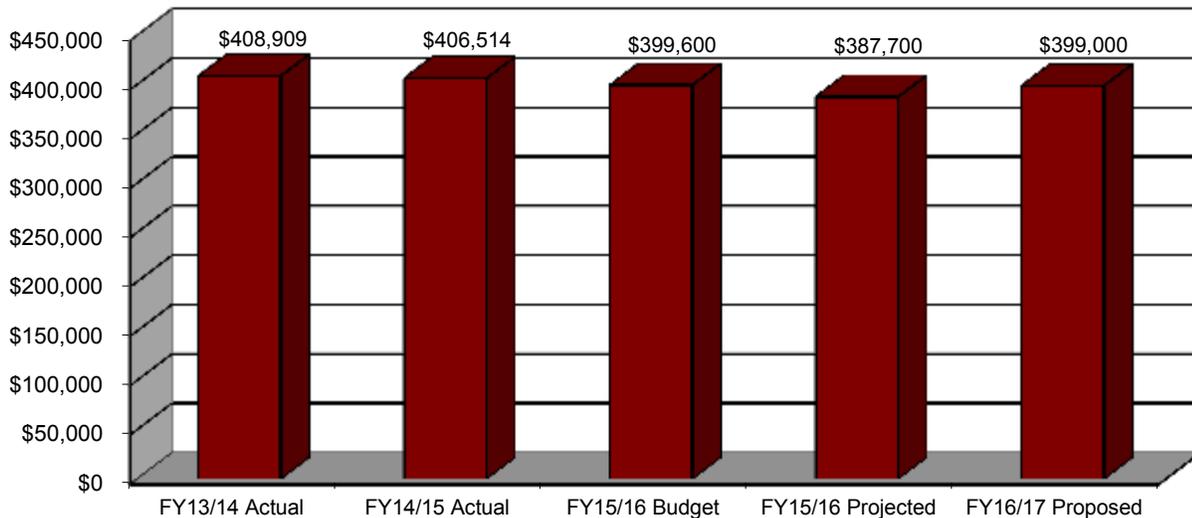
Recreation Center Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ 5,100	\$ 16,000
REVENUES						
SALES OF GOODS AND SERVICES						
05-00-3-326	Monthly Memberships	\$ 338,154	\$ 375,798	\$ 400,000	\$ 385,000	\$ 390,000
05-00-3-327	Short-Term Memberships	29,978	27,488	28,000	28,000	28,000
05-00-3-328	Facility Rental	12,142	13,841	12,000	12,500	12,500
05-00-3-329	Miscellaneous Revenues	48,834	45,771	45,000	46,000	46,000
TOTAL SALES OF GOODS AND SERVICES		\$ 429,108	\$ 462,898	\$ 485,000	\$ 471,500	\$ 476,500
TOTAL REVENUES (BEFORE TRANSFERS)		\$ 429,108	\$ 462,898	\$ 485,000	\$ 471,500	\$ 476,500
TRANSFERS (TO)/FROM OTHER FUNDS						
05-00-9-401	Transfer to Debt Service Fund	\$ (67,700)	\$ (66,500)	\$ (64,000)	\$ (64,000)	\$ (64,800)
05-00-9-889	Transfer to Employee Insurance Fund	(9,828)	(9,300)	(8,900)	(8,900)	(9,600)
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ (77,528)	\$ (75,800)	\$ (72,900)	\$ (72,900)	\$ (74,400)
TOTAL REVENUES (AFTER TRANSFERS)		\$ 351,580	\$ 387,098	\$ 412,100	\$ 398,600	\$ 402,100
EXPENSES						
SALARIES						
05-00-3-405	Program Coordinator (50%)	\$ 25,426	\$ 26,666	\$ 27,800	\$ 27,800	\$ 28,700
05-00-3-430	Front Desk	79,696	79,133	82,000	84,000	85,000
05-00-3-431	Instructors/Personal Trainers	79,928	84,879	85,000	82,000	85,000
05-00-3-432	Play Room Attendants	28,435	32,464	31,000	33,000	33,500
05-00-3-445	Overtime	-	-	-	-	-
TOTAL SALARIES		\$ 213,485	\$ 223,142	\$ 225,800	\$ 226,800	\$ 232,200
CONTRACTUAL SERVICES						
05-00-5-501	Communications	\$ 4,471	\$ 4,297	\$ 4,000	\$ 3,000	\$ 3,500
05-00-5-504	Professional Services	2,185	1,026	1,500	1,000	1,500
05-00-5-537	Printing Services	290	3,019	3,000	2,800	3,000
05-00-5-538	Advertising	3,639	5,827	4,500	2,000	2,000
05-00-5-550	Service to Maintain Building	32,156	33,769	35,000	30,000	30,000
05-00-5-552	Service to Maintain Equipment	17,656	13,941	16,000	16,000	16,000
05-00-5-558	Service to Maintain Pool	5,407	4,986	4,500	2,000	4,000
TOTAL CONTRACTUAL SERVICES		\$ 65,804	\$ 66,865	\$ 68,500	\$ 56,800	\$ 60,000
COMMODITIES						
05-00-6-601	Postage	\$ -	\$ -	\$ 1,500	\$ 1,600	\$ 1,600
05-00-6-603	Fuel-Heating	9,058	14,815	9,000	6,000	8,000
05-00-6-604	Electric	26,842	25,034	24,000	26,200	26,200
05-00-6-606	Office/Janitorial Supplies	11,376	14,057	11,000	10,000	10,000
05-00-6-607	Pool Chemicals	8,894	7,494	8,000	8,000	8,000
05-00-6-610	Safety Equipment	215	563	300	300	500
05-00-6-612	Program Supplies	17,060	14,663	14,000	14,000	14,000
05-00-6-620	Material to Maintain Building	6,910	6,236	6,000	6,000	6,500
05-00-6-621	Material to Maintain Equipment	3,662	2,976	3,500	4,000	4,000
05-00-6-622	Material to Maintain Pool	3,332	3,147	3,000	3,000	3,000
TOTAL COMMODITIES		\$ 87,349	\$ 88,985	\$ 80,300	\$ 79,100	\$ 81,800

Recreation Center Fund-Continued

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
CAPITAL OUTLAY						
05-00-7-720	Equipment	\$ 42,271	\$ 27,522	\$ 25,000	\$ 25,000	\$ 25,000
	TOTAL CAPITAL OUTLAY	\$ 42,271	\$ 27,522	\$ 25,000	\$ 25,000	\$ 25,000
TOTAL RECREATION CENTER FUND EXPENSES		\$ 408,909	\$ 406,514	\$ 399,600	\$ 387,700	\$ 399,000
NET INCREASE (DECREASE)		\$ (57,329)	\$ (19,416)	\$ 12,500	\$ 10,900	\$ 3,100
Ending Fund Balance					\$ 16,000	\$ 19,100

BUDGET COMPARISON



Recreation Center Line Item Descriptions

05-00-3-326 Monthly Memberships			\$ 390,000
FY13/14 Actual:	\$ 338,154	FY14/15 Actual:	\$ 375,798
FY15/16 Budget:	\$ 400,000	FY15/16 Projected:	\$ 385,000
Budget to Proposed	-2.5% ▽	Projected to Proposed	1.3% △

This line item includes revenues derived from the monthly dues paid by the approximately 1,200 full-time members. Dues are dependent on the members' use of the facility and range from \$20 to \$45 per month. The average membership fee is \$30 per month. Due to the economy and competitive pressure, no fee increases are anticipated for FY16/17.

05-00-3-327 Short Term Memberships \$ 28,000

FY13/14 Actual:	\$ 29,978	FY14/15 Actual:	\$ 27,488
FY15/16 Budget:	\$ 28,000	FY15/16 Projected:	\$ 28,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item includes revenues derived from short-term memberships that are purchased primarily by college students during the summer and Christmas break, and for aerobics punch cards.

05-00-3-328 Facility Rental \$ 12,500

FY13/14 Actual:	\$ 12,142	FY14/15 Actual:	\$ 13,841
FY15/16 Budget:	\$ 12,000	FY15/16 Projected:	\$ 12,500
Budget to Proposed	4.2% △	Projected to Proposed	0.0%

This line item includes revenues derived from renting the facility to athletic user groups, and to private parties and organizations.

05-00-3-329 Miscellaneous Revenues \$ 46,000

FY13/14 Actual:	\$ 48,834	FY14/15 Actual:	\$ 45,771
FY15/16 Budget:	\$ 45,000	FY15/16 Projected:	\$ 46,000
Budget to Proposed	2.2% △	Projected to Proposed	0.0%

The vast majority of the revenue generated in this line item is derived from initiation fees, but also includes daily admission, babysitting, and the vending machine revenues. To match other competitors' promotions, the Recreation Center offered a discount on new members' initiation fees throughout the year, which reduces revenues in this line item.

05-00-9-401 Transfer (To) Debt Service Fund (\$ 64,800)

FY13/14 Actual:	(\$ 67,700)	FY14/15 Actual:	(\$ 66,500)
FY15/16 Budget:	(\$ 64,000)	FY15/16 Projected:	(\$ 64,000)
Budget to Proposed	1.3% △	Projected to Proposed	1.3% △

This line item represents the amount transferred from the Community Recreation Center's operating revenues (membership dues and user fees) to pay the portion of the debt service specifically attributable to the purchase and renovation of the facility. The balance of the debt service payment for the addition is accounted for via a transfer of Park Impact Fees from the Park Development Fund.

05-00-9-889 Transfer (To) Employees Insurance Fund (\$ 9,600)

FY13/14 Actual:	(\$ 9,828)	FY14/15 Actual:	(\$ 9,300)
FY15/16 Budget:	(\$ 8,900)	FY15/16 Projected:	(\$ 8,900)
Budget to Proposed	7.9% △	Projected to Proposed	7.9% △

This line item represents the transfer made to the Employee Health and Life Insurance Fund for the insurance coverage for one Program Coordinator position that is cost shared starting in FY16/17 by the Recreation Department and Recreation Center.

05-00-3-405 Program Coordinator (50%) \$ 28,700

FY13/14 Actual:	\$ 25,426	FY14/15 Actual:	\$ 26,666
FY15/16 Budget:	\$ 27,800	FY15/16 Projected:	\$ 27,800
Budget to Proposed	3.2% Δ	Projected to Proposed	3.2% Δ

The salary for one Recreation Coordinator is proposed to be funded 50% by the Recreation Department Fund and 50% by the Recreation Center. The FY16/17 budget amount is consistent with the City’s approved Wage and Classification Plan for nonunionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City’s merit program.

05-00-3-430 Front Desk \$ 85,000

FY13/14 Actual:	\$ 79,696	FY14/15 Actual:	\$ 79,133
FY15/16 Budget:	\$ 82,000	FY15/16 Projected:	\$ 84,000
Budget to Proposed	3.7% Δ	Projected to Proposed	1.2% Δ

This line item includes part-time personnel who act as cashiers, program registrars, membership sales persons and perform light maintenance around the facility. The facility is open approximately 100 hours per week. The personnel in this position also handle Recreation Department program registration, sell season pool passes, and reserve pavilions in Emricson Park. The Recreation Center Fund is charged 2/3 of the front counter staff and 1/3 to the Recreation Department, and consistent with the Citywide proposal, a 1% wage increase is scheduled in FY16/17.

05-00-3-431 Instructors/Personal Trainers \$ 85,000

FY13/14 Actual:	\$ 79,928	FY14/15 Actual:	\$ 84,879
FY15/16 Budget:	\$ 85,000	FY15/16 Projected:	\$ 82,000
Budget to Proposed	0.0%	Projected to Proposed	3.7% Δ

This line item includes the cost of instructors who teach water and land fitness classes at the Recreation Center. This line item also includes personal trainers who conduct assessments for new members as part of their initiation fee. **Both the instructors and personal trainers’ costs are recouped through membership fees, punch cards, or new member initiation fees.**

05-00-3-432 Play Room Attendants \$ 33,500

FY13/14 Actual:	\$ 28,435	FY14/15 Actual:	\$ 32,464
FY15/16 Budget:	\$ 31,000	FY15/16 Projected:	\$ 33,000
Budget to Proposed	8.1% Δ	Projected to Proposed	1.5% Δ

This line item includes limited part-time attendants who staff the playroom. The supervised play room is available for four hours in the morning and evenings during land aerobics, which is a popular program for women with children. During slow times in the play room, the attendants assist at the front desk or do light cleaning. Due to popularity of this service, there are times when two attendants are provided. Consistent with the Citywide proposal, a 1% increase is scheduled for FY16/17.

05-00-3-445 Overtime **\$ 0**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item reflects overtime costs related to the Recreation Center.

05-00-5-501 Communications **\$ 3,500**

FY13/14 Actual:	\$ 4,471	FY14/15 Actual:	\$ 4,297
FY15/16 Budget:	\$ 4,000	FY15/16 Projected:	\$ 3,000
Budget to Proposed	-12.5% ▽	Projected to Proposed	16.7% △

This line item reflects the Recreation Center's share of the phone and internet charges allocated to the Recreation Department plus staff cell phones.

05-00-5-504 Professional Services **\$ 1,500**

FY13/14 Actual:	\$ 2,185	FY14/15 Actual:	\$ 1,026
FY15/16 Budget:	\$ 1,500	FY15/16 Projected:	\$ 1,000
Budget to Proposed	0.0%	Projected to Proposed	50.0% △

This line item includes the cost of DJ, attorney, architect, and engineering fees, etc.

05-00-5-537 Printing Services **\$ 3,000**

FY13/14 Actual:	\$ 290	FY14/15 Actual:	\$ 3,019
FY15/16 Budget:	\$ 3,000	FY15/16 Projected:	\$ 2,800
Budget to Proposed	0.0%	Projected to Proposed	7.1% △

This line item includes the cost of promotional materials, such as fliers, rules, safety and directional signs specifically related to the Recreation Center. The Recreation Center will also be charged \$ 2,000 to offset the cost of its share of the City Scenes.

05-00-5-538 Advertising **\$ 2,000**

FY13/14 Actual:	\$ 3,639	FY14/15 Actual:	\$ 5,827
FY15/16 Budget:	\$ 4,500	FY15/16 Projected:	\$ 2,000
Budget to Proposed	-55.6% ▽	Projected to Proposed	0.0%

This line item includes the cost of newspaper advertising for the Recreation Center's programs and services, Constant Contact, and other promotional features to increase membership at the facility.

05-00-5-550 Service to Maintain Building **\$ 30,000**

FY13/14 Actual:	\$ 32,156	FY14/15 Actual:	\$ 33,769
FY15/16 Budget:	\$ 35,000	FY15/16 Projected:	\$ 30,000
Budget to Proposed	-14.3% ▽	Projected to Proposed	0.0%

This line includes the cost of the contractual service to clean the facility after hours. The overnight cleaning includes a contractual relationship with a private

firm which cleans the locker rooms, offices, hallways, carpet in the weight machine area, and the mats in the free weight area. The cardio machines, carpet, and the pool are cleaned by an individual who is also contracted.

05-00-5-552 Service to Maintain Equipment				\$ 16,000
FY13/14 Actual:	\$ 17,656	FY14/15 Actual:	\$ 13,941	
FY15/16 Budget:	\$ 16,000	FY15/16 Projected:	\$ 16,000	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item includes the cost of maintaining and repairing primarily the nineteen pieces of cardiovascular equipment, the five HVAC systems, and the office/computer equipment plus the Rec Center's share of the annual support fee charged by the Department's registration software provider.

05-00-5-558 Service to Maintain Pool				\$ 4,000
FY13/14 Actual:	\$ 5,407	FY14/15 Actual:	\$ 4,986	
FY15/16 Budget:	\$ 4,500	FY15/16 Projected:	\$ 2,000	
Budget to Proposed	-11.1% ▽	Projected to Proposed	100.0% △	

This includes service and repair to the boilers, water heater, pumps, gauges, automatic chemical-feed system, and the filtration system for both the pool and whirlpool. The higher expenditures in previous years were due to repairs to the whirlpool boiler, the sauna heater, and the automatic chemical-feed system.

05-00-6-601 Postage				\$ 1,600
FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0	
FY15/16 Budget:	\$ 1,500	FY15/16 Projected:	\$ 1,600	
Budget to Proposed	6.7% △	Projected to Proposed	0.0%	

This line item covers the cost of mailing invoices and other member info plus a percentage of mailing the City Scene, which advertises Recreation Center programs and services.

05-00-6-603 Fuel-Heating				\$ 8,000
FY13/14 Actual:	\$ 9,058	FY14/15 Actual:	\$ 14,815	
FY15/16 Budget:	\$ 9,000	FY15/16 Projected:	\$ 6,000	
Budget to Proposed	-11.1% ▽	Projected to Proposed	33.3% △	

This line item includes the cost of heating the building and the hot water heaters, including the pool and whirlpool water heaters. Since the facility is a revenue-producing operation, natural gas costs are not eligible for inclusion within the NICOR franchise agreement.

05-00-6-604 Electric				\$ 26,200
FY13/14 Actual:	\$ 26,842	FY14/15 Actual:	\$ 25,034	
FY15/16 Budget:	\$ 24,000	FY15/16 Projected:	\$ 26,200	
Budget to Proposed	9.2% △	Projected to Proposed	0.0%	

This line item includes the cost of electricity used specifically at the facility. The sauna, whirlpool, and parking lot lights are all on timers; the gym and racquetball lights are only turned on when occupied.

05-00- 6-606 Office/Janitorial Supplies \$ 10,000

FY13/14 Actual:	\$ 11,376	FY14/15 Actual:	\$ 14,057
FY15/16 Budget:	\$ 11,000	FY15/16 Projected:	\$ 10,000
Budget to Proposed	-9.1% ▽	Projected to Proposed	0.0%

This line item reflects the cost of office supplies charged to the Recreation Center plus the cleaning supplies, paper towels, toilet paper, etc.

05-00- 6-607 Pool Chemicals \$ 8,000

FY13/14 Actual:	\$ 8,894	FY14/15 Actual:	\$ 7,494
FY15/16 Budget:	\$ 8,000	FY15/16 Projected:	\$ 8,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item reflects the cost of bromine, caustic soda, stabilizer, algaecide, clarifier, and other chemical agents that are used to treat the pool and whirlpool water. Consumption of these chemicals generally varies according to swimmer load and balance of influent water.

05-00-6-610 Safety Equipment \$ 500

FY13/14 Actual:	\$ 215	FY14/15 Actual:	\$ 563
FY15/16 Budget:	\$ 300	FY15/16 Projected:	\$ 300
Budget to Proposed	66.7% △	Projected to Proposed	66.7% △

This line item reflects the replacement of personal floatation devices, rescue tubes, ring buoys, rubber gloves, first aid supplies, etc.

05-00-6-612 Program Supplies \$ 14,000

FY13/14 Actual:	\$ 17,060	FY14/15 Actual:	\$ 14,663
FY15/16 Budget:	\$ 14,000	FY15/16 Projected:	\$ 14,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item includes program supplies specifically related to the Recreation Center such as aerobics equipment, exercise equipment, magazine subscriptions, weight-lifting parts, athletic equipment, vending supplies, etc.

05-00-6-620 Material to Maintain Building \$ 6,500

FY13/14 Actual:	\$ 6,910	FY14/15 Actual:	\$ 6,236
FY15/16 Budget:	\$ 6,000	FY15/16 Projected:	\$ 6,000
Budget to Proposed	8.3% △	Projected to Proposed	8.3% △

This line item includes costs related to materials to maintain the building such as paint, light fixtures, ceiling tiles, etc.

05-00-6-621 Material to Maintain Equipment \$ 4,000

FY13/14 Actual:	\$ 3,662	FY14/15 Actual:	\$ 2,976
FY15/16 Budget:	\$ 3,500	FY15/16 Projected:	\$ 4,000
Budget to Proposed	14.3% Δ	Projected to Proposed	0.0%

This line item includes miscellaneous parts for any work to be done on the exercise equipment and parts for the HVAC systems.

05-00-6-622 Material to Maintain Pool \$ 3,000

FY13/14 Actual:	\$ 3,332	FY14/15 Actual:	\$ 3,147
FY15/16 Budget:	\$ 3,000	FY15/16 Projected:	\$ 3,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item includes non-chemical materials to maintain the pool and whirlpool such as pool paint, replacement parts in the mechanical room for the heaters, filters, and pumps.

05-00-7-720 Equipment \$ 25,000

FY13/14 Actual:	\$ 42,271	FY14/15 Actual:	\$ 27,522
FY15/16 Budget:	\$ 25,000	FY15/16 Projected:	\$ 25,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item includes the replacement or addition of cardiovascular machines, large office equipment, and building upkeep. In FY14/15, a Treadclimber was purchased and two treadmills were replaced. In FY15/16, a double rack system and Precor hack squat machine was purchased. In FY16/17, staff will be replacing outdated circuit weights and modifying the free weight area; and the cardio room will be painted.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

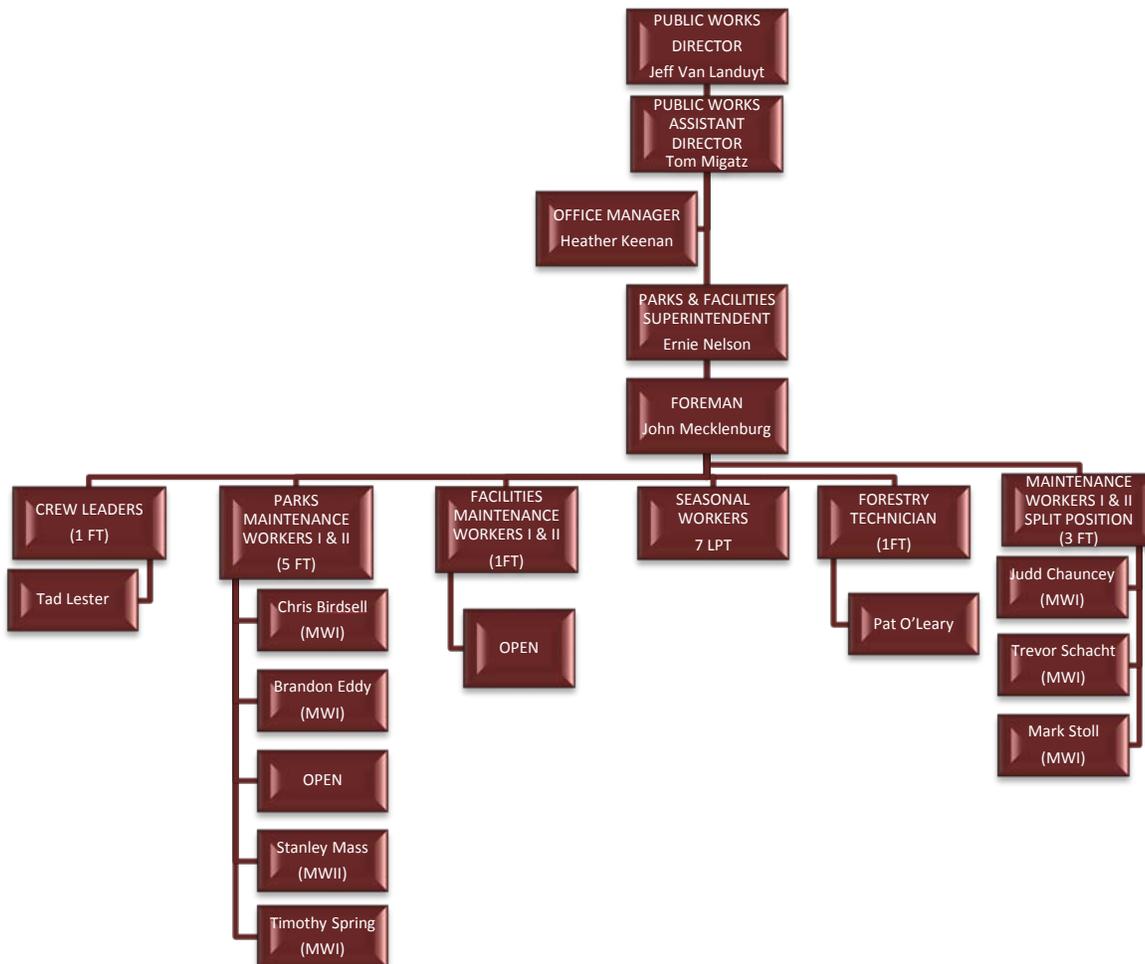
Parks

Parks Division

The budget for the Parks Division of the Department of Public Works accounts for all costs to operate and maintain the 550 acres of parkland at 24 different locations. Contained within these parks sites are 4 baseball fields, 16 softball and youth baseball fields, 8 soccer fields, 9 tennis courts, 9 basketball courts, 1 youth football field, and 18 separate playground areas. The division provides support and assistance for community and City-sponsored events, block parties, picnic pavilion reservations, and scheduled ball games and soccer games. In addition to these recreational activities, the division performs snow removal, building maintenance, tree trimming, tree maintenance, and tree removal.



PARKS DIVISION – ORGANIZATIONAL CHART



PARKS DIVISION – PERSONNEL SUMMARY					
AUTHORIZED POSITION/TITLE	13/14	14/15	15/16	16/17	+(-)
Parks & Facilities Superintendent ¹	1	1	1	1	0
Foreman	1	1	1	1	0
Crew Leader	1	1	1	1	0
Forestry Technician	1	1	1	1	0
Park Maintenance Worker I & II	5	5	5	5	0
Facility Maintenance Worker I & II ²	0	0	1 ²	1	0
Split/Shared Position: Street/Parks ³	2	2	3	3	0
Seasonal Temporary (LPT)	1.5	1.5	2.5	3.5	1.0
TOTAL FULL TIME	9	9	9	10	0
TOTAL SPLIT/SHARED (FT)	2	3	3	3	0
TOTAL SEASONAL LPT (FTE)	1.5	2	2.5	3.5	1.0

¹Upon hiring of a new Supervisor, this role became Parks & Facilities Superintendent in FY14/15.

²This was previously the FT Custodian position reported within the City Hall budget.

³These roles are funded 50% by the Parks Division and 50% by the Street Division.

FY15/16 Accomplishments

- Performed the following renovations to Field 'A' at Emricson Park:
 1. Removed existing field lights and installed new lights
 2. Installed field tile to the infield
 3. Removed existing outfield and dugout fencing
 4. Installed new vinyl coated fencing
 5. Installed concrete dugout pads
 6. Installed covered dugouts
 7. Properly graded the infield
 8. Properly graded the outfield warning track
- Successfully bid out custodial responsibilities to one contractor for the Recreation Center, City Hall, and the Library
- Provided support and assistance for approximately 140 pavilion reservations, 1,400 scheduled ball games, and 620 scheduled soccer games
- Aerated and fertilized the following fields:
 1. Emricson Park football fields
 2. Davis Road Park soccer fields
 3. Emricson Park soccer fields
 4. Merryman Park common areas
- Seeded the following fields and common areas:
 1. Merryman Park common areas
 2. Davis Road Park soccer fields
 3. Emricson Park soccer fields
 4. Emricson Park football fields
- Installed insulation above the tin ceiling in the City Manager's office
- Emptied the City Hall locker room and performed needed maintenance to bring it back to its intended purpose

- Assisted with maintenance in City Hall's basement in preparation for the Chamber of Commerce to move into the area
- Performed the following work at the Woodstock Water Works facility:
 1. Prepared facility for winter and summer seasons
 2. Waxed the water slides
 3. Installed handicap railings
 4. Installed the handicap chair
 5. Installed the diving boards
 6. Repaired the fence
 7. Tightened or replaced missing rope around the entire facility
 8. Removed rotted pole tops around the entire facility
- Inventoried remaining rights-of-way Ash trees
- Implemented a three step fertilization plan for Davis Road Park soccer fields – Spring, Summer, & Fall
- Installed the Peace Park path and assisted with the installation of the City's Labyrinth at Dick Tracy Way Park
- Collected and recycled 809 Christmas trees throughout the City
- Coordinated the installation, maintenance, and removal of holiday decorations in the downtown
- Planted 4,000 bulbs and over 200 perennials in 42 bump outs around the Square as part of the first phase of the downtown renovation plan approved by City Council
- Removed 100 diseased, dying, and dead Ash trees throughout the City
- Installed 30 tons of crushed limestone on the warning tracks and paths at Bates Park
- Performed infield renovations to Dream Field at Emricson Park
- Installed 86 tons of field mix to the infields at Bates Park

FY16/17 Goals and Objectives

- Remove 107 remaining Ash Trees from the City rights-of-way by the end of December 2016
- Develop a Citywide tree inventory
- Implement a Citywide 7- year cycle prune schedule
- Continue to provide prompt, professional, and efficient customer service to all park users and residents
- Maintain safe, clean, and attractive park and recreation facilities for the enjoyment of our residents and park users
- Plan, maintain, and prepare soccer, softball, and baseball facilities for residents and user groups in a cost-effective manner
- Develop and maintain a highly-motivated and productive staff that is capable of providing friendly, prompt, and efficient customer service that takes pride in their work and their responsibilities for the care of the City's park facilities
- Aid other City Departments, community activities, and provide assistance for the delivery of vital services to improve the quality of life and enjoyment for all residents
- Provide forestry services for the care of trees within public rights-of-way for the protection and maintenance of urban trees and to respond to the needs of residents
- Continue to evaluate opportunities to reduce overall costs and judiciously manage the City's limited financial resources
- Continue to support public input for all park activities and projects by providing information for the Parks and Recreation Commission
- Provide regular updates and share information of interest to residents and park users using the City Manager's Newsletter, City Scene, City website, and information to target groups to continue to provide effective communication to residents for park information and activities

- Provide all services for the proper maintenance of trees, landscape plants, and materials in all parks and public grounds. This will include regular cleaning and removal of trash and litter, weeding, and maintenance of shrubs and trees necessary to provide attractive grounds
- Provide assistance and support for approved special events that are held throughout the year

Performance Measures:

Item	Goal	Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Estimated
Internal Training	Provide a minimum of 40 hours of documented training for division employees each year	Hours per employee	*	*	*
Pavilion Reservations	Provide service and support for reservations	Number of reservations	*	*	140
Soccer Games	Maintain and prep soccer fields for user groups	Number of fields prepared	*	*	620
Baseball & Softball Games	Maintain and prep baseball & softball fields for user groups	Number of fields prepared	*	*	1,400
Communication	Provide a minimum of 25 articles for the purpose of sharing information of interest to residents and park users via the City Managers Newsletter, City Scene and City Website	Number of articles written	*	*	25
*Data not available					

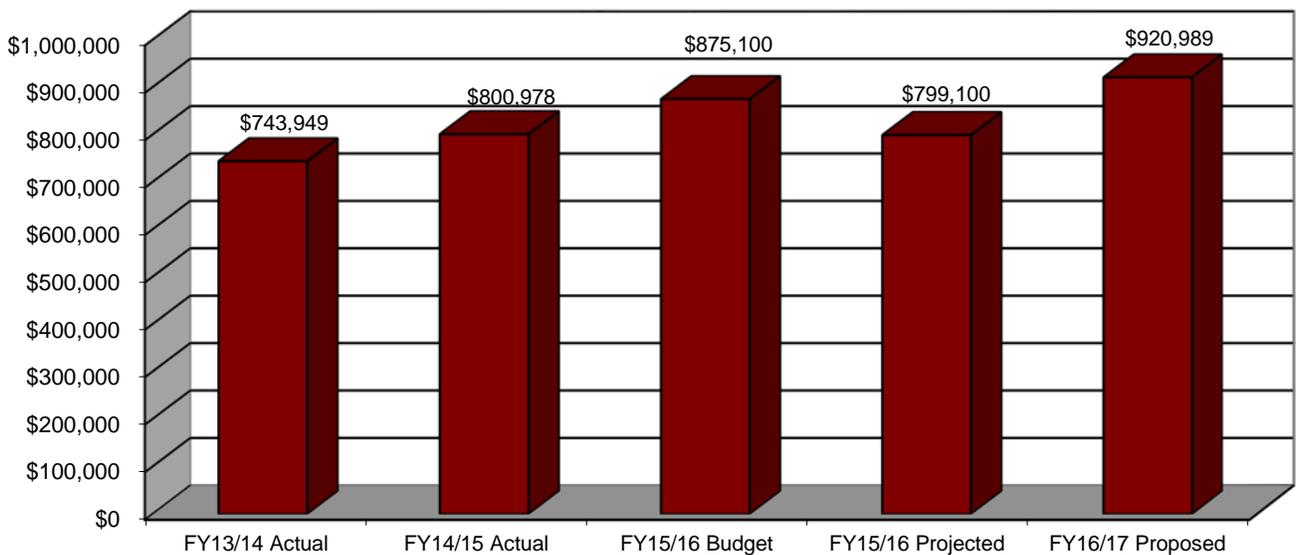
Parks Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ -	\$ -
REVENUES						
TAXES						
06-00-1-311	Property Taxes	\$ 360,505	\$ 325,751	\$ 300,000	\$ 298,900	\$ 300,000
TOTAL TAXES		\$ 360,505	\$ 325,751	\$ 300,000	\$ 298,900	\$ 300,000
FEES						
06-00-2-360	Facility Rental	\$ 23,515	\$ 17,610	\$ 20,000	\$ 16,500	\$ 17,000
TOTAL FEES		\$ 23,515	\$ 17,610	\$ 20,000	\$ 16,500	\$ 17,000
OTHER REVENUES						
06-00-5-380	Miscellaneous Revenues	\$ -	\$ 7	\$ -	\$ -	\$ 100
06-00-5-381	Snow Removal	12,212	14,557	13,400	18,900	15,000
TOTAL OTHER REVENUE		\$ 12,212	\$ 14,564	\$ 13,400	\$ 18,900	\$ 15,100
TOTAL REVENUES (BEFORE TRANSFERS)		\$ 396,232	\$ 357,925	\$ 333,400	\$ 334,300	\$ 332,100
TRANSFERS (TO)/FROM OTHER FUNDS						
06-00-9-392	Transfer From General Corporate Fund	\$ 489,320	\$ 587,971	\$ 696,000	\$ 611,800	\$ 774,900
06-00-9-393	Transfer From Special Recreation Fund	-	-	-	-	-
06-00-9-889	Transfer to Employee Insurance Fund	(141,603)	(144,918)	(154,300)	(147,000)	(190,000)
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ 347,717	\$ 443,053	\$ 541,700	\$ 464,800	\$ 584,900
TOTAL REVENUES (AFTER TRANSFERS)		\$ 743,949	\$ 800,978	\$ 875,100	\$ 799,100	\$ 917,000
EXPENSES						
SALARIES						
06-00-3-408	Parks & Facilities Superintendent	\$ 93,822	\$ 115,076	\$ 86,800	\$ 83,500	\$ 88,500
06-00-3-415	Maintenance	397,539	407,528	489,000	424,700	511,000
06-00-3-431	Extra Labor	17,013	17,447	20,000	16,400	27,000
06-00-3-445	Overtime	21,393	14,638	16,000	19,000	16,000
TOTAL SALARIES		\$ 529,767	\$ 554,689	\$ 611,800	\$ 543,600	\$ 642,500
PERSONAL SERVICES						
06-00-4-451	Sick Leave Conversion	\$ 2,067	\$ 927	\$ 3,800	\$ 1,300	\$ 3,800
06-00-4-453	Uniforms	3,261	5,700	5,000	4,000	4,700
TOTAL PERSONAL SERVICES		\$ 5,328	\$ 6,627	\$ 8,800	\$ 5,300	\$ 8,500
CONTRACTUAL SERVICES						
06-00-5-540	Electricity	\$ 7,368	\$ 13,381	\$ 13,000	\$ 11,100	\$ 13,000
06-00-5-543	Equipment Rental	2,862	2,240	3,000	3,200	4,500
06-00-5-551	Service to Maintain Grounds	31,983	44,408	43,000	50,000	50,000
06-00-5-553	Service to Maintain Vehicles	1,033	2,457	1,500	9,000	5,000
06-00-5-557	Service to Maintain Lights	5,129	10,272	10,000	17,200	10,000
06-00-5-563	Tree Trimming & Removal	14,215	18,200	20,000	25,000	25,000
06-00-5-566	Preventive Tree Maintenance	-	1,000	1,500	1,000	1,000
TOTAL CONTRACTUAL SERVICES		\$ 62,590	\$ 91,958	\$ 92,000	\$ 116,500	\$ 108,500

Parks Fund-Continued

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
COMMODITIES						
06-00-6-602	Gasoline & Oil	\$ 35,775	\$ 25,653	\$ 27,000	\$ 21,000	\$ 25,000
06-00-6-603	Fuel-Heating	13,837	7,369	8,500	3,600	4,000
06-00-6-605	Tools	563	226	1,000	1,500	2,500
06-00-6-606	Supplies	6,409	6,623	6,000	1,500	5,000
06-00-6-609	Landscape Materials	2,000	3,366	27,000	20,000	27,000
06-00-6-611	Recreation Supplies	5,922	4,631	5,000	1,000	5,000
06-00-6-613	Water and Sewer	-	5,455	1,000	500	500
06-00-6-616	Lumber	218	-	1,000	1,100	2,000
06-00-6-620	Material to Maintain Buildings	644	1,131	3,500	3,000	3,500
06-00-6-621	Material to Maintain Equipment	21,281	32,621	20,000	18,000	20,000
06-00-6-622	Material to Maintain Vehicles	7,490	11,842	8,500	8,500	8,500
06-00-6-623	Material to Maintain Grounds	38,639	35,651	45,000	45,000	45,000
06-00-6-630	Material to Maintain Lights	550	1,753	-	-	-
06-00-6-635	Ice Control	10,782	4,717	6,500	6,500	7,000
TOTAL COMMODITIES		\$ 144,110	\$ 141,038	\$ 160,000	\$ 131,200	\$ 155,000
CAPITAL OUTLAY						
06-00-7-720	Equipment	\$ 2,154	\$ 6,666	\$ 2,500	\$ 2,500	\$ 2,500
TOTAL CAPITAL OUTLAY		\$ 2,154	\$ 6,666	\$ 2,500	\$ 2,500	\$ 2,500
TOTAL PARKS FUND EXPENSES		\$ 743,949	\$ 800,978	\$ 875,100	\$ 799,100	\$ 917,000
NET INCREASE (DECREASE)		\$ -				
Ending Fund Balance					\$ -	\$ -

BUDGET COMPARISON



Parks Fund Line Item Descriptions

06-00-1-311 Property Taxes \$ 300,000

FY13/14 Actual:	\$ 360,505	FY14/15 Actual:	\$ 325,751
FY15/16 Budget:	\$ 300,000	FY15/16 Projected:	\$ 298,900
Budget to Proposed	0.0%	Projected to Proposed	0.4% △

Included with the total property tax levied by the City is a levy designated for public parks at the rate of 0.075%. Based on this tax rate, the owner of a \$200,000 home will pay approximately \$45.50 in property taxes each year for the maintenance and improvement of park facilities. This represents a tremendous bargain for the number and type of park and recreational facilities provided to our residents.

06-00-2-360 Facility Rental \$ 17,000

FY13/14 Actual:	\$ 23,515	FY14/15 Actual:	\$ 17,610
FY15/16 Budget:	\$ 20,000	FY15/16 Projected:	\$ 16,500
Budget to Proposed	-15.0% ▽	Projected to Proposed	3.0% △

Revenue for this line item is received from the rental fees charged for reserved use of park facilities. All park facilities (except the Aquatic Center and the Recreation Center) are open to the public free of charge on a first-come, first-serve basis. However, the City does charge a rental fee to reserve and gain exclusive use of facilities such as pavilions, soccer fields, and ball fields. The City's User Fee Ordinance does exempt the local high schools from paying these fees, and the City Council has approved a waiver of these fees for youth organizations as a credit for improvements they completed at their cost on City fields. Remaining user groups are charged a fee for the reserved and exclusive use of fields based on the number of non-resident participants. The City does not charge any fee to the user groups for games played by resident youth. This revenue experienced a reduction in FY14/15 as a result of a significant drop in reservations and fees by adult soccer groups and non-resident travel baseball groups.

06-00-5-380 Miscellaneous Revenues \$ 100

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 7
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item is used to document any donations made to the City for park and recreational facilities or special revenue received for park facilities. One example is the sale of commemorative bricks. The City offers the opportunity for residents, service organizations, and interested parties to purchase engraved bricks that can be placed at Sesquicentennial Park. The material cost for the purchase of the bricks is paid from the Parks budget, and revenue received from the sale of the bricks is recorded in this line item.

06-00-5-381 Snow Removal \$ 15,000

FY13/14 Actual:	\$ 12,212	FY14/15 Actual:	\$ 14,557
FY15/16 Budget:	\$ 13,400	FY15/16 Projected:	\$ 18,900
Budget to Proposed	11.9% △	Projected to Proposed	-20.6% ▽

The Parks Division of Public Works provides sidewalk snow removal services for the business and property owners in the downtown area of Woodstock. Since this service directly benefits the business owners and the City is not responsible for removal of snow at other locations throughout the community, the cost of that service is paid directly by the property owners. Invoices are sent to the appropriate party each fall, and this line item is included within the Parks budget to document that revenue.

A three percent increase is proposed in FY16/17 to account for increased costs for labor and materials.

06-00-9-392 Transfer From General Corporate Fund \$ 774,900

FY13/14 Actual:	\$ 489,320	FY14/15 Actual:	\$ 587,971
FY15/16 Budget:	\$ 696,000	FY15/16 Projected:	\$ 611,800
Budget to Proposed	11.3% △	Projected to Proposed	26.7% △

This transfer of funds represents the annual subsidy required from the City’s General Corporate Fund to balance the Parks budget to finance the operation and maintenance of the City’s park system. As shown with the previous revenue line items, the City does receive money from the general property tax and a small amount of rental and user fees for the operation of the parks. However, these revenues are substantially less than the total annual expenditures, and it is necessary to subsidize the operation and maintenance of the parks through the use of General Fund revenues.

06-00-9-889 Transfer to Employee Insurance Fund (\$ 190,000)

FY13/14 Actual:	(\$ 141,603)	FY14/15 Actual:	(\$ 144,918)
FY15/16 Budget:	(\$ 154,300)	FY14/15 Projected:	(\$ 147,000)
Budget to Proposed	23.1% △	Projected to Proposed	29.3% △

This line item represents the transfer made to the Employee Health and Life Insurance Fund for the insurance coverage for the full-time employees and shared employees in this division.

06-00-3-408 Parks and Facilities Superintendent \$88,500

FY13/14 Actual:	\$ 93,822	FY14/15 Actual:	\$ 115,076
FY15/16 Budget:	\$ 86,800	FY15/16 Projected:	\$83,500
Budget to Proposed	2.0% △	Projected to Proposed	6.0% △

The FY16/17 budget amount is consistent with the City’s approved Wage and Classification Plan for non-unionized positions and incorporates a 1.0% COLA increase plus the opportunity for an additional increase based on the City’s merit program. The projected increase in FY14/15 was a result of the retiring Parks Supervisor being compensated for unused benefit time.

06-00-3-415 Maintenance \$ 511,000

FY13/14 Actual:	\$ 397,539	FY14/15 Actual:	\$ 407,528
FY15/16 Budget:	\$ 489,000	FY15/16 Projected:	\$ 424,700
Budget to Proposed	4.5% △	Projected to Proposed	20.3% △

The FY16/17 budget amount is consistent with any negotiated labor contracts for unionized positions. This line item pays the salary costs of nine (9) full-time, year-round maintenance employees in the Parks Division and 50% of the salary costs for three (3) positions shared between Parks and Streets. Funds allocated to this line item allow the City to provide the staffing that is needed to properly maintain the park facilities and to meet the growing increase in scheduled activities by the user groups. The proposed increase in FY15/16 included hiring a Facility Maintenance Worker I for the Park and Facility Division.

06-00-3-431 Extra Labor \$ 27,000

FY13/14 Actual:	\$ 17,013	FY14/15 Actual:	\$ 17,447
FY15/16 Budget:	\$ 20,000	FY15/16 Projected:	\$ 16,400
Budget to Proposed	35.0% △	Projected to Proposed	64.6% △

This line item is used to pay the salary costs of seasonal part-time employees working 40 hours per week during the summer months (May thru August). The seasonal employees provide additional labor for seasonal mowing, trimming, and outside maintenance which frees up more work hours for full-time employees. Actual costs are determined by the total number of hours that these employees work. The FY16/17 Budget proposes the addition of two summer seasonal positions.

06-00-3-445 Overtime \$ 16,000

FY13/14 Actual:	\$ 21,393	FY14/15 Actual:	\$ 14,638
FY15/16 Budget:	\$ 16,000	FY15/16 Projected:	\$ 19,000
Budget to Proposed	0%	Projected to Proposed	-15.8% △

This line item covers the Parks Division overtime cost during the year. Many times the division has to respond to after hour calls, is responsible for downtown snow removal, and performs ball field maintenance during the playing season on weekends, all which require overtime.

06-00-4-451 Sick Leave Conversion \$ 3,800

FY13/14 Actual:	\$ 2,067	FY14/15 Actual:	\$ 927
FY15/16 Budget:	\$ 3,800	FY15/16 Projected:	\$ 1,300
Budget to Proposed	0%	Projected to Proposed	192.3% △

The sick leave conversion benefit provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%, but applied to employee health insurance contributions.

06-00-4-453 Uniforms \$4,700

FY13/14 Actual:	\$ 3,261	FY14/15 Actual:	\$ 5,700
FY15/16 Budget:	\$ 5,000	FY15/16 Projected:	\$ 4,000
Budget to Proposed	-6.0% ▽	Projected to Proposed	17.5% △

In an effort to improve the overall appearance of the Public Works employees and to further the professional image and approach of the employees, the City provides uniform items. All uniforms and clothing identifies the individual as an employee of the City, presents a very positive professional image to the public, and is a visual representation of the City’s commitment for quality customer service delivered by a professional staff.

06-00-5-540 Electricity \$ 13,000

FY13/14 Actual:	\$ 7,368	FY14/15 Actual:	\$ 13,381
FY15/16 Budget:	\$ 13,000	FY15/16 Projected:	\$ 11,100
Budget to Proposed	0%	Projected to Proposed	17.1△%

Charges for electricity used at park facilities are separated between ‘revenue’ and ‘non-revenue’ public facilities. Electricity for non-revenue park facilities, such as security lights and parking lot lights is provided to the City at no charge under the ComEd franchise agreement. However, the City is required to pay the standard rate charges for all park facilities where the City charges a fee for use (i.e., ball fields). The division has taken an additional step to save funds by turning the breakers off/on at Emricson and Bates Park so that unscheduled use of these facilities does not occur.

06-00-5-543 Equipment Rental \$ 4,500

FY13/14 Actual:	\$ 2,862	FY14/15 Actual:	\$ 2,240
FY15/16 Budget:	\$ 3,000	FY15/16 Projected:	\$ 3,200
Budget to Proposed	50.0% △	Projected to Proposed	40.6% △

This line item funds the rental of tools and small equipment such as trenchers, sod cutters, and stump grinders. Parks staff uses this equipment to complete maintenance projects throughout the year. As a result of the Emerald Ash Borer, staff removes approximately eighty stumps each year after affected trees are removed. This budget line item will increase in FY16/17 due to the removal of more Ash Trees. The Parks Division plans to remove all remaining Ash trees by December, 2016 and keep removal of stumps in-house.

06-00-5-551 Service to Maintain Grounds \$ 50,000

FY13/14 Actual:	\$ 31,983	FY14/15 Actual:	\$ 44,408
FY15/16 Budget:	\$ 43,000	FY15/16 Projected:	\$ 50,000
Budget to Proposed	16.3% △	Projected to Proposed	0.0%

This line item is used to pay all contracted costs for the maintenance of park grounds and park facilities. Annual costs typically include rental fees for portable toilets used at park sites, contracted services for fertilization and weed control on

ball fields, chemical treatment of three ponds by a licensed contractor, repairs to the lightning detection systems, and contracted services for the repair of irrigation systems.

FY14/15 saw an increase in this line item due to several unforeseen expenses including vandalism to the restrooms at Bates Park and fence repairs at Davis and McConnell Road parks. In FY15/16, staff filled surface cracks at several courts out of this account in lieu of a General – CIP Fund project. In addition, during FY15/16 there were many unforeseen costs associated with aging irrigation systems.

06-00-5-553 Service to Maintain Vehicles		\$ 5,000	
FY13/14 Actual:	\$ 1,033	FY14/15 Actual:	\$ 2,457
FY15/16 Budget:	\$ 1,500	FY15/16 Projected:	\$ 9,000
Budget to Proposed	233.3% △	Projected to Proposed	-44.4% ▽

This line item includes all costs for outside service and repair of the eight vehicles assigned to the Parks Division. Replacement of a hydraulic cylinder on aerial truck #16 occurred during FY15/16. The repair was not covered under warranty and applied to this line item.

06-00-5-557 Service to Maintain Lights		\$ 10,000	
FY13/14 Actual:	\$ 5,129	FY14/15 Actual:	\$ 10,272
FY15/16 Budget:	\$ 10,000	FY15/16 Projected:	\$ 17,200
Budget to Proposed	0.0%	Projected to Proposed	-41.9% ▽

This line item is used to pay all costs for contracted services for the maintenance and repair of lights in all City parks. This includes security lights in Emericson Park, tennis court lights, lights at Emericson Field A, lights on both Bigelow fields at Emericson Park, security lights at Bates Park, ball field lights at Bates Park, and ball field lights on Sullivan field at Emericson Park. This line item saw an increase due to several unforeseen expenses in FY15/16. Several light fixtures at Emericson Park were beyond repair and replaced with LED fixtures. Vandals caused damage to several fixtures on Fields B & C at Emericson Park requiring replacement of lenses and bulbs using equipment the City does not own.

06-00-5-563 Tree Trimming & Removal		\$ 25,000	
FY13/14 Actual:	\$ 14,215	FY14/15 Actual:	\$ 18,200
FY15/16 Budget:	\$ 20,000	FY15/16 Projected:	\$ 25,000
Budget to Proposed	25.0% △	Projected to Proposed	0.0%

The Forestry Technician inspects trees and determines a plan of action. This program provides an important service to the community, and it is essential that the City continue providing funds for the removal of hazardous trees. Ash tree removal continues in FY16/17. During the year, the City hires a contractor for this service when overhead utilities are present or the size of the tree exceeds the ability of the City's equipment to perform this task safely. This line item increased in FY15/16 to remove trees in preparation for a parking lot at Ryder Woods. The

project stalled when several neighbors expressed their displeasure at the placement of the proposed parking lot.

06-00-5-566 Preventative Tree Maintenance		\$ 1,000	
FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 1,000
FY15/16 Budget:	\$ 1,500	FY15/16 Projected:	\$ 1,000
Budget to Proposed	-33.3% ▽	Projected to Proposed	0.0% ▽

Funds in this line item pay for contracted services and management programs identified and recommended by the City's Forestry Technician for the Park In The Square. The proper maintenance and care of that inventory requires proactive measures and management efforts to help offset the impact of the urban environment on the trees.

06-00-6-602 Gasoline & Oil		\$ 25,000	
FY13/14 Actual:	\$ 35,775	FY14/15 Actual:	\$ 25,653
FY15/16 Budget:	\$ 27,000	FY15/16 Projected:	\$ 21,000
Budget to Proposed	-7.4% ▽	Projected to Proposed	19.0% △

This line item includes all fuel costs for the division's trucks, tractors, mowers, ball field maintenance equipment, power tools, and snow removal equipment. In addition, the Fleet Division charges a portion of the costs for bulk oil and lubrication products used by the mechanics for routine maintenance and service of vehicles and equipment to this line item. Staff has considered a reduction in this line item based on cost projections through July from the U.S. Energy Information Administration.

06-00-6-603 Fuel – Heating		\$ 4000	
FY13/14 Actual:	\$ 13,837	FY14/15 Actual:	\$ 7,369
FY15/16 Budget:	\$ 8,500	FY15/16 Projected:	\$ 3,600
Budget to Proposed	-52.9% ▽	Projected to Proposed	11.1% △

This line item includes funds to pay for fuel to heat the warming house and maintenance garage at Emricson Park. This account fluctuates significantly from year-to-year and is highly influenced by winter temperatures.

06-00-6-605 Tools		\$ 2,500	
FY13/14 Actual:	\$ 563	FY14/15 Actual:	\$ 226
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 1,500
Budget to Proposed	150.0% △	Projected to Proposed	66.7% △

The purchase of hand tools and small equipment (less than \$500 per purchase), necessary for the maintenance and care of park facilities and grounds, are charged to this line item. Typical annual purchases include rakes, shovels, brooms, ball field rakes, and small power tools. In FY15/16 staff proposed an increase to this account to properly outfit the requested Facility Maintenance Worker I position. In absence of a Facility Maintenance Worker I, staff still

needed to perform required maintenance resulting in the purchase of some task-orientated tools. Staff continues to identify necessary troubleshooting equipment as tasks previously performed by a contractor are addressed.

06-00-6-606 Supplies		\$ 5,000	
FY13/14 Actual:	\$ 6,409	FY14/15 Actual:	\$ 6,623
FY15/16 Budget:	\$ 6,000	FY15/16 Projected:	\$ 1,500
Budget to Proposed	-16.7% ▽	Projected to Proposed	233.3% △

This line item includes charges for the purchase of a variety of items and materials needed by the employees to provide daily cleaning and maintenance of park facilities. Typical purchases charged to this line item include cleaning supplies, bathroom supplies, light bulbs, paint and painting supplies, and first aid materials. Encumbrances to this line item decreased from past years as staff used bulk supplies previously purchased. Staff expects depleting this existing stock of cleaning supplies during FY16/17.

06-00-6-609 Landscape Materials		\$ 27,000	
FY13/14 Actual:	\$ 2,000	FY14/15 Actual:	\$ 3,366
FY15/16 Budget:	\$ 27,000	FY15/16 Projected:	\$ 20,000
Budget to Proposed	0.0%	Projected to Proposed	35.0% △

This line item includes the purchase of materials needed to complete new landscape improvements in park sites and the replacement of existing landscape materials in existing areas. Additional funding was included in FY14/15 to increase the emphasis on the maintenance and appearance of the downtown streetscape areas. This line item received a significant increase in funding in FY15/16 to increase maintenance of the downtown streetscape areas and implement a beautification plan for the curb bump outs.

06-00-6-611 Recreation Supplies		\$ 5,000	
FY13/14 Actual:	\$ 5,922	FY14/15 Actual:	\$ 4,631
FY15/16 Budget:	\$ 5,000	FY15/16 Projected:	\$ 1,000
Budget to Proposed	0.0%	Projected to Proposed	400.0% △

This line item funds the purchase of materials and supplies necessary to maintain sport and recreational facilities including softball and baseball fields, basketball courts, tennis courts, and playgrounds. Reliance on in-stock items and fewer instances of vandalism kept costs low.

06-00-6-613 Water and Sewer		\$ 500	
FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 5,455
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 500
Budget to Proposed	-50.0% ▽	Projected to Proposed	0.0%

A requirement of the City's Utility Fund is that it remains self-supporting. Doing so requires all operations of the City to pay the appropriate fee just like other

water and sewer customers. An undetected leak at Sesquicentennial Park prompted an increase to this line item in FY14/15. Staff has since repaired the leak.

06-00-6-616 Lumber \$ 2,000

FY13/14 Actual:	\$ 218	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 1,100
Budget to Proposed	100.0% △	Projected to Proposed	81.8% △

This line item funds the purchase of lumber for maintenance and repair of park amenities including picnic tables, benches, signs and signposts, parking lot border posts, and informational kiosk signs. Vandals burned a portion of the deck at the William C. Donato Conservation Area in late 2015 prompting the purchase of replacement material from this account. Staff has identified the need to replace playground border material prompting a request for increased funding in the upcoming year.

06-00-6-620 Material to Maintain Buildings \$ 3,500

FY13/14 Actual:	\$ 644	FY14/15 Actual:	\$ 1,131
FY15/16 Budget:	\$ 3,500	FY15/16 Projected:	\$ 3,000
Budget to Proposed	0.0%	Projected to Proposed	16.7% △

This line item includes charges for the purchase of materials used by City employees for building maintenance projects at areas including the parks maintenance garage in Emericson Park, Emericson Park warming house, Bates Park restroom and concession stand building, all picnic shelters, and the house and detached garage at the Hennen Conservation Area. Typical purchases include paint and stain, window and door replacements, light fixtures, and plumbing fixtures. In FY15/16, staff proposed an increase to this account so the proposed Facility Maintenance Worker could address previously deferred maintenance projects. The need to purchase material consisting of light fixture lens covers, emergency light batteries, replacement ceiling tile, and light bulbs is anticipated as completion of maintenance tasks continues.

06-00-6-621 Material to Maintain Equipment \$ 20,000

FY13/14 Actual:	\$ 21,281	FY14/15 Actual:	\$ 32,621
FY15/16 Budget:	\$ 20,000	FY15/16 Projected:	\$ 18,000
Budget to Proposed	0.0%	Projected to Proposed	11.1% △

This line item funds the purchase of materials and supplies for proper maintenance and repair of all of the equipment necessary for Parks employees to complete their assigned duties. Major costs associated with this line item include the replacement of wire broom parts for snow removal equipment and parts for the maintenance of mowing equipment. This line item increased in FY14/15 because of significant repairs and the need to rebuild some equipment.

06-00-6-622 Material to Maintain Vehicles \$ 8,500

FY13/14 Actual:	\$ 7,490	FY14/15 Actual:	\$ 11,842
FY15/16 Budget:	\$ 8,500	FY15/16 Projected:	\$ 8,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Most of the service and repair to Parks vehicles is completed in-house by the City's mechanics who then charge the purchase of repair parts and vehicle service supplies to this line item. Typical purchases each year include tires, batteries, belts, hoses, lights, filters, brake parts, etc.

06-00-6-623 Material to Maintain Grounds \$ 45,000

FY13/14 Actual:	\$ 38,639	FY14/15 Actual:	\$ 35,651
FY15/16 Budget:	\$ 45,000	FY15/16 Projected:	\$ 45,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

All material purchased by the Parks Division for use in the daily maintenance and care of park grounds are charged to this line item. The majority of these purchases are for the maintenance and care of the City's ballfields. This line item also covers the cost of supplies to maintain light fixtures throughout the parks.

06-00-6-630 Material to Maintain Lights \$ 0

FY13/14 Actual:	\$ 550	FY14/15 Actual:	\$ 1,753
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item includes all costs for the purchase of materials and supplies used by Parks employees for the maintenance of security lights and ballfield lights in the parks. In FY15/16, this funding was consolidated into the Material to Maintain Grounds line item.

06-00-6-635 Ice Control \$ 7,000

FY13/14 Actual:	\$ 10,782	FY14/15 Actual:	\$ 4,717
FY15/16 Budget:	\$ 6,500	FY15/16 Projected:	\$ 6,500
Budget to Proposed	7.7% Δ	Projected to Proposed	7.7% Δ

Material used to melt snow and ice is charged to this line item with City Hall, the Library, the Opera House, and Recreation Center each reimbursing the account for invoiced purchases. Revenue from sidewalk snow removal service in the downtown area offsets expenditures in this account.

06-00-7-720 Equipment \$ 2,500

FY13/14 Actual:	\$ 2,154	FY14/15 Actual:	\$ 6,666
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 2,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item funds the cost of new and replacement equipment, such as weed eaters and backpack blowers used in the maintenance of various parks,

landscape beds, and tree maintenance. The increase seen in FY14/15 is attributable to the purchase of an outdoor water fountain for Dick Tracy Way Park and a furnace for the Hennen Conservation Area building.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Opera House

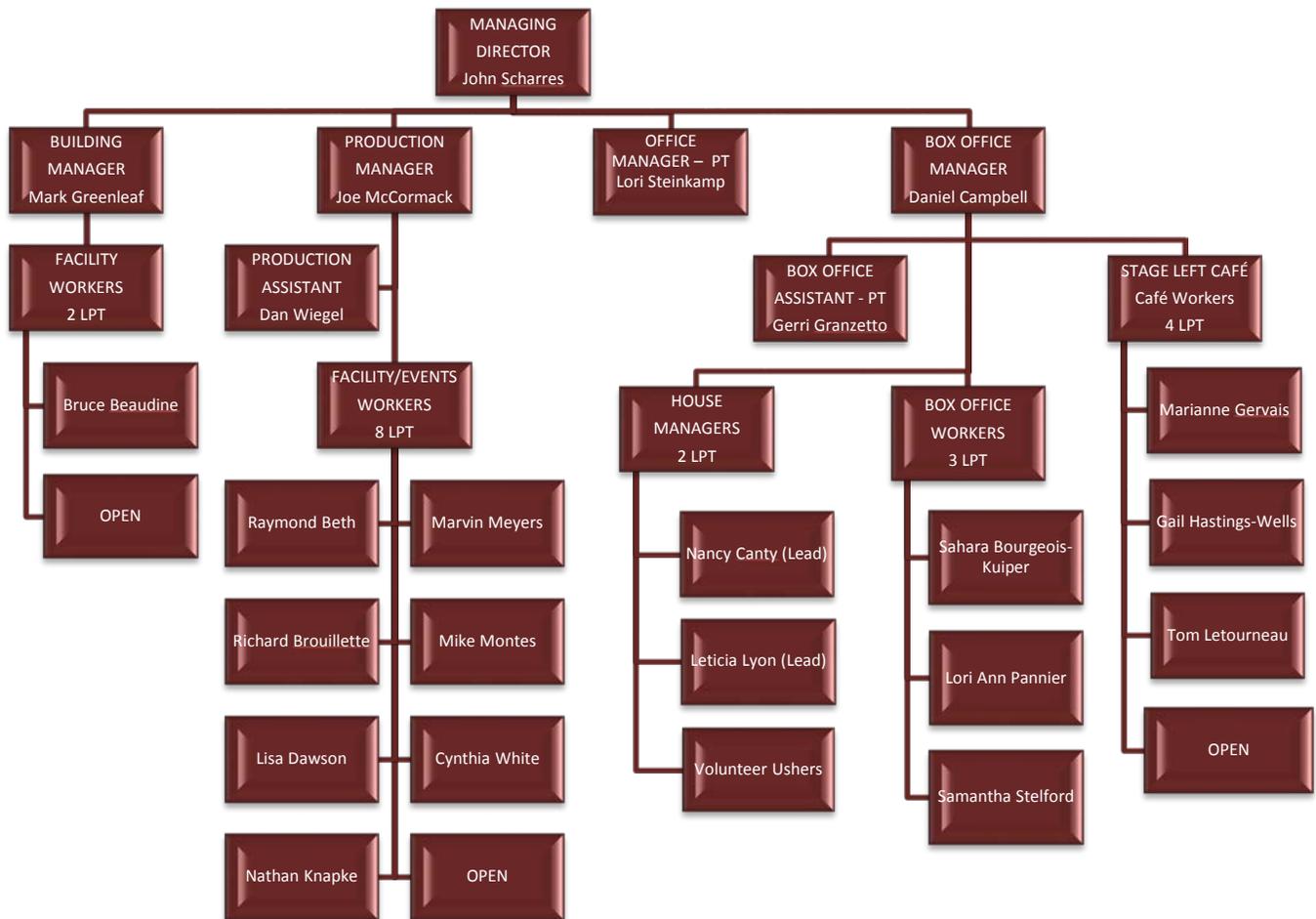
Woodstock Opera House



Situated on the downtown Historic Square in the heart of the community, the Woodstock Opera House is one of the oldest continuously operating theatres in the country and one of the most recognized historic theatres in the Midwest. The Opera House hosts and provides support for a wide variety of events on its Main Stage as well as in the Stage Left Café, Woodstock Park in the Square and surrounding community. Registered as a national historic landmark, the Opera House is dedicated to the production, promotion and support of performing arts and civic events as a service to the community and the people of McHenry County and northern Illinois.



WOODSTOCK OPERA HOUSE – ORGANIZATIONAL CHART



WOODSTOCK OPERA HOUSE – PERSONNEL SUMMARY					
AUTHORIZED POSITION/TITLE	13/14	14/15	15/16	16/17	+(-)
Managing Director	1	1	1	1	0
Building Manager	1	1	1	1	0
Production Manager	1	1	1	1	0
Production Assistant	1	1	1	1	0
Box Office Manager	1	1	1	1	0
Office Manager – PT	0.5	0.5	0.5	0.5	0
Box Office Assistant - PT	0.5	0.5	0.5	0.5	0
Box Office Worker – LPT	1.5	1.5	1.5	1.5	0
House Managers – LPT	1	1	1	1	0
Facility/Events Workers - LPT	4	5	5	5	0
Café Staff - LPT	2	2	2	2	0
TOTAL FULL TIME	5	5	5	5	0
TOTAL PART TIME (FTE)	1	1	1	1	0
TOTAL LPT (FTE)	8.5	9.5	9.5	9.5	0

Opera House Event Activity Report January to December 2015							
MONTH	MAIN STAGE	LIBRARY & COMM. ROOM	BACK STAGE	GAZEBO & PARK	STAGE LEFT CAFÉ	TOURS	TOTAL EVENTS
January	2	5	0	1	12	2	22
February	5	6	3	1	16	1	32
March	16	6	1	0	13	0	36
April	17	8	1	0	14	0	40
May	4	3	0	3	18	2	30
June	7	4	0	4	15	3	33
July	17	3	3	8	18	2	51
August	6	2	3	7	13	1	32
September	13	3	1	4	18	1	40
October	15	4	3	2	18	3	45
November	23	9	3	2	20	0	57
December	20	2	0	0	15	3	40
Grand Total	145	55	18	32	190	18	458

FY15/16 Accomplishments

- Presented, administrated and lent technical support to over 450 events and activities in 2015.
- Completed Perimeter Lighting Project for the entire downtown Square including, demolition of old lighting system, installation of new LED environmentally-sealed lighting on outlines of all buildings and implementation of new software controls and power sources.
- Added a new digital projector and 10' x 10' projection screen to the Stage Left Café, complete with an in-house, custom-built, motorized retractable support structure for raising and lowering the projector from the ceiling.
- Constructed a knee-wall enclosure around the existing sound console area in the Opera House balcony to mask the equipment and create separation from the audience.
- Worked with the IT department and AHA Consulting to design, create and implement a new website for the Opera House that is integrated and part of the City's own new website.
- Performed a complete remodel of the Opera House business office including new plaster, paint, lighting fixtures, custom millwork, additional electrical and data connections, and office furniture. This project was funded through a \$10,500 donation by the Friends of the Opera House.
- Recruited a new Production Assistant to fill the vacancy left by the resignation of the previous employee.
- Presented ten local and regional artists in displaying their works of art from January through November 2015 in the Opera House Community Room.
- Produced eight City Band Concerts and four additional live concerts by various artists from June through August 2015 in the Park in the Square.
- Renovated the scene shop and added new industrial storage equipment.
- Assisted the Friends of the Opera House in several major fundraising efforts including their annual Art, Antique and Collectibles Auction, the Lighting of the Square donor and membership reception and the "That's Amore" Valentine's Day dinner fundraiser.
- Assisted with the installation of fiber optic cable, connecting the Opera House to the City's fiber network.
- Collaborated with Public Works Department to conduct an in-house investigation of possible sources of water damage which is causing cracks and damage to masonry and interior finishes of the building.



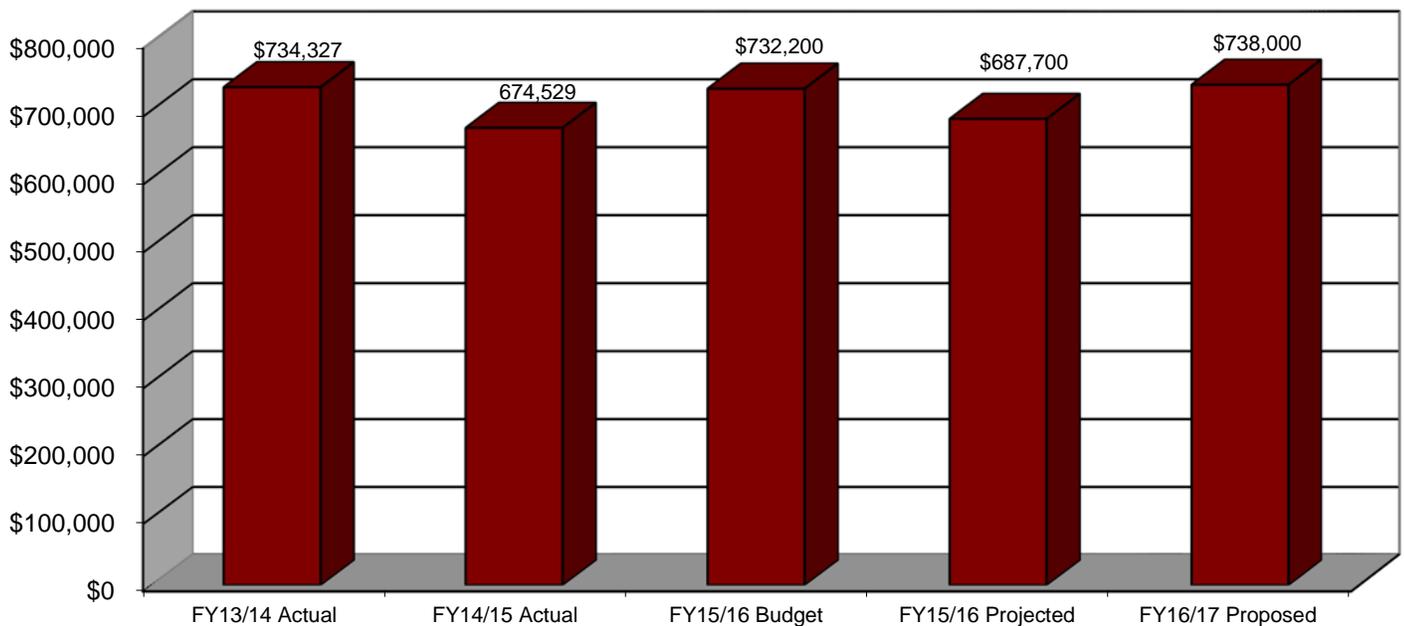
FY16/17 Goals and Objectives

- Create a new historical display in the Opera House Library to showcase the Woodstock Opera House’s 125 years of history.
- Move the Opera House ticketing software system to an off-site hosted solution by TicketReturn, eliminating the need for an in-house server, software and technical support.
- Refurbish the Stage Left Café, performance stage area with an upgraded stage platform and carpeting.
- Repair water damage to interior masonry of the basement and related exterior damage.
- Repair, replace and tuck-point damaged brick on all exterior facades of Opera House, interior brick walls of the stage house and repair split stone facing at entrances.
- Purchase and install new floor matting in the Van Buren St. entryway and Box Office lobby.
- Replace the primary, 80-gallon Annex water heater.
- Purchase and install a new backstage water cooler for the convenience of performers and stage crew.

Performance Measures

Item	Goal	Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Estimated
Number of Main Stage Ticketed Events	Maintain or increase number of ticketed events	# ticketed events	106	96	104
Overall Facility Usage	Optimize facility usage	# of events/activities	536	488	480
Percentage of Internet Ticket Sales	Maximize online sales	Based on Tickets sold	30.24%	36.11%	40%
Tickets Sold	Maintain or increase ticket sales	# tickets	25,314	24,512	27,000

BUDGET COMPARISON



Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$0	\$0
REVENUES OPERA HOUSE						
TAXES						
07-00-1-311	Property Tax	\$ 192,270	\$ 173,733	\$ 160,000	\$ 159,400	\$ 160,000
TOTAL TAXES		\$ 192,270	\$ 173,733	\$ 160,000	\$ 159,400	\$ 160,000
FEES						
07-00-2-330	Gifts and Donations	\$ 1,323	\$ 5,155	\$ 11,500	\$ 11,500	\$ 11,500
07-00-2-360	Facility Rental	63,279	66,553	67,000	67,000	67,000
07-00-2-365	Materials and Services	44,646	42,069	46,000	40,500	42,000
07-00-2-366	Program Revenues	30,695	22,448	35,000	33,500	50,000
07-00-2-367	Ticket Office Services	7,575	7,050	7,500	7,800	7,500
TOTAL FEES		\$ 147,518	\$ 143,275	\$ 167,000	\$ 160,300	\$ 178,000
OTHER						
07-00-5-380	Miscellaneous Income	\$ 13,759	\$ 16,012	\$ 17,000	\$ 13,800	\$ 14,000
TOTAL OTHER REVENUES		\$ 13,759	\$ 16,012	\$ 17,000	\$ 13,800	\$ 14,000
TOTAL REVENUES OPERA HOUSE (BEFORE TRANSFERS)		\$ 353,547	\$ 333,020	\$ 344,000	\$ 333,500	\$ 352,000
TRANSFERS (TO)/FROM OTHER FUNDS						
07-00-9-392	Transfer From General Corporate Fund	\$ 350,246	\$ 327,053	\$ 362,000	\$ 335,200	\$ 371,700
07-00-9-393	Transfer From Hotel/Motel Tax Fund	30,000	30,000	30,000	30,000	30,000
07-00-9-889	Transfer To Employee Insurance Fund	(95,004)	(66,763)	(66,600)	(65,400)	(71,600)
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ 285,242	\$ 290,290	\$ 325,400	\$ 299,800	\$ 330,100
TOTAL REVENUES OPERA HOUSE (AFTER TRANSFERS)		\$ 638,789	\$ 623,310	\$ 669,400	\$ 633,300	\$ 682,100
REVENUES CAFÉ						
SALES OF GOODS AND SERVICES						
07-13-2-330	Concessions	\$ 44,167	\$ 40,182	\$ 48,000	\$ 43,000	\$ 43,000
07-13-2-360	Café Rental	10,075	6,675	10,000	6,500	8,000
07-13-2-365	Labor Reimbursement	626	436	300	400	400
07-13-2-380	TIP Donations	4,545	3,926	4,500	4,500	4,500
TOTAL SALES OF GOODS AND SERVICES		\$ 59,413	\$ 51,219	\$ 62,800	\$ 54,400	\$ 55,900
TOTAL REVENUES CAFE		\$ 59,413	\$ 51,219	\$ 62,800	\$ 54,400	\$ 55,900
TOTAL REVENUES PERFORMING ARTS FUND (AFTER TRANSFERS)		\$ 698,202	\$ 674,529	\$ 732,200	\$ 687,700	\$ 738,000
EXPENSES						
07-11-x-xxx	Opera House	\$ 680,702	\$ 621,446	\$ 680,400	\$ 640,400	\$ 686,200
07-12-x-xxx	Municipal Band	20,930	18,196	20,000	18,600	20,000
07-13-x-xxx	Café	32,695	34,887	31,800	28,700	31,800
TOTAL PERFORMING ARTS FUND EXPENSES		\$ 734,327	\$ 674,529	\$ 732,200	\$ 687,700	\$ 738,000
NET INCREASE (DECREASE)		\$ (36,125)	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance					\$ -	\$ -

Performing Arts Fund-Expenses

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
OPERA HOUSE						
SALARIES						
07-11-3-402	Director	\$ 104,394	\$ 109,074	\$ 113,600	\$ 113,900	\$ 115,100
07-11-3-403	Production Manager	79,590	45,472	62,400	62,300	63,900
07-11-3-404	Building Manager	75,163	78,834	82,100	82,300	84,400
07-11-3-407	Box Office Manager	56,607	59,370	61,800	62,000	63,900
07-11-3-413	Office Manager	30,627	31,983	33,300	33,300	34,100
07-11-3-436	Box Office Assistant	27,711	28,434	29,500	29,800	30,100
07-11-3-437	Box Office Workers	21,651	22,470	23,200	25,500	24,500
07-11-3-441	Facility and Event Workers	71,916	64,384	73,800	52,000	65,000
07-11-3-445	Overtime	-	-	-	-	-
07-11-3-446	Production Assistant	43,933	46,440	42,400	34,700	37,300
	TOTAL SALARIES	\$ 511,592	\$ 486,461	\$ 522,100	\$ 495,800	\$ 518,300
PERSONAL SERVICES						
07-11-4-451	Sick Leave Conversion	\$ 3,359	\$ 4,320	\$ 4,800	\$ 4,200	\$ 4,300
07-11-4-452	Travel & Training	-	-	1,500	-	1,500
07-11-4-454	Dues & Subscription	1,291	1,593	1,300	1,300	1,300
	TOTAL PERSONAL SERVICES	\$ 4,650	\$ 5,913	\$ 7,600	\$ 5,500	\$ 7,100
CONTRACTUAL SERVICES						
07-11-5-501	Communications	\$ 6,224	\$ 4,432	\$ 5,000	\$ 4,000	\$ 4,500
07-11-5-502	Professional Services	4,985	8,442	5,500	5,300	5,500
07-11-5-525	Programming Fund	42,616	26,062	35,000	36,000	50,000
07-11-5-526	Programming Fund-Advertising	5,098	17,296	18,000	16,500	18,000
07-11-5-537	Printing Services	7,311	6,010	8,000	7,500	7,500
07-11-5-550	Service to Maintain Building	40,982	32,053	36,200	32,000	36,000
07-11-5-552	Service to Maintain Equipment	2,067	855	1,500	1,000	3,000
	TOTAL CONTRACTUAL SERVICES	\$ 109,283	\$ 95,150	\$ 109,200	\$ 102,300	\$ 124,500
COMMODITIES						
07-11-6-601	Postage	\$ 8,587	\$ 10,158	\$ 9,000	\$ 6,000	\$ 6,500
07-11-6-602	Gas & Oil	345	194	400	300	300
07-11-6-603	Fuel-Heating	-	1,838	1,300	-	1,300
07-11-6-606	Supplies	2,234	2,257	2,500	2,500	2,400
07-11-6-607	Receptions (Entertainment)	219	649	1,000	600	1,000
07-11-6-613	Water and Sewer	795	869	1,000	1,000	1,000
07-11-6-620	Material to Maintain Building	7,248	7,295	8,000	8,000	8,000
07-11-6-621	Material to Maintain Equipment	1,373	1,468	1,500	1,500	1,500
07-11-6-622	Material to Maintain Vehicles	89	252	300	500	300
	TOTAL COMMODITIES	\$ 20,890	\$ 24,980	\$ 25,000	\$ 20,400	\$ 22,300
CAPITAL OUTLAY						
07-11-7-701	Building	\$ -	\$ 6,795	\$ 10,000	\$ 10,000	\$ 10,000
07-11-7-720	Equipment	-	336	6,500	6,400	4,000
07-11-7-725	Fire House Doors	34,287	1,811	-	-	-
	TOTAL CAPITAL OUTLAY	\$ 34,287	\$ 8,942	\$ 16,500	\$ 16,400	\$ 14,000
TOTAL OPERA HOUSE DEPARTMENT EXPENSES		\$ 680,702	\$ 621,446	\$ 680,400	\$ 640,400	\$ 686,200

Performing Arts Fund-Expenses (Continued)

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
MUNICIPAL BAND						
SALARIES						
07-12-3-437	Band Members	\$ 14,253	\$ 14,079	\$ 15,000	\$ 14,000	\$ 15,000
07-12-3-438	Other Concerts	2,100	2,500	2,500	2,300	2,500
	TOTAL SALARIES	\$ 16,353	\$ 16,579	\$ 17,500	\$ 16,300	\$ 17,500
CONTRACTUAL SERVICES						
07-12-5-552	Service to Maintain Equipment	\$ 3,137	\$ 13	\$ 1,000	\$ 1,000	\$ 1,000
	TOTAL CONTRACTUAL SERVICES	\$ 3,137	\$ 13	\$ 1,000	\$ 1,000	\$ 1,000
COMMODITIES						
07-12-6-606	Supplies	\$ 1,440	\$ 1,604	\$ 1,500	\$ 1,300	\$ 1,500
	TOTAL COMMODITIES	\$ 1,440	\$ 1,604	\$ 1,500	\$ 1,300	\$ 1,500
	TOTAL MUNICIPAL BAND EXPENSES	\$ 20,930	\$ 18,196	\$ 20,000	\$ 18,600	\$ 20,000
CAFÉ						
SALARIES						
07-13-3-441	Café Staff	\$ 13,256	\$ 12,031	\$ 15,000	\$ 14,000	\$ 15,000
	TOTAL SALARIES	\$ 13,256	\$ 12,031	\$ 15,000	\$ 14,000	\$ 15,000
CONTRACTUAL SERVICES						
07-13-5-504	Insurance & Licensing	\$ 1,380	\$ 3,360	\$ 2,800	\$ 2,800	\$ 2,800
07-13-5-552	Service to Maintain Café	615	758	1,000	900	1,000
	TOTAL CONTRACTUAL SERVICES	\$ 1,995	\$ 4,118	\$ 3,800	\$ 3,700	\$ 3,800
COMMODITIES						
07-13-6-606	Supplies	\$ 15,405	\$ 15,585	\$ 13,000	\$ 11,000	\$ 13,000
	TOTAL COMMODITIES	\$ 15,405	\$ 15,585	\$ 13,000	\$ 11,000	\$ 13,000
CAPITAL OUTLAY						
07-13-7-720	Equipment	\$ 2,039	\$ 3,153	\$ -	\$ -	\$ -
	TOTAL CAPITAL OUTLAY	\$ 2,039	\$ 3,153	\$ -	\$ -	\$ -
	TOTAL CAFE EXPENSES	\$ 32,695	\$ 34,887	\$ 31,800	\$ 28,700	\$ 31,800

Opera House Line Item Descriptions - Revenues

07-00-1-311 Property Tax				\$160,000
FY13/14 Actual:	\$ 192,270	FY14/15 Actual:	\$ 173,733	
FY15/16 Budget:	\$ 160,000	FY15/16 Projected:	\$ 159,400	
Budget to Proposed	0.0%	Projected to Proposed	0.4% △	

This line item represents the expected property tax receipts for the Performing Arts Fund.

07-00-2-330 Gifts and Donations **\$ 11,500**

FY13/14 Actual:	\$ 1,323	FY14/15 Actual:	\$ 5,155
FY15/16 Budget:	\$ 11,500	FY15/16 Projected:	\$ 11,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item represents monetary donations from private individuals, corporations, and tour groups, as well as additional grants and/or endowments. The projected income for the FY15/16 budget year includes a \$10,500 donation from the Friends of the Opera House, which was used to offset the cost of remodeling the Opera House business office which was paid for by funds budgeted in line item 07-11-7-701 (Building).

07-00-2-360 Facility Rental **\$ 67,000**

FY13/14 Actual:	\$ 63,279	FY14/15 Actual:	\$ 66,553
FY15/16 Budget:	\$ 67,000	FY15/16 Projected:	\$ 67,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item includes all rental income from events or activities scheduled for the main-stage, community room/library or backstage. The following is the current fee structure, per day, for rentals:

- Main-Stage ticketed (for profit) \$ 300 plus 10% Ticket Sales
- Main-Stage ticketed (non-profit) \$ 275 plus 10% Ticket Sales
- Main-Stage non-ticketed \$ 1,000
- Main-Stage Rehearsal \$ 100
- Main-Stage Weddings \$ 2,000 + \$500 for Rehearsal
- Community Room/Library \$ 250
- Art Exhibit Fee \$ 165 (per month)
- Green Room/Dressing Rooms \$ 50

07-00-2-365 Materials and Services **\$ 42,000**

FY13/14 Actual:	\$ 44,646	FY14/15 Actual:	\$ 42,069
FY15/16 Budget:	\$ 46,000	FY15/16 Projected:	\$ 40,500
Budget to Proposed	-8.7% ▽	Projected to Proposed	3.7% △

This line item represents the recapture of costs from technical labor and commodities provided to various organizations using the Opera House, Stage Left Café, and Park in the Square. Income recaptured in this manner is used to offset the cost of part-time labor reported in line 07-11-3-441, Facility & Events Workers.

While a fee increase was implemented for the FY15/16 budget year, which established the Technical Labor Rate at \$18.00 per hour, up \$0.50 per hour from FY14/15, the projected amount will be less, in part, due to many of the contracts for programs in FY15/16 being signed in the prior FY14/15 budget year. Additionally, a shortage of part time laborers for the first half of FY15/16 led to many unreimbursed hours of work being performed by full-time exempt employees.

07-00-2-366 Program Revenues \$ 50,000

FY13/14 Actual:	\$ 30,695	FY14/15 Actual:	\$ 22,448
FY15/16 Budget:	\$ 35,000	FY15/16 Projected:	\$ 33,500
Budget to Proposed	42.9% △	Projected to Proposed	49.3% △

This line item includes income generated by programs produced directly by the Woodstock Opera House. These funds specifically offset expenses incurred by account 07-11-5-525, Programming Fund.

The Increase in anticipated revenue for FY16/17 is due to the Opera House picking up two additional annual programs, Leo Kottke and Christmas Guitar Night, from the roster of retiring producer Ed Hall. This increased income will directly offset funds expended in the Programming Fund as described above.

07-00-2-367 Ticket Office Services \$ 7,500

FY13/14 Actual:	\$ 7,575	FY14/15 Actual:	\$ 7,050
FY15/16 Budget:	\$ 7,500	FY15/16 Projected:	\$ 7,800
Budget to Proposed	0.0%	Projected to Proposed	-3.8% ▽

A charge of \$75 is applied to each event that is processed by the Box Office. The amount of income earned will be dependent on the number of ticketed events produced in a given year. Income from this line is used to offset the cost of part-time labor in line 07-11-3-437, Box Office Workers.

07-00-5-380 Miscellaneous Income \$ 14,000

FY13/14 Actual:	\$ 13,759	FY14/15 Actual:	\$ 16,012
FY15/16 Budget:	\$ 17,000	FY15/16 Projected:	\$ 13,800
Budget to Proposed	-17.6% ▽	Projected to Proposed	1.4% △

This account reflects income derived from various other sources including but not limited to: vending machines; the back-stage coin-operated washer and dryer; the \$2 handling fee on all ticket orders taken at the Box Office; and charges for ads placed in the quarterly Opera House brochures as well as any ad sharing revenue derived from other group advertising projects. The reduction in the projected income for FY15/16 is the result of a lack of income from group advertising projects this budget year.

The following fee changes will be implemented for FY16/17:

- Opera House Advertising Fee \$ 200
(this fee will replace the optional \$175 brochure fee with a fixed fee that will offset the advertising costs the Opera House incurs from brochures, print ads and website maintenance, as well as social media and direct email marketing)

07-00-9-392 Transfer from General Corporate Fund \$ 371,700

FY13/14 Actual:	\$ 350,246	FY14/15 Actual:	\$ 327,053
FY15/16 Budget:	\$ 362,000	FY15/16 Projected:	\$ 335,200
Budget to Proposed	2.7% Δ	Projected to Proposed	10.9% Δ

This account represents the amount of the subsidy from the General Fund needed to operate the facility beyond the revenues generated by the other revenue line items.

07-00-9-393 Transfer from Hotel/Motel Tax Fund \$ 30,000

FY13/14 Actual:	\$ 30,000	FY14/15 Actual:	\$ 30,000
FY15/16 Budget:	\$ 30,000	FY15/16 Projected:	\$ 30,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This account represents funds distributed by the City of Woodstock from the hotel/motel tax.

07-00-9-889 Transfer to Employee Insurance Fund (\$ 71,600)

FY13/14 Actual:	(\$ 95,004)	FY14/15 Actual:	(\$ 66,763)
FY15/16 Budget:	(\$ 66,600)	FY15/16 Projected:	(\$ 65,400)
Budget to Proposed	7.5% Δ	Projected to Proposed	9.5% Δ

This line represents the transfer of funds from the Performing Arts Fund to the Employees Insurance Fund.

Stage Left Cafe Line Item Descriptions - Revenues

07-13-2-330 Concessions \$ 43,000

FY13/14 Actual:	\$ 44,167	FY14/15 Actual:	\$ 40,182
FY15/16 Budget:	\$ 48,000	FY15/16 Projected:	\$ 43,000
Budget to Proposed	-10.4% ∇	Projected to Proposed	0.0%

This line item represents income realized from the sale of items at the Stage Left Café concession counter. This includes snack items, coffee, tea, wine, beer, soda, juice, bottled water and souvenirs etc.

07-13-2-360 Café Rental \$ 8,000

FY13/14 Actual:	\$ 10,075	FY14/15 Actual:	\$ 6,675
FY15/16 Budget:	\$ 10,000	FY15/16 Projected:	\$ 6,500
Budget to Proposed	-20.0% ∇	Projected to Proposed	23.1% Δ

This line item includes the projected income from rental of the Café. Rentals include receptions, parties, banquets, meetings, special events and live performances. Income for this line is dependent on the number of annual rentals and the reduction in the proposed request for FY16/17 reflects a more realistic budget, based on rental trends from the past two years.

The following is the current fee structure for rentals:

- Café General Rental \$ 75/per hour
- Café Public Performance Fee \$ 100/flat rate

07-13-2-365 Labor Reimbursement				\$ 400
FY13/14 Actual:	\$ 626	FY14/15 Actual:	\$ 436	
FY15/16 Budget:	\$ 300	FY15/16 Projected:	\$ 400	
Budget to Proposed	33.3% △	Projected to Proposed	0.0%	

This line item represents the recapture of costs for additional labor, above the normal level provided, as billed out for Café rentals and activities.

07-13-2-380 Tip Donations				\$ 4,500
FY13/14 Actual:	\$ 4,545	FY14/15 Actual:	\$ 3,926	
FY15/16 Budget:	\$ 4,500	FY15/16 Projected:	\$ 4,500	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item represents tips made to the Stage Left Café and is deposited as donations for the Woodstock Opera House/Stage Left Cafe.

Opera House Line Item Descriptions - Expenses

07-11-3-402 Director				\$ 115,100
FY13/14 Actual:	\$ 104,394	FY14/15 Actual:	\$ 109,074	
FY15/16 Budget:	\$ 113,600	FY15/16 Projected:	\$ 113,900	
Budget to Proposed	1.3% △	Projected to Proposed	1.1% △	

The annual salary of the Managing Director, who is the head administrator for this Department, is funded by this account. The FY16/17 budget amount is consistent with the City's approved Wage and Classification Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program.

07-11-3-403 Production Manager				\$ 63,900
FY13/14 Actual:	\$ 79,590	FY14/15 Actual:	\$ 45,472	
FY15/16 Budget:	\$ 62,400	FY15/16 Projected:	\$ 62,300	
Budget to Proposed	2.4% △	Projected to Proposed	2.6% △	

The annual salary of the Production Manager, who provides technical supervision for all Opera House events, is funded by this account. The FY16/17 budget amount is consistent with the City's approved Wage and Classification Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program.

07-11-3-404 Building Manager \$ 84,400

FY13/14 Actual:	\$ 75,163	FY14/15 Actual:	\$ 78,834
FY15/16 Budget:	\$ 82,100	FY15/16 Projected:	\$ 82,300
Budget to Proposed	2.8% Δ	Projected to Proposed	2.6% Δ

The annual salary of the Building Manager, who provides and oversees all building maintenance, restoration and environmental services, is funded by this account. The FY16/17 budget amount is consistent with the City's approved Wage and Classification Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program.

07-11-3-407 Box Office Manager \$ 63,900

FY13/14 Actual:	\$ 56,607	FY14/15 Actual:	\$ 59,370
FY15/16 Budget:	\$ 61,800	FY15/16 Projected:	\$ 62,000
Budget to Proposed	3.4% Δ	Projected to Proposed	3.1% Δ

The annual salary of the Box Office Manager who oversees sales, marketing, budget, customer service and front-of-house operations. The FY16/17 budget amount is consistent with the City's approved Wage and Classification Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program.

07-11-3-413 Office Manager \$ 34,100

FY13/14 Actual:	\$ 30,627	FY14/15 Actual:	\$ 31,983
FY15/16 Budget:	\$ 33,300	FY15/16 Projected:	\$ 33,300
Budget to Proposed	2.4% Δ	Projected to Proposed	2.4% Δ

This account covers a part-time business office employee. The FY16/17 budget amount is consistent with the City's approved Wage and Classification Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program.

07-11-3-436 Box Office Assistant \$ 30,100

FY13/14 Actual:	\$ 27,711	FY14/15 Actual:	\$ 28,434
FY15/16 Budget:	\$ 29,500	FY15/16 Projected:	\$ 29,800
Budget to Proposed	2.0% Δ	Projected to Proposed	1.0% Δ

This account covers a part-time box office employee. The FY16/17 budget amount is consistent with the City's approved Wage and Classification Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program.

07-11-3-437 Box Office Workers **\$ 24,500**

FY13/14 Actual:	\$ 21,651	FY14/15 Actual:	\$ 22,470
FY15/16 Budget:	\$ 23,200	FY15/16 Projected:	\$ 25,500
Budget to Proposed	5.6% △	Projected to Proposed	-3.9% ▽

This account covers limited part-time box office workers who are responsible for ticket sales with wages identified in the Wage and Classification Plan. The FY16/17 budget amount is consistent with the City’s approved Wage and Classification Plan for non-unionized positions and incorporates a 1.0% Cost of Living Adjustment. A portion of the expenditures from this line item are offset through a \$75.00 fee applied to each ticketed performance which is deposited in the revenue line 07-00-2-367 (Ticket Office Services).

The projected overage for FY15/16 is the result of additional labor required to cover the hours of personal leave taken by the Box Office Assistant who was on approved FMLA leave for the first half of the budget year.

07-11-3-441 Facility and Event Workers **\$ 65,000**

FY13/14 Actual:	\$ 71,916	FY14/15 Actual:	\$ 64,384
FY15/16 Budget:	\$ 73,800	FY15/16 Projected:	\$ 52,000
Budget to Proposed	-11.9% ▽	Projected to Proposed	25.0% △

This account covers limited part-time workers and house managers who are responsible for the general duties required to execute events. The FY16/17 budget amount is consistent with the City’s approved Wage and Classification Plan for non-unionized positions and incorporates a 1.0% Cost of Living Adjustment. A portion of the expenditures from this line item are recaptured through an \$18.00/hour labor charge applied to renters of the facility and deposited in the revenue line 07-00-2-365 (Materials and Services).

The reduced projection for FY15/16 is a direct result of a shortage of employees caused by several retirements and resignations by workers early in the budget year, which led to long-term vacancies in these positions. The request for FY16/17 reflects the lower wages of two newly-hired employees as well as the remaining two vacant employee positions for this line item.

07-11-3-445 Overtime **\$ 0**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item represents a contingency for the need to have Facilities and Events Workers work over a forty-hour workweek during special events or to fill in for an employee who is sick or injured.

07-11-3-446 Production Assistant **\$ 37,300**

FY13/14 Actual:	\$ 43,933	FY14/15 Actual:	\$ 46,440
FY15/16 Budget:	\$ 42,400	FY15/16 Projected:	\$ 34,700
Budget to Proposed	-12.0% ▽	Projected to Proposed	7.5% △

The annual salary for the Production Assistant, who provides general and technical supervision for all Opera House events. The FY16/17 budget amount is consistent with the City’s approved Wage and Classification Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City’s approved merit program. The projected amount for FY15/16 and request for FY16/17 reflects the entry level pay for the new Production Assistant hired in August 2015.

07-11-4-451 Sick Leave Conversion **\$ 4,300**

FY13/14 Actual:	\$ 3,359	FY14/15 Actual:	\$ 4,320
FY15/16 Budget:	\$ 4,800	FY15/16 Projected:	\$ 4,200
Budget to Proposed	-10.4% ▽	Projected to Proposed	2.4% △

This line covers payment to employees for unused sick leave accumulated in excess of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%, but applied to employee health insurance contributions.

07-11-4-452 Travel & Training **\$ 1,500**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 1,500	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

This line accounts for all travel and registration expenses for employee attendance at professional conferences including, when appropriate: United States Institute for Theatre Technology; Association of Performing Arts Presenters; League of Historic American Theatres; National Trust for Historic Preservation; International Ticketing Association; educational seminars; and the cost for educational materials for training of staff. Due to all relevant conventions and trade shows being held in locations far from the Midwest this year, no expenditures were made in this line for FY15/16.

07-11-4-454 Dues & Subscriptions \$ 1,300

FY13/14 Actual:	\$ 1,291	FY14/15 Actual:	\$ 1,593
FY15/16 Budget:	\$ 1,300	FY15/16 Projected:	\$ 1,300
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This account covers the membership, subscriptions and licensing fees for the following: United States Institute for Theatre Technology, League of Historic American Theatres, The National Trust, Historic Illinois, local newspapers and trade magazines.

07-11-5-501 Communications \$ 4,500

FY13/14 Actual:	\$ 6,224	FY14/15 Actual:	\$ 4,432
FY15/16 Budget:	\$ 5,000	FY15/16 Projected:	\$ 4,000
Budget to Proposed	-10.0% ▽	Projected to Proposed	12.5% △

This line item covers telephone expenses for local and long-distance services, which includes the fax line, emergency elevator phones, fire alarm system, Sonitrol security system maintenance, as well as Internet and web hosting services.

07-11-5-502 Professional Services \$ 5,500

FY13/14 Actual:	\$ 4,985	FY14/15 Actual:	\$ 8,442
FY15/16 Budget:	\$ 5,500	FY15/16 Projected:	\$ 5,300
Budget to Proposed	0.0%	Projected to Proposed	3.8% △

This line item covers the costs for the design of seasonal brochures, professional mailing services, consulting services, and when required, attorney fees and other independently-contracted professional labor services.

07-11-5-525 Programming Fund \$ 50,000

FY13/14 Actual:	\$ 42,616	FY14/15 Actual:	\$ 26,062
FY15/16 Budget:	\$ 35,000	FY15/16 Projected:	\$ 36,000
Budget to Proposed	42.9% △	Projected to Proposed	38.9% △

This line item is used to fund performances produced directly by the Woodstock Opera House. It covers performance fees, travel and hotel accommodations, specialty lighting, set/sound requirements and catering. These expenditures are offset by revenues deposited into account 07-00-2-366 (Program Revenues).

With the retirement of longtime producer Ed Hall, the Opera House will be picking up two of his annual programs, Leo Kottke and Christmas Guitar Night, as part of the roster of events produced by the Opera House. This will require an increased budget for this line item, but will be offset by funds collected in the Programming Revenues line, as described above.

07-11-5-526 Programming Fund - Advertising **\$ 18,000**

FY13/14 Actual:	\$ 5,098	FY14/15 Actual:	\$ 17,296
FY15/16 Budget:	\$ 18,000	FY15/16 Projected:	\$ 16,500
Budget to Proposed	0.0%	Projected to Proposed	9.1% △

This line item funds advertising for Opera House events in conjunction with publicity and marketing for the building and other ancillary programs. Costs include display ads in regional telephone directories, hotel/motel room directories, magazines, newspapers, radio, social media and involvement in collective advertising with other organizations.

- Northwest Herald Monthly Ads \$ 6,000
- Opera House Events Advertising (*based on 5 annual events*) \$ 6,000
- Magazine Ads (*NW Quarterly/McHenry Living/Visitors Guide*) \$ 2,000
- Facebook/Google Ads \$ 600
- Printed Materials (*Flyers, Handbills & Posters*) \$ 800
- Constant Contact Email Advertising \$ 800
- Hotel/Motel & Phone Book Listings \$ 600
- Miscellaneous Ads \$ 1,200

07-11-5-537 Printing Services **\$ 7,500**

FY13/14 Actual:	\$ 7,311	FY14/15 Actual:	\$ 6,010
FY15/16 Budget:	\$ 8,000	FY15/16 Projected:	\$ 7,500
Budget to Proposed	-6.3% ▽	Projected to Proposed	0.0%

This line item covers the expense of printing custom envelopes, office stationery, box office custom ticket stock, promotional materials and the production of 40,000 seasonal brochures each year.

07-11-5-550 Service to Maintain Building **\$ 36,000**

FY13/14 Actual:	\$ 40,982	FY14/15 Actual:	\$ 32,053
FY15/16 Budget:	\$ 36,200	FY15/16 Projected:	\$ 32,000
Budget to Proposed	-0.6% ▽	Projected to Proposed	12.5% △

This line item includes professional services for mandated certifications and testing of building systems, as well as cleaning and maintenance work beyond that performed by the Opera House staff.

- Contract Cleaning Services \$ 19,500
- Public Elevator (lobby) \$ 3,500
- Service Elevator (stage door) \$ 3,700
- Pest control services \$ 500
- Elevator hydraulic test/inspector fee \$ 400
- Sprinkler system testing \$ 300
- Fire alarm system testing & certification \$ 900
- HVAC services seasonal maintenance \$ 1,500

- Boiler testing & certification (Bi-Annual) \$ 0
- Emergency floodlights/signage inspection \$ 1,200
- Fire Extinguisher Servicing \$ 400
- Carillon Servicing \$ 100
- Unscheduled expenditures \$ 4,000

07-11-5-552 Service to Maintain Equipment \$ 3,000

FY13/14 Actual:	\$ 2,067	FY14/15 Actual:	\$ 855
FY15/16 Budget:	\$ 1,500	FY15/16 Projected:	\$ 1,000
Budget to Proposed	100.0% △	Projected to Proposed	200.0% △

This line item represents professional contractual services needed to repair or maintain theatrical lighting, sound and scene shop equipment, as well as the pianos, and radio equipment.

The increased request for FY16/17 reflects the annual service contract with TicketReturn for offsite hosting of the Opera House ticketing software and database. Previously, the City hosted and maintained a dedicated server onsite; however the costs for maintenance and upgrades of hardware and software were not cost effective.

07-11-6-601 Postage \$ 6,500

FY13/14 Actual:	\$ 8,587	FY14/15 Actual:	\$ 10,158
FY15/16 Budget:	\$ 9,000	FY15/16 Projected:	\$ 6,000
Budget to Proposed	-27.8% ▽	Projected to Proposed	8.3% △

This line item is used for the postage cost of mailing roughly 30,000+ seasonal brochures each year and participation with City Hall for metered postage mailing. The lower projection for FY15/16 and lower request for FY16/17 is the result of the Friends of the Opera House securing a non-profit bulk postal permit which they have allowed the Opera House to use for the mailing of its quarterly brochures. This has resulted in a \$3,000 savings on postage for FY15/16.

07-11-6-602 Gas & Oil \$ 300

FY13/14 Actual:	\$ 345	FY14/15 Actual:	\$ 194
FY15/16 Budget:	\$ 400	FY15/16 Projected:	\$ 300
Budget to Proposed	-25.0% ▽	Projected to Proposed	0.0%

This fund is used to pay for the gas and oil needed to operate the Department's passenger van. The request is based on anticipated vehicle usage and utility cost projections.

07-11-6-603 Fuel - Heating \$ 1,300

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 1,838
FY15/16 Budget:	\$ 1,300	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

This line item is used to cover the cost of natural gas from NICOR if the City's

usage exceeds the terms allocated based on the franchise agreement. Due to the mild winter conditions, no costs are anticipated for this line item for FY15/16.

07-11-6-606 Supplies				\$ 2,400
FY13/14 Actual:	\$ 2,234	FY14/15 Actual:	\$ 2,257	
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 2,500	
Budget to Proposed	-4.0% ▽	Projected to Proposed	-4.0% ▽	

This line is used for purchasing office supplies, furniture and equipment necessary for the function of the administrative office, box office and regular business operations.

07-11-6-607 Receptions (Entertainment)				\$ 1,000
FY13/14 Actual:	\$ 219	FY14/15 Actual:	\$ 649	
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 600	
Budget to Proposed	0.0%	Projected to Proposed	66.7% △	

This line item is used to cover the costs of materials and services for hospitality and receptions for various events at the Opera House.

07-11-6-613 Water and Sewer				\$ 1,000
FY13/14 Actual:	\$ 795	FY14/15 Actual:	\$ 869	
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 1,000	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item covers the cost of water and sewer usage by the Opera House. Consumption and costs are directly related to program activity and attendance.

07-11-6-620 Material to Maintain Building				\$ 8,000
FY13/14 Actual:	\$ 7,248	FY14/15 Actual:	\$ 7,295	
FY15/16 Budget:	\$ 8,000	FY15/16 Projected:	\$ 8,000	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item covers the cost of consumable products such as paper goods, cleaning supplies, hardware, paint, lumber and any other materials needed for repairs and maintenance of the Opera House building and its furnishings.

07-11-6-621 Material to Maintain Equipment				\$ 1,500
FY13/14 Actual:	\$ 1,373	FY14/15 Actual:	\$ 1,468	
FY15/16 Budget:	\$ 1,500	FY15/16 Projected:	\$ 1,500	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item covers the cost of parts and materials for general repair/maintenance of Opera House equipment such as shop equipment, furniture, stage rigging, stage lighting, and sound equipment.

- Theatre Stage Equipment – gaffers tape & stage floor repairs \$700
- Theatre Sound System - mics & mic stands \$ 600
- Theatre Lighting System – replacement lamps \$ 200

07-11-6-622 Material to Maintain Vehicles \$ 300

FY13/14 Actual:	\$ 89	FY14/15 Actual:	\$ 252
FY15/16 Budget:	\$ 300	FY15/16 Projected:	\$ 500
Budget to Proposed	0.0%	Projected to Proposed	-40.0% ▽

This line item provides supplies and materials for maintenance/repairs to the City van.

07-11-7-701 Building \$ 10,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 6,795
FY15/16 Budget:	\$ 10,000	FY15/16 Projected:	\$ 10,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This account is used to provide funding for repair/renovation of the building, its equipment and systems, outside the scope of routine facilities work. Projects funded here generally exceed those of day-to-day maintenance, but are not extensive or costly enough to be considered for the CIP. The expenditures within this line item for FY15/16 covered the cost of remodeling the Opera House Business Office and was offset by a \$10,500 donation from the Friends of the Opera House, which was deposited into budget line-item 07-00-2-330 (Gifts and Donations).

Projects for FY16/17 include:

- Tuck-pointing & repair of cracks in exterior masonry \$ 7,000
- Replacement of Annex water heater \$ 1,100
- Replacement of backstage water cooler \$ 700
- Cleaning & Sealing of Annex exterior limestone \$ 1,200

07-11-7-720 Equipment \$ 4,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 336
FY15/16 Budget:	\$ 6,500	FY15/16 Projected:	\$ 6,400
Budget to Proposed	-38.5% ▽	Projected to Proposed	-37.5% ▽

This account provides funds for the purchase of new equipment used to expand services or to replace older broken and/or outdated items.

Projects for FY16/17 include:

- New all-weather floor coverings for the Lobby \$ 4,000

07-11-7-725 Fire House Doors \$ 0

FY13/14 Actual:	\$ 34,287	FY14/15 Actual:	\$ 1,811
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line-item was created for the purpose of recording expenditures for the restoration of the original Fire-House doors on the front façade of the Woodstock

Opera House.

Please note that funds recorded within the FY12/13 budget year in account #07-00-2-368 entitled Endowment Fund Revenue were used to offset these expenses, through a generous donation from the estate of the late Audrey Masters Anderson. As the project is now complete and funds have been spent, this line item is no longer active.

Municipal Band Line Item Descriptions - Expenses

07-12-3-437 Band Members		\$ 15,000	
FY13/14 Actual:	\$ 14,253	FY14/15 Actual:	\$ 14,079
FY15/16 Budget:	\$ 15,000	FY15/16 Projected:	\$ 14,000
Budget to Proposed	0.0%	Projected to Proposed	7.1% △

This line represents the musician fees for the annual concert series in the park. It pays for the services of as many as 55 musicians for 8 consecutive concerts and rehearsals.

07-12-3-438 Other Concerts		\$ 2,500	
FY13/14 Actual:	\$ 2,100	FY14/15 Actual:	\$ 2,500
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 2,300
Budget to Proposed	0.0%	Projected to Proposed	8.7% △

This line item represents funds used to present additional live summer concerts and recorded music in the Park in the Square.

07-12-5-552 Service to Maintain Equipment		\$ 1,000	
FY13/14 Actual:	\$ 3,137	FY14/15 Actual:	\$ 13
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 1,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is used to cover the cost of repairs for sound equipment, chairs and band-owned instruments.

07-12-6-606 Supplies		\$ 1,500	
FY13/14 Actual:	\$ 1,440	FY14/15 Actual:	\$ 1,604
FY15/16 Budget:	\$ 1,500	FY15/16 Projected:	\$ 1,300
Budget to Proposed	0.0%	Projected to Proposed	15.4% △

This line item represents the cost of music arrangements, programs, decorations, pyrotechnic materials for the 4th of July concert and when needed the replacement of custom tee-shirts for all band members.

Stage Left Cafe Line Item Descriptions - Expenses

07-13-3-441 Café Staff \$ 15,000

FY13/14 Actual:	\$ 13,256	FY14/15 Actual:	\$ 12,031
FY15/16 Budget:	\$ 15,000	FY15/16 Projected:	\$ 14,000
Budget to Proposed	0.0%	Projected to Proposed	7.1% △

This line item covers the estimated annual costs of limited part-time employees to work the Café service counter. The FY16/17 budget amount is consistent with the City's approved Wage and Classification Plan for non-unionized positions and incorporates a 1.0% Cost of Living Adjustment.

07-13-5-504 Insurance & Licensing \$ 2,800

FY13/14 Actual:	\$ 1,380	FY14/15 Actual:	\$ 3,360
FY15/16 Budget:	\$ 2,800	FY15/16 Projected:	\$ 2,800
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item covers the anticipated annual cost of Liquor Liability Insurance, Liquor License and Food Service Licensing.

07-13-5-552 Services to Maintain Café \$ 1,000

FY13/14 Actual:	\$ 615	FY14/15 Actual:	\$ 758
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 900
Budget to Proposed	0.0%	Projected to Proposed	11.1% △

This line item covers the cost of maintaining Stage Left Café's equipment such as the refrigerators, icemaker, freezer, coffeemaker, other miscellaneous equipment and contract services for plumbers.

07-13-6-606 Supplies \$ 13,000

FY13/14 Actual:	\$ 15,405	FY14/15 Actual:	\$ 15,585
FY15/16 Budget:	\$ 13,000	FY15/16 Projected:	\$ 11,000
Budget to Proposed	0.0%	Projected to Proposed	18.2% △

This includes the wholesale acquisition of all consumable items sold in the Café such as alcoholic & non-alcoholic beverages, prepackaged food items and disposable napkins, plates, coffee cups etc.

07-13-7-720 Equipment \$ 0

FY13/14 Actual:	\$ 2,039	FY14/15 Actual:	\$ 3,153
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item supports the purchase of new equipment for the Café. This line will vary from year-to-year based on the anticipated needs of the business.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Library

Library Fund

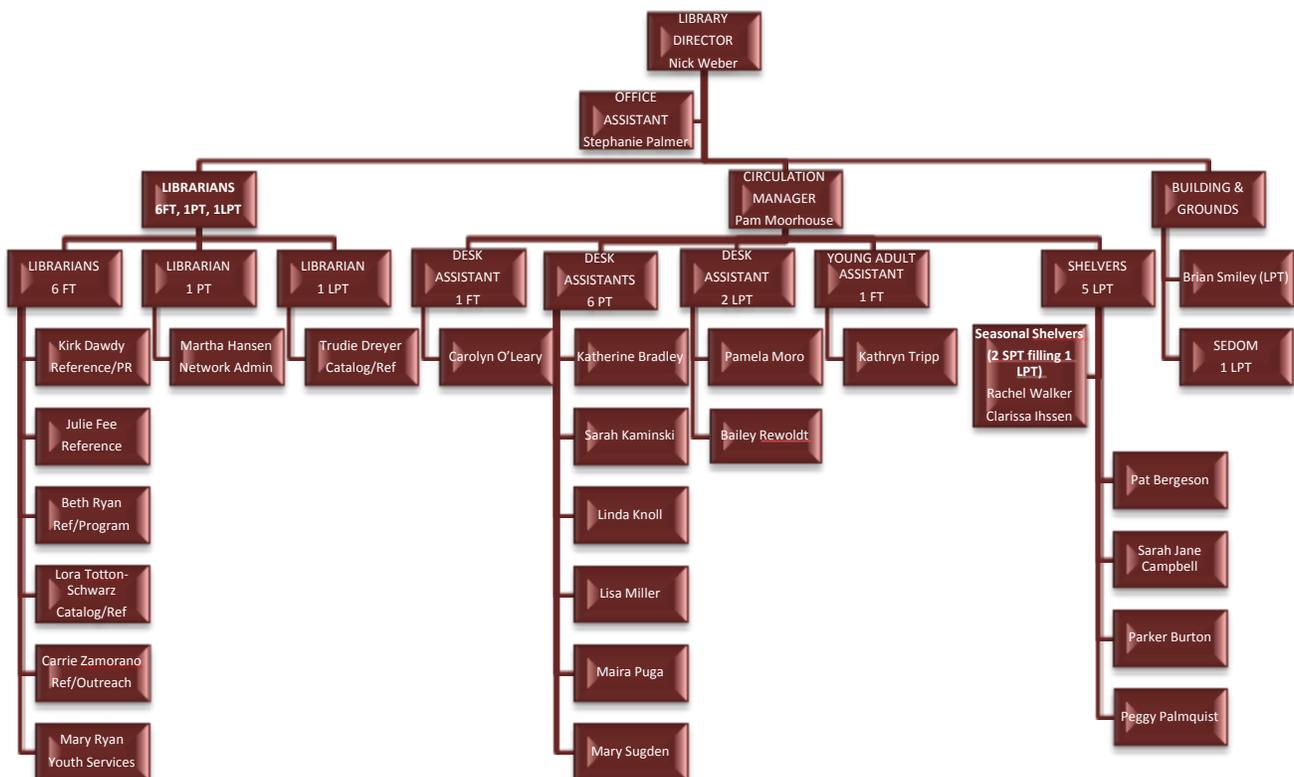
The Woodstock Public Library is a 43,000 SF facility that serves all of the City of Woodstock’s nearly 25,000 residents as well as nearly 13,000 additional patrons in the surrounding area. The building is open and staffed 63 hours a week, plus our growing collection of electronic and downloadable materials provides residents with access 24/7. With a Mission to help our patrons “Discover, Connect and Inspire”, we provide educational, informational, technological and entertainment assistance to over 300,000 visitors every year and to nearly 1,000,000 online visitors to our website.



While always supporting traditional library services such as book and DVD checkouts, the Woodstock Public Library is also a destination for residents seeking new technologies and learning opportunities. Our programs cover a myriad of topics, from practical assistance with computers, homework and job hunting to book clubs, movie presentations, and specially-themed events throughout the year.

With a changing, growing and diversifying population, the Library remains a critical resource and a centralized meeting place for all of our residents, old and young, rich and poor, sixth-generation resident or new arrival to Woodstock.

LIBRARY FUND – ORGANIZATIONAL CHART



LIBRARY FUND – PERSONNEL SUMMARY					
AUTHORIZED POSITION/TITLE	13/14	14/15	15/16	16/17	+(-)
Director – FT	1	1	1	1	0
Librarian – FT	6	6	6	6	0
Librarian – PT	0.5	0.5	0.5	0.5	0
Librarian – LPT	0.5	0.5	0.5	0.5	0
Circulation Desk Manager-FT	1	1	1	1	0
Young Adult Assistant - PT	0	0.5	0	0	0
Young Adult Assistant – FT	0	0	1	1	0
Circulation Desk Assistant- FT	1	1	1	1	0
Circulation Desk Assistant- PT	3.5	3.5	3	3	0
Circulation Desk Assistant-LPT	0.5	0.5	1	1	0
Shelvers - LPT	2.5	2.5	2.5	2.5	0
Office Assistant – FT	1	1	1	1	0
TOTAL FULL TIME	10	10	11	11	0
TOTAL PART TIME (FTE)	4	4.5	3.5	3.5	0
TOTAL LPT (FTE)	3.5	3.5	4	4	0

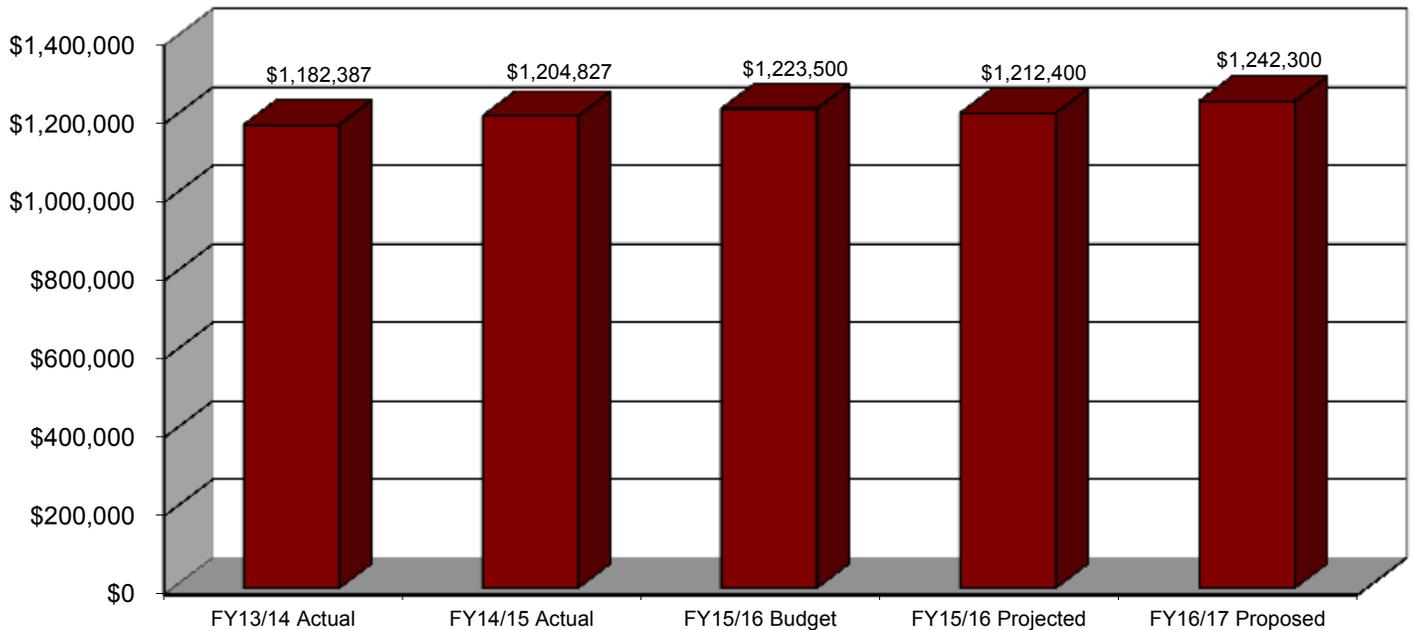
FY15/16 Accomplishments

- Continued to implement the new three-year strategic plan that emphasizes customer service, safety and outreach.
- Renovated and upgraded the front entry of the library, reducing the concrete “footprint” and improving safety and maintenance while greatly enhancing the front entry’s aesthetics. Utilized MCCF grant monies to include public art as part of the project.
- Continued and expanded various assessment efforts to ensure we are providing the quality and quantity of services the public desires. Also expanded our Spanish-language offerings.
- Updated the Library’s Logo, a process that involved significant public input and served to both refresh our look and to incorporate some of the “lessons learned” during the strategic planning process. Specifically, the new logo de-emphasizes the building while bringing forward the Library’s “Discover, Connect, Inspire” motto and philosophy.
- Accepted a baby grand piano on loan from the Opera House and incorporated it into our growing musical programming offerings.
- Began planning for our 125th Anniversary and, after January 1, 2016, began holding a variety of 125th Anniversary events as part of a year-long celebration.
- Maintained previous programming levels while adding additional “passive” programs for our patrons.
- Updated a number of policies and procedures to better reflect 21st century realities and expectations.

FY16/17 Goals and Objectives

- Develop and begin to implement a marketing plan and PR strategy.
- Continue to expand our outreach and public relations initiatives, targeting particular demographics, including our young adult, Hispanic, and male populations.
- Implement new staffing rotations and coverage to better serve the public and provide more equitable staffing routines to current employees.
- Finalize and implement a new gifting/estate planning program for the Library to make donating to the Library more appealing and easier.
- Update our Disaster Plan and incorporate Active Shooter training and procedures into the Disaster Plan.
- Continue to celebrate the library’s 125th Anniversary with various programs throughout calendar year 2016, including a special Summer Reading Program theme.

BUDGET COMPARISON



Library Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ 858,800	\$ 836,700
REVENUES						
TAXES						
08-00-1-311	Property Tax	\$ 879,585	\$ 909,553	\$ 983,200	\$ 979,700	\$ 1,000,100
08-00-1-312	Replacement Tax	11,000	11,000	11,000	11,000	11,000
TOTAL TAXES		\$ 890,585	\$ 920,553	\$ 994,200	\$ 990,700	\$ 1,011,100
FEES						
08-00-2-330	Fines and Fees	\$ 84,384	\$ 74,614	\$ 80,000	\$ 75,000	\$ 75,000
08-00-2-331	Gifts & Donations	9,091	115,177	18,000	9,300	10,000
08-00-2-332	Grants	6,500	33,700	15,000	-	5,000
TOTAL FEES		\$ 99,975	\$ 223,491	\$ 113,000	\$ 84,300	\$ 90,000
INTERGOVERNMENTAL						
08-00-4-346	Rural District Contract	\$ 373,617	\$ 392,307	\$ 393,300	\$ 409,600	\$ 410,000
08-00-4-347	Grants in Aid	30,963	30,963	31,000	31,000	31,000
TOTAL INTERGOVERNMENTAL		\$ 404,580	\$ 423,270	\$ 424,300	\$ 440,600	\$ 441,000
OTHER						
08-00-5-381	Interest Income	\$ 5,425	\$ (8,774)	\$ 6,000	\$ 7,700	\$ 7,700
TOTAL OTHER		\$ 5,425	\$ (8,774)	\$ 6,000	\$ 7,700	\$ 7,700
TOTAL REVENUES (BEFORE TRANSFERS)		\$ 1,400,565	\$ 1,558,540	\$ 1,537,500	\$ 1,523,300	\$ 1,549,800
TRANSFERS (TO)/FROM OTHER FUNDS						
08-00-9-885	Transfer to Library Building Fund	\$ -	\$ (15,000)	\$ (75,000)	\$ (75,000)	\$ (50,000)
08-00-9-889	Transfer to Employee Insurance Fund	(125,258)	(121,672)	(122,300)	(122,000)	(131,200)
08-00-9-893	Transfer to General Corp Fund	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)
08-00-9-896	Transfer to Social Security Fund	-	-	(70,000)	(70,000)	(70,000)
08-00-9-897	Transfer to IMRF Fund	(100,000)	(100,000)	(30,000)	(30,000)	(30,000)
08-00-9-898	Transfer to Liability Insurance Fund	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ (261,258)	\$ (272,672)	\$ (333,300)	\$ (333,000)	\$ (317,200)
TOTAL REVENUES (AFTER TRANSFERS)		\$ 1,139,307	\$ 1,285,868	\$ 1,204,200	\$ 1,190,300	\$ 1,232,600
EXPENSES						
SALARIES						
08-00-3-402	Director	\$ 91,950	\$ 96,085	\$ 100,000	\$ 100,300	\$ -
08-00-3-406	Full Time Staff	443,245	463,919	518,600	519,300	635,200
08-00-3-407	Part Time Staff	209,299	222,064	217,200	218,400	185,300
08-00-3-436	Limited Part Time Staff	46,687	40,639	45,000	22,300	73,700
TOTAL SALARIES		\$ 791,181	\$ 822,707	\$ 880,800	\$ 860,300	\$ 894,200
PERSONAL SERVICES						
08-00-4-451	Sick Leave Conversion	\$ 619	\$ 621	\$ 2,800	\$ 900	\$ 1,700
08-00-4-452	Travel & Training	4,230	2,834	3,000	2,000	3,000
TOTAL PERSONAL SERVICES		\$ 4,849	\$ 3,455	\$ 5,800	\$ 2,900	\$ 4,700

Library Fund (Continued)

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
CONTRACTUAL SERVICES						
08-00-5-501	Communications	\$ 11,213	\$ 10,471	\$ 7,000	\$ 7,600	\$ 8,000
08-00-5-502	Legal Services	310	-	-	-	-
08-00-5-517	Electronic Access	92,188	88,713	72,000	78,500	72,000
08-00-5-518	Professional Services	7,623	4,700	5,000	4,300	5,000
08-00-5-536	Outreach	-	-	5,000	4,700	5,000
08-00-5-543	Equipment Rental	756	756	900	800	900
08-00-5-552	Service to Maintain Equipment	4,038	7,035	5,000	5,400	5,000
TOTAL CONTRACTUAL SERVICES		\$ 116,128	\$ 111,675	\$ 94,900	\$ 101,300	\$ 95,900
COMMODITIES						
08-00-6-601	Postage	\$ 2,116	\$ 2,061	\$ 2,500	\$ 5,200	\$ 3,500
08-00-6-603	Fuel-Heating	1,203	-	-	-	-
08-00-6-606	Supplies	42,856	41,792	37,000	38,000	40,000
TOTAL COMMODITIES		\$ 46,175	\$ 43,853	\$ 39,500	\$ 43,200	\$ 43,500
CAPITAL OUTLAY						
08-00-7-740	Books & Other Library Material	\$ 182,709	\$ 176,774	\$ 145,000	\$ 160,000	\$ 197,000
08-00-7-741	Electronic Format	35,882	39,813	52,000	38,000	-
TOTAL CAPITAL OUTLAY		\$ 218,591	\$ 216,587	\$ 197,000	\$ 198,000	\$ 197,000
OTHER						
08-00-8-812	Library Programs	\$ 5,463	\$ 6,550	\$ 5,500	\$ 6,700	\$ 7,000
TOTAL OTHER		\$ 5,463	\$ 6,550	\$ 5,500	\$ 6,700	\$ 7,000
TOTAL LIBRARY FUND EXPENSES		\$ 1,182,387	\$ 1,204,827	\$ 1,223,500	\$ 1,212,400	\$ 1,242,300
NET INCREASE (DECREASE)		\$ (43,080)	\$ 81,041	\$ (19,300)	\$ (22,100)	\$ (9,700)
Ending Fund Balance					\$ 836,700	\$ 827,000

Performance Measures:

Item	Goal	Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Estimated
Amount of materials circulating annually	Circulation of 320,000 items	Circulation includes e-book "check outs"	342,904	332,186	318,000
Program attendance	Total attendance: 10,500		9,508	10,881	9,814
Card ownership	Total active cards: 25,000	Includes city and rural district cards	21,849	23,939	24,500
Programs outside of the library	Outside events: 40	Any library event or program held outside the library's building	n/a	15	28
Online Computer Sessions	Logins: 20,000		n/a	16,416	18,000

Library Fund Line Item Descriptions

08-00-1-311 Property Tax \$ 1,000,100

FY13/14 Actual:	\$ 879,585	FY14/15 Actual:	\$ 909,553
FY15/16 Budget:	\$ 983,200	FY15/16 Projected:	\$ 979,700
Budget to Proposed	1.7% △	Projected to Proposed	2.1% △

Funding from property taxes for the Library Building Fund (09) was significantly reduced last year, while this line was significantly increased. The \$72,000 increase between 14/15 and 15/16 included a \$75,000 transfer to the Library Building Fund. This year, a \$50,000 transfer to the Library Building Fund from this line will be necessary.

08-00-1-312 Replacement Tax \$ 11,000

FY13/14 Actual:	\$ 11,000	FY14/15 Actual:	\$ 11,000
FY15/16 Budget:	\$ 11,000	FY15/16 Projected:	\$ 11,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

A State-administered tax that replaced the personal property tax. The dollar amount is determined by a formula fixed by State law.

08-00-2-330 Fines and Fees \$ 75,000

FY13/14 Actual:	\$ 84,384	FY14/15 Actual:	\$ 74,614
FY15/16 Budget:	\$ 80,000	FY15/16 Projected:	\$ 75,000
Budget to Proposed	-6.3% ▽	Projected to Proposed	0.0%

This line item includes funds generated from:

- Fines for late materials;
- Fees for damaged and lost materials;
- Non-resident fees; and
- Revenue from copying, faxing, scanning and printing.

08-00-2-331 Gifts & Donations \$ 10,000

FY13/14 Actual:	\$ 9,091	FY14/15 Actual:	\$ 115,177
FY15/16 Budget:	\$ 18,000	FY15/16 Projected:	\$ 9,300
Budget to Proposed	-44.4% ▽	Projected to Proposed	7.5% △

Friends of the Library are consistent donors to the library, accounting for more than half of this line item. In FY14/15 the Library received a \$100,000 bequest from the McClain family, with the balance coming from various smaller donations.

08-00-2-332 Grants \$ 5,000

FY13/14 Actual:	\$ 6,500	FY14/15 Actual:	\$ 33,700
FY15/16 Budget:	\$ 15,000	FY15/16 Projected:	\$ 0
Budget to Proposed	-66.7% ▽	Projected to Proposed	N/A

In FY15/16 the library pursued multiple grants from the McHenry County Community

Foundation, the State of Illinois, and various national agencies, but we were not successful with any of our applications. Pursuit of grant monies will continue in FY16/17, but with a more modest expectation of success.

08-00-4-346 Rural District Contract				\$ 410,000
FY13/14 Actual:	\$ 373,617	FY14/15 Actual:	\$ 392,307	
FY15/16 Budget:	\$ 393,300	FY15/16 Projected:	\$ 409,600	
Budget to Proposed	4.2% △	Projected to Proposed	0.1% △	

The District contract is set at 98.5% of the total income the Rural District collects. The large jump from FY13/14 to FY14/15 represents the new eligibility of the district to receive a state Per Capita Grant, totaling \$15,700.

08-00-4-347 Grants in Aid				\$ 31,000
FY13/14 Actual:	\$ 30,963	FY14/15 Actual:	\$ 30,963	
FY15/16 Budget:	\$ 31,000	FY15/16 Projected:	\$ 31,000	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item covers the State Per Capita Grant received annually from the State Library. The amount of the grant is roughly \$1.25 per city resident and is determined by a formula.

08-00-5-381 Interest Income				\$ 7,700
FY13/14 Actual:	\$ 5,425	FY14/15 Actual:	(\$ 8,774)	
FY15/16 Budget:	\$ 6,000	FY15/16 Projected:	\$ 7,700	
Budget to Proposed	28.3% △	Projected to Proposed	0.0%	

Interest accrued on library funds invested with other funds by the City. Interest revenues remain low.

08-00-9-885 Transfer to Library Building Fund				(\$ 50,000)
FY13/14 Actual:	\$ 0	FY14/15 Actual:	(\$ 15,000)	
FY15/16 Budget:	(\$ 75,000)	FY15/16 Projected:	(\$ 75,000)	
Budget to Proposed	-33.3% ▽	Projected to Proposed	-33.3% ▽	

This line item is fairly new, reflecting a shift of tax revenues from the Library Building Fund (09) to the Operating Fund (08). In FY16/17, no large capital expenses are expected, requiring a smaller transfer to the Building Fund. Assuming developer donations rebound and there are no large, unforeseen capital expenses in the near future, this transfer amount should continue to decline in the coming years.

08-00-9-889 Transfer to Employee Insurance Fund				(\$ 131,200)
FY13/14 Actual:	(\$ 125,258)	FY14/15 Actual:	(\$ 121,672)	
FY15/16 Budget:	(\$ 122,300)	FY15/16 Projected:	(\$ 122,000)	
Budget to Proposed	7.3% △	Projected to Proposed	7.5% △	

The money in the Employee Insurance Fund covers both health and life insurance costs for full-time employees. The increase this year is due to rising health care costs.

08-00-9-893 Transfer to General Corp Fund (\$ 11,000)

FY13/14 Actual:	(\$ 11,000)	FY14/15 Actual:	(\$ 11,000)
FY15/16 Budget:	(\$ 11,000)	FY15/16 Projected:	(\$ 11,000)
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The transfer to the General Corporate Fund helps defray part of the costs of payroll, invoicing and bill payment services provided by the Finance Office.

08-00-9-896 Transfer to Social Security Fund (\$ 70,000)

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	(\$ 70,000)	FY15/16 Projected:	(\$ 70,000)
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The transfer to the Social Security Fund helps defray the cost of the City's contribution to FICA for all eligible employees. Prior to FY15/16, FICA expenses were paid from the IMRF Fund.

08-00-9-897 Transfer to IMRF Fund (\$ 30,000)

FY13/14 Actual:	(\$ 100,000)	FY14/15 Actual:	(\$ 100,000)
FY15/16 Budget:	(\$ 30,000)	FY15/16 Projected:	(\$ 30,000)
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The transfer to the IMRF Fund helps defray the cost of the City's contribution to IMRF and FICA for all eligible employees. Starting in FY15/16, FICA expenses are now allocated to a newly-created Social Security Fund.

08-00-9-898 Transfer to Liability Insurance Fund (\$ 25,000)

FY13/14 Actual:	(\$ 25,000)	FY14/15 Actual:	(\$ 25,000)
FY15/16 Budget:	(\$ 25,000)	FY15/16 Projected:	(\$ 25,000)
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The transfer to the Liability Insurance Fund helps defray the cost to the City for workers' compensation and liability insurance.

08-00-3-402 Director \$ 0

FY13/14 Actual:	\$ 91,950	FY14/15 Actual:	\$ 96,085
FY15/16 Budget:	\$ 100,000	FY15/16 Projected:	\$ 100,300
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

Beginning in FY16/17, the Director's salary will be included in line 08-00-3-406, Full Time Staff. This is consistent with the City's shift in reporting to more accurately reflect staffing as either Full Time, Part Time, or Limited Part Time.

08-00-3-406 Full Time Staff \$ 635,200

FY13/14 Actual:	\$ 443,245	FY14/15 Actual:	\$ 463,919
FY15/16 Budget:	\$ 518,600	FY15/16 Projected:	\$ 519,300
Budget to Proposed	22.5% Δ	Projected to Proposed	22.3% Δ

Beginning in FY16/17, this line includes all annual salary totals for all full-time staff, including the Director. This is consistent with the City's shift in reporting to more accurately reflect staffing in three areas: Full Time, Part Time, and Limited Part Time. The amount of the increase is consistent with the City's Compensation Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program.

08-00-3-407 Part Time Staff \$ 185,300

FY13/14 Actual:	\$ 209,299	FY14/15 Actual:	\$ 222,064
FY15/16 Budget:	\$ 217,200	FY15/16 Projected:	\$ 218,400
Budget to Proposed	-14.7% ∇	Projected to Proposed	-15.2% ∇

The amount of the wages is consistent with the City's Compensation Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program. The decrease from the FY15/16 Budget represents a change in the classification of the Department's employees. Only Part Time library employees are included in this line, with several Limited Part Time employees that were in this line now incorporated into 08-00-3-436.

08-00-3-436 Limited Part Time Staff \$ 73,700

FY13/14 Actual:	\$ 46,687	FY14/15 Actual:	\$ 40,639
FY15/16 Budget:	\$ 45,000	FY15/16 Projected:	\$ 22,300
Budget to Proposed	63.8% Δ	Projected to Proposed	230.5% Δ

This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates a 1.0% COLA adjustment. Previously, this line was only utilized for library shelvers, but now includes all Limited Part Time staff, resulting in the large increase over previous years.

08-00-4-451 Sick Leave Conversion \$ 1,700

FY13/14 Actual:	\$ 619	FY14/15 Actual:	\$ 621
FY15/16 Budget:	\$ 2,800	FY15/16 Projected:	\$ 900
Budget to Proposed	-39.3% ∇	Projected to Proposed	88.9% Δ

In FY16/17, two staff members will be eligible for sick leave conversion.

08-00-4-452 Travel & Training \$ 3,000

FY13/14 Actual:	\$ 4,230	FY14/15 Actual:	\$ 2,834
FY15/16 Budget:	\$ 3,000	FY15/16 Projected:	\$ 2,000
Budget to Proposed	0.0%	Projected to Proposed	50.0% Δ

This line item covers conference and workshop expenses, training for staff, travel for library business, and membership dues in professional organizations.

08-00-5-501 Communications \$ 8,000

FY13/14 Actual:	\$ 11,213	FY14/15 Actual:	\$ 10,471
FY15/16 Budget:	\$ 7,000	FY15/16 Projected:	\$ 7,600
Budget to Proposed	14.3% △	Projected to Proposed	5.3% △

This line item covers the library’s costs for phone service and related communication costs. In FY15/16, \$5,000 was moved from this line to the Outreach Services line item for the costs associated with the thrice-yearly publishing of the library newsletter.

08-00-5-502 Legal Services \$ 0

FY13/14 Actual:	\$ 310	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item covers payment for the City Attorney’s services pertaining to the Operating Fund. No legal expenses are anticipated in FY16/17.

08-00-5-517 Electronic Access \$ 72,000

FY13/14 Actual:	\$ 92,188	FY14/15 Actual:	\$ 88,713
FY15/16 Budget:	\$ 72,000	FY15/16 Projected:	\$ 78,500
Budget to Proposed	0.0%	Projected to Proposed	-8.3% ▽

The Electronic Access line item includes the cost of software, IT consulting, licenses, maintenance and contractual obligations to providers like OCLC and our library consortium. We had a modest decrease in these costs in FY15/16 as some of our IT work will be performed by City IT staff and/or by remote log-in of our IT consultants. This trend should continue in FY16/17.

08-00-5-518 Professional Services \$ 5,000

FY13/14 Actual:	\$ 7,623	FY14/15 Actual:	\$ 4,700
FY15/16 Budget:	\$ 5,000	FY15/16 Projected:	\$ 4,300
Budget to Proposed	0.0%	Projected to Proposed	16.3% △

This line item includes costs associated with our collection agency, marketing, website maintenance, and email provision. A portion of the tri-annual newsletter also comes from these funds.

08-00-5-536 Outreach Services \$ 5,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 5,000	FY15/16 Projected:	\$ 4,700
Budget to Proposed	0.0%	Projected to Proposed	6.4% △

A new line item in FY15/16, primarily for the costs of publishing the library’s tri-annual newsletter, but also for other outreach efforts.

08-00-5-543 Equipment Rental \$ 900

FY13/14 Actual:	\$ 756	FY14/15 Actual:	\$ 756
FY15/16 Budget:	\$ 900	FY15/16 Projected:	\$ 800
Budget to Proposed	0.0%	Projected to Proposed	12.5% Δ

The postage meter rental is the only current expenditure from this line item.

08-00-5-552 Service to Maintain Equipment \$ 5,000

FY13/14 Actual:	\$ 4,038	FY14/15 Actual:	\$ 7,035
FY15/16 Budget:	\$ 5,000	FY15/16 Projected:	\$ 5,400
Budget to Proposed	0.0%	Projected to Proposed	-7.4% ∇

Both office copiers (one public, one staff) are maintained from this line item. Additionally, the service agreement for our microfilm/fiche reader is funded by this line item. Stan's implemented a price increase in FY14/15, and some necessary work was required for our scan/fax station, resulting in the cost overrun in FY14/15. A new copier or a staff scan/fax/print station is anticipated in FY16/17, resulting in a decrease in the maintenance costs.

08-00-6-601 Postage \$ 3,500

FY13/14 Actual:	\$ 2,116	FY14/15 Actual:	\$ 2,061
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 5,200
Budget to Proposed	40.0% Δ	Projected to Proposed	-32.7% ∇

Postage necessary to mail overdue notices and Inter-Library Loan items.

08-00-6-603 Fuel-Heating \$ 0

FY13/14 Actual:	\$ 1,203	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item was moved to the Library Building Fund (09) in FY14/15.

08-00-6-606 Supplies \$ 40,000

FY13/14 Actual:	\$ 42,856	FY14/15 Actual:	\$ 41,792
FY15/16 Budget:	\$ 37,000	FY15/16 Projected:	\$ 38,000
Budget to Proposed	8.1% Δ	Projected to Proposed	5.3% Δ

All of the various library, office and janitorial supplies come out of this line item. This includes library specific items (bar codes, book tape, etc.), general office supplies (including ink and toner) and cleaning supplies.

08-00-7-740 Books & Other Library Materials \$ 197,000

FY13/14 Actual:	\$ 182,709	FY14/15 Actual:	\$ 176,774
FY15/16 Budget:	\$ 145,000	FY15/16 Projected:	\$ 160,000
Budget to Proposed	35.9% Δ	Projected to Proposed	23.1% Δ

One of the library's core line items, responsible for the purchasing of books, CDs, DVDs, audiobooks and magazines. Also, more obscure materials like puppets, backpack activity kits, toys and puzzles. In FY16/17, the library's digital and electronic format purchases are also included in this line item. This is to simplify the allocating and tracking of materials purchasing.

08-00-7-741 Electronic Format \$ 0

FY13/14 Actual:	\$ 35,882	FY14/15 Actual:	\$ 39,813
FY15/16 Budget:	\$ 52,000	FY15/16 Projected:	\$ 38,000
Budget to Proposed	-100.0% ∇	Projected to Proposed	-100.0% ∇

Another of the library's core line items, this line covered subscriptions to online databases, downloadable content providers, online newspaper availability and more. In FY16/17, it was incorporated into 08-00-7-740, as the items purchased here are frequently co-mingled with items in 08-00-7-740 on invoices and orders. Ultimately, they are all library materials, regardless of format.

08-00-8-812 Library Programs \$ 7,000

FY13/14 Actual:	\$ 5,463	FY14/15 Actual:	\$ 6,550
FY15/16 Budget:	\$ 5,500	FY15/16 Projected:	\$ 6,700
Budget to Proposed	27.3% Δ	Projected to Proposed	4.5% Δ

The library's new strategic plan places a high priority on community involvement and outreach. One of the ways the library accomplishes those things is with our programs, both active and passive. In FY16/17, the library will be holding several extra programs as part of their 125th Anniversary celebration.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Library Building Fund

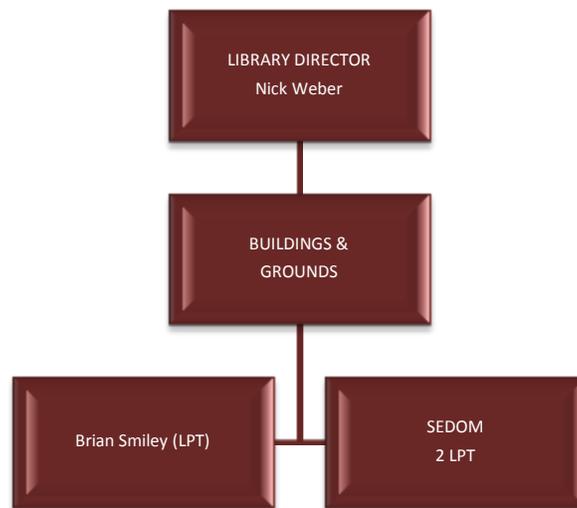
Library Building Fund

The Library Building Fund (09) supports the building and the grounds of the Woodstock Public Library. This fund utilizes Developer Donations and a small property tax levy for its revenue, both of which have been stagnant or declining in recent years. For these reasons, this year’s budget includes a transfer of \$50,000 from the Library Operating Fund (08) to the Library Building Fund (09).



In keeping with the Library’s new strategic plan, as well as the City’s Vision 2020 plan, several projects were completed in FY15/16 to maintain and improve the Library facility. These projects included: replacing the rapidly deteriorating front entryway concrete; upgrading and replacing a variety of interior lighting fixtures; adding sun shades to the southern exposure of the building; and replacing the library’s aging and inefficient boiler. In FY16/17, the library plans on finishing the interior lighting replacement efforts, reworking portions of the children’s area to make it more technology-compatible, and painting the majority of the interior of the facility.

LIBRARY BUILDING FUND – ORGANIZATIONAL CHART



LIBRARY BUILDING FUND – PERSONNEL SUMMARY					
AUTHORIZED POSITION/TITLE	13/14	14/15	15/16	16/17	+(-)
Building Help / SEDOM (LPT)	1.5	1.5	1.5	1.5	0
TOTAL LPT (FTE)	1.5	1.5	1.5	1.5	0

FY15/16 Accomplishments

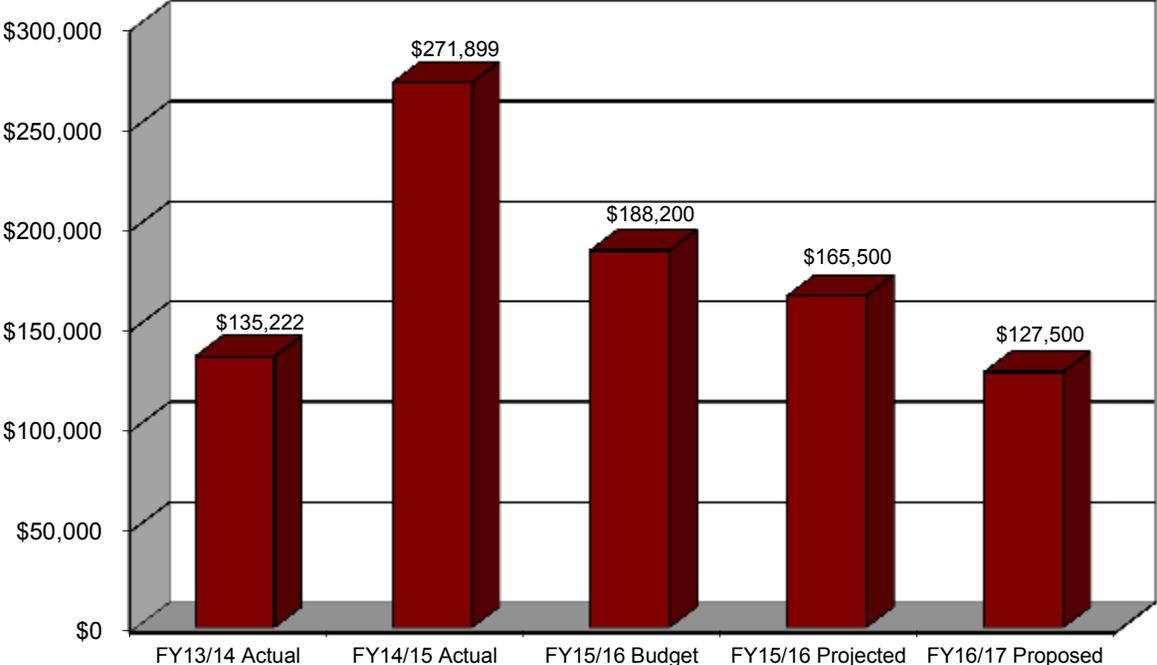
- Successfully upgraded and enhanced the library’s front entryway, decreasing the concrete footprint, improving safety for our residents and improving the aesthetics of the building. A portion of the costs were defrayed with grant monies from the McHenry County Community Foundation.
- Replaced the library’s aging boiler with a more reliable, energy-efficient model.

- Utilized available DPW workers to upgrade the internal aesthetics of the library via painting and ongoing collection reorganization.
- Worked with the City Administration and DPW to streamline the library’s maintenance and cleaning routines and to minimize the need for third-party vendors.
- Upgraded the lighting in the front entryway and rotunda, utilizing LED conversion kits to improve the lighting, decrease the energy consumption and minimize ongoing maintenance needs.
- Repaired several inoperative parking lot lights and also replaced failed ballasts and lamps in several parking lot fixtures.

FY16/17 Goals and Objectives

- Continue to work with the Department of Public Works and City Administration on maximizing internal labor capabilities to decrease reliance on third-party vendors for landscaping services and also for snow removal and salting.
- Review current security equipment and procedures. Upgrade cameras and door locks as appropriate and within fiscal constraints. Possibly coordinated with the City as they look to upgrade their video monitoring and security.
- Re-paint most of the public areas of the library that have not been painted since the construction of the new building (2001).
- Review, update and implement the library’s landscape plan, including a thorough cleaning and pruning of existing planting beds and shrubbery.

BUDGET COMPARISON



Library Building Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ 194,300	\$ 145,800
REVENUES						
TAXES						
09-00-1-311	Property Tax	\$ 90,328	\$ 86,866	\$ 37,000	\$ 36,900	\$ 37,000
TOTAL TAXES		\$ 90,328	\$ 86,866	\$ 37,000	\$ 36,900	\$ 37,000
FEES						
09-00-2-383	Developer Donations	\$ 39,984	\$ 40,333	\$ 65,000	\$ 50,000	\$ 50,000
TOTAL FEES		\$ 39,984	\$ 40,333	\$ 65,000	\$ 50,000	\$ 50,000
OTHER						
09-00-5-380	Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ 2,000
09-00-5-381	Interest Income	1,716	(558)	1,800	1,400	1,400
09-00-5-383	MCCF Grant	-	-	25,000	-	-
09-00-5-384	Energy Efficiency Grant	-	-	20,000	-	20,000
09-00-5-385	CDBG Building Grant	-	65,000	-	-	-
TOTAL OTHER		\$ 1,716	\$ 64,442	\$ 46,800	\$ 1,400	\$ 23,400
TOTAL REVENUES (BEFORE TRANSFERS)		\$ 132,028	\$ 191,641	\$ 148,800	\$ 88,300	\$ 110,400
TRANSFERS (TO)/FROM OTHER FUNDS						
09-00-9-785	Transfer from Library Fund	\$ -	\$ 15,000	\$ 75,000	\$ 75,000	\$ 50,000
09-00-9-890	Transfer to Library Debt Service	(42,400)	(42,416)	(46,300)	(46,300)	(46,400)
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ (42,400)	\$ (27,416)	\$ 28,700	\$ 28,700	\$ 3,600
TOTAL REVENUES (AFTER TRANSFERS)		\$ 89,628	\$ 164,225	\$ 177,500	\$ 117,000	\$ 114,000
EXPENSES						
SALARIES						
09-00-3-415	Building Cleaning Services	\$ 49,721	\$ 43,300	\$ 40,000	\$ 36,000	\$ 35,000
TOTAL SALARIES		\$ 49,721	\$ 43,300	\$ 40,000	\$ 36,000	\$ 35,000
CONTRACTUAL SERVICES						
09-00-5-502	Legal Services	\$ -	\$ -	\$ 500	\$ -	\$ -
09-00-5-504	Professional Services	16,269	12,289	10,000	200	1,000
09-00-5-530	Water & Sewer	1,269	1,268	1,500	1,400	1,500
09-00-5-540	Utilities	297	1,605	1,200	-	-
09-00-5-550	Service to Maintain Building & Grounds	36,761	48,970	25,000	18,000	20,000
TOTAL CONTRACTUAL SERVICES		\$ 54,596	\$ 64,132	\$ 38,200	\$ 19,600	\$ 22,500
CAPITAL OUTLAY						
09-00-7-701	Building Construction	\$ 7,651	\$ 140,650	\$ 85,000	\$ 77,400	\$ 40,000
09-00-7-720	Furniture & Equipment	23,254	23,817	25,000	32,500	28,000
09-00-7-726	Landscaping	-	-	-	-	2,000
TOTAL CAPITAL OUTLAY		\$ 30,905	\$ 164,467	\$ 110,000	\$ 109,900	\$ 70,000
TOTAL LIBRARY BUILDING FUND EXPENSES		\$ 135,222	\$ 271,899	\$ 188,200	\$ 165,500	\$ 127,500
NET INCREASE (DECREASE)		\$ (45,594)	\$ (107,674)	\$ (10,700)	\$ (48,500)	\$ (13,500)
Ending Fund Balance					\$ 145,800	\$ 132,300

Library Building Fund Line Item Descriptions

09-00-1-311 Property Taxes \$ 37,000

FY13/14 Actual:	\$ 90,328	FY14/15 Actual:	\$ 86,866
FY15/16 Budget:	\$ 37,000	FY15/16 Projected:	\$ 36,900
Budget to Proposed	0.0%	Projected to Proposed	0.3% △

The amount in FY15/16 was significantly reduced from the levies of previous years. This reduction is a result of reaching the levy cap and the subsequent decision to reduce the levy rate to provide room for future rate variations. For FY16/17, the amount of taxes will remain flat.

09-00-2-383 Developer Donations \$ 50,000

FY13/14 Actual:	\$ 39,984	FY14/15 Actual:	\$ 40,333
FY15/16 Budget:	\$ 65,000	FY15/16 Projected:	\$ 50,000
Budget to Proposed	-23.1% ▽	Projected to Proposed	0.0%

Growth in FY15/16 was not quite as robust as projected, but still better than the previous two years. Expectations for FY16/17 have been tempered accordingly, though growth is expected to increase slightly next year.

09-00-5-380 Miscellaneous Income \$ 2,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This year's budget includes a pledge from the Friends of the Library to contribute to upgrading and improving the library's landscaping.

09-00-5-381 Interest Income \$ 1,400

FY13/14 Actual:	\$ 1,716	FY14/15 Actual:	(\$ 558)
FY15/16 Budget:	\$ 1,800	FY15/16 Projected:	\$ 1,400
Budget to Proposed	-22.2% ▽	Projected to Proposed	0.0%

Interest from the building fund reserves, which are invested along with other City funds. Unfortunately, interest rates remain low.

09-00-5-382 MCCF Grant \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 25,000	FY15/16 Projected:	\$ 0
Budget to Proposed	-100.0% ▽	Projected to Proposed	N/A

The library applied for \$25,000 in grant monies from the McHenry County Community Foundation (MCCF) to help with the front entry repair and beautification. MCCF awarded the library \$15,000 in early 2015 so the grant money actually went into the FY14/15 budget.

09-00-5-384 Energy Efficiency Grant \$ 20,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 20,000	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

The library will be applying for \$20,000 in energy efficiency grant funding to help defray the costs of replacing our remaining T12 fluorescent lighting fixtures. This money was applied for in FY15/16, but has been delayed and will not be available until FY16/17.

09-00-5-385 CDBG Grant \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 65,000
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	0.0%

In FY14/15, the library received a matching grant, up to \$65,000, from McHenry County's Community Development Block Grants fund. This money covered roughly 45% of the total cost of the roofing project that was completed in FY14/15.

09-00-9-785 Transfer from Library Fund \$ 50,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 15,000
FY15/16 Budget:	\$ 75,000	FY15/16 Projected:	\$ 75,000
Budget to Proposed	-33.3% ▽	Projected to Proposed	-33.3% ▽

With Developer Donations remaining challenged, and the tax levy reduced, an infusion of money from the Library Fund is necessary to keep the Building Fund with sufficient reserves.

09-00-9-890 Transfer to Library Debt Service Fund (\$ 46,400)

FY13/14 Actual:	(\$ 42,400)	FY14/15 Actual:	(\$ 42,416)
FY15/16 Budget:	(\$ 46,300)	FY15/16 Projected:	(\$ 46,300)
Budget to Proposed	0.2% △	Projected to Proposed	0.2% △

Each year, money is transferred to the Library Debt Service Fund to pay the principal and interest for the Alternate Revenue Bonds issued as part of the library's remodeling and expansion in 2001.

09-00-3-415 Cleaning Services \$ 35,000

FY13/14 Actual:	\$ 49,721	FY14/15 Actual:	\$ 43,300
FY15/16 Budget:	\$ 40,000	FY15/16 Projected:	\$ 36,000
Budget to Proposed	-12.5% ▽	Projected to Proposed	-2.8% ▽

This line covers the costs of our third-party cleaning service, and also has been the source for our part-time custodian/maintenance man. Additionally, the library receives 15 hours of work per week from SEDOM students. With the ongoing consolidation of the City's cleaning and maintenance efforts, some savings was realized in FY15/16, with another small decrease anticipated in FY16/17.

09-00-5-502 Legal Services \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 500	FY15/16 Projected:	\$ 0
Budget to Proposed	-100.0% ▾	Projected to Proposed	N/A

Legal fees specifically associated with the library building are paid for from this line. No legal expenses are anticipated for FY16/17.

09-00-5-504 Professional Services \$ 1,000

FY13/14 Actual:	\$ 16,269	FY14/15 Actual:	\$ 12,289
FY15/16 Budget:	\$ 10,000	FY15/16 Projected:	\$ 200
Budget to Proposed	-90.0% ▾	Projected to Proposed	400.0% △

This line pays for professional consultation required for the various building renovations, upgrades and replacements. In FY14/15 this line paid the architectural fees necessitated by the roof repair. In FY15/16, it was anticipated that the funds would be needed for the boiler replacement project and the front entry renovation, but neither project required external review.

09-00-5-530 Water & Sewer \$ 1,500

FY13/14 Actual:	\$ 1,269	FY14/15 Actual:	\$ 1,268
FY15/16 Budget:	\$ 1,500	FY15/16 Projected:	\$ 1,400
Budget to Proposed	0.0%	Projected to Proposed	7.1% △

Water and sewer usage charges are accounted for in this line item.

09-00-5-540 Utilities \$ 0

FY13/14 Actual:	\$ 297	FY14/15 Actual:	\$ 1,605
FY15/16 Budget:	\$ 1,200	FY15/16 Projected:	\$ 0
Budget to Proposed	-100.0% ▾	Projected to Proposed	N/A

With the City exceeding the limit for natural gas therms based on the franchise agreement with NICOR for FY13/14 and FY14/15, this line item provides funding for possible overages. Mild temperatures in FY15/16 resulted in no overages and charges in this fund. With the new, more efficient boiler in place, it is anticipated that there will be no overages in FY16/17.

09-00-5-550 Services to Maintain Building & Grounds \$ 20,000

FY13/14 Actual:	\$ 36,761	FY14/15 Actual:	\$ 48,970
FY15/16 Budget:	\$ 25,000	FY15/16 Projected:	\$ 18,000
Budget to Proposed	-20.0% ▾	Projected to Proposed	11.1% △

This line encompasses a number of different services that the library contracts out to third-party vendors. These services include our HVAC maintenance, elevator and automatic doors, parking lot repairs, electrical work, plumbing, window cleaning, fire equipment inspections, roof repairs, backflow prevention and back-up generator maintenance. With a new roof and the successful clearing of our snow by the Department of Public Works, this line should remain significantly lower than in the past.

09-00-7-701 Building Construction \$ 40,000

FY13/14 Actual:	\$ 7,651	FY14/15 Actual:	\$ 140,650
FY15/16 Budget:	\$ 85,000	FY15/16 Projected:	\$ 77,400
Budget to Proposed	-52.9% ▽	Projected to Proposed	-48.3% ▽

The roof replacement cost was more than anticipated, and significant lighting upgrades were installed, resulting in the extra expenditures in FY14/15. FY15/16 saw the installation of a new boiler, the renovation of the front entry, and additional lighting upgrades. In FY16/17, the library will be finishing the lighting upgrades by replacing our remaining outdated fluorescent fixtures, assuming the energy efficiency grant money is available this year. The library will also be painting the interior areas that have not been painted since the new building opened in 2001.

09-00-7-720 Furniture & Equipment \$ 28,000

FY13/14 Actual:	\$ 23,254	FY14/15 Actual:	\$ 23,817
FY15/16 Budget:	\$ 25,000	FY15/16 Projected:	\$ 32,500
Budget to Proposed	12.0% △	Projected to Proposed	-13.8% ▽

This line is primarily for maintaining and upgrading the library’s IT resources and infrastructure. Included in these costs are computer replacements on the library’s five-year schedule, a server upgrade and the replacement of several switches. In FY15/16, the purchase and installation of sun shades along the south wall accounts for most of the budget overage. In addition, some additional IT infrastructure that was not originally budgeted for was required in advance of the fiber optic line installation. FY16/17’s budget includes \$3,000 for the acquisition and installation of new security cameras and associated hardware and software.

09-00-7-726 Landscaping \$ 2,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Work on the landscaping has been delayed for the last two years. Work to both clean up and upgrade the library’s planting beds and landscaping plan will occur in FY16/17.



THE CITY OF
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Social Security Fund

(FICA)

Social Security Fund

Social Security and Medicare (FICA) are two Federally-provided programs that the City must fund for all of its employees, with the exception of sworn police officers who are exempt from Social Security. Currently, the City is required to pay 6.2% for Social Security on wages up to \$118,500 in 2016 and 1.45% into Medicare on all wages.

The City levies a separate property tax to pay FICA cost to the Federal Government. These levy amounts and expenses are recorded in this fund as the levy is legally restricted and can only be used to pay FICA expenses.

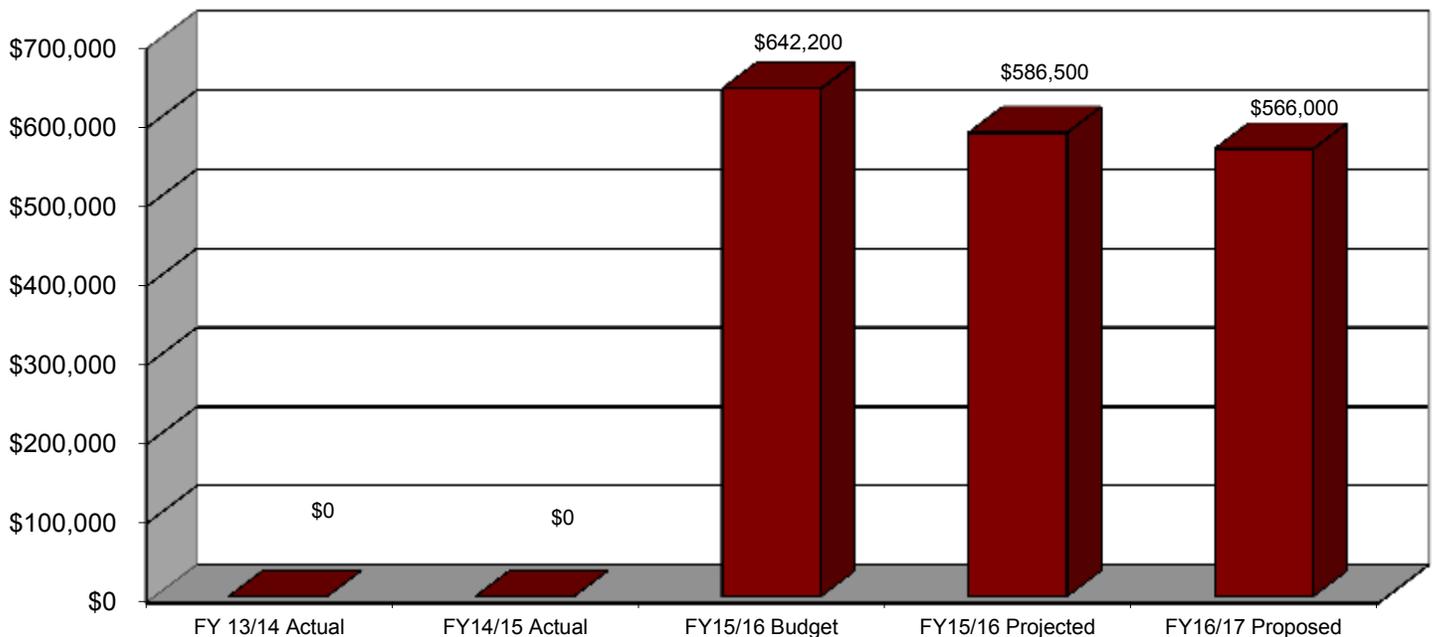
The Social Security Fund was established as part of the development for the FY15/16 Budget. Prior to the creation of this fund, FICA expenses were paid from the IMRF Fund.



Objectives:

- To insure that all expenses related to FICA are accounted for in a proper manner.
- To insure there is sufficient funds to make FICA payments as required.

BUDGET COMPARISON



Social Security Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ -	\$ 210,300
REVENUES						
TAXES						
10-00-1-311	Property Taxes	\$ -	\$ -	\$ 650,000	\$ 647,600	\$ 650,000
TOTAL TAXES		\$ -	\$ -	\$ 650,000	\$ 647,600	\$ 650,000
OTHER						
10-00-5-381	Interest Income	\$ -	\$ -	\$ 100	\$ 1,200	\$ 1,200
TOTAL OTHER		\$ -	\$ -	\$ 100	\$ 1,200	\$ 1,200
TOTAL REVENUES (BEFORE TRANSFERS)		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 650,100</u>	<u>\$ 648,800</u>	<u>\$ 651,200</u>
TRANSFERS (TO)/FROM OTHER FUNDS						
10-00-9-308	Transfer from Library	\$ -	\$ -	\$ 70,000	\$ 70,000	\$ 70,000
10-00-9-360	Transfer from Utility Fund	-	-	88,300	78,000	-
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ -	\$ -	\$ 158,300	\$ 148,000	\$ 70,000
TOTAL REVENUES (AFTER TRANSFERS)		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 808,400</u>	<u>\$ 796,800</u>	<u>\$ 721,200</u>
EXPENSES						
PERSONAL SERVICES						
10-00-4-458	Social Security	\$ -	\$ -	\$ 479,200	\$ 432,300	\$ 413,100
10-00-4-459	Medicare	-	-	156,700	149,900	148,500
TOTAL PERSONAL SERVICES		\$ -	\$ -	\$ 635,900	\$ 582,200	\$ 561,600
CONTRACTUAL SERVICES						
10-00-5-501	Flex Plan Administration	\$ -	\$ -	\$ 6,300	\$ 4,300	\$ 4,400
TOTAL CONTRACTUAL SERVICES		\$ -	\$ -	\$ 6,300	\$ 4,300	\$ 4,400
TOTAL SOCIAL SECURITY FUND EXPENSES		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 642,200</u>	<u>\$ 586,500</u>	<u>\$ 566,000</u>
NET INCREASE (DECREASE)		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 166,200</u>	<u>\$ 210,300</u>	<u>\$ 155,200</u>
Ending Fund Balance					\$ 210,300	\$ 365,500

Social Security Fund Line Item Descriptions

10-00-1-311 Property Taxes \$ 650,000

FY12/13 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 650,000	FY15/16 Projected:	\$ 647,600
Budget to Proposed	0.0%	Projected to Proposed	0.4% △

A separate property tax is levied for the purpose of providing Social Security and Medicare benefits. The proceeds of this levy are recorded in this line item. Prior to FY15/16, Social Security and Medicare benefits were provided through the IMRF Fund.

10-00-5-381 Interest Income \$ 1,200

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 100	FY15/16 Projected:	\$ 1,200
Budget to Proposed	1,100.0% △	Projected to Proposed	0.0%

Interest related to funds invested in the Social Security Fund is recorded in this line item.

10-00-9-308 Transfer from Library \$ 70,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 70,000	FY15/16 Projected:	\$ 70,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

A transfer from the Library Fund is made to cover a portion of the Library's FICA expense.

10-00-9-360 Transfer from Utility Fund \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 88,300	FY15/16 Projected:	\$ 78,000
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

A transfer from the Utility Fund is made to cover the cost associated with providing FICA to the Utility Fund's employees. Starting in FY16/17, FICA expenses will be paid directly by the Utility Fund.

10-00-4-458 Social Security \$ 413,100

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 479,200	FY15/16 Projected:	\$ 432,300
Budget to Proposed	-13.8% ▽	Projected to Proposed	-4.4% ▽

The cost of providing Social Security benefits to employees is expensed in this line item. The reduction in cost in FY16/17 is a result of Social Security expenses being paid directly from the Utility Fund.

10-00-4-459 Medicare	\$ 148,500
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FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 156,700	FY15/16 Projected:	\$ 149,900
Budget to Proposed	-5.2% ▾	Projected to Proposed	-0.9% ▾

The cost of providing Medicare benefits to employees is expensed in this line item. The reduction in cost in FY16/17 is a result of Medicare expenses being paid directly from the Utility Fund.

10-00-5-501 Flex Plan Administration	\$ 4,400
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FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 6,300	FY15/16 Projected:	\$ 4,300
Budget to Proposed	-30.2% ▾	Projected to Proposed	2.3% △

The City offers a flexible spending account that is open to all full-time employees. This plan offers employees an opportunity to deduct pre-tax money from their paycheck to be used for certain medical and dependent care expenses. Prior to FY15/16, this expense was paid by the IMRF Fund.



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**Illinois Municipal
Retirement Fund
(IMRF)**

Illinois Municipal Retirement Fund

The Illinois Municipal Retirement Fund (IMRF) is a locally-funded plan that is centrally administrated along with almost 3,000 other Illinois local government and school district units. All employees of the City who work over 1,000 hours in a year, with the exception of sworn police officers, are required to be enrolled in IMRF. At the beginning of each calendar year, IMRF establishes an employer contribution rate, as a percentage of payroll, that must be made for each enrolled employee. IMRF benefit levels are established by the Illinois General Assembly.

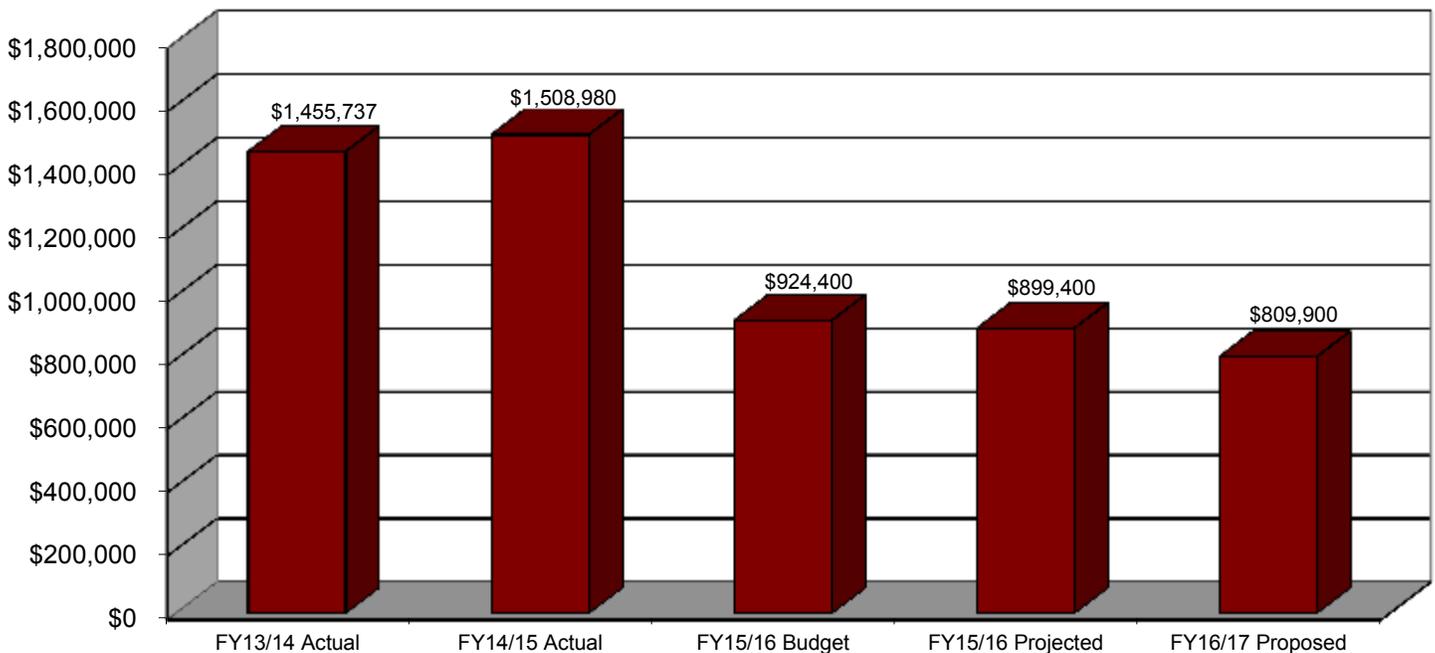


The City levies a separate property tax to pay for IMRF expenses. These levy amounts and expenses are recorded in this fund as the property tax receipts are legally restricted and can only be used to pay IMRF expenses.

Objectives:

- To insure that all expenses related to providing an IMRF pension are accounted for in a proper manner.
- To insure there is sufficient funds to make IMRF contributions as required.

BUDGET COMPARISON



IMRF Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ 1,214,900	\$ 986,500
REVENUES						
TAXES						
11-00-1-311	Property Taxes	\$ 1,231,283	\$ 1,275,885	\$ 500,000	\$ 498,200	\$ 500,000
TOTAL TAXES		\$ 1,231,283	\$ 1,275,885	\$ 500,000	\$ 498,200	\$ 500,000
OTHER						
11-00-5-381	Interest Income	\$ 6,906	\$ (300)	\$ 5,800	\$ 7,800	\$ 7,000
TOTAL OTHER		\$ 6,906	\$ (300)	\$ 5,800	\$ 7,800	\$ 7,000
TOTAL REVENUES (BEFORE TRANSFERS)		<u>\$ 1,238,189</u>	<u>\$ 1,275,585</u>	<u>\$ 505,800</u>	<u>\$ 506,000</u>	<u>\$ 507,000</u>
TRANSFERS (TO)/FROM OTHER FUNDS						
11-00-9-308	Transfer from Library	\$ 100,000	\$ 100,000	\$ 30,000	\$ 30,000	\$ 30,000
11-00-9-360	Transfer from Utility Fund	219,000	226,800	147,000	135,000	-
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ 319,000	\$ 326,800	\$ 177,000	\$ 165,000	\$ 30,000
TOTAL REVENUES (AFTER TRANSFERS)		<u>\$ 1,557,189</u>	<u>\$ 1,602,385</u>	<u>\$ 682,800</u>	<u>\$ 671,000</u>	<u>\$ 537,000</u>
EXPENSES						
PERSONAL SERVICES						
11-00-4-457	IMRF	\$ 889,493	\$ 925,815	\$ 924,400	\$ 899,400	\$ 809,900
11-00-4-458	Social Security	418,408	430,368	-	-	-
11-00-4-459	Medicare	143,023	148,039	-	-	-
TOTAL PERSONAL SERVICES		\$ 1,450,924	\$ 1,504,222	\$ 924,400	\$ 899,400	\$ 809,900
CONTRACTUAL SERVICES						
11-00-5-501	Flex Plan Administration	\$ 4,813	\$ 4,758	\$ -	\$ -	\$ -
TOTAL CONTRACTUAL SERVICES		\$ 4,813	\$ 4,758	\$ -	\$ -	\$ -
TOTAL IMRF FUND EXPENSES		<u>\$ 1,455,737</u>	<u>\$ 1,508,980</u>	<u>\$ 924,400</u>	<u>\$ 899,400</u>	<u>\$ 809,900</u>
NET INCREASE (DECREASE)		<u>\$ 101,452</u>	<u>\$ 93,405</u>	<u>\$ (241,600)</u>	<u>\$ (228,400)</u>	<u>\$ (272,900)</u>
Ending Fund Balance					\$ 986,500	\$ 713,600

Illinois Municipal Retirement Fund Line Item Descriptions

11-00-1-311 Property Taxes \$ 500,000

FY13/14 Actual:	\$ 1,231,283	FY14/15 Actual:	\$ 1,275,885
FY15/16 Budget:	\$ 500,000	FY15/16 Projected:	\$ 498,200
Budget to Proposed	0.0%	Projected to Proposed	0.4% △

A separate property tax is levied for the purpose of providing IMRF benefits. The proceeds of this levy are recorded in this line item. Starting in FY15/16, Social Security and Medicare benefits are being recorded in a newly-created fund. As a result, the IMRF property tax has been reduced so that a portion could be levied for the newly-established Social Security Fund.

11-00-5-381 Interest Income \$ 7,000

FY13/14 Actual:	\$ 6,906	FY14/15 Actual:	(\$ 300)
FY15/16 Budget:	\$ 5,800	FY15/16 Projected:	\$ 7,800
Budget to Proposed	20.7% △	Projected to Proposed	-10.3% ▽

Interest related to funds invested by the IMRF Fund is recorded in this line item.

11-00-9-308 Transfer From Library \$ 30,000

FY13/14 Actual:	\$ 100,000	FY14/15 Actual:	\$ 100,000
FY15/16 Budget:	\$ 30,000	FY15/16 Projected:	\$ 30,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

A transfer from the Library Fund is made to cover a portion of the Library's IMRF expense. This amount was reduced in FY15/16, as a portion that was previously recorded here is now being transferred to the Social Security Fund.

11-00-9-360 Transfer From Utility Fund \$ 0

FY13/14 Actual:	\$ 219,000	FY14/15 Actual:	\$ 226,800
FY15/16 Budget:	\$ 147,000	FY15/16 Projected:	\$ 135,000
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

A transfer from the Utility Fund is made to cover the cost associated with providing IMRF to the Utility Fund's employees. This amount was reduced in FY15/16 as a portion that was previously recorded here is now being transferred to the Social Security Fund. In FY16/17 IMRF benefits will be paid directly from the Utility Fund.

11-00-4-457 IMRF **\$ 809,900**

FY13/14 Actual:	\$ 889,493	FY14/15 Actual:	\$ 925,815
FY15/16 Budget:	\$ 924,400	FY15/16 Projected:	\$ 899,400
Budget to Proposed	-12.4% ▽	Projected to Proposed	-10.0% ▽

The cost of providing IMRF benefits to employees is expensed in this line item. The reduction in FY16/17 reflects the fact that IMRF payments will be expensed directly within the Utility Fund.

11-00-4-458 Social Security **\$ 0**

FY13/14 Actual:	\$ 418,408	FY14/15 Actual:	\$ 430,368
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The cost to provide Social Security benefits was expensed in this line item. Beginning in FY15/16, this expense was moved to the newly-created Social Security Fund.

11-00-4-459 Medicare **\$ 0**

FY13/14 Actual:	\$ 143,023	FY14/15 Actual:	\$ 148,039
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The cost to provide Medicare benefits was expensed in this line item. Beginning in FY15/16, this expense was moved to the newly-created Social Security Fund.

11-00-5-501 Flex Plan Administration **\$ 0**

FY13/14 Actual:	\$ 4,813	FY14/15 Actual:	\$ 4,758
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The City offers a flexible spending account that is open to all full-time employees. This plan offers employees an opportunity to deduct pre-tax money from their paycheck to be used for certain medical and dependent care expenses. Beginning in FY15/16, this expense was moved to the Social Security Fund.



THE CITY OF
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Motor Fuel Tax (MFT)

Motor Fuel Tax Fund

Revenues for the Motor Fuel Tax Fund are derived from State-wide taxes placed on fuel used for operating motor vehicles on public highways and recreational watercraft upon waters of the State. These revenues collected by the State are used to pay for various State transportation projects with slightly more than 58% of the revenues going directly to the State. Approximately one-half of the remaining funds are then allocated back to municipalities based on population. The FY16/17 budget has been prepared based on the expectation that the State of Illinois will continue the mandated revenue sharing without any cost-sharing reductions or deletions and that the State's commitment for additional MFT revenue will be met during the upcoming year. If that promised revenue from the State is decreased or eliminated, expenses proposed within this budget would need to be drastically reduced or even eliminated.



FY15/16 Accomplishments

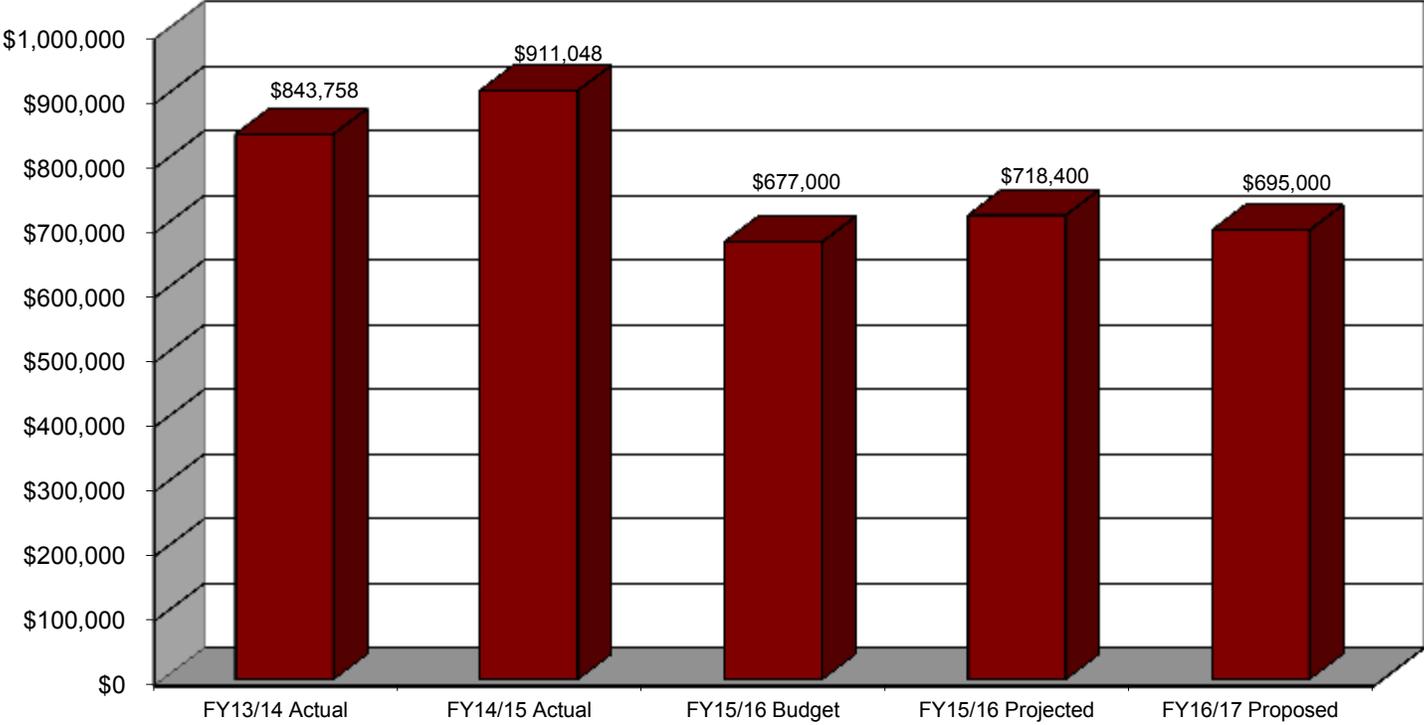
- Completed annual pavement marking program including stop bars, crosswalks, school crosswalks, centerlines, and parking spaces.
- Because of the high price that the City paid in FY14/15 for road salt, the City worked with the McHenry County Council of Governments, McHenry County, and other municipalities to determine other bulk rock salt procurement options in lieu of the State of Illinois Joint Purchasing Program. Therefore, in FY15/16, the City partnered with the McHenry County Purchasing Department in their bulk rock salt procurement process and received a very favorable bid leading to the purchase of 2,000 tons at a cost slightly more than half of that which was paid in FY14/15.
- Paid a portion of the IDOT contract for the maintenance of traffic controls in addition to the total cost for the maintenance of "City-owned" traffic signals.
- Hired a contractor to seal more than 97,000 lineal feet of pavement cracks to preserve roadways that were recently improved by adding a new driving surface.
- Paid for the rental of equipment needed for maintenance and special construction projects which include the removal of snow from the downtown area and the public parking lots.
- Paid for the operating (electric service) cost of the street lights owned by the City and for the monthly maintenance charge for the street lights owned by Commonwealth Edison.

FY16/17 Goals and Objectives

- Communicate and be attentive to the needs of all residents affected by the City's MFT programs to provide the least amount of disruption to affected neighborhoods.
- Triple the amount of crack sealing completed annually to maintain City streets in a manner that will extend the useful life of the pavement.
- Implement a pavement marking program on City streets in order to ensure safe travel for motorists, bicyclists and pedestrians.
- Continue researching alternative methods for the repair and/or replacement of failed pavement sections in order to maximize dedicated funds and extend the useful life of pavement.

- Continue to evaluate the reallocation of funds between this MFT budget and the General – CIP Fund budget to maximize dollars spent and timing of projects that need to be reviewed and approved by the Illinois Department of Transportation (IDOT).
- Continue to partner with McHenry County’s purchasing department to secure the best price and the best value for road salt.
- Continue using MFT funds to pay for the operating (electric service) cost of the street lights owned by the City and for the monthly maintenance charge for the street lights owned by Commonwealth Edison.
- Continue using MFT funds to pay for the rental of equipment needed for maintenance and special construction projects.

BUDGET COMPARISON



Motor Fuel Tax Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ 163,200	\$ 84,100
REVENUES						
TAXES						
12-00-1-315	MFT Allotment	\$ 639,841	\$ 635,383	\$ 625,000	\$ 639,000	\$ 641,500
TOTAL TAXES		\$ 639,841	\$ 635,383	\$ 625,000	\$ 639,000	\$ 641,500
INTERGOVERNMENTAL						
12-00-4-352	State Grants	\$ 107,082	\$ 214,164	\$ -	\$ -	\$ -
TOTAL INTERGOVERNMENTAL		\$ 107,082	\$ 214,164	\$ -	\$ -	\$ -
OTHER						
12-00-5-381	Interest Income	\$ 717	\$ (13,369)	\$ 700	\$ 300	\$ 100
TOTAL OTHER		\$ 717	\$ (13,369)	\$ 700	\$ 300	\$ 100
TOTAL REVENUES (BEFORE TRANSFERS)		\$ 747,640	\$ 836,178	\$ 625,700	\$ 639,300	\$ 641,600
TRANSFERS (TO)/FROM OTHER FUNDS						
12-00-9-391	Transfer from General Corp Fund	\$ 100,000	\$ -	\$ -	\$ -	\$ 53,400
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ 100,000	\$ -	\$ -	\$ -	\$ 53,400
TOTAL REVENUES (AFTER TRANSFERS)		\$ 847,640	\$ 836,178	\$ 625,700	\$ 639,300	\$ 695,000
EXPENSES						
CONTRACTUAL SERVICES						
12-00-5-559	Service to Maintain Traffic Controls	\$ -	\$ 28,382	\$ 27,000	\$ 21,800	\$ 25,000
12-00-5-564	Street Lighting	-	-	250,000	240,000	240,000
12-00-5-571	Street Resurfacing Program	535,011	273,000	-	-	-
12-00-5-575	Crack Sealing	-	-	50,000	46,000	100,000
12-00-5-580	Pavement Marking	57,306	64,718	80,000	80,000	80,000
12-00-5-587	Engineering	48,177	-	-	-	-
12-00-5-588	Equipment Rental	-	110,516	100,000	80,000	100,000
TOTAL CONTRACTUAL SERVICES		\$ 640,494	\$ 476,616	\$ 507,000	\$ 467,800	\$ 545,000
COMMODITIES						
12-00-6-572	Ice Control Material	\$ 203,264	\$ 434,432	\$ 170,000	\$ 250,600	\$ 150,000
TOTAL COMMODITIES		\$ 203,264	\$ 434,432	\$ 170,000	\$ 250,600	\$ 150,000
TOTAL MFT FUND EXPENSES		\$ 843,758	\$ 911,048	\$ 677,000	\$ 718,400	\$ 695,000
NET INCREASE (DECREASE)		\$ 3,882	\$ (74,870)	\$ (51,300)	\$ (79,100)	\$ -
Ending Fund Balance					\$ 84,100	\$ 84,100

Motor Fuel Tax Item Descriptions

12-00-1-315 MFT Allotment \$ 641,500

FY13/14 Actual:	\$ 639,841	FY14/15 Actual:	\$ 635,383
FY15/16 Budget:	\$ 625,000	FY15/16 Projected:	\$ 639,000
Budget to Proposed	2.6% △	Projected to Proposed	0.4% △

A tax of \$0.19 cents per gallon is imposed on motor fuel sold in the State of Illinois. After a variety of diversions to the total fuel tax received by the State, 49.1% of the remaining portion is shared with municipalities based on population.

In addition to the standard MFT share of the gas tax, the City does receive a supplemental payment from the State under their "High Growth Cities Program." Woodstock is one of 233 communities that received this annual payment, which includes approximately \$25,000 of additional revenue in this line item.

12-00-4-352 State Grants \$ 0

FY13/14 Actual:	\$ 107,082	FY14/15 Actual:	\$ 214,164
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

In 2010, the City received the first installment from the State of Illinois for the local government component of the State's capital program, which had been approved and authorized in 2009. Under that capital program, local governments are scheduled to receive \$500 million in additional MFT funding which is then allocated to each community based on population. Under the approved legislation, the City received a similar amount in FY14/15, which was the fifth (and final) of five total installments that had been authorized through the Illinois Jobs Now legislation. In addition, in FY14/15 an additional capital program was passed which allocated an extra \$107,000 for road projects.

12-00-5-381 Interest Income \$ 100

FY13/14 Actual:	\$ 717	FY14/15 Actual:	(\$ 13,369)
FY15/16 Budget:	\$ 700	FY15/16 Projected:	\$ 300
Budget to Proposed	-87.5% ▽	Projected to Proposed	-66.7% ▽

Interest earned on available funds is retained as revenue within the MFT budget.

12-00-9-391 Transfer from General Corp. Fund \$ 53,400

FY13/14 Actual:	\$ 100,000	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

In recognition of the need to complete more street maintenance and resurfacing work, a portion of the funds received in the City's General Fund budget were transferred to this Motor Fuel Tax Fund's budget to enable the City to complete additional maintenance work.

Beginning in FY14/15, the transfer of funds was diverted to the General Corporate – CIP Fund instead of the MFT budget to allow the City to complete more street resurfacing and maintenance work than could be accomplished using only MFT revenue. The transfer is proposed to be reinstated to significantly increase the amount of funding available for crack sealing.

12-00-5-559 Service to Maintain Traffic Controls		\$ 25,000	
FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 28,382
FY15/16 Budget:	\$ 27,000	FY15/16 Projected:	\$ 21,800
Budget to Proposed	-7.4% ▽	Projected to Proposed	14.7% △

Prior to FY14/15 this line item was funded within the Street Division of the General Corporate Fund. It is used to pay for the City’s portion of the contract with IDOT for the maintenance of traffic signals and the cost for the maintenance of “City-owned” traffic signals. The City is required to pay a portion of the maintenance of traffic signals based on the ratio of State streets and local streets.

12-00-5-564 Street Lighting		\$ 240,000	
FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 250,000	FY15/16 Projected:	\$ 240,000
Budget to Proposed	-4.0% ▽	Projected to Proposed	0.0%

Prior to FY15/16 this line item was funded within the Street Division of the General Corporate Fund. This line item is used to pay for the operating (electric service) cost of the street lights owned by the City and for the monthly maintenance charge for the street lights owned by Commonwealth Edison. The City owns the street lights in the downtown area, public parking lots, in Woodstock Station, and along IL Route 120 east of IL Route 47. Electricity for these City-owned street lights is metered, and the City is billed for the amount of energy used for those locations, but does not pay any maintenance fees to Commonwealth Edison for those locations.

For the vast majority of the remaining street lights in the City, the light poles, fixtures, and electric service lines are owned and maintained by Commonwealth Edison. The City is charged a specific dollar amount, typically ranging from \$10 per month to \$35 per month, for each street light. This monthly charge includes a maintenance fee, and Commonwealth Edison is responsible for the maintenance of these street lights, poles, fixtures, and electric service lines.

There is no increase anticipated in electric rates or the maintenance fee charged for street lights predicted for FY16/17.

12-00-5-571 Street Resurfacing Program		\$ 0	
FY13/14 Actual:	\$ 535,011	FY14/15 Actual:	\$ 273,000
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

To further minimize administrative burdens, eliminate another step in the IDOT approval process and provide more flexibility, the Street Resurfacing Program was moved to the General – CIP Fund’s budget in FY15/16.

12-00-5-575 Crack Sealing **\$ 100,000**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 50,000	FY15/16 Projected:	\$ 46,000
Budget to Proposed	100.0% △	Projected to Proposed	117.4% △

This line item is used to pay for the annual cost for crack sealing of City streets. This is an important maintenance activity that is used on streets that are in good condition, but have cracks that need to be sealed to reduce future pavement problems. Crack sealing is a preventive maintenance measure that, when applied correctly, extends the life of the pavement.

Prior to FY14/15, this program was funded through the “Service to Maintain Pavement” line item reported in the Street Division’s Budget.

12-00-5-580 Pavement Marking **\$ 80,000**

FY13/14 Actual:	\$ 57,306	FY14/15 Actual:	\$ 64,718
FY15/16 Budget:	\$ 80,000	FY15/16 Projected:	\$ 80,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Funds in this line item are used for the annual contractual program for painting of centerlines, edge lines, parking stalls in the downtown area, stop bars, and crosswalks throughout the City. The replacement of paint markings improves safety for both motorists and pedestrians, helps to control and direct the flow of traffic, and improves access and efficient use of parking spaces and parking lots. In recent years, funds allocated to pavement marking were reduced to keep pace with reduced revenues. An increase in funds was requested and approved in FY15/16 to complete pavement marking citywide, which has not been obtainable for a number of years, because of reduced funding.

Replacement of pavement marking in some downtown public parking lots and parking lots in parks is completed by Street Division employees to save contract costs.

12-00-5-587 MFT Engineering **\$ 0**

FY13/14 Actual:	\$ 48,177	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

To further minimize administrative burdens and eliminate another step in the IDOT approval process, engineering expenditures related to MFT Programs were moved to the General – CIP Fund’s budget in FY14/15.

12-00-5-588 Equipment Rental **\$ 100,000**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 110,516
FY15/16 Budget:	\$ 100,000	FY15/16 Projected:	\$ 80,000
Budget to Proposed	0.0%	Projected to Proposed	25.0% △

This line item is used to pay for the rental of equipment needed for maintenance and special construction projects. However, those rental costs incurred for maintenance and construction projects are only a small portion of the costs in this line item and typically account for less than 1% of the annual expenditures.

While all available City trucks are clearing streets throughout the City, specialized snow removal and snow hauling equipment is removing snow from the downtown area and the public parking lots. The City contracts loaders, trucks, and snow removal equipment for this purpose. This line item was moved to this MFT line item in FY14/15.

12-00-6-572 Ice Control Material **\$ 150,000**

FY13/14 Actual:	\$ 203,264	FY14/15 Actual:	\$ 434,432
FY15/16 Budget:	\$ 170,000	FY15/16 Projected:	\$ 250,600
Budget to Proposed	-11.8% ▽	Projected to Proposed	-40.0% ▽

This line item is used for the purchase of road salt for ice control, which is typically bought by the City under the State’s joint purchasing contract. The winter of FY13/14 was snow-filled and cold, and as a result, the total amount of salt used for ice control was significantly more than in a typical year. The bid received for bulk road salt in FY14/15 was 2.6 times greater than the price paid one year earlier.

Because of the high price that the City paid in FY14/15, the City worked with the McHenry County Council of Governments, McHenry County, and other municipalities to determine other bulk rock salt procurement options in lieu of the State of Illinois Joint Purchasing Program. Ultimately, the McHenry County Purchasing Department offered to solicit bids for any unit of government that wanted to participate in their procurement process. They agreed to include language which allowed all local government units to issue individual awards or rejections in accordance with the provisions of each participating local government unit. Therefore, in FY15/16, the City partnered with the McHenry County Purchasing Department in their bulk rock salt procurement process and received a very favorable bid.

Alternative ice control products in liquid form considered to be effective that allow us to reduce our dependence on chloride based products are purchased through a line item in the Environmental Management Fund.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Park Development Fund

Park Development Fund

The Park Development Fund is a separate fund for the accounting and tracking of Park Capital Expansion Fees (CEF) charged to new residential construction. These funds are designated for the addition of new parkland, development and improvement of parks in new and existing subdivisions, and for the expansion of existing neighborhood and citywide park facilities. Funds are received from new residential development projects via park impact fees and are reserved for this use. New commercial and industrial developments do not pay Park Capital Expansion Fees.

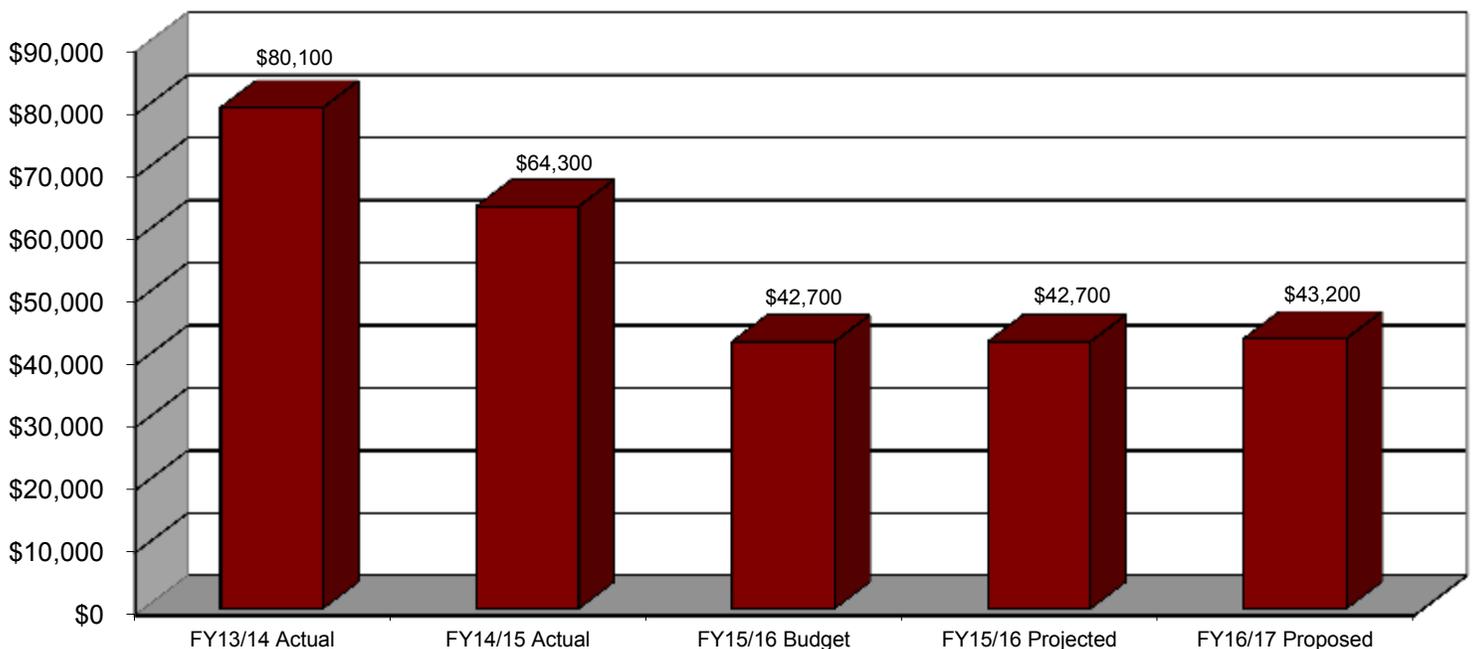


It is important to note, these funds are not reserved exclusively for the construction of new subdivision parks or limited to park development within a specific subdivision or the subdivision in which they originated. These funds can, and should, be used as a contribution for the improvement and expansion of the total park system, including upgrading and expanding equipment and facilities within existing parks.

Objectives:

- To account for Park Capital Expansion Fees.

BUDGET COMPARISON (Transfers to Other Funds)



Park Development Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ 40,300	\$ 19,600
REVENUES						
FEES						
13-00-2-383	Developer Donations	\$ 63,529	\$ 35,852	\$ 35,000	\$ 21,800	\$ 23,400
TOTAL FEES		\$ 63,529	\$ 35,852	\$ 35,000	\$ 21,800	\$ 23,400
OTHER						
13-00-5-381	Interest Income	\$ 639	\$ (280)	\$ 400	\$ 200	\$ 200
TOTAL OTHER		\$ 639	\$ (280)	\$ 400	\$ 200	\$ 200
TOTAL REVENUES (BEFORE TRANSFERS)		<u>\$ 64,168</u>	<u>\$ 35,572</u>	<u>\$ 35,400</u>	<u>\$ 22,000</u>	<u>\$ 23,600</u>
TRANSFERS (TO)/FROM OTHER FUNDS						
13-00-9-888	Transfer to General Corporate CIP Fund	\$ (35,000)	\$ (20,000)	\$ -	\$ -	\$ -
13-00-9-889	Transfer to Debt Service Fund	(45,100)	(44,300)	(42,700)	(42,700)	(43,200)
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ (80,100)	\$ (64,300)	\$ (42,700)	\$ (42,700)	\$ (43,200)
TOTAL REVENUES (AFTER TRANSFERS)		<u>\$ (15,932)</u>	<u>\$ (28,728)</u>	<u>\$ (7,300)</u>	<u>\$ (20,700)</u>	<u>\$ (19,600)</u>
EXPENSES						
TOTAL PARK DEVELOPMENT FUND EXPENSES		\$ -	\$ -	\$ -	\$ -	\$ -
NET INCREASE (DECREASE)		\$ (15,932)	\$ (28,728)	\$ (7,300)	\$ (20,700)	\$ (19,600)
Ending Fund Balance					\$ 19,600	\$ -

Park Development Fund Line Item Descriptions

13-00-2-383 Developer Donations		\$ 23,400	
FY13/14 Actual:	\$ 63,529	FY14/15 Actual:	\$ 35,852
FY15/16 Budget:	\$ 35,000	FY15/16 Projected:	\$ 21,800
Budget to Proposed	-33.1% ▽	Projected to Proposed	7.3% △

Revenue that is a direct result of the collection of impact fees that are paid by new residential development is recorded here. In the past, the City has accepted property donations in lieu of future cash for Park Capital Expansion Fees. Therefore, despite the recent increase in new construction, many of these new homes were built in areas where the City had already received land. Developer Donation revenue is projected to decrease in FY15/16 and continue at this pace throughout FY16/17.

13-00-5-381 Interest Income \$ 200

FY13/14 Actual:	\$ 639	FY14/15 Actual:	(\$ 280)
FY15/16 Budget:	\$ 400	FY15/16 Projected:	\$ 200
Budget to Proposed	-50.0% ▽	Projected to Proposed	0.0%

Funds are transferred from the Park Development Fund on an annual basis to pay for the planned park improvement projects for that year. The remaining money that has been received from developer park fees remains within this fund and accumulates over the years. This cash is then invested with the income recorded in this line item.

13-00-9-888 Transfer (to) General Corporate – CIP Fund \$ 0

FY13/14 Actual:	(\$ 35,000)	FY14/15 Actual:	(\$ 20,000)
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

There are no expenditures included within this budget to pay for park improvements or the completion of new park development. Rather, funds are transferred to the City's General Corporate - CIP Fund to pay for the cost of park improvements each year. However because of the limited income being generated through developer donations and the Park Development Fund's obligation to pay for bonds related to improvements at the Recreation Center, no transfer was proposed for FY15/16 and FY16/17.

13-00-9-889 Transfer (to) Debt Service Fund (\$ 43,200)

FY13/14 Actual:	(\$ 45,100)	FY14/15 Actual:	(\$ 44,300)
FY15/16 Budget:	(\$ 42,700)	FY15/16 Projected:	(\$ 42,700)
Budget to Proposed	1.2% △	Projected to Proposed	1.2% △

In FY02/03, the City Council approved the purchase of the Woodstock Athletic Club and the conversion of this facility into a Community Recreation Center. In addition to the purchase of the land, building and existing club membership, the City Council included another \$600,000 in financing to construct a gymnasium and multi-purpose rooms. These improvements were paid using bond proceeds. It was agreed that the construction of the gymnasium and multi-purpose rooms, 40% of the bond, would be paid by Park Development Fees. The remaining portion would be paid by club memberships and user fees reported in the Recreation Center Fund so that NO TAX DOLLARS were required for the purchase, renovation or expansion of this facility.

Costs related to construction of Merryman Fields and Davis Road Soccer Complex were originally to be paid from the Park Development Fund; however, because of the significant decrease in this revenue, these expenses are currently being paid by the General Corporate – CIP Fund and Environmental Management Fund, respectively.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Administrative Adjudication

Administrative Adjudication

The City of Woodstock’s Administrative Adjudication Division allows for the prompt resolution of a wide range of cases involving violations of municipal ordinances that were once heard in the McHenry County Circuit Court, allowing the Circuit Court to focus on more serious offenses. Hearings at City Hall not only expedite resolutions, but also reduce litigation expenses and are more convenient for residents and visitors who wish to contest a ticket or other citation.



An Administrative Adjudication hearing is a civil, not a criminal, proceeding. Cases are punishable by fines and judgments can also include community service as well as mandatory compliance. These cases, however, cannot address matters that could result in the eventual incarceration of the violator. Under the administrative hearing system, an Administrative Law Judge – as distinct from the City or entity that issued the ticket, complaint, or notice of violation - hears cases. Administrative Law Judges, all of whom are experienced attorneys, are required to undergo State-mandated training to ensure that hearings are run in a professional, fair, and courteous manner.

Objectives:

- Provide an alternative venue from Circuit Court to litigate issues in a professional and fair manner.
- Implement Local Debt Recovery process to secure payments from violators.

Performance Measures:

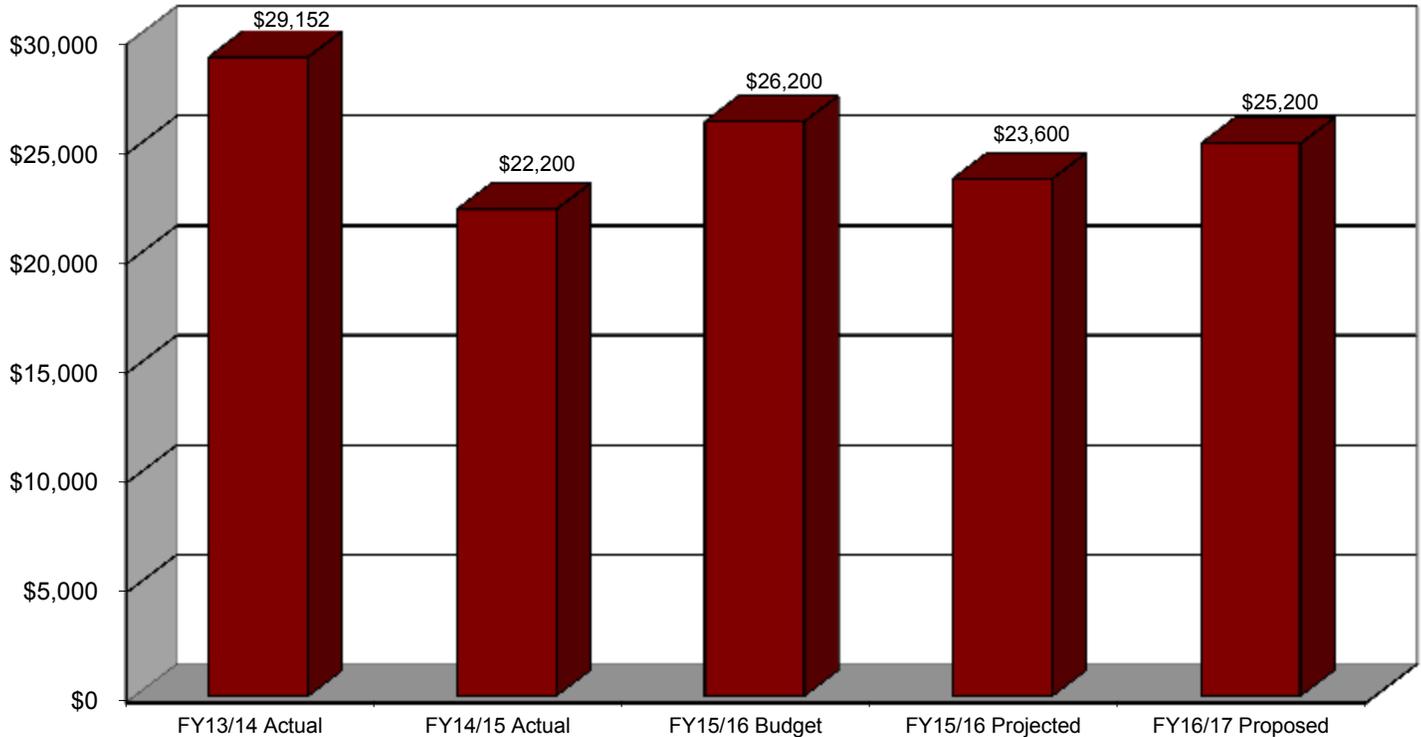
Item	Goal	Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Estimated
Cases Adjudicated		Number of cases adjudicated	222	217	215
Percent of Revenue to Expenses	Cover Cost of Running Administrative Adjudication Program		60%	71%	66%
Fine Collection Rate	Increase the rate of collection for fines issued		*	*	*

*Data not available

Administrative Adjudication Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ -	\$ -
REVENUES						
FEES						
14-00-3-321	Administrative Adjudication Fees	\$ 5,285	\$ 4,700	\$ 4,700	\$ 4,500	\$ 4,500
14-00-3-325	Processing Fees	12,326	11,000	11,000	11,100	12,000
TOTAL FEES		\$ 17,611	\$ 15,700	\$ 15,700	\$ 15,600	\$ 16,500
TOTAL REVENUES (BEFORE TRANSFERS)		\$ 17,611	\$ 15,700	\$ 15,700	\$ 15,600	\$ 16,500
TRANSFERS (TO)/FROM OTHER FUNDS						
14-00-9-396	Transfer from General Corp Fund	\$ 11,541	\$ 6,500	\$ 10,500	\$ 8,000	\$ 8,700
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ 11,541	\$ 6,500	\$ 10,500	\$ 8,000	\$ 8,700
TOTAL REVENUES (AFTER TRANSFERS)		\$ 29,152	\$ 22,200	\$ 26,200	\$ 23,600	\$ 25,200
EXPENSES						
SALARIES						
14-00-3-431	Administrative Clerk	\$ 5,300	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500
TOTAL SALARIES		\$ 5,300	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500
PERSONAL SERVICES						
14-00-4-450	Administrative Judge	\$ 6,388	\$ 6,400	\$ 7,500	\$ 6,500	\$ 6,500
TOTAL PERSONAL SERVICES		\$ 6,388	\$ 6,400	\$ 7,500	\$ 6,500	\$ 6,500
CONTRACTUAL SERVICES						
14-00-5-502	Legal Services	\$ 17,308	\$ 10,000	\$ 13,000	\$ 11,500	\$ 13,000
TOTAL CONTRACTUAL SERVICES		\$ 17,308	\$ 10,000	\$ 13,000	\$ 11,500	\$ 13,000
COMMODITIES						
14-00-6-601	Postage	\$ 61	\$ 200	\$ 100	\$ -	\$ 100
14-00-6-606	Supplies	95	100	100	100	100
TOTAL COMMODITIES		\$ 156	\$ 300	\$ 200	\$ 100	\$ 200
TOTAL AMINISTRATIVE ADJUDICATION FUND EXPENSES		\$ 29,152	\$ 22,200	\$ 26,200	\$ 23,600	\$ 25,200
NET INCREASE (DECREASE)		\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance					\$ -	\$ -

BUDGET COMPARISON



Administrative Adjudication Fund Line Item Descriptions

14-00-3-321 Administrative Adjudication Fees	\$ 4,500
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FY13/14 Actual:	\$ 5,285	FY14/15 Actual:	\$ 4,700
FY15/16 Budget:	\$ 4,700	FY15/16 Projected:	\$ 4,500
Budget to Proposed	-4.3% ▽	Projected to Proposed	0.0%

This line item accounts for the revenues (\$50/case) received for the court costs charged to violators who attend an Administrative Adjudication Hearing and are found by the Administrative Law Judge to be in violation of the City's Codes/Ordinances. Residents and/or visitors not in violation are not required to pay this fee.

14-00-3-325 Processing Fees	\$ 12,000
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FY13/14 Actual:	\$ 12,326	FY14/15 Actual:	\$ 11,000
FY15/16 Budget:	\$ 11,000	FY15/16 Projected:	\$ 11,100
Budget to Proposed	9.1% △	Projected to Proposed	8.1% △

This line item represents a portion of the fine revenues required to offset the costs for this program. The City previously paid these costs through fines

processed by the McHenry County Circuit Clerk's Office. The City charges 25% of the fine amount to offset the corresponding costs of Administrative Adjudication. In many cases, this amount is less than the fees currently being paid. The remaining fine revenues are reported directly within the corresponding Departments of the City.

14-00-9-396 Transfer from General Fund		\$ 8,700	
FY13/14 Actual:	\$ 11,541	FY14/15 Actual:	\$ 6,500
FY15/16 Budget:	\$ 10,500	FY15/16 Projected:	\$ 8,000
Budget to Proposed	-17.1% ▽	Projected to Proposed	8.8% △

This line item amount reflects the annual transfer from the General Fund to offset expenditures within the Administrative Adjudication Fund, which could not be recovered by program revenues.

14-00-3-431 Administrative Clerk		\$ 5,500	
FY13/14 Actual:	\$ 5,300	FY14/15 Actual:	\$ 5,500
FY15/16 Budget:	\$ 5,500	FY15/16 Projected:	\$ 5,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Personnel costs for the City to administer the program are reported within this account. Currently most of these duties are being provided by the Department of Building and Zoning.

14-00-4-450 Administrative Judge		\$ 6,500	
FY13/14 Actual:	\$ 6,388	FY14/15 Actual:	\$ 6,400
FY15/16 Budget:	\$ 7,500	FY15/16 Projected:	\$ 6,500
Budget to Proposed	-13.3% ▽	Projected to Proposed	0.0%

This line item is used to pay the contracted salary of the Administrative Judge. The budget amount requested is based on a historic number of cases handled by the City.

14-00-5-502 Legal Services		\$ 13,000	
FY13/14 Actual:	\$ 17,308	FY14/15 Actual:	\$ 10,000
FY14/15 Budget:	\$ 13,000	FY14/15 Projected:	\$ 11,500
Budget to Proposed	0.0%	Projected to Proposed	13.0% △

Funds in this line item are used to cover the cost of legal services provided by the City Attorney during the Administrative Adjudication proceedings. Although the amount of funds expended will vary based on the degree of enforcement activity, the amount proposed reflects the same hourly discounted rate charged by the City Attorney for other communities engaged in Administrative Adjudication programs.

14-00-6-601 Postage **\$ 100**

FY13/14 Actual:	\$ 61	FY14/15 Actual:	\$ 200
FY15/16 Budget:	\$ 100	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

This line item is used for postage expenses incurred by the adjudication process, which includes the cost of mailing required notices and citations to Code violators and defendants.

14-00-6-606 Supplies **\$ 100**

FY13/14 Actual:	\$ 95	FY14/15 Actual:	\$ 100
FY15/16 Budget:	\$ 100	FY15/16 Projected:	\$ 100
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Expenses typically covered by this line item include materials used during the adjudication process, such as USB flash drives for recording adjudication proceedings, nameplates, paper and pens, print cartridges, labels and folders for the filing of adjudication records, as well as printer/copier and computer supplies.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Wireless Alarm System

Wireless Alarm Fund

A wireless alarm system is an important aspect of public safety as it gives a direct link from businesses' alarms to the Woodstock Police Department (WPD), which can greatly accelerate response times. Over the years, the technology utilized to monitor fire/burglar alarms has seen rapid advancements that not only improve the reliability of these alarm transmissions to the respective dispatch centers, but also reduce the respective costs for providing these services to the end users.



In FY09/10, the City of Woodstock decided that it was in the best interest of the City and its businesses to provide the service of connecting their associated alarms to the WPD. This decision was made as it would give the City direct control over the wireless alarm system along with generating monthly savings for 99% of the City's businesses. To maintain the system, the City has entered into an intergovernmental agreement with the Woodstock Fire/Rescue District to provide many important functions including initial assessments of alarm malfunctions.

Objectives:

- Provide a wireless alarm system in a reliable, cost-effective manner.
- Ensure there are adequate reserves for equipment replacement.

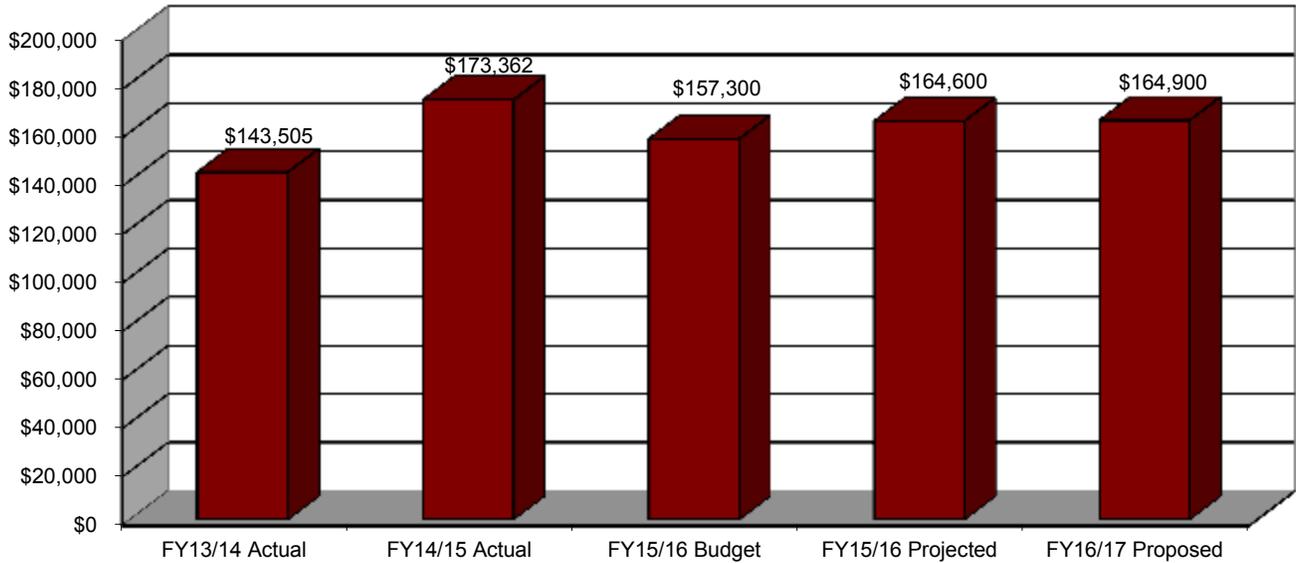
Performance Measures:

Item	Goal	Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Estimated
Number of Wireless Fire Accounts	Increase Number of Accounts		233	236	243
Number of Wireless Security Accounts	Increase Number of Accounts		11	11	9

Wireless Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ 195,200	\$ 305,700
REVENUES						
CHARGES FOR SERVICES						
15-00-3-301	Alarm Charges	\$ 255,705	\$ 258,730	\$ 256,000	\$ 273,000	\$ 270,000
15-00-3-330	Late Payment Fees	390	1,045	1,000	300	1,000
15-00-3-350	New Alarm Connection Fees	210	420	400	1,800	800
TOTAL FEES		\$ 256,305	\$ 260,195	\$ 257,400	\$ 275,100	\$ 271,800
TOTAL REVENUES (BEFORE TRANSFERS)		\$ 256,305	\$ 260,195	\$ 257,400	\$ 275,100	\$ 271,800
TRANSFERS (TO)/FROM OTHER FUNDS						
15-00-9-893	Transfer to Police Protection Fund	\$ -	\$ -	\$ -	\$ -	\$ (100,000)
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ -	\$ -	\$ -	\$ -	\$ (100,000)
TOTAL REVENUES (AFTER TRANSFERS)		\$ 256,305	\$ 260,195	\$ 257,400	\$ 275,100	\$ 171,800
EXPENSES						
SALARIES						
15-00-3-407	Administrative Assistance	\$ 12,000	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
TOTAL SALARIES		\$ 12,000	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
CONTRACTUAL SERVICES						
15-00-5-501	Communications	\$ -	\$ 5,981	\$ -	\$ -	\$ -
15-00-5-502	Legal Services	-	2,516	300	-	-
15-00-5-512	WFRD Administrative Fees	50,382	51,156	51,000	51,800	51,500
15-00-5-522	WPD Monitoring Fees	52,848	51,156	53,000	56,700	56,000
15-00-5-550	Service to Maintain Equipment	24,387	22,361	24,000	22,500	23,500
TOTAL CONTRACTUAL SERVICES		\$ 127,617	\$ 133,170	\$ 128,300	\$ 131,000	\$ 131,000
COMMODITIES						
15-00-6-601	Postage	\$ 956	\$ 778	\$ 1,200	\$ 900	\$ 1,100
15-00-6-606	Supplies	143	211	300	200	300
TOTAL COMMODITIES		\$ 1,099	\$ 989	\$ 1,500	\$ 1,100	\$ 1,400
CAPITAL OUTLAY						
15-00-7-720	Equipment	\$ 2,789	\$ 26,703	\$ 15,000	\$ 20,000	\$ 20,000
TOTAL CAPITAL OUTLAY		\$ 2,789	\$ 26,703	\$ 15,000	\$ 20,000	\$ 20,000
TOTAL WIRELESS FUND EXPENSES		\$ 143,505	\$ 173,362	\$ 157,300	\$ 164,600	\$ 164,900
NET INCREASE (DECREASE)		\$ 112,800	\$ 86,833	\$ 100,100	\$ 110,500	\$ 6,900
Ending Fund Balance					\$ 305,700	\$ 312,600

BUDGET COMPARISON



Wireless Alarm Fund Line Item Descriptions

15-00-3-301 Alarm Charges \$ 270,000

FY13/14 Actual:	\$ 255,705	FY14/15 Actual:	\$ 258,730
FY15/16 Budget:	\$ 256,000	FY15/16 Projected:	\$ 273,000
Budget to Proposed	5.5% Δ	Projected to Proposed	-1.1% ∇

This line item represents the monthly user charges for monitoring the respective alarms. The FY16/17 Budget recommends maintaining user fees at the same monthly charge. The system users have not only benefitted from the initial savings, but sustained price stabilization as no increases have been imposed to these services in seven consecutive years.

15-00-3-330 Late Payment Fees \$ 1,000

FY13/14 Actual:	\$ 390	FY14/15 Actual:	\$ 1,045
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 300
Budget to Proposed	0.0%	Projected to Proposed	233.3% Δ

This line item is used to record the late payment fees that relate to this function. Customers that pay after the monthly due date are subject to a 10% late fee. The WFRD is assisting with these collections and as a last resort the alarm monitoring service may be temporarily suspended. The City may also send delinquent accounts through the Administrative Adjudication process. Late fees are down in FY15/16 as a result of the City's financial software conversion.

15-00-3-350 New Alarm Connection Fees \$ 800

FY13/14 Actual:	\$ 210	FY14/15 Actual:	\$ 420
FY15/16 Budget:	\$ 400	FY15/16 Projected:	\$ 1,800
Budget to Proposed	100.0% △	Projected to Proposed	-55.6% ▽

New developments are required to pay the costs for installing the subscriber unit(s), similar to the existing procedures used by the City for its water meters.

15-00-9-893 Transfer to Police Protection Fund (\$ 100,000)

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

In FY16/17, it is proposed that a transfer be made to the Police Protection Fund to help offset the cost of dispatching alarm calls.

15-00-3-407 Administrative Assistance \$ 12,500

FY13/14 Actual:	\$ 12,000	FY14/15 Actual:	\$ 12,500
FY15/16 Budget:	\$ 12,500	FY15/16 Projected:	\$ 12,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The Finance Department provides billing and administrative support services on behalf of this function. This amount was raised in FY14/15 to compensate for the amount of work that is needed to provide this service.

15-00-5-501 Communications \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 5,981
FY14/15 Budget:	\$ 0	FY14/15 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The City installed a remote monitoring station at the Woodstock Fire/Rescue District to allow for daily monitoring of the wireless alarm network by District personnel, as well as serve as a potential backup location in case the dispatch center was disabled. This remote station requires the City to utilize a digital “hard-wired” landline, which is only available through AT&T and has experienced rapid price escalation over the last several years. In FY12/13 and FY13/14 this amount was paid by the Police Department. As result of the server upgrade, during FY14/15 this line was eliminated as the City is using an existing high-speed Internet connection.

15-00-5-502 Legal Services \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 2,516
FY15/16 Budget:	\$ 300	FY15/16 Projected:	\$ 0
Budget to Proposed	-100.0% ▽	Projected to Proposed	N/A

Expenses related to legal review of proposed contracts and other issues related to operating the City’s Wireless Network. In FY14/15, additional legal expense was incurred to review the extension of the wireless maintenance server provider.

15-00-5-512 Woodstock Fire/Rescue District (WFRD) Administrative Fees \$ 51,500

FY13/14 Actual:	\$ 50,382	FY14/15 Actual:	\$ 51,156
FY15/16 Budget:	\$ 51,000	FY15/16 Projected:	\$ 51,800
Budget to Proposed	1.0% △	Projected to Proposed	-0.6% ▽

The WFRD, working in partnership with the Woodstock Police Department, is responsible for distributing program materials, program signups and contract executions, maintenance oversight, annual fire alarm tests, initial assessments of on-site alarm malfunctions, and supervision of the contractor’s repairs. In order to offset the WFRD's costs for assisting with the administration of the wireless project, 20% of the user charges related to the fire alarms is allocated to the WFRD.

15-00-5-522 Woodstock Police Department (WPD) Monitoring Fees \$ 56,000

FY13/14 Actual:	\$ 52,848	FY14/15 Actual:	\$ 51,156
FY15/16 Budget:	\$ 53,000	FY15/16 Projected:	\$ 56,700
Budget to Proposed	5.7% △	Projected to Proposed	-1.2% ▽

The Woodstock Police Department (WPD) had received \$10/alarm per quarter prior to the City providing this service to offset monitoring costs. The actual costs to provide the daily monitoring of these alarms far exceeded the revenue that was received. When the City began to offer the wireless alarm program, it was decided to continue this practice to partially offset the related costs. The WPD is also reimbursed for security alarms that are monitored by the dispatch center.

15-00-5-550 Service to Maintain Equipment \$ 23,500

FY13/14 Actual:	\$ 24,387	FY14/15 Actual:	\$ 22,361
FY15/16 Budget:	\$ 24,000	FY15/16 Projected:	\$ 22,500
Budget to Proposed	-2.1% ▽	Projected to Proposed	4.4% △

In accordance with the City’s agreement with Fox Valley Fire & Safety Company, the City’s maintenance cost for the alarm network is based on a monthly fee of \$6.75 per subscriber unit. In addition, the Keltron system requires an annual software maintenance fee of \$1,300.

15-00-6-601 Postage \$ 1,100

FY13/14 Actual:	\$ 956	FY14/15 Actual:	\$ 778
FY15/16 Budget:	\$ 1,200	FY15/16 Projected:	\$ 900
Budget to Proposed	-8.3% ▽	Projected to Proposed	22.2% △

This line item is used for postage expenses incurred for the mailing of monthly invoices to the commercial businesses that participate within the program.

15-00-6-606 Supplies **\$ 300**

FY13/14 Actual:	\$ 143	FY14/15 Actual:	\$ 211
FY15/16 Budget:	\$ 300	FY15/16 Projected:	\$ 200
Budget to Proposed	0.0%	Projected to Proposed	50.0% △

Expenses typically covered by this line item include materials used for the day-to-day administration of the wireless alarm program, such as paper and pens, print cartridges, labels and folders for the filing of records, as well as printer/copier and computer supplies.

15-00-7-720 Equipment **\$ 20,000**

FY13/14 Actual:	\$ 2,789	FY14/15 Actual:	\$ 26,703
FY15/16 Budget:	\$ 15,000	FY15/16 Projected:	\$ 20,000
Budget to Proposed	33.3% △	Projected to Proposed	0.0%

Most years this is the cost to purchase additional subscriber units for installation at new businesses. In FY14/15, additional funding was required to upgrade the wireless monitoring computer in the Woodstock Police Department as the old unit was being phased out.

In FY15/16, the City is planning on inspecting, replacing batteries, and installing tamper controls on all existing wireless alarm units.



THE CITY OF
WOODSTOCK
Illinois

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Special Recreation Fund (NISRA)

Special Recreation Fund (NISRA)

The Special Recreation Fund was created in order to collect property taxes (currently approximately \$0.034175 cents/\$100 EAV) for the purpose of providing recreational activities for those individuals requiring specialized programming. A majority of these monies is transferred to the Northern Illinois Special Recreation Association (NISRA) to satisfy the contract the City has with the Association to provide specialized recreation services to our residents. Woodstock is one of thirteen agencies that are currently members of NISRA.



NISRA

Northern Illinois
Special Recreation Association

NISRA plays an extremely important role in rounding out the City's recreational services and provides high quality programming. Many of these programs are held in the same facilities as our general recreation programs, enabling the NISRA participants to be active members of the Woodstock community. Additionally, NISRA staff provides the City staff with planning and staffing assistance as the City seeks to comply with ADA through transitional and inclusive programming, and by offering planning and design evaluations and idea-sharing.

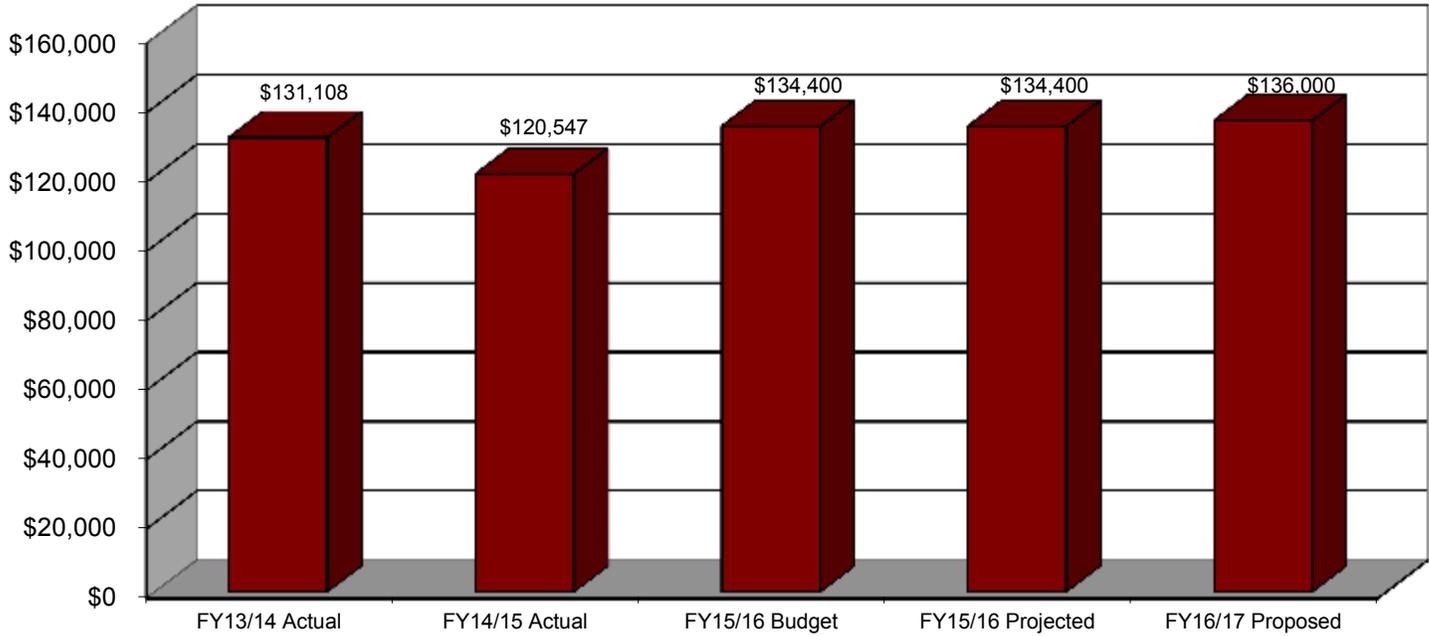
FY15/16 Accomplishments

- NISRA's professional therapeutic recreation specialists and volunteers provided programming to approximately 200 separate Woodstock residents.
- Funded the purchase of ADA compliant fitness equipment used by NISRA participants at the Recreation Center.
- Funded training for the SEDOM students who are employed at the Recreation Center.
- Funded the annual ADA and inclusion training for full-time staff, Playground Program aides, and Aquatic Center staff.
- Funded one-to-one inclusion assistance for those with special needs who requested to participate in Recreation Department programs as required by ADA.

FY16/17 Goals and Objectives

- The City will remain a member of NISRA to provide indoor and outdoor recreation programs at the Recreation Center, Aquatic Center, and Emricson Park for Woodstock residents with disabilities and for at-risk youth.

BUDGET COMPARISON



Special Recreation Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ 76,200	\$ 59,200
REVENUES						
TAXES						
16-00-1-311	Property Taxes	\$ 146,562	\$ 148,439	\$ 135,900	\$ 135,400	\$ 150,000
TOTAL TAXES		\$ 146,562	\$ 148,439	\$ 135,900	\$ 135,400	\$ 150,000
TOTAL REVENUES (BEFORE TRANSFERS)		\$ 146,562	\$ 148,439	\$ 135,900	\$ 135,400	\$ 150,000
TRANSFERS (TO)/FROM OTHER FUNDS						
16-00-9-401	Transfer to General Corp Fund	\$ (18,000)	\$ (18,000)	\$ (18,000)	\$ (18,000)	\$ (18,000)
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ (18,000)	\$ (18,000)	\$ (18,000)	\$ (18,000)	\$ (18,000)
TOTAL REVENUES (AFTER TRANSFERS)		\$ 128,562	\$ 130,439	\$ 117,900	\$ 117,400	\$ 132,000

Special Recreation Fund (Continued)

EXPENSES						
PERSONAL SERVICES						
16-00-4-452	Administration & Training	\$ 10,369	\$ 10,147	\$ 10,500	\$ 10,500	\$ 10,500
	TOTAL PERSONAL SERVICES	\$ 10,369	\$ 10,147	\$ 10,500	\$ 10,500	\$ 10,500
CONTRACTUAL SERVICES						
16-00-5-536	Rec Supplement to Newsletter	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
16-00-5-544	Building Rental	6,000	6,000	6,000	6,000	6,000
	TOTAL CONTRACTUAL SERVICES	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
CAPITAL OUTLAY						
16-00-7-720	Equipment	\$ 11,864	\$ 1,525	\$ 15,000	\$ 15,000	\$ 15,000
	TOTAL CAPITAL OUTLAY	\$ 11,864	\$ 1,525	\$ 15,000	\$ 15,000	\$ 15,000
OTHER						
16-00-8-870	NISRA Contract	\$ 96,875	\$ 96,875	\$ 96,900	\$ 96,900	\$ 98,500
	TOTAL OTHER	\$ 96,875	\$ 96,875	\$ 96,900	\$ 96,900	\$ 98,500
	TOTAL SPECIAL RECREATION FUND EXPENSES	\$ 131,108	\$ 120,547	\$ 134,400	\$ 134,400	\$ 136,000
	NET INCREASE (DECREASE)	\$ (2,546)	\$ 9,892	\$ (16,500)	\$ (17,000)	\$ (4,000)
	Ending Fund Balance				\$ 59,200	\$ 55,200

NISRA Line Item Descriptions

16-00-1-311 Property Tax				\$ 150,000
FY13/14 Actual:	\$ 146,562	FY14/15 Actual:	\$ 148,439	
FY15/16 Budget:	\$ 135,900	FY15/16 Projected:	\$ 135,400	
Budget to Proposed	10.4% △	Projected to Proposed	10.8% △	

A maximum of \$.04 per \$100 EAV can be levied to fund special recreation programs. Woodstock’s current tax levy rate is approximately \$0.0341 cents per \$100 EAV.

16-00-9-401 Transfer to General Corp Fund				(\$ 18,000)
FY13/14 Actual:	(\$ 18,000)	FY14/15 Actual:	(\$ 18,000)	
FY15/16 Budget:	(\$ 18,000)	FY15/16 Projected:	(\$ 18,000)	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

To compensate for the time the City’s Recreation Director spends on NISRA activities, such as attending Board of Directors’ meetings, committee meetings, and recognition functions, a portion of his salary is charged to the Special Recreation Fund. The Recreation Director currently serves on the Finance and Strategic Planning Committees.

16-00-4-452 Administration & Training **\$ 10,500**

FY13/14 Actual:	\$ 10,369	FY14/15 Actual:	\$ 10,147
FY15/16 Budget:	\$ 10,500	FY15/16 Projected:	\$ 10,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item represents charges to the Special Recreation Fund for expenses related to training for the SEDOM students who are employed at the Rec Center; the Director's cost of traveling to NISRA meetings; for the annual ADA and inclusion training for full-time staff, Playground Program aides, and Aquatic Center personnel; and one-on-one inclusion assistance as required by ADA.

16-00-5-536 Rec Supplement to Newsletter **\$ 6,000**

FY13/14 Actual:	\$ 6,000	FY14/15 Actual:	\$ 6,000
FY15/16 Budget:	\$ 6,000	FY15/16 Projected:	\$ 6,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item represents charges to the Special Recreation Fund for expenses related to publicizing NISRA programs in the City Scene.

1616-00-5-544 Building Rental **\$ 6,000**

FY13/14 Actual:	\$ 6,000	FY14/15 Actual:	\$ 6,000
FY15/16 Budget:	\$ 6,000	FY15/16 Projected:	\$ 6,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item reflects charges to the Special Recreation Fund for expenses related to the use of the Aquatic Center and the Recreation Center by NISRA participants.

16-00-7-720 Equipment **\$ 15,000**

FY13/14 Actual:	\$ 11,864	FY14/15 Actual:	\$ 1,525
FY15/16 Budget:	\$ 15,000	FY15/16 Projected:	\$ 15,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item reflects charges for a portion of the purchase and maintenance of the Recreation Center's fitness equipment to compensate for use by NISRA participants, Threshold residents, and other users with special needs.

16-00-8-870 NISRA Contract **\$ 98,500**

FY13/14 Actual:	\$ 96,875	FY14/15 Actual:	\$ 96,875
FY15/16 Budget:	\$ 96,900	FY15/16 Projected:	\$ 96,900
Budget to Proposed	1.7% △	Projected to Proposed	1.7% △

This line item reflects payment to NISRA to satisfy the contract the City has with the Association to provide specialized recreation services to our residents.



THE CITY OF
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Liability Insurance Fund

Liability Insurance Fund

The Liability Insurance Fund provides for all of the insurance needs of the City of Woodstock, exclusive of employee health and life insurance. Since 1987, the City of Woodstock has obtained this coverage via its founding membership in the McHenry County Municipal Risk Management Association (MCMRMA). MCMRMA is currently comprised of the following units of local government: City of Woodstock, City of McHenry, Village of Algonquin, Village of Fox River Grove, Village of Island Lake, Village of Spring Grove, and Woodstock Fire/Rescue Protection District.

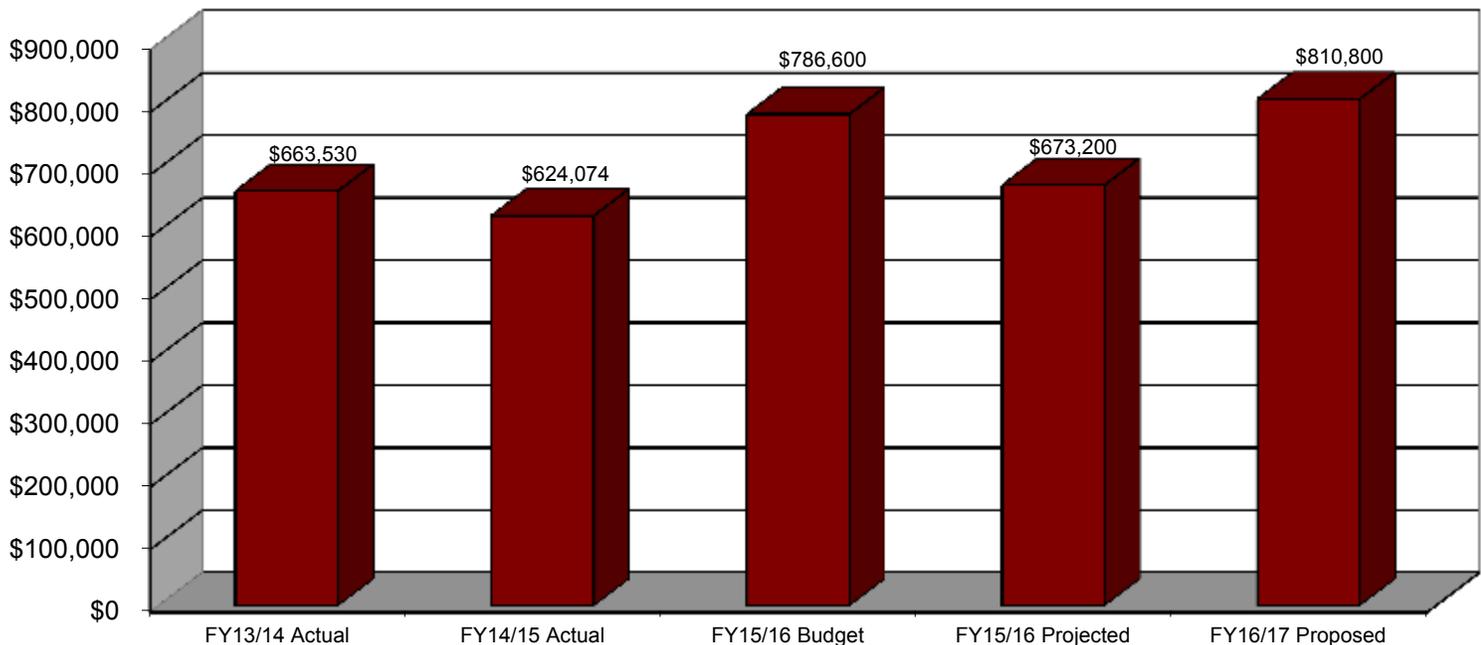


MCMRMA is a self-funded program, pooling various risks with the entities previously mentioned. Premiums are assessed based on a variety of factors that indicate the level of risk being transferred to the pool, such as number of employees and vehicles, total payroll, value of properties, and past loss experience. MCMRMA also provides training programs to its members as a mechanism to reduce future claims.

Objectives:

- To account for costs related to providing liability and workers' compensation insurance coverage for the City of Woodstock.
- Reduce claims through risk management programs such as employee training provided by MCMRMA.
- To maintain a reserve, currently established at \$1,000,000, to cover unforeseen major claims.

BUDGET COMPARISON



Liability Insurance Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ 1,701,300	\$ 1,745,900
REVENUES						
TAXES						
21-00-1-311	Property Tax	\$ 687,922	\$ 691,948	\$ 584,400	\$ 582,300	\$ 549,000
	TOTAL TAXES	\$ 687,922	\$ 691,948	\$ 584,400	\$ 582,300	\$ 549,000
OTHER						
21-00-5-381	Interest Income	\$ 7,555	\$ (3,235)	\$ 6,000	\$ 10,500	\$ 8,000
21-00-5-383	Deductible Reimbursements	-	2,985	-	-	-
	TOTAL OTHER	\$ 7,555	\$ (250)	\$ 6,000	\$ 10,500	\$ 8,000
TOTAL REVENUES (BEFORE TRANSFERS)		\$ 695,477	\$ 691,698	\$ 590,400	\$ 592,800	\$ 557,000
TRANSFERS (TO)/FROM OTHER FUNDS						
21-00-9-308	Transfer from Library Fund	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
21-00-9-360	Transfer from Water/Sewer Fund	100,000	100,000	100,000	100,000	100,000
	TOTAL TRANSFERS (TO)/FROM OTHER FUNDS	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
TOTAL REVENUES (AFTER TRANSFERS)		\$ 820,477	\$ 816,698	\$ 715,400	\$ 717,800	\$ 682,000
EXPENSES						
PERSONAL SERVICES						
21-00-4-456	Unemployment Compensation	\$ 6,884	\$ -	\$ 100,000	\$ -	\$ 100,000
	TOTAL PERSONAL SERVICES	\$ 6,884	\$ -	\$ 100,000	\$ -	\$ 100,000
CONTRACTUAL SERVICES						
21-00-5-502	Legal Expenses	\$ 9,365	\$ -	\$ -	\$ -	\$ -
21-00-5-503	Professional Services	95	-	-	-	-
21-00-5-531	Insurance Premiums	320,758	148,786	163,600	160,400	166,500
21-00-5-532	Workers' Compensation Premiums	321,817	471,576	518,000	512,800	539,300
21-00-5-533	Deductible Expenses	4,611	2,000	5,000	-	5,000
	TOTAL CONTRACTUAL SERVICES	\$ 656,646	\$ 622,362	\$ 686,600	\$ 673,200	\$ 710,800
COMMODITIES						
21-00-6-606	Supplies	\$ -	\$ 1,712	\$ -	\$ -	\$ -
	TOTAL COMMODITIES	\$ -	\$ 1,712	\$ -	\$ -	\$ -
TOTAL LIABILITY INSURANCE FUND EXPENSES		\$ 663,530	\$ 624,074	\$ 786,600	\$ 673,200	\$ 810,800
NET INCREASE (DECREASE)		\$ 156,947	\$ 192,624	\$ (71,200)	\$ 44,600	\$ (128,800)
Ending Fund Balance					\$ 1,745,900	\$ 1,617,100

Liability Insurance Fund Line Item Descriptions

21-00-1-311 Property Tax \$ 549,000

FY13/14 Actual:	\$ 687,922	FY14/15 Actual:	\$ 691,948
FY15/16 Budget:	\$ 584,400	FY15/16 Projected:	\$ 582,300
Budget to Proposed	-6.1% ▽	Projected to Proposed	-5.7% ▽

The City's liability Insurance property tax levy is recorded in this line item. This levy is intended to cover all expenses related to providing liability and workers' compensation insurance to the City.

21-00-5-381 Interest Income \$ 8,000

FY13/14 Actual:	\$ 7,555	FY14/15 Actual:	(\$ 3,235)
FY15/16 Budget:	\$ 6,000	FY15/16 Projected:	\$ 10,500
Budget to Proposed	33.3% △	Projected to Proposed	-23.8% ▽

The City maintains significant reserves for future unforeseen claims. These funds are invested according to the City's investment policy with interest being recorded in this line item.

21-00-5-383 Deductible Reimbursements \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 2,985
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The deductibles that the City pays in property and vehicle damage claims that are later recovered via subrogation efforts are recorded in this line item. As the recoveries are often made in subsequent fiscal years, this line item is necessary.

21-00-9-308 Transfer From Library Fund \$ 25,000

FY13/14 Actual:	\$ 25,000	FY14/15 Actual:	\$ 25,000
FY15/16 Budget:	\$ 25,000	FY15/16 Projected:	\$ 25,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The City transfers funds from the Library Fund to compensate for costs associated with providing liability and workers' compensation insurance.

21-00-9-360 Transfer From Water/Sewer Fund \$ 100,000

FY13/14 Actual:	\$ 100,000	FY14/15 Actual:	\$ 100,000
FY15/16 Budget:	\$ 100,000	FY15/16 Projected:	\$ 100,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Since the Water/Sewer Fund is an Enterprise Fund and pays all costs associated with operating, a transfer is made for the estimated cost of providing liability and workers' compensation insurance.

21-00-4-456 Unemployment Compensation \$ 100,000

FY13/14 Actual:	\$ 6,884	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 100,000	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

The State of Illinois provides unemployment compensation to terminated City employees who meet certain eligibility criteria. The City is responsible to reimburse the State for these benefits. An additional amount had been included in FY15/16 for layoffs, which did not happen, as a result of State-shared revenue cuts proposed by Governor Rauner within his budget address. FY16/17 will be potentially impacted by the dispatch consolidation that may necessitate the payment of unemployment claims.

21-00-5-502 Legal Expenses \$ 0

FY13/14 Actual:	\$ 9,365	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Legal costs for non-MCMRMA cases brought against the City were expensed in this line item. MCMRMA pays the legal costs for cases in which coverage is available. In the future such expenses will be reported in the respective Departments within which they occur.

21-00-5-503 Professional Services \$ 0

FY13/14 Actual:	\$ 95	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item was originally designated for CDL random drug screens with the thought that this practice would decrease the liability and workers' compensation expenses, but is no longer used in this manner. In the future all drug screens will be expensed under the HR budget.

21-00-5-531 Insurance Premiums \$ 166,500

FY13/14 Actual:	\$ 320,758	FY14/15 Actual:	\$ 148,786
FY15/16 Budget:	\$ 163,600	FY15/16 Projected:	\$ 160,400
Budget to Proposed	1.8% Δ	Projected to Proposed	3.8% Δ

MCMRMA provides the liability insurance for the City through a risk pool comprised of five other McHenry County entities. Contributions for liability insurance, based on a formula contained in the bylaws of MCMRMA, are expensed from this line item. In FY13/14, the City split these contributions 50/50 with the workers' compensation premium; however, starting in FY14/15, these costs are expensed based on the actual estimated cost to provide each insurance component.

21-00-5-532 Workers' Compensation Premiums \$ 539,300

FY13/14 Actual:	\$ 321,817	FY14/15 Actual:	\$ 471,576
FY15/16 Budget:	\$ 518,000	FY15/16 Projected:	\$ 512,800
Budget to Proposed	4.1% Δ	Projected to Proposed	5.2% Δ

MCMRMA provides workers' compensation insurance for the City through a risk pool comprised of five other McHenry County entities. Contributions for workers' compensation insurance, based on a formula contained in the bylaws of MCMRMA, are expensed from this line item. In FY13/14, the City split these contributions 50/50 with the liability insurance premium; however, starting in FY14/15, these costs are expensed based on the estimated actual cost to provide each insurance component.

21-00-5-533 Deductible Expenses \$ 5,000

FY13/14 Actual:	\$ 4,611	FY14/15 Actual:	\$ 2,000
FY15/16 Budget:	\$ 5,000	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

The City's insurance with MCMRMA contains a deductible that must be met whenever a claim is filed. Expenses related to paying this deductible are expensed in this line item.

21-00-6-606 Supplies \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 1,712
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Costs related to purchasing and maintaining the City's Automatic External Defibrillators (AEDs) are paid from this line item as they serve as a risk management tool to reduce future liability and workers' compensation claims. Starting in FY15/16, these expenses will be paid from the Human Resource Department's budget since they are responsible for maintaining the equipment.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Paratransit

Paratransit Fund

The Paratransit Fund's budget accounts for all costs associated with the City's funding of paratransit (i.e., Dial-a-Ride) services provided to Woodstock residents. Paratransit service is the general term for a "demand-response" service in which a passenger must reserve a ride in advance. Unlike fixed-route service, in which buses travel the same route in a regular pattern and pick up any waiting passengers, paratransit vehicles make only pre-arranged trips for riders who utilize the service.



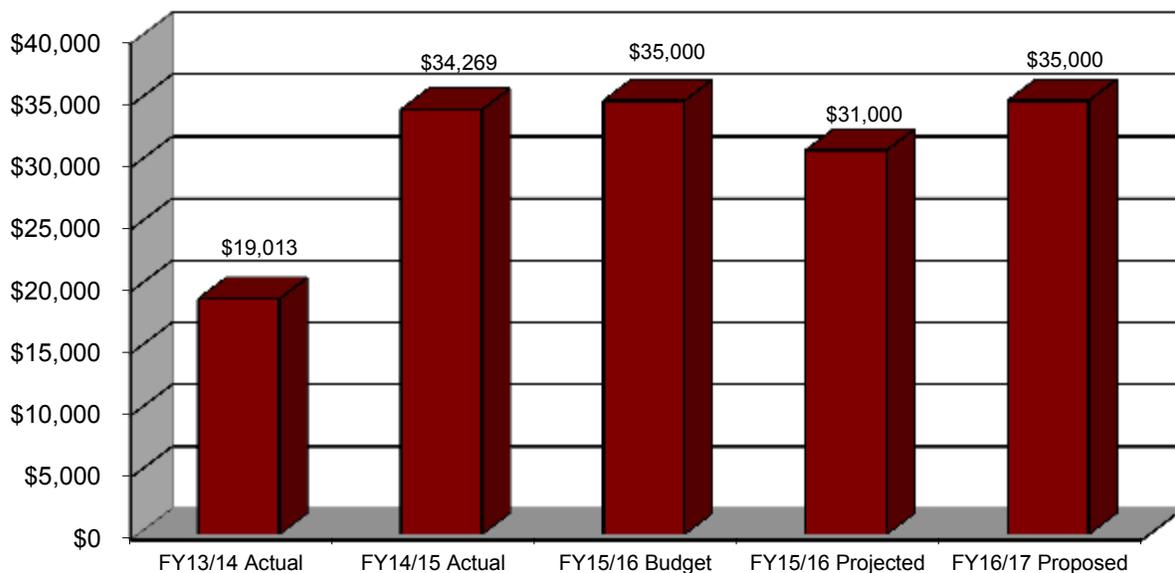
FY15/16 Accomplishments

- Continued our intergovernmental partnership with the County of McHenry, City of Crystal Lake, and City of McHenry to provide the consolidated Dial-a-Ride (a.k.a. MCRide) transit service to our residents.
- Expanded the intergovernmental partnership with the addition of the Village of Lakewood, thereby expanding the available service area to our residents.
- Supported McHenry County's efforts to secure Section 5310 and Senior Services Grant Funding.

FY16/17 Goals and Objectives

- Support and expand the intergovernmental partnership in order to provide cost effective Dial-a-Ride transit service to our residents.
- Expand the intergovernmental partnership with the addition of the Cities of Harvard and Marengo, and the Villages of Huntley, Johnsburg, and Ringwood, thereby expanding the available service area to our residents.
- Support McHenry County's efforts to secure grant funding in order to minimize the cost to provide this public transit service.

BUDGET COMPARISON



Paratransit Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ -	\$ -
REVENUES						
SALES OF GOODS AND SERVICES						
26-00-3-368	Fares	\$ 200	\$ 120	\$ 200	\$ 100	\$ 100
TOTAL SALES OF GOODS AND SERVICES		\$ 200	\$ 120	\$ 200	\$ 100	\$ 100
INTERGOVERNMENTAL						
26-00-4-352	Pace Advertising Revenue	\$ -	\$ 3,612	\$ -	\$ 3,600	\$ 3,600
TOTAL INTERGOVERNMENTAL		\$ -	\$ 3,612	\$ -	\$ 3,600	\$ 3,600
TOTAL REVENUES (BEFORE TRANSFERS)		\$ 200	\$ 3,732	\$ 200	\$ 3,700	\$ 3,700
TRANSFERS (TO)/FROM OTHER FUNDS						
26-00-9-392	Transfer from General Corporate Fund	\$ 18,813	\$ 30,537	\$ 34,800	\$ 27,300	\$ 31,300
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ 18,813	\$ 30,537	\$ 34,800	\$ 27,300	\$ 31,300
TOTAL REVENUES (AFTER TRANSFERS)		\$ 19,013	\$ 34,269	\$ 35,000	\$ 31,000	\$ 35,000
EXPENSES						
CONTRACTUAL SERVICES						
26-00-5-503	Supplemental Payment	\$ 19,013	\$ 34,269	\$ 35,000	\$ 31,000	\$ 35,000
TOTAL CONTRACTUAL SERVICES		\$ 19,013	\$ 34,269	\$ 35,000	\$ 31,000	\$ 35,000
TOTAL PARATRANSIT FUND EXPENSES		\$ 19,013	\$ 34,269	\$ 35,000	\$ 31,000	\$ 35,000
NET INCREASE (DECREASE)		\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance					\$ -	\$ -

Paratransit Fund Line Item Descriptions

26-00-3-368 Fares					\$ 100
FY13/14 Actual:	\$ 200	FY14/15 Actual:	\$ 120		
FY15/16 Budget:	\$ 200	FY15/16 Projected:	\$ 100		
Budget to Proposed	-50.0% ▽	Projected to Proposed	0.0%		

This accounts for the income generated from the sale of prepaid Dial-a-Ride transit fares.

26-00-4-352 PACE Advertising Revenue \$ 3,600

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 3,612
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 3,600
Budget to Proposed	N/A	Projected to Proposed	0.0%

This accounts for the City’s portion of the income generated from the advertising sold on the fixed-route bus shelters.

26-00-9-392 Transfer from General Corporate Fund \$ 31,300

FY13/14 Actual:	\$ 18,813	FY14/15 Actual:	\$ 30,537
FY15/16 Budget:	\$ 34,800	FY15/16 Projected:	\$ 27,300
Budget to Proposed	-10.1% ▽	Projected to Proposed	14.7% △

This is the amount of the anticipated transfer that will be needed in order to subsidize the Paratransit Fund. This transfer represents the difference between revenues generated and the corresponding expenditures required to provide the community with Dial-a-Ride transit services.

26-00-5-503 Supplemental Payment \$ 35,000

FY13/14 Actual:	\$ 19,013	FY14/15 Actual:	\$ 34,269
FY14/15 Budget:	\$ 35,000	FY14/15 Projected:	\$ 31,000
Budget to Proposed	0.0%	Projected to Proposed	12.9% △

This provides for payment to McHenry County for the consolidated Dial-a-Ride transit service (a.k.a. MCRide). McHenry County oversees the MCRide program and contracts with Pace Suburban Bus to provide the Dial-a-Ride transit service.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Debt Service

Debt Service

The Debt Service Fund provides for the annual principal and interest obligations of certain bonds that have been issued by the City. Library, TIF and Water and Sewer Debt, however, are the exception, and are paid directly from the Library Debt Service Fund, Tax Increment Financing Fund and the Water and Sewer Fund, respectively. The Finance Department is responsible for administrating all of the City's debt and includes the recording and reporting of all debt-related transaction. As of May 20, 2014, the City of Woodstock's credit rating by Standard and Poor's (S&P) was upgraded from "AA-" to "AA" to reflect the City's strong financial position.

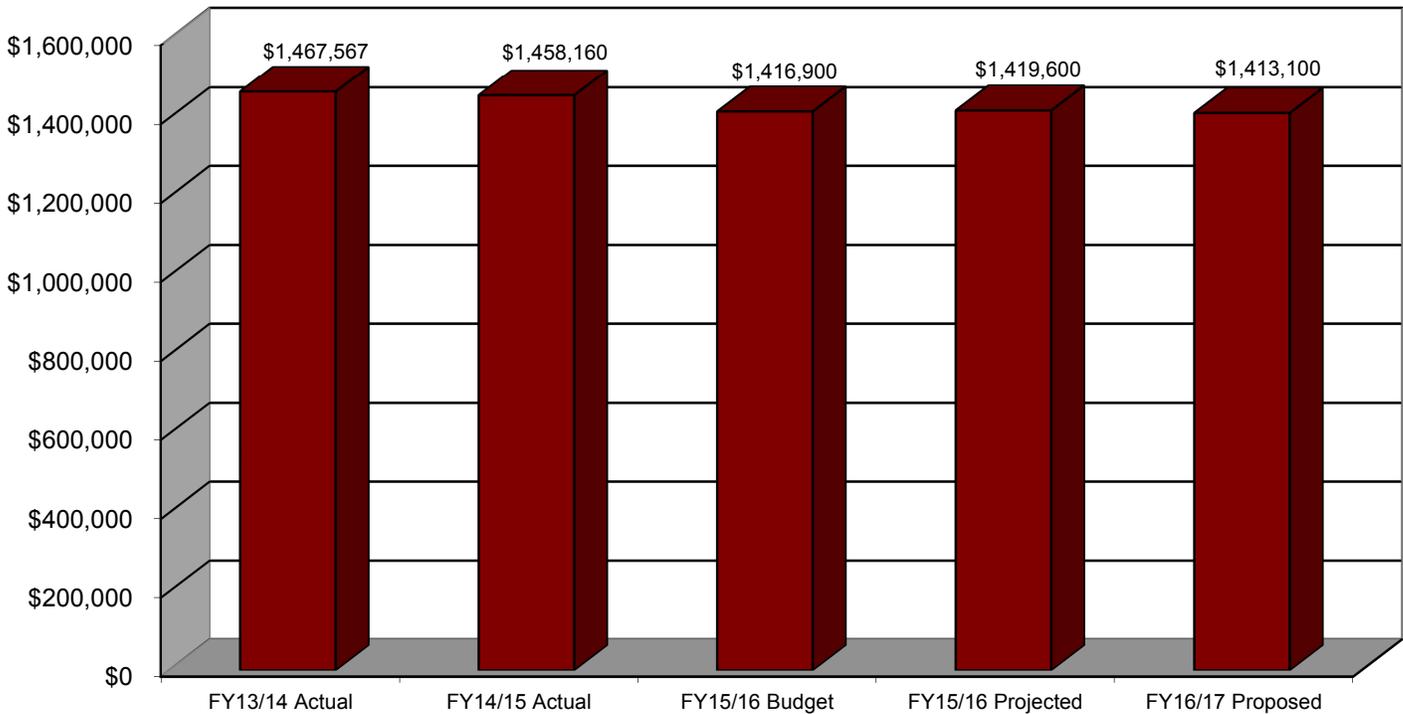


A further analysis of the City's debt can be found in Addendum B.

Objectives

- Account for and manage all of the City's debt in an efficient and cost-effective manner.
- Ensure compliance with all bond covenants along with insuring the City does not exceed the Illinois Statutory debt limit, which is 8.625% of equalized assessed value (EAV).

BUDGET COMPARISON



Debt Service Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ -	\$ (4,900)
REVENUES						
TAXES						
30-00-1-311	Property Tax	\$ 339,783	\$ 333,544	\$ 330,800	\$ 329,500	\$ 332,200
TOTAL TAXES		\$ 339,783	\$ 333,544	\$ 330,800	\$ 329,500	\$ 332,200
OTHER						
30-00-5-380	Opera House Surcharge	\$ 53,969	\$ 54,693	\$ 58,000	\$ 57,000	\$ 58,000
30-00-5-381	Interest Income	113	21	100	200	100
30-00-5-390	Fundraising-Opera House	10,000	-	-	-	-
30-00-5-391	Refunding Proceeds	(2,648)	-	-	-	-
TOTAL OTHER		\$ 61,434	\$ 54,714	\$ 58,100	\$ 57,200	\$ 58,100
TOTAL REVENUES (BEFORE TRANSFERS)		\$ 401,217	\$ 388,258	\$ 388,900	\$ 386,700	\$ 390,300
TRANSFERS (TO)/FROM OTHER FUNDS						
30-00-9-390	Transfer from General Corporate Fund	\$ 148,137	\$ 179,066	\$ 176,500	\$ 176,500	\$ 170,900
30-00-9-391	Transfer from General Corporate - CIP Fund	567,100	558,700	546,700	546,700	546,800
30-00-9-392	Transfer from Recreation Center Fund	67,700	66,500	64,000	64,000	64,800
30-00-9-393	Transfer from Park Development Fund	45,100	44,300	42,700	42,700	43,200
30-00-9-394	Transfer from Environmental Management Fund	218,900	217,800	198,100	198,100	197,300
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ 1,046,937	\$ 1,066,366	\$ 1,028,000	\$ 1,028,000	\$ 1,023,000
TOTAL REVENUES (AFTER TRANSFERS)		\$ 1,448,154	\$ 1,454,624	\$ 1,416,900	\$ 1,414,700	\$ 1,413,300
EXPENSES						
CONTRACTUAL SERVICES						
30-00-5-516	Agent Expenses	\$ 1,487	\$ 1,440	\$ 1,500	\$ 1,500	\$ 1,500
TOTAL CONTRACTUAL SERVICES		\$ 1,487	\$ 1,440	\$ 1,500	\$ 1,500	\$ 1,500
INTEREST EXPENSE						
30-00-8-933	Aquatic Center GO-2013A	\$ 53,530	\$ 54,150	\$ 45,800	\$ 45,800	\$ 37,200
30-00-8-934	Aquatic Center AR-2010A	7,791	6,786	6,600	6,600	5,700
30-00-8-935	Police Facility AR-2013B	54,641	55,200	46,700	46,700	37,800
30-00-8-936	Opera House AR-2010A	23,767	22,579	20,000	20,000	17,500
30-00-8-937	Recreation Center AR-2003/2014	40,726	37,704	26,400	26,400	24,400
30-00-8-938	Lake Avenue AR-2005B/2014	25,281	23,500	15,200	15,200	13,400
30-00-8-939	McConnell Rd AR-2005B/2014	27,723	25,800	16,900	16,900	14,900
30-00-8-940	Davis Rd Soccer AR-2005B/2014	83,852	77,744	49,000	49,000	44,500
30-00-8-941	Merryman Fields AR-2005B/2014	56,769	52,664	33,800	33,800	31,200
TOTAL INTEREST EXPENSE		\$ 374,080	\$ 356,127	\$ 260,400	\$ 260,400	\$ 226,600

Debt Service Fund (Continued)

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
OTHER(PRINCIPAL)						
30-00-8-911	Aquatic Center AR-2010A	\$ 35,000	\$ 35,000	\$ 35,800	\$ 38,500	\$ 35,800
30-00-8-912	Police Facility AR-2013B	290,000	285,000	295,000	295,000	305,000
30-00-8-913	Aquatic Center GO-2013A	285,000	280,000	285,000	285,000	295,000
30-00-8-914	Opera House AR-2010A	100,000	105,000	109,200	109,200	109,200
30-00-8-915	Recreation Center AR-2003/2014	72,000	75,593	80,300	80,300	83,500
30-00-8-916	Lake Avenue AR-2005B/2014	40,000	40,000	46,300	46,300	45,800
30-00-8-917	McConnell Rd AR-2005B/2014	45,000	45,000	51,400	51,400	50,900
30-00-8-918	Davis Rd Soccer AR-2005B/2014	135,000	140,000	149,100	149,100	152,800
30-00-8-919	Merryman Fields AR-2005B/2014	90,000	95,000	102,900	102,900	107,000
TOTAL OTHER (PRINCIPAL)		\$ 1,092,000	\$ 1,100,593	\$ 1,155,000	\$ 1,157,700	\$ 1,185,000
TOTAL DEBT SERVICE FUND EXPENSES		\$ 1,467,567	\$ 1,458,160	\$ 1,416,900	\$ 1,419,600	\$ 1,413,100
NET INCREASE (DECREASE)		\$ (19,413)	\$ (3,536)	\$ -	\$ (4,900)	\$ 200
Ending Fund Balance					\$ (4,900)	\$ (4,700)

Note: Revenue and Costs related to bond refinancing is excluded from FY14/15 which have a net effect of \$3,466

Debt Service Line Item Descriptions

30-00-1-311 Property Tax		\$ 332,200	
FY13/14 Actual:	\$ 339,783	FY14/15 Actual:	\$ 333,544
FY15/16 Budget:	\$ 330,800	FY15/16 Projected:	\$ 329,500
Budget to Proposed	0.4% △	Projected to Proposed	0.8% △

A referendum was passed by citizens of Woodstock to institute a separate property tax to pay the debt related to construction of the Woodstock Aquatic Center. The tax levied each year is exactly equal to the upcoming debt service payment.

30-00-5-380 Opera House Surcharge		\$ 58,000	
FY13/14 Actual:	\$ 53,969	FY14/15 Actual:	\$ 54,693
FY15/16 Budget:	\$ 58,000	FY15/16 Projected:	\$ 57,000
Budget to Proposed	0.0%	Projected to Proposed	1.8% △

This account includes the revenues received from the \$3 surcharge collected from Opera House ticket sales, which is intended to help pay debt related to the Opera House Annex.

30-00-5-381 Interest Income		\$ 100	
FY13/14 Actual:	\$ 113	FY14/15 Actual:	\$ 21
FY15/16 Budget:	\$ 100	FY15/16 Projected:	\$ 200
Budget to Proposed	0.0%	Projected to Proposed	-50.0% ▽

This line item is used to record the interest received on Debt Service Fund investments held throughout the year. The City has been able to generate a small amount of interest for this fund based on the collection of property taxes in the beginning of the fiscal year that are invested until all payments are completed the following January.

30-00-5-390 Fundraising – Opera House \$ 0

FY13/14 Actual:	\$ 10,000	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This account includes the proceeds received by the City from fundraising efforts conducted by the Fine Arts Association and the Friends of the Opera House. These donations are intended to be used to help pay for the debt issued in relation to the Opera House Annex. Beginning in FY14/15, donations received from the Friends of the Opera House have been recorded in the Performing Arts Budget and are used to pay for new capital improvement projects.

30-00-5-391 Refunding Proceeds \$ 0

FY13/14 Actual:	(\$ 2,648)	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

From time to time the City will refund a series of bonds in order to capitalize on lower interest rates. As part of the refunding there is often a small amount that is paid or taken from the City. This results from not having final refunding costs until after the bonds have already been sold.

30-00-9-390 Transfer from General Corporate Fund \$ 170,900

FY13/14 Actual:	\$ 148,137	FY14/15 Actual:	\$ 179,066
FY15/16 Budget:	\$ 176,500	FY15/16 Projected:	\$ 176,500
Budget to Proposed	-3.2% ▽	Projected to Proposed	-3.2% ▽

The City of Woodstock has a number of debt issues where alternative revenue has been pledged and is intended to be used to repay debt. In addition, The Opera House Annex Construction debt originally was to be paid using only donations and the Opera House Surcharge. However, this revenue has been insufficient and the General Fund has provided for the difference. In addition, in FY14/15 in order to stimulate contributions in the future, donations are used for capital improvements for the Opera House and are recorded in the Performing Arts Fund. The General Fund also transfers an amount to pay for the fiscal agent expenses. A schedule below identifies these sources.

Original Debt Use	Revenue Source	Debt Series	Total
Aquatic Center	Sales Tax	2010A	\$ 41,600
Lake Avenue	Sales Tax	2005B	\$ 59,200
Opera House	Sales Tax	2010A	\$ 68,600
Fiscal Agent Fees	General Funds	N/A	\$ 1,500

30-00-9-391 Transfer from General Corporate – CIP Fund \$ 546,800

FY13/14 Actual:	\$ 567,100	FY14/15 Actual:	\$ 558,700
FY15/16 Budget:	\$ 546,700	FY15/16 Projected:	\$ 546,700
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The City of Woodstock has a number of debt issues where alternative revenue has

been pledged, which is recorded in the General Corporate – CIP Fund. It should be noted that Merryman Fields was to be paid entirely from park impact fees; however due to the housing downturn, Telecommunication tax has been utilized to compensate for the shortfall. The schedule below identifies these transfers.

Original Debt			
Use	Revenue Source	Debt Series	Total
Police Station	Impact Fees-Police & Telecom Tax	2013B	\$ 342,800
McConnell Rd	Telecom Tax	2014	\$ 65,800
Merryman Fields	Telecom Tax	2014	\$ 138,200

30-00-9-392 Transfer from Recreation Center Fund		\$ 64,800	
FY13/14 Actual:	\$ 67,700	FY14/15 Actual:	\$ 66,500
FY15/16 Budget:	\$ 64,000	FY15/16 Projected:	\$ 64,000
Budget to Proposed	1.3% Δ	Projected to Proposed	1.3% Δ

This City issued \$1.5 million in 2003 Debt Certificates to provide funding for the purchase, renovation, and expansion of the Community Recreation Center. Sixty percent (60%) of this loan amount was attributed to the acquisition and renovation of the Recreation Center and is repaid using only membership revenues.

30-00-9-393 Transfer from Park Development Fund		\$ 43,200	
FY13/14 Actual:	\$ 45,100	FY14/15 Actual:	\$ 44,300
FY15/16 Budget:	\$ 42,700	FY15/16 Projected:	\$ 42,700
Budget to Proposed	1.2% Δ	Projected to Proposed	1.2% Δ

The Park Development Fund is responsible for the other 40% of the \$1.5 million for the purchase, renovation, and expansion of the Community Recreation Center Building. The Park Development Fund also was to pay for the improvements at Merryman Fields along with part of the improvements at the Davis Road Soccer Complex. However because of the downturn in new housing construction, the General Corporate – CIP Fund and Environmental Management Fund are providing for the shortfall.

30-00-9-394 Transfer from Environmental Management Fund		\$ 197,300	
FY13/14 Actual:	\$ 218,900	FY14/15 Actual:	\$ 217,800
FY15/16 Budget:	\$ 198,100	FY15/16 Projected:	\$ 198,100
Budget to Proposed	-0.4% ∇	Projected to Proposed	-0.4% ∇

When the City transformed the closed landfill into the Davis Road Soccer Complex, it was intended that the Environmental Management Fund would pay 80% of the cost with the other 20% coming from park impact fees. However due to the downturn in new housing construction, there has been insufficient revenue from park impact fees to pay the anticipated allocation; therefore, the Environmental Management Fund has been responsible for paying the entire amount.

30-00-5-516 Agent Expenses \$ 1,500

FY13/14 Actual:	\$ 1,487	FY14/15 Actual:	\$ 1,440
FY15/16 Budget:	\$ 1,500	FY15/16 Projected:	\$ 1,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item provides for the City’s annual costs charged by the paying agent responsible for insuring that bondholders receive the City’s payment on outstanding bonds in a timely manner.

30-00-8-933 Aquatic Center GO – Interest- Series 2013A \$ 37,200

FY13/14 Actual:	\$ 53,530	FY14/15 Actual:	\$ 54,150
FY15/16 Budget:	\$ 45,800	FY15/16 Projected:	\$ 45,800
Budget to Proposed	-18.8% ▽	Projected to Proposed	-18.8% ▽

Interest related to the GO Bond Series 2013A is paid from this line item. For a further description of this bond see line item 30-00-8-913. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Total	Annual Debt Payment
7/1/2016		\$ 18,600	\$ 18,600	
1/1/2017	\$ 295,000	\$ 18,600	\$ 313,600	\$ 332,200
7/1/2017		\$ 14,175	\$ 14,175	
1/1/2018	\$ 310,000	\$ 14,175	\$ 324,175	\$ 338,350
7/1/2018		\$ 9,525	\$ 9,525	
1/1/2019	\$ 315,000	\$ 9,525	\$ 324,525	\$ 334,050
7/1/2019		\$ 4,800	\$ 4,800	
1/1/2020	\$ 320,000	\$ 4,800	\$ 324,800	\$ 329,600

30-00-8-934 Aquatic Center AR – Interest- Series 2010A \$ 5,700

FY13/14 Actual:	\$ 7,791	FY14/15 Actual:	\$ 6,786
FY15/16 Budget:	\$ 6,600	FY15/16 Projected:	\$ 6,600
Budget to Proposed	-13.6% ▽	Projected to Proposed	-13.6% ▽

Interest related to the Aquatic Center Alternate Revenue Bond portion of Bond Series 2010A is paid from this line item. For a further description of this bond see line item 30-00-8-911. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Total	Annual Debt Payment
6/1/2016		\$ 2,855	\$ 2,855	
12/1/2016	\$ 35,815	\$ 2,855	\$ 38,670	\$ 41,526
6/1/2017		\$ 2,363	\$ 2,363	
12/1/2017	\$ 37,050	\$ 2,363	\$ 39,413	\$ 41,776
6/1/2018		\$ 1,807	\$ 1,807	
12/1/2018	\$ 38,285	\$ 1,807	\$ 40,092	\$ 41,900
6/1/2019		\$ 1,209	\$ 1,209	
12/1/2019	\$ 39,520	\$ 1,209	\$ 40,729	\$ 41,938
6/1/2020		\$ 537	\$ 537	
12/1/2020	\$ 29,640	\$ 537	\$ 30,177	\$ 30,714

30-00-8-935 Police Facility AR – Interest- Series 2013B**\$ 37,800**

FY13/14 Actual:	\$ 54,641	FY14/15 Actual:	\$ 55,200
FY15/16 Budget:	\$ 46,700	FY15/16 Projected:	\$ 46,700
Budget to Proposed	-19.1% ▽	Projected to Proposed	-19.1% ▽

Interest related to the Alternate Revenue Bond Series 2013B is paid from this line item. For a further description of this bond see line item 30-00-8-912. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Total	Annual Debt Payment
7/1/2016		\$ 18,900	\$ 18,900	
1/1/2017	\$ 305,000	\$ 18,900	\$ 323,900	\$ 342,800
7/1/2017		\$ 14,325	\$ 14,325	
1/1/2018	\$ 310,000	\$ 14,325	\$ 324,325	\$ 338,650
7/1/2018		\$ 9,675	\$ 9,675	
1/1/2019	\$ 320,000	\$ 9,675	\$ 329,675	\$ 339,350
7/1/2019		\$ 4,875	\$ 4,875	
1/1/2020	\$ 325,000	\$ 4,875	\$ 329,875	\$ 334,750

30-00-8-936 Opera House AR – Interest- 2010A**\$ 17,500**

FY13/14 Actual:	\$ 23,767	FY14/15 Actual:	\$ 22,579
FY15/16 Budget:	\$ 20,000	FY15/16 Projected:	\$ 20,000
Budget to Proposed	-12.5% ▽	Projected to Proposed	-12.5% ▽

Interest related to the Opera House Renovations portion of Alternate Revenue Bond Series 2010A is paid from this line item. For a further description of this bond see line item 30-00-8-914. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Total	Annual Debt Payment
6/1/2016		\$ 8,705	\$ 8,705	
12/1/2016	\$ 109,185	\$ 8,705	\$ 117,890	\$ 126,595
6/1/2017		\$ 7,204	\$ 7,204	
12/1/2017	\$ 112,950	\$ 7,204	\$ 120,154	\$ 127,358
6/1/2018		\$ 5,510	\$ 5,510	
12/1/2018	\$ 116,715	\$ 5,510	\$ 122,225	\$ 127,734
6/1/2019		\$ 3,686	\$ 3,686	
12/1/2019	\$ 120,480	\$ 3,686	\$ 124,166	\$ 127,852
6/1/2020		\$ 1,638	\$ 1,638	
12/1/2020	\$ 90,360	\$ 1,638	\$ 91,998	\$ 93,636

30-00-8-937 Recreation Center AR – Interest- 2003/2014

\$ 24,400

FY13/14 Actual:	\$ 40,726	FY14/15 Actual:	\$ 37,704
FY15/16 Budget:	\$ 26,400	FY15/16 Projected:	\$ 26,400
Budget to Proposed	-7.6% ▽	Projected to Proposed	-7.6% ▽

Interest related to the Recreation Center portion of Alternate Revenue Bond Series 2014 is paid from this line item. For a further description of this bond see line item 30-00-8-915. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Total	Annual Debt Payment
7/1/2016		\$ 12,158	\$ 12,158	
1/1/2017	\$ 83,500	\$ 12,158	\$ 95,658	\$ 107,815
7/1/2017		\$ 11,078	\$ 11,078	
1/1/2018	\$ 86,800	\$ 11,078	\$ 97,878	\$ 108,956
7/1/2018		\$ 9,621	\$ 9,621	
1/1/2019	\$ 88,300	\$ 9,621	\$ 97,921	\$ 107,542
7/1/2019		\$ 8,492	\$ 8,492	
1/1/2020	\$ 93,300	\$ 8,492	\$ 101,792	\$ 110,284
7/1/2020		\$ 7,046	\$ 7,046	
1/1/2021	\$ 95,500	\$ 7,046	\$ 102,546	\$ 109,592
7/1/2021		\$ 5,677	\$ 5,677	
1/1/2022	\$ 99,500	\$ 5,677	\$ 105,177	\$ 110,853
7/1/2022		\$ 4,189	\$ 4,189	
1/1/2023	\$103,500	\$ 4,189	\$ 107,689	\$ 111,878

30-00-8-938 Lake Avenue AR – Interest- Series 2005B/2014

\$ 13,400

FY13/14 Actual:	\$ 25,281	FY14/15 Actual:	\$ 23,500
FY15/16 Budget:	\$ 15,200	FY15/16 Projected:	\$ 15,200
Budget to Proposed	-11.8% ▽	Projected to Proposed	-11.8% ▽

Interest related to the Lake Avenue portion of Alternate Revenue Bond Series 2014 is paid from this line item. For a further description of this bond see line item 30-00-8-916. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Total	Annual Debt Payment
7/1/2016		\$ 6,672	\$ 6,672	
1/1/2017	\$ 45,800	\$ 6,672	\$ 52,472	\$ 59,144
7/1/2017		\$ 5,797	\$ 5,797	
1/1/2018	\$ 45,400	\$ 5,797	\$ 51,197	\$ 56,993
7/1/2018		\$ 5,405	\$ 5,405	
1/1/2019	\$ 49,600	\$ 5,405	\$ 55,005	\$ 60,407
7/1/2019		\$ 4,517	\$ 4,517	
1/1/2020	\$ 49,600	\$ 4,517	\$ 54,117	\$ 58,634
7/1/2020		\$ 3,954	\$ 3,954	
1/1/2021	\$ 53,600	\$ 3,954	\$ 57,554	\$ 61,509
7/1/2021		\$ 3,031	\$ 3,031	

Payment Date	Principal	Interest	Total	Annual Debt Payment
1/1/2022	\$ 53,100	\$ 3,031	\$ 56,131	\$ 59,163
7/1/2022		\$ 2,327	\$ 2,327	
1/1/2023	\$ 57,500	\$ 2,327	\$ 59,827	\$ 62,155
7/1/2023		\$ 1,761	\$ 1,761	
1/1/2024	\$ 57,400	\$ 1,761	\$ 59,161	\$ 60,922
7/1/2024		\$ 996	\$ 996	
1/1/2025	\$ 61,600	\$ 996	\$ 62,596	\$ 63,592

30-00-8-939 McConnell Road AR – Interest- Series 2005B/2014 \$ 14,900

FY13/14 Actual:	\$ 27,723	FY14/15 Actual:	\$ 25,800
FY15/16 Budget:	\$ 16,900	FY15/16 Projected:	\$ 16,900
Budget to Proposed	-11.8% ▽	Projected to Proposed	-11.8% ▽

Interest related to the McConnell Rd portion of Alternate Revenue Bond Series 2014 is paid from this line item. For a further description of this bond see line item 30-00-8-917. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Total	Annual Debt Payment
7/1/2016		\$ 7,413	\$ 7,413	
1/1/2017	\$ 50,900	\$ 7,413	\$ 58,313	\$ 65,726
7/1/2017		\$ 6,441	\$ 6,441	
1/1/2018	\$ 50,400	\$ 6,441	\$ 56,841	\$ 63,281
7/1/2018		\$ 5,946	\$ 5,946	
1/1/2019	\$ 54,500	\$ 5,946	\$ 60,446	\$ 66,391
7/1/2019		\$ 4,969	\$ 4,969	
1/1/2020	\$ 54,500	\$ 4,969	\$ 59,469	\$ 64,438
7/1/2020		\$ 4,314	\$ 4,314	
1/1/2021	\$ 58,500	\$ 4,314	\$ 62,814	\$ 67,128
7/1/2021		\$ 3,307	\$ 3,307	
1/1/2022	\$ 57,900	\$ 3,307	\$ 61,207	\$ 64,514
7/1/2022		\$ 2,521	\$ 2,521	
1/1/2023	\$ 62,300	\$ 2,521	\$ 64,821	\$ 67,343
7/1/2023		\$ 1,908	\$ 1,908	
1/1/2024	\$ 62,200	\$ 1,908	\$ 64,108	\$ 66,015
7/1/2024		\$ 996	\$ 996	
1/1/2025	\$ 66,400	\$ 996	\$ 67,396	\$ 68,392

30-00-8-940 Davis Road AR – Interest- Series 2005B/2014 \$ 44,500

FY13/14 Actual:	\$ 83,852	FY14/15 Actual:	\$ 77,744
FY15/16 Budget:	\$ 49,000	FY15/16 Projected:	\$ 49,000
Budget to Proposed	-9.2% ▽	Projected to Proposed	-9.2% ▽

Interest related to the Davis Rd portion of Alternate Revenue Bond Series 2014 is paid from this line item. For a further description of this bond see line item 30-00-8-918. The remaining debt service schedule is provided on the following page:

Payment Date	Principal	Interest	Total	Annual Debt Payment
7/1/2016		\$ 22,240	\$ 22,240	
1/1/2017	\$ 152,800	\$ 22,240	\$ 175,040	\$ 197,279
7/1/2017		\$ 20,610	\$ 20,610	
1/1/2018	\$ 161,400	\$ 20,610	\$ 182,010	\$ 202,620
7/1/2018		\$ 17,837	\$ 17,837	
1/1/2019	\$ 163,600	\$ 17,837	\$ 181,437	\$ 199,274
7/1/2019		\$ 15,358	\$ 15,358	
1/1/2020	\$ 168,600	\$ 15,358	\$ 183,958	\$ 199,316
7/1/2020		\$ 12,582	\$ 12,582	
1/1/2021	\$ 170,500	\$ 12,582	\$ 183,082	\$ 195,665
7/1/2021		\$ 10,196	\$ 10,196	
1/1/2022	\$ 178,700	\$ 10,196	\$ 188,896	\$ 199,092
7/1/2022		\$ 7,370	\$ 7,370	
1/1/2023	\$ 182,100	\$ 7,370	\$ 189,470	\$ 196,840
7/1/2023		\$ 5,870	\$ 5,870	
1/1/2024	\$ 191,300	\$ 5,870	\$ 197,170	\$ 203,039
7/1/2024		\$ 2,988	\$ 2,988	
1/1/2025	\$ 199,200	\$ 2,988	\$ 202,188	\$ 205,175

30-00-8-941 Merryman Fields Park AR – Interest- Series 2005B/2014

\$ 31,200

FY13/14 Actual:	\$ 56,769	FY14/15 Actual:	\$ 52,664
FY15/16 Budget:	\$ 33,800	FY15/16 Projected:	\$ 33,800
Budget to Proposed	-7.7% ▽	Projected to Proposed	-7.7% ▽

Interest related to the Merryman Fields Park portion of Alternate Revenue Bond Series 2014 is paid from this line item. For a further description of this bond see line item 30-00-8-919. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Total	Annual Debt Payment
7/1/2016		\$ 15,568	\$ 15,568	
1/1/2017	\$ 107,000	\$ 15,568	\$ 122,568	\$ 138,135
7/1/2017		\$ 13,525	\$ 13,525	
1/1/2018	\$ 106,000	\$ 13,525	\$ 119,525	\$ 133,050
7/1/2018		\$ 11,891	\$ 11,891	
1/1/2019	\$ 109,000	\$ 11,891	\$ 120,891	\$ 132,783
7/1/2019		\$ 10,389	\$ 10,389	
1/1/2020	\$ 114,000	\$ 10,389	\$ 124,389	\$ 134,778
7/1/2020		\$ 8,628	\$ 8,628	
1/1/2021	\$ 116,900	\$ 8,628	\$ 125,528	\$ 134,156
7/1/2021		\$ 6,889	\$ 6,889	
1/1/2022	\$ 120,800	\$ 6,889	\$ 127,689	\$ 134,578
7/1/2022		\$ 5,043	\$ 5,043	
1/1/2023	\$ 124,600	\$ 5,043	\$ 129,643	\$ 134,685

Payment Date	Principal	Interest	Total	Annual Debt Payment
7/1/2023		\$ 3,962	\$ 3,962	
1/1/2024	\$ 129,100	\$ 3,962	\$ 133,062	\$ 137,024
7/1/2024		\$ 1,992	\$ 1,992	
1/1/2025	\$ 132,800	\$ 1,992	\$ 134,792	\$ 136,784

30-00-8-911 Aquatic Center AR – Principal –Series 2010A \$ 35,800

FY13/14 Actual:	\$ 35,000	FY14/15 Actual:	\$ 35,000
FY15/16 Budget:	\$ 35,800	FY15/16 Projected:	\$ 38,500
Budget to Proposed	0.0%	Projected to Proposed	-7.0% ▽

The City issued Series 2000C Alternate Revenue Source Bonds in the amount of \$500,000 to provide additional financing for the construction of the Aquatic Center. The Series 2000C was refunded in 2010 with the Series 2010A. The City is currently utilizing sales tax receipts reported in the General Corporate Fund for the repayment of this debt. See line item 30-00-8-934 for the remaining debt schedule.

30-00-8-912 Police Facility AR – Principal- Series 2013B \$ 305,000

FY13/14 Actual:	\$ 290,000	FY14/15 Actual:	\$ 285,000
FY15/16 Budget:	\$ 295,000	FY15/16 Projected:	\$ 295,000
Budget to Proposed	3.4% △	Projected to Proposed	3.4% △

In 2000 the City issued \$4,100,000 in Alternate Revenue Bonds (Series 2000B) to provide the necessary financing for the construction of the Police Department Facility. The Alternate Revenue Bonds are being repaid by a combination of developer impact fees and telecommunication taxes which are reported in the General Corporate – CIP Fund. Due to falling interest rates, the City initiated an advanced refunding in 2004 and 2013 to reduce future interest costs and generate interest savings. See line item 30-00-8-935 for the remaining debt schedule.

30-00-8-913 Aquatic Center GO – Principal- Series 2013A \$ 295,000

FY13/14 Actual:	\$ 285,000	FY14/15 Actual:	\$ 280,000
FY15/16 Budget:	\$ 285,000	FY15/16 Projected:	\$ 285,000
Budget to Proposed	3.5% △	Projected to Proposed	3.5% △

In 2000 the City was successful at passing a referendum, which authorized the issuance of \$3.9 million in GO Bonds to finance the construction of the Aquatic Center. These bonds are being repaid through a property tax levy, which was approved by the voters and is reported as revenue in the Debt Service Fund. See line item 30-00-8-933 for the remaining debt schedule.

30-00-8-914 Opera House AR – Principal- Series 2010A \$ 109,200

FY13/14 Actual:	\$ 100,000	FY14/15 Actual:	\$ 105,000
FY15/16 Budget:	\$ 109,200	FY15/16 Projected:	\$ 109,200
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The City issued \$1,635,000 in Alternate Revenue Bonds to finance the construction of the Opera House Annex. This debt was intended to be paid through a \$3 Opera House ticket surcharge and donations. However, this revenue has been insufficient and an additional transfer has been needed from the General Fund. In FY14/15 donations are no longer used for debt service and are instead used to pay for capital improvements to the Opera House. See line item 30-00-8-936 for the remaining debt schedule.

30-00-8-915 Recreation Center AR – Principal- Series 2003/2014				\$ 83,500
FY13/14 Actual:	\$ 72,000	FY14/15 Actual:	\$ 75,593	
FY15/16 Budget:	\$ 80,300	FY15/16 Projected:	\$ 80,300	
Budget to Proposed	4.0% △	Projected to Proposed	4.0% △	

The City issued \$1,500,000 in Alternate Revenue Bonds in 2003 to provide funding for the purchase, renovation and expansion of the Community Recreation Center. The City is currently utilizing membership dues reported in the Recreation Center Fund to provide for 60% of this debt service payment with the remaining 40%, which represented the costs for the gymnasium expansion, being funded through park impact fees reported in the Park Development Fund. See line item 30-00-8-937 for the remaining debt schedule.

30-00-8-916 Lake Avenue AR – Principal- Series 2005B/2014				\$ 45,800
FY13/14 Actual:	\$ 40,000	FY14/15 Actual:	\$ 40,000	
FY15/16 Budget:	\$ 46,300	FY15/16 Projected:	\$ 46,300	
Budget to Proposed	-1.1% ▽	Projected to Proposed	-1.1% ▽	

This line item provides for the principal repayment related to the \$850,000 in Alternate Revenue Bonds issued in FY05/06 to complete roadway improvements to Lake Avenue. This project included the widening of existing lanes, construction of new turn lanes, and installation of curb, gutter, sidewalks and storm sewer improvements. These improvements were required for the construction of the new Super Walmart store. Sales Tax dollars have been pledged for repayment of this debt. See line item 30-00-8-938 for the remaining debt schedule.

30-00-8-917 McConnell Road AR – Principal- Series 2005B/2014				\$ 50,900
FY13/14 Actual:	\$ 45,000	FY14/15 Actual:	\$ 45,000	
FY15/16 Budget:	\$ 51,400	FY15/16 Projected:	\$ 51,400	
Budget to Proposed	-1.0% ▽	Projected to Proposed	-1.0% ▽	

This line item provides for the principal repayment related to the \$935,000 in Alternate Revenue Bonds issued in FY05/06 to complete roadway improvements to McConnell Road. This project included the widening of existing lanes, construction of new turn lanes, and installation of curb, gutter and storm sewer improvements, as well as the construction of a pedestrian path. General CIP Fund revenue has been pledged to repay this debt. See line item 30-00-8-939 for the remaining debt schedule.

30-00-8-918 Davis Road Soccer Complex AR – Principal- Series 2005B/2014 \$ 152,800

FY13/14 Actual:	\$ 135,000	FY14/15 Actual:	\$ 140,000
FY15/16 Budget:	\$ 149,100	FY15/16 Projected:	\$ 149,100
Budget to Proposed	2.5% △	Projected to Proposed	2.5% △

The City issued \$2.8 million in Alternate Revenue Bonds to transform the City’s landfill site into the Davis Road Soccer Complex, which included the construction of six new soccer fields, parking for spectators and athletes, and a storage building. The Environmental Management Fund is responsible for 80% of the debt service payment with the remaining 20% provided by the Park Development Fund. However, with the substantial decline in development related revenues, the Park Development Fund is unable to generate sufficient revenues and the Environmental Management Fund must pay 100% of the debt. See line item 30-00-8-940 for the remaining debt schedule.

30-00-8-919 Merryman Fields Park AR – Principal- Series 2005B/2014 \$ 107,000

FY13/14 Actual:	\$ 90,000	FY14/15 Actual:	\$ 95,000
FY15/16 Budget:	\$ 102,900	FY15/16 Projected:	\$ 102,900
Budget to Proposed	4.0% △	Projected to Proposed	4.0% △

The City issued \$1.9 million in Alternate Revenue Bonds to construct a new park within the Fields development. This new park site includes recreational walking paths, ball diamonds, playground equipment, and a storage building. Originally park impact fees were to pay the debt; however, this revenue has been inadequate and instead Telecommunication tax from the General Corporate – CIP fund has been required to address this deficiency. See line item 30-00-8-941 for the remaining debt schedule.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Library Debt Service

Library Debt Service

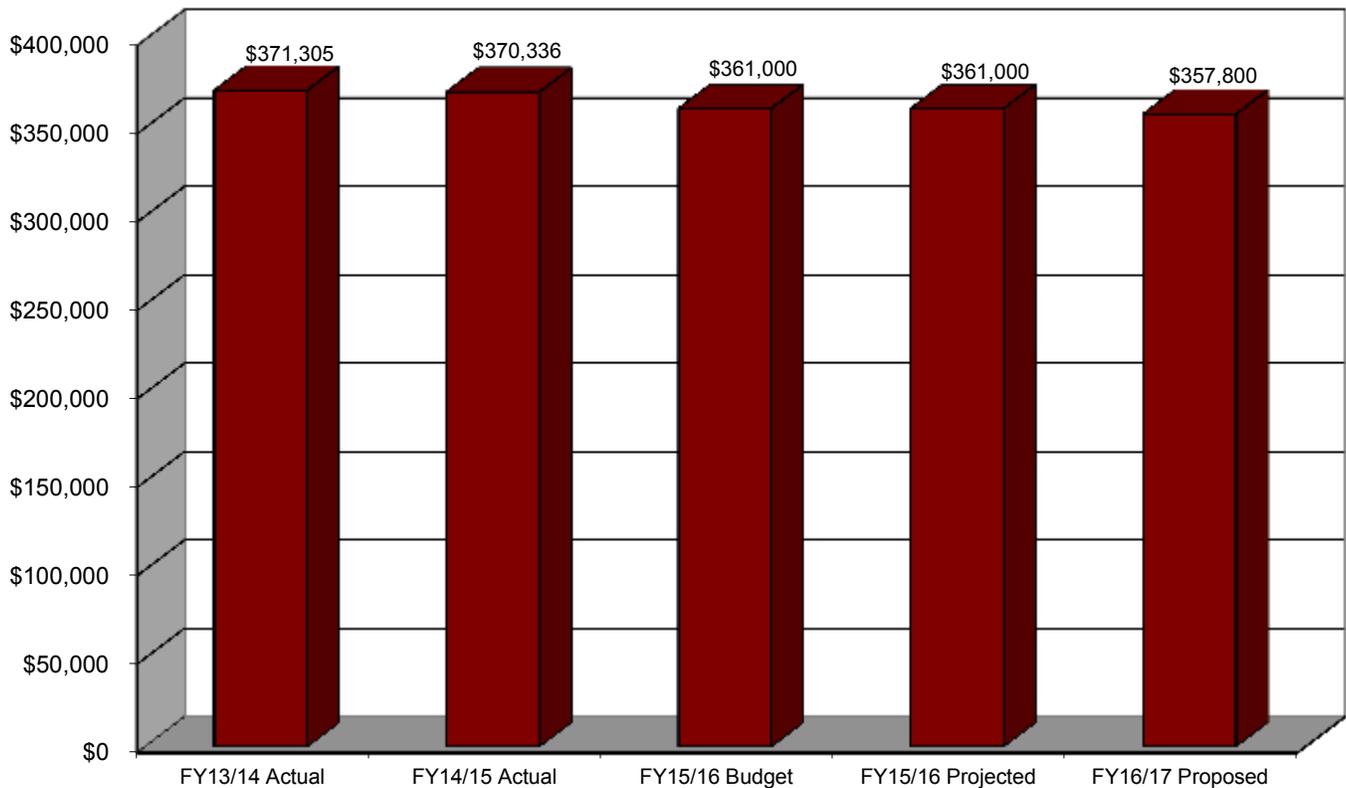
All of the Woodstock Library Debt is administered through this Fund. In FY99/00, following passage of a public referendum, \$3.9 million in General Obligation Bonds were issued to finance the construction of an addition to the City's Library. These bonds are repaid from the publicly-approved property tax. In FY00/01, an additional \$500,000 in Alternate Revenue Source Bonds was issued to finance additional construction costs for the Library expansion. The Alternate Revenue Source Bonds are repaid from the Library's impact fees or the Public Library Building Fund's property taxes, if impact fees are insufficient.



Objectives:

- Insure annual bond payments for the Library are paid in accordance with the debt's repayment schedule.

BUDGET COMPARISON



Library Debt Service Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ -	\$ (1,100)
REVENUES						
TAXES						
31-00-1-311	Property Tax	\$ 327,407	\$ 327,406	\$ 314,200	\$ 313,100	\$ 312,000
TOTAL TAXES		\$ 327,407	\$ 327,406	\$ 314,200	\$ 313,100	\$ 312,000
OTHER						
31-00-5-381	Interest Income	\$ 490	\$ 444	\$ 500	\$ 500	\$ 500
TOTAL OTHER		\$ 490	\$ 444	\$ 500	\$ 500	\$ 500
TOTAL REVENUES (BEFORE TRANSFERS)		<u>\$ 327,897</u>	<u>\$ 327,850</u>	<u>\$ 314,700</u>	<u>\$ 313,600</u>	<u>\$ 312,500</u>
TRANSFERS (TO)/FROM OTHER FUNDS						
31-00-9-390	Transfer from Library Building Fund	\$ 42,400	\$ 42,416	\$ 46,300	\$ 46,300	\$ 46,400
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ 42,400	\$ 42,416	\$ 46,300	\$ 46,300	\$ 46,400
TOTAL REVENUES (AFTER TRANSFERS)		<u>\$ 370,297</u>	<u>\$ 370,266</u>	<u>\$ 361,000</u>	<u>\$ 359,900</u>	<u>\$ 358,900</u>
EXPENSES						
CONTRACTUAL SERVICES						
31-00-5-516	Agent Expense	\$ 556	\$ 556	\$ 600	\$ 600	\$ 600
TOTAL CONTRACTUAL SERVICES		\$ 556	\$ 556	\$ 600	\$ 600	\$ 600
INTEREST EXPENSE						
31-00-8-934	Library GO-2005A/2014A	\$ 68,400	\$ 58,000	\$ 49,300	\$ 49,300	\$ 32,000
31-00-8-935	Library AR-2010B	7,349	6,780	6,100	6,100	5,200
TOTAL INTEREST EXPENSE		\$ 75,749	\$ 64,780	\$ 55,400	\$ 55,400	\$ 37,200
OTHER(PRINCIPLE)						
31-00-8-909	Library GO-2005A/2014A	\$ 260,000	\$ 270,000	\$ 265,000	\$ 265,000	\$ 280,000
31-00-8-910	Library AR-2010B	35,000	35,000	40,000	40,000	40,000
TOTAL CONTRACTUAL SERVICES		\$ 295,000	\$ 305,000	\$ 305,000	\$ 305,000	\$ 320,000
TOTAL LIBRARY DEBT SERVICE FUND EXPENSES		<u>\$ 371,305</u>	<u>\$ 370,336</u>	<u>\$ 361,000</u>	<u>\$ 361,000</u>	<u>\$ 357,800</u>
NET INCREASE (DECREASE)		\$ (1,008)	\$ (70)	\$ -	\$ (1,100)	\$ 1,100
Ending Fund Balance					\$ (1,100)	\$ -

Note: Revenue and Costs related to bond refinancing is excluded from FY14/15, which have a net effect of (\$113).

Library Debt Service Fund Line Item Descriptions

31-00-1-311 Property Tax \$312,000

FY13/14 Actual:	\$ 327,407	FY14/15 Actual:	\$ 327,406
FY15/16 Budget:	\$ 314,200	FY15/16 Projected:	\$ 313,100
Budget to Proposed	-0.7% ▽	Projected to Proposed	-0.4% ▽

A referendum was passed by citizens of Woodstock to institute a separate property tax to pay the debt related to renovations at the Woodstock Public Library. The tax levied each year is exactly equal to the associated debt service payments.

31-00-5-381 Interest Income \$ 500

FY13/14 Actual:	\$ 490	FY14/15 Actual:	\$ 444
FY15/16 Budget:	\$ 500	FY15/16 Projected:	\$ 500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Interest earned on money that is held to pay future Woodstock Library debt payments.

31-00-9-390 Transfer from Library Building Fund \$ 46,400

FY13/14 Actual:	\$ 42,400	FY14/15 Actual:	\$ 42,416
FY15/16 Budget:	\$ 46,300	FY15/16 Projected:	\$ 46,300
Budget to Proposed	0.2% △	Projected to Proposed	0.2% △

While the General Obligation Debt Series 2014A is paid by property tax that was authorized by the voters, Alternative Revenue Debt Series 2010B is paid using library impact fees or the Library Building Fund's property taxes, if impact fees are insufficient. Since these revenue sources are recorded in the Library Building Fund, a transfer must be made.

31-00-5-516 Agent Expense \$ 600

FY13/14 Actual:	\$ 556	FY14/15 Actual:	\$ 556
FY15/16 Budget:	\$ 600	FY15/16 Projected:	\$ 600
Budget to Proposed	0.0%	Projected to Proposed	0.0%

A paying agent is used to pay bondholders of Woodstock Library's debt. The cost of this paying agent is recorded within this line item.

31-00-8-934 Library GO-2005A/2014A (Interest) \$ 32,000

FY13/14 Actual:	\$ 68,400	FY14/15 Actual:	\$ 58,000
FY15/16 Budget:	\$ 49,300	FY15/16 Projected:	\$ 49,300
Budget to Proposed	-35.1% ▽	Projected to Proposed	-35.1% ▽

Interest cost related the Woodstock Library GO Debt 2005A/2014A is recorded in this line item. This debt was originally issued to expand and renovate the Library facility in 2000. In the year 2014, this debt was refunded in order to capitalize on lower interest rates. See line item 31-00-8-909 for the remaining debt schedule.

31-00-8-935 Library AR-2010B (Interest) \$ 5,200

FY13/14 Actual:	\$ 7,349	FY14/15 Actual:	\$ 6,780
FY15/16 Budget:	\$ 6,100	FY15/16 Projected:	\$ 6,100
Budget to Proposed	-14.8% ▽	Projected to Proposed	-14.8% ▽

When the Woodstock Library was renovated in 2000, an additional Alternate Revenue Bond was issued above and beyond the GO Debt that was authorized. This bond was most recently refunded in 2010 in order to capitalize on lower interest rates. See line item 31-00-8-910 for the remaining debt schedule.

31-00-8-909 Library GO-2005A/2014A (Principal) \$ 280,000

FY13/14 Actual:	\$ 260,000	FY14/15 Actual:	\$ 270,000
FY15/16 Budget:	\$ 265,000	FY15/16 Projected:	\$ 265,000
Budget to Proposed	5.7% △	Projected to Proposed	5.7% △

The repayment of principal related to the Woodstock Library GO Debt 2005A/2014A is recorded in this line item. This debt was originally issued to expand and renovate the Library facility in 2000. In 2014, this debt was refunded in order to capitalize on lower interest rates. Below is the remaining debt schedule.

Payment Date	Principal	Interest	Total	Annual Debt Payment
7/1/2016		\$ 16,000	\$ 16,000	
1/1/2017	\$ 280,000	\$ 16,000	\$296,000	\$312,000
7/1/2017		\$ 11,800	\$ 11,800	
1/1/2018	\$ 290,000	\$ 11,800	\$301,800	\$313,600
7/1/2018		\$ 6,000	\$ 6,000	
1/1/2019	\$ 300,000	\$ 6,000	\$306,000	\$312,000

31-00-8-910 Library AR-2010B (Principal) \$ 40,000

FY13/14 Actual:	\$ 35,000	FY14/15 Actual:	\$ 35,000
FY15/16 Budget:	\$ 40,000	FY15/16 Projected:	\$ 40,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

When the Woodstock Library was renovated in 2000, an additional Alternate Revenue Bond was issued above and beyond the GO Debt that was authorized. This bond was most recently refunded in 2010 in order to capitalize on lower interest rates. The remaining debt schedule is provided below.

Payment Date	Principal	Interest	Total	Annual Debt Payment
6/1/2016		\$2,565	\$2,565	
12/1/2016	\$40,000	\$2,565	\$42,565	\$45,130
6/1/2017		\$2,015	\$2,015	
12/1/2017	\$40,000	\$2,015	\$42,015	\$44,030

Payment Date	Principal	Interest	Total	Annual Debt Payment
6/1/2018		\$1,415	\$1,415	
12/1/2018	\$40,000	\$1,415	\$306,000	\$42,830
6/1/2019		\$765	\$765	
12/1/2019	\$40,000	\$765	\$45,765	\$46,530



THE CITY OF
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Annual Budget
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Tax Increment Financing (TIF)

Tax Increment Financing Fund

The Woodstock Downtown Tax Increment Finance (TIF) District, comprising approximately 113 acres, was established in April of 1997 to enact goals and objectives outlined in the *1994 Woodstock Comprehensive Plan* and the *Woodstock Downtown Sub-Area Plan*. The establishment of this district allows private investors and local governments to undertake redevelopment projects by utilizing the increase in property tax revenues, or **tax increment**, as a funding source. This funding source for TIF improvements has a 23-year life, expiring in 2020. The tax increment is the difference between the amount of property tax revenue generated before TIF district designation and the amount of property tax revenue generated after TIF designation. Establishment of a TIF does not reduce property tax revenues available to the overlapping taxing bodies. Property taxes collected on properties included in the TIF at the time of its designation continue to be distributed to the school districts, county, community college, etc. in the same manner as if the TIF did not exist.



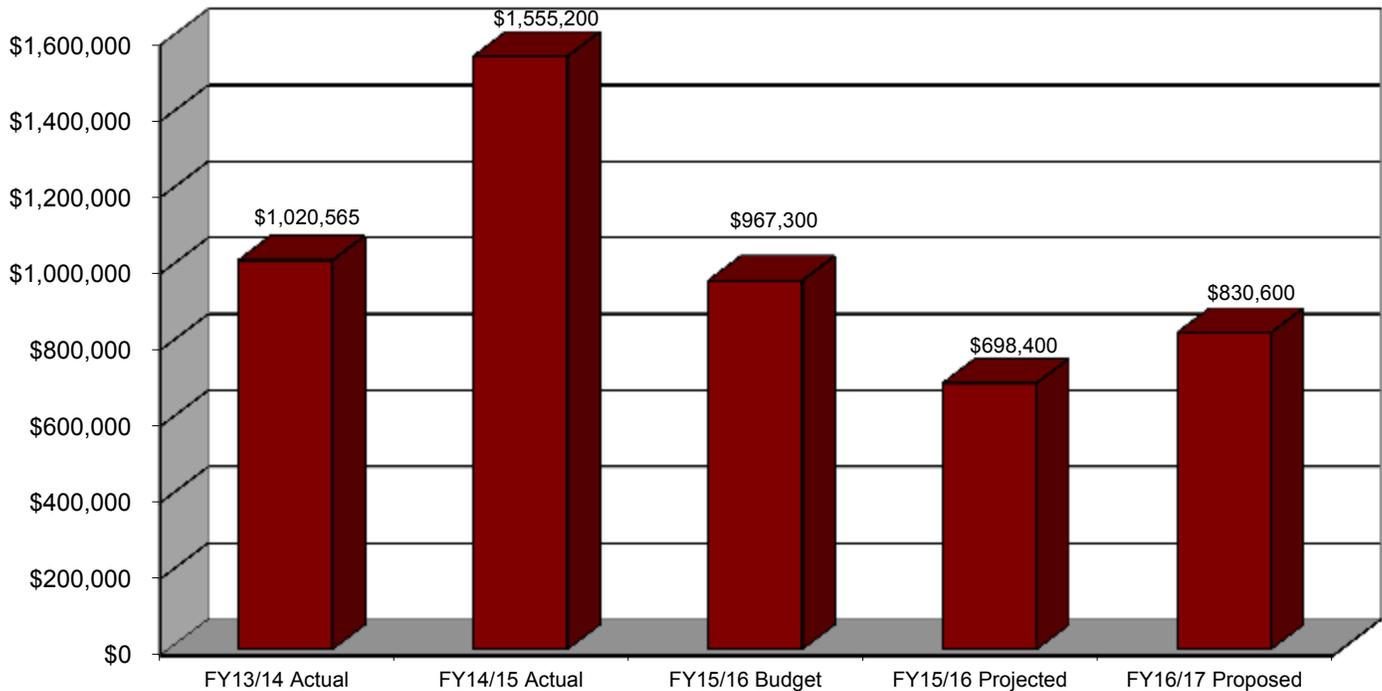
FY15/16 Accomplishments

- Funding covered a major restoration project at the Sheriff's House, the restoration and rebuilding of windows.
- The TIF Façade Improvement Program helped business owners at three locations complete projects including window repairs and installation of new windows, awning replacement and entry treatment enhancements.
- 610 SF of sidewalk was improved in the downtown with a focus on eliminating trip hazards, protecting the existing infrastructure, and improving the appearance and quality of the TIF district.
- The resurfacing of Calhoun Street, from Jefferson Street to Madison Street, and Madison Street, from Calhoun Street to South Street, was funded through the TIF.
- The City purchased concrete paver bricks and replaced bricks that were settling, in poor condition or considered hazardous on Main Street and Benton Street.
- A storm sewer was installed under the brick patio on the east side of the Old Courthouse Building. Its purpose is to convey water from the roof of the courthouse to the City storm sewer at the NW corner of Cass and Johnson Streets.
- Center railings were installed on all existing park benches in the Park-in-the-Square and Sesquicentennial Park. In addition a new garbage can enclosure and two planter boxes were purchased for Main Street at its intersection with the Pedway.
- The street lights on Main Street were converted to LED in order to gain efficiency in the lighting circuit and to take advantage of a grant that was from Illinois Clean Energy Community Foundation.
- The perimeter holiday lighting on the facades of the buildings in the downtown was removed and a new LED system was installed that included a number of new buildings to provide a uniform appearance in the Square.

FY16/17 Goals and Objectives

- Continue with the restoration of the Old Courthouse and Sheriff’s House as needed and as appropriate, including implementation of the recommendations from the TAP.
- The City will continue to administer the Façade Improvement Program through the TIF budget. Staff will work to approve as many of the projects as possible within budget constraints and work with project applicants to insure equitable City/owner participation.
- The City does intend to facilitate another sidewalk improvement program in FY16/17 with available funds. Sidewalk anywhere within the TIF District will be considered, with priority given to those areas within the downtown.
- West Jackson Street between Throop Street and Tryon Street will be repaved. There is a great deal of sidewalk and curb that needs to be improved during this project as well.
- The City will continue an Annual Downtown Brick Replacement Program for the sole purpose of preserving the infrastructure and the character of the downtown.
- The City will look for assistance in funding the placement of a mural on the north wall of the building that runs parallel with the Pedway. If funding is identified, the City will move forward with this project.
- Phase 1 and Phase 2 engineering for the construction of a roundabout at the intersection of South/Lake/Madison will be ongoing in FY16/17.
- A stone veneer and precast concrete coping cap will be installed on the concrete wall surrounding the Park-in-the-Square in accordance with the Streetscape Design Manual.

BUDGET COMPARISON



Tax Increment Financing Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ (11,800)	\$ (72,700)
REVENUES						
TAXES						
41-00-1-311	Property Tax	\$ 627,236	\$ 602,709	\$ 619,500	\$ 611,300	\$ 643,000
TOTAL TAXES		\$ 627,236	\$ 602,709	\$ 619,500	\$ 611,300	\$ 643,000
OTHER						
41-00-5-363	TIF Grant Revenue	\$ 4,550	\$ 20,000	\$ 63,000	\$ -	\$ 22,000
41-00-5-381	Interest Income	6,524	1,420	3,500	600	-
41-00-5-382	Rental Revenues	8,500	1,700	25,200	17,300	20,500
41-00-5-383	Courthouse Donations	35,085	10,303	17,400	8,300	9,000
TOTAL OTHER		\$ 54,659	\$ 33,423	\$ 109,100	\$ 26,200	\$ 51,500
TOTAL REVENUES (BEFORE TRANSFERS)		\$ 681,895	\$ 636,132	\$ 728,600	\$ 637,500	\$ 694,500
TRANSFERS (TO)/FROM OTHER FUNDS						
41-00-9-888	Transfer to General Corporate - CIP Fund	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES (AFTER TRANSFERS)		\$ 681,895	\$ 636,132	\$ 728,600	\$ 637,500	\$ 694,500
EXPENSES						
CONTRACTUAL SERVICES						
41-00-5-502	Legal Services	\$ 3,306	\$ 3,465	\$ 2,500	\$ 600	\$ 1,000
41-00-5-504	Professional Services	2,078	16,398	-	-	-
41-00-5-599	Property Taxes	-	-	-	9,400	-
TOTAL CONTRACTUAL SERVICES		\$ 5,384	\$ 19,863	\$ 2,500	\$ 10,000	\$ 1,000
CAPITAL OUTLAY						
41-00-7-721	Streetscape Improvements	\$ -	\$ -	\$ 50,000	\$ -	\$ 165,000
41-00-7-723	Façade Improvement Program	10,819	11,469	66,000	58,700	7,500
41-00-7-724	Streetscape Signage	9,479	9,511	-	-	-
41-00-7-725	Downtown Brick Replacement	20,110	30,730	20,000	22,300	25,000
41-00-7-726	Pedestrian Amenities	4,170	1,855	5,000	10,100	6,000
41-00-7-727	Sidewalk Maintenance & Replace	45,625	12,034	10,000	10,000	10,000
41-00-7-729	Old Courthouse	370,562	1,091,003	250,000	180,000	256,000
41-00-7-730	Roundabout-South Street	-	-	-	-	-
41-00-7-731	Street & Parking Lot Maintenance	199,226	150,091	100,000	100,000	145,000
41-00-7-732	Perimeter Street Lighting Replacement	4,250	11,858	170,000	103,500	-
41-00-7-735	Main Street Improvements	151,635	-	-	-	-
41-00-7-736	Old Courthouse Study	-	20,000	20,000	10,000	20,000
41-00-7-737	Business Incentives	-	-	70,000	-	-
41-00-7-738	Mural	-	-	10,000	-	-
TOTAL CAPITAL OUTLAY		\$ 815,876	\$ 1,338,551	\$ 771,000	\$ 494,600	\$ 634,500
INTEREST EXPENSE						
41-00-8-930	Interest Expense	\$ 43,775	\$ 41,256	\$ 38,200	\$ 38,200	\$ 34,500
TOTAL INTEREST EXPENSE		\$ 43,775	\$ 41,256	\$ 38,200	\$ 38,200	\$ 34,500

Tax Increment Financing Fund (Continued)

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
OTHER						
41-00-8-901	Agent Expenses	\$ 530	\$ 530	\$ 600	\$ 600	\$ 600
41-00-8-905	Principal on AR Bonds	155,000	155,000	155,000	155,000	160,000
	TOTAL OTHER	\$ 155,530	\$ 155,530	\$ 155,600	\$ 155,600	\$ 160,600
TOTAL TAX INCREMENT FINANCING FUND EXPENSES		\$ 1,020,565	\$ 1,555,200	\$ 967,300	\$ 698,400	\$ 830,600
NET INCREASE (DECREASE)		\$ (338,670)	\$ (919,068)	\$ (238,700)	\$ (60,900)	\$ (136,100)
Ending Fund Balance					\$ (72,700)	\$ (208,800)

Tax Increment Financing Item Descriptions

41-00-1-311	Property Tax			\$ 643,000
FY13/14 Actual:	\$ 627,236	FY14/15 Actual:	\$ 602,709	
FY15/16 Budget:	\$ 619,500	FY15/16 Projected:	\$ 611,300	
Budget to Proposed	3.8% △	Projected to Proposed	5.2% △	

The proposed budget figure reflects the anticipated property tax revenue as estimated by the Finance Department.

41-00-5-363	TIF Grant Revenue			\$ 22,000
FY13/14 Actual:	\$ 4,550	FY14/15 Actual:	\$ 20,000	
FY15/16 Budget:	\$ 63,000	FY15/16 Projected:	\$ 0	
Budget to Proposed	-65.1% ▽	Projected to Proposed	N/A	

This line item is for grants received for projects relating to the TIF. The McHenry County Community Foundation provided an unbudgeted grant in the amount of \$20,000 for the Urban Land Institute's Technical Assistance Panel project. \$20,000 remains in the MCCF grant allocation and will go toward additional analysis and focus group studies for the Old Courthouse. The City anticipates receiving up to \$35,000 in grants to offset costs for the replacement of light fixtures in the downtown. The City is seeking grant funding to complete a mural in the downtown.

41-00-5-381	Interest Income			\$ 0
FY13/14 Actual:	\$ 6,524	FY14/15 Actual:	\$ 1,420	
FY15/16 Budget:	\$ 3,500	FY15/16 Projected:	\$ 600	
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽	

This line item is for interest realized from the investment of TIF revenues. Interest income proceeds will be reduced in light of the stagnant economy and drawdown of available funds.

41-00-5-382 Rental Revenues \$ 20,500

FY13/14 Actual:	\$ 8,500	FY14/15 Actual:	\$ 1,700
FY15/16 Budget:	\$ 25,200	FY15/16 Projected:	\$ 17,300
Budget to Proposed	-18.7% ▽	Projected to Proposed	18.5% △

This line item reflects revenue generated as rent for the use of the Sheriff's House and Old Courthouse restaurants.

41-00-5-383 Courthouse Donations \$ 9,000

FY13/14 Actual:	\$ 35,085	FY14/15 Actual:	\$ 10,303
FY15/16 Budget:	\$ 17,400	FY15/16 Projected:	\$ 8,300
Budget to Proposed	-48.3% ▽	Projected to Proposed	8.4% △

Revenue includes contributions made by Old Courthouse users, donors, or the public to the 501(c)3 charitable fund for the purpose of maintaining, preserving and/or restoring the facility. Donations were reduced in FY14/15 as a result of the rebuilding of the Old Courthouse stairs.

41-00-9-888 Transfer to General Corporate – CIP Fund \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item is for the transfer of TIF revenues/fund balance to the General Corporate – CIP Fund to reimburse that fund for expenses related to improvements that were made within the TIF district prior to sufficient funds being generated in the TIF to pay for these improvements. With the acquisition of the Old Courthouse it was proposed that the transfer be discontinued so as to not further deplete the TIF fund for future years.

41-00-5-502 Legal Services \$ 1,000

FY13/14 Actual:	\$ 3,306	FY14/15 Actual:	\$ 3,465
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 600
Budget to Proposed	-60.0% ▽	Projected to Proposed	66.7% △

This line item covers legal expenses related to the drafting of TIF district development agreements. Businesses/property owners have expressed an interest in possible TIF redevelopment funds and new agreements may be considered.

41-00-5-504 Professional Services \$ 0

FY13/14 Actual:	\$ 2,078	FY14/15 Actual:	\$ 16,398
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The FY13/14 projected amount was for professional services provided by Gary Anderson Associates for an architectural assessment of the Old Courthouse and

Sheriff's House and subsequent assistance in the development of bid specs and RFP for the adaptive reuse of the historic landmark. In FY14/15, these expenses were reported in the Old Courthouse line item to reflect costs associated with that project.

41-00-5-599 Property Taxes \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 9,400
Budget to Proposed	N/A	Projected to Proposed	-100.0% ▽

With the cancellation of the lease with La Petite Creperie, the City was required to pay the delinquent property taxes for the Jailhouse restaurant space. The City has filed to exempt the property from taxes in future years while repairs and renovations are being completed prior to determining a tenant.

41-00-7-721 Streetscape Improvements \$ 165,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 50,000	FY15/16 Projected:	\$ 0
Budget to Proposed	230.0% △	Projected to Proposed	N/A

Funds were approved in FY15/16 to retrofit existing Victorian light fixtures on Main Street with LED in order to bring efficiency to the lighting circuit. A Clean Energy grant will pay for 50% of the cost of each light fixture. Funds in FY16/17 will pay for the installation of stone veneer over 100% of the concrete wall surrounding the Park-in-the-Square.

41-00-7-723 Façade Improvement Program \$ 7,500

FY13/14 Actual:	\$ 10,819	FY14/15 Actual:	\$ 11,469
FY15/16 Budget:	\$ 66,000	FY15/16 Projected:	\$ 58,700
Budget to Proposed	-88.6% ▽	Projected to Proposed	-87.2% ▽

The Façade Improvement Program (FIP) helps promote the continued use and maintenance of commercial buildings in the Historic Downtown Business Preservation District. FY16/17 request is well below the previous year's budgeted amount and reflects an decrease in anticipated project requests and costs.

41-00-7-724 Streetscape Signage \$ 0

FY13/14 Actual:	\$ 9,479	FY14/15 Actual:	\$ 9,511
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

At this time, the City has an ample supply of decorative sign posts and therefore, no funds have been requested in this line item since FY14/15.

41-00-7-725 Downtown Brick Replacement **\$ 25,000**

FY13/14 Actual:	\$ 20,110	FY14/15 Actual:	\$ 30,730
FY15/16 Budget:	\$ 20,000	FY15/16 Projected:	\$ 22,300
Budget to Proposed	25.0% △	Projected to Proposed	12.1% △

This line item provides funding to replace thousands of bricks within the Square that have cracked, heaved, sunk, or shattered due to the stresses from cars, trucks, snowplows, and the freeze-thaw cycle. Due to limited TIF funding, City staff is in the process of transitioning this expense to the General – CIP Fund in future years. In FY15/16, some additional work related to the removal and reinstallation of a brick patio that was torn up in front of the Old Courthouse to install a drain line connecting the gutter downspouts to the City storm sewer at the SW corner of Cass and Johnson Streets was completed.

41-00-7-726 Pedestrian Amenities **\$6,000**

FY13/14 Actual:	\$ 4,170	FY14/15 Actual:	\$ 1,855
FY15/16 Budget:	\$ 5,000	FY15/16 Projected:	\$ 10,100
Budget to Proposed	20.0% △	Projected to Proposed	-40.6% ▽

Funds in this line item are used to purchase additional or replacement trash cans, planter boxes, cigarette butt receptacles, recycling containers, and park benches on an as-needed basis for use in the downtown area. In FY15/16, garbage receptacle liners, one new garbage can, two new planter boxes, and center rails for existing park benches were purchased through this line item. Funds in FY16/17 will be used to purchase recycling containers for the downtown.

41-00-7-727 Sidewalk Maintenance & Replacement **\$ 10,000**

FY13/14 Actual:	\$ 45,625	FY14/15 Actual:	\$ 12,034
FY15/16 Budget:	\$ 10,000	FY15/16 Projected:	\$ 10,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item pays for regular maintenance, repair, and replacement of existing sidewalks within the TIF District in an effort to improve the safety and appearance of the downtown. As TIF funds are limited and will expire in several years, as well as the many competing projects, funding for this line item should eventually be transitioned to the General – CIP Fund for future and increased funding.

41-00-7-729 Old Courthouse **\$ 256,000**

FY13/14 Actual:	\$ 370,562	FY14/15 Actual:	\$ 1,091,003
FY15/16 Budget:	\$ 250,000	FY15/16 Projected:	\$ 180,000
Budget to Proposed	2.4% △	Projected to Proposed	42.2% △

Major funding in FY16/17 will be for continuing window repair/replacement in both the Sheriff's House and Old Courthouse. Sheriff's House windows are expected to be completed early in the fiscal year, while the Old Courthouse window repair/replacement will likely begin in Spring 2017 and be phased over multiple fiscal years. Continued masonry work is also needed and the downspouts, gable ends and soffits will need to be addressed and much of this

work should be done simultaneously if possible to reduce costs of lift rental and coordinated efforts of contractors.

41-00-7-730 Roundabout – South Street				\$ 0
FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0	
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0	
Budget to Proposed	N/A	Projected to Proposed	N/A	

This project was approved in 2013 for STP funding through the Council of Mayors. The City found out in 2016 that unless the City moves forward with this project, it would be removed from the STP programming. As a result, the City approved Phase 1 & Phase 2 engineering and land acquisition services at the intersection of South/Lake/Madison. Because there are more than a few competing projects in the TIF Fund, engineering and construction of the roundabout will be funded through the General Fund CIP utilizing a loan from the Utility Fund CIP.

41-00-7-731 Street & Parking Lot Maintenance				\$ 145,000
FY13/14 Actual:	\$ 199,226	FY14/15 Actual:	\$ 150,091	
FY15/16 Budget:	\$ 100,000	FY15/16 Projected:	\$ 100,000	
Budget to Proposed	45.0% △	Projected to Proposed	45.0% △	

Funds within this line item are used to improve the pavement on publicly-owned parking lots and streets within the TIF District. Due to limited TIF funding, City staff is in the process of transitioning this expense to the General – CIP Fund in future years. Failure to reassign these expenses could have a negative effect on future budgets when the TIF expires and all taxes revert back to the various taxing bodies. Funds in FY16/17 will be used to improve sidewalk, curb, and pavement on West Jackson Street between Throop and Tryon Streets.

41-00-7-732 Perimeter Street Lighting Replacement				\$ 0
FY13/14 Actual:	\$ 4,250	FY14/15 Actual:	\$ 11,858	
FY15/16 Budget:	\$ 170,000	FY15/16 Projected:	\$ 103,500	
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽	

In FY15/16, the City upgraded and expanded the perimeter lighting system which illuminates and defines the rooflines of buildings fronting the downtown Square and Main Street.

41-00-7-735 Main Street Improvements				\$ 0
FY13/14 Actual:	\$ 151,635	FY14/15 Actual:	\$ 0	
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0	
Budget to Proposed	N/A	Projected to Proposed	N/A	

In FY13/14 the City constructed a pedestrian walkway (Pedway) connecting the Throop Street parking lot with Main Street.

41-00-7-736 Old Courthouse Study \$ 20,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 20,000
FY15/16 Budget:	\$ 20,000	FY15/16 Projected:	\$ 10,000
Budget to Proposed	0.0%	Projected to Proposed	100.0% △

The McHenry County Community Foundation (MCCF) provided grant funds for the Urban Land Institute’s Technical Assistance Panel project which was completed in May of 2015. An additional \$20,000 grant from the MCCF was awarded to fund a followup study, to be conducted by Artspace Consulting Services in May 2016.

41-00-7-737 Business Incentives \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 70,000	FY15/16 Projected:	\$ 0
Budget to Proposed	-100.0% ▽	Projected to Proposed	N/A

Funds to assist with the location of a winery at the former Richards Supply building just off the Square in the TIF District were allocated in FY15/16. However, the project fell through when the developer failed to obtain necessary financing.

41-00-7-738 Mural \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 10,000	FY15/16 Projected:	\$ 0
Budget to Proposed	-100.0% ▽	Projected to Proposed	N/A

It is the intent to seek out and apply for grants which would fund 80% of the cost of a mural to be painted on the face of the building on the north side of the Pedway connecting Main Street with the City’s parking lot on Throop Street. This line item would fund the entire cost of the mural. Should grant funds not be identified, it is unlikely that this project will move forward.

41-00-8-930 Interest Expense \$34,500

FY13/14 Actual:	\$ 43,775	FY14/15 Actual:	\$ 41,256
FY15/16 Budget:	\$ 38,200	FY15/16 Projected:	\$ 38,200
Budget to Proposed	-9.7% ▽	Projected to Proposed	-9.7% ▽

Interest related to the Series 2010C and 2010E Alternate Revenue Bonds are paid from this line item, which refunded the 2002E and 2002G Alternate Revenue Bonds.

The City originally issued the 2002E and 2002G Alternate Revenue Bonds for the purpose of refinancing the outstanding debt for the purchase of the properties at 421 and 425 Clay Street and the purchase of the property at 409 Clay Street. In addition, funds were used to improve public infrastructure as part of the Die Cast (Woodstock Station) redevelopment project.

See line item 41-00-8-905 for the remaining debt schedule related to the 2010C and 2010E Series Bonds.

41-00-8-901 Agent Expenses

\$ 600

FY13/14 Actual:	\$ 530	FY14/15 Actual:	\$ 530
FY15/16 Budget:	\$ 600	FY15/16 Projected:	\$ 600
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The projected costs are for services related to payment on the two outstanding bonds paid through the TIF Fund.

41-00-8-905 Principal on AR Bonds

\$ 160,000

FY13/14 Actual:	\$ 155,000	FY14/15 Actual:	\$ 155,000
FY15/16 Budget:	\$ 155,000	FY15/16 Projected:	\$ 155,000
Budget to Proposed	3.2% Δ	Projected to Proposed	3.2% Δ

Principal related to the Series 2010C and 2010E Bonds are paid from this line item. For a further description of these bonds see line item 41-00-8-930. The remaining debt service schedule is provided below:

Bond Series 2010C				
Payment Date	Principal	Interest	Total	Annual Debt Payment
6/1/2016		\$ 14,156	\$ 14,156	
12/1/2016	\$ 135,000	\$ 14,156	\$ 149,156	\$ 163,312
6/1/2017		\$ 12,299	\$ 12,299	
12/1/2017	\$ 135,000	\$ 12,299	\$ 147,299	\$ 159,598
6/1/2018		\$ 10,274	\$ 10,274	
12/1/2018	\$ 140,000	\$ 10,274	\$ 150,274	\$ 160,548
6/1/2019		\$ 7,999	\$ 7,999	
12/1/2019	\$ 145,000	\$ 7,999	\$ 152,999	\$ 160,998
6/1/2020		\$ 5,534	\$ 5,534	
12/1/2020	\$ 145,000	\$ 5,534	\$ 150,534	\$ 156,068
6/1/2021		\$ 2,906	\$ 2,906	
12/1/2021	\$ 155,000	\$ 2,906	\$ 157,906	\$ 160,812

Bond Series 2010E				
Payment Date	Principal	Interest	Total	Annual Debt Payment
6/1/2016		\$ 3,082	\$ 3,082	
12/1/2016	\$ 25,000	\$ 3,082	\$ 28,082	\$ 31,164
6/1/2017		\$ 2,738	\$ 2,738	
12/1/2017	\$ 30,000	\$ 2,738	\$ 32,738	\$ 35,476
6/1/2018		\$ 2,288	\$ 2,288	
12/1/2018	\$ 30,000	\$ 2,288	\$ 32,288	\$ 34,576
6/1/2019		\$ 1,801	\$ 1,801	

12/1/2019	\$ 30,000	\$ 1,801	\$ 31,801	\$ 33,602
6/1/2020		\$ 1,291	\$ 1,291	
12/1/2020	\$ 35,000	\$ 1,291	\$ 36,291	\$ 37,582
6/1/2021		\$ 656	\$ 656	
12/1/2021	\$ 35,000	\$ 656	\$ 35,656	\$ 36,312



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Utility Revenues

Utility Revenues

Attached is the FY16/17 budget for the revenue portion of the Utility Fund. In addition to a detailed description of each revenue line item and a summary of how the revenue projections are calculated, this report provides an overview of the current conditions and “health” of the Utility Fund. Information has been included to describe revenue trends, comparison of revenues to expenses, and how fund balance is incorporated into the overall budget planning.



Revenues reflected in this budget are required to support all expenses in the Water Treatment, Wastewater Treatment, Sewer and Water Maintenance, Sewer and Water Administration and Debt, and Sewer and Water CIP budgets. **There are no tax dollars or general revenue received by the City that is used to support this Fund.** In fact, the City’s Utility Fund transfers revenue to the General Fund annually as payment of the services provided by Departments that are funded in the General Fund, but also provide support and services necessary for the utility operations.

Historically, the City has adopted small annual increases to water and sewer rates to provide adequate funding for utility operations and to avoid the need for larger rate increases in a single year. The City must continue to invest adequate funds on an annual basis to meet critical capital improvement needs within all aspects (e.g. water treatment, wastewater treatment, water supply wells, water storage facilities, water distribution system, sanitary sewer collection system, and sanitary sewer lift stations) of the utility operation. In order to provide funding for essential capital costs, the **FY16/17 Water and Sewer Utility Fund Revenue Budget includes a recommendation for a five percent (5.0%) increase in water and sewer rates.** The City’s current water/sewer rate is one of the lowest in the area based on a recent survey completed by another municipality.

FY15/16 Accomplishments

- The City was able to maintain an adequate cash reserve as recommended by standard financial management policies to properly fund operations.
- Funds were transferred from utility revenue to pay the appropriate salary, overhead costs and health insurance premiums for all Utility Fund employees.
- Funds were transferred from utility revenues to pay the appropriate share of insurance costs related to utility facilities and operations.
- The Utility Fund budget reimbursed the General Corporate Fund for staff and services provided by other Departments (e.g. General Government, Finance, Human Resources, Public Works Administration, and Fleet Maintenance) who support the City’s utility operations. Through this transfer the City helps to ensure that no tax dollars are used to support the utility enterprise fund responsibilities.
- The City was able to provide adequate revenue for the operation and improvement of all utility services with a rate increase of 5.0%.

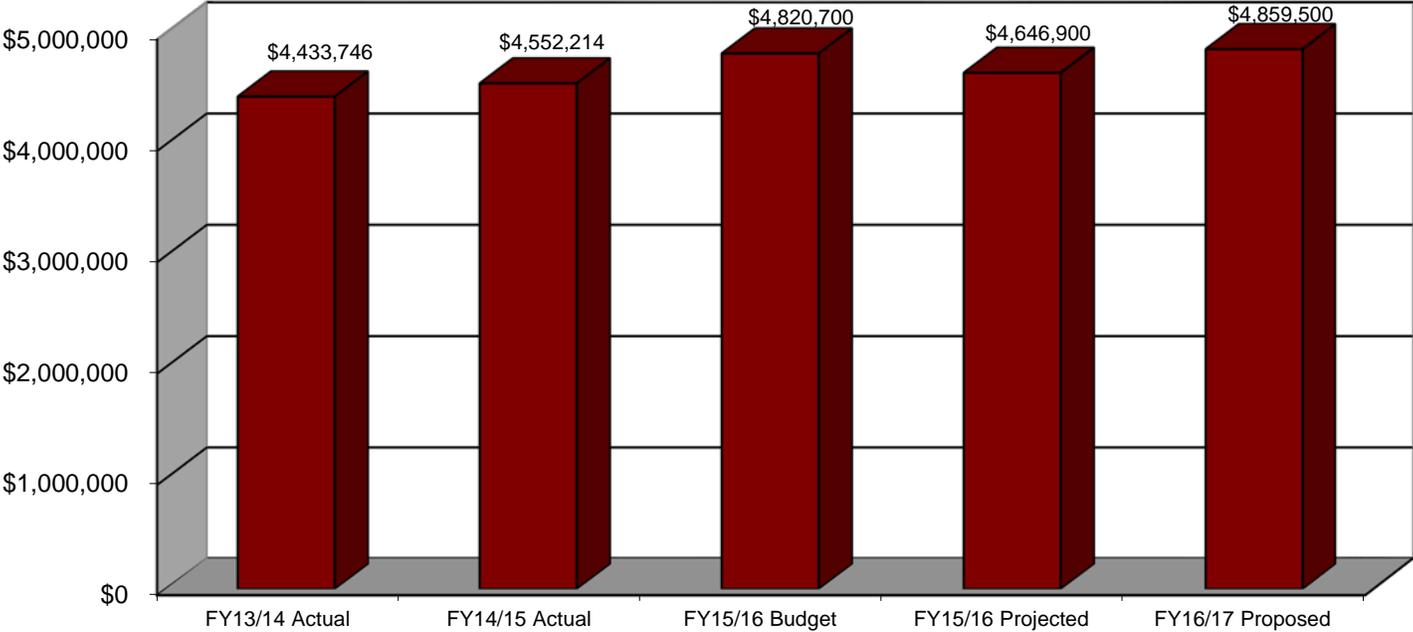
FY16/17 Goals and Objectives

- Complete the annual review of water and sewer rates in an effort to establish a user rate that will provide adequate funds for the reliable operation, maintenance, and capital needs of the City’s sewer and water utilities.
- Maintain, develop, and manage adequate cash reserves to provide funding for unexpected conditions and/or emergency operations and provide the financing necessary to enable the City to provide reliable service to our customers.
- Increase the ratio for water billed versus pumped to account for lost water and gain revenue in water sales.

Water & Sewer Utility Fund - Revenues

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ 105,600	\$ 336,400
REVENUES						
SALES OF GOODS AND SERVICES						
60-00-3-370	Late Fee Charges	\$ 75,308	\$ 81,270	\$ 83,800	\$ 110,000	\$ 95,000
60-00-3-371	Water & Sewer Sales	4,326,772	4,350,585	4,672,500	4,461,300	4,683,000
60-00-3-373	Meter Charges	21,580	14,790	14,000	9,000	10,000
TOTAL SALES OF GOODS AND SERVICES		\$ 4,423,660	\$ 4,446,645	\$ 4,770,300	\$ 4,580,300	\$ 4,788,000
OTHER						
60-00-5-378	Sale of Surplus Equipment	\$ 650	\$ 5,597	\$ -	\$ -	\$ 8,500
60-00-5-380	Miscellaneous Income	6,157	6,792	24,000	64,500	26,000
60-00-5-381	Interest Income	3,279	(6,047)	1,000	2,100	1,500
60-00-5-385	Grant Revenue	-	99,227	25,400	-	35,500
TOTAL OTHER REVENUES		\$ 10,086	\$ 105,569	\$ 50,400	\$ 66,600	\$ 71,500
TOTAL REVENUES (BEFORE TRANSFERS)		\$ 4,433,746	\$ 4,552,214	\$ 4,820,700	\$ 4,646,900	\$ 4,859,500
TRANSFERS (TO)/FROM OTHER FUNDS						
60-00-9-393	Transfer From Aquatic Center	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
60-00-9-889	Transfer To Employee Insurance Fund	(303,548)	(283,323)	(251,000)	(246,600)	(315,200)
60-00-9-950	Transfer To General Corporate Fund	(327,005)	(355,240)	(355,400)	(355,400)	(387,400)
60-00-9-951	Transfer To IMRF Fund	(219,000)	(226,800)	(147,000)	(135,000)	-
60-00-9-952	Transfer to Social Security Fund	-	-	(88,300)	(78,000)	-
60-00-9-962	Transfer to Water/Sewer Capacity Fund	(36,600)	-	-	-	-
60-00-9-963	Transfer to Liability Insurance Fund	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ (977,153)	\$ (956,363)	\$ (932,700)	\$ (906,000)	\$ (793,600)
TOTAL REVENUES (AFTER TRANSFERS)		\$ 3,456,593	\$ 3,595,851	\$ 3,888,000	\$ 3,740,900	\$ 4,065,900
EXPENSES						
60-50-x-xxx	Water Treatment	\$ 883,781	\$ 889,004	\$ 912,300	\$ 911,400	\$ 1,009,500
60-51-x-xxx	Sewage Treatment	938,488	954,706	1,005,100	918,200	1,038,400
60-52-x-xxx	Sewer & Water Maintenance	749,150	689,081	781,500	708,100	834,600
60-53-x-xxx	Administration & Debt Service	634,793	633,995	648,300	633,600	640,600
60-54-x-xxx	Capital Improvement	603,676	677,445	452,300	338,800	641,000
TOTAL WATER & SEWER FUND EXPENSES		\$ 3,809,888	\$ 3,844,231	\$ 3,799,500	\$ 3,510,100	\$ 4,164,100
NET INCREASE (DECREASE)		\$ (353,295)	\$ (248,380)	\$ 88,500	\$ 230,800	\$ (98,200)
Ending Fund Balance					\$ 336,400	\$ 238,200

BUDGET COMPARISON (Revenues)



Utility - Revenues Line Item Descriptions

60-00-3-370 Late Fee Charges		\$ 95,000
FY13/14 Actual:	\$ 75,308	FY14/15 Actual: \$ 81,270
FY15/16 Budget:	\$ 83,800	FY15/16 Projected: \$ 110,000
Budget to Proposed	13.4% △	Projected to Proposed -13.6% ▽

Revenues for late payment (penalty) charges are separated from the normal billing revenues and assigned to this line item. There is no substantial change in the number of users expected to pay late charges for next year, and the revenue amount is based on the typical annual revenue received during past years.

60-00-3-371 Water & Sewer Sales **\$ 4,683,000**

FY13/14 Actual:	\$ 4,326,772	FY14/15 Actual:	\$ 4,350,585
FY15/16 Budget:	\$ 4,672,500	FY15/16 Projected:	\$ 4,461,300
Budget to Proposed	0.2% △	Projected to Proposed	5.0% △

This line item reflects the revenue received from the sale of potable water and services provided to treat wastewater. Total revenue in this line item is impacted by growth and also by weather conditions. The City has experienced minimal growth over the past few years measured by the number of new customers and the amount of new revenue. Without an addition of new customers annually, water and sewer sales revenue directly corresponds to the amount of water pumped and treated, which is dependent on summer weather conditions.

In order to provide adequate funds for the necessary operation of the City's utility systems, complete important capital improvement projects, and continue to provide sound financial management of the utility operations, the City has historically approved small annual increases in water and sewer rates. Because of the need to complete essential capital projects within the Utility Fund, the FY16/17 Water and Sewer Utility Fund Revenue Budget includes a recommendation for a 5.0% increase in the sewer and water rates. When compared with other municipal rates in the immediate area, the City's current rate remains one of the lowest.

60-00-3-373 Meter Charges **\$ 10,000**

FY13/14 Actual:	\$ 21,580	FY14/15 Actual:	\$ 14,790
FY15/16 Budget:	\$ 14,000	FY15/16 Projected:	\$ 9,000
Budget to Proposed	-28.6% ▽	Projected to Proposed	11.1% △

The City replaces old meters (less than 2" in size), that have either quit working or that can no longer be repaired due to their age, at no cost to the customer, and there is no revenue received from that service provided to our existing customers. However, the property/building owner is charged for the cost of the meter for the first-time installation. The amount of this revenue will vary from year-to-year based on the amount of new construction. Revenue received in FY15/16 is consistent with those amounts received in previous years.

60-00-5-378 Sale of Surplus Equipment **\$ 8,500**

FY13/14 Actual:	\$ 650	FY14/15 Actual:	\$ 5,597
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Following the replacement of vehicles and equipment purchased for the Utility Fund operations, those items are then sold as surplus assets by the City. No vehicles or equipment from the Utility Fund were sold at auction in 2014 and no surplus vehicles or equipment are planned to be sold in FY15/16. A wheel loader

assigned to the wastewater treatment plant is expected to be replaced in FY16/17.

60-00-5-380 Miscellaneous Income				\$ 26,000
FY13/14 Actual:	\$ 6,157	FY14/15 Actual:	\$ 6,792	
FY15/16 Budget:	\$ 24,000	FY15/16 Projected:	\$ 64,500	
Budget to Proposed	8.3% △	Projected to Proposed	-59.7% ▽	

Revenue in this line item is from the sale of old water meters as scrap and from participation in an electric load reduction program whereby the water and wastewater treatment facilities operate on standby power during the electric utilities peak loading periods.

60-00-5-381 Interest Income				\$ 1,500
FY13/14 Actual:	\$ 3,279	FY14/15 Actual:	(\$ 6,047)	
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 2,100	
Budget to Proposed	50.0% △	Projected to Proposed	-28.6% ▽	

The City has been able to retain the recommended fund balance within the Water and Sewer Utility Fund which generates annual interest earnings. This interest earned is included as revenue for the Water and Sewer Utility Fund and is used to support and offset operational and capacity costs.

60-00-5-385 Grant Revenue				\$ 35,500
FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 99,227	
FY15/16 Budget:	\$ 25,400	FY15/16 Projected:	\$ 0	
Budget to Proposed	39.8% △	Projected to Proposed	N/A	

In FY14/15, the City received a DCEO grant to replace two rotary blowers at the Northside Wastewater Treatment Plant with more energy efficient models. In FY15/16, grant funds were anticipated to be received to replace energy inefficient T12 florescent bulbs, which are no longer being manufactured. However, due to the failure of a budget at the State level, DCEO funds have not been approved for distribution. It is hopeful that this project can move forward in FY16/17 with grant funding.

60-00-9-393 Transfer From Aquatic Center				\$ 9,000
FY13/14 Actual:	\$ 9,000	FY14/15 Actual:	\$ 9,000	
FY15/16 Budget:	\$ 9,000	FY15/16 Projected:	\$ 9,000	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

Employees of the Water Treatment Division work a number of hours at the Aquatic Center each summer monitoring and controlling the water quality and maintaining the mechanical systems. Because the City's water treatment system is a separate enterprise fund operation, it is not appropriate for the water customers to pay the cost for these services. As a result, this transfer is utilized to reimburse the utility fund for services provided. The amount of the transfer is

based on the number of hours of work provided at the Aquatic Center each year.

60-00-9-889 Transfer To Employee Insurance Fund (\$ 315,200)

FY13/14 Actual:	(\$ 303,548)	FY14/15 Actual:	(\$ 283,323)
FY15/16 Budget:	(\$ 251,000)	FY15/16 Projected:	(\$ 246,600)
Budget to Proposed	25.6% Δ	Projected to Proposed	27.8% Δ

This annual transfer of funds from the Water and Sewer Utility Fund to the Employee Insurance Fund is to pay for the cost of providing health and life insurance coverage for the full-time employees in the three divisions supported by the Water and Sewer Fund (Water Treatment, Wastewater Treatment, and Sewer and Water Maintenance).

60-00-9-950 Transfer To General Corporate Fund (\$ 387,400)

FY13/14 Actual:	(\$ 327,005)	FY14/15 Actual:	(\$ 355,240)
FY15/16 Budget:	(\$ 355,400)	FY15/16 Projected:	(\$ 355,400)
Budget to Proposed	9.0% Δ	Projected to Proposed	9.0% Δ

The General Corporate Fund appropriates expenses for the City Manager’s Office, Finance Department, Human Resources Department, Public Works Administration, and Fleet Maintenance which then in turn provide support services to the Utility Fund operations. These General Fund supported costs have been reflected within the Water and Sewer Revenues budget as a corresponding transfer of funds pursuant to generally accepted accounting principles. The costs are based on a percentage of the general duties and time spent by each Department assisting the utility fund operations and as annually adjusted by the City’s auditors.

The percentages charged for each department are as follows:

- Finance Office - 40%
- Public Works Administration - 25%
- Human Resources Department - 20%
- General Government - 10%*
- Fleet Maintenance - 8%

*Excludes expenses for Enterprise Zone, Marketing, and Special Census.

60-00-9-951 Transfer To IMRF Fund \$ 0

FY13/14 Actual:	(\$ 219,000)	FY14/15 Actual:	(\$ 226,800)
FY15/16 Budget:	(\$ 147,000)	FY15/16 Projected:	(\$ 135,000)
Budget to Proposed	-100.0% ∇	Projected to Proposed	-100.0% ∇

This transfer of funds from the Water and Sewer Utility Fund to the Illinois Municipal Retirement Fund is to pay for the cost of the City’s responsibility for retirement benefits for the full-time employees in the three divisions supported by the Water and Sewer Fund (Water Treatment, Wastewater Treatment, and Sewer and Water Maintenance). Beginning in FY16/17, this transfer has been

eliminated and costs for IMRF benefits are appropriated directly within the corresponding divisions' operating budgets. This proposed modification eliminates a comment from the Auditor's Management Letter.

60-00-9-952 Transfer to Social Security Fund \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	(\$ 88,300)	FY15/16 Projected:	(78,000)
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

This transfer of funds from the Water and Sewer Utility Fund to the Social Security Fund is to pay for the cost of the City's responsibility for retirement benefits for the full-time employees in the three divisions supported by the Water and Sewer Fund (Water Treatment, Wastewater Treatment, and Sewer and Water Maintenance). This transfer includes payroll costs paid directly by the City for Social Security and Medicare coverage. Similar to the previous account, this transfer has been eliminated and costs are appropriated directly within the corresponding divisions' operating budgets. This proposed modification will also eliminate a comment from the Auditor's Management Letter.

60-00-9-962 Transfer to Water/Sewer Capacity Fund \$ 0

FY13/14 Actual:	(\$ 36,600)	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

During FY07/08, the City Council authorized the use of funds from the Sewer and Water Capacity CIP fund to pay a portion of the cost to purchase a new sewer cleaning vehicle for Sewer and Water Maintenance. This vehicle is used for maintenance purposes and is not related to the capacity of the utility system. As a result, the Sewer and Water Fund repaid the loan to the Capacity Fund over a five-year period via this annual transfer. FY13/14 was the fifth and final year of this repayment.

60-00-9-963 Transfer to Liability Insurance Fund (\$ 100,000)

FY13/14 Actual:	(\$ 100,000)	FY14/15 Actual:	(\$ 100,000)
FY15/16 Budget:	(\$ 100,000)	FY15/16 Projected:	(\$ 100,000)
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The Liability Insurance Fund provides for all of the insurance needs of the City exclusive of employee health and life insurance, including property, auto, directors and officer's liability, and workers' compensation. These insurance costs are described in the Liability Insurance Fund. Since the City's utility services and facilities are a separate enterprise fund, it is appropriate that the Utility Fund budget pay the appropriate insurance fees.

60-00-9-963 Transfer to Liability Insurance Fund (\$ 100,000)

FY13/14 Actual:	(\$ 100,000)	FY14/15 Actual:	(\$ 100,000)
FY15/16 Budget:	(\$ 100,000)	FY15/16 Projected:	(\$ 100,000)
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The Liability Insurance Fund provides for all of the insurance needs of the City exclusive of employee health and life insurance, including property, auto, directors and officer’s liability, and workers’ compensation. These insurance costs are described in the Liability Insurance Fund. Since the City’s utility services and facilities are a separate enterprise fund, it is appropriate that the Utility Fund budget pay the appropriate insurance fees.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

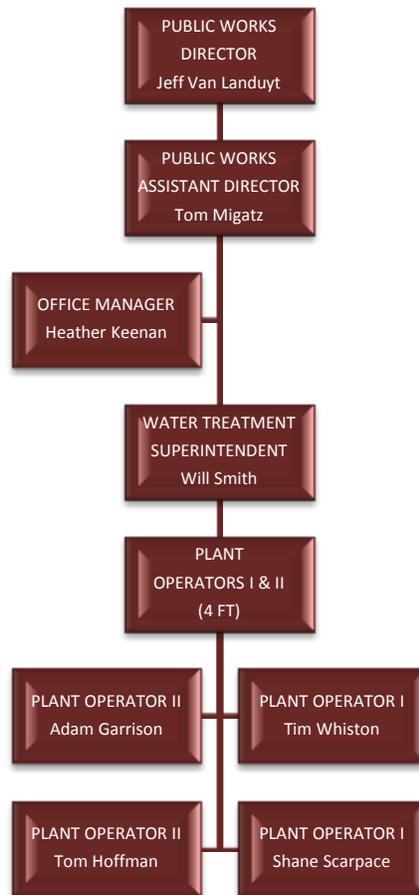
Water

Water Treatment Division

The Water Treatment Division of the Department of Public Works is responsible for the operation and maintenance of the City’s two water treatment plants, six ground water supply wells, three elevated water storage tanks, one ground level storage tank, one water pumping station, and related facilities and equipment. This budget includes operational costs to meet or exceed all USEPA, IEPA, and IDPH water quality requirements as well as costs to staff the treatment facilities 16 hours per day, 365 days per year.



WATER TREATMENT DIVISION – ORGANIZATIONAL CHART



WATER TREATMENT DIVISION – PERSONNEL SUMMARY					
AUTHORIZED POSITION/TITLE	13/14	14/15	15/16	16/17	+(-)
Superintendent	1	1	1	1	0
Plant Operators I and II	4	4	4	4	0
TOTAL FULL TIME	5	5	5	5	0

FY15/16 Accomplishments

- The most significant accomplishment of the past year was the delivery of a safe, reliable water supply to customers. During FY15/16 there were no violations of regulatory standards or disruption of water service.
- The City received an award from the Illinois Department of Public Health (IDPH) in 2015 for perfect compliance with the Illinois mandated fluoride concentration in drinking water. This is the 19th consecutive year that the City of Woodstock has been recognized for this perfect compliance record.
- Preventative maintenance of one of the City's water supply wells serving the First Street Water Treatment Plant was completed without any disruption of service to water customers.
- Inspections were performed at the Lake Avenue and McConnell Road elevated storage tanks. Recommendations for repairs were included in the FY16/17 CIP budget.
- The IEPA-required sampling and documentation for the Synthetic and Volatile Organic Contaminants were completed in the FY15/16. No industrial contaminants were detected in the City's water supply.
- Annual brine tank cleaning was completed at the Seminary Avenue Treatment Plant and the First Street Water Treatment Plant.
- The Water Treatment Division is responsible for mechanical systems and water quality at the Woodstock Water Works. Public pools are regulated by the IDPH. Inspections during the pool season by the IDPH found no deficiencies in the mechanical equipment or water quality.
- The annual Consumer Confidence Report was completed and delivered to our water customers.

FY16/17 Goals and Objectives

- Provide professional management and operation of the City's water supply and water treatment systems to meet all regulatory requirements as well as City of Woodstock water quality goals for our customers.
- Provide prompt, personal, courteous and professional service to our water customers.
- Plan, schedule and complete regular maintenance of all water supply wells and water treatment facilities to ensure a reliable operation and consistent delivery of water to our customers without disruption or water restriction due to mechanical failures.
- Provide general and specific information regarding Woodstock's water supply and treatment systems to the public as appropriate and as requested. Provide educational opportunities to explain the importance of water conservation, groundwater protection and availability issues.
- Operate the City's water supply and treatment facilities in a cost-efficient manner.
- Identify continuing education for operators to maintain the technical skills necessary for the safe and efficient delivery of water to our customers.
- Provide management, control, and maintenance of mechanical systems to manage water quality at the Woodstock Water Works.

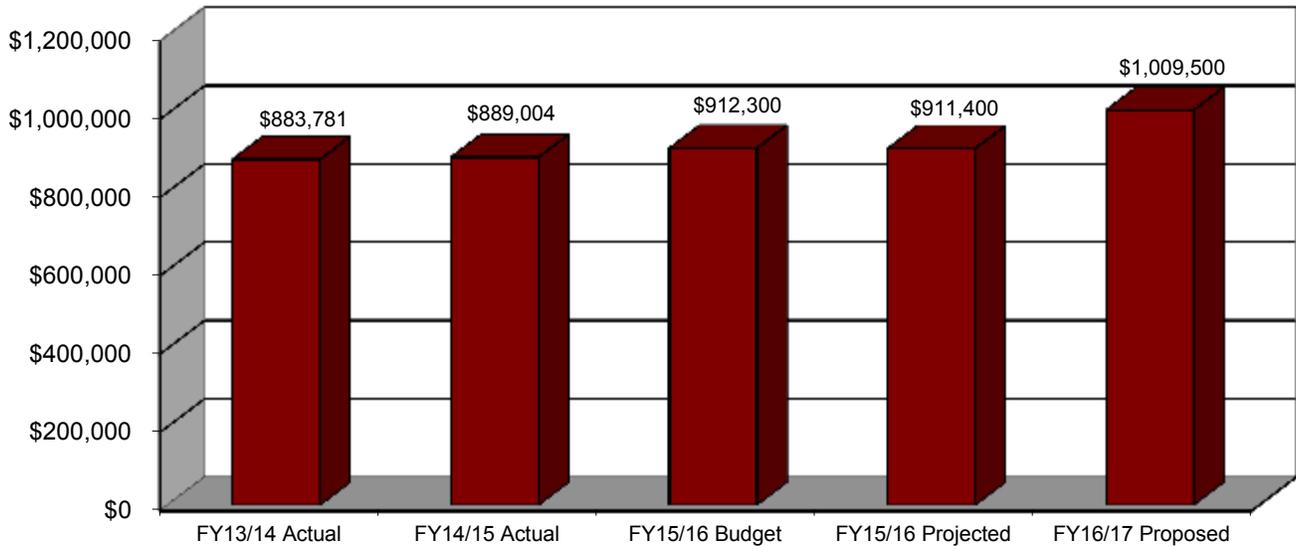
Performance Measures:

Item	Goal	Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Estimated
Achieve Fluoridation Award	Achieve 100% compliance		100%	100%	100%
Respond to Water Quality Complaints	Respond to All Resident Issues Within 24 Hours		80%	100%	100%
Mechanical Issues at Water Works	Pass IDPH Inspection With No Mechanical Defeciencies		100%	100%	100%
IEPA Compliance	Achieve 100% Compliance In All Categories		100%	100%	100%
Accidents causing damage to Person or Property	Zero Accidents		1 accident	0 accidents	0 accidents

Water & Sewer Utility-Expenses

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
WATER TREATMENT						
SALARIES						
60-50-3-403	Water Superintendent	\$ 79,848	\$ 83,411	\$ 84,600	\$ 84,600	\$ 86,300
60-50-3-415	Operators	218,492	226,504	213,200	213,000	224,700
60-50-3-445	Overtime	7,358	8,744	9,000	12,000	9,000
TOTAL SALARIES		\$ 305,698	\$ 318,659	\$ 306,800	\$ 309,600	\$ 320,000
PERSONAL SERVICES						
60-50-4-451	Sick Leave Conversion	\$ -	\$ 2,389	\$ 5,000	\$ 4,300	\$ 7,200
60-50-4-453	Uniforms	718	1,996	2,000	2,000	2,000
60-50-4-457	IMRF	-	-	-	-	43,200
60-50-4-458	Social Security	-	-	-	-	19,800
60-50-4-459	Medicare	-	-	-	-	4,600
TOTAL PERSONAL SERVICES		\$ 718	\$ 4,385	\$ 7,000	\$ 6,300	\$ 76,800
CONTRACTUAL SERVICES						
60-50-5-501	Communications	\$ 22,379	\$ 27,903	\$ 31,000	\$ 31,000	\$ 30,000
60-50-5-509	Laboratory Testing Services	11,605	8,057	9,500	9,500	8,200
60-50-5-540	Utilities	197,743	196,720	200,000	200,000	200,000
60-50-5-550	Service to Maintain Buildings	711	-	1,000	500	1,000
60-50-5-552	Service to Maintain Equipment/Vehicles	20,072	19,631	17,000	21,000	20,000
60-50-5-560	Refuse	-	3,921	4,000	4,000	4,000
TOTAL CONTRACTUAL SERVICES		\$ 252,510	\$ 256,232	\$ 262,500	\$ 266,000	\$ 263,200
COMMODITIES						
60-50-6-602	Gasoline & Oil	\$ 5,998	\$ 5,253	\$ 5,500	\$ 6,500	\$ 6,500
60-50-6-603	Fuel-Heating	24,109	20,038	18,000	18,000	18,000
60-50-6-605	Tools	420	223	500	500	500
60-50-6-606	Supplies	2,703	2,527	2,500	2,000	2,500
60-50-6-607	Chemicals	48,085	47,070	50,000	45,000	50,000
60-50-6-610	Salt	213,795	202,691	225,000	225,000	238,000
60-50-6-615	Laboratory Chemicals	4,527	4,062	4,500	4,500	4,500
60-50-6-620	Material to Maintain Buildings	1,360	41	500	500	500
60-50-6-621	Material to Maintain Equipment	20,590	24,353	25,000	25,000	25,000
60-50-6-622	Material to Maintain Vehicles	2,010	2,463	2,000	1,000	2,000
TOTAL COMMODITIES		\$ 323,597	\$ 308,721	\$ 333,500	\$ 328,000	\$ 347,500
CAPITAL OUTLAY						
60-50-7-720	Equipment	\$ 1,258	\$ 1,007	\$ 2,500	\$ 1,500	\$ 2,000
TOTAL CAPITAL OUTLAY		\$ 1,258	\$ 1,007	\$ 2,500	\$ 1,500	\$ 2,000
TOTAL WATER TREATMENT DIVISION EXPENSES		\$ 883,781	\$ 889,004	\$ 912,300	\$ 911,400	\$ 1,009,500

BUDGET COMPARISON



Water Treatment Division Line Item Descriptions

60-50-3-403 Water Superintendent	\$ 86,300
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FY13/14 Actual:	\$ 79,848	FY14/15 Actual:	\$ 83,411
FY15/16 Budget:	\$ 84,600	FY15/16 Projected:	\$ 84,600
Budget to Proposed	2.0% Δ	Projected to Proposed	2.0% Δ

The FY16/17 budget amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City’s approved merit program. The Superintendent directs and manages all operations associated with water treatment and is responsible for compliance with operating permits. This line item pays the cost of the Superintendent’s salary for the Water Treatment Division of Public Works.

60-50-3-415 Operators	\$ 224,700
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FY13/14 Actual:	\$ 218,492	FY14/15 Actual:	\$ 226,504
FY15/16 Budget:	\$ 213,200	FY15/16 Projected:	\$ 213,000
Budget to Proposed	5.4% Δ	Projected to Proposed	5.5% Δ

The FY16/17 budget amount is consistent with the negotiated labor contracts for unionized Public Works positions. This line item pays the salary of four (4) full-time, year-round plant operators who serve to operate and maintain two (2) water treatment facilities, water booster station, water towers, etc. In 2014, an employee was away on medical leave for several weeks. An employee from another division in Public Works was temporarily assigned to Water Treatment.

60-50-3-445 Overtime \$ 9,000

FY13/14 Actual:	\$ 7,358	FY14/15 Actual:	\$ 8,744
FY15/16 Budget:	\$ 9,000	FY15/16 Projected:	\$ 12,000
Budget to Proposed	0.0%	Projected to Proposed	-25.0% ▽

Some overtime costs are incurred each year to deal with unanticipated and/or emergency situations. These may include but not be limited to periods of inclement weather, drought, and or equipment malfunction. On occasion, employees may need to work past normal scheduled hours to complete a critical equipment repair to return the treatment process back to normal operation. Because the plant is staffed 365 days per year, this line also includes funds to staff the facilities on holidays.

60-50-4-451 Sick Leave Conversion \$ 7,200

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 2,389
FY15/16 Budget:	\$ 5,000	FY15/16 Projected:	\$ 4,300
Budget to Proposed	44.0% △	Projected to Proposed	67.4% △

This line item accounts for the sick leave conversion benefits of Water Treatment Division employees. The sick leave conversion program provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50% but applied to employee health insurance contributions. In FY16/17, all five employees in this division will have accumulated more than 800 hours of sick leave.

60-50-4-453 Uniforms \$ 2,000

FY13/14 Actual:	\$ 718	FY14/15 Actual:	\$ 1,996
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 2,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

In an effort to maintain consistency in the clothing and a professional appearance, the City provides certain uniform items for Public Works employees. All uniforms and clothing identifies the individual as an employee of Public Works and the City of Woodstock. Funds within this line item cover the purchase of T-shirts, jackets, coats, rain gear, gloves, boots, and other clothing items for all full-time employees in the Water Treatment Division on an as-needed basis.

60-50-4-457 IMRF \$ 43,200

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item covers costs for Illinois Municipal Retirement Fund contributions for each of the five employees in the Water Treatment Division. In years past, these funds were transferred from the Water & Sewer Fund's revenues to the IMRF Fund through line item 60-00-9-951. Beginning in FY16/17, funds are appropriated in each of the Utility Fund's operating budgets for this purpose. This modification eliminates a comment from the Auditor's Management Letter.

60-50-4-458 Social Security **\$ 19,800**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item covers costs for Social Security contributions for each of the five employees in the Water Treatment Division. In years past, funds were transferred from the Water & Sewer Utility Fund to the Social Security Fund representing payroll costs paid directly by the City for Social Security coverage through line item 60-00-9-952. Beginning in FY16/17, funds are appropriated in each of the Utility Fund's operating budgets for this purpose. This modification eliminates a comment from the Auditor's Management Letter.

60-50-4-459 Medicare **\$ 4,600**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item covers costs for Medicare contributions for each of the five employees in the Water Treatment Division. In years past, funds were transferred from the Water & Sewer Utility Fund to the Social Security Fund representing payroll costs paid directly by the City for Medicare coverage through line item 60-00-9-952. Beginning in FY16/17, funds are appropriated in each of the Utility Fund's operating budgets for this purpose. This modification eliminates a comment from the Auditor's Management Letter.

60-50-5-501 Communications **\$ 30,000**

FY13/14 Actual:	\$ 22,379	FY14/15 Actual:	\$ 27,903
FY15/16 Budget:	\$ 31,000	FY15/16 Projected:	\$ 31,000
Budget to Proposed	-3.2% ▽	Projected to Proposed	-3.2% ▽

This line item covers costs for telemetry via phone lines from various divisional facilities, phone and fax lines for the treatment plants as well as Verizon phone service for Water Treatment employees. The proposed FY16/17 budget request includes funds to cover an anticipated 6.5% increase in the lease of RTNC, FDDC, and CSNS lines starting in January, 2016. The new fiber optic project will eliminate the need to lease communication and alarm lines from AT&T resulting in a significant decrease in this line item in future years.

60-50-5-509 Laboratory Testing Services **\$ 8,200**

FY13/14 Actual:	\$ 11,605	FY14/15 Actual:	\$ 8,057
FY15/16 Budget:	\$ 9,500	FY15/16 Projected:	\$ 9,500
Budget to Proposed	-13.7% ▽	Projected to Proposed	-13.7% ▽

This line item covers costs for mandated compliance testing that must be completed by a State-certified laboratory. In-house testing to provide operational standards is done several times per day; costs associated with in-house testing are not charged to this line item. The costs associated with this line item vary from year to year depending upon the cycle for mandated sample collection and analysis.

60-50-5-540 Utilities **\$ 200,000**

FY13/14 Actual:	\$ 197,743	FY14/15 Actual:	\$ 196,720
FY15/16 Budget:	\$ 200,000	FY15/16 Projected:	\$ 200,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item covers the cost for electricity to operate the City’s water treatment facilities. The City anticipated a reduction in utility costs in 2015 as the result of a new cooperative agreement. Rates for 2016 are expected to remain flat. This single line item represents 19.8% of the total water treatment operating budget for the upcoming year. Much of the equipment in the treatment process is in operation 24/7. Costs in this line item are directly related to the amount of water pumped so in a drought year, electrical costs will be higher.

60-50-5-550 Service to Maintain Buildings **\$ 1,000**

FY13/14 Actual:	\$ 711	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 500
Budget to Proposed	0.0%	Projected to Proposed	100.0% △

This line item is used to pay for all outside contract work related to the maintenance or improvement of buildings within this division. Typical expenditures in this line item include locksmith services, window repair or replacement, garage door services, roof repair, tuck pointing, or glazing. This line item does not include funds to cover the cost for material to be used for repairs made by plant personnel.

60-50-5-552 Service to Maintain Equipment/Vehicles **\$ 20,000**

FY13/14 Actual:	\$ 20,072	FY14/15 Actual:	\$ 19,631
FY15/16 Budget:	\$ 17,000	FY15/16 Projected:	\$ 21,000
Budget to Proposed	17.6% △	Projected to Proposed	-4.8% ▽

This line item covers the costs for scheduled and unscheduled services to maintain equipment. Some examples of scheduled services may include; generator service, HVAC, fire extinguishers, and altitude valve service. Some examples of unanticipated services may include; electric motor repair, PLC programming, vehicle damage repair, and chemical feed system repairs. In FY14/15 a new electrical service line needed to be pulled to Well #11 & #10 due to a grounded phase. These problems are not anticipated and the cost to repair them resulted in expenditures that are higher than the amount budgeted. In FY15/16 an invoice for work completed in FY14/15 was received and subsequently paid resulting in an expenditure of funds greater than that which was budgeted.

60-50-5-560 Refuse **\$ 4,000**

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 3,921
FY15/16 Budget:	\$ 4,000	FY15/16 Projected:	\$ 4,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item pays the cost of disposal of “special wastes” generated at the water treatment facilities. Even though this material is not hazardous, it is classified as “special waste,” which increases the cost for disposal. In FY15/16 disposed material was generated from the bottom of the brine tanks.

60-50-6-602 Gasoline & Oil **\$ 6,500**

FY13/14 Actual:	\$ 5,998	FY14/15 Actual:	\$ 5,253
FY15/16 Budget:	\$ 5,500	FY15/16 Projected:	\$ 6,500
Budget to Proposed	18.2% △	Projected to Proposed	0.0%

This line item is for oil and gas used in two vehicles assigned to the Water Treatment Division, mowing equipment, and portable pumps. At the end of FY14/15, a fuel management system was purchased at Public Works which is more accurate in determining the actual amount of fuel used by each division.

60-50-6-603 Fuel Heating **\$ 18,000**

FY13/14 Actual:	\$ 24,109	FY14/15 Actual:	\$ 20,038
FY15/16 Budget:	\$ 18,000	FY15/16 Projected:	\$ 18,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item pays the heating costs for the two (2) water treatment plants and two (2) natural gas generators. Actual costs during FY13/14 were higher due to an extremely cold winter season. In FY16/17, natural gas prices are expected to remain relatively flat.

60-50-6-605 Tools **\$ 500**

FY13/14 Actual:	\$ 420	FY14/15 Actual:	\$ 223
FY15/16 Budget:	\$ 500	FY15/16 Projected:	\$ 500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is to be used to purchase small hand tools and equipment to maintain the equipment, buildings, and grounds at the treatment plants. Individual tools with a price tag of more than \$500 are charged to the equipment line item.

60-50-6-606 Supplies **\$ 2,500**

FY13/14 Actual:	\$ 2,703	FY14/15 Actual:	\$ 2,527
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 2,000
Budget to Proposed	0.0%	Projected to Proposed	25.0% △

This line item is to be used for the purchase of general supplies needed for the division. Typical purchases in this line item would include: cleaning supplies, light bulbs, paper products, garbage bags, hand soap, first aid, charts for flow recording, and general office supplies.

60-50-6-607 Chemicals **\$ 50,000**

FY13/14 Actual:	\$ 48,085	FY14/15 Actual:	\$ 47,070
FY15/16 Budget:	\$ 50,000	FY15/16 Projected:	\$ 45,000
Budget to Proposed	0.0%	Projected to Proposed	11.1% △

This line item is used for the purchase of chemicals to be used in the treatment process. Typical purchases in this line item would be chlorine gas, phosphate, and fluoride. The amount of chemicals needed annually is directly related to the amount of water pumped. In a drought year, expenditures in this line item will be higher than a year with ample rainfall amounts.

60-50-6-610 Salt \$ 238,000

FY13/14 Actual:	\$ 213,795	FY14/15 Actual:	\$ 202,691
FY15/16 Budget:	\$ 225,000	FY15/16 Projected:	\$ 225,000
Budget to Proposed	5.8% △	Projected to Proposed	5.8% △

This line item pays the cost of salt used in the softener regeneration process. Woodstock’s well water is high in minerals. The water is partially softened to improve the quality of the water provided to the residents. Not unlike chemical and electrical costs, the amount of salt used is proportional to the amount of water that is pumped. In calendar year 2015, the cost per ton increased 23.2% as compared to 2014. In calendar year 2016 salt increased 8%. The City anticipates an increase of an additional 8% in calendar year 2017. These increases are reflected in the requested budget amount.

60-50-6-615 Laboratory Chemicals \$ 4,500

FY13/14 Actual:	\$ 4,527	FY14/15 Actual:	\$ 4,062
FY15/16 Budget:	\$ 4,500	FY15/16 Projected:	\$ 4,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is used to purchase chemicals and supplies necessary for the operation of the analytical lab at the Seminary Avenue Plant. Chemicals purchased are used to make up standards, pH buffers, acids, bases, and all other reagents. Typical supplies would be thermometers, pipettes, beakers, sample containers, probes, etc.

60-50-6-620 Material to Maintain Buildings \$ 500

FY13/14 Actual:	\$ 1,360	FY14/15 Actual:	\$ 41
FY15/16 Budget:	\$ 500	FY15/16 Projected:	\$ 500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is for the purchase of materials used by employees for in-house maintenance and improvements to buildings within this division. Examples of items purchased under this line item include floor mats, sump pumps, light fixtures, paint, sealers, lumber, mortar, cement, roof tar, doors, shelving, trim, hardware, etc.

60-50-6-621 Material to Maintain Equipment \$ 25,000

FY13/14 Actual:	\$ 20,590	FY14/15 Actual:	\$ 24,353
FY15/16 Budget:	\$ 25,000	FY15/16 Projected:	\$ 25,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is for the purchase of material and supplies needed for the service and repair of all equipment used in the treatment processes and grounds maintenance. Typical costs include bearings, seals, electrical controls, wiring, conduit, repair sleeves, sampler parts, bolts and miscellaneous hardware, lubricants, filters, fuses, tubing, hour meters, valves, pump impellers, and belts.

60-50-6-622 Material to Maintain Vehicles \$ 2,000

FY13/14 Actual:	\$ 2,010	FY14/15 Actual:	\$ 2,463
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 1,000
Budget to Proposed	0.0%	Projected to Proposed	100.0% △

This line item is used to purchase routine maintenance and repair parts and supplies for two vehicles assigned to this division. Expenditures in this line item are based upon decisions by Public Works mechanics who are tasked with the repair of division vehicles.

60-50-7-720 Equipment \$ 2,000

FY13/14 Actual:	\$ 1,258	FY14/15 Actual:	\$ 1,007
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 1,500
Budget to Proposed	-20.0% ▽	Projected to Proposed	33.3% △

This line item covers the cost of equipment replacement with a value of at least \$500. In FY15/16 two analytical probes were purchased for the laboratory at the Seminary Plant.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Sewer

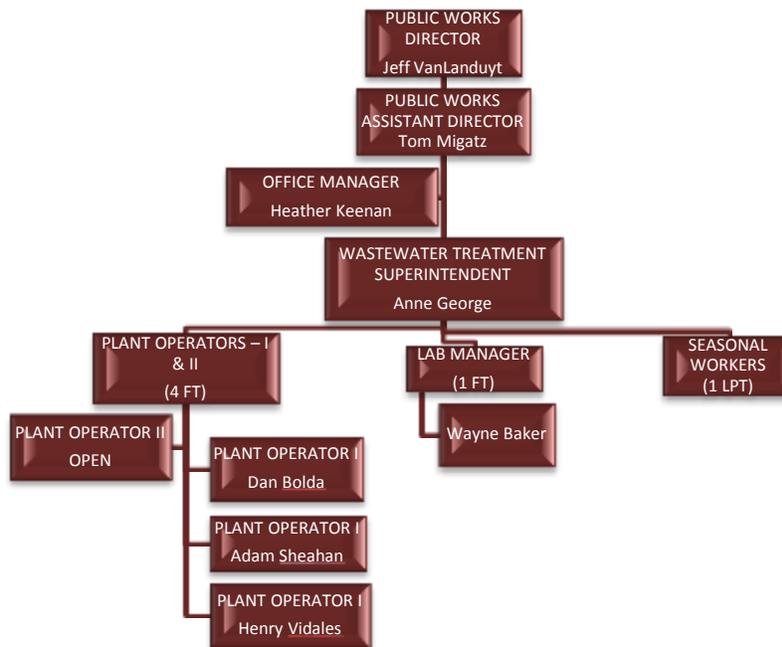
Wastewater Treatment Division

The Wastewater Treatment Division of Public Works is responsible for the operation, maintenance, staffing, and improvement of the City of Woodstock's two wastewater treatment plants, one off-site lift station, and all related equipment and facilities.

This budget includes the costs and staffing necessary for the successful operation of the wastewater treatment facilities five days a week and limited hours on the weekends and holidays to meet all IEPA and USEPA National Pollution Discharge Elimination System (NPDES) requirements.



WASTEWATER TREATMENT DIVISION – ORGANIZATIONAL CHART



WASTEWATER TREATMENT DIVISION – PERSONNEL SUMMARY					
AUTHORIZED POSITION/TITLE	13/14	14/15	15/16	16/17	+(-)
Superintendent	1	1	1	1	0
Plant Operators I & II	4	4	4	4	0
Lab Manager	1	1	1	1	0
Seasonal Employee-SPT	0	0.5	0.5	0.5	0
TOTAL FULL TIME	6	6	6	6	0
TOTAL SPT (FTE)	0	0.5	0.5	0.5	0

FY15/16 Accomplishments

- Achieved 100% compliance at both the north and south side wastewater treatment plants in 2015 based on the specific limits dictated through the NPDES permits. This perfect compliance record has been achieved for twelve (12) consecutive years at the north side plant and eight (8) consecutive years at the south side plant.
- Prepared and submitted required monthly Discharge Monitoring Report's (DMR) to the IEPA on or before the due date each month. Prepared and submitted all additional reports as required by the terms and conditions of the City's NPDES permits.
- The Laboratory Manager performed all work in accordance with NPDES requirements and Standard Method procedures throughout the entire year. The Laboratory Manager successfully completed the annual Quality Assurance/Quality Control Program administered by the EPA to verify competency and accuracy of our in-house lab results. The Lab Manager also participated in a *voluntary* quality assurance/quality control program and all samples analyzed were within the required range.
- An application was submitted to the IEPA for the renewal of the NPDES permit governing discharge limits for the south side wastewater treatment plant.
- All solids prepared for land application met the conditions for Class B sludge and these solids were applied in accordance with USEPA Requirements. All documentation and required reporting related to the land application of sewage sludge was submitted to the EPA on or before the due dates in 2015.
- During the past year, the treatment plant employees completed a number of in-house projects involving building maintenance, equipment repair and replacement, and grounds improvements to protect the City's capital investment.
- Two high efficiency turbo blowers were purchased and installed in FY15/16 for digesters #9 and #10. These blowers were funded through a DCEO grant in the amount of \$99,200. Division employees were able to complete all necessary piping and installation for the blowers. Contractual labor was required to complete electric and telemetry improvements.
- Plant operators replaced a sewage pump at the Olson Park Lift Station in addition to two sludge pumps at the south side facility.
- The inventory of new or expanding industrial and commercial businesses that have the potential to negatively impact the performance of the treatment process in the event of an accidental discharge was updated.
- Division employees provided plant tours for students of all ages as requested. One student interned at the treatment facility for a week, and D200 students completed a stream study on Silver Creek which is adjacent to the north side wastewater treatment plant.
- An influent grinder was replaced at the head works of the south side treatment plant.
- A contractor replaced a prefabricated staircase in the wet well of the Tappan Lift Station.

FY16/17 Goals and Objectives

- Provide professional management and operation of the City's wastewater treatment facilities to meet all regulatory requirements and ensure compliance with all NPDES requirements.
- Monitor the influent flow to protect the biomass from an upset and provide an environment that is conducive to the reduction of organics in the waste stream.
- Plan, schedule, and complete regular service and maintenance of all wastewater treatment facilities to ensure a reliable operation and consistent protection of the environment.

- Provide general and specific information regarding Woodstock’s wastewater treatment system to the general public and industrial users.
- Operate the City’s wastewater treatment facilities in a cost-effective manner to produce the best product possible for customers at the lowest cost.
- Develop and maintain a highly motivated and productive staff that is capable of providing technical skills necessary for the safe and efficient treatment of wastewater for our customers.

Performance Measurers:

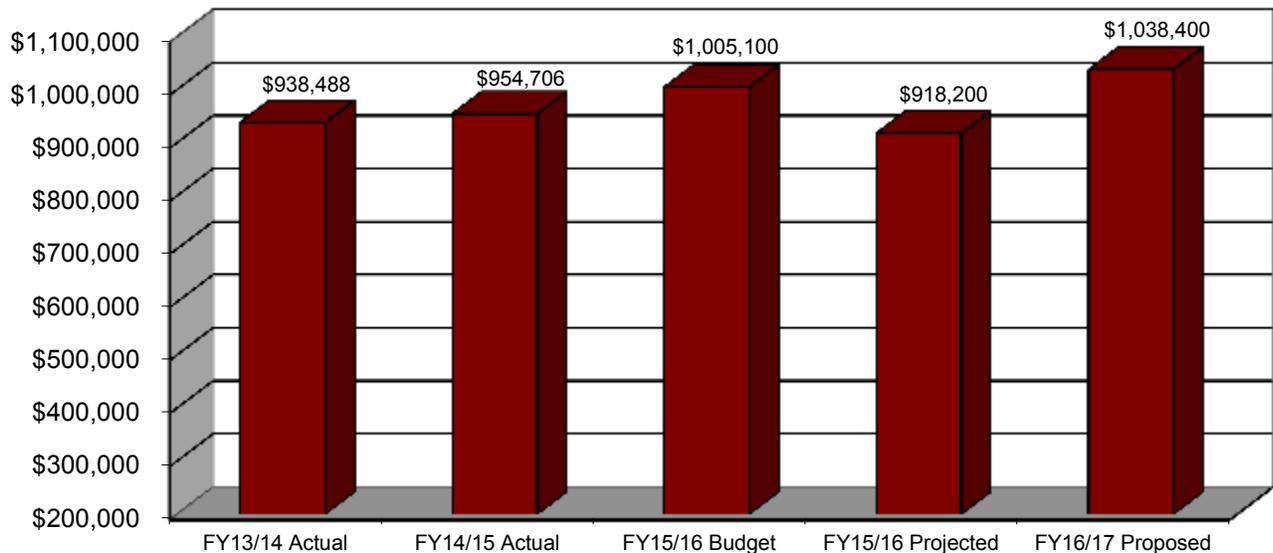
Item	Goal	Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Estimated
Internal Training	Provide a minimum of 40 hours of documented training for division employees each year		*	*	*
Compliance with IEPA Permits	100% compliance with all operating permits issued by the EPA		100%	100%	100%
Participation in Energy Curtailment Program	Ensure 100% compliance with all calls for curtailment to achieve the highest payback by running generators		*	*	100%
Actively promote educational opportunities for school groups and the general public	Increase knowledge about the wastewater treatment process by inviting schools and residents		*	*	2 tours
Employ treatment efficiency programs & projects	Seek out and administer programs and projects intended to make facilities efficient		*	*	*

*Data not available

Water & Sewer Utility-Expenses

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
WASTEWATER TREATMENT						
SALARIES						
60-51-3-404	Wastewater Treatment Superintendent	\$ 84,352	\$ 84,361	\$ 89,900	\$ 89,900	\$ 91,800
60-51-3-409	Laboratory Manager	62,574	68,222	68,700	71,900	70,500
60-51-3-415	Operators	198,838	218,149	225,100	207,600	211,600
60-51-3-431	Extra Labor	3,741	4,433	6,000	2,000	6,000
60-51-3-445	Overtime	3,436	2,300	3,500	3,500	3,500
	TOTAL SALARIES	\$ 352,941	\$ 377,465	\$ 393,200	\$ 374,900	\$ 383,400
PERSONAL SERVICES						
60-51-4-451	Sick Leave Conversion	\$ 502	\$ 597	\$ 3,100	\$ 800	\$ 1,700
60-51-4-453	Uniforms	2,138	2,350	2,500	2,600	3,300
60-51-4-457	IMRF	-	-	-	-	50,900
60-51-4-458	Social Security	-	-	-	-	23,700
60-51-4-459	Medicare	-	-	-	-	5,600
	TOTAL PERSONAL SERVICES	\$ 2,640	\$ 2,947	\$ 5,600	\$ 3,400	\$ 85,200
CONTRACTUAL SERVICES						
60-51-5-501	Communications	\$ 7,181	\$ 6,272	\$ 7,000	\$ 5,500	\$ 4,500
60-51-5-509	Laboratory Testing Services	10,014	9,627	12,000	12,000	12,000
60-51-5-540	Utilities	246,838	262,412	255,000	235,000	235,000
60-51-5-550	Service to Maintain Buildings	3,477	4,964	4,000	6,200	5,000
60-51-5-551	Sludge Disposal	76,653	100,310	92,000	77,000	92,000
60-51-5-552	Service to Maintain Equipment/Vehicles	38,958	24,663	55,000	39,800	45,000
	TOTAL CONTRACTUAL SERVICES	\$ 383,121	\$ 408,248	\$ 425,000	\$ 375,500	\$ 393,500
COMMODITIES						
60-51-6-602	Gasoline & Oil	\$ 9,378	\$ 5,700	\$ 8,000	\$ 4,500	\$ 5,500
60-51-6-603	Fuel-Heating	11,961	9,782	10,000	9,500	10,000
60-51-6-605	Tools	166	595	800	800	800
60-51-6-606	Supplies	6,482	6,807	6,000	10,200	7,000
60-51-6-607	Chemicals	77,515	69,202	80,000	68,500	75,000
60-51-6-615	Lab Chemicals	15,298	17,518	16,000	15,000	16,000
60-51-6-620	Material to Maintain Buildings	759	2,495	3,000	3,000	3,000
60-51-6-621	Material to Maintain Equipment	76,864	48,940	50,000	42,000	50,000
60-51-6-622	Material to Maintain Vehicles	1,093	3,529	1,500	2,500	3,000
60-51-6-623	Material to Maintain Land	270	719	1,000	800	1,000
	TOTAL COMMODITIES	\$ 199,786	\$ 165,287	\$ 176,300	\$ 156,800	\$ 171,300
CAPITAL OUTLAY						
60-51-7-720	Equipment	\$ -	\$ 759	\$ 5,000	\$ 7,600	\$ 5,000
	TOTAL CAPITAL OUTLAY	\$ -	\$ 759	\$ 5,000	\$ 7,600	\$ 5,000
TOTAL WASTEWATER TREATMENT DIVISION EXPENSES		\$ 938,488	\$ 954,706	\$ 1,005,100	\$ 918,200	\$ 1,038,400

BUDGET COMPARISON



Wastewater Treatment Division Line Item Descriptions

60-51-3-404 Wastewater Treatment Superintendent		\$ 91,800	
FY13/14 Actual:	\$ 84,352	FY14/15 Actual:	\$ 84,361
FY15/16 Budget:	\$ 89,900	FY15/16 Projected:	\$ 89,900
Budget to Proposed	2.1% △	Projected to Proposed	2.1% △

The FY16/17 budget amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program. The Superintendent directs and manages all operations associated with wastewater treatment and is responsible for compliance with operating permits.

60-51-3-409 Laboratory Manager		\$ 70,500	
FY13/14 Actual:	\$ 62,574	FY14/15 Actual:	\$ 68,222
FY15/16 Budget:	\$ 68,700	FY15/16 Projected:	\$ 71,900
Budget to Proposed	2.6% △	Projected to Proposed	-1.9% ▽

The FY16/17 budget amount is consistent with the negotiated labor contracts for unionized Public Works positions. This line item pays the salary of one (1) full-time, year-round Laboratory Manager who performs mandatory sampling and analysis of wastewater at various stages of the treatment process. Sampling and analysis is dictated through the NPDES Permit issued by the Illinois EPA. The Lab Manager retired in FY15/16 and that position was filled with an employee who was already working in the division. This change resulted in a slight increase in this line item.

60-51-3-415 Operators **\$ 211,600**

FY13/14 Actual:	\$ 198,838	FY14/15 Actual:	\$ 218,149
FY15/16 Budget:	\$ 225,100	FY15/16 Projected:	\$ 207,600
Budget to Proposed	-6.0% ▽	Projected to Proposed	1.9% △

The FY16/17 budget amount is consistent with the negotiated labor contracts for unionized Public Works positions. This line item pays the salary of four (4) full-time, year-round plant operators who serve to operate and maintain two (2) wastewater treatment facilities and one sanitary sewer lift station within the collection system. One of the plant operators secured the position of Laboratory Manager in FY15/16 following the retirement of a long-term employee. Their salary was then charged to the Laboratory Manager line item.

60-51-3-431 Extra Labor **\$ 6,000**

FY13/14 Actual:	\$ 3,741	FY14/15 Actual:	\$ 4,433
FY15/16 Budget:	\$ 6,000	FY15/16 Projected:	\$ 2,000
Budget to Proposed	0.0%	Projected to Proposed	200.0% △

This line item is used to pay the salary costs of a seasonal part-time employee working 40 hours per week during the summer months (May thru August). The seasonal employee provides additional labor for summer mowing, trimming, and outside maintenance at the two wastewater treatment plants which frees up more work hours for the operators to manage the treatment process. Actual costs are determined by the total number of hours that this employee works. In FY15/16 the seasonal employee resigned early in the season and the position was not refilled.

60-51-3-445 Overtime **\$ 3,500**

FY13/14 Actual:	\$ 3,436	FY14/15 Actual:	\$ 2,300
FY15/16 Budget:	\$ 3,500	FY15/16 Projected:	\$ 3,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Overtime costs are incurred each year to deal with unanticipated and/or emergency situations. These may include but not be limited to periods of heavy rain, inclement weather, equipment malfunction, or the potential upset of the treatment plant. On occasion, employees may need to work past normal work hours to complete a critical equipment repair to return the treatment process back to normal operation.

60-51-4-451 Sick Leave Conversion **\$ 1,700**

FY13/14 Actual:	\$ 502	FY14/15 Actual:	\$ 597
FY15/16 Budget:	\$ 3,100	FY15/16 Projected:	\$ 800
Budget to Proposed	-45.2% ▽	Projected to Proposed	112.5% △

This line item accounts for the sick leave conversion benefits of Wastewater Treatment employees. The sick leave conversion program provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%, but applied to employee health insurance contributions. In FY16/17, one employee will have accumulated more than 800 hours of sick leave assuming that they don't use sick time during calendar year 2016.

60-51-4-453 Uniforms \$ 3,300

FY13/14 Actual:	\$ 2,138	FY14/15 Actual:	\$ 2,350
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 2,600
Budget to Proposed	32.0% △	Projected to Proposed	26.9% △

In an effort to maintain consistency in the clothing and to promote a professional appearance, the City provides certain uniform items for Public Works employees. All uniforms and clothing identifies the individual as an employee of Public Works and the City of Woodstock. Funds within this line item cover the purchase of T-shirts, jackets, coats, rain gear, gloves, rain boots, and other clothing items for all full-time employees in the Wastewater Treatment Division on an as-needed basis. This line item has increased due to adding the additional costs of a uniform service to give the employees the opportunity to receive shirts and pants that will be laundered on a weekly basis.

60-51-4-457 IMRF \$ 50,900

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item covers costs for Illinois Municipal Retirement Fund contributions for employees in the Wastewater Treatment Division. In years past, these funds were transferred from the Water & Sewer Utility Fund’s revenue to the IMRF Fund through line item #60-00-9-951. Beginning in FY16/17, funds are appropriated in each of the Utility Fund’s operating budgets for this purpose. This modification eliminates a comment from the Auditor’s Management Letter.

60-51-4-458 Social Security \$ 23,700

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item covers costs for Social Security contributions for employees in the Wastewater Treatment Division. In years past, funds were transferred from the Water & Sewer Utility Fund to the Social Security Fund representing payroll costs paid directly by the City for Social Security coverage through line item #60-00-9-952. Beginning in FY16/17, funds are appropriated in each of the Utility Fund’s operating budgets for this purpose. This modification eliminates a comment from the Auditor’s Management Letter.

60-51-4-459 Medicare	\$ 5,600
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FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item covers costs for Medicare contributions for employees in the Wastewater Treatment Division. In years past, funds were transferred from the Water & Sewer Utility Fund to the Social Security Fund representing payroll costs paid directly by the City for Medicare coverage through line item #60-00-9-952. Beginning in FY16/17, funds are appropriated in each of the Utility Fund's operating budgets for this purpose. This modification eliminates a comment from the Auditor's Management Letter.

60-51-5-501 Communications	\$ 4,500
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FY13/14 Actual:	\$ 7,181	FY14/15 Actual:	\$ 6,272
FY15/16 Budget:	\$ 7,000	FY15/16 Projected:	\$ 5,500
Budget to Proposed	-35.7% ▽	Projected to Proposed	-18.2% ▽

Charges to this line item include normal phone service at the two treatment plants, alarm dialers, Comcast internet, and Verizon cellular phone fees for all full-time employees within the division. In FY16/17 it is anticipated that costs in this line item will decrease after the new fiber optic line is live and in service.

60-51-5-509 Laboratory Testing Services	\$ 12,000
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FY13/14 Actual:	\$ 10,014	FY14/15 Actual:	\$ 9,627
FY15/16 Budget:	\$ 12,000	FY15/16 Projected:	\$ 12,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item provides funds for sludge and plant effluent samples to be analyzed for parameters outside the scope of our in-house analytical lab. Analytical requirements are based upon the terms and conditions of the operating permits issued by the Federal and State EPA. The renewed NPDES permit for the north side facility received in 2015 requires an increase in the number of samples and testing parameters in 2016.

60-51-5-540 Utilities	\$ 235,000
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FY13/14 Actual:	\$ 246,838	FY14/15 Actual:	\$ 262,412
FY15/16 Budget:	\$ 255,000	FY15/16 Projected:	\$ 235,000
Budget to Proposed	-7.8% ▽	Projected to Proposed	0.0%

This line item covers the cost for electricity to operate the City's wastewater treatment facilities. In FY15/16 two rotary blowers were replaced with energy efficient models. It is anticipated that annual costs will decrease as the result of this project and milder than normal winter temperatures. Based upon a new cooperative agreement, the City's rates are expected to remain the same for calendar year 2016. This single line item represents 23% of the total Wastewater Treatment Division's operating budget for the upcoming year. Much of the equipment in the treatment process is in operation 24/7/365.

60-51-5-550 Service to Maintain Buildings **\$ 5,000**

FY13/14 Actual:	\$ 3,477	FY14/15 Actual:	\$ 4,964
FY15/16 Budget:	\$ 4,000	FY15/16 Projected:	\$ 6,200
Budget to Proposed	25.0% △	Projected to Proposed	-19.4% ▽

This line item is used to pay for all outside contract work related to the maintenance or improvement of buildings within this division. Annual expenses will vary based on the amount and type of building maintenance work to be completed. In FY15/16 additional service work was completed on unit heaters, air conditioners, and a new exhaust fan was purchased and installed on the Tappan Lift Station building. This line item does not include funds to cover the cost for material to be used for repairs made by plant personnel.

60-51-5-551 Sludge Disposal **\$ 92,000**

FY13/14 Actual:	\$ 76,653	FY14/15 Actual:	\$ 100,310
FY15/16 Budget:	\$ 92,000	FY15/16 Projected:	\$ 77,000
Budget to Proposed	0.0%	Projected to Proposed	19.5% △

This line item is used to pay for all outside contract work related to the proper removal and disposal of sludge from the two Wastewater Treatment plants. Sewage sludge is land-applied and application dates are weather-dependent. In some cases, sludge produced in one budget year cannot be applied and paid out in that same year if weather conditions are not favorable for land application. As a result, annual expenditures in this line item can vary from year-to-year solely as the result of weather conditions.

60-51-5-552 Service to Maintain Equipment and Vehicles **\$ 45,000**

FY13/14 Actual:	\$ 38,958	FY14/15 Actual:	\$ 24,663
FY15/16 Budget:	\$ 55,000	FY15/16 Projected:	\$ 39,800
Budget to Proposed	-18.2% ▽	Projected to Proposed	13.1% △

Funds in this line item pay for all outside contract work related to the maintenance and improvement of the equipment and vehicles assigned to the Wastewater Treatment Division. Typical charges to this line item include but are not limited to: annual generator maintenance, service to vehicles, service to grounds maintenance equipment, electrical repairs, repairs to blowers and motors, annual calibration of flow meters, telemetry troubleshooting and repair, annual calibration of laboratory balance and dissolved oxygen probes, and Safety Kleen parts washer service. Plant operators have become proficient in the repair of a wide variety of equipment, which has resulted in a reduced cost for outside service technicians.

60-51-6-602 Gasoline & Oil **\$ 5,500**

FY13/14 Actual:	\$ 9,378	FY14/15 Actual:	\$ 5,700
FY15/16 Budget:	\$ 8,000	FY15/16 Projected:	\$ 4,500
Budget to Proposed	-31.3% ▽	Projected to Proposed	22.2% △

This line item is for oil and gas necessary to fuel three vehicles, mowing equipment, portable pumps, and a loader, which are all assigned to the Wastewater Treatment Division.

60-51-6-603 Fuel-Heating				\$ 10,000
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FY13/14 Actual:	\$ 11,961	FY14/15 Actual:	\$ 9,782
FY15/16 Budget:	\$ 10,000	FY15/16 Projected:	\$ 9,500
Budget to Proposed	0.0%	Projected to Proposed	5.3% △

This line item includes the heating cost for the buildings at both treatment plant sites and an off-site lift station. The cost for fuel to heat buildings is expected to remain relatively flat in 2016.

60-51-6-605 Tools				\$ 800
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FY13/14 Actual:	\$ 166	FY14/15 Actual:	\$ 595
FY15/16 Budget:	\$ 800	FY15/16 Projected:	\$ 800
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is to be used to purchase small hand tools and equipment to maintain the equipment, buildings, and grounds at the treatment plants. Individual tools with a price tag of more than \$500 are charged to the equipment line item.

60-51-6-606 Supplies				\$ 7,000
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FY13/14 Actual:	\$ 6,482	FY14/15 Actual:	\$ 6,807
FY15/16 Budget:	\$ 6,000	FY15/16 Projected:	\$ 10,200
Budget to Proposed	16.7% △	Projected to Proposed	-31.4% ▽

This line item is to be used for the purchase of general supplies needed for the division. Typical purchases in this line item would include: cleaning supplies, light bulbs, paper products, garbage bags, hand soap, first aid, and general office supplies. The additional purchase of several energy saving replacement bulbs and three battery backups were made in FY15/16.

60-51-6-607 Chemicals				\$ 75,000
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FY13/14 Actual:	\$ 77,515	FY14/15 Actual:	\$ 69,202
FY15/16 Budget:	\$ 80,000	FY15/16 Projected:	\$ 68,500
Budget to Proposed	-6.3% ▽	Projected to Proposed	9.5% △

This line item is used for the purchase of chemicals to be used in the treatment process. Typical purchases in this line item would be alum, chlorine gas, sodium hypochlorite, sodium thiosulfate, polymer, and foam reducing reagent. It is anticipated that unit prices for chlorine gas and sodium hypochlorite will have a slight increase for FY16/17 with no significant changes in quantity used. There has been a 31.9% reduction in cost for alum. Chemical use is dependent on flow and weather conditions.

60-51-6-615 Lab Chemicals				\$ 16,000
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FY13/14 Actual:	\$ 15,298	FY14/15 Actual:	\$ 17,518
FY15/16 Budget:	\$ 16,000	FY15/16 Projected:	\$ 15,000
Budget to Proposed	0.0%	Projected to Proposed	6.7% △

This line item is used to purchase chemicals and supplies necessary for the operation of the analytical lab at the North Plant. Chemicals purchased are used to make up

standards, pH buffers, acids, bases, ammonia probe solutions, and all other reagents. Typical supplies would be thermometers, pipettes, beakers, sample containers, probes, paper filters etc.

60-51-6-620 Material to Maintain Buildings				\$ 3,000
FY13/14 Actual:	\$ 759	FY14/15 Actual:	\$ 2,495	
FY15/16 Budget:	\$ 3,000	FY15/16 Projected:	\$ 3,000	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item is for the purchase of materials used by employees for in-house maintenance and improvements to buildings within this division. Examples of items purchased under this line item include floor mats, sump pumps, light fixtures, paint, sealers, lumber, mortar, cement, roof tar, doors, shelving, trim, etc.

60-51-6-621 Material to Maintain Equipment				\$ 50,000
FY13/14 Actual:	\$ 76,864	FY14/15 Actual:	\$ 48,940	
FY15/16 Budget:	\$ 50,000	FY15/16 Projected:	\$ 42,000	
Budget to Proposed	0.0%	Projected to Proposed	19.0% △	

This line item is for the purchase of material and supplies needed for the service and repair of all equipment used in the treatment processes and grounds maintenance. Typical costs include bearings, seals, electrical controls, wiring, conduit, repair sleeves, sampler parts, bolts and miscellaneous hardware, lubricants, filters, fuses, tubing, hour meters, valves, and belts.

60-51-6-622 Material to Maintain Vehicles				\$ 3,000
FY13/14 Actual:	\$ 1,093	FY14/15 Actual:	\$ 3,529	
FY15/16 Budget:	\$ 1,500	FY15/16 Projected:	\$ 2,500	
Budget to Proposed	100.0% △	Projected to Proposed	20.0% △	

This line item is used to purchase routine maintenance and repair parts and supplies for the three vehicles assigned to this division. Expenditures in this line item are based upon decisions by mechanics completing both scheduled and non-scheduled repairs. In FY15/16 there were significant costs associated with repairs to a Chevrolet Impala assigned to this division.

60-51-6-623 Material to Maintain Land				\$ 1,000
FY13/14 Actual:	\$ 270	FY14/15 Actual:	\$ 719	
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 800	
Budget to Proposed	0.0%	Projected to Proposed	25.0% △	

This line item covers expenditures for materials used to maintain the grounds at the two treatment facilities. Funds in this line item have allowed the treatment plant operators the ability to maintain the overall appearance of the treatment facilities.

60-51-7-720 Equipment \$ 5,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 759
FY15/16 Budget:	\$ 5,000	FY15/16 Projected:	\$ 7,600
Budget to Proposed	0.0	Projected to Proposed	-34.2% ▽

This line item covers the cost of equipment replacement that has a value of at least \$500. In FY15/16, funds were used to replace the overhead door on the belt press building, replace the vent fan on the Tappan Lift Station, and the purchase of a new copy machine for the administrative office.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

W&S Maintenance

Sewer & Water Maintenance Division

The Sewer & Water Maintenance Division is responsible for the operation and maintenance of the City's water distribution system (124.9 miles), two water booster stations, sanitary sewer collection system (107 miles), and the maintenance and operation of twenty (20) sanitary sewer pumping stations. Normal activities will include daily maintenance and service, preventive maintenance and cleaning schedules, emergency repairs, system improvements, locating of underground water and sewer utilities, meter reading, and customer service for approximately 8,300 utility customer accounts. Division staff also supports other Public Works functions such as snow removal, leaf collection, Water Treatment, and Wastewater Treatment.



SEWER & WATER MAINTENANCE DIVISION – ORGANIZATIONAL CHART



SEWER & WATER MAINTENANCE – PERSONNEL SUMMARY					
AUTHORIZED POSITION/TITLE	13/14	14/15	15/16	16/17	+(-)
Superintendent	1	1	1	1	0
Foreman	1	1	1	1	0
Crew Leader	1	1	1	1	0
Maintenance Workers I & II	4	4	4	4	0
Meter Technician I & II	1	1	1	1	0
Utility Inspector	1	1	1	1	0
Seasonal Temporary (SPT)	0	0.5	0.5	0.5	0
TOTAL FULL TIME	9	9	9	9	0
TOTAL SPT (FTE)	0	0.5	0.5	0.5	0

FY15/16 Accomplishments

- This division began an accelerated water meter change out program. 524 existing water meters were replaced with new meters utilizing radio read technology.
- A Citywide leak detection survey was completed.
- Division employees responded to 3,918 requests for utility locates under the Joint Utility Locating Information for Excavators (JULIE) system.
- Facilitated the repair of seventeen (17) water main breaks.
- Responded to 390 customer service requests from residents, business owners, and industrial customers.
- Responded to thirty-seven (37) calls related to reported sanitary sewer backups.
- Repaired thirty-six (36) fire hydrants.
- Posted 865 property owners for non-payment. Of those 865, 144 water services were shut off.
- Provided customer service by responding to 125 instances where water use was excessive. Helped user find the source of wasted water.
- Replaced four (4) water main valves within the water distribution system.
- Completed both a spring and fall flush of the City’s water system.
- Completed site inspections of twenty (20) sanitary sewer lift stations, five (5) days a week.
- Completed site inspections of two (2) water booster stations, five (5) days a week.
- Cleared snow from sanitary sewer lift stations and water booster stations. Division staff served as snow plow drivers to assist the Street Division with snow removal.
- Assisted with the removal of sewage sludge from tanks at the wastewater treatment plants and debris from brine tanks at the water treatment plants.
- Staff worked with those contractors and managers installing the fiber optic line throughout town. They served as the local contact for mitigating damage to private and public water & sewer services.

16/17 Goals and Objectives

- Staff will work with the Finance Department to install the highest number of new radio read water meters as possible.
- This division will play a large role in protecting the fiber optic line that was installed throughout the City in 2015. They have the responsibility of locating and marking the line when a JULIE request comes in not only in the city but also on Route 14 all the way to McHenry County College.

- Division staff will complete a spring and fall flush of the City’s water distribution system.
- Division staff will monitor and maintain the City’s twenty (20) sanitary sewer lift stations and two (2) water booster stations which are in operation 24/7.
- This division will assist other divisions and Departments with those projects that involve the use of the Vactor truck, backhoe, excavation, and/or underground utility work.
- Division staff will perform spring restoration to the roadway, curb, sidewalk, and landscaped areas that were excavated to repair water main breaks.
- Continual training will be provided to educate our new employees on the various aspects of this system and reinforce the City’s commitment to customer service.

Performance Measures:

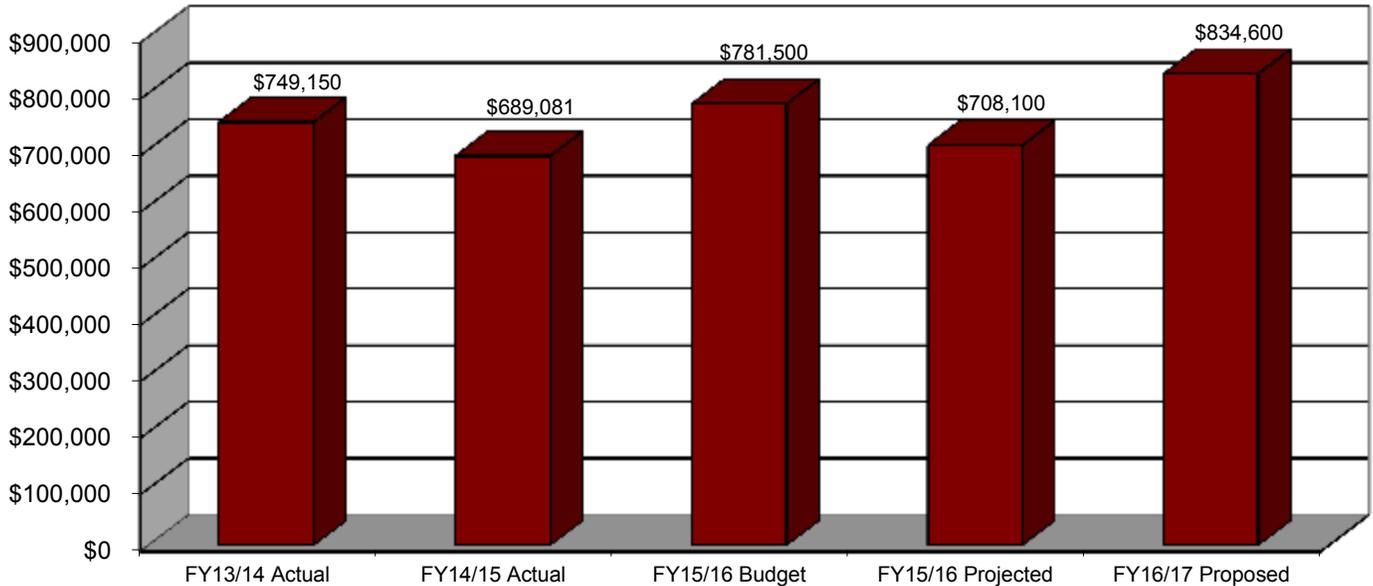
Item	Goal	Description	FY13/14	FY14/15	FY15/16
			Actual	Actual	Estimated
Internal Training	Provide a minimum of 40 hours of documented training for division employees each year		*	*	*
Maintain water system valves & hydrants	Repair/ replace valves and hydrants as necessary		*	*	36 hydrants
Convert water meters to radio read	700 water meters/ year		*	*	650
Utilize preventive maintenance to clean sanitary sewer lines	Lineal ft/ year		*	*	15,000 lineal feet
Employ operations to promote efficient programs & projects	Seek out and administer programs and projects intended to make facilities efficient		*	*	*

*Data not available

Water & Sewer Utility-Expenses

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
SEWER & WATER MAINTENANCE						
SALARIES						
60-52-3-408	Superintendent	\$ 74,627	\$ 83,238	\$ 79,000	\$ 79,000	\$ 80,900
60-52-3-415	Maintenance	337,159	317,582	336,200	291,000	350,500
60-52-3-431	Extra Labor	-	3,925	4,500	3,600	4,000
60-52-3-445	Overtime	23,818	12,467	25,000	20,000	22,000
TOTAL SALARIES		\$ 435,604	\$ 417,212	\$ 444,700	\$ 393,600	\$ 457,400
PERSONAL SERVICES						
60-52-4-451	Sick Leave Conversion	\$ 646	\$ 1,181	\$ 1,800	\$ 1,500	\$ 1,900
60-52-4-453	Uniforms	3,895	4,536	4,000	4,000	4,300
60-52-4-457	IMRF	-	-	-	-	61,100
60-52-4-458	Social Security	-	-	-	-	28,100
60-52-4-459	Medicare	-	-	-	-	6,500
TOTAL PERSONAL SERVICES		\$ 4,541	\$ 5,717	\$ 5,800	\$ 5,500	\$ 101,900
CONTRACTUAL SERVICES						
60-52-5-501	Communications	\$ 9,829	\$ 9,349	\$ 9,500	\$ 9,300	\$ 9,500
60-52-5-540	Utilities-Lift Stations	31,201	37,007	34,000	30,000	34,000
60-52-5-541	Utilities-Booster Stations	15,299	14,674	13,500	12,500	13,500
60-52-5-552	Service to Maintain Equipment	131	372	1,500	3,400	2,500
60-52-5-553	Service to Maintain Vehicles	104	6,043	7,000	2,000	6,000
60-52-5-554	Service to Maintain Water Mains	48,546	25,412	34,000	30,000	34,000
60-52-5-555	Service to Maintain Sewer Mains	50,351	43,923	40,000	57,000	45,000
TOTAL CONTRACTUAL SERVICES		\$ 155,461	\$ 136,780	\$ 139,500	\$ 144,200	\$ 144,500
COMMODITIES						
60-52-6-602	Gasoline & Oil	\$ 28,315	\$ 18,764	\$ 24,000	\$ 18,000	\$ 19,000
60-52-6-605	Tools	2,396	2,579	2,000	2,500	2,500
60-52-6-606	Supplies	2,501	816	2,000	2,500	2,300
60-52-6-621	Material to Maintain Equipment	7,227	6,106	3,500	4,600	4,000
60-52-6-622	Material to Maintain Vehicles	7,303	17,481	7,000	15,000	12,000
60-52-6-624	Material to Maintain Water Mains	36,193	26,608	29,000	40,000	32,000
60-52-6-625	Material to Maintain Sewer Mains	65,757	55,997	55,000	55,000	55,000
TOTAL COMMODITIES		\$ 149,692	\$ 128,351	\$ 122,500	\$ 137,600	\$ 126,800
CAPITAL OUTLAY						
60-52-7-720	Equipment	\$ 3,852	\$ 1,021	\$ 4,000	\$ 3,800	\$ 4,000
60-52-7-725	Water Meters	-	-	65,000	23,400	-
TOTAL CAPITAL OUTLAY		\$ 3,852	\$ 1,021	\$ 69,000	\$ 27,200	\$ 4,000
TOTAL SEWER & WATER MAINTENANCE DIVISION EXPENSES		\$ 749,150	\$ 689,081	\$ 781,500	\$ 708,100	\$ 834,600

BUDGET COMPARISON



Sewer & Water Maintenance Line Item Descriptions

60-52-3-408	Superintendent	\$ 80,900
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FY13/14 Actual:	\$ 74,627	FY14/15 Actual:	\$ 83,238
FY15/16 Budget:	\$ 79,000	FY15/16 Projected:	\$ 79,000
Budget to Proposed	2.4% Δ	Projected to Proposed	2.4% Δ

The FY16/17 budget amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City’s approved merit program. The Superintendent directs and manages all operations associated with the operation and maintenance of the City’s water & sewer distribution system.

60-52-3-415	Maintenance	\$ 350,500
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FY13/14 Actual:	\$ 337,159	FY14/15 Actual:	\$ 317,582
FY15/16 Budget:	\$ 336,200	FY15/16 Projected:	\$ 291,000
Budget to Proposed	4.3% Δ	Projected to Proposed	20.4% Δ

The FY16/17 budget amount is consistent with the negotiated labor contracts for unionized Public Works positions. This line item pays the salary of eight (8) full-time, year-round employees who serve to operate and maintain the City’s water & sewer distribution system. Some major tasks that are also performed by these

employees are: water meter reading, troubleshooting, repair and replacement, utility locates, sanitary sewer lift station, water booster station, and pressure reducing station maintenance & repair. In FY15/16 the division had one vacant position for most of the year and one employee was approved for military leave for a period of more than five months.

60-52-3-431 Extra Labor \$ 4,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 3,925
FY15/16 Budget:	\$ 4,500	FY15/16 Projected:	\$ 3,600
Budget to Proposed	-11.1% ▽	Projected to Proposed	11.1% △

This line item is used to pay the salary costs of a seasonal part-time employee working 40 hours per week during the summer months (May thru August). The seasonal employee provides additional labor for seasonal mowing, trimming, and outside maintenance at the pump stations, which frees up more work hours for full-time employees. Actual costs are determined by the total number of hours that this employee works.

60-52-3-445 Overtime \$ 22,000

FY13/14 Actual:	\$ 23,818	FY14/15 Actual:	\$ 12,467
FY15/16 Budget:	\$ 25,000	FY15/16 Projected:	\$ 20,000
Budget to Proposed	-12.0% ▽	Projected to Proposed	10.0% △

Some overtime costs are incurred each year to deal with unanticipated and/or emergency situations and to complete critical equipment repairs to return the distribution system to normal operation. Overtime costs for employees in this division while working on other types of activities (i.e., snow plowing, leaf collection, etc.) are not charged to this line item. There are no scheduled overtime activities for this division, so overtime is related to after-hour emergency repairs and/or customer service requests.

60-52-4-451 Sick Leave Conversion \$ 1,900

FY13/14 Actual:	\$ 646	FY14/15 Actual:	\$ 1,181
FY15/16 Budget:	\$ 1,800	FY15/16 Projected:	\$ 1,500
Budget to Proposed	5.6% △	Projected to Proposed	26.7% △

The sick leave conversion benefit provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%, but applied to employee health insurance contributions.

60-52-4-453 Uniforms \$ 4,300

FY13/14 Actual:	\$ 3,895	FY14/15 Actual:	\$ 4,536
FY15/16 Budget:	\$ 4,000	FY15/16 Projected:	\$ 4,000
Budget to Proposed	7.5% △	Projected to Proposed	7.5% △

In an effort to maintain consistency in the clothing and present a professional appearance, the City provides certain uniform items for Public Works employees. All uniforms and clothing identifies the individual as an employee of Public Works

and the City of Woodstock. Funds within this line item cover the purchase of T-shirts, jackets, coats, rain gear, gloves, boots, and other clothing items for all full-time employees in the Sewer & Water Maintenance Division on an as-needed basis.

60-52-4-457 IMRF		\$ 61,100	
FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item covers costs for Illinois Municipal Retirement Fund contributions for employees in the Sewer & Water Maintenance Division. In years past, these funds were transferred from the Water & Sewer Fund's revenue to the IMRF Fund through line item 60-00-9-951. Beginning in FY16/17, funds are appropriated in each of the Utility Fund's operating budgets for this purpose. This modification eliminates a comment from the Auditor's Management Letter.

60-52-4-458 Social Security		\$ 28,100	
FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item covers costs for Social Security contributions for employees in the Sewer & Water Maintenance Division. In years past, funds were transferred from the Water & Sewer Utility Fund to the Social Security Fund representing payroll costs paid directly by the City for Social Security coverage through line item 60-00-9-952. Beginning in FY16/17, funds are appropriated in each of the Utility Fund's operating budgets for this purpose. This modification eliminates a comment from the Auditor's Management Letter.

60-52-4-459 Medicare		\$ 6,500	
FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item covers costs for Medicare for employees in the Sewer & Water Maintenance Division. In years past, funds were transferred from the Water & Sewer Utility Fund to the Social Security Fund representing payroll costs paid directly by the City for Medicare coverage through line item 60-00-9-952. Beginning in FY16/17, funds are appropriated in each of the Utility Fund's operating budgets for this purpose. This modification eliminates a comment from the Auditor's Management Letter.

60-52-5-501 Communications \$ 9,500

FY13/14 Actual:	\$ 9,829	FY14/15 Actual:	\$ 9,349
FY15/16 Budget:	\$ 9,500	FY15/16 Projected:	\$ 9,300
Budget to Proposed	0.0%	Projected to Proposed	2.2% △

Charges to this line item include Verizon cellular phone fees for all full-time division employees and fees for remote alarm dialers located throughout the distribution system. Each of the sanitary sewer lift stations is equipped with alarm dialers to notify employees in the event of a pump failure, electric service interruption, or high water condition. The cost of the maintenance of the phone dialers and the monthly charges for the phone lines are charged to this line item.

60-52-5-540 Utilities-Lift Stations \$ 34,000

FY13/14 Actual:	\$ 31,201	FY14/15 Actual:	\$ 37,007
FY15/16 Budget:	\$ 34,000	FY15/16 Projected:	\$ 30,000
Budget to Proposed	0.0%	Projected to Proposed	13.3% △

This line item pays for the electricity to operate the equipment at the City's sanitary sewer lift stations and natural gas costs to power pad-mounted emergency generators.

60-52-5-541 Utilities-Booster Stations \$ 13,500

FY13/14 Actual:	\$ 15,299	FY14/15 Actual:	\$ 14,674
FY15/16 Budget:	\$ 13,500	FY15/16 Projected:	\$ 12,500
Budget to Proposed	0.0%	Projected to Proposed	8.0% △

Funds in this line item pay costs for electrical service to operate the two water supply booster stations maintained by the Sewer & Water Maintenance Division. Cold winter seasons will impact expenditures in this line item since stations are outfitted with electric heaters.

60-52-5-552 Service to Maintain Equipment \$ 2,500

FY13/14 Actual:	\$ 131	FY14/15 Actual:	\$ 372
FY15/16 Budget:	\$ 1,500	FY15/16 Projected:	\$ 3,400
Budget to Proposed	66.7% △	Projected to Proposed	-26.5% ▽

This line item will be used to pay the costs of all outside contract services needed for the repair of equipment within this division's area of responsibility. Typical equipment might include but not be limited to: Vactor, backhoe, pumps, generators, saws, locating equipment, and other small equipment.

60-52-5-553 Service to Maintain Vehicles \$ 6,000

FY13/14 Actual:	\$ 104	FY14/15 Actual:	\$ 6,043
FY15/16 Budget:	\$ 7,000	FY15/16 Projected:	\$ 2,000
Budget to Proposed	-14.3% ▽	Projected to Proposed	200.0% △

This line item will be used to pay the costs of all outside contract services needed for the repair and maintenance of ten (10) vehicles assigned to this division.

60-52-5-554 Service to Maintain Water Mains \$ 34,000

FY13/14 Actual:	\$ 48,546	FY14/15 Actual:	\$ 25,412
FY15/16 Budget:	\$ 34,000	FY15/16 Projected:	\$ 30,000
Budget to Proposed	0.0%	Projected to Proposed	13.3% △

This line item will include all costs for outside services needed for the operation, maintenance, and repair of the water distribution system. This includes the purchase of replacement pumps for water booster stations, complete replacement of booster station drive (operational control equipment and sensors), electrical system changes, normal maintenance of the booster stations, contracted services to complete restoration for water main repairs, contracted services to assist with water main repairs, and plumbing assistance for maintenance of the water system.

60-52-5-555 Service to Maintain Sewer Mains \$ 45,000

FY13/14 Actual:	\$ 50,351	FY14/15 Actual:	\$ 43,923
FY15/16 Budget:	\$ 40,000	FY15/16 Projected:	\$ 57,000
Budget to Proposed	12.5% △	Projected to Proposed	-21.1% ▽

This line item includes the cost of outside services for the maintenance of the City's sanitary sewer collection system, TV inspection services to investigate problem areas, and services to maintain the City's sanitary sewer lift stations. Typical expenses may include electrical system and control panel maintenance, service of generators, landscape restoration, TV inspection services, contracted services to assist with sewer repairs, contracted services for pavement and driveway restoration, and contracted services for the maintenance of lift station pumps. In FY14/15 an evaluation was completed on the Irving Avenue lift station because it seems to receive a fair amount of groundwater through the sanitary sewer system. Cost for engineering, televising, and cleaning of the influent sewer were not paid out until FY15/16.

60-52-6-602 Gasoline & Oil \$ 19,000

FY13/14 Actual:	\$ 28,315	FY14/15 Actual:	\$ 18,764
FY15/16 Budget:	\$ 24,000	FY15/16 Projected:	\$ 18,000
Budget to Proposed	-20.8% ▽	Projected to Proposed	5.6% △

This line item is for oil, diesel fuel, and gasoline used in the ten (10) vehicles assigned to the Sewer & Water Maintenance Division, in addition to mowing equipment, portable pumps, portable generators, etc.

60-52-6-605 Tools \$ 2,500

FY13/14 Actual:	\$ 2,396	FY14/15 Actual:	\$ 2,579
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 2,500
Budget to Proposed	25.0% △	Projected to Proposed	0.0%

This line item is to be used to purchase small hand tools and equipment to maintain the equipment, buildings, and grounds that are the responsibility of the Sewer & Water Maintenance Division. Typical charges will include hydrant wrenches,

probes, valve keys, wrenches, hand tools, shovels, rakes, etc. Individual tools with a price tag of more than \$500 are charged to the equipment line item 60-52-7-720.

60-52-6-606 Supplies		\$ 2,300	
FY13/14 Actual:	\$ 2,501	FY14/15 Actual:	\$ 816
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 2,500
Budget to Proposed	15.0% △	Projected to Proposed	-8.0% ▽

This line item is used for the purchase of general supplies used by the division that are not directly related to sewer mains or water mains. Typical charges will include first aid supplies, batteries, barricades, nuts and bolts, lumber, mortar mix, paint, grass seed, etc.

60-52-6-621 Material to Maintain Equipment		\$ 4,000	
FY13/14 Actual:	\$ 7,227	FY14/15 Actual:	\$ 6,106
FY15/16 Budget:	\$ 3,500	FY15/16 Projected:	\$ 4,600
Budget to Proposed	14.3% △	Projected to Proposed	-13.0% ▽

This line item is used for the purchase of all supplies and parts needed for the routine service, maintenance, and repair work completed in-house. Typical purchases include belts, filters, pump hoses, hoses for the Vactor, sewer jet pressure hose, nozzles, and fittings.

60-52-6-622 Material to Maintain Vehicles		\$ 12,000	
FY13/14 Actual:	\$ 7,303	FY14/15 Actual:	\$ 17,481
FY15/16 Budget:	\$ 7,000	FY15/16 Projected:	\$ 15,000
Budget to Proposed	71.4% △	Projected to Proposed	-20.0% ▽

This line item is used for the purchase of all supplies and parts needed for the routine service, maintenance, and repair work completed in-house for the ten (10) vehicles assigned to this division. In FY15/16, there was no single repair that forced over spending in this line item, but rather several unanticipated maintenance problems associated with vehicle emissions equipment.

60-52-6-624 Material to Maintain Water Mains		\$ 32,000	
FY13/14 Actual:	\$ 36,193	FY14/15 Actual:	\$ 26,608
FY15/16 Budget:	\$ 29,000	FY15/16 Projected:	\$ 40,000
Budget to Proposed	10.3% △	Projected to Proposed	-20.0% ▽

This line item is used for the purchase of all material for the repair and maintenance of the water distribution system. Typical items purchased might include fire hydrants, hydrant extensions, water main pipe, water valves, water main repair clamps, brass fittings, gravel and stone, and other similar material purchases needed to complete water main repairs and improvements by City employees. During FY15/16 a citywide leak detection survey revealed a number of fire hydrants that were leaking. Fire hydrant repair kits were purchased through this line item to fix the water leaks.

60-52-6-625 Material to Maintain Sewer Mains \$ 55,000

FY13/14 Actual:	\$ 65,757	FY14/15 Actual:	\$ 55,997
FY15/16 Budget:	\$ 55,000	FY15/16 Projected:	\$ 55,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is used for the purchase of material, supplies, and parts for the maintenance and repair of sanitary sewers and lift stations. Costs for the upcoming budget year will include the purchase of sanitary sewer degreaser, sewer main repair clamps and couplings, sewer pipe, manhole block and precast manholes, manhole frames and grates, lift station parts, landscape material for lift stations, and gravel and stone.

60-52-7-720 Equipment \$ 4,000

FY13/14 Actual:	\$ 3,852	FY14/15 Actual:	\$ 1,021
FY15/16 Budget:	\$ 4,000	FY15/16 Projected:	\$ 3,800
Budget to Proposed	0.0%	Projected to Proposed	5.3% △

This line item is used for the purchase of tools which cost more than \$500 per item. In FY15/16 funds were used to upgrade three computers, which are located in division vehicles. During FY16/17 two computers and one iPad are scheduled to be replaced.

60-52-7-725 Water Meters \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 65,000	FY15/16 Projected:	\$ 23,400
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

Funds within this line item were used to purchase those water meters that failed or were installed in new construction. The purchase of water meters were also funded through a line item in the Water & Sewer Utility CIP budget to replace outdated water meters with new ones utilizing “drive-by” radio read technology. Beginning in FY16/17, all water meters will be purchased through line item 60-54-7-775 in the Utility Fund CIP.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

W&S Administration and Debt

Water & Sewer Administration & Debt Service

This budget provides for the costs to operate the Public Works office, administrative and management assistance to the three Utility Fund operating divisions (Water Treatment, Wastewater Treatment, and Sewer & Water Maintenance), training and support for Utility Fund employees, utility billing expenses, engineering services, and debt service.



FY15/16 Accomplishments

- Bond debt payments for the Southside Wastewater Treatment Plant and First Street Water Treatment Plant improvements were made in a timely manner from existing revenues.
- Water treatment plant employees completed all annual training and professional development classes required by the Illinois Environmental Protection Agency to maintain their state certifications.
- Wastewater Treatment Plant employees continued to complete courses for treatment plant operators and advanced their certification status through the State-managed testing program.
- Updated the City's GIS system to include more recent aerial photos to better reflect current conditions.
- All utility divisions remained 100% compliant w/EPA guidelines as it relates to the operation of the water treatment plant, wastewater treatment plant, water distribution and sewer collection systems.

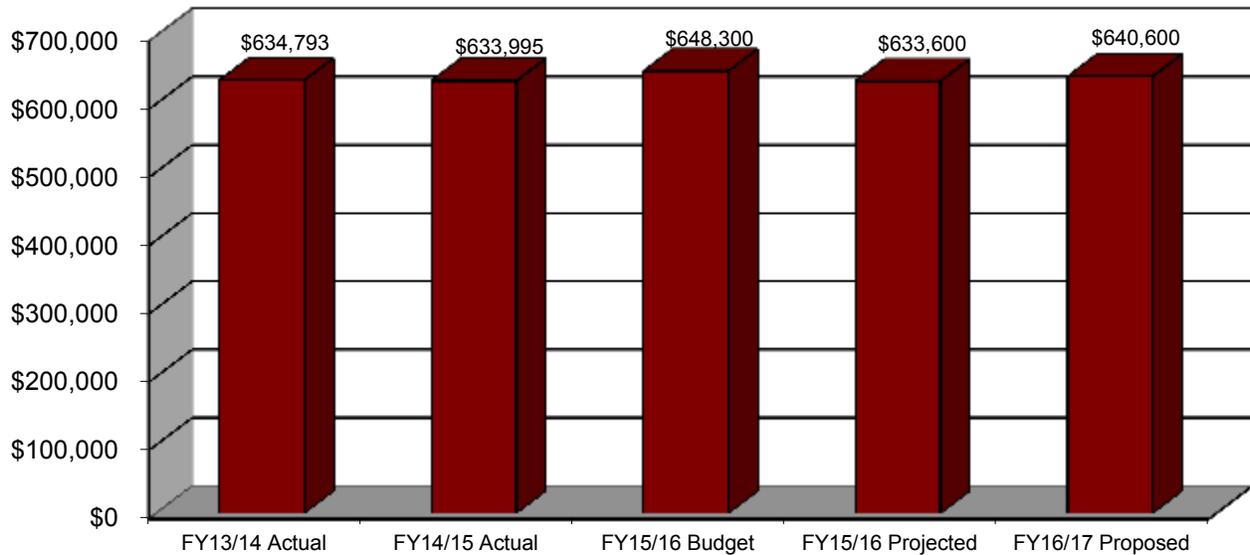
FY16/17 Goals and Objectives

- Provide adequate funds from existing revenues to meet annual debt obligations for costs incurred with the maintenance, repair, and upgrade of existing utility infrastructure, distinct from funds needed to meet obligations resulting from increased capacity needs.
- Provide funding for specialized training and educational seminars specific to water treatment, wastewater treatment, mechanical and electrical systems, water distribution, and overall utility operations to develop a qualified staff with specialized skills.
- Plan, schedule, and complete educational and promotional programs to advance the City's goal of increasing awareness about the importance and need for water conservation measures, groundwater source protection, and protecting surface waters by limiting improper waste disposal into the sanitary sewer system.
- Provide adequate funds and complete the annual update of the City's GIS system to provide a reliable and easily accessible record of utility information and infrastructure.

Water & Sewer Utility-Expenses

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
ADMINISTRATION & DEBT SERVICE						
PERSONAL SERVICES						
60-53-4-452	Travel & Training	\$ 1,980	\$ 2,140	\$ 5,500	\$ 3,500	\$ 5,000
60-53-4-454	Dues & Subscriptions	377	480	1,000	1,000	1,000
TOTAL PERSONAL SERVICES		\$ 2,357	\$ 2,620	\$ 6,500	\$ 4,500	\$ 6,000
CONTRACTUAL SERVICES						
60-53-5-502	Legal Expenses	\$ 413	\$ 1,080	\$ 500	\$ -	\$ -
60-53-5-503	Engineering Services	3,731	3,398	6,000	-	-
60-53-5-537	Printing Services	2,301	177	1,200	1,000	1,200
60-53-5-538	IEPA WWTP Permit Fees	34,500	33,500	34,500	32,500	34,500
60-53-5-560	JULIE Fees	3,209	3,724	4,200	4,600	4,600
TOTAL CONTRACTUAL SERVICES		\$ 44,154	\$ 41,879	\$ 46,400	\$ 38,100	\$ 40,300
COMMODITIES						
60-53-6-601	Postage	\$ 13,764	\$ 14,135	\$ 18,000	\$ 14,000	\$ 16,000
60-53-6-604	Education Programs	457	250	700	400	700
60-53-6-606	Supplies	810	2,213	1,000	1,000	1,000
TOTAL COMMODITIES		\$ 15,031	\$ 16,598	\$ 19,700	\$ 15,400	\$ 17,700
INTEREST						
60-53-8-930	Interest Expense (2004F)	\$ 46,779	\$ 40,848	\$ 28,300	\$ 28,300	\$ 14,600
60-53-8-931	Interest Expense (2008)	115,915	111,493	106,700	106,700	101,400
TOTAL INTEREST		\$ 162,694	\$ 152,341	\$ 135,000	\$ 135,000	\$ 116,000
OTHER CHARGES						
60-53-8-517	Bond Fees	\$ 557	\$ 557	\$ 700	\$ 600	\$ 600
60-53-8-900	Bond Principal (2004F)	265,000	270,000	285,000	285,000	300,000
60-53-8-901	Bond Principal (2008)	145,000	150,000	155,000	155,000	160,000
TOTAL OTHER CHARGES		\$ 410,557	\$ 420,557	\$ 440,700	\$ 440,600	\$ 460,600
TOTAL ADMINISTRATION & DEBT SERVICE DIVISION EXPENSES		\$ 634,793	\$ 633,995	\$ 648,300	\$ 633,600	\$ 640,600

BUDGET COMPARISON



Water & Sewer Administration & Debt Service Line Item Descriptions

60-53-4-452 Travel & Training \$ 5,000

FY13/14 Actual:	\$ 1,980	FY14/15 Actual:	\$ 2,140
FY15/16 Budget:	\$ 5,500	FY15/16 Projected:	\$ 3,500
Budget to Proposed	-9.1% ▽	Projected to Proposed	42.9% △

Costs for travel and training for all Utility Fund Public Works divisions are centralized in this budget. Therefore, no training costs are included in the individual divisions' budgets, and this line item includes training for all Public Works employees in the Utility Fund divisions which include Water Treatment, Wastewater Treatment, Sewer & Water Maintenance, and Public Works Administration.

Charges to this line item increased in FY14/15 to fund the agreed-upon coursework required for the merit-based promotion provision in the collective bargaining agreement.

60-53-4-454 Dues & Subscriptions \$ 1,000

FY13/14 Actual:	\$ 377	FY14/15 Actual:	\$ 480
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 1,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

All costs for dues, subscriptions, and reference materials for all Utility Fund Public Works divisions are centralized in this budget. Typical annual expenses include membership dues in American Water Works Association, Water Environment Federation, Fox Valley Operators Association, and Northern Illinois Water Analysts.

This line item also includes the expense of the annual subscription service for three GIS software licenses utilized by the Public Works Department.

60-53-5-502 Legal Expenses \$ 0

FY13/14 Actual:	\$ 413	FY14/15 Actual:	\$ 1,080
FY15/16 Budget:	\$ 500	FY15/16 Projected:	\$ 0
Budget to Proposed	-100.0% ▽	Projected to Proposed	N/A

This line item is used to pay legal fees directly attributable to the Utility Fund operation. These fees only include general activities such as research of legal requirements for bonds or special payments, assistance with damage claims and liability issues, and research and assistance for policies on debt collection.

60-53-5-503 Engineering Services \$ 0

FY13/14 Actual:	\$ 3,731	FY14/15 Actual:	\$ 3,398
FY15/16 Budget:	\$ 6,000	FY15/16 Projected:	\$ 0
Budget to Proposed	-100.0% ▽	Projected to Proposed	N/A

This line item is to be used for the payment of engineering fees for general services in the Utility Fund divisions. This includes, but is not limited to, assistance with permit questions or issues, water flow and pressure modeling, updates of computer-mapping records, assistance related to water treatment operations, property surveys, and similar projects.

60-53-5-537 Printing Services \$ 1,200

FY13/14 Actual:	\$ 2,301	FY14/15 Actual:	\$ 177
FY15/16 Budget:	\$ 1,200	FY15/16 Projected:	\$ 1,000
Budget to Proposed	0.0%	Projected to Proposed	20.0% △

Expenses in this line item include the printing cost to produce the Federally-required Consumer Confidence Report (CCR), which is included with the City Scene mailing. This also includes charges for copying large plans for developers and contractors, printing and copying presentation materials and exhibits, and printing base maps.

60-53-5-538 IEPA WWTP Permit Fees \$ 34,500

FY13/14 Actual:	\$ 34,500	FY14/15 Actual:	\$ 33,500
FY15/16 Budget:	\$ 34,500	FY15/16 Projected:	\$ 32,500
Budget to Proposed	0.0%	Projected to Proposed	6.2% △

The State of Illinois charges an annual fee for each NPDES Discharge Permit, Land Application Permit, and Storm Water Discharge permit issued by the Illinois Environmental Protection Agency.

60-53-5-560 JULIE Fees \$ 4,600

FY13/14 Actual:	\$ 3,209	FY14/15 Actual:	\$ 3,724
FY15/16 Budget:	\$ 4,200	FY15/16 Projected:	\$ 4,600
Budget to Proposed	9.5% △	Projected to Proposed	0.0%

This is the annual membership/user fee required to participate in the area-wide, one-

call, utility-locate service, which for this area of the State is called JULIE. The annual fee calculation is based on the number of locate requests received the prior year. The fiber optic project has increased requests for locates here locally.

60-53-6-601 Postage				\$ 16,000
FY13/14 Actual:	\$ 13,764	FY14/15 Actual:	\$ 14,135	
FY15/16 Budget:	\$ 18,000	FY15/16 Projected:	\$ 14,000	
Budget to Proposed	-11.1% ▽	Projected to Proposed	14.3% △	

Postage costs for the Utility Fund include mailing of monthly water and sewer bills by the Finance Department, mailing to residents for Utility Fund projects, and shipping charges for mailing of water samples each month. In FY14/15, the increase is associated with switching from postcards to full-page bills.

60-53-6-604 Education Programs				\$ 700
FY13/14 Actual:	\$ 457	FY14/15 Actual:	\$ 250	
FY15/16 Budget:	\$ 700	FY15/16 Projected:	\$ 400	
Budget to Proposed	0.0%	Projected to Proposed	75.0% △	

This line item is utilized to support efforts to promote water conservation and to provide the funding for the implementation of education programs related to source water, water conservation, and wastewater treatment.

60-53-6-606 Supplies				\$ 1,000
FY13/14 Actual:	\$ 810	FY14/15 Actual:	\$ 2,213	
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 1,000	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

Typical charges include general office supplies used by utility employees such as paper, pens, notebooks, binders, file folders, computer supplies, etc. Additional expenditures incurred within this line item are for the purchase of supplies for the celebration of National Public Works week.

60-53-8-930 Interest Expense (2004F)				\$ 14,600
FY13/14 Actual:	\$ 46,779	FY14/15 Actual:	\$ 40,848	
FY15/16 Budget:	\$ 28,300	FY15/16 Projected:	\$ 28,300	
Budget to Proposed	-48.4% ▽	Projected to Proposed	-48.4% ▽	

Annual interest costs on the outstanding 2004 Refunding Bonds are funded by this account. For a further description of this bond issuance, see line item 60-53-8-900. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Total	Paid by 62-00-8-900	Annual Debt Payment
5/1/2016		\$ 7,300.00	\$ 7,300.00		
11/1/2016	\$400,000.00	\$ 7,300.00	\$407,300.00	(\$100,000.00)	\$314,600.00

60-53-8-931 Interest Expense (2008)

\$ 101,400

FY13/14 Actual:	\$ 115,915	FY14/15 Actual:	\$ 111,493
FY15/16 Budget:	\$ 106,700	FY15/16 Projected:	\$ 106,700
Budget to Proposed	-5.0% ▽	Projected to Proposed	-5.0% ▽

Annual interest costs on the outstanding 2008 Alternate Revenue Bonds are funded by this account. For a further description of this bond issuance, see line item 60-53-8-901. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Total	Annual Debt Payment
7/1/2016		\$ 50,673.75	\$ 50,673.75	
1/1/2017	\$ 160,000.00	\$ 50,673.75	\$ 210,673.75	\$ 261,347.50
7/1/2017		\$ 47,833.75	\$ 47,833.75	
1/1/2018	\$ 165,000.00	\$ 47,833.75	\$ 212,833.75	\$ 260,667.50
7/1/2018		\$ 44,740.00	\$ 44,740.00	
1/1/2019	\$ 170,000.00	\$ 44,740.00	\$ 214,740.00	\$ 259,480.00
7/1/2019		\$ 41,340.00	\$ 41,340.00	
1/1/2020	\$ 180,000.00	\$ 41,340.00	\$ 221,340.00	\$ 262,680.00
7/1/2020		\$ 37,740.00	\$ 37,740.00	
1/1/2021	\$ 185,000.00	\$ 37,740.00	\$ 222,740.00	\$ 260,480.00
7/1/2021		\$ 33,924.38	\$ 33,924.38	
1/1/2022	\$ 195,000.00	\$ 33,924.38	\$ 228,924.38	\$ 262,848.76
7/1/2022		\$ 29,902.50	\$ 29,902.50	
1/1/2023	\$ 200,000.00	\$ 29,902.50	\$ 29,902.50	\$ 259,805.00
7/1/2023		\$ 25,552.50	\$ 25,552.50	
1/1/2024	\$ 210,000.00	\$ 25,552.50	\$ 235,552.50	\$ 261,105.00
7/1/2024		\$ 20,985.00	\$ 20,985.00	
1/1/2025	\$ 220,000.00	\$ 20,985.00	\$ 240,985.00	\$ 261,970.00
7/1/2025		\$ 16,200.00	\$ 16,200.00	
1/1/2026	\$ 230,000.00	\$ 16,200.00	\$ 246,200.00	\$ 262,400.00
7/1/2026		\$ 11,025.00	\$ 11,025.00	
1/1/2027	\$ 240,000.00	\$ 11,025.00	\$ 251,025.00	\$ 262,050.00
7/1/2027		\$ 5,625.00	\$ 5,625.00	
1/1/2028	\$ 250,000.00	\$ 5,625.00	\$ 255,625.00	\$ 261,250.00

60-53-8-517 Bond Fees

\$ 600

FY13/14 Actual:	\$ 557	FY14/15 Actual:	\$ 557
FY15/16 Budget:	\$ 700	FY15/16 Projected:	\$ 600
Budget to Proposed	-14.3% ▽	Projected to Proposed	0.0%

This line item is used to provide for the City's annual costs charged by the Paying Agent that is responsible for insuring that the bondholders receive the City's payment on its outstanding bonds in a timely manner.

60-53-8-900 Bond Principal (2004F) \$ 300,000

FY13/14 Actual:	\$ 265,000	FY14/15 Actual:	\$ 270,000
FY15/16 Budget:	\$ 285,000	FY15/16 Projected:	\$ 285,000
Budget to Proposed	5.3% Δ	Projected to Proposed	5.3% Δ

In 1996, the City issued \$4.995 million in Alternate Revenue Bonds to finance a renovation/modernization of the Southside Wastewater Treatment Plant. In addition, this construction also resulted in increasing the existing capacity for the treatment facility. Therefore, the related debt service payment is apportioned between the Utility Fund and the Utility Capacity Fund. The Utility Capacity Fund is responsible for \$100,000 of the annual debt service payment, and the difference is funded through user charges collected by the Utility Fund.

In 2004, a majority of the outstanding 1996 Alternate Revenue Bonds were refunded through the issuance of \$3.65 million in Alternate Revenue Refunding Bonds. The remaining principal of the 1996 bonds has been completely repaid and, therefore, the City is only responsible for the repayment of the 2004 refunding bonds. The 2004 Refunding Bonds will be completely repaid at the end of FY16/17. See line item 60-53-8-930 for the remaining debt service schedule.

60-53-8-901 Bond Principal (2008) \$ 160,000

FY13/14 Actual:	\$ 145,000	FY14/15 Actual:	\$ 150,000
FY15/16 Budget:	\$ 155,000	FY15/16 Projected:	\$ 155,000
Budget to Proposed	3.2% Δ	Projected to Proposed	3.2% Δ

The City issued \$3.4 million in Alternate Revenue Bonds in FY08/09 to finance the modernization/renovation of the First Street Water Treatment Plant. This project re-outfitted the facility with new modern equipment that not only improved the overall treatment process, but also allowed for the simultaneous treatment of all three wells that service this facility. See line item 60-53-8-931 for the remaining debt service schedule.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Utility-CIP

Water & Sewer CIP Fund

Attached is the proposed FY16/17 budget request for the Water and Sewer Utility CIP Fund. This proposed budget represents an important and critical appropriation if the City is to continue to provide reliable service to our utility customers. Unless the City also invests money each year in capital improvement projects, the reliability and quality of service will decrease over time. Capital maintenance and replacement costs cannot be eliminated; they can only be deferred. If deferred, the problems, breakdowns, and expenses tend to accumulate and worsen with time.



As a result of the City's emphasis on CIP improvements and the commitment of adequate funds in recent years, the City has been able to control and even reduce daily operating expenses and to meet all compliance standards. Furthermore, there is a direct correlation between the City's investment in CIP projects, with the responsible control of operating expenses, and the resulting ability to provide reliable service to our customers every day of the year. Therefore, the accompanying budget (along with the Water and Sewer Capacity CIP budget) represents an important and critical cost for the proper operation and long-term maintenance of the City's utility infrastructure.

FY15/16 Accomplishments

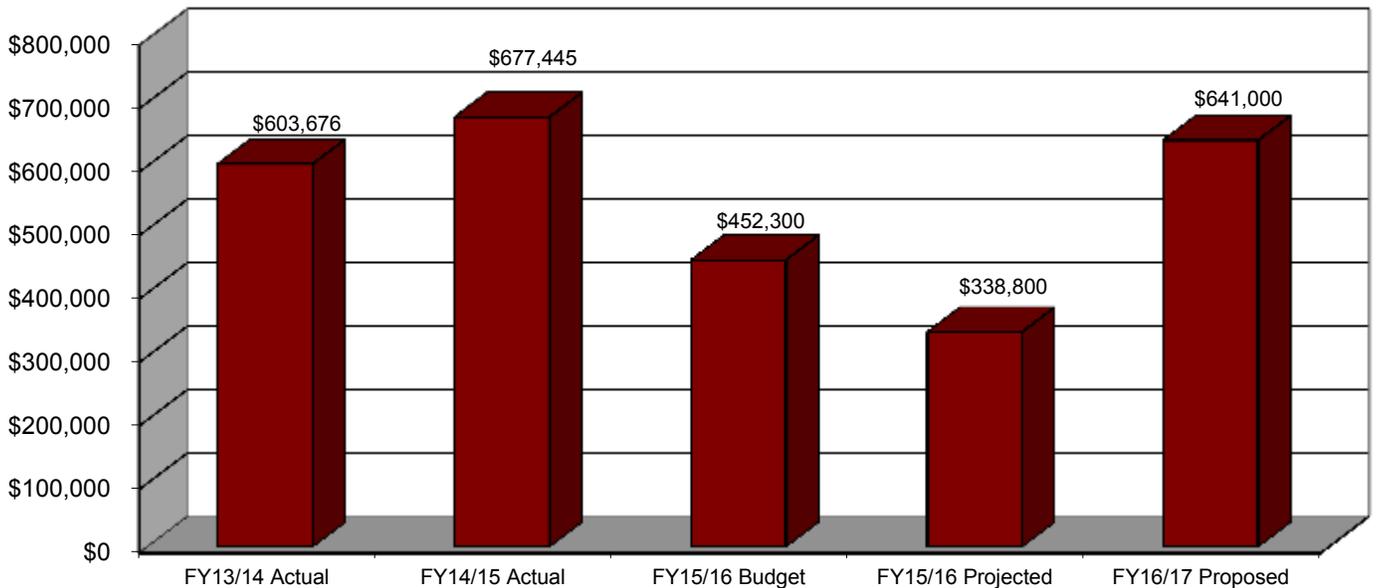
- Cleaned the interior and exterior of the Lake Avenue elevated storage tank.
- The City is working with a "drinking water expert," Larry Thomas, a P.E. with Stanley Consultants, Inc., to study Woodstock's well water and direct us on the future steps that the City needs to take to define the compounds and biological growth that are causing the current decline in chlorine residual in the distribution system.
- Sought resolution to the private water service leaks and the fire hydrant leaks that were identified in the Citywide leak detection program administered in FY15/16.
- Continued with a major initiative to replace old and outdated water meters with new radio read technology. Installation was completed by City staff with assistance from the Finance Department in setting up appointments for meter replacement. Approximately 6,619 meters or 75% of the water meters in the City of Woodstock (includes both new and existing accounts) have been converted to utilize the new "drive by" system.
- Well #9 was pulled for preventive maintenance.
- Replaced a grinder that has been in service for approximately 8 years and showing signs of significant wear.
- Two flights of stairs leading to the lowest level of the Tappan Street sanitary sewer lift station were replaced.
- Replaced sanitary sewer lift station pumps as needed.
- Continued the I/I reduction cost-sharing program for our sewer customers.

FY16/17 Goals and Objectives

- Staff will install some fire hydrants in the water distribution system that would benefit the spring and fall flushing of the water mains, making the program more effective and efficient.
- Identify the treatment alternatives for compounds in the well water, which contribute to biological growth in the water distribution system.
- Well #8, which serves the First Street Water Treatment Plant, will be pulled for preventive maintenance.
- Continue to replace old and outdated water meters with radio read technology.

- Continue the cost-sharing program for I/I reduction.
- One of the four softeners at the Seminary Avenue Water Treatment Plant will be removed from service, inspected, repaired as necessary and returned to service.
- A study will be conducted on the water telemetry system in order to identify what steps need to be taken to lessen the City's dependence on expensive leased communication lines.
- A professional inspection of the Lake Avenue water storage tank was completed in FY15/16. Recommended repairs will take place in FY16/17.
- Purchase a replacement for the Volvo loader used at the wastewater treatment plant.
- Replace sanitary sewer lift station pumps as needed.
- Fund the reconditioning of one grinder in the Wastewater Treatment Division.
- Plan, schedule, and complete annual maintenance and capital improvements necessary for the reliable and efficient operation of all aspects of the City's utility systems.
- Fund repairs to the tank on the sewer cleaning Vactor truck.
- Replace obsolete control panel in the Greenwood lift station.
- Provide for final payment to IDOT for utility relocation associated with U.S. Rt. 14 improvements.

BUDGET COMPARISON



Water & Sewer Utility-Expenses

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
CAPITAL IMPROVEMENT						
CAPITAL OUTLAY						
60-54-7-713	DPW Facility Expansion and Maintenance	\$ -	\$ -	\$ 30,000	\$ 16,500	\$ 17,000
60-54-7-771	Water Tower Maintenance	27,000	3,750	10,000	8,400	40,000
60-54-7-772	Well Maintenance & Improvement	142,989	105,137	70,000	51,100	70,000
60-54-7-773	Water Main Replacement & Construction	-	13,313	15,000	14,500	10,000
60-54-7-775	Water Meter Replacement Program	-	146,260	150,000	100,000	150,000
60-54-7-778	Water Treatment Plant Maintenance	51,604	39,662	55,000	37,000	52,000
60-54-7-779	Wastewater Treatment Plant Maintenance	162,645	163,977	26,000	47,700	47,000
60-54-7-782	Technology Improvements	-	-	41,300	37,600	10,000
60-54-7-784	Motor Pool	87,145	-	20,000	1,000	120,000
60-54-7-785	I & I Improvements	78,818	16,770	15,000	5,000	15,000
60-54-7-788	Lift Station Maintenance	52,907	4,378	20,000	20,000	70,000
60-54-7-789	IDOT Rt. 14 Utilities	568	184,198	-	-	40,000
60-54-7-790	PW Radio Communications	-	-	-	-	-
TOTAL CAPITAL OUTLAY		\$ 603,676	\$ 677,445	\$ 452,300	\$ 338,800	\$ 641,000
TOTAL CAPITAL IMPROVEMENT DIVISION EXPENSES		\$ 603,676	\$ 677,445	\$ 452,300	\$ 338,800	\$ 641,000

Water & Sewer CIP Fund Line Item Descriptions

60-54-7-713 DPW Facility Expansion and Maintenance	\$ 17,000
FY13/14 Actual:	\$ 0
FY14/15 Actual:	\$ 3,750
FY15/16 Budget:	\$ 10,000
FY15/16 Projected:	\$ 8,400
Budget to Proposed	-43.3% ▽
Projected to Proposed	3.0% △

While the Department of Public Works looks forward to an expansion of the existing facility, some maintenance and improvements have been postponed because it was unclear as to whether the existing site was the future for the organization. As a result, there are some projects that should be completed in the years leading up to the initiation of a facility expansion. Costs for these projects will be shared between the General Fund (67%) and the Utility Fund (33%). The FY15/16 request is for the Utility share for pavement repair and the development of a preliminary site plan for an expanded PW Facility.

60-54-7-771 Water Tower Maintenance	\$ 40,000
FY13/14 Actual:	\$ 27,000
FY14/15 Actual:	\$ 3,750
FY15/16 Budget:	\$ 10,000
FY15/16 Projected:	\$ 8,400
Budget to Proposed	300.0% △
Projected to Proposed	376.2% △

In FY15/16, an interior and exterior inspection of the Lake Avenue Water Tower was completed. In FY16/17, funds are requested to complete recommended improvements identified in the inspection report. Recommended activity includes: spot repairs to painted surface, some concrete work, and a mixer to limit ice buildup in the tanks interior.

60-54-7-772 Well Maintenance & Improvement \$ 70,000

FY13/14 Actual:	\$ 142,989	FY14/15 Actual:	\$ 105,137
FY15/16 Budget:	\$ 70,000	FY15/16 Projected:	\$ 51,100
Budget to Proposed	0.0%	Projected to Proposed	37.0% △

To prevent premature failure of the wells and their components, each of the City's water supply wells are placed on a preventive maintenance schedule for inspection, service, and repair. Well #8 is scheduled for preventive maintenance in FY16/17.

60-54-7-773 Water Main Replacement & Construction \$ 10,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 13,313
FY15/16 Budget:	\$ 15,000	FY16/17 Projected:	\$ 14,500
Budget to Proposed	-33.3% ▽	Projected to Proposed	-31.0% ▽

In FY15/16, a citywide leak detection survey was completed. In FY16/17, funds are requested to install a fire hydrant on one of the larger water mains to aid in the removal of sediment and debris from the water distribution system during hydrant flushing.

60-54-7-775 Water Meter Replacement Program \$ 150,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 146,260
FY15/16 Budget:	\$ 150,000	FY15/16 Projected:	\$ 100,000
Budget to Proposed	0.0%	Projected to Proposed	50.0% △

This program is intended to replace old and outdated water meters with new ones utilizing "drive-by" radio read technology. The administration of this program improves the accuracy in recording the amount of water used by a customer, will improve the efficiency of meter reading operations, reduce time needed to read meters, and eliminate the need to enter a building to obtain a meter reading. This accelerated replacement of water meters annually will allow the City an opportunity to cut in half the number of employees assigned to the task of reading water meters. As more meters get replaced, the City should realize an increase in revenue from water sales because as the meters get older, they slow down and do not account for all the water moving through them. This accuracy should have a positive effect on the City's water-billed vs. water-lost ratio. New meter technology also has the capability of storing daily use data over the billing cycle to help the City diffuse billing disputes.

The annual amount of funding that is requested will go toward the purchase of approximately 450 water meters, or the conversion of 6% of the total number of meters in use annually. At this rate of conversion, the entire City should have an upgraded meter by the end of FY20/21.

60-54-7-778 Water Treatment Plant Maintenance \$ 52,000

FY13/14 Actual:	\$ 51,604	FY14/15 Actual:	\$ 39,662
FY15/16 Budget:	\$ 55,000	FY15/16 Projected:	\$ 37,000
Budget to Proposed	-5.5% ▽	Projected to Proposed	40.5% △

Three years ago, one of the softners at the Seminary Avenue Plant failed. In order to get the unit back in service the media had to be removed, new media retaining nozzles were installed, and new softening media was installed. This request is for a softener to be removed from service and inspected as a planned event, as opposed to it being an unanticipated or an emergency event. In addition, funds are requested to study the existing telemetry system, then design a communication system that would not be dependent on leased lines.

60-54-7-779 Wastewater Treatment Plant Maintenance \$ 47,000

FY13/14 Actual:	\$ 162,645	FY14/15 Actual:	\$ 163,977
FY15/16 Budget:	\$ 26,000	FY15/16 Projected:	\$ 47,700
Budget to Proposed	80.8% △	Projected to Proposed	-1.5% ▽

In FY15/16, funds were used to to purchase a reconditioned grinder to be installed at the headworks of the South Side Wastewater Treatment Plant. In addition, a prefabricated staircase was replaced in the Tappan Lift Station because of a catastrophic failure, which was not previously detected. Funds in FY16/17 will be used to replace/refurbish another grinder and to purchase a replacement submersible process flow pump at the South Plant.

60-54-7-782 Technology Improvements \$ 10,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 41,300	FY15/16 Projected:	\$ 37,600
Budget to Proposed	-75.8% ▽	Projected to Proposed	-73.4% ▽

The Utility Fund has a significant amount of inefficient T12 fluorescent light fixtures throughout its facilities. These light fixtures are being phased out and it is increasingly difficultly to procure replacement bulbs. Grant Funds from Clean Energy and DCEO are intended to help offset the cost of this project.

60-54-7-784 Motor Pool \$ 120,000

FY13/14 Actual:	\$ 87,145	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 20,000	FY15/16 Projected:	\$ 1,000
Budget to Proposed	500.0% △	Projected to Proposed	11,900.0% △

In FY15/16, the Volvo wheel loader used at the Wastewater Treatment Plant was evaluated. The lifting arms have worn out and any replacement would need to be fabricated from scratch. The equipment is used to move bio-solids at the treatment plant, move snow, load salt, aid in lifting process equipment, materials, and supplies. It is suggested that this equipment be replaced in FY16/17 before a catastrophic failure were to occur, which would be more costly than the current value of the equipment. In addition, the debris tank on the Vactor truck needs some rehabilitation work in order to keep the equipment performing as designed.

60-54-7-785 I & I Improvements**\$ 15,000**

FY13/14 Actual:	\$ 78,818	FY14/15 Actual:	\$ 16,770
FY15/16 Budget:	\$ 15,000	FY15/16 Projected:	\$ 5,000
Budget to Proposed	0.0%	Projected to Proposed	200.0% Δ

In 2007, the City Council approved and implemented a program that reimburses or shares the cost of the installation of an overhead sewer or approved backflow device in the home of those property owners who experience a sanitary sewer backup following periods of heavy rainfall. Through this program, eligible participants can receive a maximum of \$2,500 for the installation of sanitary sewer backup control measures on private property. Reimbursement of eligible expenses is only approved when the problem is related to a sanitary sewer backup condition and does not include reimbursement for improvements to correct storm water drainage problems. Funds are requested to continue the cost sharing program during FY16/17.

60-54-7-788 Lift Station Maintenance**\$ 70,000**

FY13/14 Actual:	\$ 52,907	FY14/15 Actual:	\$ 4,378
FY15/16 Budget:	\$ 20,000	FY15/16 Projected:	\$ 20,000
Budget to Proposed	250.0% Δ	Projected to Proposed	250.0% Δ

The City currently has 20 sanitary sewer lift stations that are an essential part of the sewer system. Any failure of these pumping stations, even for short periods of time, can result in sewer backups, which is a severe problem for our customers. Not unlike other budget years, funds in FY16/17 are requested to pay for the purchase of new pumps and to pay for the repair of failed pumps at existing facilities. The purchase of these replacement lift station pumps is not a planned expense following a specific set schedule, but a total of \$20,000 is included for use if and when it is necessary to purchase or repair a pump.

In addition, funds are requested to replace the obsolete electrical control panel at the Greenwood Meadows lift station.

60-54-7-789 IDOT Rt. 14 Utilities**\$ 40,000**

FY13/14 Actual:	\$ 568	FY14/15 Actual:	\$ 184,198
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

On September 12, 2014 the Illinois Department of Transportation (IDOT) awarded a contract to Plote Construction, Inc. in the amount of \$25,281,880 for the reconstruction and widening of U.S. Route 14 from W. Lake Shore Drive to Lucas Road.

The City Council approved a Joint Agreement with IDOT on August 5, 2014 which outlined the costs the City will bear to relocate existing utilities, make upgrades to the traffic signals at Doty Road and at W. Lake Shore Drive, make upgrades to the emergency vehicle pre-emption signals, install a new traffic signal at Lake Shore Drive, and for construction layout and engineering services. The Joint Agreement

required the City to pay the State a lump sum amount equal to 80% of its obligation upon award of the contract. The estimated completion date for the entire project is November 2016 with funds in the amount of \$40,000 due to the State of Illinois at that time.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Utility-Capacity CIP

Water & Sewer Capacity CIP Fund

The City will continue the separation of the City's Water & Sewer Fund CIP and Capacity CIP activities during FY16/17. Simply stated, capital improvement projects and capital costs to maintain or upgrade the City's *current* utility infrastructure are to be included within the *Water & Sewer CIP budget*. On the other hand, capital improvement projects and capital costs that are incurred in order for the City to *increase the capacity* of the utility infrastructure to accommodate new customers and new growth are to be included within this "*Capacity*" CIP budget.



This budget process, and the separation of the CIP projects, fulfills two important goals for the City. First, the City is required to document how it spends any connection fees, and the Capacity CIP budget provides the necessary documentation as part of the annual budget process. Through the use of this budget process, a complete history is then available for the use of connection fees over a long period of time. Second, if the City wants to achieve the goal of having new development pay for most of the cost associated with increasing the capacity of the utility system, this separate budget is used to isolate, record, and then accumulate these funds over a period of several years.

There is not a need for the City to move forward with construction to increase capacity for either water treatment or wastewater treatment at this time. The utility master plans that are used to plan for capacity improvements were prepared at a time when the City experienced steady growth in the community and predicted that the growth that occurred a few years ago would continue. However, those assumptions are no longer valid, and economic conditions have delayed the need to expand utility capacity. A wait-and-see approach regarding growth and capacity needs is financially prudent, and no expenses related to utility capacity assessments are needed for FY16/17.

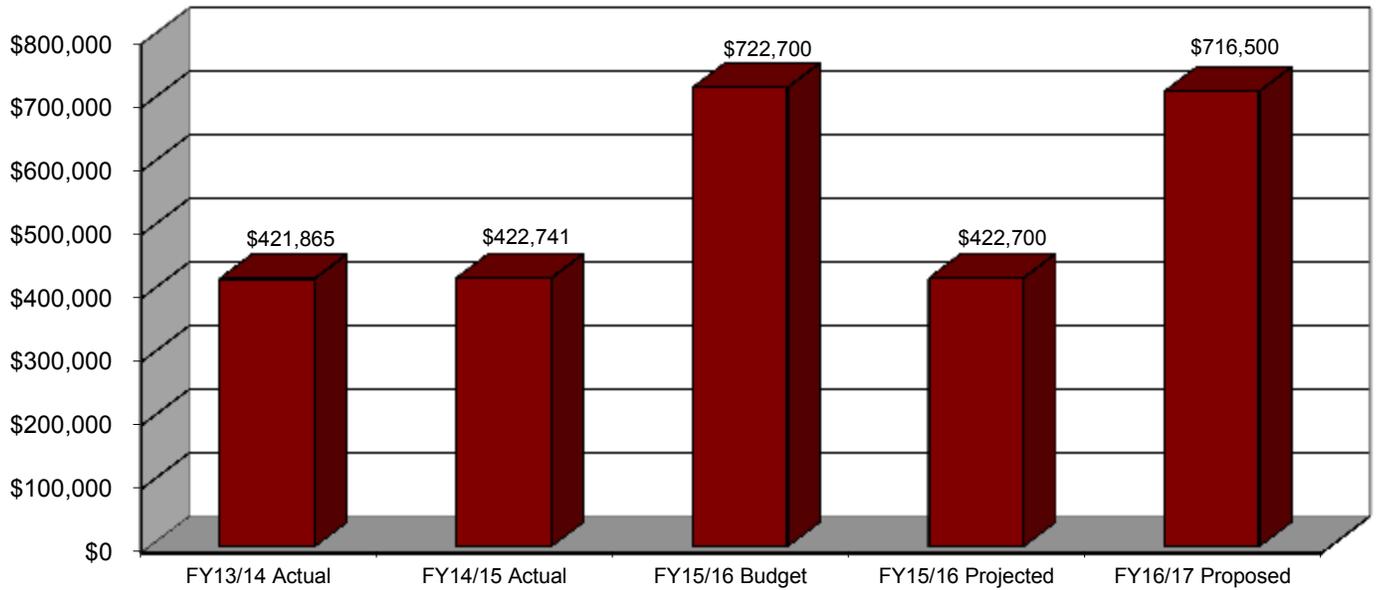
FY15/16 Accomplishments

- The City provided adequate facilities and capacity for groundwater wells, water treatment, and water storage to meet both the average daily demand and peak day demand for our water customers during FY15/16.
- There were no mandatory water restrictions or bans imposed by the City during FY15/16 as a result of inadequate capacity.
- The City provided adequate capacity at the wastewater treatment plants during FY15/16 to properly treat the average daily flow as well as capacity to meet peak wet weather flow conditions.
- No revenue received directly from water and sewer customers was used to pay the past cost incurred to increase utility capacity.

FY16/17 Goals and Objectives

- Establish water and sewer connection fees that are adequate to pay most of the cost of increasing the capacity of the City’s water treatment and wastewater treatment facilities to help ensure that new growth pays for the cost of treatment plant expansions.
- Plan, schedule, and complete capacity improvements for the water supply and water treatment facilities to meet the critical utility demands of a growing community.
- Plan, schedule, and complete capacity improvements for the wastewater treatment facilities to meet the critical utility demands of a growing community.

BUDGET COMPARISON



Water & Sewer Capacity CIP Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ 3,031,300	\$ 3,288,600
REVENUES						
SALES OF GOODS AND SERVICES						
62-00-3-376	Connection Fees	\$ 453,690	\$ 531,449	\$ 650,000	\$ 647,000	\$ 650,000
TOTAL SALES OF GOODS AND SERVICES		\$ 453,690	\$ 531,449	\$ 650,000	\$ 647,000	\$ 650,000
OTHER						
62-00-5-381	Interest Income	\$ 24,918	\$ (11,121)	\$ 23,000	\$ 33,000	\$ 30,000
TOTAL OTHER		\$ 24,918	\$ (11,121)	\$ 23,000	\$ 33,000	\$ 30,000
TOTAL REVENUES (BEFORE TRANSFERS)		<u>\$ 478,608</u>	<u>\$ 520,328</u>	<u>\$ 673,000</u>	<u>\$ 680,000</u>	<u>\$ 680,000</u>
TRANSFERS (TO)/FROM OTHER FUNDS						
62-00-9-961	Transfer from Water & Sewer Fund	\$ 36,600	\$ -	\$ -	\$ -	\$ -
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ 36,600	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES (AFTER TRANSFERS)		<u>\$ 515,208</u>	<u>\$ 520,328</u>	<u>\$ 673,000</u>	<u>\$ 680,000</u>	<u>\$ 680,000</u>
EXPENSES						
CAPITAL OUTLAY						
62-00-7-739	Land Expansion	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000
TOTAL CAPITAL OUTLAY		\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000
INTEREST						
62-00-8-930	Interest Expense (2010D)	\$ 71,600	\$ 67,476	\$ 62,400	\$ 62,400	\$ 56,200
TOTAL INTEREST		\$ 71,600	\$ 67,476	\$ 62,400	\$ 62,400	\$ 56,200
OTHER						
62-00-8-517	Bond Fees	\$ 265	\$ 265	\$ 300	\$ 300	\$ 300
62-00-8-900	Bond Principal 2004F (Partial)	100,000	100,000	100,000	100,000	100,000
62-00-8-901	Bond Principal 2010D	250,000	255,000	260,000	260,000	260,000
TOTAL OTHER		\$ 350,265	\$ 355,265	\$ 360,300	\$ 360,300	\$ 360,300
TOTAL WATER & SEWER CAPACITY CIP FUND EXPENSES		\$ 421,865	\$ 422,741	\$ 722,700	\$ 422,700	\$ 716,500
NET INCREASE (DECREASE)		\$ 93,343	\$ 97,587	\$ (49,700)	\$ 257,300	\$ (36,500)
Ending Fund Balance					\$ 3,288,600	\$ 3,252,100

Water & Sewer Capacity CIP Fund Line Item Descriptions

62-00-3-376 Connection Fees \$ 650,000

FY13/14 Actual:	\$ 453,690	FY14/15 Actual:	\$ 531,449
FY15/16 Budget:	\$ 650,000	FY15/16 Projected:	\$ 647,000
Budget to Proposed	0.0%	Projected to Proposed	0.5% △

Every new connection made to the City's water and/or sewer system is required to pay a connection fee. Unlike other capital expansion fees collected by the City such as parks, schools, and library, these fees are charged with commercial and industrial permits as well as residential. This fee is intended to represent the value of providing the current treatment infrastructure already in place that allows the property owner to be able to make the connection. Connection fees have been established in order to provide a means of funding to help maintain the City's current level of service for the utility operation. The costs and fees are based ONLY on capacity cost items (e.g. water treatment plant, wastewater treatment plant, water storage), and do NOT include any costs associated with normal operations and maintenance or costs associated with the sewer collection system and the water distribution system.

In FY14/15 and FY15/16, the City experienced a significant increase in connection charges from a large apartment complex that was built in phases over these two fiscal years.

62-00-5-381 Interest Income \$ 30,000

FY13/14 Actual:	\$ 24,918	FY14/15 Actual:	(\$ 11,121)
FY15/16 Budget:	\$ 23,000	FY15/16 Projected:	\$ 33,000
Budget to Proposed	30.4% △	Projected to Proposed	-9.1% ▽

Interest earned on the cash reserves is included as revenue within this budget. Interest earned on investments has decreased as a result of national economic conditions.

62-00-9-961 Transfer from Water & Sewer Fund \$ 0

FY13/14 Actual:	\$ 36,600	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The City purchased a new replacement sewer cleaning truck in FY07/08 for the total cost of \$273,010. A portion (\$100,000) of that purchase was paid directly from the Sewer and Water Utility CIP budget that year, while the balance (\$173,010) was paid using funds available in this budget as a loan to the Utility Fund. This allowed the City to save money within the Utility Fund operations by reducing financing costs for that purchase. Since the equipment was used for operations and maintenance and is not related to utility capacity, that \$173,010 loan was repaid over time from the Utility Fund revenues. FY13/14 represented the fifth and final annual transfer to repay this loan.

62-00-7-739 Land Expansion \$ 300,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 300,000	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

As the City grows, its water and sewer utility must expand at a similar growth rate. Expanded or new facilities whether it be for future wells, plant expansion, sewer or water pumping stations, or water towers may require the purchase of additional property. Funds in this line item shall be used to pay for available land that is needed to expand the City’s water and sewer utility to meet the needs for future growth. In FY15/16 some land was targeted for purchase by the City. The City may need to wait until FY17/18 to make this purchase, but funds are requested in FY16/17 so that they are available if the land transfer is appropriate.

62-00-8-930 Interest Expense-Series 2010D \$ 56,200

FY13/14 Actual:	\$ 71,600	FY14/15 Actual:	\$ 67,476
FY15/16 Budget:	\$ 62,400	FY15/16 Projected:	\$ 62,400
Budget to Proposed	-9.9% ▽	Projected to Proposed	-9.9% ▽

In 2002, the City issued \$4.1 million in Alternate Revenue Bonds to allow for the completion of several improvements that would increase the capacity of the Seminary Avenue Water Treatment Plant. Since this project was initiated to increase the capacity of the system, 100% of the related debt service payment is funded through the connection charges collected from the Utility Capacity – CIP Fund. The original bonds were refunded in 2010, which resulted in reduced interest costs. See line item 62-00-8-901 for the remaining debt service schedule.

62-00-8-517 Bond Fees \$ 300

FY13/14 Actual:	\$ 265	FY14/15 Actual:	\$ 265
FY15/16 Budget:	\$ 300	FY15/16 Projected:	\$ 300
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is used to provide for the City’s annual costs charged by the paying agent that is responsible for insuring that the bondholders receive the City’s payment on its outstanding bonds.

62-00-8-900 Bond Principal 2004F (Partial) \$ 100,000

FY13/14 Actual:	\$ 100,000	FY14/15 Actual:	\$ 100,000
FY15/16 Budget:	\$ 100,000	FY15/16 Projected:	\$ 100,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The Utility Capacity CIP Fund is responsible for \$4.995 million in Alternate Revenue Bonds which were used to finance the renovation/modernization of the South Side Wastewater Treatment Plant in 1996. In addition, this construction also resulted in increasing the existing capacity for the wastewater treatment facility. Therefore, the related debt service payment was apportioned between the Water & Sewer Fund and the Water & Sewer Capacity CIP Fund. The Water & Sewer Capacity CIP Fund is responsible for \$100,000 of the annual debt service payment, and the difference is funded through user charges collected by the Water & Sewer Fund. These alternate

revenue bonds have been refunded a number of times in order to capture savings from reduced interest rates.

62-00-8-901 Bond Principal-Series 2010D				\$ 260,000
FY13/14 Actual:	\$ 250,000	FY14/15 Actual:	\$ 255,000	
FY15/16 Budget:	\$ 260,000	FY15/16 Projected:	\$ 260,000	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

Principal related to Bond Series 2010D is paid from this line item. For a further description of this bond issue, see line item 62-00-8-930. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Total	Annual Debt Payment
6/1/2016		\$ 28,101.25	\$ 28,101.25	
12/1/2016	\$ 260,000.00	\$ 28,101.25	\$ 288,101.25	\$ 316,202.50
6/1/2017		\$ 24,526.25	\$ 24,526.25	
12/1/2017	\$ 265,000.00	\$ 24,526.25	\$ 289,526.25	\$ 314,052.50
6/1/2018		\$ 20,551.25	\$ 20,551.25	
12/1/2018	\$ 280,000.00	\$ 20,551.25	\$ 300,551.25	\$ 321,102.50
6/1/2019		\$ 16,001.25	\$ 16,001.25	
12/1/2019	\$ 285,000.00	\$ 16,001.25	\$ 301,001.25	\$ 317,002.50
6/1/2020		\$ 11,156.25	\$ 11,156.25	
12/1/2020	\$ 300,000.00	\$ 11,156.25	\$ 311,156.25	\$ 322,312.50
6/1/2021		\$ 5,718.75	\$ 5,718.75	
12/1/2021	\$ 305,000.00	\$ 5,718.75	\$ 310,718.75	\$ 316,437.50



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Police Pension Fund

Police Pension Fund

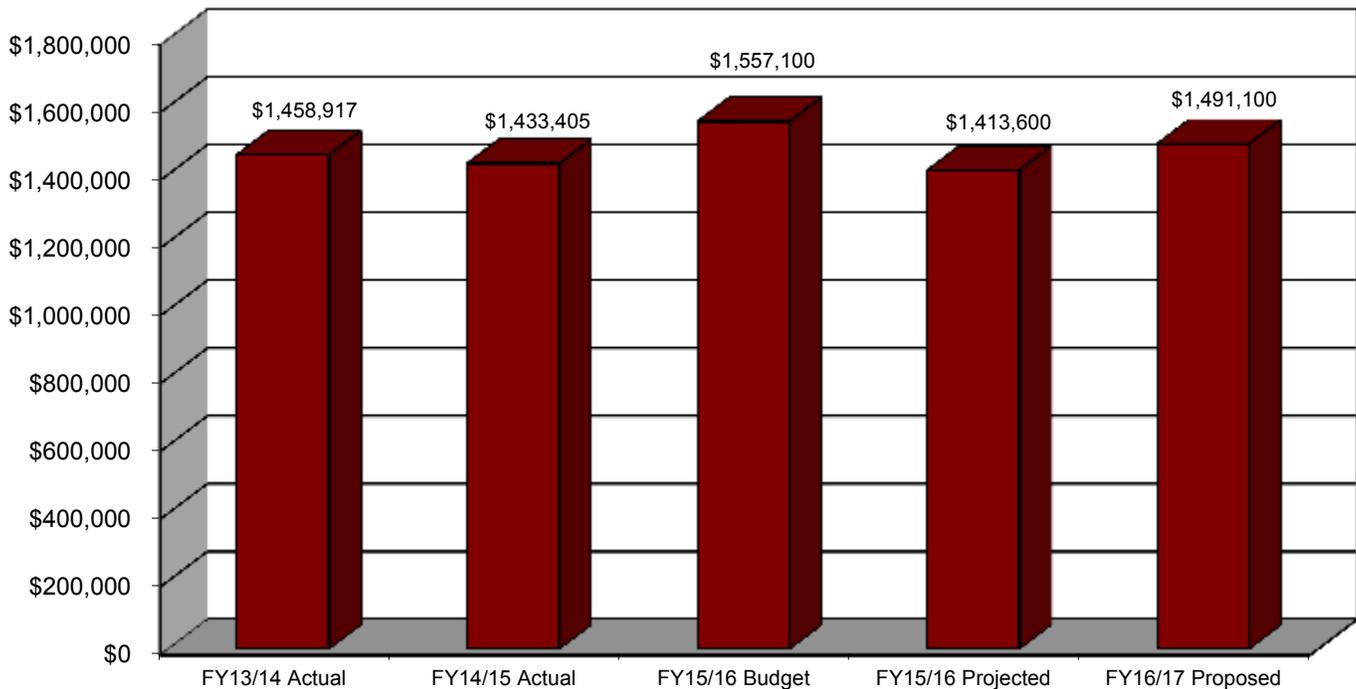
The Police Pension Fund provides for the current and future pension obligations of retired and disabled City of Woodstock law enforcement personnel. The Police Pension Fund was created and is administered as prescribed by Chapter 40 of Illinois Compiled Statutes Act 5, Article 3. The Illinois Department of Insurance (DOI) regulates the Woodstock Police Pension Fund. Pension benefits are defined by State Statute and can only be modified by the State legislature.



Objectives:

- To provide to the members a secure Fund that can be relied on to pay earned benefits during retirement and periods of disability.
- Achieve a rate of return that exceeds benchmarks established by the Fund.
- Achieve progress toward a 100% funding goal.

BUDGET COMPARISON



Police Pension Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$18,579,600	\$17,484,500
REVENUES						
OTHER						
70-00-5-381	Interest Income	\$ 346,381	\$ 337,901	\$ 125,000	\$ 368,000	\$ 375,000
70-00-5-383	Gain/(Loss) from Invest Sale	1,106,748	563,759	955,000	(1,300,000)	810,000
70-00-5-386	Employee Contributions	290,105	314,894	309,000	308,900	318,100
70-00-5-387	Credible Service Buyback	-	25,882	-	-	-
TOTAL OTHER		\$ 1,743,234	\$ 1,242,436	\$ 1,389,000	\$ (623,100)	\$ 1,503,100
TOTAL REVENUES (BEFORE TRANSFERS)		\$ 1,743,234	\$ 1,242,436	\$ 1,389,000	\$ (623,100)	\$ 1,503,100
TRANSFERS (TO)/FROM OTHER FUNDS						
70-00-9-903	Transfer from Police Protection	\$ 882,336	\$ 930,616	\$ 950,000	\$ 946,600	\$ 1,153,600
70-00-9-995	Transfer to General Corp Fund	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ 877,336	\$ 925,616	\$ 945,000	\$ 941,600	\$ 1,148,600
TOTAL REVENUES (AFTER TRANSFERS)		\$ 2,620,570	\$ 2,168,052	\$ 2,334,000	\$ 318,500	\$ 2,651,700
EXPENSES						
PERSONAL SERVICES						
70-00-4-452	Travel & Training	\$ 740	\$ 1,525	\$ 2,000	\$ 1,500	\$ 2,000
70-00-4-454	Dues & Subscriptions	775	1,525	900	800	900
TOTAL PERSONAL SERVICES		\$ 1,515	\$ 3,050	\$ 2,900	\$ 2,300	\$ 2,900
CONTRACTUAL SERVICES						
70-00-5-502	Legal/Professional Services	\$ 10,288	\$ 2,243	\$ 10,000	\$ 1,000	\$ 5,000
TOTAL CONTRACTUAL SERVICES		\$ 10,288	\$ 2,243	\$ 10,000	\$ 1,000	\$ 5,000
COMMODITIES						
70-00-6-606	Supplies	\$ 78	\$ 80	\$ 200	\$ 100	\$ 200
TOTAL COMMODITIES		\$ 78	\$ 80	\$ 200	\$ 100	\$ 200
OTHER						
70-00-8-814	Pension & Disability Payments	\$ 1,198,843	\$ 1,244,966	\$ 1,325,000	\$ 1,222,400	\$ 1,259,000
70-00-8-823	Actuarial Requirements	2,100	2,400	2,500	2,400	2,500
70-00-8-940	Medical Expense/Physical Exams	-	-	6,000	-	5,000
70-00-8-950	Refund of Contributions	73,208	-	25,000	-	25,000
70-00-8-970	Investment Manager Fees	144,446	151,130	155,000	155,000	160,000
70-00-8-980	Custodial Fee	25,283	26,199	27,000	27,000	28,000
70-00-8-981	Department of Insurance Filing Fee	3,156	3,337	3,500	3,400	3,500
TOTAL OTHER		\$ 1,447,036	\$ 1,428,032	\$ 1,544,000	\$ 1,410,200	\$ 1,483,000
TOTAL POLICE PENSION FUND EXPENSES		\$ 1,458,917	\$ 1,433,405	\$ 1,557,100	\$ 1,413,600	\$ 1,491,100
NET INCREASE (DECREASE)		\$ 1,161,653	\$ 734,647	\$ 776,900	\$ (1,095,100)	\$ 1,160,600
Ending Fund Balance					\$17,484,500	\$18,645,100

Police Pension Fund Line Item Descriptions

70-00-5-381 Return on Investment \$ 375,000

FY13/14 Actual:	\$ 346,381	FY14/15 Actual:	\$ 337,901
FY14/15 Budget:	\$ 125,000	FY15/16 Projected:	\$ 368,000
Budget to Proposed	200.0% △	Projected to Proposed	1.9% △

In order for the Fund to meet its future commitments, the fund must invest in a prudent manner that is in accordance with Illinois Statutes. To assist the fund with investing its money, the Pension Board has hired a financial advisor. The portion of the earnings attributed to the fixed investments is recorded within this line item.

70-00-5-383 Gain/(Loss) From Investment Sales \$ 810,000

FY13/14 Actual:	\$ 1,106,748	FY14/15 Actual:	\$ 563,759
FY15/16 Budget:	\$ 955,000	FY15/16 Projected:	(\$ 1,300,000)
Budget to Proposed	-15.2% ▽	Projected to Proposed	162.3% △

In order for the Fund to meet its future commitments, the fund must invest in a prudent manner and in accordance with Illinois Statutes. To assist the fund with investing its money, the Pension Board has hired a financial advisor. Gains and losses from the sale of the Pension Fund's securities are recorded in this line item. Significant losses in the equities (i.e., stocks) portion of the portfolio are responsible for the FY15/16 financial results reported within this account.

70-00-5-386 Employee Contributions \$ 318,100

FY13/14 Actual:	\$ 290,105	FY14/15 Actual:	\$ 314,894
FY15/16 Budget:	\$ 309,000	FY15/16 Projected:	\$ 308,900
Budget to Proposed	2.9% △	Projected to Proposed	3.0% △

Per Article 3 of the Illinois Compiled Statutes, members of the Police Pension Fund are required to contribute 9.91% of their base earnings towards their retirement.

70-00-5-387 Credible Service Buyback \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 25,882
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Members of the Police Pension Fund have the opportunity to buyback certain types of service. These include prior service in which they have taken a refund, up to two years of military service, and service earned from other Article 3 Pension Funds. In FY14/15, one officer bought two years of prior military service.

70-00-9-903 Transfer From Police Protection Fund \$ 1,153,600

FY13/14 Actual:	\$ 882,336	FY14/15 Actual:	\$ 930,616
FY15/16 Budget:	\$ 950,000	FY15/16 Projected:	\$ 946,600
Budget to Proposed	21.4% △	Projected to Proposed	21.9% △

A separate property tax is levied each year to pay for retirement benefits of Police officers of the City of Woodstock. The amount of this levy is determined by an actuarial valuation that is conducted each year. The proceeds of this tax levy are recorded in the Police Protection Fund and then transferred to the Police Pension Fund.

70-00-9-995 Transfer (to) General Corporate Fund (\$ 5,000)

FY13/14 Actual:	(\$ 5,000)	FY14/15 Actual:	(\$ 5,000)
FY15/16 Budget:	(\$ 5,000)	FY15/16 Projected:	(\$ 5,000)
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The Finance Department provides numerous accounting functions for the Police Pension Fund. Some of these functions include recording all transactions of the Fund, assistance in completion of the Fund's annual audit, and preparation of the Fund's annual report required to be filed with the Illinois Department of Insurance.

70-00-4-452 Travel & Training \$ 2,000

FY13/14 Actual:	\$ 740	FY14/15 Actual:	\$ 1,525
FY15/16 Budget:	\$ 2,000	FY15/16 Projected:	\$ 1,500
Budget to Proposed	0.0%	Projected to Proposed	33.3% △

Illinois Statute requires that Police Pension Board Members have at least 24 hours of training each year. Expenses related to meeting this requirement are recorded in this line item.

70-00-4-454 Dues & Subscriptions \$ 900

FY13/14 Actual:	\$ 775	FY14/15 Actual:	\$ 1,525
FY15/16 Budget:	\$ 900	FY15/16 Projected:	\$ 800
Budget to Proposed	0.0%	Projected to Proposed	12.5% △

The Police Pension Fund is a member of numerous professional organizations. One such organization is the Illinois Public Pension Association.

70-00-5-502 Legal/Professional Services \$ 5,000

FY13/14 Actual:	\$ 10,288	FY14/15 Actual:	\$ 2,243
FY15/16 Budget:	\$ 10,000	FY15/16 Projected:	\$ 1,000
Budget to Proposed	-50.0% ▽	Projected to Proposed	400.0% △

From time to time the Police Pension Fund seeks the advice of legal and other professional services in order to administer the Fund. These expenses are recorded in this line item.

70-00-6-606 Supplies \$ 200

FY13/14 Actual:	\$ 78	FY14/15 Actual:	\$ 80
FY15/16 Budget:	\$ 200	FY15/16 Projected:	\$ 100
Budget to Proposed	0.0%	Projected to Proposed	100.0% △

In order to run the fund, a small amount of supplies are required to be purchased including paper and pens.

70-00-8-814 Pension & Disability Payments \$ 1,259,000

FY13/14 Actual:	\$ 1,198,843	FY14/15 Actual:	\$ 1,244,966
FY15/16 Budget:	\$ 1,325,000	FY15/16 Projected:	\$ 1,222,400
Budget to Proposed	-5.0% ▽	Projected to Proposed	3.0% △

Monthly retirement and disability payments made to members and their spouses or dependents as defined by Article 3 of the Illinois Compiled Statutes, are recorded from this line item.

70-00-8-823 Actuarial Requirements \$ 2,500

FY13/14 Actual:	\$ 2,100	FY14/15 Actual:	\$ 2,400
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 2,400
Budget to Proposed	0.0%	Projected to Proposed	4.2% △

Each year in order to establish the funding level required for the fund that will be provided through a property tax levy, the fund hires a licensed actuary.

70-00-8-940 Medical Expense/Physical Exams \$ 5,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 6,000	FY15/16 Projected:	\$ 0
Budget to Proposed	-16.7% ▽	Projected to Proposed	N/A

The Fund from time to time is required to pay for medical exams for its members. These exams typically result in members applying for disability claims or insuring that members currently on disability still qualify for the benefits they are receiving.

70-00-8-950 Refund of Contributions \$ 25,000

FY13/14 Actual:	\$ 73,208	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 25,000	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

Members who are no longer employed with the City of Woodstock are eligible for a refund of the contributions they have contributed. Members who apply for this refund will forfeit all future benefits.

70-00-8-970 Investment Manager Fees \$ 160,000

FY13/14 Actual:	\$ 144,446	FY14/15 Actual:	\$ 151,130
FY15/16 Budget:	\$ 155,000	FY15/16 Projected:	\$ 155,000
Budget to Proposed	3.2% Δ	Projected to Proposed	3.2% Δ

In order to help the Fund properly invest in the various markets, the Pension Board has hired several investment managers. The cost for these investment managers is recorded in this line item.

70-00-8-980 Custodial Fee \$ 28,000

FY13/14 Actual:	\$ 25,283	FY14/15 Actual:	\$ 26,199
FY15/16 Budget:	\$ 27,000	FY15/16 Projected:	\$ 27,000
Budget to Proposed	3.7% Δ	Projected to Proposed	3.7% Δ

Good investment practices dictate that money held by the Pension Fund be held at a third party custodian in order to lessen the chance of fraud. The cost related to the custodian is recorded in this line item.

70-00-8-981 Department of Insurance Filing Fee \$ 3,500

FY13/14 Actual:	\$ 3,156	FY14/15 Actual:	\$ 3,337
FY15/16 Budget:	\$ 3,500	FY15/16 Projected:	\$ 3,400
Budget to Proposed	0.0%	Projected to Proposed	2.9% Δ

Each year the Police Pension Fund is required to file an annual report with the Department of Insurance. The State of Illinois charges the Police Pension Fund a fee each year that is associated with this filing.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Health and Life Insurance

Health & Life Insurance Fund

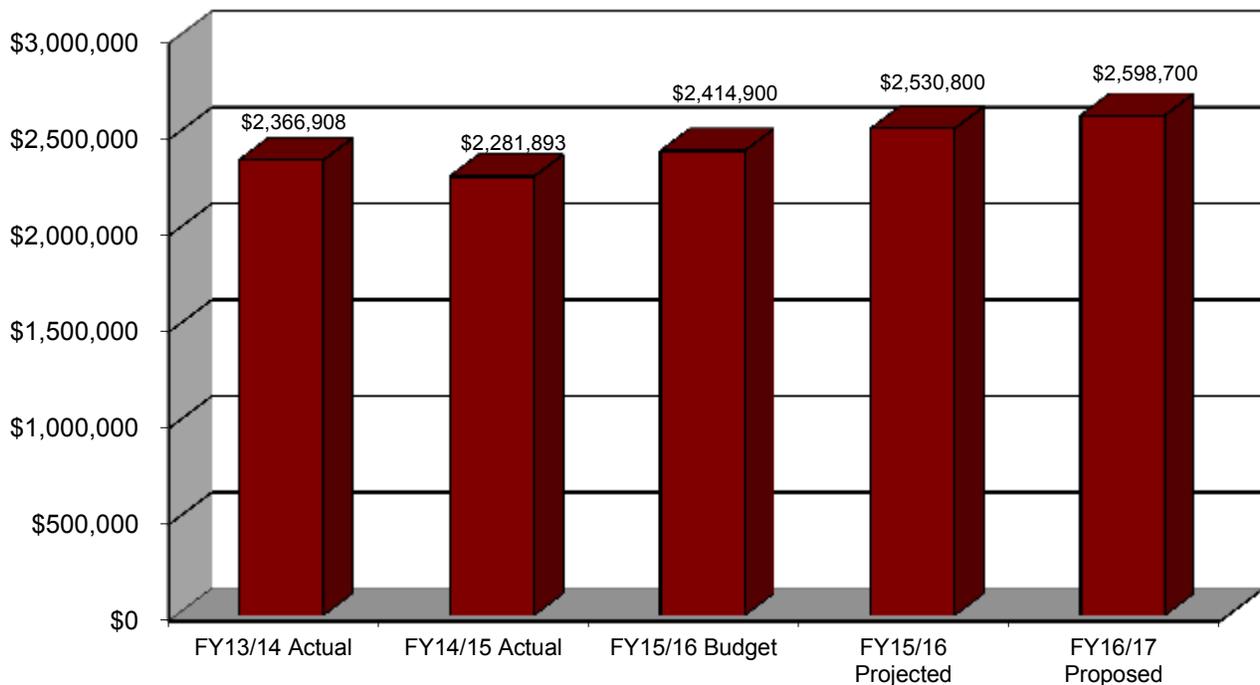
The City of Woodstock has been self-funded with a stop loss (“partially self-insured”) for the provision of its health/life insurance benefits since 1983. In general, this concept has proven to be an effective means of managing the City’s healthcare benefits. On a national basis, healthcare costs have significantly increased for more than the last ten years, exceeding the overall rate of inflation. This trend continues even through the present day. The passage of the Patient Protection and Affordable Care Act (PPACA), and the various provisions that went into effect at the end of FY10/11 and during the last four fiscal years, have not managed to slow the growth in the City’s costs to provide healthcare to its workforce. Beginning in January 2014, the City was able to mitigate some of these increases by plan changes along with switching our third party administrator and network providers.



Objective:

- Provide a sound funding mechanism to offer competitive health and life insurance to full-time employees of the City of Woodstock.
- A Performance Measure regarding minimizing health insurance cost increases is contained within the Human Resources Department budget.

BUDGET COMPARISON



Health/Life Insurance Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ (181,600)	\$ (264,100)
REVENUES						
SALES OF GOODS AND SERVICES						
75-00-3-386	Retired/Disabled Contributions	\$ 127,613	\$ 190,124	\$ 194,800	\$ 200,200	\$ 220,000
75-00-3-387	Claims Recovered	-	115,470	25,000	181,300	25,000
75-00-3-388	Pharmacy Rebates	-	-	-	20,000	28,000
75-00-3-389	Employee Contribution	182,190	223,610	277,000	262,700	293,600
TOTAL GOODS AND SERVICES		\$ 309,803	\$ 529,204	\$ 496,800	\$ 664,200	\$ 566,600
OTHER						
75-00-5-381	Interest Income	\$ 19	\$ 24	\$ -	\$ -	\$ -
TOTAL OTHER		\$ 19	\$ 24	\$ -	\$ -	\$ -
TOTAL REVENUES (BEFORE TRANSFERS)		\$ 309,822	\$ 529,228	\$ 496,800	\$ 664,200	\$ 566,600
TRANSFERS (TO)/FROM OTHER FUNDS						
75-00-9-376	Transfer from Performing Arts Fund	\$ 95,004	\$ 66,763	\$ 66,600	\$ 65,400	\$ 71,600
75-00-9-379	Transfer from Public Parks Fund	141,603	144,918	154,300	147,000	190,000
75-00-9-389	Transfer from Police Protection Fund	703,332	676,457	600,000	607,800	644,800
75-00-9-391	Transfer from Library Fund	125,258	121,672	122,300	122,000	131,200
75-00-9-392	Transfer from General Corporate Fund	717,600	653,920	670,000	577,500	699,000
75-00-9-395	Transfer from Water & Sewer Utility Fund	303,548	283,323	251,000	246,600	315,200
75-00-9-396	Transfer from Recreation Center Fund	9,828	9,300	8,900	8,900	9,600
75-00-9-397	Transfer from Aquatic Center Fund	9,828	9,300	8,900	8,900	-
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ 2,106,001	\$ 1,965,653	\$ 1,882,000	\$ 1,784,100	\$ 2,061,400
TOTAL REVENUES (AFTER TRANSFERS)		\$ 2,415,823	\$ 2,494,881	\$ 2,378,800	\$ 2,448,300	\$ 2,628,000
EXPENSES						
CONTRACTUAL SERVICES						
75-00-5-502	Administrative & Start-Up Expense	\$ 32,491	\$ 60,961	\$ 71,800	\$ 73,700	\$ 77,500
75-00-5-503	Professional Services	33,800	36,000	37,000	36,000	37,000
75-00-5-504	ACA Fees	-	14,233	17,900	15,800	10,000
75-00-5-505	Wellness Program Fees	-	-	-	28,500	35,000
75-00-5-541	Life Insurance Premiums	7,786	7,574	7,500	8,400	8,500
75-00-5-545	Excess Insurance Premiums	255,313	211,832	228,200	224,000	246,400
75-00-5-546	Claim Payments	2,035,468	1,948,893	2,050,000	2,142,000	2,181,800
75-00-5-548	Employee Physical Development	2,050	2,400	2,500	2,400	2,500
TOTAL CONTRACTUAL SERVICES		\$ 2,366,908	\$ 2,281,893	\$ 2,414,900	\$ 2,530,800	\$ 2,598,700
TOTAL HEALTH/LIFE INSURANCE FUND EXPENSES		\$ 2,366,908	\$ 2,281,893	\$ 2,414,900	\$ 2,530,800	\$ 2,598,700
NET INCREASE (DECREASE)		\$ 48,915	\$ 212,988	\$ (36,100)	\$ (82,500)	\$ 29,300
Ending Fund Balance					\$ (264,100)	\$ (234,800)

Health & Life Insurance Fund Line Item Descriptions

75-00-3-386 Retired/Disabled Contributions \$ 220,000

FY13/14 Actual:	\$ 127,613	FY14/15 Actual:	\$ 190,124
FY15/16 Budget:	\$ 194,800	FY15/16 Projected:	\$ 200,200
Budget to Proposed	12.9% △	Projected to Proposed	9.9% △

The City of Woodstock offers its retirees the opportunity to continue health insurance coverage with the City as is required by Illinois Pension Statutes. The cost to the retiree is 100% of the fully-insured equivalent rate.

75-00-3-387 Claims Recovered \$ 25,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 115,470
FY15/16 Budget:	\$ 25,000	FY15/16 Projected:	\$ 181,300
Budget to Proposed	0.0%	Projected to Proposed	-86.2% ▽

While the City has self-insured health insurance, the City does purchase stop loss insurance coverage to mitigate some of the risk associated with catastrophic long-term illness and/or injury. The City's stop loss level is set at \$80,000 per individual insured for calendar year 2016.

75-00-3-388 Pharmacy Rebates \$ 28,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 20,000
Budget to Proposed	N/A	Projected to Proposed	40.0% △

Effective January of 2015, the City corrected its administrative services contract with UMR and Optum Rx to receive quarterly rebates, rather than a per-employee per-month credit on UMR administrative services. Waiting the 210 days post-quarter end to receive this higher amount was deemed in the best interest of the City. This new line item was added during the FY16/17 budget process.

75-00-3-389 Employee Contributions \$ 293,600

FY13/14 Actual:	\$ 182,190	FY14/15 Actual:	\$ 223,610
FY15/16 Budget:	\$ 277,000	FY15/16 Projected:	\$ 262,700
Budget to Proposed	6.0% △	Projected to Proposed	11.8% △

City employees are required to contribute a portion of their health insurance cost. The City has been increasing this contribution level each year in order to reach the goal of a 20% employee contribution across all employee classes.

75-00-5-381 Interest Income \$ 0

FY13/14 Actual:	\$ 19	FY14/15 Actual:	\$ 24
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

A small amount of interest earned from cash on hand is recorded in this line item.

75-00-9-376 Transfer From Performing Arts Fund \$ 71,600

FY13/14 Actual:	\$ 95,004	FY14/15 Actual:	\$ 66,763
FY15/16 Budget:	\$ 66,600	FY15/16 Projected:	\$ 65,400
Budget to Proposed	7.5% Δ	Projected to Proposed	9.5% Δ

In order to fund the Health & Life Insurance Fund, a transfer is made from each fund equal to the fully-insured equivalent rate for each of their insured employees less employee contributions.

75-00-9-379 Transfer From Public Parks Fund \$ 190,000

FY13/14 Actual:	\$ 141,603	FY14/15 Actual:	\$ 144,918
FY15/16 Budget:	\$ 154,300	FY15/16 Projected:	\$ 147,000
Budget to Proposed	23.1% Δ	Projected to Proposed	29.3% Δ

In order to fund the Health & Life Insurance Fund, a transfer is made from each fund equal to the fully-insured equivalent rate for each of their insured employees less employee contributions.

75-00-9-389 Transfer From Police Protection Fund \$ 644,800

FY13/14 Actual:	\$ 703,332	FY14/15 Actual:	\$ 676,457
FY15/16 Budget:	\$ 600,000	FY15/16 Projected:	\$ 607,800
Budget to Proposed	7.5% Δ	Projected to Proposed	6.1% Δ

In order to fund the Health & Life Insurance Fund, a transfer is made from each fund equal to the fully-insured equivalent rate for each of their insured employees less employee contributions.

75-00-9-391 Transfer From Library Fund \$ 131,200

FY13/14 Actual:	\$ 125,258	FY14/15 Actual:	\$ 121,672
FY15/16 Budget:	\$ 122,300	FY15/16 Projected:	\$ 122,000
Budget to Proposed	7.3% Δ	Projected to Proposed	7.5% Δ

In order to fund the Health & Life Insurance Fund, a transfer is made from each fund equal to the fully-insured equivalent rate for each of their insured employees less employee contributions.

75-00-9-392 Transfer From General Corporate Fund \$ 699,000

FY13/14 Actual:	\$ 717,600	FY14/15 Actual:	\$ 653,920
FY15/16 Budget:	\$ 670,000	FY15/16 Projected:	\$ 577,500
Budget to Proposed	4.3% Δ	Projected to Proposed	21.0% Δ

In order to fund the Health & Life Insurance Fund, a transfer is made from each fund equal to the fully-insured equivalent rate for each of their insured employees less employee contributions. For the General Fund this includes all the Departments that are expensed in this Fund including General Government, Human Resources, Building and Zoning, Economic Development, Finance, Public Works Admin and Recreation.

75-00-9-395 Transfer From Water & Sewer Utility Fund \$ 315,200

FY13/14 Actual:	\$ 303,548	FY14/15 Actual:	\$ 283,323
FY15/16 Budget:	\$ 251,000	FY15/16 Projected:	\$ 246,600
Budget to Proposed	25.6% △	Projected to Proposed	27.8% △

In order to fund the Health & Life Insurance Fund, a transfer is made from each fund equal to the fully-insured equivalent rate for each of their insured employees less employee contributions.

75-00-9-396 Transfer From Recreation Center Fund \$ 9,600

FY13/14 Actual:	\$ 9,828	FY14/15 Actual:	\$ 9,300
FY15/16 Budget:	\$ 8,900	FY15/16 Projected:	\$ 8,900
Budget to Proposed	7.9% △	Projected to Proposed	7.9% △

In order to fund the Health & Life Insurance Fund, a transfer is made from each fund equal to the fully-insured equivalent rate for each of their insured employees less employee contributions.

75-00-9-397 Transfer From Aquatic Center Fund \$ 0

FY13/14 Actual:	\$ 9,828	FY14/15 Actual:	\$ 9,300
FY15/16 Budget:	\$ 8,900	FY15/16 Projected:	\$ 8,900
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

In order to fund the Health & Life Insurance Fund, a transfer is made from each fund equal to the fully-insured equivalent rate for each of their insured employees less employee contributions. The funding for this employee is proposed to be transferred to the Recreation Department and reported within the General Fund.

75-00-5-502 Administrative & Start-Up Expense \$ 77,500

FY13/14 Actual:	\$ 32,491	FY14/15 Actual:	\$ 60,961
FY15/16 Budget:	\$ 71,800	FY15/16 Projected:	\$ 73,700
Budget to Proposed	7.9% △	Projected to Proposed	5.2% △

This line item funds the administrative expenses that the City incurs for the services of UMR, the City's third party administrator for health, dental, and flexible spending claim processing, pharmacy claim processing, COBRA administration, and health and dental network access fees.

75-00-5-503 Professional Services \$ 37,000

FY13/14 Actual:	\$ 33,800	FY14/15 Actual:	\$ 36,000
FY15/16 Budget:	\$ 37,000	FY15/16 Projected:	\$ 36,000
Budget to Proposed	0.0%	Projected to Proposed	2.8% △

This line item funds the fees that the City incurs for the services of Hub International (formerly Corporate Benefit Consultants), the City's benefits brokerage service.

75-00-5-504 ACA Fees \$ 10,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 14,233
FY15/16 Budget:	\$ 17,900	FY15/16 Projected:	\$ 15,800
Budget to Proposed	-44.1% ▽	Projected to Proposed	-36.7% ▽

This line item funds the Affordable Health Care Act fees beginning in calendar year 2014 such as the Patient-Centered Outcomes Research (PCORI) fees (planned to continue through 2020) and the Transitional Reinsurance fees (planned to continue through 2016.)

75-00-5-505 Wellness Program Fees \$ 35,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 28,500
Budget to Proposed	N/A	Projected to Proposed	22.8% △

This line item funds the direct expenses that the City incurs for the services of Health as We Age (HAWA) for the City’s Wellness program. This new line item was added during the FY16/17 budget process to ensure visibility to these direct expenses that were previously included in health insurance claim payments.

75-00-5-541 Life Insurance Premiums \$ 8,500

FY13/14 Actual:	\$ 7,786	FY14/15 Actual:	\$ 7,574
FY15/16 Budget:	\$ 7,500	FY15/16 Projected:	\$ 8,400
Budget to Proposed	13.3% △	Projected to Proposed	1.2% △

The City provides life insurance benefits to each full-time employee in the amount of \$25,000 for the employee, \$5,000 for a spouse and \$1,000 for each child. The City currently purchases this product from Lincoln Life Insurance company.

75-00-5-545 Excess Insurance Premiums \$ 246,400

FY13/14 Actual:	\$ 255,313	FY14/15 Actual:	\$ 211,832
FY15/16 Budget:	\$ 228,200	FY15/16 Projected:	\$ 224,000
Budget to Proposed	8.0% △	Projected to Proposed	10.0% △

In order to mitigate some of the risk inherent to long-term, serious illness or injury, the City purchases stop loss insurance coverage. This insurance will protect the City from any insured individual’s claims that exceed \$80,000 per calendar year.

75-00-5-546 Claim Payments \$ 2,181,800

FY13/14 Actual:	\$ 2,035,468	FY14/15 Actual:	\$ 1,948,893
FY15/16 Budget:	\$ 2,050,000	FY15/16 Projected:	\$ 2,142,000
Budget to Proposed	6.4% △	Projected to Proposed	1.9% △

Since the City is self-insured, the City is required to pay all claims incurred by covered employees and dependents. In addition, the City pays claims in excess of the stop loss insurance level and then is reimbursed by the excess insurance company. This reimbursement is recorded in line item 75-00-3-387.

75-00-5-548 Employee Physical Development \$ 2,500

FY13/14 Actual:	\$ 2,050	FY14/15 Actual:	\$ 2,400
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 2,400
Budget to Proposed	0.0%	Projected to Proposed	4.2% Δ

As part of the City's wellness program, the City will reimburse any employee, up to \$100 per calendar year, for health club membership costs.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

General Fund-CIP

General Corporate – CIP Fund



The General Corporate – CIP Fund was established as a funding method separate from the General Fund to pay for capital improvements. Capital improvements are defined as assets that have a useful life over one year that cost at least \$10,000.

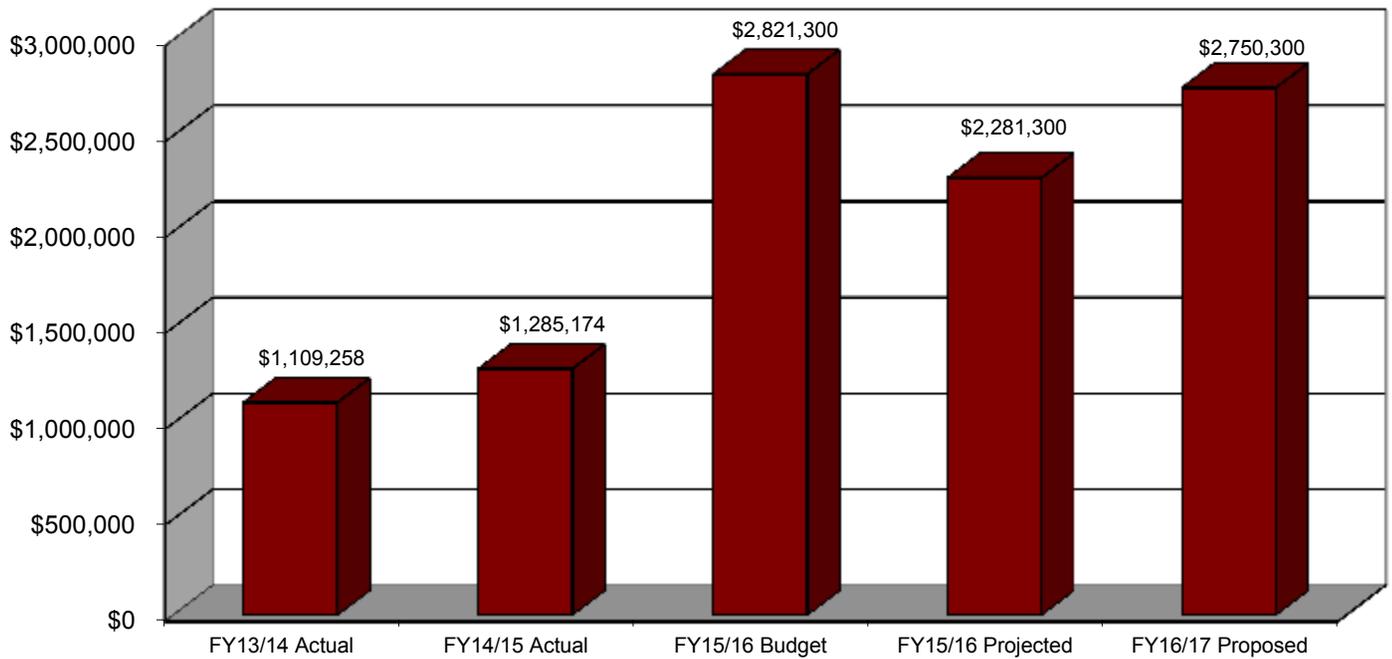
Major revenue sources for this Fund are a telecommunication tax that is dedicated 100% to General Fund capital improvements. Capital expansion fees from new construction for Police and Street improvements are also recorded in this Fund. Lastly a transfer from the General Fund is also a major funding source.

The selection of capital improvement projects begins with the development of a separate five-year Capital Improvement Program (CIP) that is completed each year in January. In this document, capital projects compete for funding, with those designated as “A” projects representing the community’s highest priorities. Projects proposed for funding within this Fund come from this separate planning document.

Objectives:

- Provide for a long term funding source to fund General Corporate Capital Improvements.

BUDGET COMPARISON



General Corporate - CIP Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ 2,463,200	\$ 2,423,000
REVENUES						
FEES						
82-00-2-320	Telecommunication Tax	\$ 670,392	\$ 668,249	\$ 630,000	\$ 630,700	\$ 615,000
82-00-2-384	Capital Expansion Fees-Police	51,294	58,571	75,000	54,500	75,000
82-00-2-385	Capital Expansion Fees-Streets	14,760	21,384	30,000	22,100	30,000
TOTAL FEES		\$ 736,446	\$ 748,204	\$ 735,000	\$ 707,300	\$ 720,000
INTERGOVERNMENTAL						
82-00-4-349	Safe Route to School Grant	\$ -	\$ -	\$ 19,400	\$ 19,400	\$ 200,000
82-00-4-360	Raffel Road Improvements Grant	300,000	-	-	-	-
82-00-4-363	Miscellaneous Grants	-	10,000	567,300	90,900	683,300
TOTAL INTERGOVERNMENTAL		\$ 300,000	\$ 10,000	\$ 586,700	\$ 110,300	\$ 883,300
OTHER						
82-00-5-380	Miscellaneous	\$ -	\$ 30,162	\$ -	\$ 15,300	\$ -
82-00-5-381	Interest Income	8,720	(3,446)	7,800	12,500	11,000
82-00-5-382	Settlement	-	-	367,000	392,400	-
82-00-5-383	Loan Revenue	-	-	-	-	161,500
TOTAL OTHER		\$ 8,720	\$ 26,716	\$ 374,800	\$ 420,200	\$ 172,500
TOTAL REVENUES (BEFORE TRANSFERS)		\$ 1,045,166	\$ 784,920	\$ 1,696,500	\$ 1,237,800	\$ 1,775,800
TRANSFERS (TO)/FROM OTHER FUNDS						
82-00-9-391	Transfer from General Fund	\$ 875,000	\$ 1,139,000	\$ 821,000	\$ 1,550,000	\$ 767,600
82-00-9-393	Transfer from Park Development	35,000	20,000	-	-	-
82-00-9-396	Transfer to Debt Service (Streets)	(72,800)	(70,800)	(68,300)	(68,300)	(65,800)
82-00-9-397	Transfer to Debt Service (Police Station)	(347,500)	(340,200)	(341,700)	(341,700)	(342,800)
82-00-9-399	Transfer to Debt Service (Parks)	(146,800)	(147,700)	(136,700)	(136,700)	(138,200)
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ 342,900	\$ 600,300	\$ 274,300	\$ 1,003,300	\$ 220,800
TOTAL REVENUES (AFTER TRANSFERS)		\$ 1,388,066	\$ 1,385,220	\$ 1,970,800	\$ 2,241,100	\$ 1,996,600
EXPENSES						
CAPITAL OUTLAY-GENERAL ADMINISTRATION						
82-01-7-701	Finance-Accounting Program	\$ 5,764	\$ -	\$ 28,000	\$ 38,000	\$ 22,400
82-01-7-702	Printer/Scanner/Copier	9,990	-	10,000	13,100	-
82-01-7-704	Computer Network	24,179	14,416	15,000	15,000	29,000
82-01-7-705	Data Backup	25,000	-	-	-	-
82-01-7-711	VOIP Phone System	39,611	-	-	-	-
82-01-7-712	Fiber Network	-	58,002	330,000	325,000	26,500
TOTAL CAPITAL OUTLAY-GENERAL ADMIN		\$ 104,544	\$ 72,418	\$ 383,000	\$ 391,100	\$ 77,900
CAPITAL OUTLAY-PUBLIC FACILITIES						
82-02-7-705	Radio Communication System Upgrade	\$ 2,595	\$ -	\$ -	\$ -	\$ -
82-02-7-708	Opera House	117,736	71,098	45,000	11,400	35,000
82-02-7-712	City Hall Improvements	-	38,885	70,100	30,900	46,000
82-02-7-713	Existing Public Works Facility	39,998	49,058	60,000	35,500	66,000
82-02-7-721	Gateway/Directional Signage	15,189	-	-	-	-
82-02-7-722	Aquatic Center Upgrades	-	-	-	-	30,000
TOTAL CAPITAL OUTLAY-PUBLIC FACILITIES		\$ 175,518	\$ 159,041	\$ 175,100	\$ 77,800	\$ 177,000

General Corporate - CIP Fund (Continued)

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
CAPITAL OUTLAY-PUBLIC SAFETY						
82-03-7-701	Annual Police Vehicle Purchase	\$ 51,000	\$ 165,857	\$ 74,000	\$ 74,200	\$ 60,000
82-03-7-702	Communications System Upgrade	17,914	17,790	18,000	-	75,000
82-03-7-705	UPS Battery Backup	-	-	-	-	-
82-03-7-706	In-Car Computer Terminals	-	12,998	-	-	-
82-03-7-708	Vehicle Equipment	6,442	-	7,200	7,200	-
82-03-7-715	Computer Upgrade	14,135	-	-	-	-
82-03-7-716	In-Car Video Cameras	-	35,633	-	-	-
82-03-7-717	Live Scan	-	19,490	-	-	-
82-03-7-718	Bullet Proof Vests	-	-	-	-	24,000
82-03-7-719	Body Cameras	-	-	-	-	16,100
TOTAL CAPITAL OUTLAY-PUBLIC SAFETY		\$ 89,491	\$ 251,768	\$ 99,200	\$ 81,400	\$ 175,100
CAPITAL OUTLAY-PARKS						
82-06-7-703	Playground Equipment	\$ 76,432	\$ 41,144	\$ -	\$ -	\$ -
82-06-7-713	Resealing Courts	11,160	13,490	-	-	18,000
82-06-7-720	Dog Park	12,400	-	-	-	-
82-06-7-721	Park in Square Statue	-	15,567	-	-	-
82-06-7-722	Peace Park	-	4,804	20,000	20,000	-
82-06-7-723	D200 Renaissance	-	-	100,000	-	25,000
82-06-7-724	Emricson Lighting & Fence Improvements	-	-	178,000	274,500	-
82-06-7-725	Donato Conservation Area - Pathway	-	-	20,000	1,400	13,300
82-06-7-726	Ryder's Woods	-	-	20,000	15,000	-
82-06-7-727	Park Land Expansion	-	-	-	-	75,000
TOTAL CAPITAL OUTLAY-PARKS		\$ 99,992	\$ 75,005	\$ 338,000	\$ 310,900	\$ 131,300
CAPITAL IMPROVEMENT-MOTOR POOL						
82-07-7-701	Streets- Dump Truck Replacement	\$ -	\$ -	\$ 150,000	\$ 159,500	\$ -
82-07-7-704	Parks- Vehicle Replacement	92,950	-	-	-	38,000
82-07-7-707	Streets- Equipment Replacement	19,873	19,873	24,000	-	20,000
82-07-7-720	Parks- Equipment Replacement	42,489	56,611	35,000	33,600	15,000
TOTAL CAPITAL OUTLAY-MOTOR POOL		\$ 155,312	\$ 76,484	\$ 209,000	\$ 193,100	\$ 73,000
CAPITAL IMPROVEMENT-STREETS/SIDEWALKS/SIGNALS						
82-08-7-701	Route 47	\$ 23,987	\$ 63,291	\$ -	\$ -	\$ -
82-08-7-703	Resurfacing	346,264	409,674	992,000	992,000	950,000
82-08-7-704	Sidewalk Construction	35,126	27,343	-	-	-
82-08-7-705	Route 14/IDOT	-	45,926	-	-	25,000
82-08-7-710	Safe Routes to School Program	22,128	18,782	35,000	38,200	230,000
82-08-7-723	Street Maintenance Evaluation	-	28,841	-	11,000	-
82-08-7-725	Bike Path Extension	-	1,128	25,000	24,300	211,000
82-08-7-726	Roundabout-South Street	-	-	-	11,500	150,000
TOTAL CAPITAL OUTLAY-STREETS/SIDEWALKS/SIGNALS		\$ 427,505	\$ 594,985	\$ 1,052,000	\$ 1,077,000	\$ 1,566,000
CAPITAL OUTLAY-STORMWATER MANAGEMENT						
82-09-7-701	Stormsewer Improvements	\$ 44,579	\$ 45,623	\$ 525,000	\$ 110,000	\$ 510,000
82-09-7-709	I&I Improvements	12,317	9,850	40,000	40,000	40,000
TOTAL CAPITAL OUTLAY-STORMWATER MANAGEMENT		\$ 56,896	\$ 55,473	\$ 565,000	\$ 150,000	\$ 550,000
TOTAL GENERAL CORPORATE - CIP FUND EXPENSES		\$ 1,109,258	\$ 1,285,174	\$ 2,821,300	\$ 2,281,300	\$ 2,750,300
NET INCREASE (DECREASE)		\$ 278,808	\$ 100,046	\$ (850,500)	\$ (40,200)	\$ (753,700)
Ending Fund Balance					\$ 2,423,000	\$ 1,669,300

General Corporate – CIP Fund Line Item Descriptions

82-00-2-320 Telecommunication Tax \$ 615,000

FY13/14 Actual:	\$ 670,392	FY14/15 Actual:	\$ 668,249
FY15/16 Budget:	\$ 630,000	FY15/16 Projected:	\$ 630,700

This tax was established to create and guarantee a minimal level of annual CIP financing for the hundreds of projects that remain to be funded. This revenue stream provides a dedicated source of funding for needed projects.

In FY02/03, the City adopted the Simplified Telecommunications Tax Act created by the State Legislature. The Simplified Telecommunications Tax combined the previous Telecommunications Tax and Infrastructure Maintenance Fee allowing for a maximum tax rate of 6%. In return, the Infrastructure Maintenance Fee was permanently eliminated. As required by that legislation, the State is now responsible for collecting this tax from the service providers.

This revenue source continues to decline as City residents switch how they communicate, especially to Internet-based systems, which are not subject to this tax.

82-00-2-384 Capital Expansion Fees-Police \$ 75,000

FY13/14 Actual:	\$ 51,294	FY14/15 Actual:	\$ 58,571
FY15/16 Budget:	\$ 75,000	FY15/16 Projected:	\$ 54,500

Separate line items for Police and Streets Capital Expansion Fees (CEF) are reported within the General Corporate – CIP Fund and are used to fund projects that relate to each of the corresponding fees. This revenue source is entirely dependent upon building activity in the community; by statute, these funds must be expended on public safety CIP projects.

82-00-2-385 Capital Expansion Fees-Streets \$ 30,000

FY13/14 Actual:	\$ 14,760	FY14/15 Actual:	\$ 21,384
FY15/16 Budget:	\$ 30,000	FY15/16 Projected:	\$ 22,100

Separate line items for Police and Streets Capital Expansion Fees (CEF) are reported within the General Corporate – CIP Fund and are used to fund projects that relate to each of the corresponding fees. This revenue source is entirely dependent upon building activity in the community; by statute, these funds must be expended on street improvement CIP projects.

82-00-4-349 Safe Routes to School Grants \$ 200,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 19,400	FY15/16 Projected:	\$ 19,400

Through this grant program, 80% of construction and construction engineering costs are funded through the Federal government with the remaining 20% paid by the City. Projects are limited to a maximum of \$200,000 and the City will have to bear the cost of design engineering.

82-00-4-360 Raffel Road Improvements Grant \$ 0

FY13/14 Actual:	\$ 300,000	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0

In October of 2013, the City was notified that it was eligible to receive an unsolicited award from DCEO's Grant Management Program for the improvements completed on Raffel Road in a prior fiscal year.

82-00-4-363 Miscellaneous Grants \$ 683,300

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 10,000
FY15/16 Budget:	\$ 567,300	FY15/16 Projected:	\$ 90,900

Numerous grants have been submitted and may be awarded in FY16/17, including: a multi-phased CDBG grant for storm sewer improvements to the Walnut/Ash Neighborhood (\$400,000); Federal Grants for replacement of bullet proof vests (\$12,000) and Police Body Cameras (\$16,100); Route 14 multi-use path (\$211,000); and a DCEO/Clean Energy grant for facility lighting upgrades.

82-00-5-380 Miscellaneous \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 30,162
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 15,300

Revenue related to insurance proceeds for capital improvement items paid from this Fund and other donations from local organizations are recorded here.

82-00-5-381 Interest Income \$ 11,000

FY13/14 Actual:	\$ 8,720	FY14/15 Actual:	(\$ 3,446)
FY15/16 Budget:	\$ 7,800	FY15/16 Projected:	\$ 12,500

This amount represents the interest earned on CIP funds invested during the fiscal year.

82-00-5-382 Settlement \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 367,000	FY15/16 Projected:	\$ 392,400

These are the funds from the tentative agreement of the bond settlement between the bonding company and the City. The proceeds of the bonds are to be used to complete public improvements in the Apple Creek subdivision that were not completed by the developer.

82-00-5-383 Loan Revenue \$ 161,500

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0

Funds in this revenue line item reflect a loan from the Water & Sewer Capacity CIP Budget to pay for design engineering for a roundabout at the intersection of South/Madison/ Lake. These funds will be repaid to the Water & Sewer Capacity CIP Budget as defined by a repayment agreement that will be approved during FY16/17.

82-00-9-391 Transfer from General Fund \$ 767,600

FY13/14 Actual:	\$ 875,000	FY14/15 Actual:	\$ 1,139,000
FY15/16 Budget:	\$ 821,000	FY15/16 Projected:	\$ 1,550,000

This line item reflects the transfer of funds from the General Fund to the General Corporate – CIP Fund to provide additional revenue to finance CIP projects. As has been the practice the last few years, any additional surplus in the General Fund is transferred to the General Corporate – CIP Fund. For FY15/16, an additional \$729,000 over the budgeted amount is proposed to be transferred.

82-00-9-393 Transfer from Park Development \$ 0

FY13/14 Actual:	\$ 35,000	FY14/15 Actual:	\$ 20,000
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0

The funds received for park donations are recorded in the Park Development Fund and then transferred to the CIP in an amount equal to cover the park projects approved by the City Council within the annual CIP budget. Because of the downturn in park development donations, this transfer remains suspended for FY16/17.

82-00-9-396 Transfer to Debt Service (Streets) (\$ 65,800)

FY13/14 Actual:	(\$ 72,800)	FY14/15 Actual:	(\$ 70,800)
FY15/16 Budget:	(\$ 68,300)	FY15/16 Projected:	(\$ 68,300)

In FY05/06, the General Corporate – CIP Fund issued Alternate Revenue Bonds to fund the construction of two major roadway improvements. This is the required transfer to the Debt Service Fund to provide the necessary funding to meet the related debt service payment for the aforementioned bond issue.

82-00-9-397 Transfer to Debt Service (Police Station) (\$ 342,800)

FY13/14 Actual:	(\$ 347,500)	FY14/15 Actual:	(\$ 340,200)
FY15/16 Budget:	(\$ 341,700)	FY15/16 Projected:	(\$ 341,700)

In FY00/01, the City issued \$8.9 million dollars in Alternate Revenue bonds to finance three separate projects. A portion of the bonds (\$4.0 million) was used to finance the construction of the new Police Facility. Due to falling interest rates, the City initiated an advanced refunding in 2004, issuing 2004B Alternate Revenue Refunding Bonds to reduce future interest costs and generate interest savings. In 2013, the City completed a current refunding of the Series 2004B bonds with the issuance of the Series 2013B

Alternate Revenue Refunding Bonds. This is the required transfer to the Debt Service Fund to provide the necessary funding to meet the related debt service payment for the aforementioned bond issue.

82-00-9-399 Transfer to Debt Service (Parks)				(\$ 138,200)	
FY13/14 Actual:	(\$ 146,800)	FY14/15 Actual:	(\$ 147,700)		
FY15/16 Budget:	(\$ 136,700)	FY15/16 Projected:	(\$ 136,700)		

In response to the sharp decline in new housing experienced in FY07/08 and then exacerbated in FY08/09, significantly reducing the resources pledged for repayment on the City's outstanding Alternate Revenue Bonds that were issued to construct several park improvements, the City Administration proposed a temporary modification to the repayment sources of these bonds until the corresponding revenues could show signs of a recovery.

The General Corporate – CIP Fund is now, on a temporary basis, responsible for the debt service payment related to the Merryman Fields Park Alternate Revenue Bonds. This bond payment will reduce the City's limited resources already experiencing reductions from the poor economic climate. However, this will also prevent the creation of a substantial deficit within the Park Development Fund and the long-term moratorium that would need to be placed on park projects until the associated revenues could recover.

82-01-7-701 Finance-Accounting Program				\$ 22,400	
FY13/14 Actual:	\$ 5,764	FY14/15 Actual:	\$ 0		
FY15/16 Budget:	\$ 28,000	FY15/16 Projected:	\$ 38,000		



The Finance Department replaced its current software package in FY15/16. As part of the agreement, payments were spread out evenly over 3 years at no interest.

82-01-7-702 Printer/Scanner/Copier				\$ 0	
FY13/14 Actual:	\$ 9,990	FY14/15 Actual:	\$ 0		
FY15/16 Budget:	\$ 10,000	FY15/16 Projected:	\$ 13,100		



The Police Department had two copy machines that were out of maintenance agreements and parts for repair were becoming harder to locate. In FY15/16, the City replaced these machines at a cost of \$13,100 in the Records and Administrative Divisions.

82-01-7-704 Computer Network \$ 29,000

FY13/14 Actual:	\$ 24,179	FY14/15 Actual:	\$ 14,416
FY14/15 Budget:	\$ 15,000	FY14/15 Projected:	\$ 15,000



Funding for this account is intended to replace the oldest hardware utilized by the City, as well as maintain the software licenses utilized throughout the various departments. In FY16/17 money has been budgeted to replace the City's firewall equipment.

82-01-7-705 Data Backup \$ 0

FY13/14 Actual:	\$ 25,000	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0



In FY13/14, the City replaced its aging tape backup system with an appliance-based backup technology, provided by Unitrends.

82-01-7-711 VOIP Phone System \$ 0

FY13/14 Actual:	\$ 39,611	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0



In FY13/14, the City completed its installation of the Mitel Communication platform, which provides Voice Over IP (VOIP) telecommunications to each Department.

82-01-7-712 Fiber Network \$ 26,500

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 58,002
FY15/16 Budget:	\$ 330,000	FY15/16 Projected:	\$ 325,000



In November 2014, the City approved, along with McHenry County, District 200, MCETSB, and McHenry County College, the construction of a primary fiber network. In FY15/16, the construction of the new fiber network was completed with the exception of the Route 14 segment of the network. The City is currently using the newly installed fiber optic cable and network equipment installed within the City limits to interconnect each of its major facilities.

The funds allocated in FY16/17 provide funding for the City's percentage of the Route 14 construction costs to complete the fiber project.

82-02-7-705 Radio Communication System Upgrade \$ 0

FY13/14 Actual:	\$ 2,595	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0



This was for the purchase of new radio equipment at Public Works and the Opera House in order to comply with the narrowbanding requirements imposed by the FCC.

82-02-7-708 Opera House \$ 35,000

FY13/14 Actual:	\$117,736	FY14/15 Actual:	\$ 71,098
FY15/16 Budget:	\$ 45,000	FY15/16 Projected:	\$ 11,400



This project is necessary to arrest and remediate the destructive infiltration of groundwater into the central load-bearing brick wall in the basement of the Opera House. The project is also necessary to enable the repair of related damage to brick, mortar and sandstone elements at the front entrance to the building.

The FY16/17 request for the Structural Masonry Repair Project is less than that submitted for FY15/16 because at this time it is most important to stop the disintegration of the central bearing wall.

82-02-7-712 City Hall Improvements \$46,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 38,885
FY15/16 Budget:	\$ 70,100	FY15/16 Projected:	\$ 30,900



In FY15/16 funds were requested to replace existing light fixtures with more efficient fluorescent or LED light fixtures of which the purchase would be offset by grant proceeds. Unfortunately the lack of a State budget has impeded the dispersal of DCEO funds. As a result, lighting improvements have been delayed until FY16/17. Other expenditures in FY15/16 include masonry work at the east & west

entrances to City Hall and tuck pointing of the west & south boiler room exterior walls.

82-02-7-713 Existing Public Works Facility

\$ 66,000

FY13/14 Actual:	\$ 39,998	FY14/15 Actual:	\$ 49,058
FY15/16 Budget:	\$ 60,000	FY15/16 Projected:	\$ 35,500



Funds in this line item are to cover the cost of necessary building improvements to the Public Works Facility. Costs for these projects will be shared between the General Fund (67%) and the Utility Fund (33%). Funds in FY15/16 paid for some exterior lighting improvements, resurfacing of a floor in the shop, the replacement of a rooftop HVAC unit, repairs to the slot drain, and the purchase of a prefabricated mezzanine storage area. In FY16/17 funds will be used for pavement repairs and the development of a site plan for the existing and future buildout of the PW site.

82-02-7-721 Gateway/Directional Signage

\$ 0

FY13/14 Actual:	\$ 15,189	FY14/15 Actual:	\$ 0
FY14/15 Budget:	\$ 0	FY14/15 Projected:	\$ 0



In FY13/14, a professional consultant developed a gateway/directional program to guide visitors from the community's major thoroughfares to the downtown area. Council is in the process of rebranding the community, which would likely impact the final design of the gateway signage. In FY16/17 this line item has been moved to the Streets/ Sidewalks/ Signals section of this CIP Budget.

82-02-7-722 Aquatic Center Upgrades

\$ 30,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY14/15 Budget:	\$ 0	FY14/15 Projected:	\$ 0



The boat slide water feature is in disrepair and needs replacing. Many of the fronds on the three palm trees were broken so the trees were removed last spring and there are significant tears in the slide portion of the feature. The company that constructed the play feature is no longer in business, which has made finding replacement parts nearly impossible.

82-03-7-701 Annual Police Vehicle Purchase

\$ 60,000

FY13/14 Actual:	\$ 51,000	FY14/15 Actual:	\$ 165,857
FY15/16 Budget:	\$ 74,000	FY15/16 Projected:	\$ 74,200



This project is the annual replacement/rotation of police vehicles. The rotation system provides for the partial replacement of the Police Department’s fleet of vehicles. All primary vehicles are rotated to secondary vehicles, while secondary vehicles are placed out of service. The vehicles taken out of service have normally exceeded 90,000 miles. The five-year alternating vehicle replacement system generally provides for three to five primary patrol vehicles to be replaced every year and one or two vehicles replaced from the existing older fleet. The older fleet vehicles are the unmarked cars used by the detectives, Deputy Chief, Chief, as well as the DARE Van. Older fleet vehicles are rotated out of service after a minimum of five years. The City has experienced first-hand that extended use of these vehicles significantly increases maintenance costs, as well as reduces officer safety. For FY16/17, two (2) marked patrol vehicles @ \$26,000 and one (1) portable speed trailer @ \$8,000 are scheduled for replacement.

82-03-7-702 Communications System Upgrade

\$ 75,000

FY13/14 Actual:	\$ 17,914	FY14/15 Actual:	\$ 17,790
FY15/16 Budget:	\$ 18,000	FY15/16 Projected:	\$ 0



In anticipation of the Police Communications function being consolidated with McHenry City in FY16/17, the City intends to purchase portable radios enabling the Police Department to switch to the StarCom21 radio network. The StarCom21 radio network enhances radio coverage to include receiving and transmitting in prior trouble areas including Centegra Hospital and Woodstock High Schools.

82-03-7-705 UPS Battery Backup

\$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0



This project provides the batteries required to supply electrical power to the Police Department between power outage and backup generator activation.

82-03-7-706 In-Car Computer Terminals

\$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 12,998
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0



This project funded in-car computer terminals used to receive and transmit data between police cars and the dispatch center, which allow police officers the ability to run record and vehicle checks and research data on persons and locations while in their patrol vehicles.

82-03-7-708 Vehicle Equipment

\$ 0

FY13/14 Actual:	\$ 6,442	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 7,200	FY15/16 Projected:	\$ 7,200

This account provides the funding for changeover equipment costs from existing police cars to recently purchased police cars.



Additional costs have been incurred over the last few fiscal years as the fleet is changed over to more fuel efficient patrol vehicles, requiring the purchase and installation of new vehicle equipment versus retrofitting utilizing existing vehicle equipment. Since all of the vehicles have been switched from Ford Crown Vic to Ford Taurus, no additional funds are

necessary in FY16/17.

82-03-7-715 Computer Upgrade

\$ 0

FY13/14 Actual:	\$ 14,135	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0



This line item provides for the purchase of computer hardware and software to update existing information systems utilized by the Police Department.

82-03-7-716 In-Car Video Cameras

\$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 35,633
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0



This line item provides in-car video cameras for all police patrol vehicles, which aid in prosecution efforts for DUI and traffic violators as well as a defense system for employee misconduct claims.

82-03-7-717 Live Scan

\$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 19,490
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0



This line item funded a computerized fingerprint system that allows for instant record checks on unidentified persons as well as the ability to electronically transmit arrest records to the Illinois Dept. of Justice and the FBI. This machine failed in FY14/15 and required immediate replacement.

82-03-7-718 Bullet Proof Vests

\$ 24,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0



After the five-year life expectancy, the manufacturer can no longer guarantee the vests effectiveness due to the deterioration of the resistance material. Most police agencies have both an original issue and a replacement plan for bullet proof vests to insure that every officer is properly protected against gunshot and knife wounds. The benefit to the City is to insure that each police officer is adequately protected against deadly force and to significantly reduce the liability the City incurs if an officer is injured or killed as the result of a gun shot or knife.

This project includes the replacement of all existing bullet proof vests for every sworn police officer. All new bullet proof vests were issued to each of the sworn police officers in FY11/12. The average replacement period is every 5 years. Therefore, FY16/17 would be the next scheduled replacement for these vests.

82-03-7-719 Body Cameras

\$ 16,100

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0



The transparency in Police work has become a popular topic in today's news. Presently all marked Woodstock Police vehicles are equipped with in-car video systems that record traffic stops and some interaction with police officers and the public. Recent amendments to Illinois State Law allow Police Officers to wear body cameras to video record most interactions with citizens. Studies have proven that when body cameras are utilized there are fewer complaints regarding the interaction between police and the public.

WPD has monitored several pilot programs of body camera utilization by police agencies and deem this to be a worthwhile program to pursue. At present there is no Federal Grant money available for smaller police agencies to purchase body camera technology. This may change in future years.

This program would equip thirty-six (36) sworn officers and two (2) Community Service Officers with body cameras at a cost of \$300 per unit (\$11,400). In order to comply with State mandates to secure downloaded video for a ninety (90) day period a dedicated server would be required @\$4,700.

82-06-7-703 Playground Equipment

\$ 0

FY13/14 Actual:	\$ 76,432	FY14/15 Actual:	\$ 41,144
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0



The FY16/17 budget does not include any request for new or replacement playground equipment. Existing structures will be re-evaluated for replacement in FY17/18.

82-06-7-713 Resealing Courts

\$ 18,000

FY13/14 Actual:	\$ 11,160	FY14/15 Actual:	\$ 13,490
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0



The line item pays for the resurfacing of basketball and tennis courts within the City's parks to keep the playing surface safe and visually attractive. In FY16/17, funds are intended to resurface three tennis courts in Emricson Park.

82-06-7-720 Dog Park

\$ 0

FY13/14 Actual:	\$ 12,400	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0



In FY13/14 the City Council entered into an intergovernmental agreement with the Village of Bull Valley for the development of a dog park on seven acres of land for the benefit of both communities. Woodstock's share for park development was \$12,400.

82-06-7-721 Park in Square Statue

\$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 15,567
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0



In FY14/15, this project repaired the effects of time, weathering and vibration on the monument and addressed a developing public-safety matter.

82-06-7-722 Peace Park

\$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 4,804
FY15/16 Budget:	\$ 20,000	FY15/16 Projected:	\$ 20,000



The City partnered with the Bull Valley Garden Club and representatives from School District 200's Challenge Corps Program to develop a children's discovery area and adjoining "peace park" at Dick Tracy Way Park. The City applied for and was awarded a \$10,000 grant from the McHenry County Community Foundation (MCCF) to help pay for this project. The Peace Park was constructed in 2014. In 2015, a

labyrinth was constructed as part of this overall project.

82-06-7-723 D200 Renaissance

\$ 25,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 100,000	FY15/16 Projected:	\$ 0



The City included \$100,000 in funding in FY15/16 to support the WHS Home Turf Campaign. The campaign centered around the preparation and installation of artificial turf on the high school football field. Unfortunately, bids were opened and later rejected

because the difference between the lowest and highest bid was vast and fundraising fell short of the total amount needed to complete the project. The Woodstock School District 200 Board did encourage continuing with the campaign to raise funds for the project. However, no work is expected to be completed on this project in FY15/16. Based on the results of the Council's Budget Workshop, the City's level of support has been reduced to \$25,000 and this amount has been incorporated within the development of the FY16/17 Budget.

82-06-7-724 Emricson Lighting & Fence Improvements

\$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 178,000	FY15/16 Projected:	\$ 274,500

In 2015, the City was the recipient of a grant award in the amount of \$80,000 from the Baseball Tomorrow Fund (BTF) for 50% of the estimated cost for the installation of new field lights, fencing, and infield drainage for Field A at Emricson



Park. Woodstock Girls Softball also donated \$1,250 toward these improvements. After installation of the fence and backstop, user groups expressed their dissatisfaction with the dome shaped backstop. The dome style backstop will be repurposed and

replaced with a style that matches that which exists at Merryman Fields.

82-06-7-725 Donato Conservation Area-Parkway

\$ 13,300

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 20,000	FY15/16 Projected:	\$ 1,400



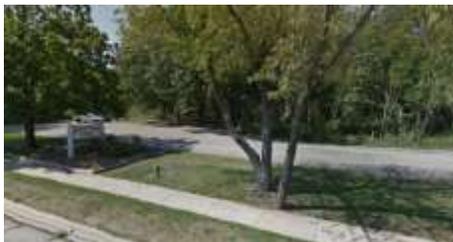
In 2014, the Gerry Street Park was renamed the William C. Donato Conservation Area. There is a pathway through the wetlands in this park that is made of shipping pallets, which are not conducive to a safe passageway. In FY15/16 the City worked with students at Woodstock High School to come up with a more permanent design. In

addition, the City was able to obtain a ComEd/Openlands grant to help pay for the construction of this pathway. Construction of the 6' x 6' sections of pathway will be completed in FY16/17.

82-06-7-726 Ryder's Woods

\$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 20,000	FY15/16 Projected:	\$ 15,000



The Land Conservancy is returning Ryder's Woods to its natural state and clearing invasive species. In FY15/16, the Land Conservancy applied for and has received a grant through the McHenry County Community Foundation to develop ecology education tours and materials for school and family visits to this park, with the City

collaborating to help excavate the concrete and restore the area and that work has been completed. The remaining work to be completed includes a new walk-in entrance to the park and minor landscaping along the Lawndale Avenue frontage.

82-06-7-727 Park Land Expansion \$ 75,000

FY13/14 Actual: \$ 0 FY14/15 Actual: \$ 0
 FY15/16 Budget: \$ 0 FY15/16 Projected: \$ 0



Funding has been established to purchase land surrounding Emricson Park. If purchased, this newly acquired land would further support recreation activities that take place throughout this park facility.

82-07-7-701 Streets-Dump Truck Replacement \$ 0

FY13/14 Actual: \$ 0 FY14/15 Actual: \$ 0
 FY15/16 Budget: \$ 150,000 FY15/16 Projected: \$ 159,500



Staff utilized a National Joint Powers Alliance (NJPA) Contract (number #102811) for the replacement of a 2002 model year dump truck. This vehicle is an integral part of the City's snow plan. The purchase price includes the truck chassis, dump body, front plow, scraper blade, pre-wet system, tailgate spreader, and warning lights. The City took delivery of the truck in December 2015. The City always keeps one dump truck as a spare for winter snow removal; therefore, the 2002 International will be kept as a spare and the previous spare truck, a 2001 International dump truck, will be declared as surplus and sold to the highest bidder at the next available surplus sale.

82-07-7-704 Parks-Vehicle Replacement \$ 38,000

FY13/14 Actual: \$ 92,950 FY14/15 Actual: \$ 0
 FY15/16 Budget: \$ 0 FY15/16 Projected: \$ 0



An aerial bucket truck used for tree trimming, installation of banners, and street light maintenance was purchased through this line item in FY13/14. The FY16/17 request is for the replacement of a 2004 Chevrolet pickup assigned to the Parks Division. This new truck will be outfitted with a snow plow and lift gate before it is placed into service.

82-07-7-707 Streets-Equipment Replacement

\$ 20,000

FY13/14 Actual:	\$ 19,873	FY14/15 Actual:	\$ 19,873
FY15/16 Budget:	\$ 24,000	FY15/16 Projected:	\$ 0



The request for FY15/16 was to purchase a Planer and Box-Broom to facilitate asphalt repairs on our roadways and give the Street Department the ability to do skip patching on a limited scale. 2015 has brought about funding concerns within the City of Woodstock due to the State of Illinois being unable to pass a balanced budget and withholding funds, and potentially cutting funding to

municipalities. It was decided that without adequate funds and staff to support this endeavor, this project would be postponed until appropriate resources become available. In FY16/17 funds are requested to purchase a new portable message sign board. On the existing equipment, the characters are aging and are malfunctioning at times. Currently, the only method of repair is to remove individual characters from the board and send them out for refurbishing, assuming that the characters are in a repairable state. The manufacturer no longer makes new characters, and is out of old stock. The board also has trouble staying charged due to its age.

82-07-7-720 Parks-Equipment Replacement

\$ 15,000

FY13/14 Actual:	\$ 42,489	FY14/15 Actual:	\$ 56,611
FY15/16 Budget:	\$ 35,000	FY15/16 Projected:	\$ 33,600



The FY16/17 request is for the replacement of the Servis - Rhino Gang mower that is utilized for mowing large areas of grass within the City parks throughout the growing season. Due to the increased maintenance cost and condition of the equipment, it is recommended that this equipment be replaced.

82-08-7-701 Route 47

\$ 0

FY13/14 Actual:	\$ 23,987	FY14/15 Actual:	\$ 63,291
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0



In FY14/15 the City continued its outreach efforts through the hiring of a professional lobbyist. With this assistance and guidance, the City has positioned itself in the best possible manner to advance the IL Route 47 improvements through the State’s process.

The FY15/16 Budget continued to fund legislative advocacy services to secure State funding for the expansion of Route 47. However, since these costs were not directly related to the construction of Route 47, the FY15/16 Budget provided the required funding for these professional services from the General Government Department in the General Corporate Fund.

82-08-7-703 Resurfacing

\$ 950,000

FY13/14 Actual:	\$ 346,264	FY14/15 Actual:	\$ 409,674
FY15/16 Budget:	\$ 992,000	FY15/16 Projected:	\$ 992,000



The Annual Street Resurfacing Program is one of the most important projects the City undertakes each year to continue providing a quality street system for the City’s residents. The provision of an adequate system of roadways is a basic function of municipalities and it directly impacts the livability and economic development of the community.

To further minimize administrative burdens, eliminate another step in the IDOT approval process, and provide more flexibility, the Street Resurfacing Program was transferred to the General Corporate – CIP Fund’s budget in FY15/16.

82-08-7-704 Sidewalk Construction

\$ 0

FY13/14 Actual:	\$ 35,126	FY14/15 Actual:	\$ 27,343
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0



This line item provides funds for the City’s Street Division employees to replace a certain amount of hazardous sidewalk each year. Costs for work completed after FY14/15 were funded through the Street Division’s operating budget.

82-08-7-705 Route 14/IDOT

\$ 25,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 45,926
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0



With the improvements to U.S. Route 14, the City had to bear those costs associated with traffic signal upgrades on Route 14 @ Doty Road and Route 14 @ West Lake Shore Drive including engineering. The Joint Agreement that was approved by the City indicated an obligation on the City's part to pay the State a lump sum amount equal to 80% of its obligation upon award of the contract with the remaining 20% due to the State upon completion of the project based on final costs.

82-08-7-710 Safe Routes to School (SRTS) Program

\$ 230,000

FY13/14 Actual:	\$ 22,128	FY14/15 Actual:	\$ 18,782
FY15/16 Budget:	\$ 35,000	FY15/16 Projected:	\$ 38,200



The City has completed two sidewalk projects utilizing Federal SRTS funding and a third project was approved in the 2014 application cycle. In FY15/16, funds paid for design engineering of sidewalk along Tappan Street from Willow to Meadow.

The grant will pay for 80% of sidewalk construction and construction engineering up to a maximum of \$200,000. The project will complete a route for students attending the Northwood School Campus.

82-08-7-723 Street Maintenance Evaluation

\$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 28,841
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 11,000



Funds in this line item in FY14/15 were used to hire a consulting engineering firm to assist with the preparation of a formal pavement management and evaluation program. Work on preparing the pavement management report began in late FY14/15 and the final pavement management report was not

completed until sometime in FY15/16. The report is now complete and was submitted to the City Council for review and approval.

82-08-7-725 Bike Path Extension

\$ 211,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 1,128
FY15/16 Budget:	\$ 25,000	FY15/16 Projected:	\$ 24,300



This project involves an extension of a recreational path on U.S. Route 14 from Lake Avenue to West Lake Shore Drive. This project is a partnership between the City, IDOT, McHenry County, and the McHenry County Conservation District. One condition of this agreement was that the State will reimburse the City for 80% of the cost associated with the construction of this path

after the project is completed. The County is responsible for paying the remaining 20% local match of the construction costs. Funds are requested within the FY16/17 budget to pay for the construction of the State's portion of the multi-use path. Once completed, the City would seek reimbursement from the State for their obligated portion of the construction costs.

82-08-7-726 Roundabout – South Street

\$ 150,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 11,500



This project was approved in 2013 for STP funding through the Council of Mayors. The City found out in 2016 that unless the City moves forward with this project, it would be removed from the STP programming. As a result, the City approved Phase 1 & Phase 2 engineering and land acquisition services at

the intersection of South/Lake/Madison. STP funding will provide for the reimbursement of 80% of the total cost for construction and construction engineering (Phase III) services for approved projects up to a maximum of one million dollars. Based upon the breakdown of estimated costs from HLR for the City's roundabout project, the City could receive reimbursement of approximately \$900,000 for a project which is estimated to cost \$1,200,000 to construct. Actual construction of the Roundabout is expected to take place in calendar year 2018 or 2019.

82-09-7-701 Storm Sewer Improvements

\$ 510,000

FY13/14 Actual:	\$ 44,579	FY14/15 Actual:	\$ 45,623
FY15/16 Budget:	\$ 525,000	FY15/16 Projected:	\$ 110,000

Community Development Block Grants are being pursued to improve storm water drainage issues. One grant submittal is to increase the capacity of storm sewer that



serves the properties in the vicinity of the intersection of Walnut Drive and Ash Avenue. The City has already been approved for grant funding for phase 1 & phase 2 of this project. Bids to complete these two phases were received January, 2016. The third phase will likely be started before the end of FY16/17 but the total construction will not be completed

until sometime in FY17/18.

82-09-7-709 I&I Improvements

\$ 40,000

FY13/14 Actual:	\$ 12,317	FY14/15 Actual:	\$ 9,850
FY15/16 Budget:	\$ 40,000	FY15/16 Projected:	\$ 40,000



In FY15/16 the City started phase one of a two-phase project to remove silt from the Raintree retention basin. Silt has decreased the capacity of the basin and it needed to be removed. At the end of the first phase, approximately 1/2 of the silt will be removed from the basin. Funds are requested to remove the remainder of the material utilizing contracted services with costs included for trucking and disposal of material.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Revolving Loan Fund

Revolving Loan Fund

In FY12/13 the City established a municipally-funded Revolving Loan Fund program with \$300,000 in initial capital. The Revolving Loan Fund program is designed for Woodstock-based start-ups, as well as emerging and expanding businesses. The Revolving Loan Fund (RLF) is a gap financing measure primarily used for development and expansion of small businesses. It is a self-replenishing pool of money, utilizing interest and principal payments on old loans to issue new ones. Two low-interest loans were initiated in FY15/16 resulting in the relocation of Read Between the Lynes, and the renovation and updating of the Thoughtfulness Shop, both retailers on the historic Woodstock Square.



Objectives:

- Provide an avenue of encouraging economic development inside the City by providing low interest loans to eligible businesses.

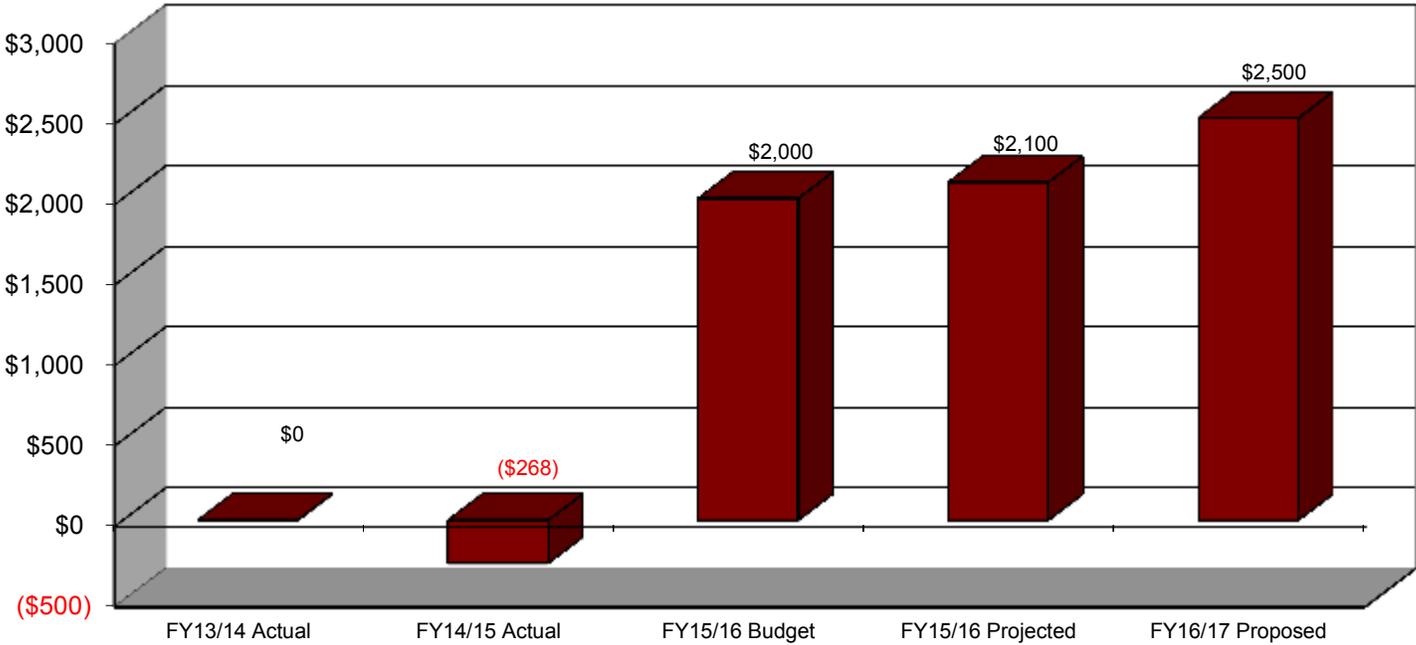
Performance Measures:

Item	Goal	Description	FY13/14	FY14/15	FY15/16
			Actual	Actual	Estimated
Loan-to-Fund Ratio	Encourage the use of the funds available	Fund Total	\$ 300,000	\$ 299,700	\$ 301,800
		Amount Loaned	\$ -	\$ -	\$ 79,445
		Loan-to-Fund Ratio	0%	0%	26%

Revolving Loan Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ 299,700	\$ 301,800
REVENUES						
OTHER						
85-00-5-381	Interest Income	\$ -	\$ (268)	\$ 1,000	\$ 1,600	\$ 1,000
85-00-5-382	Loan Interest	-	-	1,000	500	1,500
	TOTAL OTHER	\$ -	\$ (268)	\$ 2,000	\$ 2,100	\$ 2,500
TOTAL REVENUES		\$ -	\$ (268)	\$ 2,000	\$ 2,100	\$ 2,500
EXPENSES						
OTHER						
85-00-5-516	Administrative Fees	\$ -	\$ -	\$ 2,500	\$ -	\$ -
85-00-5-560	Uncollectable Loan Accounts	-	-	-	-	-
	TOTAL OTHER	\$ -	\$ -	\$ 2,500	\$ -	\$ -
TOTAL REVOLVING LOAN FUND EXPENSES		\$ -	\$ -	\$ 2,500	\$ -	\$ -
NET INCREASE (DECREASE)		\$ -	\$ (268)	\$ (500)	\$ 2,100	\$ 2,500
Ending Fund Balance					\$ 301,800	\$ 304,300

BUDGET COMPARISON (Revenue)



Revolving Loan Fund Line Item Descriptions

85-00-5-381 Interest Income \$ 1,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	(\$ 268)
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 1,600
Budget to Proposed	0.0%	Projected to Proposed	-37.5% ▽

This line item represents anticipated interest income on the Revolving Loan Fund's (RLF) available balance.

85-00-5-382 Loan Interest \$ 1,500

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 500
Budget to Proposed	50.0% △	Projected to Proposed	200.0% △

This account has been established for anticipated interest income generated by program loans.

85-00-5-516 Administrative Fees \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 0
Budget to Proposed	-100.0% ▽	Projected to Proposed	N/A

Fees for underwriting services and loan administration will be reported within this account.

85-00-5-560 Uncollectable Loan Accounts \$ 0

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This account has been established for anticipated uncollectable loan repayments from prospective borrowers.



THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Environmental Management

Environmental Management Fund

In anticipation of the large cost of the cleanup of the former landfill (Superfund) site, the City implemented a tax in the late 1980s for that project and other projects related to waste disposal, special waste management, and environmental cleanup. The scope of the fund was subsequently expanded to include other environmental mandates and expenditures and, as such, this budget was renamed to the current Environmental Management Fund to accurately reflect its redefined intent to address other community-wide, environmentally-sensitive issues.



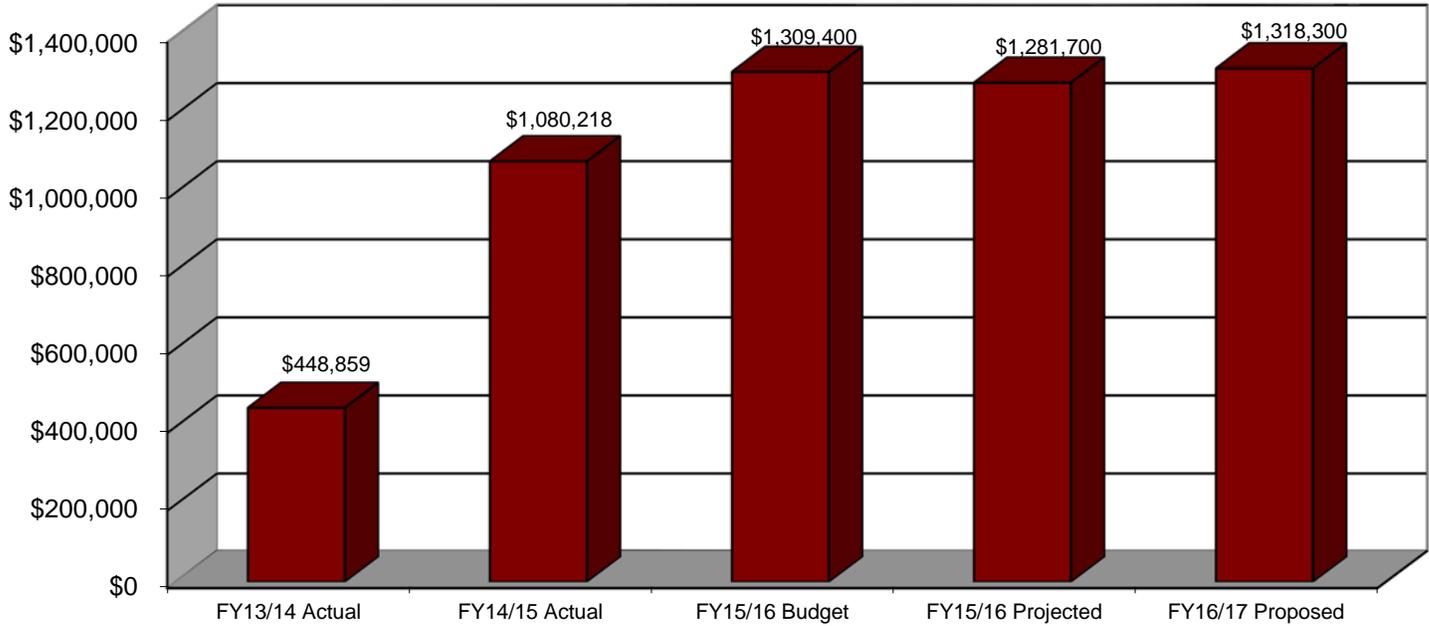
FY15/16 Accomplishments

- Assumed billing responsibility for residential garbage collection services.
- Paid 100% of the annual bond payment for improvements to the Davis Road Park, which is located on the former Superfund site.
- Completed the annual curbside collection of leaves for residents.
- Completed the annual mosquito abatement program to the benefit of residents.
- Continued partnership program with The Land Conservancy for the maintenance and enhancement of City-owned nature areas.
- Completed the required annual monitoring and maintenance of the landfill site and submitted the annual report to the USEPA.
- Converted one new vehicle to an alternative-fuel supplied engine, which reduces reliance on petroleum fuel and reduces air pollution from vehicle emissions.
- Replaced one of the machines utilized to facilitate the annual curbside collection of leaves.
- Maintained and operated street sweepers which are used to keep the parking lots, downtown, and City streets clean of litter and debris.

FY16/17 Goals and Objectives

- Pay 100% of the annual bond payment for improvements to the Davis Road Park, which is located on the former Superfund site.
- Complete the annual curbside collection of leaves for our residents.
- Complete the annual mosquito abatement program to benefit our residents.
- Continue partnership program with The Land Conservancy for the maintenance and enhancement of City-owned nature areas.
- Complete the required annual monitoring and maintenance of the landfill site and submit the annual report to the USEPA.
- Convert one new vehicle to an alternative-fuel supplied engine, to reduce reliance on petroleum fuel and reduce air pollution from vehicle emissions.

BUDGET COMPARISON



Environmental Management Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ 323,900	\$ 398,300
REVENUES						
TAXES						
90-00-1-311	Property Taxes	\$ 538,371	\$ 539,026	\$ 540,000	\$ 538,100	\$ 440,000
TOTAL TAXES		\$ 538,371	\$ 539,026	\$ 540,000	\$ 538,100	\$ 440,000
SALES OF GOODS AND SERVICES						
90-00-3-370	Refuse Sales Late Fees	\$ -	\$ -	\$ -	\$ 20,900	\$ 27,000
90-00-3-371	Refuse Sales	-	612,745	1,045,000	1,072,000	1,081,700
TOTAL SALES OF GOODS AND SERVICES		\$ -	\$ 612,745	\$ 1,045,000	\$ 1,092,900	\$ 1,108,700
OTHER						
90-00-5-381	Interest Income	\$ 4,701	\$ (664)	\$ 2,500	\$ 3,200	\$ 3,300
90-00-5-386	Recycling Bag Donations	-	-	-	-	15,000
TOTAL OTHER		\$ 4,701	\$ (664)	\$ 2,500	\$ 3,200	\$ 18,300
TOTAL REVENUES (BEFORE TRANSFERS)		\$ 543,072	\$ 1,151,107	\$ 1,587,500	\$ 1,634,200	\$ 1,567,000
TRANSFERS (TO)/FROM OTHER FUNDS						
90-00-9-392	Transfer to General Fund	\$ (80,000)	\$ (80,000)	\$ (80,000)	\$ (80,000)	\$ (80,000)
90-00-9-914	Transfer to Debt Service Fund	(218,900)	(217,800)	(198,100)	(198,100)	(197,300)
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ (298,900)	\$ (297,800)	\$ (278,100)	\$ (278,100)	\$ (277,300)
TOTAL REVENUES (AFTER TRANSFERS)		\$ 244,172	\$ 853,307	\$ 1,309,400	\$ 1,356,100	\$ 1,289,700

Environmental Management Fund (Continued)

PERSONAL SERVICES						
90-00-4-452	Travel and Training	\$ -	\$ -	\$ 200	\$ -	\$ 200
TOTAL PERSONAL SERVICES		\$ -	\$ -	\$ 200	\$ -	\$ 200
CONTRACTUAL SERVICES						
90-00-5-502	Legal Services	\$ -	\$ 1,196	\$ 1,000	\$ -	\$ 1,000
90-00-5-506	USEPA Oversight	4,394	26,344	15,000	1,300	15,000
90-00-5-537	Printing	-	3,581	6,500	5,500	6,200
90-00-5-552	Service to Maintain Equipment	712	2,800	1,000	1,000	1,000
90-00-5-560	Waste Disposal Service	22,597	39,428	35,000	30,000	30,000
90-00-5-561	Residential Waste Disposal	-	596,251	1,031,500	1,055,200	1,067,700
90-00-5-570	Yard Waste Disposal	14,026	26,009	29,000	22,800	26,000
90-00-5-595	Mosquito Abatement	23,070	26,045	28,000	18,000	28,000
90-00-5-703	Wetlands Maintenance/Improvement	12,610	13,860	13,000	13,500	15,000
90-00-5-704	Landfill	26,400	10,087	30,000	27,900	31,000
TOTAL CONTRACTUAL SERVICES		\$ 103,809	\$ 745,601	\$ 1,190,000	\$ 1,175,200	\$ 1,220,900
COMMODITIES						
90-00-6-606	Recycling Bags	\$ -	\$ -	\$ -	\$ -	\$ 48,000
90-00-6-609	Alternate Ice Control Methods	42,827	15,491	30,000	26,500	30,000
90-00-6-610	Environmental Education Program	812	-	1,200	1,200	1,200
90-00-6-621	Material to Maintain Equipment	6,746	4,677	8,000	7,000	8,000
TOTAL COMMODITIES		\$ 50,385	\$ 20,168	\$ 39,200	\$ 34,700	\$ 87,200
CAPITAL OUTLAY						
90-00-7-701	Green Vehicles	\$ -	\$ 9,778	\$ 10,000	\$ 7,000	\$ 10,000
90-00-7-702	Leaf Machines	56,835	64,704	70,000	64,800	-
90-00-7-703	Street Sweeper	237,830	239,967	-	-	-
TOTAL CAPITAL OUTLAY		\$ 294,665	\$ 314,449	\$ 80,000	\$ 71,800	\$ 10,000
TOTAL ENVIRONMENTAL MANAGEMENT EXPENSES		\$ 448,859	\$ 1,080,218	\$ 1,309,400	\$ 1,281,700	\$ 1,318,300
NET INCREASE (DECREASE)		\$ (204,687)	\$ (226,911)	\$ -	\$ 74,400	\$ (28,600)
Ending Fund Balance					\$ 398,300	\$ 369,700

Environmental Management Line Item Descriptions

90-00-1-311 Property Taxes \$ 440,000

FY13/14 Actual:	\$ 538,371	FY14/15 Actual:	\$ 539,026
FY15/16 Budget:	\$ 540,000	FY15/16 Projected:	\$ 538,100
Budget to Proposed	-18.5% ▽	Projected to Proposed	-18.2% ▽

This line item includes property tax revenue received through the garbage property tax levy for waste disposal and environmental management costs.

90-00-3-370 Refuse Sales Late Fees \$ 27,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 20,900
Budget to Proposed	N/A	Projected to Proposed	29.2% △

Revenues for late payment (penalty) charges are separated from the normal billing revenues and assigned to this line item. Since the implementation of the City's new financial system, 100% of residential waste disposal late fees are being allocated to this line item. Prior to this implementation, some of this revenue was being allocated to the Utility Fund.

90-00-3-371 Refuse Sales \$ 1,081,700

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 612,745
FY15/16 Budget:	\$ 1,045,000	FY15/16 Projected:	\$ 1,072,000
Budget to Proposed	3.5% △	Projected to Proposed	0.9% △

Garbage collection throughout the City of Woodstock is provided by MDC Environmental Services. In FY14/15, the City took over the billing of monthly totter service from MDC. This decision was reached after the City ratified its new contract with MDC that offered a reduced monthly rate if the City billed for this service.

90-00-5-381 Interest Income \$ 3,300

FY13/14 Actual:	\$ 4,701	FY14/15 Actual:	(\$ 664)
FY15/16 Budget:	\$ 2,500	FY15/16 Projected:	\$ 3,200
Budget to Proposed	32.0% △	Projected to Proposed	3.1% △

Interest earned on money within this fund is retained and included as revenue.

90-00-5-386 Recycling Bag Donations \$ 15,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

In order to support the Recycling Bag program, donations are being sought which are recorded in this line item.

90-00-9-392 Transfer to General Fund (\$ 80,000)

FY13/14 Actual:	(\$ 80,000)	FY14/15 Actual:	(\$ 80,000)
FY15/16 Budget:	(\$ 80,000)	FY15/16 Projected:	(\$ 80,000)
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The City incurs costs within the General Fund’s operations related specifically to garbage collection. This includes General Fund expenses incurred in Streets as well as in Parks for the collection of leaves and street sweeping services. Both of these activities involve material that is restricted by the Illinois Environmental Protection Agency for disposal and is considered garbage. This line item reimburses the General Fund for the aforementioned expenses.

90-00-9-914 Transfer to Debt Service Fund (\$ 197,300)

FY13/14 Actual:	(\$ 218,900)	FY14/15 Actual:	(\$ 217,800)
FY15/16 Budget:	(\$ 198,100)	FY15/16 Projected:	(\$ 198,100)
Budget to Proposed	-0.4% ▽	Projected to Proposed	-0.4% ▽

The City issued \$2.8 million in Alternate Revenue Bonds to transform the City’s landfill site into the Davis Road Park Soccer Complex which included the construction of six soccer fields, adequate parking, and a storage building.

The Environmental Management Fund originally was responsible for 80% of the annual bond payments corresponding to the remediation requirements associated with the project. The remaining 20% of the payment was derived from the Park Development Fund. However, as a result of the very drastic slowdown in new housing construction, the annual revenue within the Park Development Fund cannot support 20% of the annual debt payment. As a result, 100% of the annual bond payment for the Davis Road Park development is currently being paid from this budget. The final repayment of these bonds is scheduled to occur in 2025.

90-00-4-452 Travel and Training \$ 200

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 200	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

USEPA and IEPA continue to provide annual oversight of the Superfund landfill site, so some funds are needed for expenditures to attend meetings with those agencies as well as the City’s environmental consultant and attorney.

90-00-5-502 Legal Services \$ 1,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 1,196
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

Costs for the services required from the City’s environmental legal firm and the

services provided by the City Attorney related to environmental issues.

90-00-5-506 USEPA Oversight				\$ 15,000
FY13/14 Actual:	\$ 4,394	FY14/15 Actual:	\$ 26,344	
FY15/16 Budget:	\$ 15,000	FY15/16 Projected:	\$ 1,300	
Budget to Proposed	0.0%	Projected to Proposed	1,053.8% △	

USEPA annually charges the cost of their staff time, overhead, and consultants to oversee the Superfund landfill site.

90-00-5-537 Printing				\$ 6,200
FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 3,581	
FY15/16 Budget:	\$ 6,500	FY15/16 Projected:	\$ 5,500	
Budget to Proposed	-4.6% ▽	Projected to Proposed	12.7% △	

The City in FY14/15 started billing for monthly totter service after MDC Environmental Services offered the City a reduced rate to provide this service. As part of billing for monthly totter service, the City decided to outsource the printing of its water & sewer bills, which includes monthly totter service, to a third party biller to eliminate using post cards. Part of the reduced rate received by the City is used to pay for the printing of the bills, which is funded by this line item.

90-00-5-552 Service to Maintain Equipment				\$ 1,000
FY13/14 Actual:	\$ 712	FY14/15 Actual:	\$ 2,800	
FY15/16 Budget:	\$ 1,000	FY15/16 Projected:	\$ 1,000	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

Costs for outside services to repair and maintain the City's four leaf collection machines and two street sweepers.

90-00-5-560 Waste Disposal Service				\$ 30,000
FY13/14 Actual:	\$ 22,597	FY14/15 Actual:	\$ 39,428	
FY15/16 Budget:	\$ 35,000	FY15/16 Projected:	\$ 30,000	
Budget to Proposed	-14.3% ▽	Projected to Proposed	0.0%	

This line item is for the cost to dispose of material collected from public rights-of-way and public property. This includes bags of garbage, furniture, appliances, and other debris thrown out along the roadways. Costs for routine garbage disposal from City property, such as the park trash cans, debris from water treatment, wastewater treatment, and the Public Works garage, are not included within this line item.

Other costs include special disposal needs (materials and products that cannot be disposed of at a landfill without special precautions) from City property. This includes, but is not limited to, used aerosol cans, oil dry absorbents, waste oil rags, fluorescent light bulbs and street sweeping debris.

90-00-5-561 Residential Waste Disposal \$ 1,067,700

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 596,251
FY15/16 Budget:	\$ 1,031,500	FY15/16 Projected:	\$ 1,055,200
Budget to Proposed	3.5% △	Projected to Proposed	1.2% △

In FY14/15 the City started billing for monthly totter service after MDC Environmental Services offered the City a reduced rate to provide this service. The cost of providing the monthly totter service is recorded in this line item. The revenue from residents that offset this cost is recorded in line item 90-00-3-371.

90-00-5-570 Yard Waste Disposal \$ 26,000

FY13/14 Actual:	\$ 14,026	FY14/15 Actual:	\$ 26,009
FY15/16 Budget:	\$ 29,000	FY15/16 Projected:	\$ 22,800
Budget to Proposed	-10.3% ▽	Projected to Proposed	14.0% △

This line item includes the cost for leaf disposal, overtime costs for leaf collection and temporary labor costs for leaf collection. City employee labor costs associated with leaf collection during the normal work week are paid from the respective Public Works division and reimbursed through the transfer from the Environmental Management Fund to the City’s General Fund.

90-00-5-595 Mosquito Abatement \$ 28,000

FY13/14 Actual:	\$ 23,070	FY14/15 Actual:	\$ 26,045
FY15/16 Budget:	\$ 28,000	FY15/16 Projected:	\$ 18,000
Budget to Proposed	0.0%	Projected to Proposed	55.6% △

The Illinois Department of Health recommends that local government agencies provide some form of treatment during each summer to reduce the health risks of the West Nile virus. The recommended action is to provide monthly treatments for larvae control during the peak “hatching” season and aerial spraying for adult mosquitoes as-needed based on conditions and new health risks. This line item includes the cost for four Citywide treatments for larvae control as a preventative measure and two Citywide treatments for adult spraying, if needed.

90-00-5-703 Wetlands Maintenance/Improvement \$ 15,000

FY13/14 Actual:	\$ 12,610	FY14/15 Actual:	\$ 13,860
FY15/16 Budget:	\$ 13,000	FY15/16 Projected:	\$ 13,500
Budget to Proposed	15.4% △	Projected to Proposed	11.1% △

The City has partnered with The Land Conservancy (TLC) to assist with the maintenance and improvement of City-owned nature areas based on site specific management plans. This line item is to reimburse TLC for the cost to maintain and improve City-owned nature areas in accordance with the management plans.

90-00-5-704 Landfill \$ 31,000

FY13/14 Actual:	\$ 26,400	FY14/15 Actual:	\$ 10,087
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FY15/16 Budget:	\$ 30,000	FY15/16 Projected:	\$ 27,900
Budget to Proposed	3.3% Δ	Projected to Proposed	11.1% Δ

This line item includes the cost to complete the annual monitoring, inspection and maintenance of the landfill site. These activities must be documented and submitted in an annual report to the USEPA.

USEPA identified some deficiencies at the landfill during the 2011 annual inspection and mandated that they be alleviated. The corresponding repair work was completed in FY12/13. Also, sampling and testing is a biennial requirement, which explains year-to-year cost variations.

90-00-6-606 Recycling Bags \$ 48,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Cost of reusable recycling bag initiative being instated throughout the City.

90-00-6-609 Alternate Ice Control Methods \$ 30,000

FY13/14 Actual:	\$ 42,827	FY14/15 Actual:	\$ 15,491
FY15/16 Budget:	\$ 30,000	FY15/16 Projected:	\$ 26,500
Budget to Proposed	0.0%	Projected to Proposed	13.2% Δ

This provides funds for the purchase of alternate ice control material (i.e., utilizes an organic-based liquid), which is generally considered to be better for the environment when compared to 100% salt applications.

90-00-6-610 Environmental Education Program \$ 1,200

FY13/14 Actual:	\$ 812	FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 1,200	FY15/16 Projected:	\$ 1,200
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This program funds recycling and environmental education classes in D200, which helps to support the City's 2020 Vision Plan goals related to environmental issues and stewardship.

90-00-6-621 Material to Maintain Equipment \$ 8,000

FY13/14 Actual:	\$ 6,746	FY14/15 Actual:	\$ 4,677
FY15/16 Budget:	\$ 8,000	FY15/16 Projected:	\$ 7,000
Budget to Proposed	0.0%	Projected to Proposed	14.3% Δ

This line item is for the cost of material and parts to maintain and repair the City's four leaf collection machines and two street sweepers.

90-00-7-701 Green Vehicles \$ 10,000

FY13/14 Actual:	\$ 0	FY14/15 Actual:	\$ 9,778
FY15/16 Budget:	\$ 10,000	FY15/16 Projected:	\$ 7,000
Budget to Proposed	0.0%	Projected to Proposed	42.9% △

Each vehicle in the motor pool that is approved for replacement is evaluated for the inclusion of alternative-fuel technology. The cost of the vehicle will be paid from the motor pool line item, but the additional cost to outfit it with green technology will be paid from this line item. Through this program, the City will receive a return on its investment from reduced fuel costs and benefit the environment by reduced air emissions.

90-00-7-702 Leaf Machines			\$ 0
FY13/14 Actual:	\$ 56,835	FY14/15 Actual:	\$ 64,704
FY15/16 Budget:	\$ 70,000	FY15/16 Projected:	\$ 64,800
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

The City learned in 2012 that the manufacturer of the equipment currently used for leaf collection had gone out of business. As a result, repair and replacement parts are no longer available from the manufacturer. Therefore, in FY13/14 the City implemented a plan to purchase one new leaf collection machine during each of the next four years. Funds were allocated in FY15/16 to purchase the third leaf collection machine. Additional funds are not required at this time as the fourth machine is currently utilized to serve as a backup for the other three new machines.

90-00-7-703 Street Sweeper			\$ 0
FY13/14 Actual:	\$ 237,830	FY14/15 Actual:	\$ 239,967
FY15/16 Budget:	\$ 0	FY15/16 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Replacement street sweepers were purchased in FY13/14 and FY14/15.



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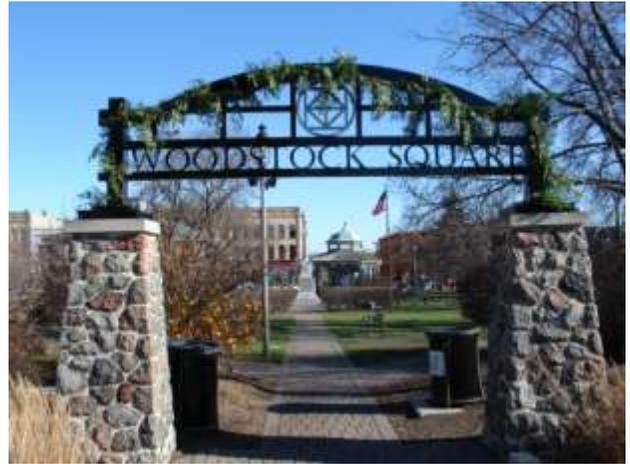
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Hotel Motel Tax

Hotel/Motel Tax Fund

The City of Woodstock implemented a 5% Hotel/Motel Tax to be levied from the renting, leasing, or letting of rooms to persons living in accommodation establishments for periods of less than 30 days. As a non-home rule municipality, State Statute restricts the expenditure of these receipts to only those organizations or activities that promote tourism, conventions, and other special events within the City that generate overnight stays.

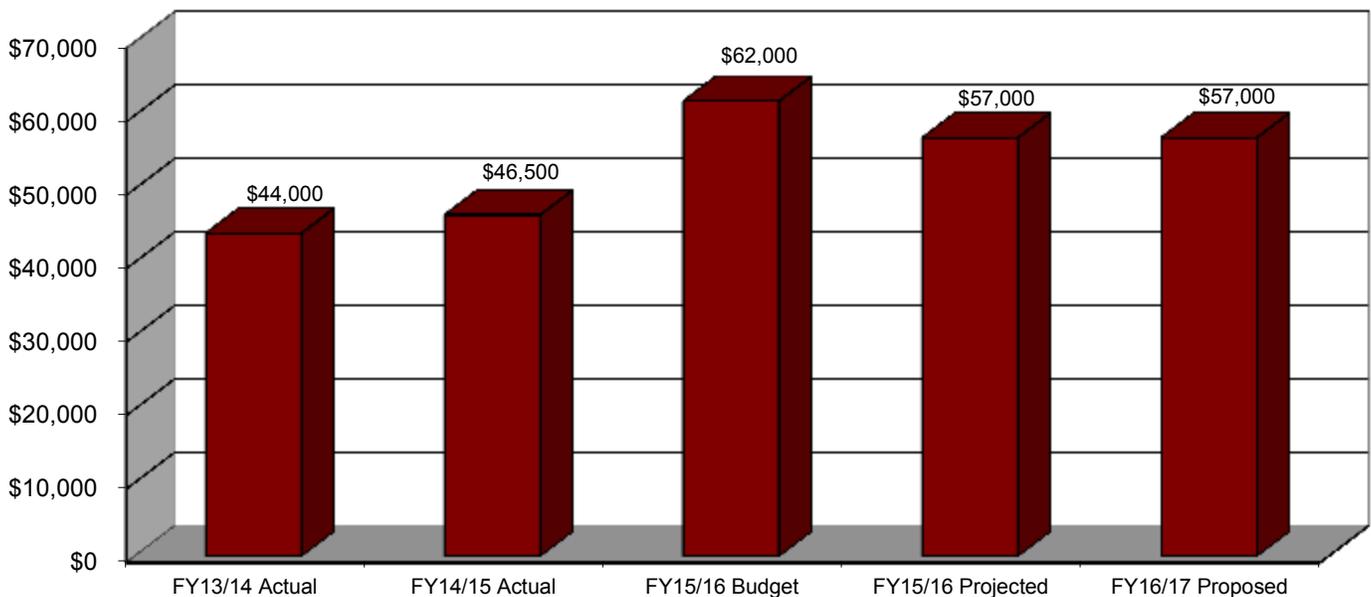
Each year the City Council identifies organizations that will promote tourism, conventions, and other special events and allocates funds based on collections received in the prior year.



Objectives:

- Track Hotel/Motel tax so that it is used in accordance with Illinois Statutes.
- Allocate Hotel/Motel tax in such a manner that maximizes and encourages visitors to conduct overnight stays within the City of Woodstock.

BUDGET COMPARISON



Hotel/Motel Tax Fund

Account Number	Account Description	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY15/16 Projected	FY16/17 Proposed
Beginning Fund Balance					\$ 82,500	\$ 95,500
REVENUES						
TAXES						
91-00-1-320	Hotel/Motel Taxes	\$ 75,276	\$ 76,528	\$ 72,000	\$ 80,000	\$ 75,000
TOTAL TAXES		\$ 75,276	\$ 76,528	\$ 72,000	\$ 80,000	\$ 75,000
TOTAL REVENUES (BEFORE TRANSFERS)		\$ 75,276	\$ 76,528	\$ 72,000	\$ 80,000	\$ 75,000
TRANSFERS (TO)/FROM OTHER FUNDS						
91-00-9-396	Transfer from General Fund	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 12,000
91-00-9-898	Transfer to Performing Arts Fund	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ (30,000)	\$ (30,000)	\$ (10,000)	\$ (10,000)	\$ (18,000)
TOTAL REVENUES (AFTER TRANSFERS)		\$ 45,276	\$ 46,528	\$ 62,000	\$ 70,000	\$ 57,000
EXPENSES						
CONTRACTUAL SERVICES						
91-00-5-501	Council Disbursements	\$ 44,000	\$ 46,500	\$ 62,000	\$ 57,000	\$ 57,000
TOTAL CONTRACTUAL SERVICES		\$ 44,000	\$ 46,500	\$ 62,000	\$ 57,000	\$ 57,000
TOTAL HOTEL/MOTEL TAX FUND EXPENSES		\$ 44,000	\$ 46,500	\$ 62,000	\$ 57,000	\$ 57,000
NET INCREASE (DECREASE)		\$ 1,276	\$ 28	\$ -	\$ 13,000	\$ -
Ending Fund Balance					\$ 95,500	\$ 95,500

Hotel Motel Tax Fund Line Item Descriptions

91-00-1-320 Hotel/Motel Taxes	\$ 75,000
FY13/14 Actual:	\$ 75,276
FY14/15 Actual:	\$ 76,528
FY15/16 Budget:	\$ 72,000
FY15/16 Projected:	\$ 80,000
Budget to Proposed	4.2% △
Projected to Proposed	-6.3% ▽

This line item represents the funds collected through the Hotel/Motel tax.

91-00-9-396 Transfer from General Fund	\$ 12,000
FY13/14 Actual:	\$ 0
FY14/15 Actual:	\$ 0
FY15/16 Budget:	\$ 20,000
FY15/16 Projected:	\$ 20,000
Budget to Proposed	-40.0% ▽
Projected to Proposed	-40.0% ▽

In order to provide for additional funding to support community events, a transfer is made from the General Fund.

91-00-9-898 Transfer to Performing Arts Fund	(\$ 30,000)
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FY13/14 Actual:	(\$ 30,000)	FY14/15 Actual:	(\$ 30,000)
FY15/16 Budget:	(\$ 30,000)	FY15/16 Projected:	(\$ 30,000)
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item represents the annual \$30,000 transfer to provide supplemental funding for programming at the Opera House.

91-00-5-501 Council Disbursements	\$ 57,000
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FY13/14 Actual:	\$ 44,000	FY14/15 Actual:	\$ 46,500
FY15/16 Budget:	\$ 62,000	FY15/16 Projected:	\$ 57,000
Budget to Proposed	-8.1% ▽	Projected to Proposed	0.0%

This line item represents the remaining balance of Hotel/Motel tax funds which are allocated to eligible not-for-profit corporations that have completed the application process and demonstrated the associated benefits to be derived by the community.



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Addendum A

Glossary of Terms

ADDENDUM A – GLOSSARY OF TERMS

Accrual Basis – A basis of accounting in which transactions are recognized at the time they are earned or incurred, as opposed to when cash is received or spent. This basis of accounting is utilized by Proprietary Funds and Pension Trust Funds.

Alternate Revenue Bonds – Bonds issued with a pledge of “the full faith and credit of the City,” but repaid using alternate revenue sources other than property taxes.

Appropriation – An authorization made by the City Council which permits the City to incur obligations to make expenditures for specific purposes.

Assessed Valuation - A value that is established for real property for use as a basis for levying property taxes (Note: Property values are established by the Township Assessors at 1/3 market value).

Asset – Resources owned or held by a government that have monetary value.

Balanced Budget – A budget in which estimated revenues and, in some cases, fund balance equal or exceed estimated expenditures.

Bond – A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are General Obligation, Alternate Revenue, and Special Improvement District bonds. These are most frequently used to finance capital projects.

Bond Proceeds – The receipt from the issuance of bonds. Bond proceeds are restricted and can only be used for the purpose of the issuance.

Bond Refinancing – The payoff and re-issuance of bonds to obtain better interest rates and/or bond conditions.

Budget – A plan of financial operation for a specified period of time (fiscal year). The Annual Budget authorizes and provides the basis for control of financial operations during the fiscal year.

Budget Amendment – A procedure to revise a budget appropriation through an action by the City Council that increases/decreases the original budget amount due to an unforeseen expenditure that occurs during the fiscal year.

Budget Calendar – The schedule of key dates or milestones which the City follows in the preparation, adoption and administration of the budget.

Budget Document – The instrument used by the City Administration to present a comprehensive financial program to the City Council.

Budget Basis – This refers to the form of accounting utilized throughout the budget process. These generally take one of four forms: GAAP, Cash, Modified Accrual or some type of statutory form. Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP) except that (a) the Utility Fund is budgeted similar to a governmental fund, no amounts are included for depreciation, (b) investments in supply inventories are not considered to be appropriable, (c) only the payout for sick leave that exceeds 800 hours is budgeted in any fiscal year, other expenditures are recognized upon employee termination, and (d) interest income is budgeted based on the amount expected to be received and not the amount actually earned.

Budgetary Control – The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorized appropriations and available revenues.

Capital Budget – The appropriation of bonds or operating revenue for improvements to facilities and other infrastructure.

Capital Expenditures – An expenditure, which exceeds \$1,000, with a useful life of at least one year. Expenditures that are less than \$10,000 are charged through an individual Department’s operating budget. Expenditures that exceed \$10,000 are included within the City’s capital improvement program.

Capital Improvement Program – A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years.

Capital Improvement Program Budget – A Capital Improvement Program (CIP) Budget is a separate budget from the operating budget. Items in the CIP are usually construction or renovation projects designed to improve the value of the government’s assets. Examples of capital improvement include new roads, sewer lines, buildings, recreational facilities and large scale remodeling. The City Council receives a separate document that details the CIP costs for the upcoming fiscal years.

Capital Outlay – Expenditures which result in the acquisition of or addition to fixed assets.

Cash Basis – A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Commodities – Costs related to items consumed in the course of providing services to the public. Commodities typically include costs for gasoline, heating fuel, electricity, materials, postage, supplies, and water & sewer.

Contingency Fund – A budgetary reserve fund used to set aside resources for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services – Costs related to professional services and contractual agreements. Contractual Services typically include legal, printing, special studies, appraisals, publishing and refuse disposal.

Debt Service – The amount of interest and principal that the City must pay each year on long-term debt.

Deficit – The excess of a fund's liabilities over its assets or the excess of expenditures over revenues during a single accounting period.

Department - A major administrative division of the City which indicates overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation - A cost measurement of the service life of capital assets by charging specific periods that are benefited from the assets' use.

Employee Benefits – This item includes costs for pensions, FICA, Medicare, and employee health/life insurance.

Encumbrances – The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditure.

Estimated Revenue – The amount of projected revenue to be collected during the fiscal year.

Expenditure/Expense – This term refers to the outflow of funds paid to obtain an asset, goods and/or services.

Fiscal Year – The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Woodstock has specified May 1 to April 30 as its fiscal year.

Fixed Assets – Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

Full Faith and Credit – A pledge of a government's taxing power to repay debt obligations.

Full Time - Represents a personnel classification for a position that requires a 30-hour work week and is entitled to all City employee benefits.

Fund – A set of interrelated accounts to record revenues and expenditures associated with a specific purpose. Fund structure consists of Governmental Funds (e.g., General, Special Revenue, Debt Service, and Capital Projects Funds), Proprietary Funds (e.g., Enterprise Funds and Internal Service Funds) and Fiduciary Funds (e.g., Pension and Agency Funds).

Fund Balance – The difference between assets and liabilities. The beginning fund balance represents the residual funds brought forward from the previous year (ending balance).

Fund Equity – The difference between a fund’s assets and liabilities. Fund Equity is reported as Fund Balance for Governmental Funds and Net Assets for Proprietary Funds.

Generally Accepted Accounting Principles (GAAP) – Uniform minimum standards for financial accounting and reporting, encompassing the conventions, rules and procedures that define accepted accounting principles.

General Government Revenues – The revenues of a government other than those derived from and retained in enterprise, internal service and fiduciary funds. General Governmental Revenues include those from the General, Special Revenue, Debt Service, and Capital Projects Funds.

General Obligation Bonds - Long-term debt issued by a voter-approved referendum. General Obligation Bonds have the pledge of the City’s “full faith and credit” and are usually repaid through the levy of a property tax.

Grant – A contribution by the State or Federal governments or other organizations to support a particular function or project.

Impact Fees – Fees imposed on new housing to accumulate resources for future expansion of City facilities to accommodate the growth in population. Currently, the City charges impact fees for Library, Parks, Police, Streets and Water & Sewer services.

IMRF –The Illinois Municipal Retirement Fund (IMRF) is a locally-funded plan that is centrally administrated. All employees of the City who work over 1,000 hours in a year, with the exception of sworn police officers, are required to be enrolled in IMRF.

Income Taxes – This line item represents the City’s portion of the State’s distribution of income taxes. At this time 8% of all income taxes collected by the State are distributed to local governments based on population.

Interest Expenditures/Expense – This cost is to compensate lenders for the use of their money and is normally paid on a semiannual basis.

Interest Income – Excess cash held in the City’s accounts are invested in different forms of securities and interest income is paid to the City to compensate it for the use of its funds.

Interfund Transfer – The movement of financial resources between funds of the same governmental entity.

Levy – To impose taxes for the support of government activities.

Liability – Expenditures and expenses incurred by the City but unpaid and debt are reported as liabilities until paid.

Limited Part Time – An employee working less than 1,000 hours of service in any given year. This employee is not entitled to such benefits such as health insurance or a pension, except for a few grandfathered employees per State Statute who are required to be enrolled in IMRF when over 600 hours.

Line-Item Budget – A budget prepared along Departmental lines that focuses on what is to be bought.

Long-Term Debt – Debt with a maturity of more than one year after the date of issuance.

MFT Allotment – Receipts from the State tax collected on motor fuel is distributed to municipalities based on population.

Modified Accrual Basis – An accounting basis used by Governmental Funds recognizing revenues when earned and available to finance costs within 60 days of the fiscal year end. Expenditures are recognized when incurred and paid within 60 days of the fiscal year end.

Operating Budget – The portion of the budget that pertains to daily operations that provide basic government services. The operating budget contains appropriations for such expenditures as salaries, personal services, contractual services, commodities, capital outlay and other charges.

Operating Expenses – the cost for personnel, materials and equipment required for a Department to function.

Operating Revenue – Funds that the government receives as income to pay for ongoing operations, including such items as taxes, user fees, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

Operating Transfers In/Out – Amounts transferred from one fund to another to assist in financing the services provided by the recipient fund on an annual basis.

Parks, Recreation & Culture – Includes costs for Public Parks, Library, Aquatic Center, Recreation Center, Recreation Programs, Community Events, and Performing Arts.

Part Time – Represents a personnel classification for a position that requires less than 30 hours but more than 20 hours of work each week on average. This class of employee is entitled to some benefits including IMRF. This employee class is not entitled to health insurance.

Pay-As-You-Go Financing – A term used to describe a financial policy by which the capital program is financed from current revenues and available fund balance rather than through borrowing.

Pension – The City offers a defined benefit pension to full-time employees. Upon retirement, employees receive a percentage of their salary dependent on age and years of service. The employee receives these benefits for the remainder of their lives.

Personal Services – Represents expenditures that relate to City personnel, including expenditures for training, uniforms, sick leave conversion and dues & subscriptions to professional membership organizations.

Property Tax – A levy upon the assessed valuation of the property within the City of Woodstock upon each \$100 of valuation.

Public Safety – This line item represents the costs of providing Police services to the City of Woodstock.

Public Works – A Department of the City that is responsible for many of its operations including: Streets, Fleet Maintenance, Paratransit, Public Parks, and Water & Sewer services.

Replacement Taxes - Replacement tax revenues come from a 2.5% corporate income tax, and 0.8% invested capital taxes from gas and water utilities and other fees. The State replaces the local revenue lost due to the 1978 abolition of the corporate personal property tax. The funds are distributed to local taxing bodies based on population.

Revenue – Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

Revenue Bonds – Bonds usually sold for constructing a project that will produce revenue for the government. That revenue is pledged to pay the principal and interest on the outstanding bonds.

Risk Management – An organized attempt to protect a government’s assets against accidental loss in the most economical method.

Salaries – Personnel costs are reported in this line-item. This indicates the costs for a specific position.

Sales Taxes - This line item represents the 1% Municipal Retailers Occupation Tax that is collected on goods sold and certain services received within the City of Woodstock.

Source of Revenue – Revenues are classified by their source or point of origin.

Special Assessments – A property tax levy on a portion of the City’s assessed value usually used to repay debt that was issued to make improvements to that specific area.

State-Shared Revenues – This revenue source includes Sale Taxes, Income Taxes, and the MFT allotment which is collected by the State and distributed to local governments.

Tax Levy – The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

Taxes – Compulsory charges levied by a government body for the purpose of financing services performed for the common benefit of the citizens.

Telecommunication Tax – Initiated in 1996, the Telecommunication Tax was established to create and guarantee a minimal level of annual funding for the hundreds of CIP projects that remain to be funded. The 6% Telecommunication Tax is imposed on telecommunication services provided to citizens of the City of Woodstock.

User Charges – the payment of a fee for direct receipt of a public service by the party who benefits from the service.

Utility Fund – An enterprise fund used to account for the City's Water & Sewer operations.



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Addendum B

Debt Analysis

ADDENDUM B – DEBT ANALYSIS

In past years, the City of Woodstock has utilized the municipal bond market to supplement its CIP program and finance several major facility construction projects. The City's Library and Water & Sewer Systems have been expanded in previous years through the use of debt financing. In addition, new facilities were constructed in the past for the Police Department and the Aquatic Center. In FY03/04, the City completed an addition to the community's historic Opera House. Debt Certificates were also issued to provide the necessary financing to purchase the Woodstock Athletic Club and convert this existing facility into a Community Recreation Center. The renovation of this building and construction of the gymnasium addition was completed in FY03/04.

Furthermore, two major construction projects were completed in FY04/05 which included: 1) the expansion of the Seminary Avenue Water Treatment Plant and 2) infrastructure improvements on the Die Cast site; both projects were financed through the issuance of bonds. The City issued \$6.6 million of Alternate Revenue Bonds in FY05/06 to construct two new parks (Davis Road Soccer Complex and Merryman Fields Park) and complete improvements to two existing roadways (McConnell Road and Lake Avenue). The City issued \$3.4 million in Alternate Revenue Bonds in FY08/09 to modernize/renovate the First Street Water Treatment Plant. Conversely, three major construction projects, the improvements to the Northside Wastewater Treatment Plant (\$1.75 million), the replacement of the Silver Creek Trunk Sewer (\$625,000), and the intersection improvements at Ware Road and Route 47 (\$1.1 million) were completely funded on a pay-as-you-go basis. The City finances its other projects using current tax receipts dedicated for capital improvements, interfund transfers, intergovernmental grants and/or available fund balance.

In the past, the majority of the City's projects were funded on a pay-as-you-go basis. Pay-as-you-go financing does provide lower interest costs, but requires a period of time to build up sufficient reserves to pay for major projects. Pay-as-you-go financing is typically used to finance recurring or small capital projects. A major criticism of pay-as-you-go financing is that it allocates the costs of a project to current citizens who may not receive the benefit from the project completed in future years.

Although debt financing some projects does result in increased interest costs to the community, it does allocate the costs of the capital improvement to the citizens it benefits over the time they are benefitted. In addition, the interest costs are partially offset by the savings from the costs to construct the facility in the current year versus ten years in the future (i.e., inflationary costs). Normally, debt financing is used in the case of large, nonrecurring capital projects with extended useful lives.

Advantages and disadvantages of the two funding methods are listed below.

	Pay-As-You-Go	Debt Financing
Advantages:	No Interest Costs. Interest Savings Can Be Used to Finance Additional Projects	Allows for a Shorter Time Period for Financing Major Projects
	No Legal or Bond Covenant Requirements	Allocates Costs to Citizens Who Receive the Related Benefits
	No Debt Service Payments Required	Expands Capital Improvement Program
	No Additional Tax Levy is Required	Referendum Approval Indicates Public Support of the Project
	Conserve Debt Capacity and Achieve a More Favorable Credit Rating	Usually Required for Revenue Generating Facilities
Disadvantages:	Long Savings Period to Finance Major Construction Projects	Interest Costs
	Allocates Costs of Project to Citizens That May Not Benefit	Additional Tax Levy May Be Required to Repay Debt
	Limits Capital Improvement Program to Funds Available	Legal Restrictions Set by Statute on Debt Issuance
	Reserves Cannot Be Established Before the Construction of Revenue Generating Facilities	Bond Covenant Requirements
	Inflationary Costs	Voter Approval May Be Required

Debt Management Policy:

The necessity to incur debt in order to finance the City’s Capital Improvement Program carries with it the obligation to manage the debt program effectively. As a result, the level of outstanding debt and the City’s capacity to incur and repay additional debt bear careful examination. *The objective of the debt management policy has been to maintain the City’s ability to incur present and future debt at the most beneficial interest rates in amounts needed to finance the adopted Capital Improvement Program without adversely affecting the City’s ability to finance essential City services.*

There are three main reasons for maintaining a debt policy. First, the policy establishes criteria for the issuance of debt obligations so as not to exceed acceptable levels of indebtedness. Second, a debt policy transmits a message to investors and rating agencies who value such evidence of a community’s commitment to financial management. Third, a debt

policy provides consistency and continuity to public policy development. The City's Debt Policy has provided the City Administration with a set of guidelines to govern its planning and execution of particular transactions and projects.

The seven statements listed below serve as the foundation for the City's Debt Management Policy.

Debt Management Policy Statements:

- 1.) The five-year Capital Improvement Program will continue to be updated annually along with corresponding anticipated funding sources.
- 2.) Capital projects financed through the issuance of bonded debt will be financed for a period not to exceed the useful life of the project.
- 3.) Debt service payments will be scheduled in equal installments over the life of the bonds.
- 4.) Efforts will be made to maintain or improve the City's bond rating. Effective communication will continue with the bond-rating agencies concerning the City's overall financial condition.
- 5.) Pay-as-you-go financing will be an integral part of the Capital Improvement Program approximating at a minimum an average of 30% of the total annual CIP.
- 6.) The City will actively monitor the current interest rates offered by the bond market. Advance refundings will take place if interest cost savings on the refunding bonds will offset the cost of issuance and provide a material overall cost savings.
- 7.) Benchmark ratios of per capita debt, debt service to general government revenue, outstanding debt as a percent of assessed values, and available debt as a percent of the legal debt margin will be developed and reported.

Bond Rating (Standard & Poor's: AA):



The City of Woodstock's credit rating issued by Standard and Poor's (S&P) on May 20, 2014 was upgraded to "AA." Prior to this upgrade, the City's bond rating had been historically rated as an AA- issuer. This improved rating will allow the City in future years to benefit from lower interest rates paid on its bonds that will undoubtedly reduce the overall future financing costs for major projects.

It is always the intention of the City to maintain and improve upon its existing rating. The City Administration will continue to provide Standard & Poor's with financial information to assist them with making a determination of the City's bond rating.

Outstanding and Proposed Debt Issuances:

A listing of the City's outstanding and proposed debt issuances are provided below:

	Original Issue	Pledged Revenue	Average Interest Rate	Outstanding 5/1/2016	FY16/17 Principal	FY16/17 Interest	FY16/17 Total Requirements
General Purpose:							
Existing Debt:							
2013A General Obligation Refunding 2004A Aquatic Center	\$1,825,000	Property Tax	3.00%	\$1,240,000	\$295,000	\$37,200	\$332,200
2013B Alternate Revenue Refunding 2004B Police Facility	1,860,000	Telecommunications Tax	3.00%	1,260,000	305,000	37,800	342,800
2010A Alternate Revenue Refunding 2000C Aquatic Center	350,000	Sales Tax	3.17%	180,310	35,815	5,711	41,526
2010A Alternate Revenue Refunding 2001B Opera House	1,075,000	Ticket Surcharges, Fundraising, Grants & Donations	3.17%	549,690	109,185	17,410	126,595
2010C Alternate Revenue Refunding 2002E – Tax Increment Financing	1,475,000	TIF Property Taxes	3.34%	855,000	135,000	28,311	163,311
2010E Alternate Revenue Refunding 2002G – Tax Increment Financing	325,000	TIF Property Taxes	3.34%	185,000	25,000	6,164	31,164
2014 Alternate Revenue Community Center-Refunding Debt Certificates 2003	730,700	Club Membership Dues & Park Impact Fees	3.00%	650,400	83,500	24,315	107,815
2014 Alternate Revenue Street Improvements Refunding 2005B	3,969,300	Telecommunications Tax, Sales Tax, and Developer Cont.	3.00%	3,619,600	356,500	103,785	460,285
Total Existing Debt	\$11,610,000			\$8,540,000	\$1,345,000	\$260,696	\$1,605,696
No New Debt Proposed	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total General Purpose	\$11,610,000			\$8,540,000	\$1,345,000	\$260,696	\$1,605,696

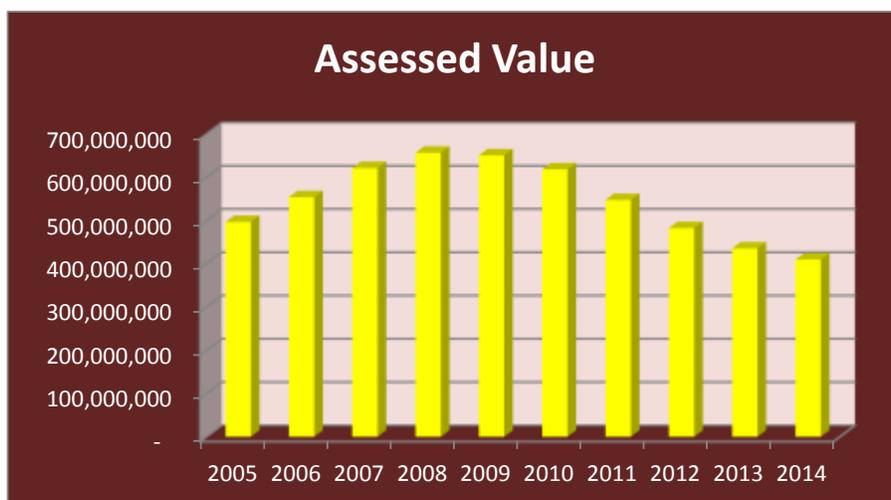
	Original Issue	Pledged Revenue	Average Interest Rate	Outstanding 5/1/2016	FY16/17 Principal	FY16/17 Interest	FY16/17 Total Requirements
Library Building							
2014A General Obligation Refunding 2005A – Library Addition	\$1,135,000	Property Tax	3.50%	\$870,000	\$280,000	\$32,000	\$312,000
2010B Alternate Revenue Refunding 2000D – Library Addition	350,000	Developer Fees	3.06%	165,000	40,000	5,130	45,130
Total Library Building	\$1,485,000			\$1,035,000	\$320,000	\$37,130	\$357,130
Water & Sewer:							
2004F Alternate Revenue Refunding 1996 Southside Treatment Plant	\$3,650,000	Usage Fees	3.24%	\$400,000	\$400,000	\$14,600	\$414,600
2010D Alternate Revenue Refunding 2002F – Seminary Ave. Treatment	2,940,000	Capacity Expansion Fees	3.34%	1,695,000	260,000	56,203	316,203
2008A Alternate Revenue	3,400,000	Usage Fees	4.30%	2,405,000	160,000	101,348	261,348
Total Existing – W/S Debt	\$9,990,000			\$4,500,000	\$820,000	\$172,151	\$992,151
TOTAL ALL ISSUES	\$31,605,000			\$19,908,000	\$2,335,000	\$681,985	\$3,016,985

Assessed Values:

The City of Woodstock has experienced a consistent decline in its assessed values over the last six years. In tax year 2009, for the first time in over twenty years, the City realized an overall reduction in the assessed values of properties located within the corporate limits. These reductions continued at a more rapid pace from that point to the present. During FY15/16, tax year 2014, assessed values decreased by (5.9%), despite additional growth generated by new construction. On a positive note, the rate of decline appears to be lessening and the belief is that it will start to increase in tax year 2015 as the number of foreclosed properties and short sales are greatly reduced.

The County assesses property at 1/3 its estimated fair market value. In Illinois, property taxes paid in the current year are for taxes on property held in the previous year. Therefore, the previous calendar's assessed values are used to determine the property taxes collected and received within the current fiscal year. The City's assessed values over a ten-year period are presented below.

Tax Year	Assessed Value	% Change
2014	\$409,309,089	-5.9%
2013	435,124,970	-9.7%
2012	482,130,287	-11.9%
2011	547,043,487	-11.5%
2010	617,944,905	-5.0%
2009	650,238,223	-0.9%
2008	656,314,067	5.7%
2007	620,955,441	12.2%
2006	553,559,853	11.5%
2005	496,270,211	13.1%

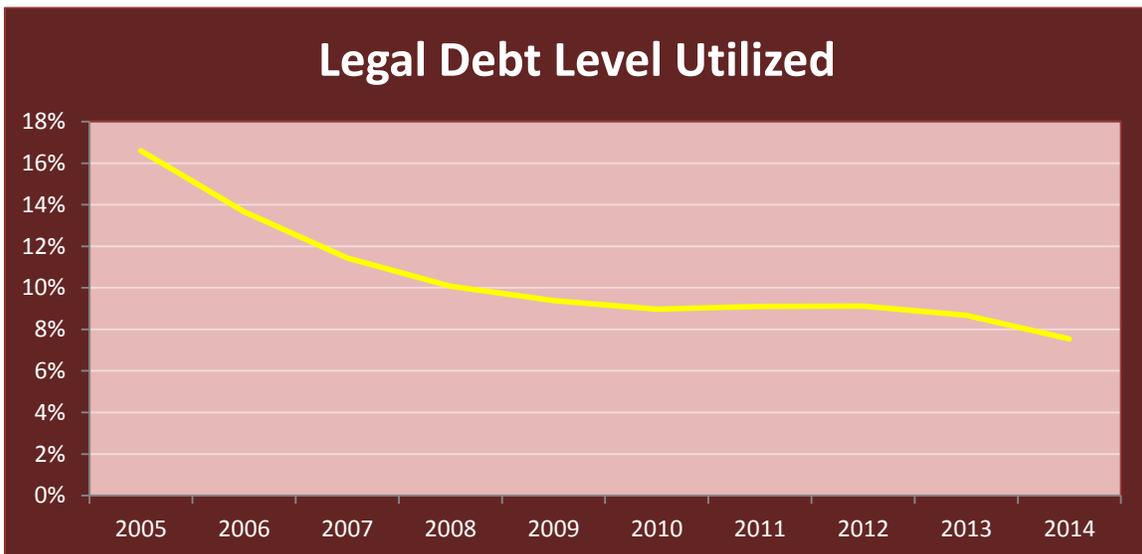


Legal Debt Margin

Illinois State Statute (65 ILCS 5/8-5-1) defines the maximum amount of debt that can be issued by a municipality with a population under 500,000. This State-mandated maximum only applies to General Obligation debt being repaid by property taxes. Alternate Revenue Bonds repaid through other sources (e.g., water & sewer revenues, sales & income taxes, recreation fees, etc.) are not subject to the legal debt limit. Although State law sets a maximum debt level for municipalities, the City does not anticipate ever approaching that level. The table presented below illustrates the City's Legal Debt Margin for the last ten fiscal years.

Fiscal Year	Tax Year	Assessed Value	Legal Debt Limit	Applicable Debt	Available Debt Margin	Available Debt Margin %
14/15	2014	\$409,309,089	\$ 35,302,909	\$ 2,660,000	\$32,642,909	92%
13/14	2013	435,124,970	37,529,529	3,255,000	34,274,529	91%
12/13	2012	482,130,287	41,583,737	3,795,000	37,788,737	91%
11/12	2011	547,043,487	47,182,501	4,295,000	42,887,501	91%
10/11	2010	617,944,905	53,297,748	4,780,000	48,517,748	91%
09/10	2009	650,238,223	56,083,047	5,260,000	50,823,047	91%
08/09	2008	656,314,067	56,607,088	5,705,000	50,902,088	90%
07/08	2007	620,955,441	53,557,407	6,125,000	47,432,407	89%
06/07	2006	553,559,853	47,744,537	6,520,000	41,224,537	86%
05/06	2005	496,270,211	42,803,306	7,105,000	35,698,306	83%

As presented by the table, the City's Legal Debt Margin has increased each year for the last ten years as a result of applicable debt decreasing. This is in spite of the decrease in assessed values that has occurred since tax year 2008.



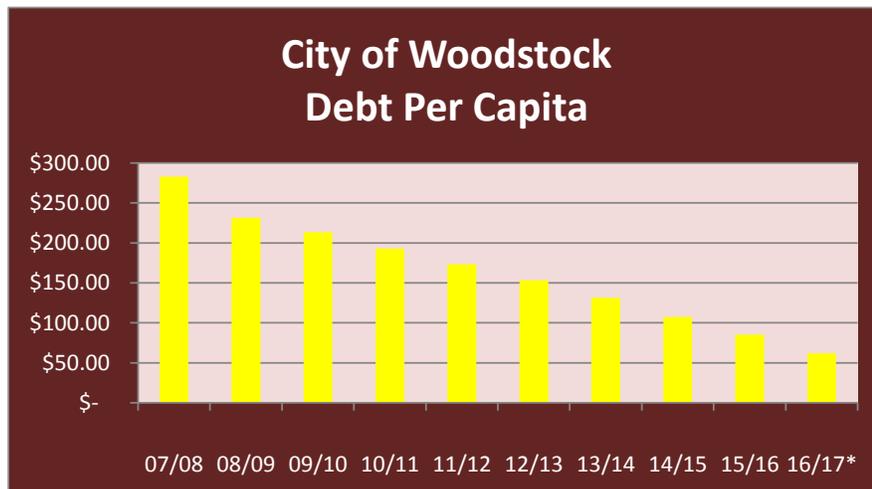
Debt per Capita:

Debt per capita measures the overall property tax burden on residents of the community. Only General Obligation Bonds have been included in the debt per capita measurement, since other forms of debt financing rely upon revenues that are not generated from property taxes. In FY16/17, debt per capita is expected to decrease to \$61.97 per resident; this has decreased from the prior year due to the payment of principal on outstanding General Obligation Bonds. Overall, debt per capita is expected to continue to fall in future years as the General Obligation Bonds are repaid and the community grows.

The table presented below provides ten years of information related to the City’s outstanding General Obligation Bonds, population and debt per capita. Standard & Poor’s, a credit rating agency, assesses a municipality with a debt per capita level under \$1,000 as having a low amount of debt outstanding. As indicated by the table provided below, the City’s FY16/17 debt per capita is projected to be less than 1/10 of the benchmark established by Standard & Poor’s.

Fiscal Year	Gross G.O. Debt	Population	Debt per Capita
16/17*	\$ 1,535,000	24,770	\$61.97
15/16	2,110,000	24,770	85.18
14/15	2,660,000	24,770	107.39
13/14	3,255,000	24,770	131.41
12/13	3,795,000	24,770	153.21
11/12	4,295,000	24,770	173.40
10/11	4,780,000	24,770	192.98
09/10	5,260,000	24,658	213.32
08/09	5,705,000	24,658	231.37
07/08	6,125,000	21,657	282.82

*** Projected**



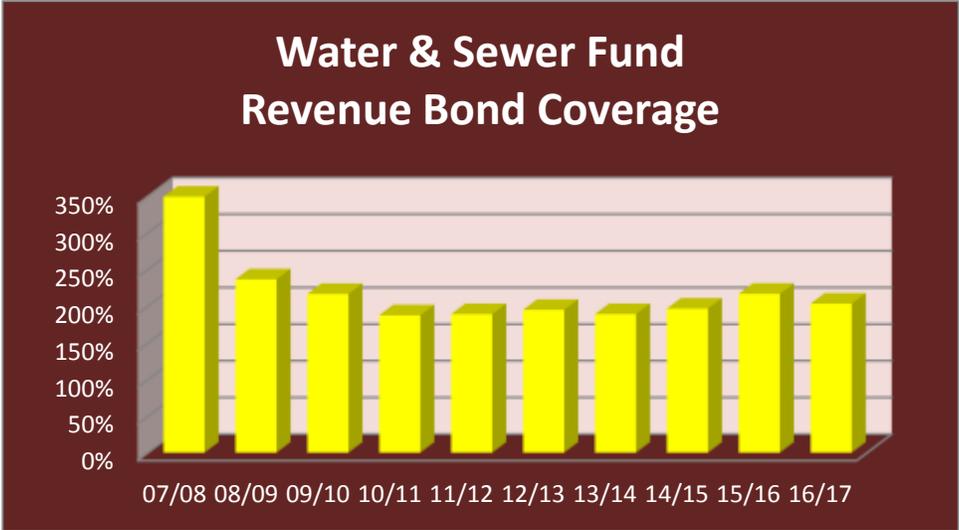
Revenue Bond Coverage:

In addition to General Obligation Bonds, the City does issue Alternate Revenue Bonds to finance projects that have specific revenue streams, other than property taxes, that will be utilized to repay the debt. Normally, to issue Alternate Revenue Bonds, the borrower must demonstrate that the pledged revenues exceed the maximum debt service payment by 150%. If revenue amounts do not historically meet these levels, borrowers request additional revenue sources be pledged to cover the difference. Any revenue source of the City can be used to repay Alternate Revenue Bonds; the City is not restricted to use the pledged revenue source as the only means for repayment. In addition, since the full faith and credit of the City is pledged at the issuance of the bonds, property taxes will be levied if the City fails to make the required debt service payments. Annually, the City must abate this tax levy by demonstrating that funds are currently available to make the required debt service payments.

Alternate Revenue Bond coverage for the Utility Fund is calculated by comparing the required debt service payment versus the Fund’s gross revenues less all applicable operating expenses. The debt service payments are then divided into the amount available to repay the debt providing a debt coverage percentage. This percentage should exceed 150% for the life of the debt. Over the past ten-years, the debt coverage percentage remained well above the required benchmark of 150%. The table presented below includes gross revenues, operating expenses, principal and interest payments and the debt coverage for the Utility Fund for ten years.

Fiscal Year	Gross Revenue	Operating Expenses	Principal Payments	Interest Payments	Total Payments	Debt Coverage
16/17 *	\$5,539,500	\$3,523,100	\$820,000	\$172,200	\$992,200	203%
15/16 *	5,326,900	3,166,500	800,000	197,400	997,400	217%
14/15	5,066,944	3,112,551	775,000	219,817	994,817	196%
13/14	4,911,704	3,033,450	760,000	234,234	994,234	189%
12/13	4,850,968	2,937,229	730,000	252,915	982,915	195%
11/12	4,737,777	2,873,152	715,000	272,190	987,190	189%
10/11	4,763,001	2,861,124	640,000	375,007	1,015,007	187%
09/10	4,772,436	2,947,217	500,000	343,382	843,382	216%
08/09	4,979,770	3,392,430	405,000	266,631	671,631	236%
07/08	6,140,600	3,608,816	445,000	280,272	725,272	349%

* Projected/Proposed





THE CITY OF
WOODSTOCK
Illinois

Annual Budget
FY 16/17

Addendum C

Financial Policies

ADDENDUM C – FINANCIAL POLICIES

Guidelines

The budget process and format shall be performance-based and focus on goals, objectives and performance indicators.

The budget will provide adequate funding for maintenance and replacement of capital plant and equipment.

Interim Financial Reporting

The City Council will be provided with interim budget reports comparing actual versus budgeted revenue and expense activity. The City shall establish and maintain a standard of accounting practices.

Balanced Budget

The City will pay for all current expenditures with current revenues. The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing expenditures or accruing future years' revenues.

Capital Improvement Policies

The City will maintain and update annually a multi-year plan for capital improvements.

The City will enact an annual capital budget based on the multi-year Capital Improvement Program.

The City will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.

The City will use intergovernmental assistance to finance only those capital improvements which are consistent with the Capital Improvement Program and City's priorities, and whose operating and maintenance costs have been included within the operating budget.

The City will maintain all its assets at a level adequate to protect the City's capital interest and to minimize future maintenance and replacement costs.

The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to the City Council for approval.

The City will determine the least costly financing method for all new projects.

Debt Management Policies

When applicable, the City shall review its outstanding debt annually for the purpose of determining if the financial marketplace will afford the City the opportunity to refund an issue and lessen its debt service costs. In order to consider the possible refunding of an issue, a Net Present Value savings of three percent over the life of the respective issue, at a minimum, must be attainable.

The City will confine long-term borrowing to capital improvements or projects that should not be financed from current revenues.

When the City finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the estimated useful life of the project.

The City will strive to have the final maturity of general obligation bonds at, or below, twenty years.

Capital improvements, equipment and facility projects shall be classified into "pay-as-you-go" and "debt

financing" classifications. Debt financing will only be used for major, non-recurring items with a minimum of four years of useful life.

Whenever possible, the City will use special assessment, revenue, or other self-supporting bonds instead of general obligation bonds, so those benefiting from the improvements will bear all or part of the cost of the project financed.

The City will not use long-term debt for current operations.

The City will maintain good communications with bond rating agencies regarding its financial condition. The City will follow a policy of full disclosure on every financial report and borrowing prospectus.

The City shall continue its policy of "full disclosure" for its Comprehensive Annual Financial Reports and bond prospectuses.

Revenue Policies

The City will try to maintain a diversified and stable revenue system to shelter it from unforeseeable short-term fluctuations in any one-revenue source.

The City will estimate its annual revenues by an objective, analytical process, wherever practical. The City will project revenues for the next year and will update this projection annually. Each existing and potential revenue source will be re-examined annually.

Each year, the City will recalculate the full costs of activities supported by user fees to identify the impact of inflation and other cost increases.

The City will automatically revise user fees, subject to review by the City Council, to adjust for the effects of inflation.

Investment Policies

These Investment Policies apply to the investment of short-term operating funds of the City of Woodstock in excess of those funds required to meet the City's current expenditures. This Policy does not apply to longer-term funds and proceeds from bond issues.

Topics included in the investment policy section are quite detailed and include information on:

- *Pooling of Funds*
- *Investment Objectives*
 - *Safety*
 - *Liquidity*
 - *Yield*
- *Prudence and Ethical Standards*
- *Authorized Investments*
- *Risk and Diversification*
- *Authorized Investment Institutions and Dealers*
- *Third-Party Custodial Agreements*
- *Internal Controls*
- *Reporting*

Financial Reserve Policies

On an annual basis, after the year-end audit has been completed, the City Administration shall review all fund balances and deficits, with projections of reserve requirements and plan for the use of any excess fund balance for the following budget year. The City will maintain fund balance at sufficient levels to provide for a minimum of 90-days of expenditures. The City would prefer all funds to report fund balance amounts that provide for 120-days of expenditures.

Use of Financial Reserve Policies and Use of Surplus Policies

The City Administration's fund balance review will be used not only to ensure compliance with stated policies, but also to analyze the total reserve and available fund balances to ensure that the policies as provided do not inadvertently create adverse effects.

Working Capital

The General Fund unappropriated fund balance will be maintained in an amount greater than or equal to thirty-three percent (33%) of the annual General Corporate Fund Budgeted expenditures and operating transfers out. This amount approximates 120 days of working capital.

Above and beyond the aforementioned, the City shall establish and maintain a reserve of \$1,000,000 for working capital that will be in the event of a natural disaster or operating emergency.

Surplus Policies

It is the intent of the City to use all surpluses generated to accomplish four goals: meeting reserve policies, avoidance of future debt, reduction of outstanding debt and funding for future capital improvements.

Performance Measurement Policies

Beginning with the preparation of the FY16/17 Budget, the City Administration shall include performance measures with goals in the budget document and update them annually.

Goals should be related to core services of the Department and should reflect customer needs. The measures should be a mix of different types, including effectiveness, efficiency, demand and workload. Measures should have sufficiently aggressive "stretch" goals to ensure continuous improvement.

Department Directors shall establish performance measures for each division or program within their Department to monitor and project program performance.

Popular Annual Financial Report

A Popular Annual Financial Report (PAFR) shall be promulgated that summarizes the operational and financial performance of the City each fiscal year. This report will be distributed annually to all of the City's residents. The PAFR will also be submitted to GFOA's award program.

Fixed-Asset Procedures

Fixed assets include equipment, computers, furniture and vehicles. Once purchased, all capital items are maintained in the physical inventory and Capital Replacement Program until disposed. GFOA's recommended capitalization threshold level of \$5,000, with a minimum life of two years has been adopted by the City.

Purchasing Fixed Assets

Capital Items (fixed assets) shall be identified for purchase through three methods:

- *New*
- *Replacement*
- *Emergency*

Inventory Tagging

Each April, as part of the Annual Audit, a complete inventory of fixed assets will be distributed to every Department and division. At that time, all items on the inventory must be physically verified by a representative and corrections or changes made on the inventory sheets.