# City of Woodstock

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# Memorandum

January 17, 2017

**To:** Mayor and City Council

**From:** Roscoe Stelford, City Manager

**Re:** **5-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)**

The FY17/18-FY21/22 5-Year CIP document represents the City Administration's annual strategic plan to develop a continuous, comprehensive, long-term Capital Improvement Program (CIP) for the community. The CIP 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.

It is a formidable challenge to bring together into a single document the outstanding list of projects for all of the operations of the City and to rank them and establish a price tag for each. The CIP is updated annually and refinements are made to the process, the projects, and the document itself.

FY17/18 and the balance of the proposed 5-Year CIP reflect this ever-changing financial and municipal landscape in Woodstock. The ensuing 5-year capital planning period focuses on "brick and mortar" improvements that are necessary if the City is to be successful in responding to the infrastructure needs of the community.

The CIP document consists of seven chapters. The first chapter is an introduction and explanation of capital improvement programming. This chapter is intended for those who are unfamiliar or new to the CIP process. The second chapter is a detailed discussion of the status of projects approved in FY15/16. The remainder of the document is devoted to the upcoming 5-year CIP (FY16/17-FY20/21). Chapter 3 provides an overview of the entire five-year period. Subsequent chapters break out this discussion for greater scrutiny by Fund, i.e., General Fund (Chapter 4); Utility Fund (Chapter 5); Library Fund (Chapter 6); and Tax Increment Financing (TIF) Fund (Chapter 7).

Therefore, depending on your particular interest, you can leaf ahead to that portion of the document. Each chapter provides an overview and a summary, both in narrative and graphically via tables. Finally, detailed project descriptions are provided for all 100+ projects in the 5-year CIP, not just those proposed for consideration in the upcoming Capital Budget Year – FY17/18. In addition to providing a valuable planning tool, the CIP is also a major policy statement. Consistent with this, in Chapter 4 of the document, a discussion of important policy considerations is outlined, preceding the schedule of General Fund CIP projects. This discussion highlights the major challenges, others might say obstacles, that the CIP must address if it is to continue to be as effective in the future as it has been in its past.

In addition, the FY17/18 CIP reflects the City Council's decision to reallocate the property taxes from the Environmental Management Fund; therefore, the corresponding capital improvements have been redirected to the General Fund and will compete with other projects funded by the General Fund.

The 5-Year CIP and, in particular the Capital Budget Year, continues to reflect the goal that the CIP be balanced. Consequently, projects range from basic services to improvements that broaden the community's vision. This balance is necessary if Woodstock is to retain its unique "quality of life." Care was also exercised to insure that the schedule of projects is spread geographically throughout the community so that citizens can "see their tax dollars at work." A third consideration when seeking to achieve this balance is to provide equally for maintenance of existing facilities while also providing new services and/or facilities to respond to and anticipate both the existing and future needs of the community.

It is imperative to make an important distinction between the 5-Year CIP document and the subsequent FY17/18 Budget. The 5-Year CIP is a planning document as opposed to a budget document, although financial figures are included in the text. Like other planning documents (e.g., Water and Sewer Master Plans, Stormsewer Master Plan, Park Master Plan, Rt. 47 Corridor Study, etc.) formal approval of the 5-Year CIP by the City Council is not required. Instead, it is a planning tool to be used by the City Council, City Administration, and other Boards and Commissions. The 5-Year CIP does NOT appropriate funds. The recommendations contained in the CIP will subsequently be considered for inclusion in the City's operating budget.

In its current form, the CIP reflects the City Administration's perspective of the priorities for the community. The CIP must now be reviewed by the City Council to determine if this program mirrors the community's priorities. Also, you will note that at this stage of the CIP review process, while project costs have been assigned to each project, a corresponding schedule of revenues does not exist. Recognizing that requests far exceed the amount of funds available, this stage of the CIP is more appropriately devoted to a critical review of the projects themselves, their need, how they rank/compare with other CIP projects and, finally, their scheduled year of implementation.

The funding and various revenue sources to support the CIP will be identified during the FY17/18 Budget process, which will follow closely the completion of this initial CIP project review process. A brief discussion of revenues, however, is in order. The CIP is, by law, like the budget, divided into four (4) separate funds which comprise the major operations of the City. They are the General Fund, Library Fund, Utility Fund (Water & Sewer), and TIF Fund. The revenues derived from within each fund are used to finance the capital improvements for that respective fund. The sources of revenue are as varied as those that comprise the City's operating budget. In addition to property tax, other primary sources of revenue include: billing receipts, development fees, bond proceeds, grants, etc. The level of funding required to support the CIP cannot be established until a consensus is reached on which projects are to be funded and in what year(s). Once this is determined, the fiscal year operating budget is prepared; and the level and extent of revenues available is incorporated. This is where the ranking of projects comes into play. If requests exceed funding in any given year, the lower priority projects can be eliminated from funding in the capital budget year and be moved out to the next or succeeding years.

In the preparation of this, the 24th year of the City's 5-Year CIP, it continues to be increasingly apparent that existing funding sources are not adequate to finance all the needed improvements. It would be unrealistic to assume, however, that the City could or should fund all the CIP requests. Major building projects, utility improvements, transportation priorities, and park facilities, to name only a few, will necessitate increased use of alternate revenue sources such as special service areas, bond issues, grants, and lease/purchase.

Instead of duplicating the summary of the CIP here, you can turn to Chapter 3 of the CIP document for an overview of both the FY17/18 Capital Budget Year projects and the entire 5-Year CIP, illustrated in an accompanying spreadsheet. If you have any questions in the interim, please do not hesitate to contact me. The CIP is scheduled to be discussed at the next City Council Meeting on February 7th.

# CITY OF WOODSTOCK, ILLINOIS
# ANNUAL 5-YEAR
# CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2017/2018
THROUGH
FISCAL YEAR 2021/2022

# CITY OF WOODSTOCK
# ANNUAL 5-YEAR
# CAPITAL IMPROVEMENT PROGRAM (CIP)

## FISCAL YEAR 2017/2018
## THROUGH
## FISCAL YEAR 2021/2022

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**January 2017**

# CITY OF WOODSTOCK
# 5-YEAR
# CAPITAL IMPROVEMENT PROGRAM
# FY2017/2018 THROUGH FY2021/2022

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# CHAPTER ONE
# INTRODUCTION TO
# CAPITAL IMPROVEMENT PLANNING

CITY OF WOODSTOCK
ANNUAL 5-YEAR
CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2017/2018
THROUGH
FISCAL YEAR 2021/2022

## INTRODUCTION

Like most communities, the City of Woodstock does not have sufficient funds to accomplish all of the infrastructure and public improvement projects required by a growing community. The City of Woodstock is faced with the universal dilemma of attempting to meet the needs of its residents for improved public services and facilities with limited revenues, coupled with the continued escalation of costs for providing these same requested services and facilities. This situation is compounded by the selective imposition of a property tax cap on non-Home Rule communities in collar counties, of which Woodstock is a member.

In an effort to meet this challenge, the City of Woodstock has developed an objective and uniform method of establishing project priorities and identifying the amount and source of funds available to undertake these capital projects. The City is also charged with the responsibility of insuring that the public funds are spent wisely and efficiently. A Capital Improvement Program (CIP) is the process best suited to assist the Mayor and City Council in accomplishing this objective.

Among the primary responsibilities of municipal officials is to preserve, maintain, and improve the City's inventory of buildings, streets, parks, and water and sewer facilities. Capital Improvement Planning is recognized as a prudent financial management tool and a necessary planning practice. Maintenance and upkeep of facilities today may prevent emergency and major replacement costs tomorrow. Equally important, communities that are seeking to attract business investment to guarantee a balanced and stable economic base recognize that a carefully-planned infrastructure program is critical to this effort. In conjunction with the Woodstock Vision 2020 Plan, Comprehensive Plan, Parks Master Plan, Water Master Plan, Sewer Master Plan and Storm Sewer Master Plan, the CIP brings all these together and promotes new investment in locations that can accommodate development with quality systems and services.

As presented, the FY2017/2018 – FY2021/2022 CIP attempts to balance the competing needs of maintaining existing facilities (i.e., what we have) with expanded and/or new facilities to meet present and future needs (i.e., what we need). This process also aids in distinguishing a "want" from a "need."

## WHAT ARE CAPITAL IMPROVEMENTS?

Capital Improvements are, basically, public improvements that meet a set of pre-determined criteria. They represent projects involving the expenditure of public funds, over and above annual operating expenses, for the purchase, construction, or replacement of physical facilities of a community. Examples include:

- Streets/Roads/Sidewalks
- Parks
- Public Buildings and Facilities
- Water & Sanitary Sewer Systems
- Water & Sewage Treatment Plants

## WHAT ARE THE GENERAL CHARACTERISTICS OF CAPITAL IMPROVEMENTS?

1. They are large in size and/or scope;
2. They have a substantial price tag;
3. They have long-term usefulness and permanence (i.e., 5-30 years);
4. They involve expenditures of a non-recurring nature (i.e., the routine maintenance of the facility once in place becomes part of the annual operating budget);
5. They usually provide a governmental facility for public service; and
6. They add substantially to the value of the City's fixed assets.

Although most capital improvements share these common characteristics, the actual types of projects included in the CIP vary from community to community. For example, the City of Woodstock has chosen to include major replacement projects, a practice that is common in smaller municipalities with a limited operating budget. For our purposes, the City has defined a CIP project as one with a cost greater than $10,000 that meets the above guidelines. Projects below this amount will be incorporated within their respective departmental budgets as part of the annual operating budget.

## WHAT IS CAPITAL IMPROVEMENT PLANNING?

Simply stated, capital improvement planning is the multi-year preparation, scheduling, and updating of a list of proposed projects and related equipment to be built or purchased by the City within a fixed period. It covers the entire range of public facility and service requirements. The program lists all future projects in order of construction or acquisition priority, the amount requested to be appropriated and expended in each year, and the proposed method of financing. On the basis of this information, summaries of capital activities and financial requirements can be determined for each year.

As both a short- and long-range plan for physical development, the CIP links the City's Comprehensive Plan and other planning documents with the annual budget. It provides a mechanism for:

- Estimating capital requirements;
- Proposing revenue sources for existing and future projects;
- Planning, scheduling and, most importantly, implementing projects;
- Budgeting high priority projects;
- Coordinating the activities of various departments' project schedules; and
- Monitoring and evaluating the progress of capital projects.

## WHAT IS THE "CAPITAL BUDGET YEAR"?

The first year of scheduled projects is referred to as the "Capital Budget Year" and includes those projects recommended to be funded in the upcoming fiscal year. The CIP does not, in and of itself, raise money for capital projects. Instead, these projects will subsequently be included in

the FY2017/2018 Budget submitted to City Council for their consideration. The succeeding years' schedule of projects makes up the "Capital Improvement Program."

## WHY USE A FIVE-YEAR PROGRAMMING PERIOD?

A five-year period is considered most suitable. Two or three years are too little time for effective programming because planning and financing of major projects usually takes longer. On the other hand, a period of more than five years dilutes the accuracy of the projections to the point of becoming less meaningful.

## WHY UPDATE THE PROGRAM ANNUALLY?

The CIP is proposed to be updated annually in order to fine tune the capital budget to reflect changing economic conditions and shifting priorities. The City must have the most accurate project costs included in the budget for the upcoming fiscal year. The program is also designed to be adjusted to reflect the need for additional projects and to respond to different priorities as established by City Council in response to citizen input.

Like Woodstock itself, the CIP is not static. Instead, it can and should be reviewed and updated every year to reflect changing priorities, unexpected events, unique opportunities, cost changes, and/or alternate financing strategies.

## WHAT IS THE PROCESS FOR DEVELOPING THE PROGRAM?

The process for reviewing and updating the CIP begins more than six months prior to the implementation of each Capital Budget Year. At the beginning of October, the Office of the City Manager notifies the Mayor and City Council, Department Directors, and various City Boards and Commissions that Project Request Forms are available. Upon completion they are submitted for review and inclusion in the CIP. While anyone can submit proposed projects directly to the Office of the City Manager, in most cases projects are provided by City Council Members or Department Directors based on their knowledge of City needs and priorities.

During the month of November, the Office of the City Manager conducts a comprehensive review of the requests by meeting with each Department Director to discuss the merits of each project. Projects are then prioritized according to their perceived economic and operational value. This prioritization matrix is discussed in greater detail in Chapter 3.

The entire month of December and first half of January is dedicated to the development of the CIP document. City goals and policy recommendations, detailed project descriptions, and 5-year budget estimates are developed for each of the CIP categories – General Fund, Utility Fund, Library Fund and Tax Increment Financing Fund. The CIP document is transmitted to the City Council in late January for their consideration; and, ultimately, the proposed CIP is then incorporated in the upcoming Capital Budget Year for City Council review and approval.

WHAT ARE THE BENEFITS OF CAPITAL IMPROVEMENT PROGRAMMING?

1. **Focusing attention on community goals, needs, and capabilities.** The CIP process insures that the CIP projects reflect community-wide goals and identifies available resources. It requires that projects be looked at collectively as opposed to individually to determine their value to the community. It forces projects to compete to justify for the limited funds available.

2. **Achieving optimum use of taxpayers' dollars.** Advance programming can help avoid costly mistakes and duplication. It aids in making sound annual budget decisions and can result in significant savings on interest for projects financed through bonds due to a higher bond rating attributable to the existence of a formal CIP.

3. **Guiding future community growth and development.** The location and capacity of capital improvements help shape how, when, and where the community develops.

4. **Serving wider community interests.** Projects within the CIP are prioritized, in part, on the basis of greatest benefit to the greatest number of City residents as opposed to usually narrower department objectives.

5. **Encouraging more efficient government.** Coordination of capital improvements can reduce scheduling problems and conflicting or overlapping projects. An obvious example is that utilizing a CIP can prevent paving a street one year only to have it torn up the next year to install a sewer.

6. **Improving intergovernmental and regional cooperation.** The CIP promotes the opportunity to plan the location, timing, and financing of improvements in the interest of the community as a whole and enables the identification of possibilities for shared facilities.

7. **Maintaining a sound and stable financial program.** The CIP reduces the frequency of large, unplanned expenditures that can endanger the financial well-being of the City. With ample time for planning, the most economical means of financing a project can be studied and selected in advance. A balanced CIP can help prevent making commitments and debts that may prevent the initiation of more important projects in the future. Finally, it has a positive impact on the City's credit rating and makes the community more attractive to business and industry.

8. **Repairing or replacing existing facilities and equipment.** Our infrastructure is in serious disrepair, and the CIP process helps focus attention on the need to maintain what we have.

9. **Enhancing opportunities for participation in federal and/or state grant programs.** The CIP improves the chances of obtaining grant funds through documentation of projects as officially-identified community needs.

# CHAPTER TWO
# STATUS OF FY16/17
# CAPITAL IMPROVEMENT PROJECTS

CITY OF WOODSTOCK
ANNUAL 5-YEAR
CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2017/2018
THROUGH
FISCAL YEAR 2021/2022

# STATUS
# FY16/17
# CIP REVENUES
# SUMMARY & OVERVIEW

## FY16/17 CIP REVENUE PERFORMANCE

The CIP program for the City of Woodstock is dependent on revenues to operate. These revenues come from multiple sources including telecommunications tax, impact fees, TIF revenues, and user fees. Although many of these revenues the City can influence through policy, often the overriding force is the overall economy, which the City has little or no control over.

Since 2009, the United States, including the Woodstock area, has seen an overall decline in the housing market. Before this period, the housing market during its peak built up a substantial housing inventory and a balloon-like pricing. When demand declined, this balloon-like pricing popped and significant declines in home values ensued. In addition, because of the large inventory of houses for sale, new construction came to a halt. This large inventory was further amplified by foreclosures caused by residents who could either no longer afford their home or realized that since there home was worth less then they owed, it made more sense to walk away from it then continue to pay the mortgage.

This significant decline had a major impact on the City's CIP program. Since much of the CIP revenue is based on impact fees and, to a lesser extent, new growth property taxes, the City had to consider utilizing other revenue sources to meet debt service obligations that were previously being funded through developer donations and impact fees. This has further put limitations on future CIP spending to address ongoing capital needs. In the last two years, the City has started to see an increase in the number of housing starts from the lows experienced in 2009; however, these starts are still significantly below levels seen during the building boom period from the 1990s to the mid-2000s.

Overall economic conditions were generally good for 2016. The stock market was up with the Dow Jones Industrial average opening the year at 17,148 and closing at 19,833, which translates into a 15.7% increase. The National Unemployment Rate decreased from 5.0% in December 2015 to 4.6% in November, which is the most recent data available. Illinois' unemployment rate, although higher than then national average, also dropped from 6.1% to 5.6% at the end of November 2016. The lower unemployment rate has led to big increases in average earnings across the nation, although a large portion of this increase was skewed toward the skilled labor market.

The recovery; however, has not been even across the United States. According to a report from the Economic Innovation Group, just 20 counties, out of more than 3,000 nationwide, accounted for half of the net increase in new businesses between 2010 and 2014. Rural areas are not experiencing the increase that workers are seeing in hot urban areas such as Los Angeles, Miami, and New York City. Part of the reason is workers in rural areas are far more likely to be

involved in industries like farming, forestry, mining, and manufacturing sectors in which job growth has been undercut and remains threatened by offshoring and automation.

Interest rates continue to be low, but are creeping up with two rate hikes by the Federal Reserve Bank and more predicted in 2017. While low interest rates do serve as a catalyst for economic growth, there are downsides. One is the potential for inflationary pressures increasing costs and weakening of the dollar versus other currencies. Another significant disadvantage is the low interest rates available for investors, which typically impacts seniors and others on fixed incomes.

The CIP funds typically invest their respective cash balances until needed. The short-term interest rates that are currently available, due to the Federal Reserve Bank's policies, have significantly reduced the interest that the City can earn. As a result, this has reduced the amount of CIP funds that are available today and in future periods. While there is an opportunity to issue debt to pay for these projects with borrowing cost being at record lows, the City does not have the adequate revenue available to make the associated debt payments.

On a positive note, the City has continued to be able to complete many new projects in FY16/17. While the number of projects may be down from prior years, they have still allowed the City to provide services to its residents at a high level. The City also continues to be dedicated to projects that promote future economic development and, when possible, enhance the "quality of life" for its residents.

The CIP process and associated document has proven to be an invaluable planning tool for the community. It has allowed thorough discussion to prioritize limited resources to competing projects without the need to impose additional taxes upon the residents.

As with the City's operating budget, CIP expenditures are delayed until the associated revenues are available or their receipt is imminent. It is, in part, for this reason (i.e. the failure to receive pledged or anticipated funds) that some projects are unable to be completed in their entirety. In most instances funds are usually just delayed and the project will be completed in the ensuing fiscal year when the funds are received. At other times, further external factors, such as state or federal approval, may delay a project. As was stated above, the continuation of the depressed housing market will hamper the amount and size of the projects that the City can complete in future years primarily due to the reduced level of development fees the City is receiving. This clearly demonstrates why prioritization of projects is important.

The FY16/17 CIP revenue across all funds is expected to be below budget projections with the exception of the TIF Fund. This shortfall is a result of impact fee revenue falling well short of projections and timing differences related to grant fund revenue. Some grant funds that were expected to be received this fiscal year are now expected to be received next fiscal year. Since the TIF Fund does not rely on impact fees for one of its revenue sources, it is expected to exceed its budget by a small amount.

The following table compares the budget, projected, and variance amounts for those revenue sources that are specifically utilized to fund the capital improvement program.

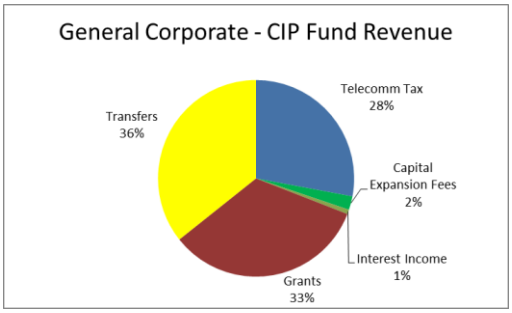
**Revenue Comparison**
**FY16/17**
**Budget & Actual**

| Fund | Budget | Projected | +(-) |
|---|---|---|---|
| General Corporate-CIP | $2,543,400 | $2,151,100 | ($392,300) |
| Utility | 680,000 | 336,400 | (343,600) |
| Library Building | 160,400 | 121,200 | (39,200) |
| Tax Increment Financing | 694,500 | 721,500 | 27,000 |
| | $4,078,300 | $3,330,200 | ($748,100) |

The total available financial resources, which include the annual revenues and the CIP fund balances carried over from the prior year, for the FY16/17 CIP are estimated to exceed projected expenditures. Again, this is due, in large part, to close monitoring of CIP revenues and expenditures throughout the year and the delay of projects until the accompanying revenues are available.

Summary information concerning the revenues generated by each fund has been presented below. A detailed narrative, which follows this summary, has been included to provide an in-depth review of the actual revenues received and expenditures incurred for FY16/17.

**General Corporate – CIP Fund Revenues – FY16/17**




General Corporate – CIP Fund revenues of $2,543,400 were budgeted; and of this amount $2,151,100 is expected to be received by fiscal year end. Telecommunication tax will again be below budget amounts as residents continue to disconnect their landline phones and switch to communicating through the internet. Since there is a federal prohibition on taxing the internet, it is expected that the telecommunication tax will continue to decline unless this moratorium is lifted.

Impact fees are projected to end the fiscal year significantly below budget amounts. While there has been a significant rebound in the building business in recent years, the lack of buildable lots throughout the City has recently reduced this revenue source. As a result, those projects that target areas of the City's infrastructure which are typically impacted by the addition of new housing will continue to be suspended or greatly reduced until the City feels a rebound in the housing market is sustainable.

Grant funds will end the fiscal year below budget. The primary reason is the Safe Route to Schools grant that was expected to be received this year is instead anticipated to be received next fiscal year. Also the grant related to lighting will be below budgeted amounts as the project was

scaled back as a result of the State of Illinois budget impasse. Since the deficit in grant funds is seen as a timing issue or the project was pared back in response to match the limited grant funds available, this deficit in grant revenue is not seen as a concern.

Existing fund balances consisting of revenues carried over from prior years combined with current year revenues have provided the necessary funding for the City's comprehensive FY16/17 Capital Improvement Program. However, it is important to remember that some of these funds are specifically earmarked by State Statute (e.g. capital expansion fees, grant funds, etc.) or other regulations that restrict their use to a defined purpose (i.e., park development fees, restricted revenues, and bond proceeds). In addition, FY16/17 was the sixteenth year of the City's debt service payment for Alternate Revenue Source Bonds issued to finance the Police Facility. It is projected that these bonds will be paid off in FY20/21. As stipulated in the enabling Bond Ordinance, a portion of the City's telecommunication taxes are to be used to fund this operating transfer to the Debt Service Fund.

General Corporate-CIP Fund revenues come from multiple sources. The City relies upon a diversified revenue stream to provide the year-to-year funding for the variety of capital projects included within the CIP. This diversified revenue stream remains a strength of the program, since it is not reliant on one source of income. This was very apparent when the new construction market crashed a few years ago. Since the CIP program had a diversified revenue stream, through careful adjustments and future planning, the City was able to weather this crisis and continue to fund important CIP projects.

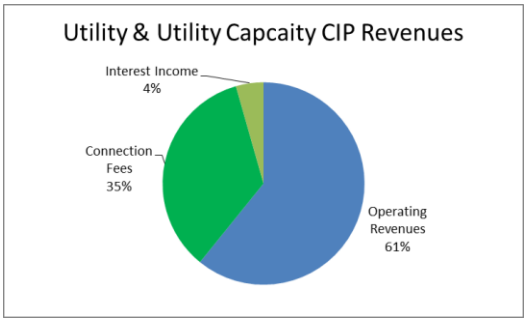
Sufficient resources combined with proper planning have allowed the City to meet its outstanding debt obligations in FY16/17, which are reflected as interfund transfers to the Debt Service Fund. The aforementioned Alternate Revenue Bonds issued to finance the construction of the Police facility are being repaid through the telecommunication taxes as required. Similarly, the Alternate Revenue Bonds issued for the improvements to McConnell Road will also be funded through existing FY16/17 revenues. However, the sustained decline in park impact fees reported within the Park Development Fund are below the required levels needed to meet the debt service obligations and have resulted in the need to maintain the temporary redirection of these payments to the other funds. The Park Development Fund has seen an increase as a result of more new construction permits; however, this amount is still not adequate to meet park-related debt service fees. For example, in regards to the Alternate Revenue Bonds issued to construct Merrymen Fields, the General Corporate – CIP will need to again provide for a significant portion of this associated debt payment in FY16/17, thereby reducing the amount of funds available for other expenses in the General – CIP Fund budget.

In summary, several of the General Corporate – CIP fund revenues have had their budget amounts reduced this year and prior years as a result of the reduced amount of homes being built. As has been done in the past, the City Administration will continue to proactively monitor the City's CIP revenues to insure proper collection and place projects on hold, when necessary, to prevent the depletion of available reserves. The City will also continue to actively pursue grants to help offset and pay for CIP projects.

The General Corporate – CIP fund's balance has continued to realize a sizable fund balance, which is projected to end FY16/17 at $1,717,100. The City, for more than the last ten years, has been able to construct several new facilities and expand several existing facilities to better meet the needs of the community. In addition to funding these new facilities through CIP, the City has also been able to maintain its current assets.

The City must ensure that a proper amount of reserves are held, which it has done. These reserves must be maintained to construct large projects that are a few years away, in addition to addressing funding needs for years when revenues lag, usually due to economic downturns.

**Utility Fund – CIP Revenues FY16/17:**




With the Utility Fund being an Enterprise fund, it must finance its CIP through its own separate and distinct funding sources. These revenue sources must not only fund Utility CIP, but must also meet the needs to run operations of both the water and sewer system throughout the City.

It is extremely important that the City have the ability to provide the necessary water and sewer services required by the community without interruption. Through proper planning, the City has been able to stay ahead of the demand curve, even during significant unfavorable drought weather conditions. Correspondingly, the City must make sure that current connection fees being charged are the proper amount in order to represent the future costs that these new developments will have on the system.

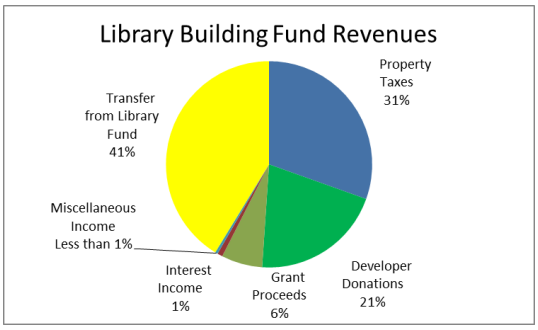
It should be noted that a portion of the connection fees are being used to fund prior debt service (i.e., Series 2010F) that was used for previous water and sewer expansion projects. In order to insure a sound Utility system for future years, the City Administration analyzes both the Utility operating expenses and capital project needs on an annual basis and utilizes a portion of the operating revenues to provide funding for maintenance and improvement-related CIP projects. As a result, the Utility Fund has been able to maintain an active CIP that allows the City to keep up with normal annual maintenance needs as well as respond to new State and Federal requirements for operating the City's water and sewer systems.

Overall, the Utility Fund and Utility Capacity CIP Funds' revenues, the latter which are specifically restricted to fund CIP expansion projects, are not expected to meet the budgeted amount. Connection fees were budgeted for $650,000, and as a result of a slowdown in new construction this year, is expected to end the fiscal year at $327,200. In comparison, during the building boom of eight years ago, connection fees were generating over $1.2 million.

The City Council did review and modify the City's Ordinance for the revaluation of impact fees. Future impact fees are now adjusted to reflect the corresponding changes being experienced in land values. The City will continue to monitor connection fees and will implement an increase

when the market warrants it. It is crucial that the connection fees be substantial enough to meet the long-term financial needs for the Water and Sewer Capacity – CIP Fund.

**Library Building Fund – CIP Revenues FY16/17**

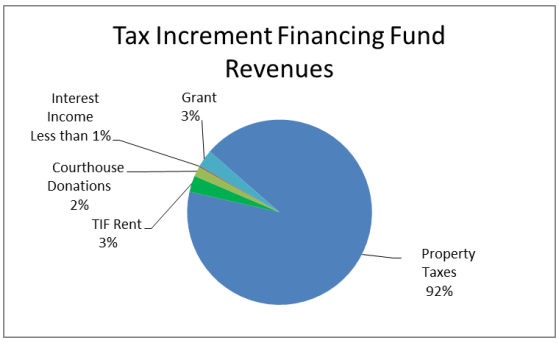



Multiple sources make up the revenue of the Library Building Fund. Similarly to the City's other funds that collect impact fees, developer donations remain greatly reduced from nine years ago.

During FY16/17 it is anticipated that revenue will end the fiscal year below the budget amount by ($39,200). This is the result of developer donations related to new construction being below budget. Also the lighting grant was received in a lower amount than anticipated as a result of scaling this project back to compensate for the State of Illinois' budget impasse.

Overall, it is important for the City to continue to insure that development fees generate sufficient revenues to expand existing capital assets that adequately address the corresponding increase in demands for service. However, these fees must also take into consideration the competitive environment for "high-quality" residential construction or tax-generating commercial/industrial development. The City's periodic reassessment of impact fees demonstrates the City's dedication to insure that new developments pay their "fair" share to offset the long-term impact that residential growth has on the City's facilities and capital assets.

**Tax Increment Financing Fund – CIP Revenues FY16/17**




The City's 2016/2017 fiscal year marks the thirteenth year the Tax Increment Financing (TIF) Fund was included as part of the CIP process. The TIF CIP continues to be impacted in FY16/17 by the overall decline in assessed values being experienced both nationwide and in the Chicagoland area although this year it did experience a nice rebound.

In FY11/12 the Fund received the greatest amount of property taxes although this amount was almost the same as FY10/11. Since that period the Fund has seen a significant decrease in TIF property taxes. In FY16/17, it is anticipated that property tax revenue will still be significantly below the amount recorded seven year ago.

Funding for the Tax Increment Financing Fund is derived from the collection of property taxes which are generated by the tax increment for the downtown district. Tax increments typically include the change in assessed values that result from new construction, remodeling, expansion

and over time price escalation for the defined area. These dollars are captured by the TIF district and are restricted for projects that impact the property located within the district's boundaries. In addition, the City Council must consider the TIF districts limited lifespan (five-years remaining) when reviewing financing options for projects within the TIF. At the expiration of the TIF district, property taxes currently collected by the TIF district will shift back to the other taxing districts.

In addition to property taxes being received, the Fund also receives revenue from rent charged for the businesses in the basement of the Courthouse along with donations received in connection with the tenants utilizing the upper floors of the Courthouse.

# STATUS
# FY16/17
# GENERAL CORPORATE FUND - CIP
# REVENUES

## REVENUES:

**Beginning Fund Balance**
FY16/17 Budget: $2,423,000
FY16/17 Actual: $2,990,900

Beginning Fund Balance within the CIP represents a carryover of revenues that have been, in some cases, dedicated for specific projects. Normally, incomplete projects that have related revenues which have been received before the end of the fiscal year are re-appropriated in the following year and are funded through the Beginning Fund Balance account. Unbudgeted revenue sources (e.g., intergovernmental grants) can be received during the current fiscal year and actually spent the following year. The revenue is recorded when the related expenditures are incurred.

**FEES:**

**Telecommunication Tax**
FY16/17 Budget: $615,000
FY16/17 Projected: $600,800

Initiated in 1996, the Telecommunication Tax was instituted, in part, to help offset the loss of the annual transfer from the Light and Power Fund, which came to an end at the close of FY96/97. More importantly, 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 funding for needed projects. Also, a significant portion of these proceeds (approximately $350,000 annually) have been pledged to amortize the outstanding Alternate Revenue Bonds for the Police Station.

Changes in how Woodstock residents and businesses obtain and use communication services have significantly decreased revenue from this tax. Specifically, the removal of land lines and the explosion of the use of the internet to communicate, whether by email or phone using VoIP, has caused a significant portion of communication costs to be excluded from taxation based on the Federal moratorium on taxing any internet services.

**Capital Expansion Fees – Police**
FY16/17 Budget: $75,000
FY16/17 Projected: $37,500

This line item is to track the revenue related to the collection of expansion fees for police protection. Since this revenue is derived from building permits issued on new construction, it is entirely dependent on the number of new homes being built. While new housing construction

has rebounded from the lows seen in 2009, it is still significantly below the levels that were observed during the mid-2000s building boom and what the City considers normal levels. As required by State Statue, this revenue is used exclusively for public safety CIP projects.

**Capital Expansion Fees – Streets**
FY16/17 Budget: $30,000
FY16/17 Projected: $10,700

This line item represents revenue earmarked for street improvement projects financed through Capital Expansion Fees (CEF) assessed to new residential development. It is important to note that the annual CIP street projects far exceed the revenue collected from this source. As with all CEFs, the amount of projects that can be funded through this revenue source is completely dependent on the amount of new construction.

**OTHER REVENUES:**

**Safe Routes to Schools Grant**
FY16/17 Budget: $ 200,000
FY16/17 Projected: $ 0

In 2014 the City constructed sidewalk on the west side of Dean Street from Kimball Avenue to Prairie Ridge Drive utilizing SRTS Grant Funds. The grant provided reimbursement for construction and construction engineering costs up to a maximum of $200,000. The bid was awarded at a cost of $170,500 (paid directly through IDOT) and construction engineering costs totaled $19,368. The final closeout of the project did not occur until late 2015, as a result, the City received a check from IDOT in May 2016; however, a receivable was booked in FY15/16 for the amount it paid HLR to perform construction engineering services.

**Miscellaneous Grants**
FY16/17 Budget: $683,300
FY16/17 Projected: $718,500

The City budgeted to receive a number of grants in FY16/17, specific grant information follows:

| Project | Budget | Projection | Difference |
|---|---|---|---|
| Bullet Proof Vests | $ 12,000 | $ 12,000 | $ - |
| Body Cameras | 16,100 | 9,600 | (6,500) |
| Route 14 Path | 211,000 | 187,200 | (23,800) |
| Ash/Walnut CDBG Storm Sewer | 400,000 | 485,200 | 85,200 |
| Lighting Grant | 44,200 | 24,500 | (19,700) |
| **Total** | **$ 683,300** | **$ 718,500** | **$ 35,200** |

A grant was received for half the cost from the Department of Justice for new bullet proof vests in the amount of $12,000. An additional grant in the amount of $9,600 was secured from ComEd for the implementation of Body Cameras to be worn by the City of Woodstock's Police officers.

In 2016 the City constructed a multi-use path along the north side of IL Route 14 between Lake Shore Drive (Culvers) and Lake Avenue. This project was completed in cooperation with the State of Illinois, McHenry County, and the McHenry County Conservation District. The City will pay 80% of the project costs up front and those funds will be reimbursed by the State of Illinois. The remaining 20% of the project costs will be paid directly by McHenry County, and the Conservation District will pay all maintenance costs moving forward. The City is responsible for the design engineering costs.

Grant funds in the amount of $250,200 related to Phase I of the Walnut/Ash Storm Water Improvements were received in August 2016. An additional $235,000 is expected to be received by the end of the year for Phase II of this same project.

A grant was received from DCEO and Clean Energy Foundation to replace the florescent bulbs with newer more efficient florescent bulbs. The City had originally anticipated receiving $44,200; however as result of the budget impasse by the State of Illinois, this project was scaled back by using City employees and; therefore, less grant funds were received.

**Miscellaneous Income**
FY16/17 Budget: $ 0
FY16/17 Projected: $ 0

The City often receives reimbursements from our insurance carrier for various items that are replaced in this Fund such as police cars that are totaled in accidents. These proceeds along with some additional City funds are usually used to replace these vehicles. At this point, the City has not received or expects to receive any of these funds by the end of the fiscal year.

**Interest Income**
FY16/17 Budget: $11,000
FY16/17 Projected: $16,000

This amount represents the interest earned on CIP funds invested during the fiscal year. As a result of the Federal Reserve Board's decision to maintain its Federal Reserve Rate at an unprecedented low range in an attempt to promote economic growth, the City's investment earnings continue to be depressed. This rate has recently been raised by another 0.25% by the Federal Reserve Bank, which has allowed the amount of interest the City is receiving to increase.

**Loan Revenue**
FY16/17 Budget: $161,500
FY16/17 Projected: $ 0

The City has proposed to create a loan from the Water & Sewer Capacity Fund to pay for design engineering for a roundabout at the intersections 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 by City Council.

At this point it is anticipated that the loan amounts will not be transferred until next fiscal year, FY17/18.

## TRANSFERS FROM/(TO) OTHER FUNDS:

**Transfer from General Fund**
FY16/17 Budget: $767,600
FY16/17 Projected: $767,600

Each year the General Corporate Fund determines the level of funding that is available to transfer to the General – CIP Fund to help support projects within the CIP that are not covered by other CIP revenue sources.

**Transfer to Debt Service Fund - Streets**
FY16/17 Budget: ($65,800)
FY16/17 Projected: ($65,800)

In FY05/06, the City issued Alternate Revenue Source Bonds to fund the construction of road improvements to McConnell Road, including the widening of existing lanes, adding turn lanes, installing curb, gutter and storm sewer improvements, and constructing a pedestrian path. These improvements were to be funded in combination through expected developer contributions from The Maples ($360,000), specifically dedicated for these improvements, with the General Corporate – CIP Fund revenues providing for the remaining debt service payment.

**Transfer to Debt Service Fund - WPD**
FY16/17 Budget: ($342,800)
FY16/17 Projected: ($342,800)

In FY00/01, the City issued $8.9 million dollars in bonds to finance three separate projects. A portion of the bonds ($3.9 million) issued were categorized as General Obligation Bonds and will be repaid through an annual property tax levy reported directly within the Debt Service Fund. In addition to the General Obligation Bonds, $4.0 million in Alternate Revenue Source Bonds were issued to construct the Police Facility.

Alternate Revenue Source Bonds are typically repaid by a specific revenue source pledged by the City at the time of issuance. If the pledged revenue source is unable to repay the bonds and the City is unwilling to use other funds to repay the debt, a property tax levy will be imposed on the City's residents to repay the bondholders. The City pledged a portion of its Telecommunication Tax receipts for the repayment of the Police Facility's Alternate Revenue Source Bonds (2000 Series B). Therefore, this transfer reflects the use of the Police Capital Expansion Fees and Telecommunication Tax revenues for the repayment of this debt.

Due to falling interest rates, the City initiated an advanced refunding in 2004 to reduce future interest costs and generate interest savings. The refunding transaction resulted in generating a net present value savings of $125,200 for the City, representing a savings rate of 4.6% when compared to the amount of the refunded bonds. With interest rates continuing to fall, the City again refinanced the Series 2004 Bonds resulting in a 3.7% savings. The FY16/17 transfer reflects the necessary funding to provide for the principal and interest payments required by the 2013B Alternate Revenue Source Refunding Bonds.

**Transfer to Debt Service Fund - Parks**
FY16/17 Budget: ($138,200)
FY16/17 Projected: ($138,200)

In response to the sharp decline in new housing experienced over the last four fiscal years, the impact fees devoted for park improvement projects are insufficient and unable to meet the required debt service payments for the Alternate Revenue Bonds that were issued to construct several park improvements. Therefore, the City Council responded by authorizing a temporary transfer from the General Corporate – CIP Fund to meet the associated debt service payments.

As a result, the General Corporate – CIP Fund has, on a temporary basis, now been responsible for the debt service payment related to the Merryman Fields Park Alternate Revenue Bonds. While this temporary funding modification has prevented the creation of a substantial deficit within the Park Development Fund, this financial situation will continue to limit the number and dollar value of future park projects until the associated revenues recover in sufficient amounts to allow for amortization of the debt and funding of future projects.

# STATUS
# FY16/17
# CIP EXPENDITURES
# SUMMARY & OVERVIEW

In FY16/17 fifty (50) CIP projects, totaling $4,635,300, were approved and included in the FY16/17 CIP Budget. A review of the numbers in the chart below indicates that funds were expended on forty-eight (48) projects with five (5) projects being delayed and three (3) additional projects being added. The projects that were added are for a new Opera House Van, Emricson Lighting and Fence Improvement, and Dispatch Consolidation Costs.

In summary, the table below shows the City's continued diligence working through the tough economic situation brought on by the lower than anticipated new construction growth, which has caused the City to scale back major projects/expenditures and focus on the implementation and/or completion of projects of only the utmost importance. The total budget and actual expenditures and the number of implemented projects by fund are summarized below.

**Expenditure Comparison**
**FY16/17**
**Budget & Actual**

| Fund | Budget | Projected | +(-) | # Projects* |
|---|---|---|---|---|
| General Corporate - CIP | $2,750,300 | $2,878,100 | $127,800 | 25/25 |
| Utility | $941,000 | $522,700 | ($418,300) | 13/11 |
| Library Building | $114,400 | $104,200 | ($10,200) | 3/3 |
| Tax Increment Financing | $829,600 | $755,400 | ($74,200) | 9/9 |
| TOTAL ALL FUNDS | $4,635,300 | $4,260,400 | ($374,900) | 50/48 |

***Approved/Actual**

Expenditures are projected to end the year below the budget amount, projected at ($374,900) or (8.1%) below the total budget amounts. As will be further detailed in the following narrative, there are many different projects that contributed to this reduction in expenditures.

Within the General Corporate – CIP Fund there were a total of twenty-five (25) projects with a cumulative budget of $2,750,300 approved in FY16/17. At the end of the fiscal year it is projected that twenty-five (25) projects will be implemented totaling $2,878,100. A number of projects were over budget as a result of changing the scope of the project. Two examples are Body Cameras, which were purchased all this year that originally were going to be purchased in a multi-year program until a grant was secured and Street Resurfacing in which extra funds were spent to apply Reclamite that will prolong the life of these newly paved roads.

Within the Utility Fund CIP, which is comprised of the Utility and Utility – Capacity Funds, eleven (11) of the thirteen (13) budgeted projects were either started or completed. The only two projects not started were Land Expansion and IDOT Route 14 utilities. It is projected that

expenditures of $522,700 of the budgeted amount will be realized, which is (44.5%) under budget.

The Library Building Fund CIP is projected to end FY16/17 approximately ($10,200) less in expenditures than the budgeted amount of $114,400. This was primarily caused by the change in scope of the lighting project, which is budgeted under Building Construction, as a result of the State of Illinois budget impasse.

Finally, the Tax Increment Financing (TIF) Fund CIP budgeted for nine (9) projects with expenditures of $829,600 for costs related to improvements located inside the TIF district. Actual expenditures are projected for fiscal year 16/17 at $755,400 or ($74,200) under budget. The majority of this decrease can be attributed to two projects. The first is the streetscape improvements that included a new stone veneer that came in under budget. The second is phase I of the Sheriff Window project also had its bid come in under budgeted amounts. While the TIF Fund did come in under budget, the TIF Fund Balance continues to be negative and again used more revenue than was generated by ($33,900). At the end of FY16/17, the TIF Fund Balance is projected to be a deficit of ($124,000).

Briefly, the FY16/17 CIP projects exemplify the City Administration's attempts to be true to its overriding philosophy of providing for a balanced CIP, as identified in the introduction of this document. Projects were undertaken and are proposed to be completed that both maintain the City's existing infrastructure as well as provide for capacity for future development. The CIP is designed to anticipate the future needs of the City as well as address the deficiencies apparent today.

The discussion that follows will summarize the status of the various CIP revenues and the associated projects by Fund, and further by category, as approved in the FY16/17 Budget. Following this narrative summary, the accompanying tables provide a schedule of the projects by Fund and category and compares the amount budgeted with the corresponding amount projected to be received or expended with the conclusion of the fiscal year on April 30, 2017.

# STATUS
# FY16/17
# GENERAL CORPORATE FUND – CIP
# EXPENDITURES – BY FUND & LINE ITEM

## General Administration:

**Project:** **New Financial Software**
**FY16/17 Budget:** $22,400
**FY16/17 Projected:** $22,400

| Current and Projected Status |
|---|
| After revewing multiple financial software systems, the City approved the purchase of Civic Systems. The City completed its conversion from MSI, its prior software package, to Civic during July 2015. The cost of the Civic software was spread out over three years. The payment represented here is the second of three payments. Therefore, an additional amount will need to be budgeted and paid to Civic in the amount of $22,333 for FY17/18. |

**Project:** **Computer Network**
**FY16/17 Budget:** $29,000
**FY16/17 Projected:** $29,000

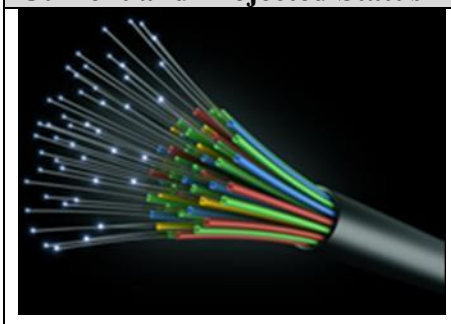
**Current and Projected Status**

The computer network CIP during the fiscal year has been making computer hardware improvements as well as several repairs to existing equipment within the City. First, IT Staff purchased new hardware to upgrade existing computers within the City to shift older computers to non essential locations. Also, IT Staff started to demo new tablet-style computers for the Police Department vehicles. Additionaly, IT staff was required to purchase a new Uninterrupteable Power Supply for the City's primary server room as existing units no longer worked properly.

Remaining funds will be spent prior to fiscal year end to upgrade and improve the existing computer infrastructure witin the City and PD, new firewalls to improve security for City networks, and to assist with upgrades in the City Council Chambers.

**Project:** **Fiber Network**
**FY16/17 Budget:** $26,500
**FY16/17 Projected:** $67,700

**Current and Projected Status**



The Citywide Network Conversion in which McHenry County, District 200, MCETSB, McHenry College and the City of Woodstock partnered to install and establish a fiber optic network was approved by the City Council in October 2014. In the memo provided to City Council, a total of $433,399 was requested to complete the construction of this network. The FY16/17 budget amount was allocated to pay the City's portion of the final phase of the project. Due to billing issues with the general contractor, which resulted in delays to the payments and some additonal expenses, the projected amount is expected to exceed the budget amount at year end. Included in the projected number is the remainder of the construction budget, as well as change orders to complete construction. Furthermore, $9,485 was incurred to purchase an additional network switch as well as a new file server that reduces the amount of supported servers by three. Currently, the project has been completed and the Consortium is waiting on final documentation from the general contractor.

**Public Facilities:**

**Project:** **Opera House**
**FY15/16 Budget:** $35,000
**FY15/16 Projected:** $35,000

**Current and Projected Status**

The goal of this project is to arrest and remediate the destructive, ongoing infiltration of groundwater into the central load-bearing brick wall in the basement of the Opera House and enable the repair of related damage at the Van Buren St. entrance. The proposal, based upon recommendations by experienced, well-qualified masons, calls for the application by injection of a permanent dampcourse fluid to the area of the most severe damage, i.e., the north end of the wall beneath the lobby. The heavy fluid is designed to displace moisture and, when cured, prevent the subsequent rise of water into treated masonry. Damaged bricks would then be replaced and the area tuckpointed. The

process is intended to stabilize the immediate treatment area, but will not eliminate the cause of the problem, and, as the staff has recently learned, will not prevent lateral infiltration from the adjoining fieldstone foundation wall, which cannot be effectively treated in the same way. Also, contrary to standard preservation doctrine, the process is not reversible.

The Opera House staff has worked to prepare for this project, particularly to determine the source(s) of damaging water. As there are no available construction documents for the building, the Dept. of Public Works has provided expertise and equipment to confirm the proper flow of known drainage systems and to locate, clear, visually inspect and map previously unknown drain tile. DPW has also consulted on the installation of several small-bore wells to monitor the level and composition of groundwater beneath and near the building. Readings of moisture levels in brick, stone and mortar are regularly taken at thirty locations in the basement. Measurements of moisture levels are also taken to monitor the condition of joists and subflooring under the main entrance lobby. Run-time/cycle counters are being installed to document the operation and discharge volume of Opera House and Annex sump pumps. Data collected will be helpful in gauging the relationship between basement moisture levels and local weather events. Monitoring devices have been installed for precise visual tracking of the development of cracks in basement masonry and more discreet methods are being used to monitor the movement of plaster cracks in public spaces above. Several test pits are being opened in the basement floor to determine the precise nature and depth of foundation walls and footings and to provide samples of soils and construction materials for later analysis, if needed.

A Request for Proposals is being prepared to solicit input and recommendations from architectural and engineering firms. It is encouraging to note that several highly-qualified firms have expressed interest, and it is hoped that the RFP will produce additional treatment options, which will provide the best available outcome for this project.

**Project:** **City Hall Improvements**
**FY15/16 Budget:** $46,000
**FY15/16 Projected:** $12,200

**Current and Projected Status**

Working off a Clean Energy grant to upgrade and improve lighting in public buildings, Public Works staff retrofitted approximately 160 lights within City Hall during 2016. The grant provided reimbursement for changing inefficient T-12 lamps and fixtures to more efficient products. Staff determined that the greatest number of lights were eligible for conversion by specifying T-8 lamps over the more expensive T-5 or LED offerings. Lamps using T-5 technology provided a slightly greater efficiency at a greater cost than T-8 lamps. Furthermore, although LED fixtures provide the greatest level of savings, the units cost twice as much as T-8 lamps and would have resulted in fewer lamps available for conversion, and leaving a higher number of

inefficient fixtures in the system.

Through this program, the City anticipates a 105,414 kWh reduction and a calculated elimination of 237,182 pounds of CO2 from the atmosphere. Grant funds covered both the labor and material with the exception of $800.

**Project:** **DPW Facility Expansion and Maintenance**
**FY16/17 Budget:** $66,000
**FY16/17 Projected:** $63,700

**Current and Projected Status**

Five divisions of Public Works operate out of the facility at 326 Washington Street. Revenue for some divisions working out of this facility come from the Utility Fund and others utilize revenue from the General Fund. As a result, maintenance and expansion costs are split between those funds with Utility bearing one-third of the expense and the General Fund paying two-thirds. In FY16/17 five DPW projects were either fully funded or partially funded through General Fund revenue. They are described as follows:

**Creation of Master Site Plan for DPW Facility** – As the City spends money on improvements at the current facility, it is important that there is a master plan to follow so that funds are spent wisely. In FY16/17 a master plan was developed with the assistance from WOLD Architects and Engineers at a cost of $2,788. The General Fund's share of this expense was $2,400.

**Construction of Mezzanine and Fleet Superintendent Office** – Public Works has a bay which was being underutilized because of the high ceiling height. A mezzanine was purchased and installed in this bay providing much needed additional storage capacity as well as office space for the Fleet Maintenance Division. Public Works employees completed this work with material costs totaling $21,813. The General Fund's share of this expense was $14,538. Although there are no plans to do so, this mezzanine can be removed and relocated at any time in the future.

**Paving of Public Works Parking Lot** - Not unike any other paved surface, maintenance and eventual replacement is inevitable. In FY16/17 funds were appropriated for the resurfacing of nearly 50% of the parking lot at Public Works. The site master plan was considered before the final determination was made with regard to what area should be resurfaced. This work was contracted at a final cost of $51,585. The General Fund's share of this expense was $42,285.

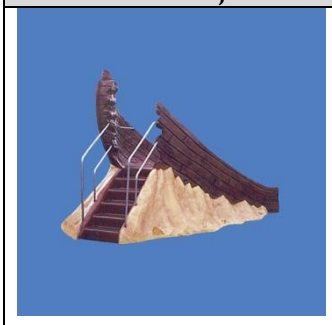
**Spot repairs to PW Facility Roof** – The roof over the facility had a few leaks that needed to be addressed prior to winter. Malcor Roofing of Illinois was contracted to clean the roof of all debris, install sealant at pitch, penetrations, etc., and repair open

seams using EPDM at a cost of $1,485 to the General Fund.

**<u>Lighting Upgrades</u>** – A few of the larger light fixtures in the shop area have failed and they have been replaced. Two quotes were received to remove existing fixtures and replace them with energy efficient lighting at a cost not-to-exceed $3,000. Costs to pay for these lighting upgrades will come from the General Fund. The City will seek reimbursement for all or a portion of the material and labor costs through a Clean Energy Grant.

**Project:** **Aquatic Center Upgrade (Boat Slide Replacement)**
**FY16/17 Budget:** **$30,000**
**FY16/17 Projected:** **$30,000**

**Current and Projected Status**



Staff is currently considering proposals from three different vendors and attempting to complete the modifications and plans necessary to conform with existing plumbing at the location of the slide.

Awaiting the receipt of one more bid from a contractor to remove the old slide and install a new slide. Staff has been in contact with the Illinois Department of Public Health regarding the State's permit application, which is necessary to begin the project. At this time, the slide is expected to be purchased and installed prior to the beginning of the next pool season.

**Public Safety:**

**Project:** Police Facility
**FY15/16 Budget:** $342,800
**FY15/16 Projected:** $342,800

| Current and Projected Status |
| --- |
| This project reflects the annual transfer of dedicated telecommunication tax revenues to the Debt Service Fund for the payment on the 20-year bond (five-years remaining) for the relocation of the police operation to its present facility on Lake Avenue. This project involved erecting a two-story facility on the property at 656 Lake Avenue at a cost of $4 million which was financed by the issuance of an Alternate Revenue Bond. The payment will actually be from the Debt Service Fund with the transfer of telecommunications tax revenue from the General – CIP Fund. |

**Project:** **Annual Police Vehicle Replacement**
**FY16/17 Budget:** $60,000
**FY16/17 Projected:** $60,000

| Current and Projected Status |
| --- |
| For FY16/17, two police vehicles and a speed detection trailer are scheduled for replacement. Two marked patrol vehicles will be purchased through the Northwest Municipal Joint Purchasing Cooperative, and delivery of the vehicles is expected prior to the end of FY16/17. Additionally, research is on-going for the most effective speed trailer within the designated available resources. Once the proper system is identified, then it will be purchased and deployed. It is anticipated that all funds will be expended by fiscal year end. |

**Project:** **Communications System Upgrade**
**FY16/17 Budget:** $ 75,000
**FY16/17 Projected:** $105,600

**Current and Projected Status**

Woodstock Police Department is preparing for the upcoming state-mandated Dispatch consolidation. In order to streamline the operations at the Northeast Regional Comunications Center (NERCOMM), as well as, reduce costs associated with the VHF radio dispatching system, the decision to move toward the Starcom21 radio system was made.

The Department received and deployed the Starcom21 radios in late October 2016. The first year cost to deploy the system was approximately $105,600.

The FY16/17 General Corporate CIP budget line item #82-03-7-702, includes $75,000 which was requested and approved to update police communication systems. The additional cost over and above this CIP budget line item will be available from the savings in the telecommunication line item #03-00-5-501 generated from discontinuing the use of AT&T circuit lines currently needed to operate the VHF system.

**Project:** **Bullet Proof Vests**
**FY16/17 Budget:** $24,000
**FY16/17 Projected:** $24,000

**Current and Projected Status**

This project includes the replacement of all existing bullet proof vests for every sworn police officer. The current bullet proof vests were issued to each of the sworn police officers in FY11/12. The average replacement period is every five years: therefore, FY16/17 is the next scheduled replacement for these vests. Grant funding is available and has been approved through the U.S. Department of Justice. This funding will offset fifty percent (50%) or $12,000 of the cost of these vests. It is anticipated that all funds will be expended by fiscal year end.

**Project:** **Body Cameras**
**FY16/17 Budget:** $16,100
**FY16/17 Projected:** $32,000

**Current and Projected Status**

Continuing to adhere to the principles of transparency in police work and maintaining a high level of trust with the community, the City has continued to move forward in equipping its Police Officers with body cameras. After receiving a grant award for the amount of $9,600 from the Metropolitan Mayor's Caucus and ComEd, the body camera initiative timeline was moved forward.

After conducting significant research, the City selected the Titan Body Camera system. The initial purchase of 28 body cameras, a 16-bay kiosk (for battery charging and data storage), and redaction software will be acquired at a total cost of $32,000. After receiving the grant reimbursement, the total cost to the City for the system will be $22,400.

**Project:** **Dispatch Consolidation**
**FY16/17 Budget:** $ 0
**FY16/17 Projected:** $154,300

**Current and Projected Status**

The State of Illinois has required McHenry County to reduce the number of Public Safety Answering Points (PSAP) from the current six (6) sites to three (3) sites by July 1, 2017. As a result, the City of Harvard, the City of McHenry, and the City of Woodstock have entered into an agreement to consolidate our PSAPs into one center which will be located in the City of McHenry.

As part of the agreement, the City of Woodstock will be required to pay our proportionate share of the dispatch equipment cost based on estimated call volume in the amount of 39.4%.

## Parks

**Project:** **Resealing Courts**
**FY16/17 Budget:** $18,000
**FY16/17 Projected:** $18,700

**Current and Projected Status**

Throughout the City's Park system there are a total of nine tennis courts and nine basketball courts that are available to all residents on a first-come, first-serve basis. Residents, schoolchildren, and visitors use our outdoor facilities in the spring, summer, and fall seasons. Not unlike other park amenities, these courts need regular maintenance, which includes periodic patching, crack filling, grinding and a new color-coated surface.

Each year the City inspects our court surfaces around budget time and rank them based upon their overall condition and appearance. Courts that are in the worst condition are recommended for maintenance and resurfacing. This annual program helps protect the original investment made by the City, prevents high maintenance costs associated with a catastrophic failure, and helps portray a positive image of the City and its park facilities. Because this program is administered annually, our tennis and basketball courts get resurfaced approximately every six or seven years.

Based upon our last review, the courts selected for resurfacing in FY16/17 were the two basketball courts at Emricson Park & one basketball court at Olson Park. This project has been completed however, at a cost to the City of $700 more than anticipated.

**Project:** **D200 Renaissance**
**FY16/17 Budget:** $25,000
**FY16/17 Projected:** $ 0

**Current and Projected Status**

The WHS Home Turf Campaign is a joint initiative between Woodstock High School, District 200, and members of the community. Their goal is to raise donations for the purpose of installing an artificial turf field and renovating the school's track and seating area. Bids for only the excavation and preparation of the field for laying artificial turf were opened on July 6, 2015 with the lowest bid totaling $793,133. This cost did not include the estimated cost for the artificial turf and its installation ($300,000) making the total estimated cost just for field turf more than $1,093,133. Because there was a large gap between the highest and lowest bid received, all bids were

rejected by the Woodstock School District 200 Board. The Board did encourage continuing with the campaign to raise funds for the project.

The WHS Home Turf Campaign website states that this project involves an investment in our Community providing an:

* "opportunity for use by Woodstock youth organizations"
* "opportunity to host City of Woodstock sponsored events"
* "Tournament and rental opportunities"

As a result, the City has supported this project due to potential use for the City's future programming. To date, funds have been collected in excess of $805,000, but no action has been taken with regards to securing a contract for construction. As a result, no funds are expected to be expended in FY16/17.

**Project:** **Emricson Lighting and Fence Improvements**
**FY16/17 Budget:** $ 0
**FY16/17 Projected:** $23,100

**Current and Projected Status**

In FY15/16 the City received a grant to complete field improvements on "Field A" at Emricson Park. Improvements included new field lights, new fencing, and infield drainage. Improvements were completed on or around September 2015. After the improvements were completed, user groups expressed their discontent with the arched backstop that was included with the improvements. The backstop was too restrictive. They wanted to be able to play foul balls and passed balls. According to the user groups, they would not be utilizing the field unless the backstop is replaced with a straight backstop similar to those installed at Merryman Fields.

The City has met with user groups on more than one occasion to discuss changes to the backstop. From those meetings a new plan was agreed upon and bid specification's to remove the arched backstop and install a new straight backstop were created and sent out.

Bids were received by the Department of Public Works on March 25, 2016 to remove the existing backstop and replace it with a 24' high straight backstop with a 6' overhang at a bid price of $23,120.

It was expected that this work would have been completed before the end of FY15/16; however, due to weather constraints and a long lead time for delivery of the fencing, the project did not see completion until FY16/17 and funds were paid in that same fiscal year.

**Project:** **Donato Conservation Area**
**FY16/17 Budget:** $13,300
**FY16/17 Projected:** $20,000

**Current and Projected Status**

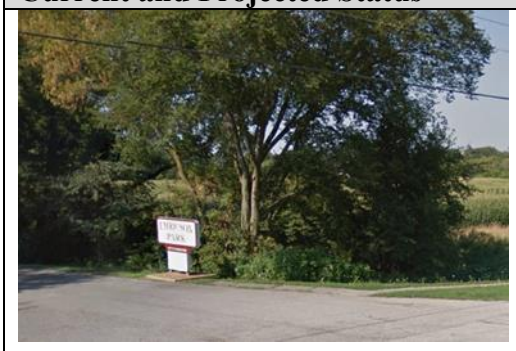
Under the guidance of Engineering Development and Design facilitator Steve Thompson and the Transportation Commission, five young men of Woodstock High School prepared a plan and a prototype of a path section to aid visitors across a wet area of the William C. Donato Conservation Area. Their efforts resulted in the City of Woodstock successfully obtaining an award of $8,971 from the ComEd /Openlands Green Region program. These funds were utilized to complete the initial phase of the program and construct walkways at the site.

As you know, educational usage of the City-owned nature area near Woodstock High School has become such a valued part of the WHS experience, students petitioned to rename the area in honor of Mr. Donato, and City Council approved the park's name change to William C. Donato Conservation Area on 12/16/14. Increased awareness and usage of this park makes ensuring its safety and accessibility a priority, especially as it relates to the deteriorating walkways across the wetlands portion laid out years ago as a temporary measure.

While the grant awarded represents only a portion of the final cost, staff time and additional materials to complete the project were budgeted by Public Works prior to the grant's submission. The $8,971 received represents 50% of the materials expense for 20 sections of 6' x 6' ADA-compatible water-resistant floating walkways needed to traverse the park's wet areas. Staff time to construct and install the sections was estimated at $16,329, for a total remaining budget of $25,300, and a project total of $33,000.

Since building the first section of path, staff modified their approach to increase sustainability. As a result fewer sections were needed; however, at a higher cost. Previously, old ash tree wood was going to be used for decking and framing. It was determined that the ash wood would not serve at the best framing or decking material. Staff built 6' x 6' sections using aluminum framing and compost decking. Making these changes will allow path sections to remain in place longer and will reduce overall maintenance cost.

**Project:** **Park Land Expansion**
**FY16/17 Budget:** $75,000
**FY16/17 Projected:** $0

| Current and Projected Status | |
|---|---|
|  | Funding was set aside to purchase land surrounding Emricson Park. It is anticipated that none of these funds will be used during the FY16/17 budget year. |

**Project:** **Park Bond Payment (Merryman Field)**
**FY16/17 Budget:** $138,200
**FY16/17 Projected:** $138,200

| Current and Projected Status | |
|---|---|
| | $1.9 Million in Alternate Revenue Bonds were issued in 2005 to construct Merryman Fields Park. Originally Park Impact fees were intended to pay for this debt. Unfortunately because of the housing downturn, there has not been enough revenue being generated to meet the yearly payments. Therefore these debt payments are being made using General Fund-CIP funds. |

**Motor Pool/Equipment:**

**Project:** **Parks- Vehicle Replacement**
**FY16/17 Budget:** $38,000
**FY16/17 Projected:** $37,000

| **Current and Projected Status** |
|---|
| The 2004 Chevrolet Silverado 2500 extended cab truck currently assigned to the Parks division is twelve years old and requires replacement based on its overall condition and required maintenance to remain active in the division. Inspection revealed severe corrosion of the rocker panels, floorboards, and rear wheel wells. This condition has prioritized the replacement of this vehicle despite the fact that the engine and drive train are in good operating condition.<br><br> <br><br>The Suburban Purchasing Contract has awarded an opportunity to purchase a 2017 Ford F-250 extended cab pickup truck with an 8' bed authorizing Currie Motors, Frankfort, Illinois to hold a contract price of $29,902. The SPC represents 142 municipalities and townships in northeastern Illinois. Any Municipality, Township, County, Fire District, Park District, Library, School District or Not-for-Profit Organization can participate in this joint purchasing contract. The program combines the purchasing power of government and not-for-profit organizations to negotiate contract terms to provide the best prices. Past purchases made by the City under the SPC include replacement vehicles for police and detective units.<br><br>Fleet Maintenance staff is completing any additional preparation of this vehicle in-house. The purchase price, considering the initial cost of the 2017 Ford F-250 and the options to be included after its delivery totals $36,677. The approved FY16/17 General Corporate CIP budget, line item #82-07-7-720, includes $38,000 for the replacement of this 2004 Chevrolet Silverado.<br><br>The Staff Report for this truck was approved on the July 19th, 2016 Council meeting and subsequently ordered July 26th. Staff received delivery of this vehicle on Wednesday, December 7th. |

**Project:** **Street-Equipment Replacement (Portable Message Board)**
**FY16/17 Budget:** $20,000
**FY16/17 Projected:** $18,300

**Current and Projected Status**

Knowing that the message board was nearing the end of its useful life, the Department of Public Works requested the approval of funds to purchase a replacement unit in the FY16/17 General Fund CIP budget, line item#82-07-7-707 titled Street Equipment Replacement. Council approved $20,000 for the purchase of a new trailer mounted message board. After investigating equipment within this budgeted price, it was determined that a SolarTech Silent Messenger ll Message Board would best address the City's needs. The unit has an LED display measuring 92-inches wide by 54-inches high with a display life expectancy of 10 years. It is driven by batteries that can charge through solar power or via a 120 volt battery charger. Once the trailer is parked, the sign board can rotate 60 degrees, which provides for greater flexibility within the downtown. This new technology includes an integrated modem, GPS, and software that allows messages on the sign to be changed and managed remotely from an office pc or a smartphone. The unit also included a five-year limited warranty.

Council approved the purchase at the June 21st meeting. Fleet ordered the message board June 27th after verifying the build and options list. The message board arrived and entered service July 14th after decal application and records entry the same day. Total cost of the unit was $18,241.

**Project:** **Parks Equipment Replacement**
**FY16/17 Budget:** $15,000
**FY16/17 Projected:** $15,000

**Current and Projected Status**

The Parks Division Gang Mower replacement approved by the Council as part of the General Fund's Parks Equipment Replacement is currently in-process. Because the mowing season was in full swing at the time of approval, the Fleet and Parks Divsions agreed that the best course of action was to complete the season using the current mower, barring any large-scale maintenance needs. The current mower will be declared surplus at the end of the mowing season in anticipation of sale in the future.

The Fleet and Parks Divisions agreed to defer the purchase of the mower until late winter or early spring of 2017 based on the timing of CIP approval. Current lead time on the replacement unit is one week.

**Project:** **Opera House- Vehicle Replacement**
**FY16/17 Budget:** $ 0
**FY16/17 Projected:** $25,400

| **Current and Projected Status** |
|---|
| The previous vehicle used by the Opera House was a 2002 Dodge Ram Van 2500 that saw fourteen years of service. Although it was low in mileage, Fleet Maintenance staff evaluated the vehicle and recommended it for replacement based on its overall condition and required maintenance to remain active in the Department. Technicians found that the front frame-rails and the supporting members had severely corroded which caused a safety concern when the vehicle was transporting passengers or heavy loads. Completing repairs to the vehicle exceeded the vehicle's worth.<br><br> <br><br>The State of Illinois awarded a contract through its procurement program for the purchase of a 2017 Ford Transit T150 Passenger Wagon through Landmark Ford, Springfield, Illinois at a contract price of $25,352. The Fleet Division managed the purchase of a 2017 Ford Transit Passenger Wagon to replace the 2002 Dodge Ram Van.<br><br>Council approved the purchase at the July 19th meeting. Fleet ordered the van July 28th after verifying the build and options list. The van arrived and entered service October 13th after decal application and records entry the same day. |

**Streets/Sidewalks/Signals:**

**Project:** **Street Resurfacing**
**FY16/17 Budget:** $950,000
**FY16/17 Projected:** $991,600

| **Current and Projected Status** |
|---|
| In FY16/17, the street resurfacing program began differently than compared to previous years. All of the streets resurfaced in 2016 underwent total reconstruction and pavement cores were performed on these streets. In addition, storm sewers and sanitary sewers under the pavement of those streets were televised in order to determine the condition of the aging infrastructure. |

Because this year's bid for street resurfacing work was considerably less than the engineer's estimate, the City was able to include some less costly repair work on smaller sections of additional streets while still staying within the budget. It was the intent of City staff to utilize as much of the available budget as possible for resurfacing improvements. The following streets were resurfaced in the 2016 program:

1.) Becking Ave. from Conway Street to Dane Street
2.) Madison Street from South Street to Fremont Street
3.) Blakely Street from Forest Ave. to Stewart Ave.
4.) Country Club Road from 1,900 west of Club Drive to 2,500' east of Club Drive
5.) Portion of Oak Street
6.) Portion of Willow Ave.
7.) Portion of Beech Ave.
8.) Portion of Bull Valley Drive
9.) Portion of Tanager Drive
10.) Portion of Applewood Lane
11.) Portion of Boulder Court
12.) The intersection of Pond Point and Cobblestone Way

All of the resurfacing work has been completed and a final punch list has been compiled for the contractor to complete.

During meetings with members of the Pavement Management Taskforce, the use of a preservative seal product called *Reclamite*® was discussed in great length. Many neighboring communities and townships have been using this product on their public streets for a number of years to make their street surfaces last longer. Because the City was undecided about the best way to move forward with pavement management during the preparation of the FY16/17 budget, no funds were appropriated for the application of *Reclamite*®. In an effort to move forward with preserving recently paved streets, the City Council approved funding based upon a fund transfer in the amount of $21,607 to provide funding to apply *Reclamite*® to the following segments of City streets:

| Street | From | To |
|---|---|---|
| Greenwood Avenue | Clay Street | Greenwood Avenue |
| Tara Drive | South Street | Tara Court |
| Golden Avenue | Amber Court | Tara Drive |
| Madison Street | Donovan Avenue | Greenwood Avenue |
| Clay Street | First Street | Greenwood Avenue |
| Wheeler Street | Greenwood Avenue | Third Street |
| Winslow Avenue | Amber Court | Tara Drive |
| Hibbard Street | Kimball Avenue | Burbank Street |
| 500' of Halma Lane | | |

The application date was November 1st, and there were no complaints from residents or motorists resulting from this work.

**Project:** **Route 14 – IDOT**
**FY16/17 Budget:** $25,000
**FY16/17 Projected:** $ 0

| **Current and Projected Status** |
|---|
| On August 5, 2014, the City Council approved a joint agreement with IDOT, which outlined costs the City would bear to relocate existing City utilities, make improvements to traffic signals at Doty Road and W. Lake Shore Drive, make upgrades to the emergency vehicle pre-emptive signals, install a new traffic signal at Lake Shore Drive and pay a portion of the engineering construction layout and engineering services for the reconstruction and widening of 3.9 miles of U.S. Rt. 14 from W. Lake Shore Drive to Lucas Road. The joint agreement required the City to pay a lump sum amount equal to 80% of its obligation upon award of the contract. The remaining 20% is due to the State upon completion of the project and is based on the final costs of construction. The City paid IDOT its 80% obligation ($230,124) in the spring of 2015. The remaining 20% is currently estimated at $58,000, but the final costs will not be determined until all work is complete and the contractor has agreed to final quantities. While the road widening work has been completed and the road is open to traffic, the project is not officially considered "complete" until all work including spring tree and shrub plantings and the final punch-list is completed in the spring of 2017. At this time, IDOT believes that the City will not receive a final invoice for this project until late 2017 or the beginning of 2018. |

**Project: Safe Routes to Schools**
**FY16/17 Budget: $230,000**
**FY16/17 Projected: $ 2,000**

| **Current and Projected Status** |
|---|
| The City received notice of a maximum grant award for $140,000 for the Safe Routes to School program in 2014. This program offers federal funds through IDOT for local communities looking to provide contiguous sidewalks along walking routes to schools. Grant requirements provide 80% funding for projects at or below the award level, and full grant funding for projects exceeding the award up to the award amount. |

The City entered into a construction engineering agreement with Hampton, Lenzini, and Renwick (HLR) to provide project oversight for $44,503. HLR started the project bid process with IDOT during FY15/16, receiving notice of project bids early in FY16/17.

The State received nine bids for Woodstock's portion of the project with a low bid of $187,434 from Copenhaver Construction, up to a high bid of $371,070. The engineer's estimate was $254,651 and consistent with actual construction and construction engineering costs. Staff expects construction to begin early in April 2017 with completion anticipated before June 30th.

The costs incurred to this point, $1,590, consist of document preparation by HLR for consideration at the State and various meetings in support of the City's efforts. The balance of encumbrances will occur during the 2017 construction season.

Staff is aware of an upcoming grant opportunity and will prepare documents for submittal in fall of 2017.

**Project:** **Bike Path Extension**
**FY16/17 Budget:** $211,000
**FY16/17 Projected:** $211,400

**Current and Projected Status**

This project came to fruition thru a partnership between the McHenry County Conservation District (MCCD), McHenry County, Illinois Department of Transportation (IDOT) and the City of Woodstock. The City entered into an intergovernmental agreement with these entities to facilitate construction of approximately 1,400' of a 10' wide multi-use asphalt path along the north side of U.S. Rt. 14 between Lake Avenue and W. Lake Shore Drive. In this agreement, the City agreed to pay for the preparation of the engineering plans and specifications, receive bids, award the contact and provide construction inspection services. McHenry County will pay 20% of the construction costs and IDOT will reimburse the City for 80% of the cost associated with the construction of the path after the project is completed.

Berger Excavating Contractors, Inc. was the lowest responsible bidder at a cost of $232,203.29. The physical work reached substantial completion in late October, but final quantities and punch list items are still outstanding. It is anticipated that the project will

be completed before the end of FY16/17. Based on the intergovernmental agreement, the City will pay for IDOT's share up front ($185,762 – of which IDOT will reimburse the City for) and $25,636 in engineering inspection fees to Consulting Engineers, HLR. In the end, the City's cost for this project in FY16/17 will total $25,636.

**Project:** **Roundabout – South Street**
**FY16/17 Budget:** $150,000
**FY16/17 Projected:** $150,000

**Current and Projected Status**

Based upon the recommendations of the Woodstock Square Streetscape Guidelines for improvements at the intersection of Lake/South/Madison, City staff entered this project into the McHenry County Council of Mayors Surface Transportation Program (STP) in 2013. The project remains as an approved project in the FY 2016-2020 STP scheduled program. 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 $1,122,074 to construct.

In order to keep the City's Roundabout project programmed in the five-year STP schedule, the City approved an agreement with HLR for required engineering services beginning in FY15/16. These costs are <u>not</u> reimbursable through the Surface Transportation Program. Phase I engineering began in March 2016 and is expected to conclude on or around February 2017. Phase II engineering began in December 2016 with a completion date on or around May 2017. Actual construction of the Roundabout (Phase III) is expected to take place in calendar year 2018 or 2019.

**Project:** **Street Bond Payment (McConnell Rd)**
**FY16/17 Budget:** $ 65,800
**FY16/17 Projected:** $ 65,800

| **Current and Projected Status** |
|---|
| The City issued $935,000 in Alternate Revenue Bonds in 2005 to complete a variety of roadway improvements to McConnell Road. This project included the widening of existing lanes; construction of new turn lanes; installation of curb and gutter; and storm sewer improvements as well as the construction of a pedestrian path.<br><br>A number of revenue sources including Capital Expansion Fees were pledged to pay the debt service on these bonds. |

## Stormwater Management

**Project:** **Storm Sewer Improvements**
**FY16/17 Budget:** $ 510,000
**FY16/17 Projected:** $ 697,100

| **Current and Projected Status** |
|---|
| The Walnut/Ash/Tappan Street storm sewer project was split into three phases in order to take advantage of grant funding. The total project as designed will help collect stormwater and allow it to flow away from the neighborhood during significant rain events. In April, 2016 the City awarded a contract for phase 1 and phase 2 to Pirtano Construction Company, Inc., at the bid price of $596,277.23. In addition, an award for construction engineering for these two phases was approved at an estimated cost of $82,740.<br><br>As mentioned previously, the City received grant funding through the Federal HUD-sponsored Community Development Block Grant (CDBG) program for Phase 1 and 2 construction improvements in an amount totalling $497,657.<br><br>Work began in May of 2016 and all of the Phase 1 and 2 improvements will be completed on or before the end of FY16/17. The third and final phase of this project will likely take place in the late summer/ fall of 2017. So to recap, phase 1 and phase 2 of this project were completed in FY16/17 at a total cost of $679,100. The City will receive a total of $485,157 in grant funding through CDBG. This leaves final out of pocket expenses paid by the City for phase 1 and phase 2 at $193,943. Grant funds will be placed into the General Fund Miscellaneous Improvement Grants line item listed as revenue. |

**Project:** **I & I Improvements**
**FY16/17 Budget:** $40,000
**FY16/17 Projected:** $32,600

| **Current and Projected Status** |
| --- |
| Excavating Concepts, Inc. began the process of removing the contaminated sediment from the Raintree Park detention basin in the spring of 2016 once the ground had dried sufficiently to allow equipment to access the site. The material was carefully excavated and deposited in a dewatering area (the parking lot located adjacent to the basin) until it had dried enough to load it into trucks and hauled to an approved landfill in Grayslake. The material was previously tested and it was confirmed that it would need to be hauled to a landfill designed specifically for this type of waste material in order to comply with the standards pertaining to the IEPA's Clean Construction or Demolition Debris Regulations (CCDD). |

Based on the estimates of the depth, length and width of the sediment that was visible, it was originally estimated that approximately 900 cubic yards of material would have to be removed from the basin in order to uncover the existing underdrain system that was located under the sediment. Because the cost to remove the sediment, haul it to an approved landfill site and pay the landfill to accept this material was significant, the removal work was proposed to be completed in two (2) phases over two (2) budget years.

Once the underdrain piping had been located and partially uncovered, it was determined that there was significantly less sediment in the basin than originally anticipated. The contractor eventually removed over 211 cublic yards of sediment from over the underdrain piping and exposed four stormwater inlets that were originally buried.

The restoration of the bottom of the basin where the material was removed included discing, minor shaping and grading of the bottom, as well as the addition of topsoil and seeding as needed.

# STATUS
# FY16/17
# UTILITY FUND CIP

## REVENUES:

Since the Utility Funds are run like a business meaning that taxpayer money is not used to support operations and instead user charges are used to support operations, revenues and expenses for the Utility Fund CIP must be accounted for separately. Also a separate schedule of CIP revenues (as distinct from CIP expenditures) is not maintained within the Utility Fund, but rather is derived from the revenue sources that have been established and are available to finance the Utility Fund in its entirety.

While it makes the financial administration of this fund more difficult and, no doubt, more confusing for the City Council and the public to distinguish CIP revenues and expenditures from operating expenses, the City Administration maintains an internal accounting and recording system that provides equally, adequate, and reliable accounting of revenues, expenses, and balances available for CIP projects. While not officially or formally dedicated as such, within the schedule of Utility Fund Revenues are revenue accounts that are earmarked or dedicated for use in funding the Utility CIP. These revenue accounts include connection fees, bond proceeds, and a portion of water & sewer sales.

Connection fees are similar to Capital Expansion Fees (CEF) within the General Fund that are used solely to fund its CIP projects. The use of a portion of the water & sewer sales revenue is consistent with the transfer of funds from the Park Development Fund into the General Corporate – CIP Fund and the use of the property tax levy from the Tax Increment Financing Fund to support the Fund's CIP as well. However, beginning in FY99/00, a separate Fund was created to distinguish and monitor the revenues and expenditures specifically attributable to what have been referred to as capacity expansion projects associated with the Utility Fund.

***Overview***

As previously discussed, the City's Utility Fund utilizes several forms of revenue to finance its current and future capital needs. This section will briefly discuss the major revenue sources reported in the Utility Fund, and the Utility Capacity – CIP Fund. In addition, the Utility Fund, and Utility Capacity – CIP Fund both have existing fund balances that are available to finance capital projects and these available balances will be discussed as well.

At the beginning of FY16/17, the Utility Fund's fund balance was $327,200 and the Utility Capacity CIP Fund's fund balance was $3,511,400. Most of the capital projects budgeted within the Utility Fund are normally financed solely from operating revenues received in the current fiscal year.

The entire balance of $3,511,400 in the Utility Capacity – CIP fund is restricted for projects that will expand the capacity of the City's water and sewer system, and also provides for the debt service payment related to the Seminary Avenue Water Treatment Plant expansion. The City's

FY16/17 budget includes the collection of impact fees, albeit at a continued slower pace than prior years, although significantly higher than four years ago.

The Utility Fund's revenues through the end of December were well above budget amounts. At the end of December water and sewer revenues were running 6% more than was budgeted, or approximately $190,000. This is a welcome relief from the last few years were water and sewer revenues have consistently been below budgeted figures.

Connection fees reported in the Water and Sewer Capacity CIP Fund were budgeted at $650,000 in FY16/17, which was the same as the prior fiscal year. As a result of much slower than anticipated new housing construction this fiscal year, it is likely that this revenue source will fall well below budget estimates, possibly as much as half the budget amount. Even with this decrease in revenue this year, the City is still well positioned to meet its obligations.

The impact fees not only provide for the repayment of debt service on the $4.1 million in bonds issued to finance the construction of the Seminary Avenue Treatment Plant expansion, but also provide financing for future capital improvements that impact the capacity of the City's water and sewer system. It is imperative that the City insure its connection fees are maintained to provide adequate funding to not only meet the debt service requirements for the existing bonds, but also accumulate sufficient reserves to meet future capital demands that result from these new developments as constructed, otherwise, existing system users will be burdened with increased water and sewer charges to compensate for these new capital improvements.

## EXPENDITURES:

**Project:** **DPW Facility Expansion and Maintenance**
**FY16/17 Budget:** $17,000
**FY16/17 Projected:** $17,000

**Current and Projected Status**

Some activities related to utility fund manangement are administered through the Department of Public Works (DPW) Facility. These include but are not limited to administrative services, the housing and facilitation of Sewer & Water Maintenance Division activity, and the maintenance of utility fund vehicles and equipment. As such, it is appropriate that some utility funds are dedicated toward the maintenance of the DPW facility. In FY16/17 three DPW projects were partially funded by Utility Fund revenue. They can be described as follows:

**Creation of Master Site Plan for DPW Facility** – As the City spends money on improvements at the current facility, it is important that there is a master plan to follow so that funds are spent wisely. In FY16/17 a master plan was developed with the assistance from WOLD Architects and Engineers at a cost of $2,788. The utility fund share of this expense was $338.

**Construction of Mezzanine and Fleet Superintendent Office** – Public Works has a bay which was being under-utilized because of the high ceiling height. A mezzanine was purchased and installed in this bay providing much needed additional storage capacity as well as office space for the Fleet Maintenance Division. Public Works employees completed this work with material costs totaling $21,813 The Utility Fund's share of this expense was $7,275. Although there are no plans to do so, this mezzanine can be removed and relocated at any time in the future.

**Paving of Public Works Parking Lot -** Not unike any other paved surface, maintenance and eventual replacement is inevitable. In FY16/17 funds were appropriated for the resurfacing of nearly 50% of the parking lot at Pubic Works. The site master plan was considered before the final determination was made with regard to what area should be resurfaced. This work was contracted at a final cost of $51,585. The Utility Fund's share of this expense was $9,300.

**Project:** **Water Storage Tank Maintenance**
**FY16/17 Budget:** $40,000
**FY16/17 Projected:** $26,500

**Current and Projected Status**

At the beginning of FY16/17, funds in this line item were intended to be spent on maintenance of the Lake Avenue and McConnell Road water towers. In July of 2016; however, vandals set fireworks off at the base of each leg of the Hill Street water tower causing damage to the coating on the underbelly of the tank where those fireworks made impact. An initial inspection to acccess the extent of the damage cost $500. This inspection revealed damage in more than 100 locations requiring the tank to be power washed, followed by spot repair of damaged areas. Repairs to the Hill Street water tower were completed on October 21, 2016. The project was completed in two days at the quoted cost of $26,000. Insurance reimbursed the City for $25,000 of this expense to repair the damage.

Repairs to the Lake Avenue and McConnell Road towers was deferred until FY17/18.

**Project:** **Well Maintenance & Improvements**
**FY16/17 Budget:** $70,000
**FY16/17 Projected:** $36,700

**Current and Projected Status**

The City has six water wells that it operates and maintains to provide potable water for the community. In order to assure the reliability of the water system, one well is pulled every six years for preventative maintenance. In FY16/17, Well #8 was pulled for scheduled repair and maintenance. Layne Christensen provided a price to pull and inspect the well for an amount not-to-exceed $35,847. After inspection of the well components by a representative from Layne Christensen and the City, it was determined that only minor repairs to the bowl assembly and minor well rehabilitation was necessary. The additional cost to rehab these components before reinstalling them totaled $770. It is anticipated that the well and its components will be reinstalled before the end of November. The well will then be pumped to waste until two consecutive samples are

collected that are absent of coliform bacteria. At that point, the well will be piped back to the system.

When the budget is prepared, enough funds are requested to pull two well pumps in the event one of the pumps fail and need to be repaired under an emergency condition. Thus far in the budget season, the need to pull a second pump is not anticipated.

**Project:** **Water Main Replacement**
**FY16/17 Budget:** $10,000
**FY16/17 Projected:** $10,000

**Current and Projected Status**

A few years ago, the City started utilizing unidirectional flushing techniques which is generally considered to be more effective at removing sediments than conventional flushing and also uses less water. Unidirectional flushing is the process of cleaning the water mains of a water distribution system by flowing water in one direction through the mains. This is accomplished by closing specified valves and by flushing strategically located hydrants. Since utilizing this method of flushing, the City has learned that this process would work better in some locations if there were additional fire hydrants installed.

In FY16/17, funds were requested to install one of five hydrants that if added would benefit the flushing process. This request assumed that the hydrant is purchased and installed by Public Works employees and that it will be completed prior to the end of the FY16/17 budget year.

**Project:** **Water Treatment Plant Maintenance**
**FY16/17 Budget:** $52,000
**FY16/17 Projected:** $62,300

**Current and Projected Status**

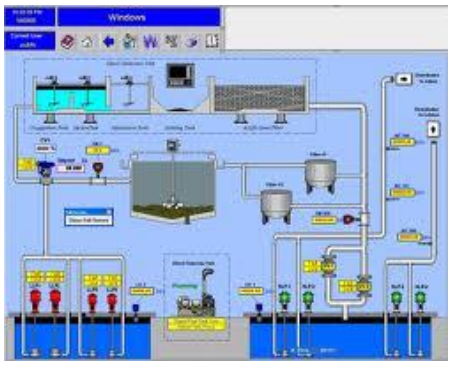
In FY16/17, two separate projects were funded through this line item. The first was the rehabilitation of a water softener at the Seminary Avenue Water Treatment Plant, and the second was a study to determine the best alternative to eliminating leased lines for SCADA communication between the two water treatment facilities and the wells. Projects are described further in detail below.

1. Water Softener Rehabilitation
In April of 2015 Softener #3 at the Seminary Avenue plant failed. As a result, all ion exchange media had to be removed from the vessel, repairs completed, and new media

reinstalled. Repairs included the replacement of two pipe retaining brackets, the replacement of the base nozzles, and the removal of media from the ground reservoir. The softener was repaired and put back into service at a cost of $49,900.

2. Communications and SCADA System Assessment

Baxter & Woodman was awarded a contract to review a large majority of the City's communications infrastructure, with an emphasis on water & wastewater related sites, in an effort to provide a budget cost and recommended priority for related upgrades with the goal of eliminating hardwired communication lines whose cost to lease continue to increase rapidly. The approval to complete this evaluation was awarded at a cost not-to-exceed $7,900. A report with pertinent information in this regard is expected to be completed before April 30, 2017.




3. In FY15/16 the City contracted with Larry Thomas who is employed by Stanley Consultants, Inc., to study the source water in the City's drinking water wells in order to identify and treat the compounds and biological growth that was thought to be contributing to a decline in chlorine residual within the water distribution system beyond the Lake Avenue Water tower. This study did not conclude until FY16/17. As a result, the City had to pay $4,500 for the draft study it received in late December 2016.

**Project:** **Wastewater Treatment Plant Maintenance**
**FY16/17 Budget:** $47,000
**FY16/17 Projected:** $48,500

**Current and Projected Status**

The approved FY16/17 Utility Fund CIP, line item #60-54-7-779 titled Wastewater Treatment Plant Maintenance included $47,000 in funds for the purchase of a reconditioned influent grinder for the Olson Park liftstation and the purchase of a submersible pump for the Southside Wastewater Treatment Plant. An amount of $27,000 was allocated for the reconditioned grinder and $20,000 was allocated for the purchase of a submersible pump.

Reconditioned Grinder – In the City's wastewater facilities grinders are utilized to physically reduce the size of rags, clothing, sticks, and other debris in the sanitary sewer system that could potentially plug pumps, pipes, or get hung

up somewhere within the treatment process. These grinders run 24/7 and by design, they take a large degree of abuse that might otherwise be passed on to other pieces of equiment futher down the treatment line. Each grinder will typically provide a service life of approximately five years; after which it needs to be reconditioned or exchanged. In FY16/17 the City purchased a grinder through the manufacturers' 'exchange program,' whereby they ship a newly rebuilt grinder of the same make and model that meets the same specifications as a new unit. In FY16/17 a grinder was purchased through this exchange program at the cost of $27,472. The grinder has been delivered and is currently in service.

Submersible Pump Purchase - In 1998, the Southside Wastewater Treatment Plant was expanded and the design included a number of submersible pump stations for the purpose of moving liquids and solids. These pumps have now been in service for approximately eighteen (18) years. Recently, two of the five Fairbanks Morse submersible pumps at this facility have failed and they were sent to the shop for teardown and inspection. The vendor quoted repairs at $11,000 per pump. Upon contacting the pump manufacturer, the cost for the purchase of two new pumps was $21,062; which is almost $1,000 less than the combined cost of repairing two pumps. The purchase of new pumps was approved. They have been ordered and are expected to be delivered before the end of FY16/17.

**Project:** **Water Meter Replacement Program**
**FY16/17 Budget:** $150,000
**FY16/17 Projected:** $140,000

**Current and Projected Status**

Funds in this line item are used for the purchase of new "radio-read" water meters for installation where old outdated water meters exist. These new meters bring great efficiency to the water system through the improvement of the accuracy of recording the amount of water used by a customer, improving the efficiency of meter reading operations, reducing the time needed to read meters, and the elimination of the need to enter a building to obtain a meter reading.

To date approximately 7,015 water meters or 85% of the water meters in the City of Woodstock (includes both new and existing accounts) have been converted to the new "drive-by" system. In FY16/17, 325 meters are anticipated to be installed by Public Works employees. Some of the meters purchased in FY6/17 were larger than the standard 5/8 meter and those meters are exponentially more expensive to purchase. At the current rate, 88% of the water meters will be converted by April 30, 2017.

**Project:** **Technology Improvements-Lighting Upgrades**
**FY16/17 Budget:** $10,000
**FY16/17 Projected:** $ 6,400

| **Current and Projected Status** |
|---|
| Based on a Clean Energy grant to upgrade and improve lighting in public buildings, members of the Water and Wastewater Treatment facilities retrofitted approximately 158 lights within the four treatment plants during 2016. The grant provided reimbursement for changing inefficient T-12 lamps and fixtures to more efficient products. Staff determined that the greatest number of lights were eligible for conversion by specifying T-8 lamps over the more expensive T-5 or LED offerings. Lamps using T-5 technology provided a slightly greater efficiency at a greater cost than T-8 lamps. Furthermore, although LED fixtures provide the greatest level of energy savings, the units cost twice as much as T-8 lamps and would have resulted in fewer lamps available for conversion leaving a higher number of inefficient fixtures in the system.<br><br>Council approved a bid of $6,378 for kits necessary to convert lights at both water treatment and wastewater treatment facilities. Through this program, the City anticipates a 65,259 kWh reduction and a calculated elimination of 146,833 pounds of $CO_2$ from the atmosphere. Grant funds covered both the labor and material costs in full. |

**Project:** **Motor Pool**
**FY16/17 Budget:** $120,000
**FY16/17 Projected:** $ 93,300

| **Current and Projected Status** |
|---|
| Two projects were funded from the Utility Fund Motor pool in FY16/17. Those projects are described as follows:<br><br>Staff received approval to replace a 1999 Volvo L35D compact wheel loader based on its condition and anticipated repairs. Wear of the front lift-arm assembly damaged the structure of the lower pivot requiring extensive fabrication in excess of the value of the unit. Repairs required removing the unit from service for an extensive amount of time, a condition unsuited to the daily use at the City's Northside Wastewater Treatment Plant.<br><br>The Fleet Division evaluated various replacements to select a machine that best suits the needs of the City. Representatives from Kubota, Wacker-Neuson, Case, and John Deere provided similar models for evaluation and demonstration purposes. Members of the Wastewater Treatment Division used each piece of equipment for normal tasks to evaluate suitability for its primary role at the plant. Demonstration models included the Kubota R630, Wacker-Neuson WL60, John Deere 324K, and Case 321F (pictured). Staff |

evaluated power, maneuverability, ease of operation, operator ergonomics, ingress/egress safety, and initial build quality. Both Fleet and Wastewater staff agreed the Case 321F was the most competitive machine and selected it as the best-suited replacement.

The purchase of a 2016 Case 321F was approved under the National Joint Powers Alliance from Burris Equipment, Waukegan, IL for the total bid price of $77,129 and an after-market materials bucket was purchased at a later date at a cost not to exceed $7,500, resulting in a total purchase price of $84,629. The expected arrival of the new loader is January or February of 2017, as estimated by the manufacturer.

Also funded through this line item were repairs to the Vactor used by the Sewer & Water Maintenance Division. The unit developed corrosion perforations on the crossover assembly at the top of the machine. The holes reduced suction, caused a hazardous condition by allowing debris a place to escape, and were unsightly. Necessary repairs included cutting out the existing crossover, replacing the removed metal, and painting to match. The Fleet Division solicited four quotes before selecting R.N.O.W., Inc. of West Allis, WI to perform the repairs. R.N.O.W. completed the repairs, returning the Vactor to service at a cost of $8,295. The job was completed in early June 2016.

**Project:** **I & I Improvements**
**FY16/17 Budget:** $15,000
**FY16/17 Projected:** $ 5,000

**Current and Projected Status**

In 2007, the City experienced heavy rain and flooding, which had many impacts upon the community. The sanitary sewer system became overloaded and a number of homes had sanitary sewer backups in their basements or crawl spaces. In an effort to provide relief to those homes affected, the City initiated a program whereby eligible participants can receive a maximum of $2,500 for the installation of sanitary sewer backup control measures on private property. Reimbursement costs are limited to plumbing improvements that prevent reoccurring sanitary sewer backups in homes after heavy rain and does NOT include payment for damages that might have resulted from a sanitary sewer backup.

This program is popular in times when wet weather events prevail. Thus far in FY16/17 no one has applied for assistance in accordance with this program.

**Project:** **Lift Station Maintenance**
**FY16/17 Budget:** $70,000
**FY16/17 Projected:** $77,000

**Current and Projected Status**

The City owns and operates twenty (20) sanitary sewer lift stations within the distribution system. This line item funds necessary repairs and replacements to keep the stations up and running. Two separate projects were funded through this line item in FY16/17:

The first was to purchase new or rebuild existing submersible pumps. Pumps are in service 24/7 and they can fail without warning, putting the health and safety of the community at risk. The City typically has a new or rebuilt pump for each of the lift stations in stock ready for use if and when they are needed. In FY16/17, four pumps were rebuilt and one pump was purchased new at a total cost of $42,719.

The second project involved the replacement of the electrical controls and cabinet for the Greenwood Meadows lift station. This work included:

- Construction of a new pump control cabinet with new disconnects, starters, lights, relays, control transformers, wiring and concrete base in accordance with National Electrical Code requirements.
- Provided a connection for a generator to operate the lift station while existing cabinet is removed and make sure station is operating on standby power.
- Installation of a new cabinet with new controls.
- Installation of new conduit and wiring from existing pump station to new control cabinet (distance of approximately 150 feet).

The contract for this work was awarded to Associated Electrical Contractors at a quoted price not-to-exceed $24,350.

**Project:** **IDOT Rt. 14 Utilities**
**FY16/17 Budget:** $40,000
**FY16/17 Projected:** $ 0

| **Current and Projected Status** |
| --- |
| On August 5, 2014, the City Council approved a joint agreement with IDOT, which outlined costs the City would bear to relocate existing City utilities, make improvements to traffic signals at Doty Road and W. Lake Shore Drive, make upgrades to the emergency vehicle pre-emptive signals, install a new traffic signal at Lake Shore Drive and pay a portion of the engineering construction layout and engineering services for the reconstrcution and widening of 3.9 miles of U.S. Rt. 14 from W. Lake Shore Drive to Lucas Road. The joint agreement required the City to pay a lump sum amount equal to 80% of its obligation upon award of the contract. The remaining 20% is due to the State upon completion of the project and is based on the final costs of construction.<br><br>The remaining 20% related to utility relocation is currently estimated at $36,800, but the final costs will not be determined until all work is complete and the contractor has agreed to final quantities. While the road widening work has been completed and the road is open to traffic, the project is not officially considered "complete" until all work including spring tree and shrub plantings and the final punch-list is completed in the spring of 2017. At this time, IDOT believes that the City will not receive a final invoice for this project until late 2017 or the beginning of 2018. |

# STATUS
# FY16/17
# UTILITY CAPACITY EXPANSION – CIP

## EXPENDITURES:

**Project:** **Land Expansion**
**FY16/17 Budget:** $300,000
**FY16/17 Projected:** $ 0

| **Current and Projected Status** |
|---|
| This line item was created to provide funding for the purchase of land as needed to expand the City's water & sewer utility. In FY16/17 there were no opportunities to purchase land that would benefit the expansion of existing utilities. |

# STATUS
# FY16/17
# LIBRARY BUILDING FUND

The Library Building Fund is used to accumulate resources for the construction of new facilities, expansion of existing facilities and to purchase equipment used in the Library. In 1998, the City's Library Board determined that the existing facility did not provide sufficient space to meet the Library's current and future needs. Therefore, a referendum was included on the ballot to issue bonds for the construction of an addition to the existing Library.

The voters approved the $3.9 million bond issue in April, 1999. The design phase of the project took place in 1999 and bids were opened in January, 2000. The high bids necessitated both reduction in the size and design of the building, and the issuance of additional Alternate Revenue Bonds in the amount of $500,000 which were sold in June, 2000. Groundbreaking took place in April, 2000, and the bulk of the project was completed in June, 2001. With the completion of the Library addition, Library Building Fund revenues have been utilized primarily for the repayment of the Alternate Revenue Bonds. Any balance will be retained to finance major maintenance projects, computer acquisitions and development of a reserve for future capital projects.

## REVENUES:

Funding for the Library Building Fund is derived from an annual Building Fund Levy that is approved by the Library Board and City Council and subject to statutory "backdoor" referendum provisions. However, the levy has been in place for a number of years and continues to receive community support. In addition to the levy referenced above, revenues are also derived from capital expansion fees, grants, and interest. These dollars are then accumulated within this fund to be used for land, building and maintenance-related items.

As was the case with the Utility Fund's Capital Expansion Fees, Developer donations to the Library are expected to be done significantly this fiscal year as a result of less new homes being constructed. At this point this revenue source is expected to end the fiscal year at half of the budgeted figure of $50,000. A grant was also received from Clean Energy to replace the fluorescent lighting to a more energy efficient type. While this revenue is below the anticipated amount, it did cover the entire cost of the project that was charged to the Library Building Fund.

## EXPENDITURES:

**Project: Building and Grounds Maintenance/Improvement**
**FY16/17 Budget:** $40,000
**FY16/17 Projected:** $7,800

**Current and Projected Status**

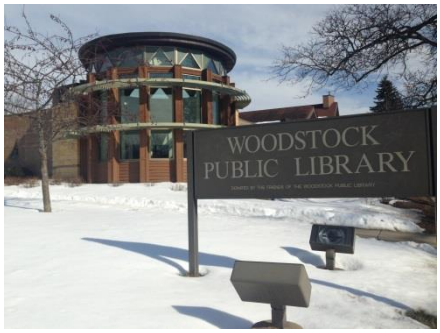
**REPAINT LIBRARY INTERIOR (Budgeted at $20,000)**
This project has been pushed back into FY17/18. With developer donations still running well below peak, and even below our modest expectations for FY16/17, this project will not be financed this year.

**LIGHTING UPGRADES (Budgeted at $20,000)**

This project was accomplished in FY16/17; however, it was also scaled back because of fiscal considerations. The original $20,000 estimate was for a larger scale project that was to be covered by a variety of grant monies. Some of those grant monies were not available as a result of difficulties at the state level, and consequently the project was scaled back and only cost $7,800--the amount available from the remaining grant monies.

**Project: Alternate Revenue Bond Payment**
**FY16/17 Budget:** $46,400
**FY16/17 Projected:** $46,400

**Current and Projected Status**




The funds requested are for the debt service payment of the $500,000 alternate revenue source bonds issued to provide additional financing for the library addition completed in FY01/02.

The City and Library Board have pledged the property tax and developer donations received by this fund for the repayment of these bonds. The debt service schedule for the repayment of the 2000 Series D Alternate Revenue Bonds is as follows:

| Fiscal Year | Principal | Interest | Total |
|---|---|---|---|
| 16/17 | 40,000 | 5,130 | 45,130 |
| 17/18 | 40,000 | 4,030 | 44,030 |
| 18/19 | 40,000 | 2,830 | 42,830 |
| 19/20 | 40,000 | 1,530 | 41,530 |
| Totals | $200,000 | $19,600 | $219,600 |

The additional amount that is needed is to cover debt related costs such as fiscal agent fees.

**Project: Library Furniture and Equipment**
**FY16/17 Budget:** $28,000
**FY16/17 Projected:** $50,000

**Current and Projected Status**

**COMPUTER REPLACEMENT AND I.T. HARDWARE (Budgeted at $28,000)**

This project is on track, though the priority of various IT hardware purchases has been modified somewhat from original projections. Consequently, a number of new switches and UPS units were purchased this year, rather than FY17/18 as originally projected. As a result of the need to make those upgrades, the library has postponed the purchase of various other IT components to compensate. We will be purchasing a number of PCs and monitors in early 2017 as part of our five-year replacement plan.

**SECURITY CAMERA REPLACEMENTS AND UPGRADES (Budgeted at $22,000)**

This project was not in the original CIP for this fiscal year, as it was anticipated that the cameras could be upgraded at a cost below the CIP threshold. However, as the project developed, it became clear that simply upgrading our cameras would be insufficient and that a new, digital backbone for the system was required. Additionally, we will be purchasing 14 additional cameras to fully cover the premises as the current configuration does not provide coverage in a number of key areas, including the Children's Department and the parking lot. The addition of new I.T. infrastructure and 14 new cameras significantly increased the cost of the project, leading to the projected $22,000 overrun.

# STATUS
# FY16/17
# TAX INCREMENT FINANCING FUND CIP

Similar to the Utility Fund, the Tax Increment Financing (TIF) Fund separately accounts for the revenues generated by the City's TIF District and monitors the expenditures to insure compliance with the appropriate restrictions outlined by the State's TIF legislation. By action of the City Council, the City's downtown TIF District was established in April of 1997. Tax Increment Financing is an economic development tool that provides assistance for local governments in attracting private development and new businesses.

In 2002, the City Council approved the issuance of $2,575,000 in Alternate Revenue Bonds for the construction of infrastructure on the Die Cast site, refinancing and consolidation of existing TIF loans, and the purchase of the White House tavern. The City pledged the use of the TIF Fund's property tax increment for the repayment of the bonds. Infrastructure construction commenced in 2003 and was completed in late 2004. This work included the extension of Newell Street east of Clay Street, the extension of North Street east of Clay Street, the realignment of Wheeler Street, and the installation of public utilities on the site. Most significantly, the City approved a development agreement with a private developer for the phased transfer of the site and concurrent development of approximately 42 row homes, 197 condominiums and 60,000 square feet of commercial/office space. The Woodstock Station project's first structure was completed and occupied in 2007.

The City agreed to provide a per residential unit incentive to the developer to offset extraordinary costs of development and to ensure that the quality of the project is compatible with the adjacent downtown historic district. However, with the downturn in the housing industry, the Woodstock Station developer filed for bankruptcy and the project stalled.

In 2010, the City completed an advance refunding of the 2002 Alternate Revenue Bonds. The remaining balance of $1,685,000 was refunded and will now be repaid with funds on hand and reported in escrow and the City will be responsible for the repayment of the 2010 Alternate Revenue Bonds. By reducing future debt service payments, the advanced refunding resulted in generating over $29,700 in net present value savings.

## REVENUES:

Funding for the Tax Increment Financing Fund is derived from the collection of property taxes that are generated by the tax increment for the downtown district. Tax increments typically include the change in assessed values that result from new construction, remodeling, expansion and over time price escalation for the defined area. These dollars are captured by the TIF district and are restricted for projects that impact the property located within the district's boundaries. In addition, the City Council must consider the TIF districts limited lifespan (four years remaining) when reviewing financing options for projects within the TIF. At the expiration of the TIF district, property taxes currently collected by the TIF district will shift back to the other taxing districts.

The use of TIF property taxes to assist with private development not only provides the revitalization, which is the goal of the TIF, but also, in turn, generates additional property taxes that can then be used to finance additional improvements or other public projects.

Assistance to private development is also limited by the dollars currently held within the TIF Fund and the Fund's potential borrowing capacity that is determined predominately on collections received in previous years and actual growth in this revenue source. A table has been provided below that outlines the property tax collections for the last eighteen years and provides an estimate for the current year's collections:

| Fiscal Year | Property Tax Budget | Property Tax Collections | % Increase |
|---|---|---|---|
| FY99/00 | $130,000 | $118,322 | 49.2% |
| FY00/01 | 130,000 | 131,969 | 11.5% |
| FY01/02 | 140,000 | 164,366 | 24.5% |
| FY02/03 | 185,000 | 229,246 | 39.5% |
| FY03/04 | 240,000 | 279,056 | 21.7% |
| FY04/05 | 329,000 | 329,090 | 17.9% |
| FY05/06 | 364,000 | 370,008 | 12.4% |
| FY06/07 | 420,000 | 452,371 | 22.2% |
| FY07/08 | 500,000 | 546,980 | 20.9% |
| FY08/09 | 600,000 | 624,231 | 14.1% |
| FY09/10 | 675,000 | 754,503 | 20.9% |
| FY10/11 | 760,000 | 774,378 | 2.6% |
| FY11/12 | 790,000 | 770,047 | (0.6%) |
| FY12/13 | 725,000 | 604,500 | (21.5%) |
| FY13/14 | 525,000 | 627,200 | 3.7% |
| FY14/15 | 630,000 | 602,700 | (3.9%) |
| FY15/16 | 619,500 | 611,200 | 1.4% |
| FY16/17* | 643,000 | 665,100 | 8.8% |
| * Projected | | | |

As indicated in the table presented above, over the first twelve years, the City has seen the TIF property tax collections increase at a rapid pace. This property tax growth supports the theory for TIF financing and demonstrates the City Administration's ability to properly manage a successful TIF district. Over this timeframe, the City had experienced an average annual increase of 23.1% in property taxes, with the largest increase occurring in FY99/00 of 49.2% and the smallest increase occurring in FY10/11 due to the significant decline in property values impacting the equalized assessed values reported within the TIF district. The TIF property taxes declined for the first time in the history of this fund in FY11/12. The reduction in property tax revenues is in direct correlation to the universal reduction in equalized assessed values being reported within the TIF district. Further reductions in property tax revenues occurred in FY12/13 (i.e., ($165,547) or (21.5%)). In FY14/15 the City saw another decline that wiped out the gain that had been experienced in FY13/14. Since then revenue has increased as property in the downtown area has increased in value. All other revenue sources are generally meeting or exceeding budget projections.

## EXPENDITURES:

**Project:** **Façade Improvement Program**
**FY16/17 Budget:** $7,500
**FY16/17 Projected:** $5,700

**Current and Projected Status**

The Façade Improvement Program (FIP) continues to be an effective incentive tool for exterior buiding improvements and restoration in the downtown TIF district. Beginning in FY15/16, an application deadline was established to provide better project coordination and evaluation. This process yielded three applications in FY16/17, all of which were determined to be eligible for funding based on the scope of work. Two of the three projects have been completed:

100-108 N. Benton – removal of non-historic storefront cornice and prime/paint the brick behind the cornice.

105-107 N. Jefferson Street - installation of new awnings over the storefronts and the replacement of aluminum gutter and downspouts with new copper gutter and downspouts on the lower roof.

The third approved project, 216 Main Street, restoration of the Ray Wolf Jewelers sign and clock has recently started and should be completed prior to the end of the current fiscal year.

**Project:** **Streetscape Improvements**
**FY16/17 Budget:** $165,000
**FY16/17 Projected:** $138,500

**Current and Projected Status**

In FY02/03, the City accepted the guidelines within the Downtown Streetscape Manual as the road map for future improvements. Nearly all of the improvements completed to date follow the plan with regard to appearance and location. In accordance with this Downtown Streetscape Manual, it was the general consensus the next streetscape enhancement should be the placement of stone veneer on the concrete walls that surround the Park-in-the-Square. Based upon project

specifications that were developed by the Department of Public Works, the City received one bid in the amount of $117,300. Preliminary estimates for this work 'pre-bid' was $165,000. Work under this contract involved cleaning the existing walls, repairing imperfections in the surface, installing metal lath, and applying thin set before installing split stone and cap. As the crews were installing the split stone, they recommended that the area between the brick and the bottom of the stone veneer be sealed with caulk. They also noticed that one of the stone caps on the pillar was cracked and that much of the stone veneer installed around the bump outs needed to be tuck-pointed. With winter closing in, the City awarded a contract to have this repair work completed at a cost of $26,075. As of mid-November, work under this contract has been completed. In accordance with bid specifications, $7,500 is being withheld for a period of one year as a guarantee for warranty and replacement if needed. Curb stops were also purchased from this line item and installed at all parking spaces along the interior of the Park in the Square. A sign bracket was also purchased for installation at the Metra Station.

**Project:** **Downtown Brick Replacement**
**FY16/17 Budget:** $25,000
**FY16/17 Projected:** $27,900

**Current and Projected Status**

In order to provide a surface that is both safer for motorists and pedestrians year round, the brick streets in the historic downtown Square must be inspected each year to determine which bricks must be adjusted or replaced due to cracking, heaving, settlement and fractures resulting from snow plow damage, the freeze/thaw cycle and the constant stresses from daily car and truck traffic.

In FY16/17, the focus on the brick replacement work was on repairing trip hazards at pedestrian crossings and individual bricks that were shattered by snow plows. Because of their past experience and quality of work in and around the Square, Nierman Landscape and Design (NLD) was hired by the City to remove and replace these bricks at a cost not to exceed $25,000. They successfully completed this year's program at a cost of $24,992 with no major problems noted.

In addition, the City received a complaint of a trip and fall incident where the brick walk in the Park in the Square meets the brick floor of the Spring House. As a result, NLD was also contracted to fix the difference in elevation of the walk and the springhouse floor at a cost of $2,600 and Opera House staff charged nearly $300 to this line item for the purchase of bricks and sealant for repairs to the paver floor in the Spring House.

**Project:** **Sidewalk Maintenance & Replacement**
**FY16/17 Budget:** $10,000
**FY16/17 Projected:** $13,900

**Current and Projected Status**

To improve the aesthetics and quality of the TIF district and to eliminate trip hazards, funds in this line item covered curb and sidewalk improvements in the defined downtown district. Work in FY16/17 concentrated on the southwest quadrant of the Square with a focus on the repair and/or replacement of unsightly broken/damaged curb, and the removal and replacement of unsafe/broken/trip hazard sections of sidewalk.

Staff contacted only those contractors trusted to work in the downtown and coordinate work in conjunction with the needs of business owners as well as around Special Events (i.e. Farmer's Market). Upland Concrete of Wonder Lake completed this work during the first week of September.

In FY16/17, this program entailed the removal and replacement of 417 square feet of sidewalk, removal and replacement of 41 lineal feet of curb, and the repair of existing curb at numerous locations. After the sidewalk program was administered, it was reported that some sidewalk on Cass, west of Main Street sounded hollow when pedestrians walked over it. Further investigation revealed that the gravel base beneath the sidewalk had settled approximately 13 inches. As a result, some concrete walk was removed, base material was added, and sidewalk was replaced. This action resulted in spending more than was allotted in this line item, but the work was determined to be necessary to determine the extent of the problem.

Using TIF revenue as a funding mechanism, this sidewalk improvement and replacement program was originally implemented in FY10/11.

**Project:** **Old Courthouse Renovations**
**FY16/17 Budget:** $256,000
**FY16/17 Projected:** $220,000

**Current and Projected Status**

Window restoration and replacement in the Sheriff's House and Jail was completed in Spring of 2016. A contract to replace and restore windows on the west and south sides of the Courthouse was awarded and work started in Fall 2016 with completion expected by the end of the fiscal year. As part of this work, some tuckpointing near the windows will be addressed. Additional funds were spent to clean up and paint the first floor office spaces in order to get them ready for occupancy.

**Project:** **Street & Parking Lot Maintenance**
**FY16/17 Budget:** $145,000
**FY16/17 Projected:** $130,000

**Current and Projected Status**

One of the more heavily-traveled streets in the TIF District that was rated "poor" in our Pavement Management Report was W. Jackson Street between Throop Street and Tryon Street. This section of roadway had failed pavement, broken sidewalks, broken curb and gutter as well as handicapped sidewalk approaches that did not meet current ADA standards. In addition, the City identified a section of storm sewer that had failed beneath the roadway that needed to be replaced prior to reconstructing the roadway.

Once the section of defective storm sewer had been replaced, the City's resurfacing contractor (Geske and Sons, Inc.) removed and replaced multiple broken sections of curb, gutter, sidewalk and driveway approaches. In addition, they removed the existing failed asphalt surface course, the asphalt binder course as well as portions of the existing aggregate and concrete base course. New aggregate base course was installed and then up to 8" of new binder course was placed. The roadway was then surfaced with 2" of new asphalt surface course. New handicapped sidewalk ramps and driveway approaches were installed and the street was re-striped.

The reconstruction project is now complete; however, the final quantities for all of the resurfacing work have not been compiled as yet. It is estimated that final costs for the W. Jackson St. improvements will come in at $130,000.

**Project:** **Pedestrian Amenities**
**FY16/17 Budget:** $6,000
**FY16/17 Projected:** $4,300

**Current and Projected Status**

In FY02/03, the City adopted a comprehensive wayfinding and streetscape improvement plan developed by URS Corporation of Chicago to serve as a basis for multi-year public infrastructure improvements which include the construction of all future pedestrian islands, the future purchase and installation of benches, trash receptacles, lighting elements, planting areas and plant materials.

In FY16/17 purchases through this line item included planters and cigarette receptacles for the Metra Station, planters for the pedway, mid-bench handrails for the downtown park benches, and banner hardware for light poles in the downtown.

**Project:** **Old Courthouse Study**
**FY16/17 Budget:** $20,000
**FY16/17 Projected:** $20,000

**Current and Projected Status**

The McHenry County Community Foundation (MCCF) provided grant funds for a study to be conducted by the Artspace Consulting Services in order to give guidance on uses as it relates to this building. The results of the study have been reviewed and relied upon by the Old Courthouse and Sheriff's House Advisory Commission as well as the Mayor and City Council.

**Project:** **Tax Increment Financing (TIF) Bond Payments**
**FY16/17 Budget:** $195,100
**FY16/17 Projected:** $195,100

| **Current and Projected Status** |
| --- |
| This account is used to pay the 2010C and 2010E Alternate Revenue Bonds, which refunded the 2002E and 2002G Alternate Revenue Bonds.<br><br>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 St. and the purchase of the property at 409 Clay St. In addition, funds were used to improve public infrastructure as part of the Die Cast (Woodstock Station) redevelopment project. |

# CITY OF WOODSTOCK
# FY16/17 STATUS SUMMARY
# GENERAL FUND
# CIP REVENUES

| Description | | Budget | | FY16/17 Projected Amount | | +(-) |
|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **$** | **2,423,000** | **$** | **2,990,900** | **$** | **567,900** |
| **Revenues:** | | | | | | |
| **Fees:** | | | | | | |
| Telecommunications Tax | $ | 615,000 | $ | 600,800 | $ | (14,200) |
| Capital Expansion Fees – Police | | 75,000 | | 37,500 | | (37,500) |
| Capital Expansion Fees – Streets | | 30,000 | | 10,700 | | (19,300) |
| SUB-TOTAL – Fees | $ | 720,000 | $ | 649,000 | $ | (71,000) |
| **Received From Other Governments:** | | | | | | |
| Safe Route to School Grant | $ | 200,000 | $ | - | $ | (200,000) |
| Miscellaneous Improvement Grant | | 683,300 | | 718,500 | | 35,200 |
| SUB-TOTAL – Received From Other Govts. | $ | 883,300 | $ | 718,500 | $ | (164,800) |
| **Other Revenues:** | | | | | | |
| Miscellaneous Revenue | $ | - | $ | - | $ | - |
| Interest Income | | 11,000 | | 16,000 | | 5,000 |
| Loan Revenue | | 161,500 | | - | | (161,500) |
| SUB-TOTAL – Other Revenues | $ | 172,500 | $ | 16,000 | $ | (156,500) |
| **Transfers From/(To) Other Funds:** | | | | | | |
| Transfer from General Fund | $ | 767,600 | $ | 767,600 | $ | - |
| Transfer to Debt Service Fund -Streets | | (65,800) | | (65,800) | | - |
| Transfer to Debt Service Fund -Police | | (342,800) | | (342,800) | | - |
| Transfer to Debt Service Fund -Parks | | (138,200) | | (138,200) | | - |
| SUB-TOTAL – Transfers | $ | 220,800 | $ | 220,800 | $ | - |
| **Total Revenues** | **$** | **1,996,600** | **$** | **1,604,300** | **$** | **(392,300)** |
| **Total Available Budgetary Resources** | **$** | **4,419,600** | **$** | **4,595,200** | **$** | **175,600** |

(Includes Beginning Fund Balance and Total Revenues)

# CITY OF WOODSTOCK
# FY16/17 STATUS SUMMARY
# GENERAL FUND
# CIP EXPENDITURES

| Description | Budget | FY16/17 Projected Amount | +(-) |
|---|---|---|---|
| **Expenditures:** | | | |
| **General Administration:** | | | |
| Finance-Accounting Program | $ 22,400 | $ 22,400 | $ - |
| Computer Network | 29,000 | 29,000 | - |
| Fiber Network | 26,500 | 67,700 | 41,200 |
| SUB-TOTAL – General Administration | $ 77,900 | $ 119,100 | $ 41,200 |
| **Public Facilities:** | | | |
| Opera House | $ 35,000 | $ 35,000 | $ - |
| City Hall Improvements | 46,000 | 12,200 | (33,800) |
| Existing Public Works Building | 66,000 | 63,700 | (2,300) |
| Aquatic Center Upgrade | 30,000 | 30,000 | - |
| SUB-TOTAL – Public Facilities | $ 177,000 | $ 140,900 | $ (36,100) |
| **Public Safety:** | | | |
| Vehicle Equipment | $ 60,000 | $ 60,000 | $ - |
| Radio Communications Upgrade | 75,000 | 105,600 | 30,600 |
| Bullet Proof Vests | 24,000 | 24,000 | - |
| Body Cameras | 16,100 | 32,000 | 15,900 |
| Dispatch Consolidation Costs | - | 154,300 | 154,300 |
| SUB-TOTAL – Public Safety | $ 175,100 | $ 375,900 | $ 200,800 |
| **Parks:** | | | |
| Resealing Courts | $ 18,000 | $ 18,700 | $ 700 |
| D200 Renaissance | 25,000 | - | (25,000) |
| Emricson Lighting & Fence Impr | - | 23,100 | 23,100 |
| Donato Conservation-Pathway | 13,300 | 20,000 | 6,700 |
| Park Land Expansion | 75,000 | - | (75,000) |
| SUBTOTAL – Parks | $ 131,300 | $ 61,800 | $ (69,500) |

# CITY OF WOODSTOCK
# FY16/17 STATUS SUMMARY
# GENERAL FUND
# CIP EXPENDITURES

| Description | Budget | FY16/17 Projected Amount | +(-) |
|---|---|---|---|
| **Expenditures: (Continued)** | | | |
| **Motor Pool:** | | | |
| Parks-Vehicle Replacement | $ 38,000 | $ 37,000 | $ (1,000) |
| Streets-Equipment Replacement | 20,000 | 18,300 | (1,700) |
| Parks-Equipment Replacement | 15,000 | 15,000 | - |
| Opera House-Vehicle Replacement | - | 25,400 | 25,400 |
| SUB-TOTAL – Motor Pool | $ 73,000 | $ 95,700 | $ 22,700 |
| **Streets/Sidewalks/Signals:** | | | |
| Street Resurfacing | $ 950,000 | $ 991,600 | $ 41,600 |
| Route 14/IDOT | 25,000 | - | (25,000) |
| Safe Routes to Schools | 230,000 | 2,000 | (228,000) |
| Bike Path Extension | 211,000 | 211,400 | 400 |
| Roundabout-South Street | 150,000 | 150,000 | - |
| SUB-TOTAL – Streets/Sidewalks/Signals | $ 1,566,000 | $ 1,355,000 | $ (211,000) |
| **Stormwater Management:** | | | |
| Storm Sewer Improvements | $ 510,000 | $ 697,100 | $ 187,100 |
| I&I Improvements | 40,000 | 32,600 | (7,400) |
| SUB-TOTAL – Stormwater Management | $ 550,000 | $ 729,700 | $ 179,700 |
| **Total General Fund CIP Expenditures** | **$ 2,750,300** | **$ 2,878,100** | **$ 127,800** |
| **# of Projects** | **25** | **25** | **-** |
| **Net Increase (Decrease)** | **$ (753,700)** | **$ (1,273,800)** | **$ (520,100)** |
| **Ending Fund Balance** | **$ 1,669,300** | **$ 1,717,100** | **$ 47,800** |

# CITY OF WOODSTOCK
# FY16/17 STATUS SUMMARY
# UTILITY FUND
# CIP REVENUES & EXPENDITURES

| Description | | Budget | | FY16/17 Projected Amount | | +(-) |
|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | | | | | | |
| Utility Fund | $ | 336,400 | $ | 327,200 | $ | (9,200) |
| Utility Capacity Fund (Restricted) | | 3,288,600 | | 3,511,400 | | 222,800 |
| Total Fund Balance | $ | 3,625,000 | $ | 3,838,600 | $ | 213,600 |
| | | | | | | |
| **Revenues:** | | | | | | |
| Connection Fees | $ | 650,000 | $ | 298,400 | $ | (351,600) |
| Interest Income | | 30,000 | | 38,000 | | 8,000 |
| Total Revenues | $ | 680,000 | $ | 336,400 | $ | (343,600) |
| | | | | | | |
| **Total Available Budgetary Resources** | $ | 4,305,000 | $ | 4,175,000 | $ | (130,000) |
| (Includes Beginning Fund Balance and Total Revenues)(Utility Fund Excludes Capital Assets) | | | | | | |
| **Expenditures:** | | | | | | |
| **Utility:** | | | | | | |
| DPW Facility Expansion & Maint. | $ | 17,000 | $ | 17,000 | $ | - |
| Water Tower Maintance | | 40,000 | | 26,500 | | (13,500) |
| Well Maint. & Improvements | | 70,000 | | 36,700 | | (33,300) |
| Water Main Replacement | | 10,000 | | 10,000 | | - |
| Water Treatment Plant Maint. | | 52,000 | | 62,300 | | 10,300 |
| Wastewater Treatment Plant Maint. | | 47,000 | | 48,500 | | 1,500 |
| Water Meter Replacement | | 150,000 | | 140,000 | | (10,000) |
| Technology Improvements | | 10,000 | | 6,400 | | (3,600) |
| Motor Pool | | 120,000 | | 93,300 | | (26,700) |
| I-I Improvements | | 15,000 | | 5,000 | | (10,000) |
| Lift Station Maint. & Improvements | | 70,000 | | 77,000 | | 7,000 |
| IDOT Route 14 Utilities | | 40,000 | | - | | (40,000) |
| SUB-TOTAL – Utility Fund | $ | 641,000 | $ | 522,700 | $ | (118,300) |
| | | | | | | |
| # of Projects | | 12 | | 11 | | (1) |

# CITY OF WOODSTOCK
# FY16/17 STATUS SUMMARY
# UTILITY FUND
# CIP REVENUES & EXPENDITURES

| | | | | | | |
|---|---|---|---|---|---|---|
| **Utility Capacity Expansion:** | | | | | | |
| Land Expansion | $ | 300,000 | $ | - | $ | (300,000) |
| SUB-TOTAL – Utility Capacity Exp | $ | 300,000 | $ | - | $ | (300,000) |
| # of Projects | | 1 | | - | | - |
| **Total Utility Fund Expenditures** | **$** | **941,000** | **$** | **522,700** | **$** | **(418,300)** |
| **Total # of Projects** | | **13** | | **11** | | (2) |
| **Net Increase (Decrease)** | **$** | **(261,000)** | **$** | **(186,300)** | **$** | **74,700** |
| **Ending Fund Balance** | **$** | **3,364,000** | **$** | **3,652,300** | **$** | **288,300** |

# CITY OF WOODSTOCK
# FY16/17 STATUS SUMMARY
# LIBRARY BUILDING FUND
# CIP REVENUES & EXPENDITURES

| Description | Budget | FY16/17 Projected Amount | +(-) |
|---|---|---|---|
| **Revenues:** | | | |
| Property Taxes | $ 37,000 | $ 36,900 | $ (100) |
| Developer Donations | 50,000 | 25,000 | (25,000) |
| Grant Proceeds | 20,000 | 7,800 | (12,200) |
| Interest Income | 1,400 | 1,000 | (400) |
| Miscellaneous Income | 2,000 | 500 | (1,500) |
| Transfer from Library Fund | 50,000 | 50,000 | - |
| **Total Revenues** | $ 160,400 | $ 121,200 | $ (39,200) |
| | | | |
| **Expenditures:** | | | |
| Building Construction | $ 40,000 | $ 7,800 | $ (32,200) |
| Library Bond Payment | 46,400 | 46,400 | - |
| Furniture & Equipment | 28,000 | 50,000 | 22,000 |
| **Total Expenditures** | $ 114,400 | $ 104,200 | $ (10,200) |
| | | | |
| **# of Projects** | 3 | 3 | - |

# CITY OF WOODSTOCK
# FY16/17 STATUS SUMMARY
# TAX INCREMENT FINANCING FUND
# CIP REVENUES & EXPENDITURES

| Description | | Budget | | FY16/17 Projected Amount | | +(-) |
|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **$** | **(72,700)** | **$** | **(90,100)** | **$** | **(17,400)** |
| **Revenues:** | | | | | | |
| Property Taxes | $ | 643,000 | $ | 665,100 | $ | 22,100 |
| TIF Rent | | 20,500 | | 20,500 | | - |
| Courthouse Donations | | 9,000 | | 12,700 | | 3,700 |
| Grant | | 22,000 | | 22,000 | | - |
| Interest Income | | - | | 1,200 | | 1,200 |
| **Total Revenues** | **$** | **694,500** | **$** | **721,500** | **$** | **27,000** |
| **Total Available Budgetary Resources** | **$** | **621,800** | **$** | **631,400** | **$** | **9,600** |
| (Includes Beginning Fund Balance and Total Revenues) | | | | | | |
| **Expenditures:** | | | | | | |
| Façade Improvement | $ | 7,500 | $ | 5,700 | $ | (1,800) |
| Streetscape Improvements | | 165,000 | | 138,500 | | (26,500) |
| Downtown Brick Replacement | | 25,000 | | 27,900 | | 2,900 |
| Sidwalk Maint. & Replacement | | 10,000 | | 13,900 | | 3,900 |
| Old Courthouse & Sheriff's House | | 256,000 | | 220,000 | | (36,000) |
| Street & Parking Lot Maint | | 145,000 | | 130,000 | | (15,000) |
| Pedestrian Amentities | | 6,000 | | 4,300 | | (1,700) |
| Old Courthouse Study | | 20,000 | | 20,000 | | - |
| TIF Bond Payment | | 195,100 | | 195,100 | | - |
| **Total Expenditures** | **$** | **829,600** | **$** | **755,400** | **$** | **(74,200)** |
| **# of Projects** | | **9** | | **9** | | **-** |
| **Net Increase (Decrease)** | **$** | **(135,100)** | **$** | **(33,900)** | **$** | **101,200** |
| **Ending Fund Balance** | **$** | **(207,800)** | **$** | **(124,000)** | **$** | **83,800** |

# CITY OF WOODSTOCK
# FY16/17 STATUS SUMMARY
# ALL FUNDS
# CIP EXPENDITURES

| Description | Budget | FY16/17 Projected Amount | +(-) | # of Budgeted Projects | # of Actual Projects |
|---|---|---|---|---|---|
| **General Corporate CIP Fund:** | | | | | |
| General Administration | $ 77,900 | $ 119,100 | $ 41,200 | 3 | 3 |
| Public Facilities | 177,000 | 140,900 | (36,100) | 4 | 5 |
| Public Safety | 175,100 | 375,900 | 200,800 | 4 | 4 |
| Parks | 131,300 | 61,800 | (69,500) | 4 | 3 |
| Motor Pool | 73,000 | 95,700 | 22,700 | 3 | 4 |
| Streets/Sidewalks/Signals | 1,566,000 | 1,355,000 | (211,000) | 5 | 4 |
| Storm Water Management | 550,000 | 729,700 | 179,700 | 2 | 2 |
| SUB-TOTAL – General Fund | $ 2,750,300 | $ 2,878,100 | $ 127,800 | 25 | 25 |
| **Utility Fund:** | | | | | |
| Utility | $ 641,000 | $ 522,700 | $ (118,300) | 12 | 11 |
| Utility Capacity Expansion | 300,000 | - | (300,000) | 1 | - |
| **SUB-TOTAL – Utility Fund** | $ 941,000 | $ 522,700 | $ (418,300) | 13 | 11 |
| **Library Building Fund:** | $ 114,400 | $ 104,200 | $ (10,200) | 3 | 3 |
| **Tax Increment Financing Fund:** | $ 829,600 | $ 755,400 | $ (74,200) | 9 | 9 |
| **TOTAL ALL FUNDS – CIP EXPENDITURES:** | **$ 4,635,300** | **$ 4,260,400** | **$ (374,900)** | **$ 50** | **$ 48** |

# CHAPTER THREE
# SUMMARY & OVERVIEW
# 5-YEAR CAPITAL IMPROVEMENT PROGRAM

CITY OF WOODSTOCK
ANNUAL 5-YEAR
CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2017/2018
THROUGH
FISCAL YEAR 2021/2022

# CITY OF WOODSTOCK
# CAPITAL BUDGET YEAR FY16/17 &
# 5-YEAR CAPITAL IMPROVEMENT PROGRAM
# FY17/18 THROUGH FY21/22
# SUMMARY & OVERVIEW

## INTRODUCTION

The dynamics of the City are no more evident than in the variety of projects contained in the Capital Improvement Program. This Chapter is intended to provide a "big picture" summary and overview of the major projects comprising the 5-Year CIP. This will be accomplished by providing a comparison of the FY16/17 5-Year CIP and proposed FY17/18 5-Year CIP and, further, a discussion regarding the goals of the City and the interdependence and relationship between the various projects competing for funding that have been identified in the 5-Year CIP. This summary/overview will highlight the importance of a balanced Capital Improvement Program and the need to ensure that the needs of the community are identified, considered and addressed to the extent possible with the funds available. Throughout this discussion, tables and/or charts will be utilized to assist in identifying FY17/18 – FY21/22 proposed project expenditures and for comparison purposes with previous CIP budgets.

Subsequent chapters of this document are arranged by fund and contain a narrative overview of each fund, tables and charts which identify and compare proposed expenditures throughout the 5-year planning period, and detailed descriptions, arranged by priority, for each project proposed in the 5-year planning period.

Prior to delving into the 5-Year CIP overview it is important to present a summary of how the projects are prioritized and a word about alternate funding sources which are referenced throughout the project descriptions.

## PRIORITIZATION OF PROJECTS

All projects submitted for inclusion in the 5-Year CIP are reviewed by the City Manager, Finance Director and respective Department Director, and prioritized according to their perceived economic and operational necessity in relation to the anticipated community-wide benefits to be gained. Priorities are established using the following classification system:

> **Priority A - URGENT**
> Projects which cannot reasonably be postponed. These may be to complete an essential or partially-finished project, or to maintain a minimum level of service in a presently-established City program. In addition, certain projects are required to facilitate the City's ability to achieve compliance with new regulations and laws. Also, any project needed to address an emergency situation.

**Priority B - NECESSARY**
Projects which should be implemented within a few years to respond to anticipated needs of current City services, or replacement of unsafe or unsatisfactory facility(ies).

**Priority C - DESIRABLE**
Projects needed for the proper expansion of a City service or facility, the exact timing of which can be deferred until adequate funding sources can be secured.

**Priority D - DEFERRABLE**
Projects which would be needed for ideal operation, but which cannot yet be recommended for action. These can be postponed without detriment to present services.

Projects that are ranked within the same classification can be distinguished further based on public health and safety considerations, breadth of service area, and/or the availability of matching funds from other sources. When determining the appropriate project funding levels throughout the 5-year program period, one or more of the following options were exercised:

- Recommend funding the project in the year and the amount requested by the Department Director;
- Recommend partial funding of the project in the year requested;
- Recommend delaying funding of the project to another fiscal year;
- Recommend setting aside a portion of the requested money each year to save enough to fund the project in a future year; or
- Recommend that the project not be funded at all.

The project classifications serve as a guide in preparing the annual City budget and can assist the City Council in arriving at the project funding decisions.

## ALTERNATE FUNDING SOURCES

Based on the fact that funding for many of the projects presented in the Capital Budget Year and 5-Year CIP are dependent upon funding sources other than those which are derived from property, sales and income taxes, or user fees, the City must continue to evaluate and utilize one or a combination of the funding alternatives described below in financing the myriad of CIP projects contained within the 5-Year CIP:

***Telecommunications Tax:*** The revenues from this tax are limited by Ordinance to be used exclusively in the CIP. By Ordinance, a portion of these proceeds are to be used annually in sufficient amounts to retire the debt utilized to construct the Police Station. The remainder of the

Telecommunications Tax revenue is required to support the balance of the General Corporate Fund - CIP, and it is recommended that no further financial obligations be assigned to this revenue stream that would deplete its annual contribution to the CIP.

***General Obligation (G.O.) Bonds:*** Through this method, the taxing power of the City is pledged to pay the principal and interest to retire the outstanding debt. G.O. Bonds, as they are commonly referred, require voter approval. Large, community-wide projects should be considered for funding in this manner. Other uses of G.O. Bonds for future consideration may be to finance some of the road construction, resurfacing, and expansion, and/or storm water projects. Voter sentiment presently does not support the passage of G.O. Bonds. This is especially true in Woodstock if you look at the potential number of G.O. issues that could be presented for voter approval that could all potentially be included on a single tax bill – City, County, District 200, Public Library, Woodstock Fire/Rescue District, McHenry County College District 528, and the McHenry County Conservation District. For this reason, it is strongly recommended that the City Council, PRIOR to approving to put any G.O. Bond issue on the ballot, FIRST conduct a professionally-administered, detailed survey to determine if enough support exists in the community to pass the issue, BEFORE spending tax dollars to place it on the ballot.

***Revenue Bonds:*** These are primarily used to fund water and sewer system improvements since, as the name implies, these bonds are reimbursed from system-generated revenues, as distinct from tax dollars. In addition, however, currently, two park projects – Davis Road Sports Complex and Merryman Fields - are being financed through Alternate Revenue Bonds. Two completed roadway projects – Lake Avenue Improvements and McConnell Road Realignments – were also financed via Alternate Revenue Bonds. Voter approval is <u>not</u> required for this type of bond issue. Instead, adequate revenues must be demonstrated to be available from identified sources, for the life of the bond, to amortize the debt.

The Utility Fund - CIP is the primary beneficiary of Revenue Bonds, as distinct from Alternate Revenue Bonds. To assist in planning for this fund, which has by far the largest value of fixed assets within the City, capacity and expansion projects are considered separately and may need to be financed through a combination of Revenue Bonds and CEF revenue.

***Lease/Purchase:*** This is a method whereby a needed facility or expansion of an existing facility is purchased and/or constructed by a private interest and the facility is leased back to the municipality at a rate sufficient to pay off the debt (principal and interest). At the end of the lease period the title is conveyed to the municipality without any future payments. This option is extensively used for the acquisition of large, expensive vehicles and pieces of equipment (e.g., street sweeper). It is still necessary to be able to identify and budget sufficient revenue to pay the annual principal and interest.

***Special Assessment/Special Service Area:*** Generally unpopular, Special Assessment and/or Special Service Areas are primarily used for infrastructure and public works projects that benefit particular properties/subdivisions. Examples include water, sewer, storm sewer, road and sidewalk projects. It may become necessary to increase the use of this type of funding for projects as the amount of General Fund revenues remain capped by the state-mandated tax cap.

Too often the City addresses a problem by appropriating taxpayers' dollars to correct the issue when the correction and/or improvement is only of benefit to a limited number of residents. As alluded to above, this type of financing is not popular with the public, and to a lesser extent developers, however, in some cases it is the only option available due to the lack of funds. Again, this form of financing may have to be imposed to complete roadway and storm water projects identified in future years.

***Special Districts:*** In some cases it is in the best interests of the municipality to form special districts with the authority to levy its own taxes, separate from the City. Most often this occurs with the establishment of park districts. Although previous City Councils have rejected further consideration of a Park District, as projects continue to mount and financial resources lag further behind, it is likely that this issue may need to be revisited by future administrations.

***State and Federal Grants:*** Although these have become scarcer in recent years, the City has, historically, been successful at identifying, obtaining, and leveraging grant funding for such projects as utility development, parks and recreation development, road improvements, conservation design, and Brownfields remediation. In most cases grant funds are contingent upon a local match and in some cases this proves to be difficult. As the economy rebounds, the City has committed to a full-time Grant Writer to research, identify, and secure grant funding for identified projects.

**FY17/18 – FY21/22**
**CAPITAL IMPROVEMENT PROGRAM SUMMARY/OVERVIEW**
**ALL FUNDS**

**Comparison of FY16/17 5-Year CIP &**
**FY17/18 Proposed 5-Year CIP**
**Ranked by Total Expenditures**

| FY16/17 Rank | FY17/18 Rank | Activity/Fund | # Projects | $ | FY17/18 % of Total | FY16/17 % of Total |
|---|---|---|---|---|---|---|
| 1 | 1 | Utility Fund | 19 | $15,565,100 | 27.6% | 30.2% |
| 2 | 2 | Streets/Sidewalks/Signals | 11 | $12,225,600 | 21.7% | 19.8% |
| 3 | 3 | TIF Fund | 9 | $8,160,000 | 14.5% | 14.4% |
| 4 | 4 | Parks | 22 | $5,590,100 | 9.9% | 7.9% |
| 5 | 5 | Public Facilities | 10 | $5,003,500 | 8.9% | 7.5% |
| 6 | 6 | Public Safety | 14 | $2,396,600 | 4.2% | 5.1% |
| 8 | 7 | Motor Pool/Equipment | 6 | $2,388,000 | 4.2% | 3.7% |
| 7 | 8 | Utility Capacity Fund | 3 | $2,171,200 | 3.8% | 3.9% |
| 9 | 9 | Stormwater Management | 6 | $1,235,000 | 2.2% | 2.3% |
| 11 | 10 | Library Building Fund | 3 | $1,014,800 | 1.8% | 1.9% |
| 12 | 11 | General Administration | 8 | $657,600 | 1.2% | 1.3% |
| 10 | 12 | Environmental Management | 0 | $0 | 0.0% | 2.0% |
| | | TOTALS | 111 | $56,407,500 | 100.0% | 100.0% |

The 5-Year Capital Improvement Program, as presented, continues to reflect the guiding principles that it be balanced and reflect the needs of a full-service City. In establishing this balance, it is important to identify that this includes the funding of projects which are related to the maintenance and replacement of existing assets – from vehicles and equipment to playground amenities – as well as the evaluation and introduction of new projects, services and facilities to be able to respond to the increasing needs of a growing and diverse population. This balance is not only desirable but, more importantly, necessary if Woodstock is to retain and expand upon the high quality of life which its residents enjoy. Ultimately, the benefit of the CIP is not measured in the number of projects or dollars expended in any single year, but rather is measured cumulatively in achieving the long-range goals of the community.

As proposed and not dissimilar to previous CIP documents, the schedule of projects far exceeds the City's existing financial resources alone; however, this is not unexpected, unusual or uncommon. Conversely, this is one of the benefits of the CIP. It allows for the annual evaluation, prioritization, and scheduling of projects via a uniform, consistent, and objective process. In addition to recommending projects for funding in the Capital Budget Year, the CIP also identifies and outlines those projects that are recommended to be undertaken in the next five (5) years and, hence, compels the City to begin planning and strategizing these projects from a community-wide perspective in relation to the goals and objectives established for the City, as distinct from the view of a single department and/or operation. Most often, when clear communication and cooperation exists between the public, elected officials, and the administrative organization of the municipal government, the CIP tends to become a planning tool with clear short and long-term capital objectives and goals.

Continuing with the FY17/18 – FY21/22 Capital Improvement Program, the State of Illinois' multi-billion dollar funding deficiencies combined with constrained growth in income tax and sales tax receipts, reductions to overall property taxes to provide limited forms of tax relief and depressed permit/impact fees due to reduced residential, commercial and industrial development has had a drastic impact on the ability of the City of Woodstock to not only implement new projects, but to ensure that existing municipal assets can be maintained and existing debts paid. The City did have a number of positive benefits in FY16/17 with the implementation of the first Enterprise Zone approved in McHenry County and the expansion of the Economic Development Department. In addition, the Capital Improvement Program for the Environmental Management Fund was moved to the General – CIP Fund for FY17/18.

A complete and more detailed discussion of projects can be found in Chapters 4 through 7 of this document.

# CHAPTER FOUR
# GENERAL FUND
# 5-YEAR CAPITAL IMPROVEMENT PROGRAM

CITY OF WOODSTOCK
ANNUAL 5-YEAR
CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2017/2018
THROUGH
FISCAL YEAR 2021/2022

# GENERAL CORPORATE FUND CIP:
# Policy Recommendations & Goals

Each year that the annual 5-year Capital Improvement Program (CIP) is updated, there are changing priorities and unique considerations that are particular to that capital budget year. However, just as the last five CIPs faced unprecedented financial challenges due to the declining economy, the FY17/18 – FY21/22 Capital Improvement Program continues to face reduced revenues that are typically utilized to support the City's capital needs. Specifically, the improvement to the performance of the housing market is still generating reduced revenues, which has a direct negative impact on financing CIP projects in Streets, Parks, Library, and the CIP as a whole, and forces the careful consideration and prioritization of projects.

Nevertheless, even though new home permits are stabilizing, the number of permits issued still falls well below normal levels of 100+ experienced in previous years. In reality, the number of new building permits will most likely stay static in 2017. This reality will have multiple effects on the City's ability to fund new projects in the General Fund CIP. First, existing bond payments for projects within Parks and Streets/Sidewalks/Signals categories of the General Fund CIP, which exceed $300,000 per year, take precedence over the introduction of new projects. Second, ensuring existing facilities - such as the Woodstock Opera House and City Hall - and public infrastructure (equipment, vehicles, and utility systems) are properly maintained. Third, significant capital projects contained with the 5-year planning period – such as the Department of Public Works (DPW) Facility and Annual Street Resurfacing Program – will require further commitment of General Fund CIP revenues in the future. Finally, as with the development of each year's 5-Year CIP, new projects are introduced that require a significant commitment of funds which, in turn, limit the overall amount of funds able to be allocated toward the 100+ projects in the 5-Year CIP. Based on this information, the ensuing discussion highlights the major areas within the 5-Year CIP presently under discussion that will need to be factored into the final CIP Program.

1. **Reduced Revenues –** Reduced revenues from impact fees due to the housing slump will continue to negatively impact and reduce the amount of funds available in FY17/18 and beyond. Although the number and value of General Fund CIP projects continues to grow, revenues to accomplish them are shrinking. Consequently, the prioritization of projects is more critical than ever before. **Therefore, just as in the previous eight fiscal years, a limited number of projects will be able to be funded in FY17/18.**

2. **Public Facilities** – Included for funding and construction in FY08/09, the development of a new Department of Public Works facility and related improvements (totaling more than $12,000,000) was delayed due to the decline in the economy and, as such, the City's ability to meet debt service requirements for this project. After careful review and taking into consideration the availability of CIP funds, the DPW facility project now focuses on the expansion of the existing site and the purchase of adjacent property. In addition, funding for Public Facilities will continue to be for the maintenance/repair of existing facilities, at least two of which (City Hall and the Opera House) require special attention due to their historical significance.

3. **Parks** – As in the six previous fiscal years, the development of new and/or expanded Parks facilities and the maintenance of existing Parks infrastructure will remain as one of the hardest hit categories in the General Fund CIP. In recent years, the City has used all available park impact fees and Park Development Fund reserves to construct new facilities. Simply, this is no longer possible under the current financial circumstances facing the City of Woodstock. Development stagnation has crippled park impact fees and Park Development Fund reserves are non-existent. As in the prior six fiscal years, and for upcoming FY17/18 as well as the foreseeable future, parks impact fees are insufficient to pay off the outstanding debt for the various Park projects, let alone fund other park projects. **Therefore, it remains the recommendation of the City Administration to refocus the expenditure of all Park Development Fees to pay existing debt service payments with any remainder to provide funding for maintaining what we have and enhancing existing facilities as distinct from developing new parks and/or building new facilities until such time as impact fees increase and the Park Development Fund can again begin to build reserves to finance future projects. Furthermore, the City Administration continues to recommend the encouragement and solicitation of community volunteers to assist in developing and/or maintaining existing Parks capital infrastructure.**

4. **Motor Pool** – The General Fund CIP serves as the mechanism for the acquisition of vehicles for the Motor Pool. It should be noted that the Annual Police Vehicle Replacement program is intended to be funded through police capital expansion fees and are accounted for within the Public Safety category of the General Fund CIP. The replacement of existing vehicles or purchase of new vehicles to provide service to the expanding community are planned for through a replacement schedule which is developed and maintained by the Department of Public Works. In the face of declining revenues, this schedule was evaluated and revised in FY10/11 to extend the replacement period for vehicles. While this most likely will result in increased maintenance costs, these are not expected to meet or exceed the costs of a more condensed vehicle replacement schedule. Also, the focus will be on the replacement of existing equipment and/or vehicles which have reached the end of the serviceable lifespan as distinct from the acquisition of additional fleet vehicles. As possible, vehicles will continue to be rotated through other municipal departments that may have a less intense use than that of Public Works. For example, Parks Division pickup trucks may be used by Building & Zoning Department Building Inspectors.

5. **Streets** – A combination of existing bond payments (approximately $140,000 per year), and, most importantly, the dedication of funds to ensure an appropriate Annual Street Resurfacing Program ($7.5 million over the 5-year planning period) will absorb much of the CIP revenues needed for transportation projects. **Like Parks, this will severely impact the City's ability to introduce and/or undertake new projects within this category. In addition, long-term planning must continue for Route 47 and the railroad overpass improvements.**

6. **Stormwater Management** – The continuation of several projects including Infiltration and Inflow (I/I), and Flood Reduction Improvements will be needed in an attempt to

reduce the amount of storm water infiltration that results in the surcharging of the storm sewer and sanitary sewer system and, ultimately, residential flooding. Over the 5-year planning period more than $1.2 million has been identified for the implementation of projects within this category alone.

In summary, declining revenues due to a halt in new development (specifically residential development), the potential for reduced or delayed State-shared revenues, and existing commitments for completed public projects will continue to put pressure on the General Fund CIP. This must result in a focus towards maintenance of existing assets, rather than the implementation of new projects.

# GENERAL ADMINISTRATION: 5-Year Summary Overview

Most often, the General Administration category of the General Fund – CIP includes the fewest number of projects and generally ranks at or near the bottom of the list in terms of proposed CIP expenditures. In addition, General Administration projects usually reflect proposed improvements to internal municipal operations that are not always apparent to the residents or perceived as beneficial to the general public. However, this could not be further from the truth. In fact, as you will see, projects proposed in the FY17/18 Capital Budget Year and throughout the five-year period of the CIP include technological improvements which directly enhance and expand customer service by strengthening the internal processing and administration functions of the City which, in turn, results in improved efficiency, productivity and service to the residents and businesses of Woodstock without the need for significant increases in municipal staffing. Many of these projects rely on implementing the latest in technology, which will increase communication between residents and the various departments of the municipality.

In summary, the FY17/18 – FY21/22 General Administration Capital Improvement Program, as proposed includes eight (8) projects totaling $676,600 over the five-year planning period. The FY17/18 General Administration Capital Budget Year includes six (6) proposed projects totaling $162,900. The following section provides a summary narrative of the projects included in the FY17/18 Capital Budget Year and then the remaining FY18/19 through FY21/22 CIP Planning period. This is followed by graphic tables and charts identifying proposed funding levels. Finally, detailed project narratives are provided which identify the specific goals and outcomes of each proposed project.

***FY17/18 Capital Budget Year Highlights***

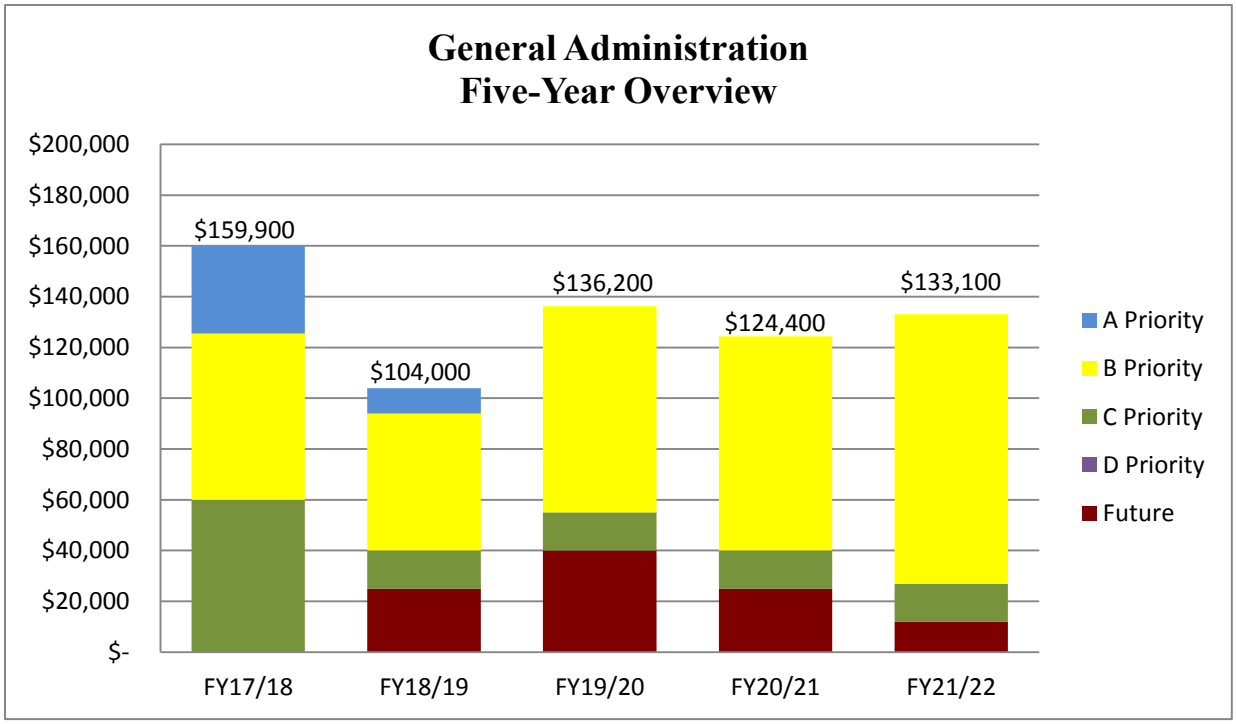
In some cases the Capital Improvement Program is utilized to ensure that the efficiency of municipal operations remains at an appropriate level to continue to meet the needs of residents. In FY17/18 this is true in the recommendation of all six of the projects for the capital budget year. These include the development of a **Square Wireless** program benefiting visitors to the downtown, the required payments for the City's new **Financial Software**, ongoing hardware and software purchases for the **Computer Network** replacement program, the expansion of a **Keyless Entry System,** the replacement of **In-Car Computer Terminals**, and the implementation of an **Operations Management Software**.

***FY18/19 – FY21/22 CIP Planning Summary***

Projects recommended within the 5-year CIP planning period include a D**ocument Archival Management Software** and **Copier Machine Replacements**.

# GENERAL ADMINISTRATION:
## Recommended Projects & 5-Year Summary

| | Project | Priority | FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | 5-Year Total |
|---|---|---|---|---|---|---|---|---|
| 1 | Financial Software Replacement | A | $22,400 | $10,000 | $0 | $0 | $0 | $32,400 |
| 2 | Keyless Entry System | A | $12,000 | $0 | $0 | $0 | $0 | $12,000 |
| 3 | Computer Replacements | B | $50,500 | $54,000 | $81,200 | $84,400 | $106,100 | $376,200 |
| 4 | In-Car Computer Terminals | B | $15,000 | $0 | $0 | $0 | $0 | $15,000 |
| 5 | Operations Management Software | C | $35,000 | $15,000 | $15,000 | $15,000 | $15,000 | $95,000 |
| 6 | Square Wireless Access | C | $25,000 | $0 | $0 | $0 | $0 | $25,000 |
| 7 | Document Archival Management Software | | $0 | $25,000 | $25,000 | $25,000 | $0 | $75,000 |
| 8 | Copier Machine Replacements | | $0 | $0 | $15,000 | $0 | $12,000 | $27,000 |
| | **Totals** | | **$159,900** | **$104,000** | **$136,200** | **$124,400** | **$133,100** | **$657,600** |
| | **# of Projects** | | **6** | **4** | **4** | **3** | **3** | **8** |



# GENERAL ADMINISTRATION: Detailed Project Narratives

| Financial Software Replacement | | | | | |
|---|---|---|---|---|---|
| **Priority Ranking:** A | | | | | |
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $22,400 | $10,000 | $0 | $0 | $0 | $32,400 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2019
**Annual Operating Costs:** N/A

| Project Purpose, Description and Benefit |
|---|
| The City upgraded its financial software package in July 2015. The total cost of the software was $67,000 to be paid in three (3) equal, annual installments. As such $22,400 will need to be incorporated within the FY17/18 Budget request.<br><br>In addition, funding is requested to implement an additional module estimated to cost $10,000 allowing for paperless paying of invoices. This process would involve the Finance Department scanning all invoices received. These invoices then would be electronically sent to each Department for approval. Once the invoice is approved it is automatically submitted back to the Finance Department for payment.<br><br>By implementing this module, it is expected that significant employee time will be saved since all invoices will be stored electronically. This module will also allow Department Directors to view their paid invoices on a real-time basis, which should allow for improved day-to-day management of the City's annual budget. |

| Keyless Entry System | | | | | |
|---|---|---|---|---|---|
| **Priority Ranking:** A | | | | | |
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $12,000 | $0 | $0 | $0 | $0 | $12,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2018
**Annual Operating Costs:** $2,000

| Project Purpose, Description and Benefit |
|---|
| As the City continues to share and consolidate resources between the multiple departments, an effective solution to provide entry to these locations, as well as the ability to control who has access has become more important.<br><br>At of the start of 2014, each City facility had managed its own access using keys to control entry. Although an effective solution, many times keys are lost or copied, and the ability to control access into the facilities becomes more challenging over time. In April 2014, IT Staff, working with the Opera House, installed a Sonitrol Keyless Entry system. |

The Sonitrol system provides the City the ability to issue key fobs to individuals to control access to the building, determine specific doors they can access, limit the times in which those doors will be available, and log the entry into the building, including identifying the key fob presented and the time of entry. The system also has the ability to expand to handle multiple facilities throughout the City. This new system was installed on three of the exterior doors at the Opera House, all remaining door locks were changed.

In August 2014, due to a complete failure of the existing keyless entry system at City Hall, IT Staff installed the Sonitrol system. The City was able to have this installed at a significantly lower price, as the core components of the system were already owned and only additional harware was required to be installed.

Currently, the WPD Dispatch Center controls several of the entry doors as well as all of the garage doors from their console to allow entry into the building, either as a guest or for police officers who currently have someone in custody. Currently, the system utilized at the Police Department is obsolete. Finding technicians who can repair the system as well as parts are becoming much harder to locate. The system has to be contolled using a Windows XP computer, which is no longer supported by Microsoft.

In FY17/18, the Dispatch Center is being consolidated into the Northeastern Regional Communications Center (NERCOMM). The existing functionality will need to remain when the Dispatch Center consolidates to NERCOMM. The existing system does not have the required options to serve in this capacity. The requested funding would replace the keyless entry system on the existing doors, and garage doors, as well as add new keyless entry protection to the evidence room.

| **Computer Replacement** | | | | | |
|---|---|---|---|---|---|
| **Priority Ranking:** B | | | | | |
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $50,500 | $54,000 | $81,200 | $84,400 | $106,100 | $376,200 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

Computer hardware is constantly evolving over a very short time frame, making a computer purchased today obsolete in less than three years. To make matters worse, software vendors normally support only their most current versions of applications developed within the last two to three years. Although the actual hardware may continue to function properly over a period of 4 to 5 years, the reality is that the computer becomes incapable of effectively running City software over time.

As the productivity and capabilities of new hardware increases dramatically every six months, the City should continue its philosophy of a five-year purchase schedule,

replacing a fifth of the City's computer hardware on an annual basis. In FY16/17, IT staff continued to add additional hardware to support new functions or positions throughout the City as well as purchased upgrades to older computers to support current operating systems.

As previously mentioned, the funding for this account is intended to replace the oldest hardware utilized by the City, as well as maintain the existing hardware and software licenses utilized throughout the departments. The amount proposed for FY17/18 includes the replacement of thirty (30) existing computers, ten (10) iPads, new firewalls to secure City networks, as well as upgraded computer hardware (memory, hard drives, etc.) and productivity software for certain machines that would improve performance.

In addition, this account in the CIP will be used to fund the cost of certain software applications that need to be purchased annually, like anti-virus protection. The City currently utilizes 131 workstations and tablets, and eleven (11) servers. The proposed replacement schedule with the associated costs has been provided below:

**City of Woodstock**
**Capital Improvement Program**

| Department | Existing iPads/ Machines | Rotated iPads/Machines FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 |
|---|---|---|---|---|---|---|
| Building & Zoning* | 14 | 2 | 3 | 3 | 3 | 3 |
| City Council* | 7 | 7 | 0 | 0 | 0 | 0 |
| City Attorney* | 1 | 1 | 0 | 0 | 0 | 0 |
| City Clerk | 1 | 1 | 0 | 0 | 0 | 0 |
| City Manager* | 7 | 2 | 2 | 1 | 1 | 1 |
| Economic Development* | 3 | 0 | 1 | 0 | 2 | 0 |
| Finance | 7 | 1 | 2 | 1 | 1 | 2 |
| Information Technology | 4 | 0 | 2 | 1 | 1 | 0 |
| Human Resources* | 4 | 1 | 1 | 1 | 1 | 0 |
| Opera House | 10 | 2 | 2 | 2 | 2 | 2 |
| Police Department* | 35 | 6 | 8 | 8 | 6 | 7 |
| Public Works*/** | 25 | 5 | 5 | 5 | 5 | 5 |
| Recreation | 13 | 2 | 2 | 3 | 3 | 3 |
| Totals * | 131 | 30 | 28 | 25 | 25 | 23 |

* The Department includes a City-issued iPad and/or other Tablet

** 4 computers are funded through the Utility Fund each year

***Hardware & Software Replacement Costs:***

| Department | Existing iPads/ Machines | Rotated iPads/Machines FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 |
|---|---|---|---|---|---|---|
| iPads Scheduled for Replacement | 10 | 10 | 0 | 0 | 0 | 0 |
| Estimated iPad Cost | | $400 | $400 | $400 | $400 | $400 |
| Estimated Replacement Costs | | $4,000 | $0 | $0 | $0 | $0 |
| | | | | | | |
| CPUs Scheduled for Replacement | 131 | 20 | 28 | 25 | 25 | 23 |
| Estimated CPU Cost | | $1,100 | $1,100 | $1,100 | $1,100 | $1,100 |
| Estimated Cost | | $22,000 | $30,800 | $27,500 | $27,500 | $25,300 |
| | | | | | | |
| City Servers | 8 | 0 | 1 | 2 | 2 | 3 |
| PD Servers | 3 | 0 | 1 | 1 | 1 | 0 |
| Estimated Server Costs | | $5,000 | $5,000 | $5,000 | $5,000 | $5,000 |
| Estimated Costs | | $0 | $10,000 | $15,000 | $15,000 | $15,000 |
| | | | | | | |
| City Network Switches | 19 | 0 | 0 | 6 | 6 | 7 |
| PD Network Switches | 5 | | 1 | 1 | 1 | 2 |
| Estimated Switch Costs | | $2,200 | $2,200 | $2,200 | $2,200 | $2,200 |
| | | $0 | $2,200 | $15,400 | $15,400 | $19,800 |
| | | | | | | |
| Firewalls | 5 | 5 | 0 | 0 | 5 | 0 |
| Estimated Firewall Cost CH | | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 |
| Estimated Firewall Cost PD | | $2,500 | $2,500 | $2,500 | $2,500 | $2,500 |
| Estimated Firewall Cost Remote | | $1,000 | $1,000 | $1,000 | $1,000 | $1,000 |
| | | $15,500 | $0 | $0 | $15,500 | $0 |
| | | | | | | |
| E-Mail Archiver | 1 | 1 | 0 | 0 | 0 | 1 |
| Estimated Cost | | $5,000 | $5,000 | $5,000 | $5,000 | $5,000 |
| | | $5,000 | $0 | $0 | $0 | $5,000 |
| | | | | | | |
| City Backup Appliance | 1 | 0 | 0 | 0 | 0 | 1 |
| PD Backup Appliance | 1 | 0 | 0 | 0 | 0 | 1 |
| Estimated Backup Appliance Cost CH | | $30,000 | $30,000 | $30,000 | $30,000 | $30,000 |
| | | $0 | $0 | $0 | $0 | $30,000 |
| | | | | | | |
| Hardware Repairs | | $4,000 | $4,000 | $4,000 | $4,000 | $4,000 |
| | | | | | | |
| Office Software Licenses | 131 | - | 20 | 55 | 20 | 20 |
| Estimated Software Cost | | $350 | $350 | $350 | $350 | $350 |
| Estimated Costs | | $0 | $7,000 | $19,300 | $7,000 | $7,000 |
| | | | | | | |
| Total Hardware & Software Replacements | | $50,500 | $54,000 | $81,200 | $84,400 | $106,100 |

| In-Car Computer Terminals | | | | | |
|---|---|---|---|---|---|
| **Priority Ranking:** B | | | | | |
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $15,000 | $0 | $0 | $0 | $0 | $15,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2018
**Annual Operating Costs:** N/A

| Project Purpose, Description and Benefit |
|---|
| The in-car computers provide for immediate access to suspect information, calls for service, and other police-related information. This equipment has proven to increase the efficiency of both the records, communications and patrol divisions. In-car computers have increased the potential for identifying stolen property and wanted persons, and has added a degree of safety to officers responding to calls and traffic stops by having pertinent information immediately available. These more robust computers also allow the Woodstock Police Department to utilize the McHenry County Emergency 911 Board's Record Management System and in-car ticket-writing system that communicate with both the McHenry County Court System as well as the Woodstock Police Department's record systems, thereby, minimizing record-keeping redundancy and allowing for a paperless record-keeping system.<br><br>In-car computer terminals were replaced in four (4) patrol cars in FY11/12 and in six (6) patrol cars in FY12/13. All ten (10) of these units are scheduled for replacement in FY17/18 with tablet style laptops, which IT Staff is currently testing. If testing is unsuccessful, an increase will be required for this funding request to the past funding level of $40,000. |

| Operations Management Software | | | | | |
|---|---|---|---|---|---|
| **Priority Ranking:** C | | | | | |
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $35,000 | $15,000 | $15,000 | $15,000 | $15,000 | $95,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $5,000

| Project Purpose, Description and Benefit |
|---|
| The City has made large strides in providing additional services to our residents, specifically in the area of on-line services. In order to continue improving and streamlining these services, processes and information dissemination, Public Works and IT Staff have begun the process of investigating Operations Management Software (OMS) solutions. |

Currently, residents/visitors submit requests either by a web form initiated thru the City's website or by contacting the City via phone. The information is copied into a Microsoft Access Database by Public Works (PW) Administration, and then printed and handed to the individual division to address the concern. Any notifications regarding progress updates or indicating the work has been completed is relayed back to PW Administration to be updated in the database. Once completed, Staff follows up with the resident/customer.

An OMS solution allows the residents to report quality-of-life issues and request City services through an on-line and/or mobile interface directly. Once the request is received, Staff can electronically assign the work to the correct division for resolution. Staff can notate any information regarding the request, perform status updates and complete the request within the software. This allows for real-time reporting on the status of the request, both for the resident and the City. This new and improved work flow will enhance existing business practices, which ultimately allows the City to better serve our residents.

Starting in FY17/18, the identified solution would be implemented and integrated within the City as well as purchase any necessary hardware for City Staff. If unable to be funded, Staff will continue to look for a more cost-effective approach to improve and address this communication need.

| **Square Wireless** | | | | | |
|---|---|---|---|---|---|
| **Priority Ranking:** C | | | | | |
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $25,000 | $0 | $0 | $0 | $0 | $25,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** September, 2018
**Annual Operating Costs:** $5,000

**Project Purpose, Description and Benefit**

The City of Woodstock continues to be committed to tourism and economic development in the current fiscal year and moving forward. In FY15/16, City Council directed City Staff to investigate the viability of providing a free wireless internet solution throughout the Woodstock Square to help support these initiatives, as well as provide additional services to residents, tourists, and events.

City of Woodstock IT Staff began to research the viability of providing free wireless access on the Square. Staff met with several vendors to perform an onsite survey and discuss the best options for creating a wireless mesh network that covered the park area of the Square, as well as out to the sidewalks in front of the businesses. After these meetings, the proposals were reviewed by Staff, some additional challenges will need to be addressed, such as:

- Who provides technical support for the network? Will this be done by City of Woodstock Staff, outsourced to a third party vendor, or will there not be any?
- How many users will be accessing the network? The more users, the more access points that are required.
- How much bandwidth do we provide per user? 3G cellular networks provide an average download speed of one megabit per second, does the City match those speeds on the network or provide slower speeds?

The $25,000 requested in FY17/18 is the estimated funding needed for the initial purchase of the hardware, installation, configuration, and technical support of a wireless mesh network for the first year. The per year annual cost to provide internet connectivity to the wireless network is estimated at $5,000.

# GENERAL ADMINISTRATION: Future Years Project Narratives

| Document Archival Management Software | | | | | |
|---|---|---|---|---|---|
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $0 | $25,000 | $25,000 | $25,000 | $0 | $75,000 |

**Project Purpose, Description and Benefit**

The City of Woodstock maintains thousands of records required by law to be stored in many different formats. Most of this information exists as unstructured data, with the most common form being as a hard-copy, printed document. This unstructured data often contains critical information that must be secured, shared and retained. When being kept for archival purposes, this data ends up being stored in file cabinets or boxes in the basement.

This method does present several challenges for the City. The biggest and most time-consuming challenge is when the documentation is needed or required to be found and used. This can be a very tedious practice as individual(s) have to search through several thousand pieces of paper to find the one document that is required. Another challenge is keeping the documentation organized so it can be efficiently searched by individuals when required. Then there is the storage of this paperwork for the required legal timelines. For every year the City needs to hold this documentation, it takes up more and more room, as well as becomes vulnerable to environmental conditions that can cause degradation of the document over time.

A document management solution (DMS) can address all of these issues. A DMS is a software solution that can electronically store all this unstructured data within a single database. This database would be housed and backed up on a server located at City Hall.

DMS provides many overall benefits to the City. DMS has the ability to store these documents in a database that allow users to search and retrieve original documentation. It can provide the ability for document editing by users and keep separate versions of the edited document. It can provide security to only allow authorized users access to required data.

Funding in FY18/19 would be for the purchase of initial hardware and software to begin the archival of documents located at City Hall. Based on a successful implementation, additional funding would be required in FY19/20 and FY20/21 to expand the system for utilization Citywide.

| Copy Machine Replacement | | | | | |
|---|---|---|---|---|---|
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $0 | $0 | $15,000 | $0 | $12,000 | $27,000 |

**Project Purpose, Description and Benefit**

The City of Woodstock depends heavily on the use of copy machines that are located in various facilities. These copy machines are used for printing, copying, scanning, and in some cases faxing. The heavy use of the units is driven by the lower cost to print utilizing these devices. The cost per page is more than 90% cheaper than using a local inkjet printer.

The two copiers to be replaced next are located at the Woodstock City Hall and the Public Works Department. The heaviest-used copy machine at City Hall is located in the copy room on the first floor. This copier was installed in 2010 and has approx. 680,000 page count. IT staff is esitimating this number to be close to 1 million page count in FY19/20. This copier is used by all of City Hall and other City Departments for large copy and print requests. The copier located at the Public Works building was installed in 2011 and has over 200,000 copy, print, and fax requests. It averages approx. 3,500 pages per month and serves as the primary copy, printer, and fax machine for the Public Works Department.

Due to the importance of each of these units, it is being recommended that the City adopt a schedule of replacing copiers for its departments. Each unit would be a replacement of the existing unit in each area. The new copiers would continue to serve as the primary printer in each of these areas, as well as provide scan, copy and fax services.

In FY17/18, IT staff is not recommending replacing any of the City's existing devices.

# PUBLIC FACILITIES: 5-Year Summary Overview

The development of appropriately sized and maintained public facilities is important to a community in many ways. First, this ensures that the needs of the existing residents are addressed now and for the foreseeable future. Second, because a solid public-facility program results in a higher quality of life for residents, businesses often interpret this as desirable when choosing where to locate or expand. In other words, modernized public facilities can be an effective economic-development tool.

With the exception of the voter-approved General Obligation Bonds for the expansion of the Public Library and Woodstock Water Works, the City has been extremely successful at funding public facility projects through existing revenue streams via the CIP. These have included the Police Facility, Opera House Annex and the acquisition and expansion of the Woodstock Recreation Center. This has also included the acquisition and expansion of public parking facilities throughout the downtown to help ensure that the many "users" in the downtown – businesses, shoppers, residents, etc. – can park within close proximity to their destinations. It should be noted that this is not a public service that is provided in any other location in the community but is deemed vital to the continued revitalization of the downtown area.

In summary, the FY17/18-FY21/22 Public Facilities Capital Improvement Program, as proposed, includes a total of ten (10) projects totaling $5,003,500 over the five-year planning period. The FY17/18 Public Facilities Capital Budget Year includes eight (8) proposed projects totaling $892,000. The following section provides a summary narrative of the projects included in the FY17/18 Capital Budget Year and then the remaining FY18/19 through FY21/22 CIP Planning period. This is followed by graphic tables and charts identifying proposed funding levels. Finally, detailed project narratives are provided which identify the specific goals and outcomes of each proposed project.

***FY17/18 Capital Budget Year Highlights***

The **Opera House Improvements** project is a multi-year plan focused on the completion of several important interior/exterior enhancements for the Historic Woodstock Opera House to ensure its continued integrity and service to the community for many years to come. These projects are important not only to ensure the preservation/restoration of the historic attributes of this facility, but also to enhance the operational efficiency of the building to ensure the safety, comfort and convenience of the tens of thousands of people that visit the Opera House each year. In FY17/18 it is proposed that several structural masonry repairs be completed.

The **Old Firehouse Assistance Center** will require several updates and enhancements to the space to sustain programming. The preference is to maintain our Public Works operations at the existing DPW location; therefore, the City will need to invest funds in the site. The FY17/18 **DPW Facility Maintenance & Expansion** project includes funding for the purchase of additional property.

The **Woodstock Waterworks Improvements** would provide funding for the renovation of landscaping in the facility. The **Recreation Center Improvements** would replace the existing carpet in the facility. The **Rec Center Outdoor Sign** would replace the existing sign and

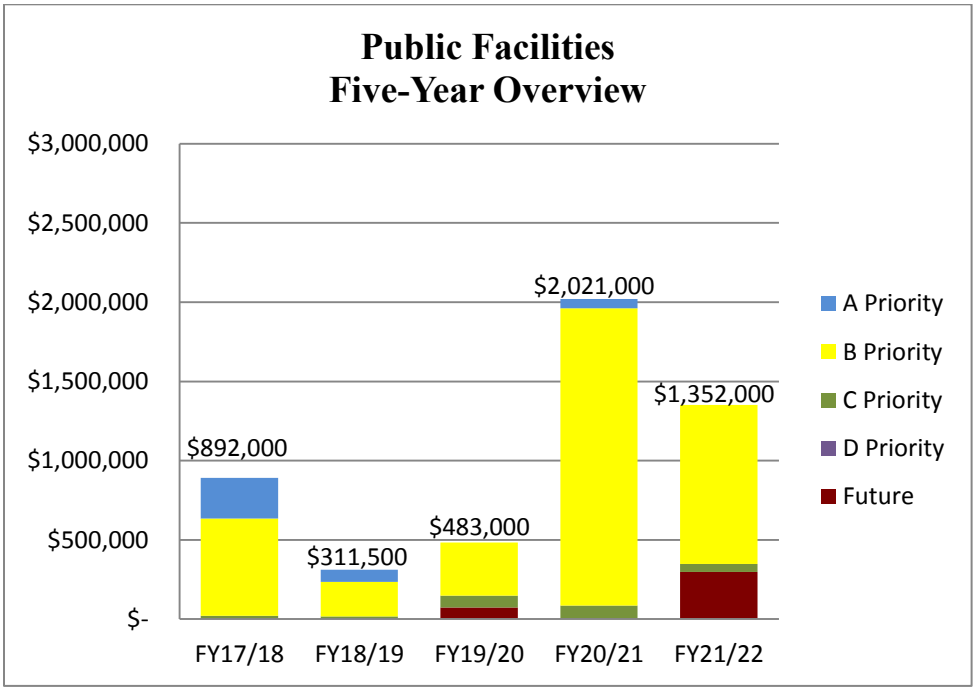
provide valuable program and City information. The **City Hall Improvements** project for FY17/18 is for the replacement of entryway doors and the sally ports with the installation of a handicap accessible button.

***FY17/18 – FY21/22 CIP Planning Summary***

Within the 5-Year planning period of the CIP, the primary focus of the Public Facilities section will be continued maintenance to existing facilities at City Hall and the Opera House. Over the next five years, **City Hall Improvements** involve replacement of two entrance doors, several garage doors and rewiring of a new generator. **Opera House Improvements** include funding to replace carpeting, a roof and complete the replacement of the stage floor. In addition, the **DPW Facility Maintenance & Expansion** project includes a request for funding to eventually construct a significant addition to the existing building, replace the salt storage dome, and address various long-term maintenance needs of the current structure. The **Spring House** will eventually need to be reconstructed and new building materials are being proposed to extend the life of this facility going forward. **DPW Salt Brine and Anti-Icing Liquid Facility** will utilize in-house resources to manufacture the salt brine utilized by Public Works, saving in future operation costs.

# PUBLIC FACILITIES:
# Recommended Projects & 5-Year Summary

| | Project | Priority | FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | 5-Year Total |
|---|---|---|---|---|---|---|---|---|
| 1 | Opera House Improvements | A | $95,000 | $76,000 | $0 | $60,000 | $0 | **$231,000** |
| 2 | Old Firehouse Assistance Center | A | $150,000 | $0 | $0 | $0 | $0 | **$150,000** |
| 3 | Recreation Center Improvements | A | $12,000 | $0 | $0 | $0 | $0 | **$12,000** |
| 4 | DPW Facility Maintenance & Expansion | B | $475,000 | $218,500 | $335,000 | $1,876,000 | $1,005,000 | **$3,909,500** |
| 5 | Rec Center Outdoor Sign | B | $30,000 | $0 | $0 | $0 | $0 | **$30,000** |
| 6 | Woodstock Water Works Improvements | B | $20,000 | $0 | $0 | $0 | $0 | **$20,000** |
| 7 | Outdoor Performance Stage | B | $90,000 | $0 | $0 | $0 | $0 | **$90,000** |
| 8 | City Hall Improvements | C | $20,000 | $17,000 | $75,000 | $85,000 | $50,000 | **$247,000** |
| 9 | Spring House | | $0 | $0 | $17,000 | $0 | $297,000 | **$314,000** |
| 10 | DPW Salt Brine and Anti-Icing Liquid Facility | | $0 | $0 | $56,000 | $0 | $0 | **$56,000** |
| | **Totals** | | **$892,000** | **$311,500** | **$427,000** | **$2,021,000** | **$1,352,000** | **$5,003,500** |
| | **# of Projects** | | **8** | **3** | **4** | **3** | **3** | **10** |



# PUBLIC FACILITIES: Detailed Project Narratives

**Project:** **Opera House Improvements**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $95,000 | $76,000 | $0 | $60,000 | $0 | $231,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2021
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

The Opera House was built in 1889 to house the library, council room, justice court, fire department and second floor auditorium for the City of Woodstock. Over the years the Opera House has experienced many changes to the facility. In 1972 the Opera House was declared a "landmark" by the City, and the Woodstock Opera House Community Center, Inc. was formed to raise funds for a restoration effort. The Opera House was later closed for two years of restoration work. It reopened in February, 1977 and was renamed the Woodstock Opera House Community Center. Additional restoration projects were completed over the next twenty years and the Opera House was considered fully restored with the final addition of the front Portico in 1999.

Similar to the City's other facilities, the Woodstock Opera House requires various maintenance and building upgrades as equipment/building materials wear down over time. This project proposes a variety of improvements to the Woodstock Opera House over the next five-year planning period.

**FY17/18 – CARPET REPLACEMENT/$95,000:**

The carpet presently used in the Auditorium and public areas of the Opera House was custom-woven with a design chosen by architect John Vincent Anderson for the restoration of the building in the 1970s. That carpet was duplicated and replaced during FY95/96, after two decades of wear, with the present material which had a greater service-life expectancy than the first due to its higher wool content. The Opera House production program has grown since that time and high traffic areas are becoming noticeably worn. In recent years Opera House workers have replaced some sections, such as individual stairs and landings, using a limited stock of carpet which remained on hand. For the sake of safety as well as appearance and, since the timely replacement of carpet and other functional materials is an important part of the proper maintenance of the landmark facility, the existing 20-year-old carpet and padding should be replaced.

This project will require the weaving of new carpeting, of the same design and made to the same technical specifications established for the 1996 project, by a mill which specializes in custom work. It will be installed by a contractor experienced in the installation of patterned cut-pile carpeting in large facilities.

**FY18/19 - SOUTH ADDITION ROOF REPLACEMENT/$76,000**

The first addition to the original City Hall has housed Council chambers, Woodstock's third firehouse and City garage and, since 1977, the Opera House scene shop, Green Room and dressing room facilities. The two-story building was built on a concrete slab with brick and cement block exterior walls, concrete interior stairs, a steel-framed flat roof and a steel-framed concrete second floor finished in terrazzo. Ceilings at that level are plaster on metal lath and interior walls are of plaster-coated gypsum block. The 1939 South Addition is solidly built, practical and economical.

The FY15/16 CIP included funds for removal and replacement of the building's thirty-year-old built-up roof which has developed many leaks – affecting backstage activities, requiring frequent rooftop repairs and causing interior damage. Unfortunately, no acceptable qualified bids were received for the project as designed. A local firm was hired as an expedient to make limited repairs and recoat the existing roof, with a two-year guarantee on materials and labor. That work was completed in September, 2015. The security of the guarantee period allows staff to make meaningful repairs to water damage on interior surfaces.

The underlying concerns with the roof, however, have not been solved. These include wet, compromised pearlite insulation, a certainty of new leaking as the recent coating ages and the likelihood of significant cumulative water damage to the wooden roof deck.

This project will include the following work. The roof and parapet will be cleared of all equipment, coping, flashing, roofing and insulation to allow a thorough inspection of the deck, parapet walls, curbing, drains and penetrations. This is a priority since, despite years of leaking, the roof deck will not have been exposed for inspection in more than three decades. After all necessary repairs are made to the deck, new roof drains, improved insulation and a new membrane roof will be installed. Penetrations and transitions will be flashed. The roof access hatch, coping tiles, stacks and vents will be put in place. All rooftop HVAC equipment will be reinstalled and returned to service. The scope of work is being reviewed to determine the feasibility of utilizing City crews in site preparation and demolition as a way of reducing project costs.

**FY20/21 - STAGE FLOOR RECONSTRUCTION/$60,000**

Work associated with the construction of the Opera House Annex revealed structural deficiencies in the floor of the historic stage. Natural settling, previous remodeling efforts and the sheer age of flooring and framing components have produced depressions and unevenness in the stage surface. Additional sheet materials were installed during Annex construction to temporarily provide a better transition between the stage floor and the adjacent work area in the new building. Detailed structural inspection of the stage floor, remediation of sagging and related damage and a smooth, permanent matching of the two floor surfaces should be undertaken.

Qualified architectural and engineering services - experienced with historic preservation and 19th century construction - should be used to produce project documents and plans, based on thorough inspections and structural assessment, as well as supervision as

appropriate. A similarly qualified carpentry contractor should make any necessary structural repairs or modifications and install new flooring. Demolition, site preparation, finish carpentry and painting may be done by the Opera House staff.

**Project:** **Old Firehouse Assistance Center**
**Priority Ranking:** B
**Funding Request:**

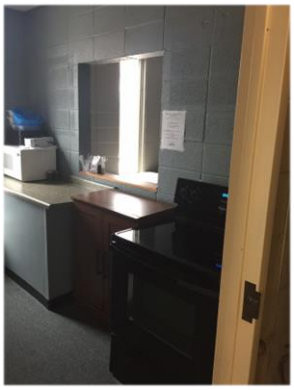
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $150,000 | $0 | $0 | $0 | $0 | $150,000 |

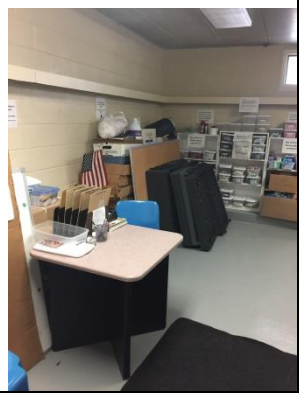
**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2018
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

The City, through the McHenry County Housing Authority began offering daytime services to its homeless population in December 2015. Housed in the Old Firehouse behind City Hall, the Old Firehouse Assistance Center (OFAC) originally provided medical assessment, basic hygiene services, a meal, and a place to rest out of the elements one day a week. Programming has been extended to three times per week and additional service days are expected. At last count, OFAC staff had placed fourteen families into permanent housing and their interventions and alternate conflict resolutions have eliminated numerous calls for police or ambulance service.

As a building, the Old Firehouse is a dated structure that does not meet accessibility mandates and requires significant modification to meet its intended use. Staff met with two architects to determine various options and begin formulating the best course of action to see the building reach its potential as an Assistance Center. Several of the identified immediate needs include installation of an elevator, upgrades to the kitchen area, and modifications to several restrooms and the shower facility. The City did receive a $65,000 grant to make minor modifications, improve safety, and install laundry service intended to help meet programming needs. Approximately





one-third of the grant award is currently committed to that purpose with the remaining funds earmarked for additional needs when identified and formal architectural plans to bring the space into compliance for this type of use.

Staff requests funds in FY17/18 to begin working with an architect to complete the design, determine build-out costs and complete other work as appropriate beyond the grant award.

**Project:** **Recreation Center Improvements**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $12,000 | $0 | $0 | $0 | $0 | $12,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2018
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

The Recreation Department is proposing to replace the carpeting/padding in the Multi-Purpose Room and the Toy Room at the Rec Center. The carpets are original with the construction of the Gym/Multi-Purpose Room expansion that occurred in 2002-03.

As indicated in the picture, despite monthly shampooing, the carpets are permanently soiled/stained and there is a sizable gouge in the "A" Multi-Purpose Room. The condition of the carpets is a common complaint, especially by parents who have young children in programs where the kids sit on the carpet and by yoga participants. Obviously, the kids in the Toy Room spend most of their time on the carpet.

The Multi-Purpose Room is used over 1,000 times per year for toddler and youth programs, a wide variety of dance and tae kwon do classes, adult yoga, bridge, mini-poms, NISRA, Thresholds, Daddy/Daughter Dance, as a meeting room internally and for outside user groups, and is rented for birthday parties, graduations, and other special events. The Toy Room is used seven days a week, forty-seven hours a week.

The new carpets would be much more hygienic and aesthetically pleasing.

**Project:** **DPW Facility Maintenance & Expansion**
**Priority Ranking:** B
**Funding Request:**

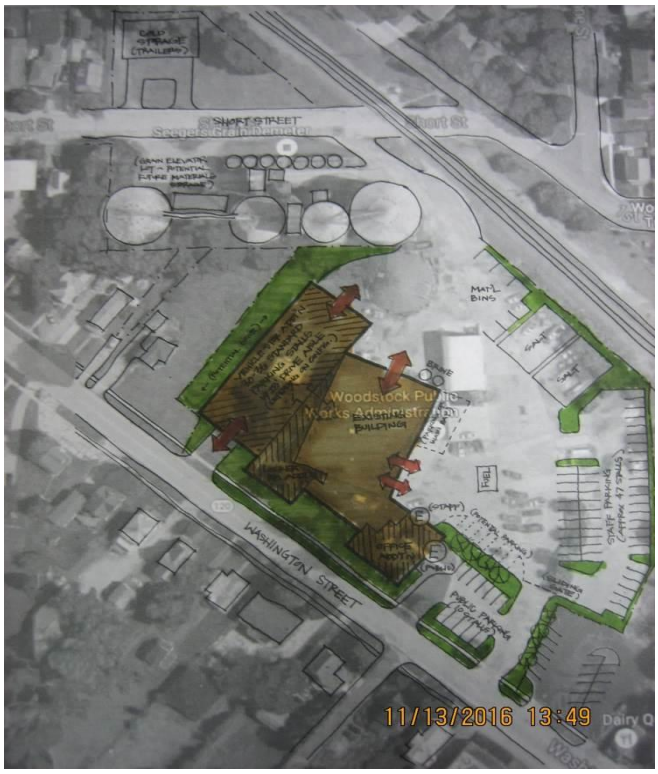
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $475,000 | $218,500 | $335,000 | $1,876,000 | $1,005,000 | $3,909,500 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $5,000

**Project Purpose, Description and Benefit**

In FY07/08 the City Council had confirmed that the construction of a new Public Works facility was a high priority for the community. Subsequently, both the City Council and the City Administration moved toward completing the design, plans, and specifications for a 70,000 square-foot facility, which was to be constructed upon a parcel of land donated by Wells Manufacturing Company. A financing plan for the estimated $12.9 million Public Works facility project, and the additional cost for the construction of Lake Shore Drive, was submitted to the City Council for their approval and included within the approved FY08/09 budget.

However, as a result of concerns about economic conditions, decreasing revenues, and the increase in annual debt that would result from this construction, the City Council determined in June 2008 to postpone the start of construction. In hindsight, that action to not move forward with the construction and to not incur the new debt starting in FY08/09 was monumental, since any other decision would have been detrimental to the City's financial stability. Given the continuing financial challenges and decreases in revenue, the City would be in a worse financial position if the new debt had been committed. Although the need to improve facilities for Public Works operations and services remains a high priority, funding has not yet been appropriated for a complete new facility.




As an alternative to the original concept of constructing a new facility at a new location (with an estimated cost of $12.9 million), in 2011 the City Council directed staff to evaluate the purchase of an existing building to provide additional space. Some sites and existing buildings were identified and evaluated, but presented challenges and

concerns about the cost. One issue is size. While the original plan called for a 70,000 square-foot facility, it is possible to reduce that footprint to reduce cost. Even looking at 50% of the original size, there are very few existing sites and buildings available in any condition that include 35,000 to 40,000 square feet with adequate parking, additional land and space for salt storage, and suitable access for large trucks day and night. A second concern is the cost of renovation. One possible building was identified that was formerly used for manufacturing. Although the building was clear span construction with open access, it still required extensive renovation to convert for public work operations, storage of vehicles, proper floor drains and basins for cleaning, and office changes. It was found that the cost of conversion would be at least 150% of the purchase price, which does not make good economic sense.

However, size and renovation costs were not the major concern identified with this evaluation. It is unlikely that one existing building at a single site could be found to meet the entire space needs for Public Works. In addition, the City determined that the additional expense of relocating our current facilities such as fuel storage, salt storage, and vehicle maintenance would be very costly and add even more expense to the total project. The cost to relocate fleet maintenance space and facilities alone could add more than $1 million to the building project. As a result, we found that if the City moved forward to purchase an existing building to provide Public Works space it would be most likely that some operations and services would need to be kept at 326 Washington for several years. This requires operations, employee resources, supervision, vehicle and equipment resources, and vehicle storage to be separated in one location and fueling at a different location. In summary, to purchase and use an existing building, it is most likely that the City would still have to rely on the property at 326 Washington Street, and at the same time, Public Works operations would have to be separated. That separation would reduce efficiency and at the same time increase long-term maintenance costs.

Based on this due diligence process, the City Administration recommends that the City invest funds at the current Public Works location and requests funds to improve the existing site at 326 Washington Street and to expand the Public Works buildings. Having our Public Works resources at one location is an important part of providing prompt and quality services to the community.

In FY16/17, the City funded the development of a master plan for the existing public works facility. Based upon that plan, the following is proposed for the five-year planning period:

FY17/18:

- ✓ replacement of water main under parking lot by PW employees ($6,000)
- ✓ relocation of wash out area and fire hydrant by PW employees ($12,000)
- ✓ resurfacing of the balance of the asphalt parking lot ($55,000)
- ✓ resurfacing of spalled concrete floor in Mechanics Bay ($25,000)
- ✓ construct cold storage building on Short Street property – approx 3,750 SF ($600,000)

FY18/19:

- ✓ relocation of existing fabric-covered salt storage building w/ new fabric ($76,000)
- ✓ purchase and construct a second fabric-covered salt storage building ($110,000)
- ✓ construct material bins by PW employees ($10,000)
- ✓ demo existing salt dome and concrete pads remaining from Rescue Squad Building ($30,000)
- ✓ resurfacing of spalled concrete floor in S&W Maintenance Area ($25,000)

FY19/20:

- ✓ relocate fuel island to include fuel management system ($300,000)
- ✓ remodel Public Works parking lot to plan ($200,000)

FY20/21:

- ✓ construct new vehicle storage addition to existing building – approx 16,000 SF ($2,800,000)

FY21/22:

- ✓ construct new office space (approx 2,000 SF) and remodel existing ($1,500,000)

Based upon the General Fund's debt schedules, the most appropriate time to fund an expansion of the vehicle storage facility or office space at Public Works would be after FY19/20. In the meantime, other lower cost site improvements can be completed to make the existing site flow better, while at the same time prepare it for the building expansion. Funds are requested in FY17/18 to pay for some site improvements so that facilities can be better arranged on the site at a later date. In addition, funds are requested for the construction of a cold storage facility on the City's Short Street property to provide for the storage of vehicles and equipment that currently sit outside in the elements.

The City should be mindful of property to the west and north of the existing facility when it goes up for sale and land purchase should be seriously considered for future needs of the City and its Public Works Department. If approved, all costs for these projects except for the salt storage facility relocation and construction will be shared between the General Fund (67%) and the Utility Fund (33%).

**Project:** **Rec Center Outdoor Sign**
**Priority Ranking:** B
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $30,000 | $0 | $0 | $0 | $0 | $30,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2018
**Annual Operating Costs:** $200

| Project Purpose, Description and Benefit |
|---|
| The Recreation Department is proposing the purchase of an interchangeable/lighted information sign to replace the wooden Woodstock Recreation Center sign on Lake Avenue. The existing stone frame would continue to be utilized.<br><br>The information sign would be used to advertise not only Recreation, Rec Center, NISRA, and Woodstock Water Works events and activities, but could also be used to market Opera House and Library events and disseminate Public Works information, such as leaf collection, fire hydrant flushing, etc.<br><br>As witnessed by the Rotary sign on Route 47 and the signs at Woodstock High School and Marian Central High School, this is an effective form of advertising, which would help increase registration and participation in various programs and activities. Lake Avenue is an ideal location as it is one of the busiest streets in Woodstock and the existing sign is very visible as motorists enter and exit Woodstock.<br><br>The Recreation Department would be responsible for updating the sign, which is now done via computer. Electricity is currently available at the sign location. |

**Project:** **Woodstock Water Works Improvements**
**Priority Ranking:** B
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $20,000 | $0 | $0 | $0 | $0 | $20,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2018
**Annual Operating Costs:** N/A

| Project Purpose, Description and Benefit |
|---|
| The Recreation Department and Public Works are proposing to add soil and turf around all of the hardscape (sidewalks and decks) at Woodstock Water Works. The soil has settled between one and six inches around the hardscape throughout the facility creating a potential hazard.<br><br>Based on estimates received, staff recommends bringing in between forty and seventy cubic yards of soil once the facility closes next fall and applying seed to present the best |

opportunity for full germination prior to the 2018 season. The proposed budget request includes adjustment of the existing irrigation heads.

The result will provide a consistent and reduced hazard transition for bathers as they move back and forth from the hardscape areas to the turf. Staff will realize increased maintenance efficiencies as the result will significantly reduce the amount of string trimming performed during each mowing cycle.

**Project:** **Outdoor Performance Stage**
**Priority Ranking:** B
**Funding Request:**

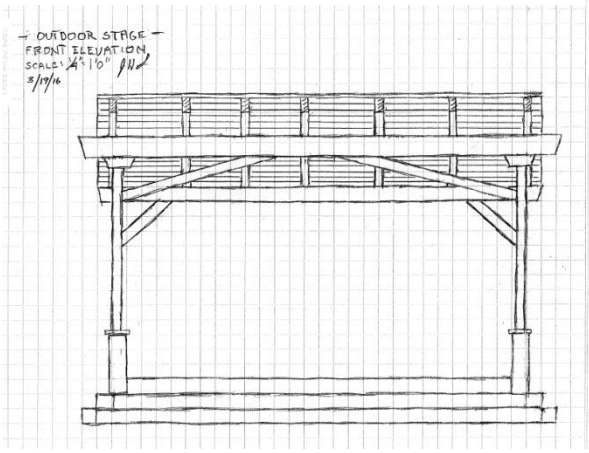
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $90,000 | $0 | $0 | $0 | $0 | $90,000 |

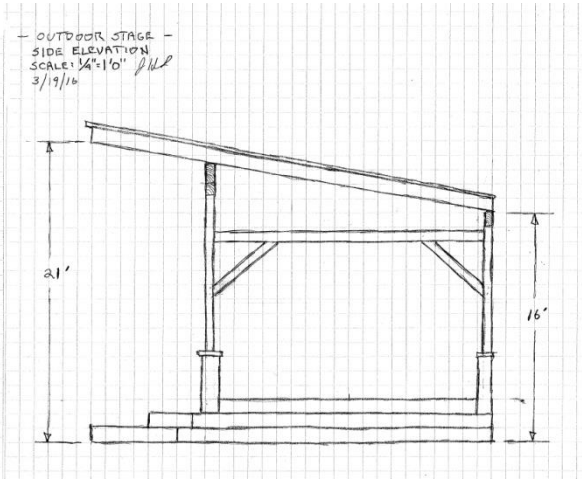
**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2018
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

Over the past few years, numerous local groups have expressed a desire for an outdoor performance stage located somewhere in Emricson Park. Their hope was for the City to construct a covered, multilevel stage that could be used for a variety of purposes including live theatre and music. A structure of this kind could also serve as a location for other events like Movies in the Park, athletic competition award ceremonies and weddings. It's also possible that a facility of this kind could generate income as a rental venue for private events.

To facilitate this proposal, the Mayor asked the Opera House Director to develop conceptual drawings for a suitable structure and recommend an optimal site for construction. After researching similar facilities, touring existing park structures and studying the layout of Emricson Park, the preliminary sketches below were produced.



The overall look of the structure would be weathered wood and similar to some of the current park buildings. To help accommodate local performance groups, the stage size mirrors that of the Opera House, 24 feet wide by 26 feet deep. While the plan does not call for a resident sound or lighting system, there would be adequate bulk electrical power provided and accommodations for mounting sound and lighting instruments on a seasonal basis.

The recommended location for the new stage is the south section of the old Peter's Pool site. The structure would face north/northwest and have in its background the grove of trees on the south slope of the hill. This location makes sense for a number of reasons. There is easy access from the road, which means no new access paths would need to be added, some basic utilities like electrical service still remain from the old pool and there are numerous existing parking spaces. Also, a performance stage at this location would be ideal for adding live music before, during and after the annual fireworks display.

**Project:** **City Hall Improvements**
**Priority Ranking:** C
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $20,000 | $17,000 | $75,000 | $85,000 | $50,000 | $247,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

The 1906 City Hall building is a fixture in the downtown area and welcomes thousands of visitors annually. It should be a showcase for the residents and a welcoming "front door" to the City as well as an efficient and productive work environment for staff. The following are recommended projects for City Hall during this five-year planning period:

**FY17/18 – REPLACEMENT OF ENTRANCE AND SALLY PORT DOORS (FY17/18 - $20,000; FY18/19 - $17,000; FY19/20 - $10,000)**

The north and east entry doors to City Hall have deteriorated to the point that repairs are no longer feasible. Replacements will take into account their historical nature meet appropriate standards. In addition, new doors will provide greater energy efficiency and security. Additionally, the three Sally Port doors associated with access to the former Police Station are in similar condition. They exhibit signs of deterioration and have outlived their service life. Staff recommends the following replacement schedule to phase replacement over three years. Funds are included in FY17/18 to install a handicap accessible button for ease of entry at the west door.

FY17/18-$20,000 for replacement of one entry, one Sally Port door, and installation of a handicap accessible button on the west door

FY18/19-$17,000 for replacement of one entry and one Sally Port door

FY19/20-$10,000 for replacement of one Sally Port door

**FY19/20 – CARPET REPLACEMENT/$68,000**

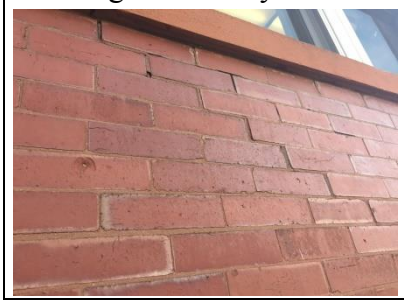
The carpeting in City Hall was purchased and installed over 15 years ago. High traffic areas are requiring additional attention from maintenance staff and the inventory of carpet remnants for repairs has been exhausted. The City will need to consider replacing the existing carpeting at an estimated cost of $65,000.

**FY20/21 – NEW EMERGECY GENERATOR & ATS/$85,000**

The generator located in the basement of City Hall is very old and does not provide power for everything in City Hall if an outage were to occur. Staff recommends installing a new generator and automatic transfer switch (ATS) that can handle the entire load of the building, including the old fire station. This request includes funds to perform some rewiring within the electrical panels so all areas of the building are served by this generator. It is also anticipated that this generator will be moved outside and that it will have an exterior enclosure.

**FY21/22 – BUILDING TUCKPOINTING/$50,000**

Although relatively maintenance free, brick buildings require periodic maintenance to preserve their integrity. Brick masons remove loose mortar from between the brick façade, replacing it with new mortar to prevent water from infiltrating behind the bricks where freeze and thaw cycles exacerbate the condition. Regular attention to the exterior of City Hall will ensure it remains a useful and viable building for many decades to come. The process also minimizes the need to perform costly repairs in the future.



# PUBLIC FACILITIES: Future Years Detailed Project Narratives

**Project:** **Spring House**

**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $0 | $0 | $17,000 | $0 | $297,000 | $314,000 |

**Project Purpose, Description and Benefit**

This project will address ongoing problems of water, insect damage and general weathering which degrade the 1976 Spring House in the Park in the Square, all of which are inherent in both its design and its construction of traditional, organic building materials. Intended to be a faithful replica of the original 1874 structure, it has undergone the same processes of decay which destroyed its predecessor. The original Spring House was razed by the City in 1938 as a hazard to public safety. At the time of its demolition the wood-framed building was badly rotted with several structural posts hollowed out along their length, most probably by prolonged infestation by carpenter ants.

Much work has been done to repair similar damage to the present Spring House. In 1993, the bases of the eight outer columns were replaced due to rot and ant infestation. The column bases were redesigned in an effort to prevent further damage by improving the drainage of water from their surfaces. This has proved unsuccessful. Trim work on the outer columns has been replaced seven times since 1993 to repair continuing damage from insects and moisture. The rotted structural posts of two columns were replaced with sound lumber in 2015 and 2016 and their facing and ornamentation restored; all eight have required repair or replacement of ornamental millwork this year. The lower roof of cedar shakes was installed through a DCCA grant in 1999. Its eight hip courses have begun to heave and separate and should be replaced, as are numerous other shakes which are split and falling away. The upper sheet metal roof is failing at the hips and seams and shows increasing corrosion around fasteners. The eight flat window sills provide poor drainage and, despite previous replacement, new rot at these locations allows water infiltration to attack the upper frame and ceilings beneath. Being an open structure, the Spring House is constantly exposed to the elements both inside and out. The extent of annual maintenance required by the little building is considerable. But it is an important little building.

The image of the Spring House is an icon of Woodstock, which is why a replica stands on the site of the original. It is not, however, a historic building in its own right. It can be replaced with a structure made of nontraditional materials impervious to boring insects, rot and rust, allowing a lasting replication of the first, graceful design of the exterior columns. Digital photo enhancement has made it possible to identify and duplicate other ornamental details omitted from the 1976 version, such as the original treatment of interior column bases, appliques on interior walls and the unusual decorative pattern of shingles on the lower roof. Completion of this project will end the repetitive cosmetic and structural work required to maintain the present building while providing a more accurate replica of the beautiful 1874 Spring House.

This would be accomplished in two phases, proposed for FY19/20 and FY21/22. Phase 1 will include all preliminary architectural and engineering work, based on historical research already underway. Since previous Spring House projects have been funded largely through private

donations and grants it is likely that a fundraising effort based on Phase I drawings and documents could reduce the final cost to the City. The recommended break between Phases 1 and 2 would facilitate fundraising and enable staff to identify suitable specialty fabricators and construction firms. Phase 2 will consist of the production of building components, including fiberglass, cast resin and composite elements, nonferrous metal roofing and an aluminum alloy structural frame, and installation of the new building by the fabricators and local contractors under the management of the Opera House. Demolition, site preparation and any necessary post-construction landscaping may be performed by Public Works and Opera House staff.

**Project:** **DOW Salt Brine and Anti-Icing Liquid Facility**

**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $0 | $0 | $56,000 | $0 | $0 | $56,000 |

**Project Purpose, Description and Benefit**

Prevention of a bond between snow or ice and the pavement is a prime concern when battling winter storms. City crews routinely apply salt at the beginning of an event that, through interaction with snow, creates a brine solution that prevents the bond from forming. Road salt on its own; however, is only effective to around 5° Fahrenheit, making it difficult to prevent a bond from forming at lower temperatures. Additionally, salt loses one-half its effectiveness between 32° and 20°. To lower salt's effective working temperature and improve performance, crews apply a pre-mixed solution of salt brine, chloride, and organic sugar to the salt as it is broadcast to the road. Application of this solution provides added benefits to the process through quicker activation and by reducing material bounce as the salt lands on the pavement. The City purchases between 18,000 and 25,000 gallons of a commercial liquid product currently priced at $1.34/gallon spending between $24,120 and $33,500 annually.

Staff proposes to create this mixture in-house using water and salt located at the Public Works facility and commercially-available chlorides and organic sugars. The resulting product will provide flexibility in composition, increased reliability, and significant cost savings. Estimates indicate a finished product at approximately $0.24/gallon or $4,320 and $6,000 annually. Creating this mixture in-house has the potential to save the City between $19,800 and $27,500 each winter season, an approximate savings of 82%. Staff expects a conservative return-on-investment (ROI) within five years depending on quantities applied during the winter season. An aggressive evaluation provides for a ROI within three years.

This proposal considers the cost of additional material tanks, pumps, fittings, and piping necessary to build the system. Given a lack of available space within the facility, the proposal also includes funds to construct a heated structure to house several of the material tanks, pumps, and controls. Staff proposes to house the facility on an existing cement pad located just east of the building and south of the salt structure. This location also provides better traffic flow during snow removal operations and provides a safer work environment during inclement conditions.

# PUBLIC SAFETY: 5-Year Summary Overview

All projects included in the Public Safety Fund are primarily for the maintenance and/or replacement of equipment for the Woodstock Police Department (WPD). These upgrades and replacements are necessary to ensure that public safety programs continue to meet the high customer service expectations of the community. It should be noted that the WPD maintains its own computer network system, including computer replacement program.

In summary, the FY17/18-FY21/22 Public Safety Capital Improvement Program, as proposed, includes fourteen (14) projects totaling $2,396,600 over the five-year planning period. The FY17/18 Public Safety Capital Budget Year CIP includes four (4) proposed projects totaling $527,100. The following section provides a summary narrative of the projects included in the FY17/18 Capital Budget Year and then the remaining FY18/19 through FY21/22 CIP Planning period. This is followed by graphic tables and charts identifying proposed funding levels. Finally, detailed project narratives are provided which identify the specific goals and outcomes of each proposed project.

***FY17/18 Capital Budget Year Highlights***

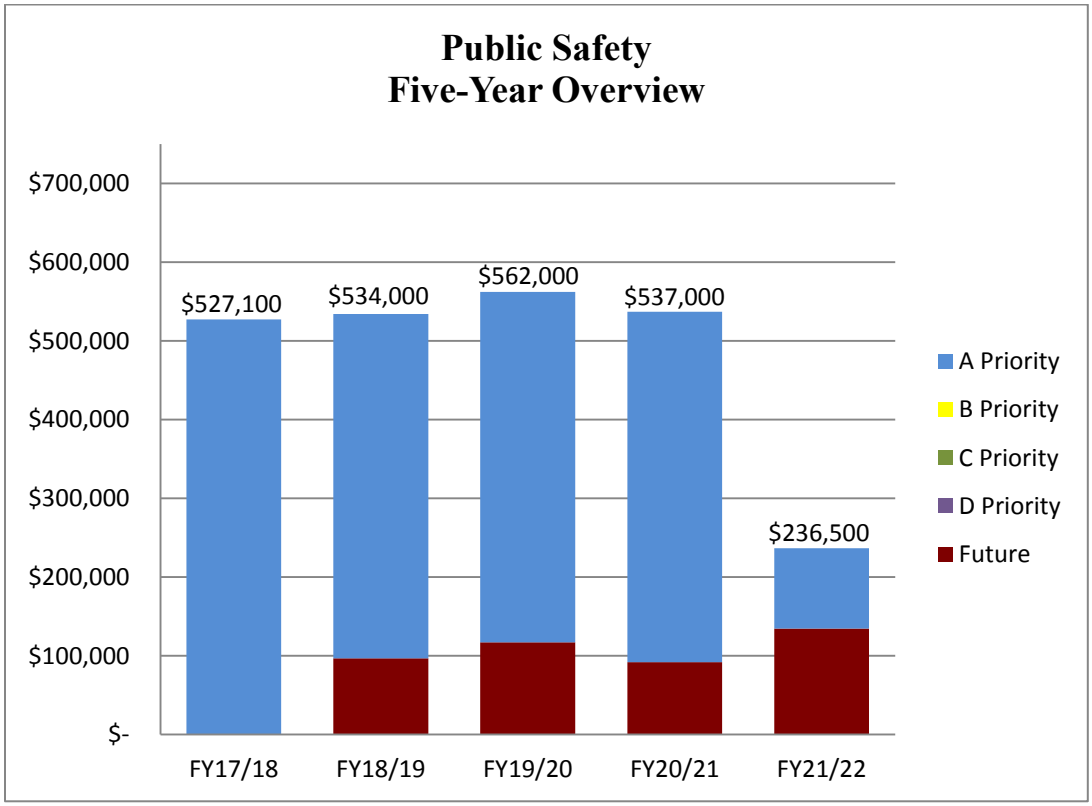
The major expense in the Public Safety category of the General Corporate Fund - CIP will continue to be the annual transfer of funds, in the amount of $350,000 for the next five (5) years, to the Debt Service Fund to amortize the debt on the **Police Facility**. This is in addition to the continued maintenance and replacement of equipment related to public safety – e.g., **Annual Police Vehicle Replacement**, **Electronic Control Weapons,** and **Police Facility Improvements**.

***FY18/19 – FY21/22 CIP Planning Summary***

Within the 5-Year CIP planning period funding is proposed for the continuation of the **Police Facility** debt service transfer, **Annual Police Vehicle Replacements**, **Police Facility Improvements**, **Replacement of Rooftop HVAC Equipment**, **Warning Siren** installation, **In-Car Video Cameras, Emergency Generator** purchase and installation, **Traffic Safety Unit – Truck Program, Physical Fitness Equipment** replacement, **Retrofit for Patrol Equipment** and **CCTV Security Surveillance for the Square**.

# PUBLIC SAFETY:
# Recommended Projects & 5-Year Summary

| | Project | Priority | FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | 5-Year Total |
|---|---|---|---|---|---|---|---|---|
| 1 | Police Facility Bond Payment | A | $350,000 | $350,000 | $350,000 | $350,000 | $0 | **$1,400,000** |
| 2 | Annual Police Vehicle Replacement | A | $80,000 | $72,000 | $80,000 | $80,000 | $92,000 | **$404,000** |
| 3 | Electronic Control Weapons | A | $81,600 | $0 | $0 | $0 | $0 | **$81,600** |
| 4 | Police Facility Improvements | A | $15,500 | $15,000 | $15,000 | $15,000 | $10,000 | **$70,500** |
| 5 | Crime/Accident Forensic Mapping | | $0 | $24,000 | $0 | $0 | $0 | **$24,000** |
| 6 | Emergency Generator | | $0 | $48,000 | $0 | $0 | $0 | **$48,000** |
| 7 | Warning Sirens | | $0 | $25,000 | $0 | $25,000 | $0 | **$50,000** |
| 8 | In-Car Video Cameras | | $0 | $0 | $35,000 | $0 | $0 | **$35,000** |
| 9 | Replacement of Rooftop HVAC Equipment | | $0 | $0 | $82,000 | $0 | $0 | **$82,000** |
| 10 | Physical Fitness Equipment | | $0 | $0 | $0 | $32,000 | $0 | **$32,000** |
| 11 | Retrofit for Patrol Equipment | | $0 | $0 | $0 | $35,000 | $0 | **$35,000** |
| 12 | Bullet Proof Vests | | $0 | $0 | $0 | $0 | $30,000 | **$30,000** |
| 13 | CCTV Security Surveillance for the Square | | $0 | $0 | $0 | $0 | $50,000 | **$50,000** |
| 14 | Traffic Safety Unit-Truck Program | | $0 | $0 | $0 | $0 | $54,500 | **$54,500** |
| | **Totals** | | **$527,100** | **$534,000** | **$562,000** | **$537,000** | **$236,500** | **$2,396,600** |
| | **# of Projects** | | **4** | **6** | **5** | **6** | **5** | **14** |



# PUBLIC SAFETY: Detailed Project Narratives

**Police Facility**
**Priority Ranking:** A

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $350,000 | $350,000 | $350,000 | $350,000 | $0 | $1,400,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2021
**Annual Operating Costs:** N/A

| Project Purpose, Description and Benefit |
|---|
| This project reflects the annual transfer of dedicated Telecommunication Tax Revenues to the Debt Service Fund for the payment on the twenty-year bond (four years remaining) for the relocation of the police operation to its present facility on Lake Avenue. This project involved erecting a two-story facility on the property at 656 Lake Avenue. The project was at a cost of $4 million which was financed by the issuance of an Alternate Revenue Bond. The payment will actually be made by the Debt Service Fund with the transfer of Telecommunications Tax Revenue from the CIP. |

**Annual Police Vehicle Replacements**
**Priority Ranking:** A

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $80,000 | $72,000 | $80,000 | $80,000 | $92,000 | $404,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

| Project Purpose, Description and Benefit |
|---|
| This project is the annual replacement/rotation of police vehicles (see the replacement chart below). 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 100,000 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 D.A.R.E. SUV. Older fleet vehicles are rotated out of service after a minimum of five years. The City has experienced firsthand that extended use of these vehicles significantly increases maintenance costs, as well as, reduces officer safety.<br><br>For FY17/18, two (2) sedan marked patrol vehicles @ $26,000 each and one (1) SUV marked patrol vehicle @ $28,000 are scheduled for replacement. Please see the |

following schedule for the proposed five-year replacement plan:

**Capital Improvement Program Police Vehicle Replacement Chart – November 2016**

| Assigned | Squad Number | Year | 2017/ 2018 | 2018/ 2019 | 2019/ 2020 | 2020/ 2021 | 2021/ 2022 |
|---|---|---|---|---|---|---|---|
| Chief of Police | 11 | 2014 | | | | | 2021 |
| Deputy Chief #1 | 14 | 2014 | | | | | 2021 |
| Training | 13 | 2012 | * | * | * | * | * |
| Detective Sgt. | 15 | 2016 | | | | | |
| Detective # 1 | 17 | 2015 | | | | | |
| Detective # 2 | 10 | 2012 | | 2018 | | | |
| Detective # 3 | 16 | 2015 | | | | | |
| Community Service Officer | 18 | 2011 | * | * | * | * | * |
| DARE/ GREAT | 19 | 2014 | | | | | |
| Patrol Sgt. | 20 | 2015 | 2017 | | | 2020 | |
| Patrol | 21 | 2016 | | 2018 | | 2020 | |
| Patrol | 22 | 2014 | 2017 | | 2019 | | 2021 |
| Patrol | 23 | 2015 | 2017 | | 2019 | | 2021 |
| Patrol | 24 | 2016 | | 2018 | | 2020 | |
| Patrol | 25 | 2013 | | | | | |
| Patrol | 26 | 2013 | | | | | |
| Patrol | 27 | 2013 | * | * | * | * | * |
| Patrol | 28 | 2014 | | | 2019 | | |
| Patrol | 29 | 2013 | * | * | * | * | * |
| Bicycles | 31, 33, 36, 37 | 1995 2015 | | | | | |
| Motorcycle | 34 | 2014 | ** | ** | ** | ** | ** |
| Speed Trailer | 35 | 2016 | | | | | |

* supplied from patrol vehicles taken out of front line service
** lease agreement with Harley Davidson

| Electronic Control Weapons | | | | | |
|---|---|---|---|---|---|
| **Priority Ranking:** A | | | | | |
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $81,600 | $0 | $0 | $0 | $0 | $81,600 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2018
**Annual Operating Costs:** $0

| Project Purpose, Description and Benefit |
|---|
| The time has come to provide the officers of the Woodstock Police Department with another option to balance out the "Use of Force Continuum." Today's WPD Officer has verbal commands, hands-on options, OC spray, and then their sidearm; currently, there is a large gap between the lower end of the spectrum to the lethal upper end of the spectrum. The piece of modern equipment that would provide a balance to that continuum is the "Electronic Control Weapon," or mostly known by the brand name of Taser. As stated in the August 2015 edition of Police magazine, "And out of all the innovative tactical tools we researched in 1979 and 1980, the TASER from Jack Cover's TASER Systems Inc. was by far the most effective at resolving confrontations with fewer and less severe injuries compared to other tools and tactics. The TASER also was an excellent force-options equalizer in a confrontation, regardless of the height and weight of the officer versus that of the suspect." By providing this system to all of our sworn officers, we are meeting our responsibility to provide to the best of our ability for the well-being and safety of both the officers and the citizens we serve.<br><br>The cost listed above indicates what it would take to deploy 40 Taser units and implement the system throughout the Department to all sworn personnel.<br><br>This program will be researched and reviewed further in order to determine if the program can be effectively and economically implemented with twenty (20) systems rather than the currently requested forty. |

| Police Facility Improvements | | | | | |
|---|---|---|---|---|---|
| **Priority Ranking:** A | | | | | |
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $15,500 | $15,000 | $15,000 | $15,000 | $10,000 | $70,500 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

| Project Purpose, Description and Benefit |
|---|
| The Police Facility celebrated its fifteenth anniversary in November, 2016. While personnel and custodial staff do an outstanding job in the care and upkeep of the facility, |

certain items that experience failure and normal wear and tear must be replaced. Included in this project for FY17/18 are the carpeting and/or floor coverings of 50% of the high traffic areas @ $8,500; the seal coating of the west parking lot @$4,000; and the removal and replacement of 6 (six) dead Ash trees $3,000 (6 @ $500). Additional items that need replacement in future years are additional carpeting/ floor covering ($8,500), LED Lights for parking lot ($9,000), interrogation rooms video camera system ($5,000), office furniture, entry points security system and interior painting.

# PUBLIC SAFETY: Future Years Project Narrative

| Crime/Accident Forensic Mapping System | | | | | |
|---|---|---|---|---|---|
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $0 | $24,000 | $0 | $0 | $0 | $24,000 |

**Project Purpose, Description and Benefit**

During the 2015 calendar year, the Woodstock Police Department investigated one fatal car accident, one homicide and a number of death investigations. When a serious investigation is required, the crime scene is typically the most important item in the ensuing investigation. In today's society, jurors demand the best forensic evidence in both criminal and civil litigation.

Scene documentation creates a permanent written and visual record of the scene, the condition of the scene and highlights the evidence contained within it. Accurately measuring the scene with a scaled diagram always proves to be invaluable.

The "Total Station" forensic mapping system is the most recognized tool used by law enforcement at crash and crime scenes. It is compatible with motor-vehicle crashes, crime-scene diagrams, disaster responses and assists in the development of response plans for organized raids and public events. "Total Station" and the related software has the ability to create 3D maps, images and animations of all types of scenes. By utilizing "Total Station," an investigator's time at a crime scene and the closure of roadways at an accident scene is significantly reduced.

This purchase would include the necessary equipment, software and training for Woodstock Police Department members to become proficient in the operation of this computerized system.

| Emergency Generator | | | | | |
|---|---|---|---|---|---|
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $0 | $48,000 | $0 | $0 | $0 | $48,000 |

**Project Purpose, Description and Benefit**

The Police Department relies on an industrial diesel-engine generator to immediately supply critical emergency operations in the event of a power outage. The generator system has a life expectancy of 15 years. Monthly tests are conducted and maintenance is performed on the current generator system. The system was installed 15 years ago when the construction of the Police Station was completed. During 2015 a $6,000 repair was required to keep the current generator operable. It is believed that this repair will extend the life of the generator a year or two. The generator system is a vital operating system to ensure emergency services to the community are provided. This project would fund the installation and replacement of the existing emergency generator.

| Warning Sirens | | | | | |
|---|---|---|---|---|---|
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $0 | $25,000 | $0 | $25,000 | $0 | $50,000 |

**Project Purpose, Description and Benefit**

Although the City no longer maintains its own fire/rescue dispatch operation, the City still maintains an Emergency Preparedness Plan in conjunction with the Woodstock Fire/Rescue District. A critical element of this plan is to provide an effective alert to citizens via an outdoor warning system. The sirens are placed in strategic locations throughout the City to alert those individuals that are out of doors that an emergency condition exists, such as a tornado or chemical hazard, and that they should take cover immediately.

The new sirens will not only provide for greater coverage allowing for a better ability to warn a larger populous of impending danger, it also provides for voice transmissions so that specific requests or potential dangers can be broadcast via specific verbal warning messages to the community.

It is being recommended that warning sirens be installed in conjunction with new residential developments in the community and, in most cases, be paid for through contributions provided by developers, or paid for and installed directly by developers. Based on current development schedules, it is proposed that a warning siren be installed in Apple Creek Estates in FY18/19 and in the area of Woodstock North High School in FY20/21.

| In-Car Video Cameras | | | | | |
|---|---|---|---|---|---|
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $0 | $0 | $35,000 | $0 | $0 | $35,000 |

**Project Purpose, Description and Benefit**

Video cameras were replaced in all patrol vehicles in FY14/15. The purpose of the video cameras is to record patrol activities of police officers, primarily during traffic stops. The intended use of this information is for: 1) increased safety of the officers; 2) increase in convictions for more serious traffic stops such as in DUI cases; and 3) reduction in complaints against officers and the associated litigation.

Statistics have shown that by recording both the video and the audio portions of police officers' traffic stops, the awareness of the police officers increase and the video will help identify offenders who may have caused harm to the police officer and fled the scene. It also increases the conviction rate on serious traffic offenses when the video and audio recording of the incident can be used as evidence in court. Without this physical evidence, the defendant appears in court sober and may present a convincing argument of how they were wrongly accused. Finally, the recording can provide physical evidence in accusations where an individual claims they were physically or verbally mistreated by police officers.

The cost of this project includes all of the hardware necessary and the cost of installation on ten (10) patrol vehicles as well as the equipment necessary to download the videos captured on the in-car cameras to a retrievable data source.

| Replacement of Rooftop HVAC Equipment | | | | | |
|---|---|---|---|---|---|
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $0 | $0 | $82,000 | $0 | $0 | $82,000 |

**Project Purpose, Description and Benefit**

Rooftop HVAC units have a life expectancy of thirteen (13) to fifteen (15) years. The units that are in place at the department are currently fifteen (15) years old and are requiring additional repairs each year.

These units are a core requirement for the department to operate as they control the building's environment. The units do have an annual maintenance program that is currently in place and the systems are maintained by a sole source that has demonstrated some capability to maintain/repair specialized equipment for the communications center (i.e., Liebert System).

A replacement schedule of fourteen (14) to fifteen (15) years should be adopted by the City for this equipment. The funding request for this project would be utilized to replace the equipment prior to total failure. The amount proposed for FY19/20 includes the replacement of one (1) Liebert, one (1) Trane Model YSC060, and three (3) Trane Model YSC120 HVAC units. The total amount includes installation and all required connecting equipment to facilitate the replacement.

The Woodstock Police Department's HVAC system remains separate from the General Administration replacement schedule in order to more easily and effectively track the use of capital expansion fees.

| Physical Fitness Equipment | | | | | |
|---|---|---|---|---|---|
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $0 | $0 | $0 | $32,000 | $0 | $32,000 |

**Project Purpose, Description and Benefit**

It benefits the officers of the Woodstock Police Department to remain in good physical shape. Not only does physical fitness improve the likelihood of succeeding in a physical encounter while on-duty, but one's level of physical fitness also plays a part in the overall well-being of the individual by improving mental health and, ultimately, positively affecting one's long term health. A healthy employee will perform better and remain more active for the duration of his or her career.

The current fitness equipment in the Police Department's fitness room (other than the

treadmill that was replaced in 2014) is original. All of the equipment is aged and unserviceable. The current multi-use station is obsolete in that much of it does not properly serve the needs of the individual to work the muscle groups that an officer would likely need during a physical encounter.

The identified replacement equipment was reviewed and selected by one of the Department's Sergeants who is often looked to as an "area expert" in physical fitness. A modern, well-maintained used system would fit well within the Department. There are many modern systems that can help to keep the officers fit, but the system listed would provide for a well-rounded police-oriented workout.

| **Retrofit for Patrol Equipment** | | | | | |
|---|---|---|---|---|---|
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $0 | $0 | $0 | $35,000 | $0 | $35,000 |

**Project Purpose, Description and Benefit**

After Dispatch consolidation, the Police Department will have space within the facility to reconfigure its internal operations. Ever since the facility was constructed, Patrolmen have been required to move their equipment bags (aka "Pursuit" bags) from the upstairs locker room to the squad cars at the beginning of the shift, and then from the parking lot to the locker rooms at the end of the shift.

When the facility was originally constructed in 2001, ¾ length lockers were installed. There has never been enough space within each of the lockers to adequately place one's equipment bag and shoes on the bottom of the locker. To accommodate this, the current Police Administration has authorized all Officers to place their Patrol boots/shoes outside of their lockers due to space limitations within each of the lockers.

Additionally, there is a future concept under consideration that would authorize individual officers to acquire and outfit individually owned/assigned patrol rifles. In order to achieve this, one of the primary needs will be to provide a location to securely store each of these firearms.

Therefore, to streamline the operations of the Department, it would be best to consolidate several functions into the space vacated by the Dispatch Center. In order to complete this project, individual lockers for both their equipment bags and for rifle storage would need to be installed.

| Bullet Proof Vests | | | | | |
|---|---|---|---|---|---|
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $0 | $0 | $0 | $0 | $30,000 | $30,000 |

**Project Purpose, Description and Benefit**

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 ensure that every officer is properly protected against gunshot and knife wounds.

The benefit to the City is to ensure 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 gunshot or knife. This project includes the replacement of all existing bullet proof vests for every sworn police officer. Bullet proof vests are scheduled to be issued to each of the sworn police officers in FY16/17. The average replacement period is every five years. Therefore, FY21/22 would be the next scheduled replacement for these vests. It is anticipated that grant money available through the U.S. Department of Justice will be available to share or offset fifty percent (50%) or $15,000 of the costs of these vests.

| CCTV Security Surveillance for the Square | | | | | |
|---|---|---|---|---|---|
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $0 | $0 | $0 | $0 | $50,000 | $50,000 |

**Project Purpose, Description and Benefit**

It is well-accepted that the Woodstock Square is the literal and figurative epicenter of our community. Its importance is acknowledged by all members of the Police Department. The Square frequently does exactly what it was intended to do; draw people to the center of town to gather peaceably as a society. On occasion, there are members of society that do not adhere to the norms by behaving contrary to City ordinances or State statutes.

Additionally, it is not reasonable or sustainable to have Woodstock Police Officers spend entire work shifts within the Square to ensure its tranquility. The officers on patrol need technological assistance in gathering and preserving potential video evidence of law-breaking citizens within the Square area.

The request is to equip the Square's public areas with CCTV security surveillance cameras to ensure the region is adequately and equitably covered. It is estimated that to initiate this project, $50,000 will be required.

| Traffic Safety Unit – Truck Program | | | | | |
|---|---|---|---|---|---|
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $0 | $0 | $0 | $0 | $54,500 | $54,500 |

**Project Purpose, Description and Benefit**

The development of a Traffic Safety Unit/Truck Program is a desirable program for the community. The Woodstock Police Department (WPD) proposes to increase the traffic-safety presence through a coordinated safety and enforcement effort. Coordinated efforts will seek to investigate accidents comprehensively and attempt to decrease traffic crash fatalities, seek to improve traffic crash statistics at problem intersections, and promote traffic safety through programs such as Driving Under the Influence Awareness at local schools and through involvement with the Illinois Chiefs of Police (IACP) Traffic Safety Challenge.

Additionally, the current use of local streets and secondary state roads in and around the Woodstock area by truck traffic is increasing. It is suspected that truck traffic is increasing locally because of the lack of overweight and safety enforcement by local police as well as traffic circumventing the increasing costs of Illinois State Tollway travel. There is also a lack of overweight and special permit enforcement in the McHenry County area. Truck traffic is adversely impacting the already overburdened traffic situation in Woodstock, as well as causing considerable damage to local and state roadways.

At present, current personnel are assigned as traffic units, as manpower levels allow. Although these units are primarily traffic units in designation, they do assist regular patrol units as the need and call load arises. As the program develops and proves to be a worthwhile investment, additional personnel may be requested. The WPD engaged in a cooperative effort for the issuance of special-use truck permits and the collection of fees from those permits with the Public Works and Finance Departments. At present, special use permits are being issued by the Public Works Department with a cost to applicants. Overweight vehicle and vehicle-inspection equipment statutes are adequately covered in existing Illinois Compiled Statutes.

Some training has been obtained by WPD personnel under the present training agreement with Northeast Multi-Regional Training and has been beneficial for assigned officers in vehicle safety inspections, truck-overweight enforcement, and major traffic crash investigations. Components of the major traffic crash investigations would require the expenditure of additional training funds available within the WPD operating budget.

Anticipated revenues would be $8,000 from the issuance of special use permits and $25,000 in fines realized from overweight-truck enforcement. These conservative revenues are estimated with the use of existing personnel deployed as staffing levels allow. The return on investment, if the City were to move forward with this project, is expected to be four years or less.

The program costs include the necessary portable scales and certification of the scales, (eight (8) portable scale units @ $4,700 = $37,600), as well as the necessary equipment to outfit a special use police vehicle $16,900 (emergency lights $1,600, rifle rack $1,200, radar $2,200, radio $3,500, computer $4,500, video camera $3,000, electrical console $500 and push bar protective bumper $400). (Cost of the special-use police vehicle has been included in the Annual Police Vehicle Replacement).

# PARKS: 5-Year Summary Overview

Without question, one of the City's most popular assets is its comprehensive system of parks and their various user amenities that contribute to the outstanding quality of life enjoyed by the residents of the community. During the past decade the City has been able to develop a number of new parks and park amenities due, in large part, to the growth in the housing market during the same time period and Park Development Fees that were collected as a result. Unfortunately, beginning with the development of the FY08/09 CIP, the substantial debt service payments for the Davis Road Soccer Fields and Merryman Fields Park combined with a significant decrease in impact fees collected from a corresponding reduction in the number of new home permits, there are simply not enough funds to undertake new projects, at least until the reserve can either be rebuilt and/or the housing market rebounds. The result of this decline is that the City had to temporarily delay necessary park projects as well as defer new facility development. As such, it is recommended that the Parks Fund be allowed to "recharge" – so to speak – by committing funds in the near term to maintaining existing facilities instead of undertaking major new park projects. It is important to note here, as a reminder, that outstanding debt service for completed improvements exceed the Park Development Fund's revenues.

In summary, the FY17/18 - FY21/22 Parks Capital Improvement Program, as proposed, includes twenty two (22) projects totaling $5,590,100 over the five-year planning period. The FY17/18 Parks Capital Budget Year CIP includes eighteen (18) proposed projects totaling $1,031,800 ($217,200 of which is for outstanding debt service payments). The following section provides a summary narrative of the projects included in the FY17/18 Capital Budget Year and then the remaining FY18/19 through FY21/22 CIP planning period. This is followed by graphic tables and charts identifying proposed funding levels and revenue sources. Finally, detailed project narratives are provided which identify the specific goals and outcomes of each proposed project.

***FY17/18 Capital Budget Year Highlights***

As described throughout this document, limited revenues mean that very few projects can be implemented within the Parks – CIP. First and foremost, the City's existing debt service commitments related to the Davis Road Soccer Complex and Merryman Fields Park, both included in the **Park Bond Payments**, must be addressed and exceed the revenues received. A number of other projects are also requesting funding consideration for FY17/18: 1) **Resealing Courts** (five tennis courts at Emricson Park); 2) **Emricson Park Land Expansion** to purchase property adjacent to the park; 3) **Field Fencing** improvements for Dream Field in Emricson Park; 4) **Playground Equipment Replacement** at Tara Drive; 5) **Park Restrooms** building design and site engineering for the eventual construction of a new facility in Emricson Park; 6) **Emricson Maintenance Facility** roof and gutter replacement; 7) **Emricson Park Electrical** improvements; 8) **Parking Improvements** at Merryman Fields Park; 9) **Neighborhood Park Development** at Sweetwater Subdivision/Manke Lane; 10) continued development of the **Hennen Conservation Area;** and 11) **50/50 Cost Share - Tree Replacements** to facilitate the removal and replacement of ash trees impacted in the public right of way by the Emerald Ash Borer. City Council will have to decide how much funding from CIP reserves and/or other

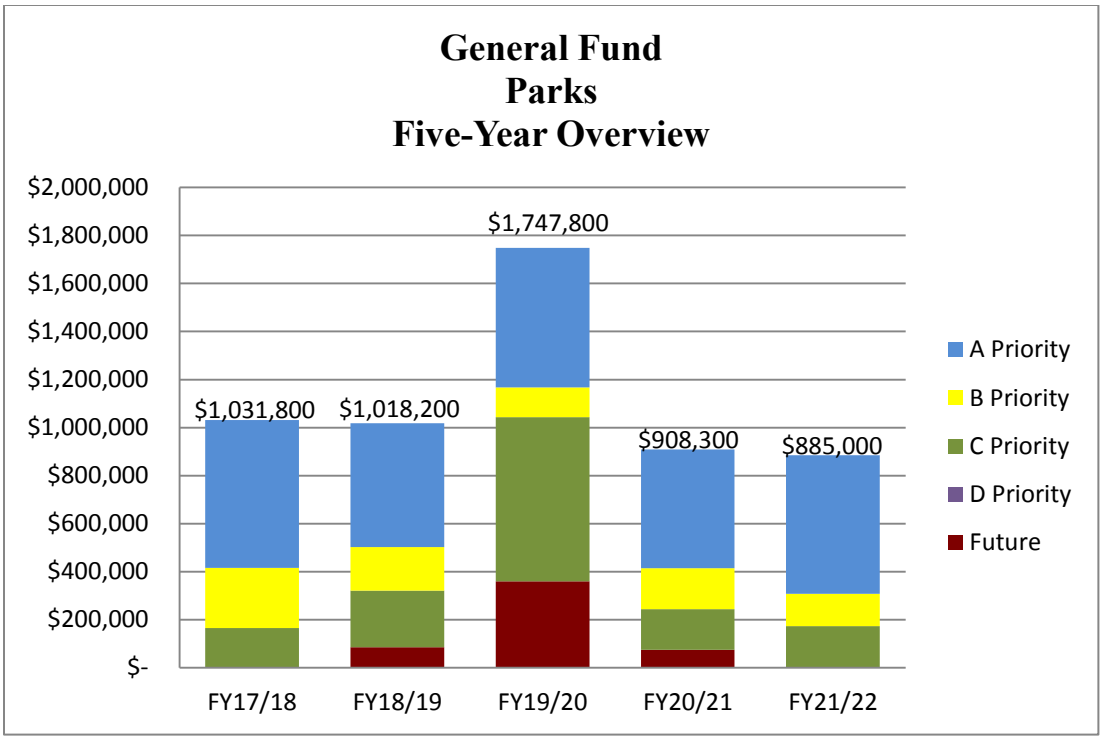
General Fund revenues should be dedicated to support the upgrade and expansion of the City's park facilities.

***FY18/19 – FY21/22 CIP Planning Summary***

A vast array of projects are included in the 5-Year planning period, however, based on available funding, the current focus must be on the continued maintenance of existing facilities until such time as new housing growth returns to previous levels to generate sufficient revenues to add substantial new projects. The five-year plan includes maintenance and replacement projects such as **Ballfield Renovations, Picnic Pavilions**, **Emricson Park Pond Dredging,** and **Bates Maintenance Facility** to address the City's building needs.

# PARKS:
# Recommended Projects & 5-Year Summary

| | Project | Priority | FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | 5-Year Total |
|---|---|---|---|---|---|---|---|---|
| 1 | Park Bond Payments | A | $217,200 | $215,700 | $218,800 | $217,300 | $218,000 | **$1,087,000** |
| 2 | Emricson Park Electrical | A | $75,000 | $0 | $0 | $0 | $0 | **$75,000** |
| 3 | Resealing Courts | A | $24,000 | $20,000 | $21,000 | $22,000 | $23,000 | **$110,000** |
| 4 | Emricson Maintenance Facility | A | $50,000 | $65,000 | $85,000 | $0 | $0 | **$200,000** |
| 5 | Parking Lot Improvements | A | $105,000 | $105,000 | $150,000 | $150,000 | $150,000 | **$660,000** |
| 6 | Ballfield Renovations | A | $25,000 | $25,000 | $25,000 | $25,000 | $25,000 | **$125,000** |
| 7 | Field Fencing | A | $120,000 | $85,000 | $80,000 | $80,000 | $160,000 | **$525,000** |
| 8 | Playground Equipment Repl. | B | $70,000 | $72,000 | $74,000 | $76,000 | $78,000 | **$370,000** |
| 9 | Emricson Park Land Expansion | B | $80,000 | $55,000 | $0 | $0 | $0 | **$135,000** |
| 10 | Park Entrance Sign Repl. | B | $10,000 | $13,500 | $10,000 | $14,000 | $16,000 | **$63,500** |
| 11 | Recreation Paths | B | $60,000 | $10,000 | $10,000 | $50,000 | $10,000 | **$140,000** |
| 12 | Park in the Square – Brick Path Maintenance | B | $30,000 | $30,000 | $30,000 | $30,000 | $30,000 | **$150,000** |
| 13 | 50/50 Cost Sharing Tree Replacement | C | $10,000 | $12,000 | $14,000 | $14,000 | $14,000 | **$64,000** |
| 14 | Field B & C Drainage | C | $10,000 | $120,000 | $150,000 | $0 | $0 | **$280,000** |
| 15 | Neighborhood Park Develop. | C | $80,000 | $80,000 | $250,000 | $75,000 | $125,000 | **$610,000** |
| 16 | Hennen Conservation Area | C | $25,000 | $25,000 | $20,000 | $80,000 | $35,000 | **$185,000** |
| 17 | Emricson Park Restrooms | C | $15,000 | $0 | $250,000 | $0 | $0 | **$265,000** |
| 18 | Access Drive – Summer in the Park | C | $25,600 | $0 | $0 | $0 | $0 | **$25,600** |
| 19 | Bates Maintenance Facility | | $0 | $20,000 | $100,000 | $0 | $0 | **$120,000** |
| 20 | Emricson Park Pond Dredging | | $0 | $45,000 | $0 | $0 | $0 | **$45,000** |
| 21 | Splash Pad at Olson Park | | $0 | $20,000 | $180,000 | $0 | $0 | **$200,000** |
| 22 | Picnic Pavilions | | $0 | $0 | $80,000 | $75,000 | $0 | **$155,000** |
| | **Totals** | | **$1,031,800** | **$1,018,200** | **$1,747,800** | **$908,300** | **$884,000** | **$5,590,100** |
| | **# of Projects** | | **18** | **19** | **18** | **13** | **12** | **22** |


General Fund
Parks
Five-Year Overview
$2,000,000
$1,800,000
$1,600,000
$1,400,000
$1,200,000
$1,000,000
$800,000
$600,000
$400,000
$200,000
$-
$1,031,800
$1,018,200
$1,747,800
$908,300
$885,000
FY17/18
FY18/19
FY19/20
FY20/21
FY21/22
A Priority
B Priority
C Priority
D Priority
Future

# PARKS: Detailed Project Narratives

**Project:** **Park Bond Payments**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $217,200 | $215,700 | $218,800 | $217,300 | $218,000 | $1,087,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

The City purchased the Woodstock Athletic Club in 2003 to serve as a future community recreation center. This facility was funded from the issuance of a $1.5 million debt certificate provided by Harris Bank with the funding required for the expansion (40% of the debt service payments) of this facility being paid from the Park Development Fund. The Recreation Center Fund utilizes the membership dues to provide for its required payment of 60% of the related debt service, which reflects the acquisition and renovation costs for this facility. It is important to note that this facility was purchased, renovated and expanded without the need to utilize any tax dollars and this continues today as membership dues continue to meet all operational, debt and capital costs without the need for tax dollars. The final payment of these bonds occurs in 2023.

In 2005 the City issued $4.7 million in Alternate Revenue Bonds to finance the development and construction of two major park improvements. The City utilized $2.8 million of these bond proceeds to adaptively reuse a landfill site to create the Davis Road Park soccer complex. The annual debt service is funded by both the Environmental Management (80%) and Park Development (20%) Funds PDF. *Since FY09/10 the Environmental Management Fund (EMF) has provided for the entire repayment of the Davis Road Soccer Complex Alternate Revenue Bonds. This situation is expected to be a temporary measure that was taken as a result of the decline in the economy. As soon as the economy rebounds and remains stable, 20% of the funds for bond repayment will be derived from the Park Development Fund. The portion funded by the Park Development Fund reduces the amount available to fund the City's future park needs. The debt service related to the Environmental Management Fund has been reported within that fund's CIP project request section.

The remaining $1.9 million in Alternate Revenue Bonds was issued to construct Merryman Fields Park. The Park Development Fund is responsible for 100% of the related debt service payment. However, in order to ensure adequate resources and identify alternate repayment sources the City temporarily modified the source of repayment beginning in FY09/10 to conclude when sufficient revenue is generated from park impact fees to repay the bonds. This temporary modification was proposed again in FY16/17 through a transfer from the General Corporate - CIP Fund.

In 2014, the outstanding 2005 Alternate Revenue Bonds were refunded through the issuance of 2014 Alternate Revenue Refunding Bonds; the final repayment of these bonds occurs in 2025.

Following is a summary of the annual debt payments including both principal and interest related to park and recreation facilities for the next five-year planning period:

FY17/18:

| | | |
|---|---|---|
| Recreation Center | $43,600 | (40% PDF - 60% Rec) |
| Davis Road Park | $40,500 | (20% PDF - 80% EMF) |
| Merryman Fields Park | $133,100 | |
| Total | $217,200 | |

FY18/19:

| | | |
|---|---|---|
| Recreation Center | $43,000 | (40% PDF - 60% Rec) |
| Davis Road Park | $39,900 | (20% PDF - 80% EMF) |
| Merryman Fields Park | $132,800 | |
| Total | $215,700 | |

FY19/20:

| | | |
|---|---|---|
| Recreation Center | $44,100 | (40% PDF - 60% Rec) |
| Davis Road Park | $39,900 | (20% PDF - 80% EMF) |
| Merryman Fields Park | $134,800 | |
| Total | $218,800 | |

FY20/21:

| | | |
|---|---|---|
| Recreation Center | $43,900 | (40% PDF - 60% Rec) |
| Davis Road Park | $39,200 | (20% PDF - 80% EMF) |
| Merryman Fields Park | $134,200 | |
| Total | $217,300 | |

FY21/22:

| | | |
|---|---|---|
| Recreation Center | $44,300 | (40% PDF - 60% Rec) |
| Davis Road Park | $39,100 | (20% PDF - 80% EMF) |
| Merryman Fields Park | $134,600 | |
| Total | $218,000 | |

**Project:** **Emricson Park Electrical**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $75,000 | $0 | $0 | $0 | $0 | $75,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2018
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

During FY00/01, the City installed an above-ground transformer at Emricson Park with an underground service to eliminate some of the old, overhead, high tension lines in a portion of Emricson Park. This was completed to not only improve public safety, but also to provide a more reliable electrical service for the lighting of the tennis courts, football field and main softball field.

The remaining portion of the park, specifically the Parks Division shop, Main Pavilion, and main bathrooms still utilize an overhead wire transmission system. The overhead system has aged. It has been repaired a number of times, and the complete overhead line should be replaced or buried. During wind storms in July 2008, five Oak trees within Emricson Park blew over and put this electrical system out of service for four days. When the fuse blows, the Main Pavilion, Hilltop Pavilion and the park shop are without power. In FY16/17 the City spent $1,946 on repairs to the overhead lines. Being without power decreases efficiency and results in many customer complaints from those who have reserved one of the pavilions.

This request is to bury the electrical service in order to create a safer more reliable electrical system for maintenance staff and park users groups. The main play area and Main Pavilion in Emricson Park are used daily by many park users and is one of the most heavily-used areas of the park. The planned electrical improvements would provide a safer and more reliable service to customers who use the pavilion facility and main restrooms, and the improvements would benefit a large number of users. This is the third and final stage of construction for electrical upgrades in Emricson Park..

| **Resealing Courts** | | | | | |
|---|---|---|---|---|---|
| **Priority Ranking:** A | | | | | |
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $24,000 | $20,000 | $21,000 | $22,000 | $23,000 | $110,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

The City's park system contains a total of nine basketball courts and nine tennis courts. These facilities are used regularly throughout the spring, summer, and fall. They provide an excellent opportunity for recreational activity and are an essential part of the City's efforts to provide broad-based choices for park users.

In order to provide courts that are attractive and safe, maintenance is needed on a regular basis. Typical maintenance on these play surfaces includes but is not limited to: grinding, patching, crack filling, and new color coat surface. In order to protect its original investment, the City should plan to perform necessary maintenance and make improvements to existing tennis and basketball courts. The recommended schedule is as follows based on an evaluation of the current condition of all 18 courts:

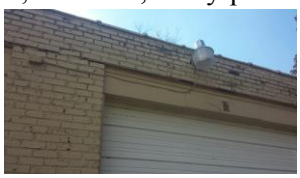
FY17/18 Five (5) tennis courts at Emricson Park
FY18/19 Two (2) tennis courts at Olson Park
FY19/20 Praire Ridge tennis court/basketball court
FY20/21 McConnell Road Park tennis court/basketball court
FY21/22 One (1) basketball court at Banford Road and one (1) basketball court at Mary Ann Street Park
FY22/23+:
Two (2) basketball courts at Bates Park
One (1) tennis court at Mary Ann Street Park
Two (2) basketball courts at Emricson Park
One (1) basketball court at Olson Park

| Emricson Park Maintenance Facility Repair | | | | | |
|---|---|---|---|---|---|
| **Priority Ranking:** A | | | | | |
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $50,000 | $65,000 | $85,000 | $0 | $0 | $200,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2020
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

The Maintenance shop located in Emricson Park is the original structure. Since being built, the park site has expanded to take over the Bigelow property and a new aquatic center was constructed. The site is centrally located, which allows equipment used at other sites to be stored there; however, many pieces of equipment are stored outside.



The light fixtures, roofing, and mortar have never been upgraded or repaired. There are many signs of deterioration on the current structure. There are items on the building that are already beyond their expected life (e.g. roof, gutters, lighting, heating/air conditioning and ventilation, etc.).

Funds are requested to make necessary repairs to the facility with this approach being based on the City not building a new facility in the near future. Future expansion will be part of the Public Works' facilities expansion project.

FY17/18 - Funds would be used to re-roof the facility and gutters replaced.

FY18/19 - Funds would be used to tuck-point & paint the entire facility.

FY19/20 - Funds would be used to relight, & install a staff restroom and washing station in the facility.

| Parking Lot Improvements | | | | | |
|---|---|---|---|---|---|
| **Priority Ranking:** A | | | | | |
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $105,000 | $105,000 | $150,000 | $150,000 | $150,000 | $660,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

The City needs to allocate funds annually for the maintenance and resurfacing of the parking lots in our parks. Currently, there are paved lots located at Banford Road Park, Bates Park, Emricson Park, Merryman Fields Park, Raintree Park, and Ryders Woods. Just like the public parking lots provided in the downtown, these lots need annual

maintenance and periodic resurfacing and funds have been requested in all five years of the CIP plan for this purpose. Maintenance would include skip patching, total resurfacing, crack sealing, etc.

In order to grow with the community and continue to expand existing facilities for our park users, additional parking areas have been completed at Olson Park and at Emricson Park sites. The parking lots at Olson Park were expanded during roadway resurfacing projects along Tappan Street to help with resident complaints about cars parking along roadways during tennis and basketball use. Parking lots were also constructed in Emricson Park on the north and east sides of Sullivan Field, along the open play area on Bigelow Road, Bigelow Soccer field, and Stuessy Pavilion.

Because parking on the grass is prohibited in all City parks, a request was received by the user groups and special event requests at Merryman Fields Park to construct additional paved parking. During some late afternoon and evening games and/or tournaments, parking is full near the ballfields that are in use. Rather than park a long distance from the field, motorists are parking on the grass. The need for additional parking at this location has been discussed by the Parks and Recreation Commission, and it is their recommendation to ask for funding of this project through the CIP program. The overall Park Development Master Plan for this facility does provide for additional parking along the south side of the access road (across from Fields #3 and #4), and funds are requested to construct additional parking.

There are currently 273 parking spaces provided at Merryman Fields Park, and the proposed improvement would provide 87 additional paved parking spaces. Construction will include the removal of topsoil, the placement of a sub-base material, compaction, asphalt surface, and striping. Because of the large capital expense to construct the parking lot, it is recommended that these costs be split over a two-year period because the total parking area can be constructed separately or as needed over time. Therefore, the cost to construct half of the lot is requested in FY19/20, and the other half of the lot will be constructed in FY20/21 or at a later date as needed.

The City has also received comments in the past about the need for additional paved parking at Emricson Park. Emricson Park is the City's largest park site and does host a number of large spectator events each year. There are currently 729 parking spaces and they are scattered throughout the park for the convenience of park patrons. However, for major events and on those days when multiple events are scheduled, there have been problems with vehicles parking on the grass. The City does not want to reduce beneficial green space in the park, but some additional paved parking could be provided (such as paving of the overflow lot for the aquatic center) to allow more year-round access and the addition of a few more parking spaces along the access roads in the park.

The following is a schedule of resurfacing / expansion project schedules:

FY17/18:
Emricson Park Main Playground Lower Parking Lot, Approximately 3,500 Square Yards, $105,000 at $30 dollars a yard.

FY18/19:
Emricson Park Pond Parking Lot, Approximately 2,400 Square Yards, $72,000 at $30 dollars a yard.
Ryder Woods - Kimball Street Parking Lot, Approximately 1,100 Square Yards, $33,000 at 30 dollars a yard.

FY19/20:
Emricson Park Maintenance Building Parking Lot/Main "A" Field Lot Approximately 5,000 Square Yards, $150,000 at $30 dollars a yard.

FY20/21:
Merryman Parking Expansion Phase 1 $150,000.

FY21/22:
Merryman Parking Expansion Phase 2 $150,000.

FY22/23 or later:
Davis Road Soccer Field Lot Surfacing, Approximately 23,000 Square Yards, $690,000 at $30 dollars a yard.
Banford Road Park Parking Lot, Approximately 950 Square Yards, $28,500 at $30 dollars a yard.
Aquatic Center Over Flow Lot Surfacing 7,500 Square Yards $225,000 at $30 dollars a yard.

**Project:** Ballfield Renovations
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $25,000 | $25,000 | $25,000 | $25,000 | $25,000 | $125,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

Each year, a number of user groups schedule reservations on City baseball and softball fields beginning in the middle of March and carrying on through November. On most days throughout the season, these fields host multiple games without taking into consideration tournament play. The fields are generally in very good condition based upon the amount of usage they receive. The City encourages everyone to use our fields. Over the years, things like pitchers mounds, home plates, base paths, outfield to infield transitions, and the infield grass all develop visual and physical signs of wear and tear.

Getting onto the ballfields to perform more major types of maintenance during the season is difficult because the season here in northern Illinois leaves a limited amount of time to get all games in. To make sure the City is able to get an established turf and have fields that remain playable during the season, it is recommended that an outside contractor be hired to perform some major maintenance to the City's fields. Fields will be inspected annually and if funding is approved, one (1) field will be removed from service at the beginning or end of the season to correct deficiencies that could be considered a safety hazard to ball players.

The following work will be completed to the fields during the renovation process.

- Cut back outfield edge to remove lip, grade area and install 15' of new sod to proper arc of 85' from 60' 6" pitch distance
- Cut back all infield edges to remove lip, grade and install 5'of new sod
- Cut back outside 1st and 3rd baselines, grade and replace with 7.5' of new sod
- Cut back around pitcher's mound to remove lip, grade and install 7.5' of new sod to proper arc
- Cut back around home plate area to remove lip, grade and install 2.5' new sod to proper arc
- Sod is "Big Roll" 30" wide 90' long
- Grade home plate area and rebuild batter's box and catchers area with clay bricks and

loose clay
- Rebuild pitcher's mound to proper height of 10" above home plate with clay bricks and loose clay
- Straighten all edges around backstop and dugouts as well as coaches box
- Install approximately 44 tons of Triple Play infield mix and grade
- Top dress infield with two (2) pallets of Turface MVP and grade

It was brought to the City's attention during the annual Parks & Recreation Commission Tour of facilities that the lip on Roskie Field at Bates Park needs to be cut down and the field regraded. This work will be scheduled for FY17/18.

| **Field Fencing** | | | | | |
|---|---|---|---|---|---|
| **Priority Ranking:** B | | | | | |
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $120,000 | $85,000 | $80,000 | $80,000 | $160,000 | $525,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

Dream Field at Emricson Park has been used by numerous user groups for many years. The field is holding up reasonably well, but the fencing is showing signs of fatigue and is not adequate for the wide variety of use that is scheduled on this field.

There are several different factors that result in the need to schedule the replacement of the fencing, backstop, and batting cages. The field fencing is designed to protect both players and the public. Currently, the backstop is not high enough, which results in many foul balls landing in the spectator area. Generally, the fence surrounding Dream Field is in poor condition and the footings surrounding the field are heaving. Funds are requested to pay for its replacement.

New fence will improve the visual appearance of the field, it will help keep the baseball in play, and provide better protection for spectators in this area. Improvements would include fencing, a new backstop with extended overhangs, and batting cages (or bullpens) along the fence line.

FY17/18: Emricson Park - Dream Field (fencing, backstop, batting cages)
FY18/19: Bates Park - Roskie Field & Backstop
FY19/20: Emricson Park - Bigelow B Field
FY20/21: Emricson Park - Bigelow C Field
FY21/22: Bates Park - Fields 2 & 3

FY22/23 or later:
Bates Park - Fields 4 & 5
Emricson - South Soccer
Emricson - Bigelow Soccer

| **Playground Equipment Replacement** | | | | | |
|---|---|---|---|---|---|
| **Priority Ranking:** B | | | | | |
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $70,000 | $72,000 | $74,000 | $76,000 | $78,000 | $370,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

Playground structures are considered by many to be an important part of the quality of the park system and play options for user groups. It is important that the City continue to provide funding to replace each of the existing play structures, not only to ensure safety, but also to provide new and different options for children.

The City has twelve park sites where playground structures are installed. One of these locations, Emricson Park, has four playground structures within the park boundaries. From experience, the City has found that the average life of these amenities is 13 - 15 years. Several factors are used in determining when a playground structure has reached its useful life. These include; the age of the structure, the availability of replacement parts, its location, and its overall condition. The following is a list of the playground facilities provided by the City, the date they were installed, and the planned replacement schedule:

| PARK/LOCATION | DATE OF INSTALLATION | PLANNED REPLACEMENT | ESTIMATED COST |
|---|---|---|---|
| Tara Drive | 1995 | FY17/18 | $70,000 |
| Banford Road Park | 2000 | FY18/19 | $72,000 |
| Emricson Park - tot lot | 2000 | FY19/20 | $74,000 |
| Emricson/ Free Standing | 2001 | FY20/21 | $76,000 |
| Prairie Ridge Drive | 2002 | FY21/22 | $78,000 |

| FUTURE - FY22/23 OR LATER | |
|---|---|
| Emricson Park/ South Street | 2003 |
| Sunnyside Park | 2004 |
| A.J. Olson Park | 2005 |
| Mary Ann Street | 2006 |
| Dick Tracy Way Park | 2006 |
| McConnell Road Park | 2007 |
| Manke Lane Park | 2011 |
| Haydn Street Park | 2011 |
| Emricson Park ADA | 2012 |
| Emricson/ Hilltop | 2012 |
| Bates Park | 2013 |
| Raintree Park | 2014 |

**Project:** **Emricson Park Land Expansion**
**Priority Ranking:** B
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $80,000 | $55,000 | $0 | $0 | $0 | $135,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2019
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

In order to grow with the community and to continue to expand this important regional park, the City needs to plan for the acquisition of adjoining vacant land within the near future. Without additional land, Emricson Park will be landlocked and could potentially become over-developed and over-used.

Emricson Park has been developed to its capacity. The lack of additional land for new recreational facilities could require residents to travel to other remote sites in the future for park activities. The current ability to enjoy centralized and multiple activities at Emricson Park is one of the attractions of the City's flagship park.

The attached exhibit shows the boundaries of the existing park property and three adjoining parcels that have been identified for possible expansion of Emricson Park. Each parcel has unique features and would benefit future users in differing ways.

The three parcels include approximately 52.8 acres, and the purchase price is estimated to range from $20,000/acre to $40,000/acre. The City could consider the sale of bonds to fund the purchase of additional park land with the cost of the bonds to be paid by future park users through the collection of Capital Expansion Fees. Funds are requested for FY17/18 to acquire property on Jackson Street & South Street, close to the entrances. Funds are included in FY18/19 to obtain property appraisal reports, and to research and prepare funding options for available parcels of land around other park sites.

## City of Woodstock, Illinois

Emricson Park Land Expansion

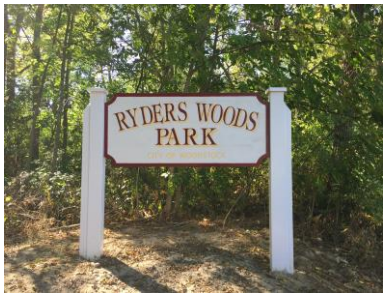
1 inch equals 711 feet

| Park Entrance Sign Replacements | | | | | |
|---|---|---|---|---|---|
| **Priority Ranking:** B | | | | | |
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $10,000 | $13,500 | $10,000 | $14,000 | $16,000 | $63,500 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

Curb appeal is extremely important in the City of Woodstock. Maintaining public spaces like the City's twenty-four distinct park properties provides residents and passersby a positive impression of the City. An integral part of promoting the City's recreation areas includes maintaining each individual park entrance sign. The signs act as landmarks for residents and user groups seeking a specific site for a family outing, league tournament, or something as simple as a new place to walk the dog. A park sign is often the first thing residents and user groups see.



Each year the Parks and Facilities Division is tasked with performing maintenance to park entrance signs. Typically, these tasks are performed by groups requesting to perform community service or during one of the two annual events "Keep Woodstock Beautiful" or District 200's "Senior Workday." Each year cracks and rotted out areas of the signs are filled with a paintable wood putty, sanded, and re-painted. The signs are falling apart and patching is no longer an option.

Funds are being requested to replace park entrance signs at the following locations over the next 5 years.

FY17/18 - Olson Park & Bates Park.
FY18/19 - Both Emricson Park entrance signs and Woodstock Water Works
FY19/20 - Banford Road Park & Ryders Woods (Kimball St. Sign)
FY20/21 - Tara Road Park & both signs at Raintree Park
FY21/22 - Install an entrance sign at Davis Road Park & Prairie Ridge Park

FY22/23 and beyond:
Three (3) at McConnell Road Park
One (1) at Tourist Park
Two (2) at William C. Donato Conservation Area
One (1) at the Hennen Conservation Area

| Recreation Paths | | | | | |
|---|---|---|---|---|---|
| **Priority Ranking:** B | | | | | |
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $60,000 | $10,000 | $10,000 | $50,000 | $10,000 | $140,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

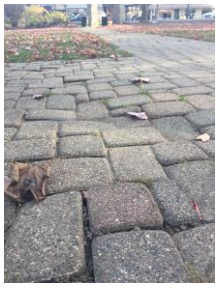
The City has already incorporated recreational paths into many of its park sites; Emricson Park, McConnell Road Park, Merryman Fields Park, Westwood Park, Silver Creek Conservation Area, William C. Donato Conservation Area, Ryders Woods, and the Hennen Conservation Area. Over time, it has become evident that these pathways are popular, and residents want to see more of them constructed within neighborhood parks, nature areas, and new residential developments. The City does require developers to plan and totally fund the construction of recreational paths within each new neighborhood, i.e. The Fields of Woodstock, Banford Oaks, Apple Creek, Sweetwater, and Sonatas.

Not unlike city streets and sidewalks, paved recreation paths, paths over wetlands, and passive pathways require maintenance, and funds should be set aside annually for this work. In 2010, portions of the paved recreation path in Emricson Park became hazardous as tree roots and other plant materials heaved the paved surface, cracks developed, and the pavement disintegrated from the effects of too many freeze thaw cycles and/or ultraviolet rays. With paved recreation paths at McConnell Road Park, Emricson Park, and Merryman Fields, Park maintenance needs have increased and the city has an obligation to keep them free of trip hazards and safe for public use. We have added $10,000 in each year of this planning period for use in maintaining existing recreational paths whether they are raised, passive, or paved.

Haydn Street Park (Sonatas) - FY18/19
Sonatas Park received funding for the purchase and installation of playground equipment during FY11/12. City staff completed the installation during the fall of 2011. With the completion of this project, funds are requested to continue the development of this park site. A request has been made to construct a recreation path system along the perimeter of the park site for passive recreation. During the development plans for the installation of the playground structures, a meeting was held at the Library for area residents to express their views and ideas not only for the location of the playground, but also the overall development of the park site. It was the consensus of this group that they would also like to see the City develop a recreation path on the site. City staff agrees with this request as this park site has many natural features and wildlife areas. This route has been identified to be five tenths (0.5) of a mile long.

Castle Road Park - FY20/21

The Woodstock Commons development is located east of Castle Road and south of Cobblestone Way, and the final plat for this residential development included the dedication of approximately 4.16 acres of park land. This park site is located along the east side of Castle Road immediately adjacent to the Kishwaukee River and will include vistas overlooking a much larger open space along the Kishwaukee River corridor. The development of the park site can provide space for the City to offer active recreational facilities for our residents that can then be visually combined with the benefits of a much larger open space. This park land is currently vacant and has not been improved by the City at this time. When it is developed, it would be a perfect place for the inclusion of some sort of pathway because of its proximity to the Kishwaukee River corridor.



| **Park in the Square – Brick Path** | | | | | |
|---|---|---|---|---|---|
| **Priority Ranking:** B | | | | | |
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $30,000 | $30,000 | $30,000 | $30,000 | $30,000 | $150,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

A system of brick paths carry visitors through the Park in the Square, conveying them to various gathering points and to various retailers around the perimeter. The bricks, similar to those comprising the roadway, breed nostalgia, a sense of history, and project a charm lost to other communities. Not unlike the roadway brick, pathway bricks require regular maintenance to retain integrity along the walking surface and avoid potential hazards one might encounter through an uneven surface. Movement of the ground through multiple freeze/thaw cycles creates undulations along the path that make missteps common and challenging for those who need assistance.

Addressing this condition correctly requires removal of the bricks and resetting them on a leveled and compacted gravel base. Additional work includes evaluation and replacement of plastic edging where appropriate and the application of polymeric sand to control weeds that grow between the bricks. Staff anticipates spreading this project over five years to minimize its impact on vendors and visitors to the Square.

| 50/50 Cost Share - Tree Plantings | | | | | |
|---|---|---|---|---|---|
| **Priority Ranking:** C | | | | | |
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $10,000 | $12,000 | $14,000 | $14,000 | $14,000 | $64,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

It is the responsibility of the Public Works Department to plant and maintain trees in City parkways, parks, and other public areas. When those trees on public rights-of-way decline in health and become hazardous, it is the City's policy to remove the tree to protect both public and private property adjacent to it. The City does consult with residents with regard to trees on private property, but maintenance of the tree would be the responsibility of the property owner. Most recently, the Emerald Ash Borer (EAB) has decimated ash trees throughout the community. The significant number of hazardous ash trees that have been removed due to EAB infestation has had a negative impact on the community's urban tree canopy.

As mentioned in the City's Vision 2020 plan we are committed to becoming a connected green community. Part of becoming a green community includes maintaining a healthy and diverse urban tree canopy. Therefore, this project would provide funding to begin replacing trees in City parkways, parks, and other City-owned facilities to counteract the loss due to disease or insect infestation.

Trees planted in the public right-of-way have an effect on pavement deterioration (overhanging trees never let the road base dry out), full maturity is impacted when trees are planted under power lines, trip hazards on sidewalks are often caused by roots from mature trees, and all maintenance of right-of-way trees is at the City's cost for the entire life of that tree. As a result, this request is to create a cost-share program for the planting of trees on private property.

The program will be developed as follows:

1. The City will identify specific nurseries or seek proposals for trees to be purchased by residents so that residents can be assured that they are getting a quality tree at a fair price.
2. The resident will allow the City to confer with them about the best location on their property to plant the tree so it has the best chance to grow to maturity, in addition to the type of tree and size to be planted.
3. The resident goes to the nursery, pays for the tree and, if necessary, pays to have it planted (assuming resident cannot plant the tree on their own).

4. The City's arborist inspects the tree to be planted both at the nursery and after planting.
5. Resident receives a maximum reimbursement of up to $100/year from the City as an incentive to plant new trees.

In the past, property owners have taken advantage of a cost-share program for planting trees on private property. There were fiscal years when at the end of the budget year, all available funds were accounted for meaning that 60-80 new trees were being added to the community annually. It is recommended that the City reinstitute a cost-share program for trees planted on private property in FY17/18 and beyond. If in the spring of 2018, funds remain available for tree planting, City staff would have the ability to use those funds to plant trees in City parks or in appropriate locations on public property. It is estimated that as many as 600 Ash Trees infested by the Emerald Ash Borer were removed from the public right-of-way in recent years. Based upon requested funds as many as 100 trees could be planted in FY17/18 assuming residents choose to participate in this program.

For all the reasons related to the fact that the City is dealing with mass removals of a single species, tree diversity will be a high priority. Final selection will be based on site conditions as well as neighborhood tree stock diversification. Tree planting locations will depend on an variety of factors, including: sight distance, utility, water service and/or sewer locations, street signs, fire hydrants, street lighting, resident input, etc.

| **Field B & C Drainage** | | | | | |
|---|---|---|---|---|---|
| **Priority Ranking:** C | | | | | |
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $10,000 | $120,000 | $150,000 | $0 | $0 | $280,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2020
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

The two existing Bigelow ballfields in Emricson Park (Field B and Field C) were constructed in 1986. Due to the outfield dimensions and lights, these are two of the most versatile fields the City provides, and both fields are heavily used by a wide range of user groups playing throughout the spring, summer, and fall league seasons.

Due to the elevation of the land surrounding the two ballfields, both infields and outfields experience soil erosion and drainage problems. In FY08/09, Parks Division employees removed a four-inch lip from behind third base and re-graded the infield of Bigelow B so that storm water would shed or drain away from these fields and improve the ability to utilize the field within a reasonable amount of time after a rain event. The outfield fence on Field B was also reset in FY08/09 to correct a condition that left exposed concrete at the base of each fence post and fabric that was much higher than the

elevation of the ground. In FY15/16, field fencing on both Field A & B was repaired to address safety concerns. In order to repair the fence problems, the fence had to be removed, posts were reset, and the fabric was re-stretched. In FY16/17 over 40 tons of field mix was added to Field A & B which helped the playability of the fields. However, these improvements did not address the field elevation issues.

In the future, more permanent repairs will need to be made on these fields to improve them and correct the erosion concerns. It is envisioned that the following work will be necessary in the following order:

1. Identify drainage solution for the land outside of the fields and perform grading or install sub-surface drain tiles to correct.
2. Identify drainage solution for the land inside of the fields and perform grading or install sub-surface drain tiles to correct.
3. Restore the infield and outfield as necessary to eliminate the difference in elevation.
4. Repair perimeter fencing and posts as needed.

The ultimate fix for the erosion and water problems that are currently experienced at these ballfields involves a complete renovation of the fields resulting in a large capital expense and requires removing the fields from service for at least one year. Funds are requested in FY17/18 for a drainage study to determine an appropriate course of action. Staff expects renovations to take place on one field in FY18/19 with the other under renovation during FY19/20.

**Project:** **Neighborhood Park Development**
**Priority Ranking:** B
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $80,000 | $80,000 | $250,000 | $75,000 | $125,000 | $610,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

The City of Woodstock requires each new residential development to dedicate park land for public use or provide cash contributions in lieu of land. The type, size, and location of the park land to be dedicated are reviewed with each annexation and/or preliminary plan by the Parks and Recreation Commission. In turn, the Commission provides a recommendation to the City Council. If the park land to be dedicated, as determined by the City, is less than the amount required by Ordinance, the developer is then required to pay a pro-rated park fee when each permit is issued for a residential unit. These park capital expansion fees are then used by the City to provide some or all of the funds

necessary for the development of new parks, expansion and/or upgrade of existing facilities, and the land.

Through this process, the City has obtained land for new park sites in various areas of the City as described within this report. The City's normal practice is to begin the planning process for the facilities to be constructed in new park sites once residents have moved into the adjoining subdivision. This provides the residents who are most likely to use the facilities to have some input in the planning process and allows the City to better serve those residents

The new developments are paid for from capital expansion fees, but due to the slow growth in the housing market, very little new revenue is being accrued. As a result, very limited funds are expected to be available for the development of new parks in the next five years.

1. Manke Lane Park (Sweetwater) Amenities: FY17/18
Located south of Ware Road and west of Raffel Road in the Sweetwater subdivision. The subdivision includes a 2.98 acre parcel, which has been dedicated to the City and is being used as a neighborhood park. The park site currently has an open play area, which is being mowed by the Parks Division, along with a tot lot and juvenile play structures, which were installed in 2011. There are a significant number of new families in the Sweetwater subdivision looking for access to a neighborhood park within walking distance of their new home. The playground equipment was purchased and installed in 2011, and now funds are requested to continue with the park development, which could include a tennis court and/or basketball court, pavilion, drinking fountain, benches, trees and landscaping. In 2011, the City installed tot and juvenile play structures in this neighborhood park.

2. Haydn Street Park (Sonatas) Amenities: FY18/19
Located in Sonatas subdivision, this park is on the north side of Woodstock near the intersections of Ware Road and Raffel Road. This development includes 7.04 acres of property, which has been dedicated to the City and intended to be used as a neighborhood park. Directly east of this subdivision is Merryman Fields Park which offers a multitude of recreational opportunities for residents within the Sonatas subdivision. During 2011, Parks Division employees installed a tot lot and juvenile playground structures for the area residents. In 2013 a pavilion and walking path was installed within the park. Funds are being requested in FY18/19 to continue with the park development.

3. Castle Road Park: FY19/20
The Woodstock Commons development is located east of Castle Road and south of Cobblestone Way, and the final plat for this residential development included the dedication of park land approximately 4.16 acres in size. This park site is located along the east side of Castle Road to the south of Pond Point Road. The park land is immediately adjacent to the Kishwaukee River and will include vistas overlooking a much larger open space along the Kishwaukee River corridor.
At this time, a specific development plan has not been prepared nor reviewed with the

Parks and Recreation Commission. Due to the location of the City park land adjacent to the Kishwaukee River and a large open space/stormwater management parcel to the east, the new park site should take advantage of the natural setting and be compatible with the natural features in this area. Even though the natural features of the setting must be considered, equally important is the need for the City to provide a substantial amount of active recreational choices at this location. The residential neighborhoods in this area are bordered by Route 47 and Route 14, and this new park site should include adequate active play features to serve a large number of both existing residents and future residents. Based on the amount of land available, type and number of homes in the general area, and the expected needs of the area residents, the following features are anticipated:

- Tot lot structure and a separate juvenile play structure;
- Adult/baby swings;
- Two tennis courts;
- Full-sized or half-sized basketball court;
- Some open play area;
- Seating area overlooking the adjoining open space;
- Interconnection of park site with paved recreation paths in the subdivision; and
- Natural landscaping adjacent to the Kishwaukee River and landscape features to create a visual link to the open space.

4. Merryman Fields Park Play Structure Installation: FY19/20 and FY20/21
The 82-acre Merryman Fields Park was developed in FY07/08 to generally include seven (7) ballfields, paved recreational path, vehicle access road, parking facilities, and drinking fountains. The park land was dedicated to the City as part of The Fields of Woodstock residential housing development which is generally on the City's north side, east of Raffel Road near its intersection with Ware Road. This park site is within walking distance of the following residential developments: Sweetwater, Sonatas, The Fields of Woodstock, and Banford Oaks. Like Emricson Park, Merryman Fields Park will become a place where this community's youth will learn sportsmanship, residents and visitors will share experiences, and visitors will get a feel for the Woodstock community.

Funds have been requested for FY20/21 to install playground equipment at this park site. The City has found that providing play structures adjacent to ballfields is beneficial to the park users and is enjoyed by families who bring other children to the ball games.

In FY21/22, it is planned that other park and recreation amenities will be constructed to service the needs of park patrons and all residents of the adjoining subdivisions. It is recommended that sometime after this five-year planning period, funds be allocated to add any or all of the following amenities at Merryman Fields Park:

- Tennis courts
- Water spray park
- Basketball courts
- Additional ballfields (2)
- Ballfield lights
- Road extension to Queen Anne Road
- Ballfield shelter/pavilions
- Additional landscaping
- Expansion of recreational path

**Project:** **Hennen Conservation Area**
**Priority Ranking:** C
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $25,000 | $25,000 | $20,000 | $80,000 | $35,000 | $185,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** N/A

## Project Purpose, Description and Benefit

In 2008, the Hennen family decided to dedicate a permanent conservation easement on their land to The Land Conservancy (TLC) followed by a land donation of 25 acres to the City of Woodstock in early 2009. The property contains a house, a three-sided barn, and a detached garage. The house is used by TLC during the daytime, and a site steward (who reports to TLC) is available all other hours to monitor the site and open the entrance gate at 8:00 AM and close it at sunset. The property is located on the east side of Dean Street, south of Lucas Road and is now referred to as the "Hennen Conservation Area."

It is planned that the City of Woodstock and TLC will partner to provide programs of interest for local residents to enhance their appreciation for nature while at the same time educating local residents about efforts used in preserving and conserving their own piece of land in McHenry County. More than two miles of passive trails were created by interns supervised by TLC. Prior to actually receiving the deed for the property, a committee was formed to create some short (1-2 years), medium (2-5 years), and long (>5 years) range plans for the property. The following is a list of major items that the committee has identified for the property that would include some capital costs for the City:

FY17/18 - Core out proposed 15-20 car parking lot on the site, and place a suitable base material using City employees and equipment.

FY18/19 - Construct final permeable asphalt surface on parking lot and delineate parking spaces.

FY19/20 - Modify barn as necessary to accommodate planned programs, groups. (i.e., cement floor, lighting, etc.) keeping ADA accessibility in mind.

FY20/21 - Construct gazebo or pavilion on site for public use.

FY21/22 - Replace roof and/or siding on the barn/garage/house.

| **Emricson Park Restrooms** | | | | | |
|---|---|---|---|---|---|
| **Priority Ranking:** C | | | | | |
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $15,000 | $0 | $250,000 | $0 | $0 | $265,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2020
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

Emricson Park, Bates Park, and Merryman Fields Park are the three sites within the City that host the greatest volume of competitive baseball and softball games. According to the user groups, visiting sports teams and spectators are very impressed with Woodstock's parks and sports fields, but one comment that continues to surface is the lack of indoor restroom facilities.

The City is reluctant to construct bathroom facilities within its park system because of a history related to vandalism and the City's constant effort to keep them in service. Restroom facilities were removed at Raintree Park and A.J. Olson Park because fixtures and interior walls were being vandalized regularly creating an exorbitant amount of material and labor costs to keep them open and suitable for use. Existing facilities at Emricson Park and Bates Park receive vandalism in the form of graffiti, unfastened or broken fixtures, and toilets & sink drains plugged with many types of material.

Although it is the desire of park user groups to construct permanent washroom facilities at major ballfield sites, there are a large number of improvements within the park system that compete for the same funds. It is recommended that the City hire an architectural firm to evaluate the park, prioritize a location for a facility, and create a design for new bathroom facilities in Emricson Park. This will provide the City with some real numbers that it can use to plan for the improvement. In the meantime, it is recommended that the City continue to use portable toilets to serve park patrons throughout the summer months. In FY17/18 funds would be used for engineering, design, plans and specifications for a new washroom facility at Emricson Park. It is recommended that construction take place during the summer of 2019.

**Project:** **Access Drive – Summer in the Park**
**Priority Ranking:** C
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $25,600 | $0 | $0 | $0 | $0 | $25,600 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2018
**Annual Operating Costs:** N/A

| **Project Purpose, Description and Benefit** |
|---|
| The open area at Emricson Park that is south of the Bigelow Soccer Field and south of the recreation path is used to set up a tent for Summer in the Park and Gavers Barndance. To the west of the tent sits a refrigerated semi-trailer that is used to keep ice and food cold. Other service vehicles park in that area as well and when it rains during or before the event, traffic circulation around the site is hampered because of the soft ground. When damage does occur, the event organizer and the City spend both time and money restoring the turf. During one of the organizational meetings, it was suggested that a gravel access road be constructed between the open play area and the football field so that there would be a hard surface circulation route around the event. Public Works received a quote at $25,640 to core out a drive and have a road base and gravel surface constructed. The City will inquire with the Barndance organizers to determine their interest and willingness to partner on this project. |

# PARKS: Future Years Project Narratives

| Bates Park Maintenance Facility | | | | | |
|---|---|---|---|---|---|
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $0 | $20,000 | $100,000 | $0 | $0 | $120,000 |

**Project Purpose, Description and Benefit**

The City needs to construct a new, larger modern park storage facility at Bates Park. The current facility houses storage for the City, Woodstock Girls Softball and other user groups. When built the facility was efficient; however, since then the need for more equipment storage and more ballfield maintenance supplies is required. As a result, the Parks Division has to haphazardly store equipment in the Water Treatment Plant adjacent to the park.

Staff recommends constructing this facility at a site in Bates Park. Existing water, sanitary, and gas lines are close to the park site. Engineering and site plan development would occur in FY18/19, with further funds requested for construction during FY19/20. It is possible to incorporate washrooms into this facility. However, costs are not included in the above projections.

**Project:** **Emricson Park Pond Dredging**

**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $0 | $45,000 | $0 | $0 | $0 | $45,000 |

**Project Purpose, Description and Benefit**

Emricson Park is the largest recreational park in the City of Woodstock. This park has the following facilities available to the public: softball fields, soccer fields, basketball courts, recreation path, open play fields for soccer and football, a sledding hill, fish ponds, picnic areas, recreational playground areas, and an aquatic center.

The ponds at Emricson Park provide recreation for summer and winter sports as well as providing an attractive natural feature for the enjoyment of our residents. Visual inspection indicates the ponds are silting in, which is impacting water quality, wildlife habitat, and the overall appearance of the water features. The two ponds at Emricson should be cleaned and dredged to preserve the facilities and provide a sustainable recreational area for all to enjoy.

**Project:** **Splash Pad at Olson Park**

**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $0 | $0 | $180,000 | $0 | $0 | $180,000 |

**Project Purpose, Description and Benefit**

During the season on days the temperature is over 80 degrees, the spray pool feature located at Olson Park is turned on. This feature provides residents a place to cool down in a park environment. Currently, this feature is next to a playground structure, which results in dirt and debris getting clogged in the drain.

The feature should be relocated and replaced within Olson Park. Funds in FY18/19 will be used to determine location and feature options. Funds in FY19/20 will be used for construction. When it comes time to make a decision on the size and the number of water features that will determine the splash pad cost. Splash pad costs range from $65,000- $500,000 for a commercial-grade system.

**Picnic Pavilions**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $0 | $0 | $80,000 | $75,000 | $0 | $155,000 |

**Project Purpose, Description and Benefit**

Picnic pavilions are one important part of the overall quality of the park facilities provided for our residents. They are used by a wide variety of organizations, family groups, and individuals, and provide an opportunity for users to plan and hold all types of gatherings. With five pavilions available, there are approximately 250-270 picnic shelter reservations received by the City each year involving thousands of participants.

In 2008, Parks Division employees completed necessary repairs to three of the Emricson Park pavilions to protect the City's investment and maintain structural integrity. The South Street pavilion was removed. Maintenance work included staining of the interior and exterior wood, replacing missing cross braces, replacing fascia and soffit boards as needed, and installing new roof shingles. In 2008, Main Pavilion at Emricson Park was demolished and a new pavilion constructed. As a result of this past maintenance work, the existing pavilions are in good condition and widely used by our residents. Some maintenance work will need to be completed annually by Parks in their operating budget, but no capital costs are anticipated during the next five-year planning period.

Previously, the City had identified the need to construct new pavilions at South Street in Emricson Park, Merryman Fields Park, and Davis Road during the next five-year period. If funding becomes available to construct pavilions, it is recommended that these

facilities be constructed at Merryman Field in FY19/20 and at the South Street soccer field at Emricson Park in FY20/21.

# MOTOR POOL/EQUIPMENT: 5-Year Summary Overview

As the City continues to expand, both geographically and in population, municipal vehicles and equipment are required to maintain the City's existing and new network of park land, roads, and utilities. Therefore, the Motor Pool/Equipment category of the General Corporate Fund - CIP continues to grow incrementally over years as the City expands. Similar to the items funded through the General Administration category, it is sometimes difficult to identify the public benefit of expenditures in the Motor Pool/Equipment category. However, without the proper equipment and rolling stock, City crews would be unable to mow and maintain the expanding system of parks and athletic fields, plow streets and/or maintain the storm sewer collection system. In addition, in light of the constricted revenues, the City Administration has reviewed, revised and extended the Motor Pool/Equipment replacement schedule to beyond ten (10) years.

In summary, the Motor Pool/Equipment Capital Improvement Program, as proposed, includes six (6) projects totaling $1,969,000 over the 5-year planning period. The FY17/18 Capital Budget Year CIP includes five (5) proposed projects totaling $281,000. The following section provides a summary narrative of the projects included in the FY17/18 Capital Budget Year and then the remaining FY18/19 through FY21/22 CIP planning period. This is followed by graphic tables and charts identifying proposed funding levels. Finally, detailed project narratives are provided which identify the specific goals and outcomes of each proposed project.

***FY17/18 Capital Budget Year Highlights***

The Department of Public Works requests comprise the Motor Pool/Equipment category. The Department of Public Works maintains a rotational replacement schedule (provided in the Motor Pool detailed description narratives of the General Fund – CIP, Chapter 4) from which requests for vehicles/equipment are made. To offset these costs, however, the City has been successful in including the costs for the acquisition of new vehicles in new residential development annexation agreements. However, due to the dramatic decline in development since FY08/09, in addition to declining revenues across municipal funds, requests in FY17/18 and for the foreseeable future will be limited to the replacement of vehicles only when absolutely necessary. New equipment is proposed when additional work can be completed by staff instead of utilizing contractual services. The Department of Public Works has completed a thorough review of Motor Pool needs and is confident in the revised replacement schedule that is being proposed. Projects proposed in FY17/18 include the purchase of a replacement dump truck in **Streets – Dump Truck Replacement; Streets – Equipment Replacement** includes the purchase of a Portable Message Board; replacement of a gang mower in **Parks – Equipment Replacement**; and the replacement of a pickup truck for both **Parks – Truck Replacement** and **Streets – Truck Replacement**.

***FY18/19 – FY21/22 CIP Planning Summary***

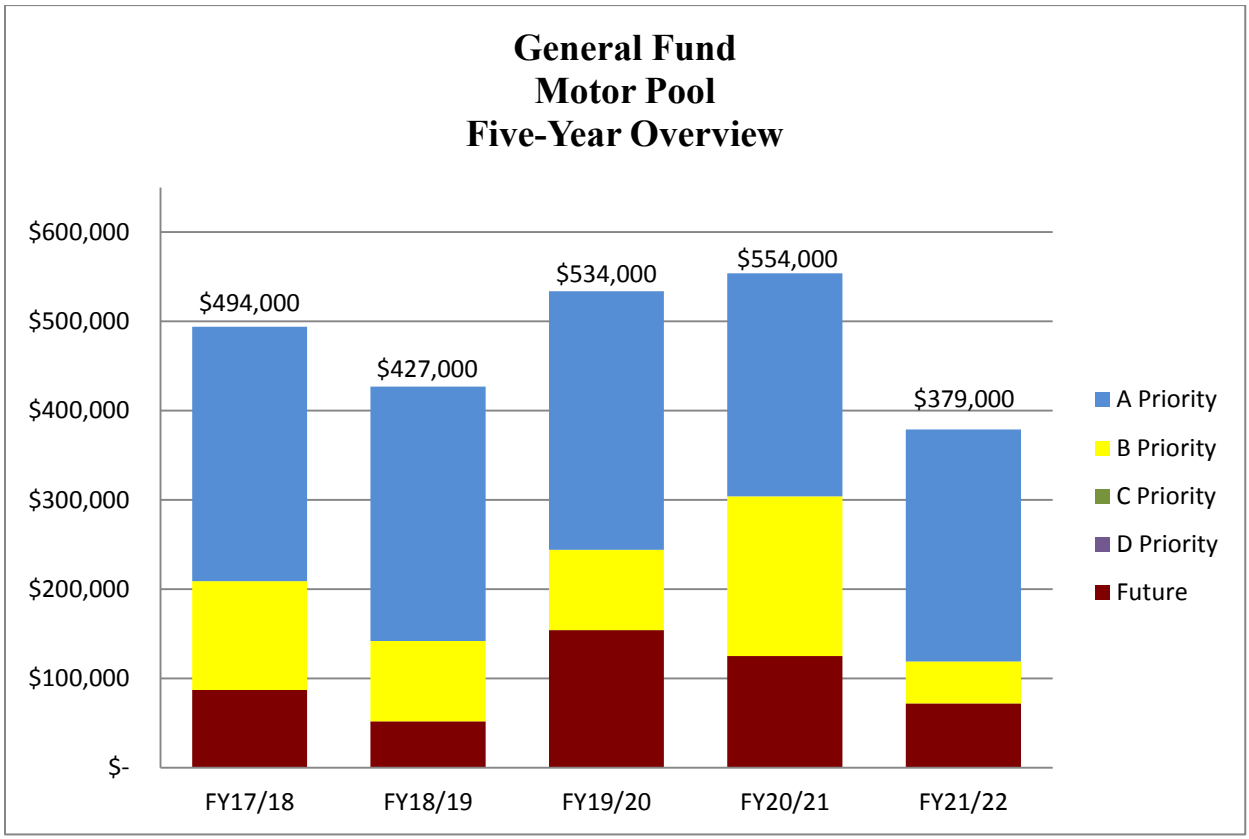
As identified above, the City's ability to continue to expand the Department of Public Works Motor Pool through development-related revenues will be severely limited in the 5-year planning period and, therefore, the Department of Public Works will continue to closely monitor its replacement schedule and propose vehicular and equipment replacements only as absolutely necessary. Within the 5-year planning period, proposed projects will be primarily limited to the

replacement of vehicles and/or equipment at or near the end of their service life, thus deferring the purchase of new vehicles.

The largest cost over the five-year period within the **Motor Pool/Equipment** category is for the replacement of five dump trucks utilized by the Streets Division. The average service life at time of replacement will be twelve years. The proper replacement and maintenance of these vehicles is crucial to support the City's efforts to provide public works services to the residents, including necessary snow plowing and street repairs. On a long term basis, the replacement of the lone pickup truck utilized by the Fleet Maintenance staff may require replacement in FY18/19.

# MOTOR POOL/EQUIPMENT:
## Recommended Projects & 5-Year Summary

| | Project | Priority | FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | 5-Year Total |
|---|---|---|---|---|---|---|---|---|
| 1 | Streets – Dump Truck Replacement | A | $250,000 | $190,000 | $190,000 | $190,000 | $190,000 | **$1,010,000** |
| 2 | Fleet – Equipment Replacement | A | $15,000 | $0 | $0 | $0 | $0 | **$15,000** |
| 3 | Parks – Equipment Replacement | A | $20,000 | $95,000 | $100,000 | $60,000 | $70,000 | **$345,000** |
| 4 | Streets – Truck Replacement | B | $45,000 | $45,000 | $45,000 | $107,000 | $47,000 | **$289,000** |
| 5 | Parks – Truck Replacement | B | $77,000 | $45,000 | $45,000 | $72,000 | $0 | **$239,000** |
| 6 | Fleet – Truck Replacement | B | $57,000 | $0 | $0 | $0 | $0 | **$57,000** |
| 7 | Streets – Equipment Replacement | B | $30,000 | $30,000 | $57,000 | $125,000 | $50,000 | **$292,000** |
| 8 | Leaf Machines | | $0 | $0 | $75,000 | $0 | $0 | **$75,000** |
| 9 | B&Z – Vehicle Replacement | | $0 | $22,000 | $22,000 | $0 | $22,000 | **$66,000** |
| | **Totals** | | **$494,000** | **$427,000** | **$534,000** | **$554,000** | **$379,000** | **$2,388,000** |
| | **# of Projects** | | **7** | **6** | **7** | **5** | **5** | **9** |



# MOTOR POOL/EQUIPMENT: Detailed Project Narratives

**Project:** **Streets – Dump Truck Replacement**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $170,000 | $170,000 | $170,000 | $175,000 | $175,000 | $860,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

The Streets Division uses a number of vehicles including dump trucks to deliver services to the City's residents. These dump trucks see use for a wide variety of street maintenance activities including snow removal, asphalt pavement maintenance, concrete removal & replacement, gravel shoulder maintenance, storm sewer repairs, and leaf collection.

Fleet staff performs a detailed evaluation of each unit at scheduled service intervals. This evaluation takes into account cumulative maintenance needs and costs associated with repairs. A unit moves up or down in replacement priority based upon the needs to maintain operation within the motor pool. Fleet evaluates requests for refurbishment, replacement, or units added to the fleet through consultation with the Director of Public Works and the Division Superintendent. Fleet staff recommends the following actions upon evaluation.

Truck 12 – 2002 International Dump w/Plow - One of the oldest trucks within the Street Division is also one of most reliable. Truck 12 is in excellent condition for the model year. This is partly due to its seasonal use as a winter-only unit. This kept the mileage low and the paint intact. The truck is equipped with a cable operated hydraulic system that does not provide feedback to the operator. The spreading system is manually calibrated and does not compensate for road speed or engine RPM. The result is inaccurate spread rates, wasted product, and additional environmental impact. Because of the condition of the truck, it is a good candidate for refurbishment. Refurbishment takes an older truck and reconditions the frame, wheels, underbody, and dump box by sandblasting and repainting all surfaces. During the refurbishment process, the body company removes all antiquated controls, hydraulics, and wiring. They then install new controls and electronic feedback-style spreading system capable of monitoring road speed and engine RPM to achieve the desired application rates. Refurbishing amounts to less than a third of the cost of a comparable replacement. This adds five or more years of usefulness in the fleet as well as increasing the resale value of the truck.

Truck 9 – 2005 International Dump w/Plow – Moving up in priority is Truck 9. While initially a reliable truck, the seasons and electrical problems have resulted in the need to replace this vehicle. The truck has experienced failures resulting in unexpected downtime for electrical issues and trouble starting. The hydraulic pump is loud indicating wear on the system and is costly to replace. Unlike Truck 12, the chassis is the main cause for concern and needs replacement in its entirety. The replacement unit is specified with a feedback-style spreading system capable of monitoring road speed and engine RPM to achieve the desired application rates. As replacement units become increasingly expensive, Fleet staff places more emphasis on specifying components

built for longevity to extend replacement schedules. Alternative chassis builders are part of a consideration to extend the life cycle of the equipment. The City currently uses International Trucks as a chassis for plow vehicles. International Trucks have had reliability issues in the most recent model years. Emissions components failed resulting in a two-week down time and $3,500 encumbrance to the City in one of the newest units. The engine offerings change frequently due to quality concerns.

Fleet tested a Peterbilt 348 in October 2016 as an alternative. The Peterbilt has many features better suited for municipal use. The cab is all aluminum, which resists corrosion, has no wiper cowl to collect snow, and it is narrower. The narrow cab allows the driver to see the front fenders, plow ends, and eases cab accessibility. The hood is also smaller, again improving visibility. Industry-standard Cummins engines are the base offering on the Peterbilt coupled with Allison transmissions.

In comparison, if a standard plow configuration on an International Truck chassis lasts twelve years and costs $174,000 the yearly cost is $14,500, not including any maintenance costs. With an upfit Peterbilt cost of $180,000 and expectancy of fifteen to twenty years, the yearly cost could range from $12,000 to as little as $9,000 at a twenty-year cycle. While this increases the initial purchase price by 5-10%, it can increase the life cycle of the unit by 50% resulting in an overall savings. These longer lasting components also increase the value of the asset when rotated out of the fleet at the end of its service life.

Past budgetary concerns withheld replacement of these crucial pieces of equipment. By refurbishing rather than replacing one unit, we can achieve the same level of service without risking a reduction in service due to aged equipment becoming unreliable over time.

The following is a list of Street Division dump trucks and the recommended replacement schedule:

| Replacement Year | Description | Age when Replaced | Estimated Cost | |
|---|---|---|---|---|
| FY17/18 | 2002 International #12 | 15 years* | $60,000 | *Refurbish |
| FY17/18 | 2005 International #9 | 12 years | $190,000 | |
| FY18/19 | 2003 International #7 | 15 years | $190,000 | |
| FY19/20 | 2006 International #11 | 13 years | $190,000 | |
| FY20/21 | 2006 International #23 | 14 years | $190,000 | |
| FY21/22 | 2007 International #15 | 14 years | $190,000 | |
| FY22/23 or later: | 2007 International #24 | | | |
| | 2008 International #17 | | | |
| | 2010 International #19 | | | |
| | 2011 International #26 | | | |
| | 2013 International #10 | | | |
| | 2015 International # 8 | | | |

**Project:** **Fleet – Equipment Replacement**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $15,000 | $0 | $0 | $0 | $0 | $15,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2018
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

The Fleet Maintenance Division completes a vast majority of the repair tasks in-house at the Public Works facility. Fleet uses a variety of equipment and tools to maintain the motor pool, including but not limited to; vehicle lifts, bulk oil pumps, equipment lifts, saws, grinders, impact guns, sandblasters, air ratchets, and tire machines. Many of these tools rely on air power to supply the needed force for the various applications. Fleet is not the only division that requires an air supply as other divisions also use it to clean tools and perform light maintenance. A large upright reciprocating air compressor currently meets any pressured air needs. An air dryer assembly, mounted after the compressor, removes any residual moisture from the compressed air. Drying the air supply prolongs the life of the tools and equipment powered by it. Any moisture in the air supply results in corrosion forming in the inner workings.

The reciprocating air compressor currently in use is approximately thirty-years old. While it has never failed to meet the needs of the Public Works Department, it shows outward signs of becoming unreliable or dangerous. The compressor assembly leaks oil and sometimes shudders when starting. Moisture accumulates in the tank with the heating and cooling of the compressed air. This creates a dangerous condition inside the tank with a unit as old as the one at Public Works. Years of moisture and pressure changes can damage the structure of the tank, resulting in a catastrophic tank blowout causing injury or death. A new compressor comes with many devices to prolong the life expectancy of the unit. New units are available with automatic moisture purge valves that drain the tank with every compressor cycle. The compressors are also available with silencers to reduce the amount of ambient noise.

The air dryer coupled to the compressor failed years ago. Budget constraints resulted in removing it from the system. While this works as a temporary solution until replacement, it allows trapped moisture to collect in the various lines throughout the Public Works Facility. Many times the collected moisture fills the supply line with a few inches of water if it is seldom used. These lines require constant purging before use. A new air dryer keeps this at bay resulting in prolonged tool and equipment replacement schedules.

**Project:** **Parks – Equipment Replacement**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $20,000 | $95,000 | $100,000 | $60,000 | $70,000 | $345,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

The Parks Division uses various types of equipment to deliver services necessary and expected by the City's residents. This equipment performs a wide variety of park maintenance activities including mowing, athletic field preparation, grounds maintenance, landscaping, construction projects, and snow removal. This equipment is essential for daily maintenance of the City's 550 acres of parkland, 23 park sites, and all other public grounds.

Fleet staff performs a detailed evaluation of each unit at scheduled service intervals. This evaluation takes into account cumulative maintenance needs and costs associated with repairs. A unit moves up or down in replacement priority based upon the impact to the respective operations. Fleet evaluates requests for refurbishment, replacement, or units added to the fleet through consultation with the Director of Public Works and the Division Superintendent. Fleet staff recommends the following actions upon evaluation.

Mower #165 – 2006 Kubota Zero Turn is used by the Parks Division Trim Crew. This crew is responsible for mowing all small lots and outlying areas. Because of the amount of area this crew maintains, this unit sees constant use. Equipment used in this type of maintenance experiences accelerated wear and tear. The required maintenance on this unit increased to an undesirable level in the summer season of 2016. In addition to the increased maintenance, this machine currently needs a transmission repair due to internal failure. This unit has been placed out of service, with usable parts borrowed to repair other machines without incurring cost to the City. This replacement is crucial to the division's ability to maintain many parks including the Park in the Square. Fleet staff, in conjunction with Parks staff, are evaluating a replacement unit that may have a place in year-round operations.

The following is a list of Parks Division equipment and the recommended replacement schedule:

| Replacement Year | Description | Age When Replaced | Estimated Cost |
|---|---|---|---|
| FY17/18 | 2006 Kubota Zero Turn #165 | 11 | $20,000 |
| FY18/19 | 2002 Kubota 2560 W/Mower #160 | 16 | $30,000 |
| | 1998 John Deere 5210 Tractor #183 | 20 | $50,000 |
| | 2002 JD 122 Ballfield Tractor #156C | 16 | $15,000 |
| FY19/20 | 2002 JD Gator 4 x 6 #153B | 17 | $15,000 |
| | 2003 Kubota 3830 W/Mower #161 | 16 | $25,000 |
| | 2004 Kubota Zero-Turn Mower #162 | 15 | $15,000 |
| | 1998 Bobcat 753 Skid Steer #106 | 19 | $45,000 |

| Replacement Year | Description | Age When Replaced | Estimated Cost |
|---|---|---|---|
| FY20/21 | 2006 Kubota Zero-Turn Mower #157 | 14 | $15,000 |
| | 2006 Kubota RTV 900 4 x 4 #163 | 14 | $15,000 |
| | 2006 Kubota MX5000F Tractor #164A | 14 | $15,000 |
| | 2006 Befco 315 FLX Mower #164B | 14 | $15,000 |
| FY21/22 | 1999 John Deere 4500/Mower #154 | 22 | $40,000 |
| | 2007 JD 1200 Ballfield Tractor #156B | 14 | $15,000 |
| | 2007 JD 1200 Ballfield Tractor #147 | 14 | $15,000 |
| FY22/23 or later: | | | |
| | 2007 JD 1200 Ballfield Tractor #148 | | |
| | 2007 Kubota Zero-Turn Mower #149 | | |
| | 2007 Kubota Zero-Turn Mower #150 | | |
| | 2007 John Deere Gator 4x6 #153C | | |
| | 2013 Vermeer BC 1500 Chipper #107 | | |
| | 2014 Kubota F2690 Mower #158 | | |
| | 2014 Kubota F2690 Mower #159 | | |
| | 2016 Gang Mower | | |

**Project:** **Streets – Truck Replacement**
**Priority Ranking:** B
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $45,000 | $45,000 | $45,000 | $107,000 | $47,000 | $289,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

The Streets Division uses a number of vehicles to deliver services to City residents. These trucks see use for a wide variety of street maintenance activities including snow removal, asphalt pavement maintenance, concrete removal & replacement, gravel shoulder maintenance, storm sewer repairs, and leaf collection.

Fleet staff performs a detailed evaluation of each unit at scheduled service intervals. This evaluation takes into account cumulative maintenance needs and costs associated with repairs. A unit moves up or down in replacement priority based upon the impact to operations. Fleet evaluates requests for refurbishment, replacement, or units added to the fleet through consultation with the Director of Public Works and the Division Superintendent. Fleet staff recommends the following actions upon evaluation.

Pickup #6 - 2006 Chevy Extended Cab Pickup w/plow - The oldest pickup in the Street Division, unit 6 has corrosion issues combined with yearly trouble with the four-wheel drive system that warrant replacement. The specified replacement is a regular cab configuration to save costs, equipped with a plow, cab protection rack, and towing package. Staff recommends specifying this unit with a propane bi-fuel system to continue with the current green fleet initiative already in place.

Fleet implemented alternative-fueled units in 2012 on an evaluation basis to reduce emissions and move away from diesel units as repairs became increasingly expensive and engines unreliable. Fleet specifies the unit with special provisions for operating on propane and has the conversion installed locally. Conversion cost is 15% less than purchasing a diesel unit. The alternative-fuel conversion provides an option to select the most economical fuel between traditional gasoline and propane. In the years since implementation of the program, propane has consistently been a savings leader, reducing the cost per mile to operate the unit by 50% or greater. The City currently operates four bi-fuel units within the motor pool. Fleet recommends that whenever possible units within this CIP request have bi-fuel conversion included.

The following is a list of Street Division vehicles and the recommended replacement schedule:

| Replacement Year | Description | Age When Replaced | Estimated Cost |
|---|---|---|---|
| FY17/18 | 2006 Chevy Pickup #6 | 12 years | $38,000 |
| | Bi-Fuel Conversion | | $7,000 |
| FY18/19 | 2006 Chevy Pickup #2 | 12 years | $38,000 |
| | Bi-Fuel Conversion | | $7,000 |
| FY19/20 | 2007 Chevy Pickup #14 | 12 years | $38,000 |
| | Bi-Fuel Conversion | | $7,000 |
| FY20/21 | 2005 Chevy Sign Truck #25 | 14 years | $100,000 |
| | Bi-Fuel Conversion | | $7,000 |
| FY21/22 | 2008 Chevy Pickup #3 | 13 years | $40,000 |
| | Bi-Fuel Conversion | | $7,000 |

FY22/23 or later:

2008 Chevy Pickup #4
2011 Chevy Pickup #20
2012 Ford Pickup #1

| **Parks – Truck Replacement** | | | | | |
|---|---|---|---|---|---|
| **Priority Ranking:** B | | | | | |
| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
| $77,000 | $45,000 | $45,000 | $72,000 | $0 | $239,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2021
**Annual Operating Costs:** $0

| **Project Purpose, Description and Benefit** |
|---|
| The Parks Division uses a number of vehicles in order to deliver services that are necessary and expected by the City's residents. These vehicles see use in a wide variety of park maintenance activities including tree removal, trimming, maintenance of athletic fields, special construction projects, and transportation of employees to all work sites. They also play a role in winter to |

transport salt, shovels, and equipment for snow removal. These vehicles are essential for the daily maintenance of the City's 550 acres of parkland, 23 park sites, and all other public grounds.

Cargo Van – Part of the responsibilities of the Parks Division is facility maintenance. This entails various upkeep and maintenance of all City-owned buildings, from painting to HVAC and plumbing. As this has a dedicated employee, the proposed facility maintenance worker has a need for a van. The van should have interior cargo space shielded from the elements for tools and supplies. Specifications for the additional unit note a 1/2 ton windowless cargo van. Staff also recommends specifying this unit with a propane bi-fuel conversion to continue the cost-saving green fleet initiative.

Pickup #47 – A 2005 Chevy Extended Cab Pickup is used to maintain the outlying parks and City-owned lots. The truck regularly tows a landscaping trailer housing machinery used to keep greenspaces trimmed and neat. The current unit is 12-years old in FY17/18 and areas display significant corrosion. It also has a significant amount of miles because of the constant travel throughout the City. Additional seasonal staffing increases this crew size necessitating an extended cab. Staff also recommends specifying this unit with a propane bi-fuel conversion to continue the cost-saving green fleet initiative.

Fleet implemented alternative-fueled units in 2012 on an evaluation basis to reduce emissions and move away from diesel units as repairs became increasingly expensive and engines unreliable. Fleet specifies the unit with special provisions for operating on propane and has the conversion installed locally. Total unit cost with conversion is 15% less than purchasing a diesel unit. The alternative-fuel conversion provides an option to select the most economical fuel between traditional gasoline and propane. In the years since implementation of the program, propane has consistently been a savings leader, reducing the cost per mile to operate the unit by 50% or greater. The City currently operates four bi-fuel units within the motor pool. Fleet recommends that units within this CIP request have bi-fuel conversion included whenever possible.

The following is a list of Parks Division vehicles and the recommended replacement schedule:

| Replacement Year | Description | Age When Replaced | Estimated Cost |
|---|---|---|---|
| FY17/18 | Proposed Work Van | N/A | $25,000 |
| | Bi-fuel Conversion | | $7,000 |
| | 2005 Chevy Pickup #47 | 12 years | $38,000 |
| | Bi-fuel Conversion | | $7,000 |
| FY18/19 | 2005 Chevy Pickup #48 | 13 years | $38,000 |
| | Bi-Fuel Conversion | | $7,000 |
| FY19/20 | 2008 Chevy Pickup #49 | 11 years | $38,000 |
| | Bi-Fuel Conversion | | $7,000 |
| FY20/21 | 2009 Ford F-450 #44 | 11 years | $65,000 |
| | Bi-Fuel Conversion | | $7,000 |
| FY21/22 | No Scheduled Replacements | | |
| FY22/23 or later | 2013 Ford F-550 Aerial Bucket #16 | | |
| | 2015 Ford F-250 Pickup W/lift gate #45 | | |
| | 2016 Ford F-250 Pickup #46 | | |

**Project:** **Fleet – Truck Replacement**
**Priority Ranking:** B
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $57,000 | $0 | $0 | $0 | $0 | $57,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2018
**Annual Operating Costs:** $500

**Project Purpose, Description and Benefit**

Of the rolling stock in Public Works there are two vehicles assigned to the Fleet Division. One of these vehicles, unit #99 is a 2003 Chevy pickup used for staff and equipment transport, emergency in-field service work, and snow removal operations. This thirteen (13) year old pickup is in above average condition for its model year, but it would be more suited for a fleet response vehicle if it were outfitted with a service body.

As a result, it is recommended that unit #99 be transferred to the Building and Zoning (B&Z) Department to replace one of the two Crown Victoria Sedans that are assigned to that department. The standard pickup configuration suits the day-to-day inspection and code enforcement activity that B&Z is tasked with. This unit can replace the aging B&Z unit, while a service body can fit the demand in the Fleet Division.

Due to the increased life expectancy of Fleet Division vehicles, recommendations of materials for the service body are aluminum or fiberglass. Staff also recommends specifying this unit with a propane bi-fuel conversion to continue the cost-saving green fleet initiative in place. Fleet implemented alternative-fueled units in 2012 on an evaluation basis to reduce emissions and move away from diesel units as repairs became increasingly expensive and engines unreliable. Fleet specifies the unit with special provisions for operating on propane and has the conversion installed locally. Conversion cost is 15% less than purchasing a diesel unit. The alternative-fuel conversion provides an option to select the most economical fuel between traditional gasoline and propane. In the years since implementation of the program, propane has consistently been a savings leader, reducing the cost per mile to operate the unit by 50% or greater. The City currently operates four bi-fuel units within the motor pool. Fleet recommends that whenever possible units within this CIP request have bi-fuel conversion included.

It is recommended that this vehicle be outfitted with a service body, propane conversion, snow plow and lift gate.

**Project:** **Streets – Equipment Replacement**
**Priority Ranking:** B
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $30,000 | $30,000 | $57,000 | $125,000 | $50,000 | $292,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $500

**Project Purpose, Description and Benefit**

Fleet staff performs a detailed evaluation of each unit at scheduled service intervals. This evaluation takes into account cumulative maintenance needs and costs associated with repairs. A unit moves up or down in replacement priority based upon the needs to operations. Fleet evaluates requests for refurbishment, replacement, or units added to the fleet through consultation with the Director of Public Works and the Division Superintendent. Fleet staff recommends the following actions upon evaluation.

Asphalt Trailer #100 – Patch cart #100 has served the City well in its twenty-five years of service. The hopper shows signs of corrosion and replacement parts are no longer available. While it has performed admirably, the technology has also advanced beyond its years. New units are available with digital controls that automatically maintain the heat level and asphalt performance. When temperatures are not controlled via temperature sensors and automatic shutoff the asphalt can be overcooked which reduces adhesion and compromises the longevity of surface repairs.

The following is a list of Street Maintenance Division equipment and the estimated replacement schedule:

| Replacement Year | Description | Age When Replaced | Estimated Cost |
|---|---|---|---|
| FY17/18 | 1991 Asphalt Patch Trailer #100 | 26 | $30,000 |
| FY18/19 | 1999 Asphalt Patch Trailer #116 | 19 | $30,000 |
| FY19/20 | 2003 Line Striper #103 | 16 | $7,000 |
| | 2007 J.D. w/Road Side Mower #184 | 12 | $50,000 |
| FY20/21 | 2009 J.D. 524K Loader #115 | 11 | $125,000 |
| FY21/22 | 2004 Volvo MC90 Skid Steer #108 | 17 | $50,000 |
| FY22/23 or later: | 2002 Sidewalk Sweeper #187 | | |
| | 2005 Air Compressor #185 | | |

# MOTOR POOL/EQUIPMENT: Future Years Project Narratives

**Project:** **Leaf Machines**

**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $0 | $0 | $75,000 | $0 | $0 | $75,000 |

**Project Purpose, Description and Benefit**

The City owns four leaf machines to facilitate the annual curbside collection of leaves. This has been an annual service to residents of the Woodstock community for more than 35 years. This service provides many benefits to the community:

- Provides a safe, environmentally-friendly alternative to burning (which is illegal)
- Assures that the leaves are being properly disposed of through an environmentally sound program
- Helps to keep the storm sewer intakes clean so that the streets drain properly in the fall and winter months (prevents flooding and icing).

Fleet staff performs a detailed evaluation of the City's four leaf machines at scheduled service intervals. This evaluation takes into account cumulative maintenance needs and costs associated with repairs. A unit moves up or down in replacement priority based upon the impact to operations. Fleet evaluates requests for refurbishment, replacement, or units added to the fleet through consultation with the Director of Public Works and the Division Superintendent. Fleet staff recommends the following actions upon evaluation.

Fleet advises a hold on replacements for the next two years. Currently three of the four machines are three-years old or less with an eleven-year-old backup. Projected replacement of the backup machine is FY19/20 as the unit is in fair condition for the year and has a limited role as an alternate machine.

| Equipment # | Make and Model | Year to be Replaced |
|---|---|---|
| 131 | 2005, 20 cubic yard, Model 6600D, Giant Vac | FY19/20 |
| 130 | 2013, 25 cubic yard, Spartan Leaf Pro | FY25/26 |
| 132 | 2014, 20 cubic yard, Spartan Leaf Pro | FY26/27 |
| 129 | 2015, 20 cubic yard, Spartan Leaf Pro | FY27/28 |

**Project:** **Building & Zoning Vehicle Replacement**

**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $0 | $22,000 | $22,000 | $0 | $22,000 | $66,000 |

**Project Purpose, Description and Benefit**

In years past, the Building & Zoning (B&Z) Department fleet consisted mostly of vehicles that were being retired from the Police Department (P.D.) or the Public Works Department (DPW). Now more than ever, B&Z needs reliable vehicles to perform daily building and code enforcement tasks, not only for the benefit of Woodstock businesses

and residents, but also for those communities the City has contracted with to provide inspection services which include Lakewood, Marengo, Spring Grove and Richmond. The type of vehicle that would be most suited for the B&Z Department would be a smaller, more fuel efficient all wheel or 4 wheel drive vehicle like a Ford Escape listing at approximately $22,000 each. One of the vehices is a 2004 Chevy Silverado Hybrid pick-up truck which required over $2,000 in repairs in FY16/17 to replace a cable for the hybrid battery system. This truck was made in very limited quantities, so replacement parts are extremely hard to find. The replacement cable had to be specially made by a company in Virginia.

This request is to begin puchasing new vehicles in FY18/19 so the vehicle is under warranty. The City would essentially manage and fund its own lease program whereby the vehicle would be sold or traded just before the warranty expires and at a point where it would still have some value on a resale market.

The following is a list of Building & Zoning vehicles and anticipated replacement schedule. The replacement vehicles are recommended to be purchased new based upon this list, which will be accurate at the beginning of FY17/18 after the last used vehicle gets transferred to B&Z:

| Description | Yrs in Service when replaced | Year to be replaced |
|---|---|---|
| #66 - 2011 Ford Crown Victoria Sedan | 07 | FY18/19 |
| #64 - 2007 Chevrolet Silverado (hybrid) | 12 | FY19/20 |
| #76 - 2003 Chevrolet Silverado 4 x 4 (diesel) | 18 | FY21/22 |

# STREETS/SIDEWALKS/SIGNALS: 5-Year Summary Overview

The Streets/Sidewalks/Signals category remains one of the priority financial commitments of the City based on the increasing needs of a growing community. The development of new roadways, expansion of existing roadway infrastructure and enhancement of the City's pedestrian sidewalk system are essential to meet the existing and future needs of Woodstock's residents. In addition, the development of a comprehensive transportation network is essential to support the economic development efforts undertaken by the City. Without sufficient transportation routes to move goods and consumers, existing businesses could choose to relocate out of the community and new businesses may not consider locating in Woodstock.

Nowhere is the impact of the growth of the community more evident than the transportation difficulties related to Woodstock's primary north-south artery – IL Route 47 – which is under the jurisdiction of the Illinois Department of Transportation (IDOT). Therefore, as will be identified in the charts, graphs, and narratives below, a heavy emphasis is placed on coordinating with other local, regional, state and federal organizations to plan and initiate improvements to IL Route 47. The City cannot, however, lose sight of the importance of ensuring that local roads and related infrastructure is maintained and/or enhanced and, as such, the Streets/Sidewalks/Signals Capital Improvement Program attempts to incorporate a balance of infrastructure maintenance and expansion projects. This is especially evidenced in the 5-Year planning period in the amount of funding being identified for the Annual Resurfacing Program.

In the following table and descriptions the acronyms MFT, STP and LAPP are commonly used. MFT refers to Motor Fuel Tax and is a population-based revenue source provided by the State of Illinois. MFT funds are restricted and can be allocated to fund pavement maintenance and resurfacing projects at the discretion of the City. STP refers to the Surface Transportation Program, a transportation funding program authorized through the United States Department of Transportation (USDOT) and the Transportation Equity Act for the 21st Century (TEA-21). STP provides flexible funding that may be used by States and local units of government for projects on any Federal-aid highway, bridge projects on any public road, transit capital projects, and intracity and intercity bus terminals and facilities. A portion of funds reserved for rural areas may be spent on rural minor collectors. In McHenry County, STP-funded projects are reviewed and authorized through the McHenry County Council of Mayors. Finally, LAPP refers to the Local Agency Pavement Preservation Program which is similar in scope to the STP program but is derived through IDOT from a separate funding source.

In summary, the FY17/18-FY21/22 Streets/Sidewalks/Signals Capital Improvement Program, as proposed, includes eleven (11) projects totaling $12,225,600 over the 5-year planning period. The FY17/18 Streets/Sidewalks/Signals Capital Budget Year CIP includes nine (9) proposed projects totaling $2,155,700 with $1.3 million, or 60.3%, identified for the **Annual Street Resurfacing Program**. The following section provides a summary narrative of the projects included in the FY17/18 Capital Budget Year and then the remaining FY18/19 through FY21/22 CIP planning period. This is followed by graphic tables and charts identifying proposed funding levels and revenue sources. Finally, detailed project narratives are provided which identify the specific goals and outcomes of each proposed project.

***FY17/18 Capital Budget Year Highlights***
Projects included in the FY17/18 Capital Budget Year include: the **Bond Payment** for Lake Avenue improvements completed as part of the Wal-Mart project and McConnell Road improvements; **Annual Street Resurfacing Program** (discussed more below); **Route 14 Signal Improvements**, **Roundabout Intersection Improvements, Route 47 Crosswalks, Safe Routes to School Program, Annual Sidewalk Construction and Maintenance**; **Gateway Signs;** and **Bike Routes**.

As noted above, the **Annual Street Resurfacing Program** deserves some additional attention. This project can be considered as the most important included within the Streets/Sidewalks/Signals category of the General Fund CIP. The scope of the **Annual Street Resurfacing Program** includes resurfacing, and striping existing municipal streets. While the City receives funding on an annual basis through the Motor Fuel Tax (MFT), this amount is simply not enough to keep pace with the City's resurfacing program needs. In fact, it is estimated that within the 5-year planning period only approximately 25% to 30% of the estimated funding needed will be available.

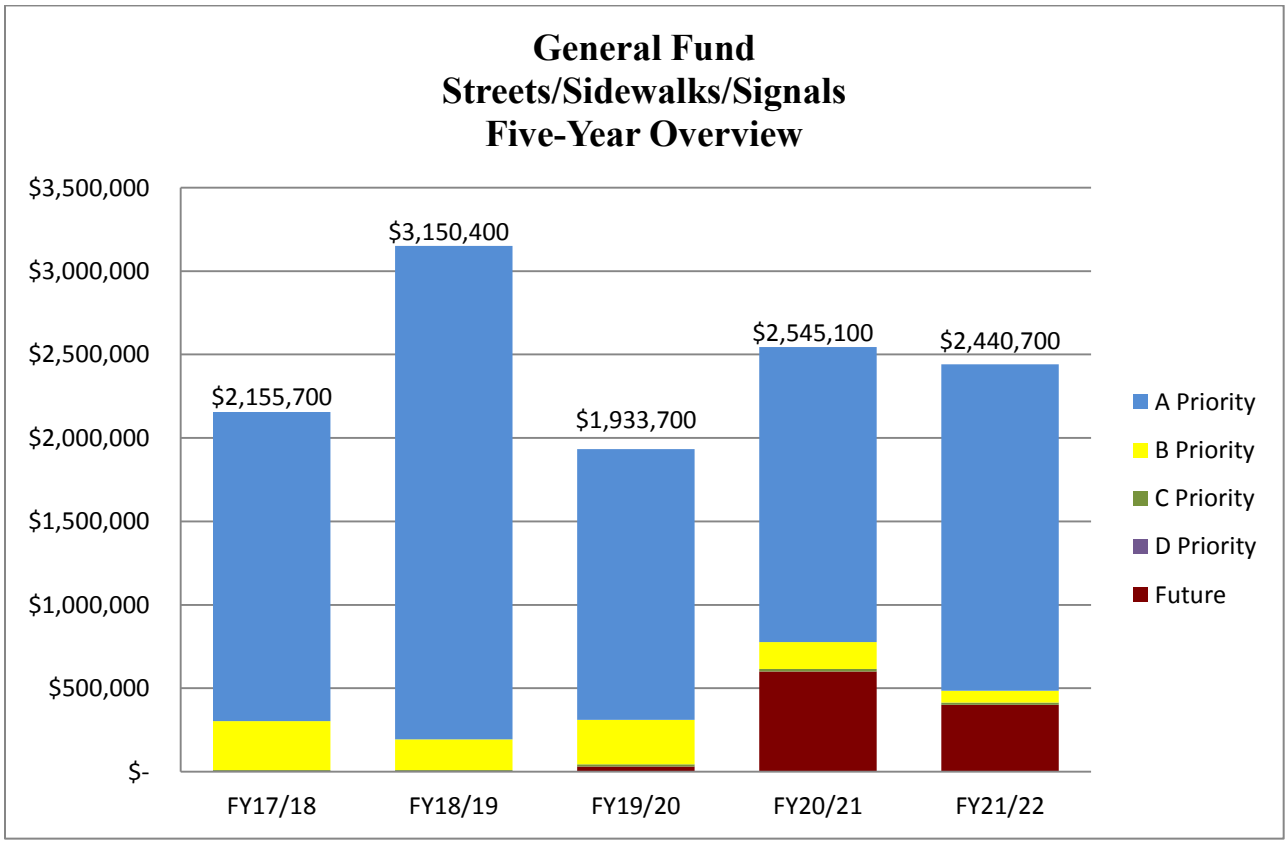
***FY18/19 – FY21/22 CIP Planning Summary***
Not only will future projects within the Streets/Sidewalks/Signals category include a continued commitment to projects identified within the FY17/18 Capital Budget Year description – such as the **Bond Payments** for previous improvements, **Annual Street Resurfacing Program**, and **Annual Sidewalk Construction and Maintenance -** but other important roadway projects will also be introduced in an effort to expand the community's transportation network.

Specific to IL Route 47 Improvements, while costs are not anticipated at this time from municipal sources, the scope of work will include an IDOT Phase II study between US Route 14 and Huntley and an IDOT Phase II study between US Route 14 and Charles Road. This project will most likely require a combination of State and Federal funding to complete. On a positive note, the County has significantly escalated the priority placed on IL Route 47 within its 2040 Transportation Plan. This project now ranks in the top five transportation needs for McHenry County. In addition, the City has taken a proactive step by utilizing a professional lobbyist to secure support at the State level.

Other potential projects beyond the 5-year planning period include a **Pavement Management Evaluation Update.**

# STREETS/SIDEWALKS/SIGNALS:
# Recommended Projects & 5-Year Summary

| | Project | Priority | FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | 5-Year Total |
|---|---|---|---|---|---|---|---|---|
| 1 | Bond Payments | A | $120,300 | $126,800 | $123,200 | $128,700 | $123,700 | **$622,700** |
| 2 | Annual Street Resurfacing Program | A | $1,300,000 | $1,400,000 | $1,500,000 | $1,600,000 | $1,700,000 | **$7,500,000** |
| 3 | Route 14 Signal Improvements | A | $58,000 | $0 | $0 | $0 | $0 | **$58,000** |
| 4 | Roundabout Intersection Improvements | A | $140,000 | $1,200,000 | $0 | $0 | $0 | **$1,340,000** |
| 5 | Safe Routes to Schools Grant Program | A | $235,000 | $230,000 | $0 | $40,000 | $132,000 | **$637,000** |
| 6 | Route 47 Crosswalks | B | $167,400 | $113,600 | $195,500 | $91,400 | $0 | **$567,900** |
| 7 | Annual Sidewalk Const. & Maint. | B | $40,000 | $40,000 | $40,000 | $40,000 | $40,000 | **$200,000** |
| 8 | Gateway Signs | B | $85,000 | $30,000 | $30,000 | $30,000 | $30,000 | **$205,000** |
| 9 | Bike Routes | C | $10,000 | $10,000 | $15,000 | $15,000 | $15,000 | **$65,000** |
| 10 | Pavement Management Report | | $0 | $0 | $30,000 | $0 | $0 | **$30,000** |
| 11 | Route 47 Improvements | | $0 | $0 | $0 | $600,000 | $400,000 | **$1,000,000** |
| | **Totals** | | **$2,155,700** | **$3,150,400** | **$1,933,700** | **$2,545,100** | **$2,440,700** | **$12,225,600** |
| | **# of Projects** | | **9** | **8** | **7** | **8** | **7** | **11** |



# STREETS/SIDEWALKS/SIGNALS: Detailed Project Narratives

**Project:** **Bond Payments**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $120,300 | $126,800 | $123,200 | $128,700 | $123,700 | $622,700 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

In September 2005, the City issued $1.785 million in Alternate Revenue Bonds to finance two major roadway construction projects. Of this amount, $850,000 was utilized to complete several roadway improvements to Lake Avenue. This project included the widening of existing lanes; construction of new turn lanes; installation of curb, gutter, and sidewalks; and storm sewer improvements. These improvements were required for the construction of the new Super Wal-Mart store. The repayment of these bonds are funded annually by a transfer from the General Corporate Fund. The estimated sales taxes generated from the Super Wal-Mart store has provided the General Corporate Fund with an adequate revenue stream that is capable of paying the required debt payments.

In addition, the City issued $935,000 in Alternate Revenue Bonds to complete a variety of roadway improvements to McConnell Road. This project included the widening of existing lanes; construction of new turn lanes; installation of curb and gutter; and storm sewer improvements as well as the construction of a pedestrian path. These improvements have been funded in combination through past developer contributions from the Maples ($360,000), specifically dedicated for these improvements, with the General Corporate – CIP revenues providing for the remaining debt service payments. The repayment of these bonds are funded through an operating transfer from the General Corporate – CIP Fund.

The outstanding 2005 Alternate Revenue Bonds were refunded through the issuance of 2014 Alternate Revenue Refunding Bonds; these bonds will reach final maturity in 2025.

| | |
|---|---|
| FY17/18: | |
| Lake Avenue | $57,000 |
| McConnell Road | 63,300 |
| Total | $120,300 |
| FY18/19: | |
| Lake Avenue | $60,400 |
| McConnell Road | $66,400 |
| Total | $126,800 |
| FY19/20: | |
| Lake Avenue | $58,700 |
| McConnell Road | $64,500 |
| Total | $123,200 |
| FY20/21: | |
| Lake Avenue | $61,500 |
| McConnell Road | 67,200 |
| Total | $128,700 |
| FY21/22: | |
| Lake Avenue | $59,200 |
| McConnell Road | 64,500 |
| Total | $123,700 |

**Project:** **Annual Street Resurfacing Program**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $1,300,000 | $1,400,000 | $1,500,000 | $1,600,000 | $1,700,000 | $7,500,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

The annual Street Resurfacing Program is one of the most important programs undertaken each year by the City. The City is committed to providing the necessary funding to repair and maintain its streets in a manner that promotes safe vehicular and pedestrian traffic. A quality street system is an essential component in promoting a sense of pride and economic vitality in a community.

Recently the City started utilizing only General Corporate and Tax Increment Financing (TIF) funds to pay for the resurfacing of our streets. It was determined that utilizing these funds, in lieu of MFT funds, made the bidding process quicker, and managing the contracts much easier.

The City currently repairs and maintains 117 centerline miles of streets. The 2015 Pavement Management Report (PMR) determined that 54% of our streets are currently rated as "poor, very poor, or failed". The PMR also included recommendations that the City increase its annual roadway maintenance budget to $4.0 - $5.0 million in order to just maintain its current rating of "poor." While pavement maintenance is, in fact, a necessary goal of the community, it is unrealistic to think the yearly pavement management budget could be increased at 4 -5 times its current funding level to achieve this goal. It also illustrates the fact that streets will continue to deteriorate without a significant increase in funding for this important program. The City has, and will continue to consider other funding sources, in addition to those funds currently provided by the City, to help reverse this trend.

FY17/18: All of the streets included in this year's street resurfacing program are rated as either "failed" or "very poor" in the PMR. These streets will have pavement cores taken to determine whether total reconstruction or full depth asphalt removal and replacement is necessary. In addition, the storm and sanitary sewers beneath these pavements will be televised to determine the condition of the aging infrastructure and whether repairs are necessary before resurfacing is

completed. As with last year's program, it is the intent of the City staff to utilize as much of the available budget as possible for reconstruction and pavement preservation. Pavement preservation is being proposed by utilizing $20,000 of the available funding toward the application of a preservative seal product called "Reclamite" or a similarly approved preservative product on those streets that were resurfaced during FY15/16.

FY18/19: Funds will be utilized to continue the street resurfacing program based on the criteria previously established to determine the appropriate method of reconstruction. Streets that were resurfaced in FY16/17 will be eligible for the application of a preservative seal product.

FY19/20-21/22: Funds will be utilized to continue the street resurfacing program based on the criteria previously established to determine the appropriate method of reconstruction. Streets that were resurfaced two years earlier than the current fiscal year will be eligible for the application of a preservative seal product.

**Project:** **Route 14 Signal Improvements**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $58,000 | $0 | $0 | $0 | $0 | $58,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2018
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

On August 5, 2014, the City Council approved a joint agreement with the Illinois Department of Transportation (IDOT), which outlined costs the City would pay the State to relocate existing City utilities, make improvements to traffic signals at Doty Road and W. Lake Shore Drive, make upgrades to the emergency vehicle pre-emptive signals, install a new traffic signal at Lake Shore Drive and pay a portion of the construction layout and engineering services for the reconstruction and widening of 3.93 miles of U.S. Route 14 from W. Lake Shore Drive to Lucas Road. 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 and the remaining 20% would be billed to the City upon completion of the project after all final costs have been determined.

On September 12, 2014, IDOT awarded a contract to Plote Construction, Inc. in the amount of $25,281,880 for this construction project. Work actually began on October 13, 2014 and was scheduled to be completed in November 2016.

In the Spring 2015, the City paid IDOT its 80% obligation ($230,124) with the remaining 20% obligation (currently estimated to be $58,000) due when all work is completed and the contractor

has agreed to final quantities. The road-widening work has been completed and the road was opened to traffic in late October 2016; however, the project is not considered "complete." Punch list items must still be completed and the remaining tree and shrub planting work is scheduled to be done in the Spring 2017. At this time, IDOT believes that the City will not receive a final invoice from Springfield until late 2017 or the beginning of 2018.

**Project:** **Roundabout Intersection Improvements**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $140,000 | $1,200,000 | $0 | $0 | $0 | $1,340,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2019
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

Several years ago the Woodstock City Council adopted the Woodstock Square Streetscape Guidelines to plan and complete several improvements to Woodstock's downtown. The use of a master plan such as this provides the City a focus for improvements over a period of time, while allowing for a consistent plan & theme.

While most of the past improvements have focused on the Square and streets in the central business district, the Woodstock Square Streetscape guidelines extend beyond the immediate downtown area and include other locations for improvements. One other category in the Guidelines includes perimeter streets. "*These streets act as important thoroughfares, bringing visitors to the square and moving traffic around it. These streets should start to establish the initial character and guide visitors to the square access streets.*" One specific location and recommendation within the Guidelines is identified as the intersection of Lake/South/Madison. The Guidelines state this *"is a critical decision making point for visitors entering the square area in vehicles. Improving this intersection to be consistent with the streetscape elements will give visitors an indication that they have arrived at someplace special."*

Intersection improvements and the construction of a roundabout at this location can be expected to result in the following benefits:

- Improve the appearance of this intersection, which is a gateway location along one of the primary perimeter streets leading to the downtown;

- Allow for the opportunity to install wayfinding and guidance signage to define an

access route to the downtown;

- Allow features from established streetscape improvements to be installed, which will help announce to motorists that they are entering the downtown district; and

- Improve traffic flow, reduce congestion, and reduce vehicle waiting time resulting from the exiting five-way intersection.

Based upon the recommendations of the Woodstock Square Streetscape Guidelines for improvements at the intersection of Lake/South/Madison, City staff entered this project into the McHenry County Council of Mayors Surface Transportation Program (STP) in 2013. The project remains as an approved project in the FY 2016-2020 STP scheduled program. STP funding will provide for the reimbursement of 80% of the total cost for construction and construction engineering (Phase lll) 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 $1,122,074 to construct.

In order to keep the City's Roundabout project programmed in the 5-year STP schedule, the City Council reaffirmed its commitment to this project at their February 2, 2016 meeting through the award of a contract to Consulting Engineers; Hampton, Lenzini, & Renwick (HLR) for professional services to complete Phase I and Phase II Engineering and Land Acquisition Services for construction of the roundabout. The timeframe to complete Phase I engineering ($54,902) began in March 2016 and is anticipated to conclude on or around April 2017. Phase II engineering ($136,252) began in November 2016 with a completion date on or around May 2017. Actual construction of the Roundabout is expected to take place in the Summer of 2018.

Charges in FY17/18 will include expenses to complete Phase II engineering and to acquire land for construction. In FY18/19 the City should anticipate costs for Phase III Engineering and construction of the roundabout. After reimbursement of STP contributions, the City's out of pocket expenditure for Phase III Engineering and costs to construct the roundabout will be in the neighborhood of $240,000.

**Project:** **Safe Routes to Schools Grant Program**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $235,000 | $230,000 | $0 | $40,000 | $132,000 | $637,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** N/A

| Project Purpose, Description and Benefit |
|---|
| The City has successfully obtained grant funds for sidewalk construction projects under the federally-funded Safe Routes to Schools program (SRTS). Through this program, the federal government pays 80% of construction and construction engineering costs with the |

City paying the remaining 20%. Projects are limited to a maximum of $200,000 and the City bears the cost of design engineering. The City remains vigilant of additional opportunities and applies for future grants whenever possible. The next opportunity becomes available in the fall of 2017.

The following is a list of expected activity under this program in the coming years:

FY17/18 – The City received a grant in the amount of $140,000 to construct sidewalk on Tappan between Willow & Meadow and portions on Meadow and Summit as well. A bid was awarded for this work through IDOT in the amount of $187,434 of which $140,000 will be reimbursed by the SRTS Grant. In addition, the City will need to pay the cost of construction engineering in the amount of $44,531. Out of pocket expenditures for this sidewalk will be $91,965. Funding during this fiscal year is also requested to pay for the design engineering and right-of-way dedication for new sidewalk on Kimball Avenue from Lake Avenue to Dean Street ($40,000). A call for projects is expected to be released in the fall of 2017 and this design will be used as a basis for that funding cycle.

FY18/19 - Funds to pay for the construction of both new and replacement sidewalk and construction engineering on Kimball Avenue from Lake Avenue to Dean and West Jackson, Hill, and W. Judd. (80% Federal funds (up to $140,000) / 20% City match – est. $140,000/ est. $90,000)

FY19/20 – no funding cycle

FY20/21 - Design engineering involving new sidewalk along Tappan Street from Meadow to Greenwood (100% City cost - est. 40,000).

FY21/22 - Funds to pay for construction and construction engineering for new sidewalk along Tappan from Meadow to Greenwood (80% Federal funds/ 20% City match - est. $106,000/ est. $26,000).

Beyond FY21/22:

- Funds to pay for design engineering involving new sidewalk on Greenwood from Tappan to Wicker
- Funds to pay for construction and construction engineering for new sidewalk along Greenwood from Tappan to Wicker
- Design engineering involving new sidewalk on Greenwood from Tappan to Seminary
- Funds to pay for construction and construction engineering for new sidewalk on Greenwood from Tappan to Seminary.
- Funds to pay for design engineering, construction, and construction engineering for new sidewalk along Tappan Street from Bagley north to Willow.
- Purchase of necessary ROW for the construction of sidewalk or recreational path along Dean Street from Rt. 14 to Hercules Road.
- New sidewalk on Dean Street from Prairie Ridge Drive to U.S. Rt. 14 and pedestrian crossing at U.S. Route 14.

SRTS is a reimbursable grant program, so the City will need to front the cost of the project and then receive reimbursement from IDOT.

**Project:** **Route 47 Crosswalks**
**Priority Ranking:** B
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $30,000 | $30,000 | $30,000 | $30,000 | $35,000 | $155,000 |

**Estimated Start Date:** May, 2016
**Estimated Completion Date:** April, 2021
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

There have been a number of accidents recently involving pedestrians crossing IL Route 47 within the corporate limits of the City of Woodstock. As a result, the City tasked its Consulting Engineers with determining costs to construct crosswalks at key locations along the corridor. The City's Transportation Commission thought that a midblock crossing at Calhoun Street should be the highest priority based upon the desire that pedestrians have to access the grocery store. They felt that a crosswalk at a nearby signalized intersection would not be used because it is not a direct route and pedestrians will tend to still take the most direct route. The City should look for grants to help pay for crosswalk construction and they should also petition McHenry County and the State of Illinois to help fund one of the projects. Fiscal year costs assume that no assistance will be provided and the City would need to pay all associated costs for each project. The proposed plan is as follows:

FY17/18 - **IL Route 47 – midblock crossing near Calhoun Street**

- Installing crosswalks across the south and east legs of the intersection to keep crosswalks near Calhoun Street to promote usage by pedestrians.
- Installing Rapid Rectangular Flashing Beacons (RRFBS) on the proposed signposts w/ pedestrian crossing signage.
- Construction of a raised median near the center lane of IL Rt. 47 for use as a refuge island for pedestrians.
- Installation of a sign post in the median with a pedestrian pushbutton (PPB).
- Advance warning signs for the crossing.
- AC power to the RRFBS and PPB for reliability.
- Restriping the northwest bound right lane as a right-turn only lane into the nearby right-in/ right-out driveway and the Jewel driveway.

FY18/19 - **IL Route 47 at Lake Avenue – estimated cost which includes design and construction engineering services**

- Installing crosswalk across the south and east legs of the intersection in order to keep crossings short and keep the new stop bar locations close to the intersection.

Will require:

- Relocation of the stop bars on south & east legs.
- Reconstruction of the median surface of the southeast corner island.
- Installation of a new pole with a pedestrian pushbutton and a pedestrian signal head in each of the northeast and southeast quadrants.

FY19/20 - **IL Route 47 at Judd Street/ Irving Avenue**

- Installing crosswalks across the south and east legs of the intersection based upon the preferred pedestrian route.

Will require:

- Closing of a driveway at the northeast corner of the intersection.
- Re-grading and extension of an existing storm sewer will be needed in the southeast corner to accommodate ramps and sidewalk extension.
- A new post for a pedestrian pushbutton will be needed in the southwest corner.
- In the southeast corner, one pedestrian pushbutton and signal head can be installed on the existing pole, but the other pedestrian pushbutton and signal head will need a new post. In the northeast corner, the pedestrian pushbutton and signal head should be installed on the existing signal pole.
- New conduits will need to be run from new poles to the nearest existing handhole.
- Sidewalk will need to be extended to the south to match the existing sidewalk at the Jewel driveway.

FY20/21- **IL Route 47 at Country Club Road – estimated cost which includes design and construction engineering services**

- Installing crosswalk across the north & east legs of the intersection based on the proximity of the existing sidewalk to which new connections will be made while keeping crosswalks as short as practical.

Will require:

- Relocation of the stop bar on the north leg.
- Existing curb ramps in the northeast corner need to be rebuilt to meet current ADA standards.

**Project:** **Annual Sidewalk Construction and Maintenance**
**Priority Ranking:** B
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $40,000 | $40,000 | $40,000 | $40,000 | $40,000 | $200,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

Safe and convenient sidewalks for pedestrian traffic is a stated goal in Woodstock's Vision 2020 plan. This objective encompasses either the repair, or the removal and replacement of sections of failing or hazardous concrete sidewalk and curb. Defined hazards include broken, sunken, raised, or missing sections of concrete sidewalk and curb. This project, in conjunction with the Annual Sidewalk Construction and Maintenance Program, will aid in promoting safe pedestrian traffic on sidewalks in residential neighborhoods, for access to businesses within walking distance, or to enjoy a safe aerobic workout.

In the past, the City admistered a 50/50 cost share program with residents to replace sidewalk and/or curb on a case by case basis. With the current state of City-owned sidewalk, and the back-log of necessary work, the reintroduction of this program would benefit the City, as well as promote the safety of pedestrian traffic. Since the City uses the competitive bid process to secure project costs, square foot prices are typically less than a resident can negotiate on their own. This program is coordinated by the Department of Public Works using an outside contractor for the physical removal and replacement.

Through involvement in this program, a resident can:

- Have non-hazardous sidewalk replaced with a 50/50 cost share between the City and the property owner.
- Have new sidewalk (where there is none) installed at a 75/25 (City/resident) cost share, excluding new construction.
- Have curb & gutter replaced, or have new curb & gutter installed at a 50/50 cost share between the City and the resident.

The cost share portion of this program is designed to provide incentive to property owners that wish to improve the overall aesthetics of the right-of-way in front of their property. The final cost for administration of this program is entirely dependent upon the level of participation from residents from year to year. Historical estimated averages suggest a program cost between forty and sixty thousand dollars.

**Project:** **Gateway Signs**
**Priority Ranking:** B
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $85,000 | $30,000 | $30,000 | $30,000 | $30,000 | $205,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

In FY13/14, the City hired a consultant to develop a standard for gateway/directional signs to guide visitors from the community's major thoroughfares to the downtown area. Some signage was installed around that time, but the City is in the process of rebranding itself which may result in a change in the design standards.

The City has a community events sign on IL Route 47 near the Burger King Restaurant of which the message is changed by hand on Monday of each week. The sign is used by the City and community organizations to provide timely reminders and information to the general public. It is recommended that this 6'-5" x 9'-6" sign be replaced in FY17/18 with an outdoor LED sign board, which can be changed remotely via a computer keyboard at any time of the day or night. Public Works spends an average of two man hours each week changing the message on the existing sign which equates to approximately $3,500 in annual wages. There are other tasks that could be performed by staff if they were not performing this activity.

Future Gateway signage is recommended to be constructed at the intersections of Route 14 & Dean Street (FY18/19); Route 47 @ Lake Avenue (FY19/20); Route 47 @ Calhoun Street (FY20/21); and Route 47 @ Route 120 (FY21/22). One of these signs is expected to be installed on the Harley-Davidson property adjacent to Route 47 in FY17/18, welcoming visitors to the City of Woodstock. Harley-Davidson has agreed to give the City up to $5,000 toward the construction of this sign with the property around the sign

donated and conveyed to the City to allow for future maintenance. Signs are expected to include a stone foundation with iron lattice on top of the sign similar that which has been installed at the entrances to the Park-in-the-Square featuring the City's logo. Appropriate landscaping will accompany and enhance the sign. This request can be quantified as follows:

FY17/18 - New community events sign ($60,000) and construction of gateway sign at Harley-Davidson ($25,000)
FY18/19 - Gateway signage at Route 14 & Dean Street ($30,000)
FY19/20 - Gateway signage at Route 47 & Lake Avenue ($30,000)
FY20/21 - Gateway signage at Route 47 & Calhoun Street ($30,000)
FY21/22 - Gateway signage at Route 47 & Route 120 ($30,000)

**Project:** **Bike Routes**
**Priority Ranking:** C
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $10,000 | $10,000 | $15,000 | $15,000 | $15,000 | $65,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

Presented, accepted and approved by City Council as a planning document for future consideration, the Woodstock Transportation Commission compiled its first Master Bicycle Plan in December 2009.

The implementation portion of the Plan states the City should make every effort to install or provide for the installation of bicycle facilities included with other scheduled infrastructure improvements. As stated in the Plan, "Maintaining the current level of bikeway activity and programs will not fulfill the visions and goals that the Woodstock community has for completing a bicycle network."

Considering the current state of the housing market, there is hope for the creation of new bicycle paths as part of new construction projects. However, results derived from review of the plan include a recommendation to reorganize existing roadways to include bicycle lanes. In order to identify such locations, the City Adminstration could coordinate with local volunteer groups. Low-cost options such as pavement markings and signage provide the community with the best opportunity for a short term, inexpensive bicycle network.

Requested funds begin in FY17/18 to implement realistic, economically-feasible recommendations of the Transportation Commission that provide the greatest benefit to the community. If approved, allocation of funds could coincide with another program (e.g. street resurfacing, or pavement marking) to pave or stripe a bicycle path if the appropriate opportunity exists.

# STREETS/SIDEWALKS/SIGNALS:
# Future Years Project Narratives

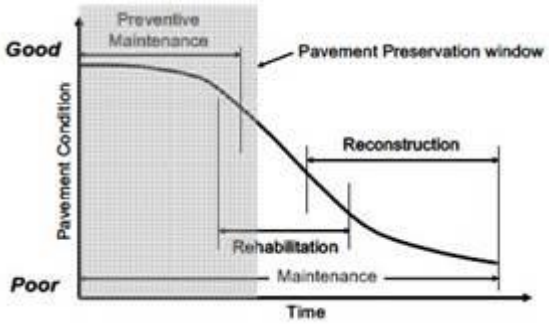
**Project:** **Pavement Management Evaluation**

**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $0 | $0 | $30,000 | $0 | $0 | $30,000 |

**Project Purpose, Description and Benefit**

The City authorized the preparation of the 2015 Pavement Management Report (PMR) in order to provide an assessment of the condition of the City's streets and to develop an economical and reasonable program to maintain those streets over the next several years. Because the City has increased funding over the past several years to provide additional maintenance of the streets, it was prudent to create a document that suggests methods and means to effectively utilize best management practices to better ensure that the current roadway funds are being spent in the best possible manner and location. The goal of a successful rehabilitation program is to rehabilitate streets on a schedule just before their condition rapidly declines and they become even more expensive to repair in the future.




The Pavement Management Report recommends that the data provided in it be updated every three to six years to account for changes in estimated costs of rehabilitation, increased traffic flows from new development that may cause the rehabilitation needs of certain roads to become a higher priority, changes in cost due to newer technology as well as pavement performance over a period of time that can be variable.

The City staff can make some updates internally; however, it will be beneficial for the City to have the consultant update the original database with current information including work completed to date as well as changes in street conditions. Funds are requested to provide that updated database.

**Project:** **Route 47 IDOT Improvements**

**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $0 | $0 | $0 | $600,000 | $400,000 | $1,000,000 |

**Project Purpose, Description and Benefit**

For a number of years, the City Council has been very vocal at both the local and state level about the need for improvements to IL Route 47; especially the portion that is constructed through the City of Woodstock. Prior to the first Stakeholder Involvment Meeting in 2010, the City spent some of its own funds to help draw attention to the project, complete some of the engineering to find alternatives, and to look at its own roadways to alleviate congestion along this State route under the control and jurisdiction of the Illinois Department of

Transportation (IDOT). In 2014, McHenry County DOT released their draft 2040 Long Range Transportation Plan. At the beginning of the process, a survey was initiated and three transportation projects with local impact topped the list of projects that should be a top priority in McHenry County. One of those projects was IL Route 47 improvements from U.S. Route 14 to Charles Road and another was IL Route 47 from Reed Road in Huntley to U. S. Route 14. This type of publicity will only serve to garner more support and recognition of civic leaders and elected officials. All of this effort has helped the City get to where it is today and although IL Route 47 is not yet under construction, there are a lot of people working to help this project come to fruition. The City recently met with IDOT to discuss the progress on this project and the latest information is as follows:

- The original project was described as IL Route 47 from US Route 14 to Charles Road. The project has since been split into two contracts: south contract from US Route 14 to IL Route 120 and a north contract from IL Route 120 to Charles Road.

- The south contract is moving into phase 2 engineering. Project consultants have been assigned to this contract. Phase 1 involves inviting public and private agencies to identify alternatives, impact, and issues related to the project. This involves stakeholder meetings and public hearings in addition to discussions with State Agencies such as Natural Resources, EPA, Historic Preservation, and Agriculture. Federal Agencies such as Fish and Wildlife Service, Corps of Engineers, National Park Service, Agriculture, EPA, Advisory Council on Historic Preservation, Coast Guard, and Native American Tribes. Phase 2 engineering prepares a job site construction plan and determines project specifications to be used in preparing a final contract to be bid on by contractors. This is also the time that land acquisition is determined and settled, utility relocations are determined, and local ageny agreements are approved.

- The north contract is still in Phase 1; working to complete an environmental assessment (EA) of the project limits. As soon as the EA is signed, a consultant will be assigned to begin Phase 2 engineering.

- Business owner meetings are being conducted in December 2016/January 2017. These meetings have been shifted from being led by IDOT staff to being led by the consultants.

- Land acquisition throughout the corridor will likely involve four residences and four businesses.

- Funding for construction has not yet been approved, because of competition with other IDOT projects,

The City will continue its outreach efforts. In the meantime, City staff will continue to meet with representatives from Senator Durbin's Office, Congressman Hultgren, Union Pacific (UP), IDOT, and McHenry County as necessary and appropriate. In addition, the City will work to prepare business owners along the corridor for the construction phase of this project and be good stewards with regard to helping them remain viable until final restoration.

While capacity improvements to Illinois Route 47 in Woodstock remain a high priority for the community, the scope and size of these improvements are substantially beyond Woodstock's ability to fund as local improvements. From a financial view, the City must wait on IDOT to obtain federal and state funding. Construction costs are tentatively projected in FY20/21 to cover a portion of the cost of the signalization improvements, streetlights, multi-use path, sidewalk, and services related to construction layouts and engineering inspections.

# STORMWATER MANAGEMENT: 5-Year Summary Overview

The City maintains over 83 miles of storm sewers and 2,187 storm sewer inlets, with the majority of this infrastructure now more than 50-years old. Routine maintenance is necessary on an annual basis to address necessary repairs and areas that will require replacement. In addition to the annual maintenance, the City does receive requests from residents each year to improve drainage in the public right of way. This may include locations where water stands in the right of way for an extended period of time, areas of inadequate drainage that results in runoff flowing from the public right of way to private property, or locations where a storm sewer needs to be extended to allow the property owner to correct drainage problems on their property. These are essential services that the City is expected to provide as part of our ongoing responsibility to ensure reasonable drainage of the public right of way.

The City is responsible for ensuring that existing public stormwater management infrastructure is properly maintained. The City consistently receives requests from individual residents, or small groups of residents, to undertake projects which will relieve their properties of stormwater management concerns. Unfortunately, as identified subsequent to the August 2007 flood event, the cause of many of these problems relates to the topography of individual parcels or adjacent parcels and/or private-property improvements which have resulted in increased stormwater detention onto their respective private properties. As such, the primary focus for the Stormwater Management – CIP must remain the implementation of public projects which benefit larger areas of the community and not individual properties.

In summary, the FY17/18-FY21/22 Stormwater Management Capital Improvement Program, as proposed, includes six (6) projects totaling $1,235,000 over the five-year planning period. The FY17/18 Stormwater Management Capital Budget Year - CIP includes five (5) proposed projects totaling $465,000. The following section provides a summary narrative of the projects included in the FY17/18 Capital Budget Year and then the remaining FY18/19 through FY21/22 CIP planning period. This is followed by graphic tables and charts identifying proposed funding levels. Finally, detailed project narratives are provided which identify the specific goals and outcomes of each proposed project.

***FY17/18 Capital Budget Year Highlights***

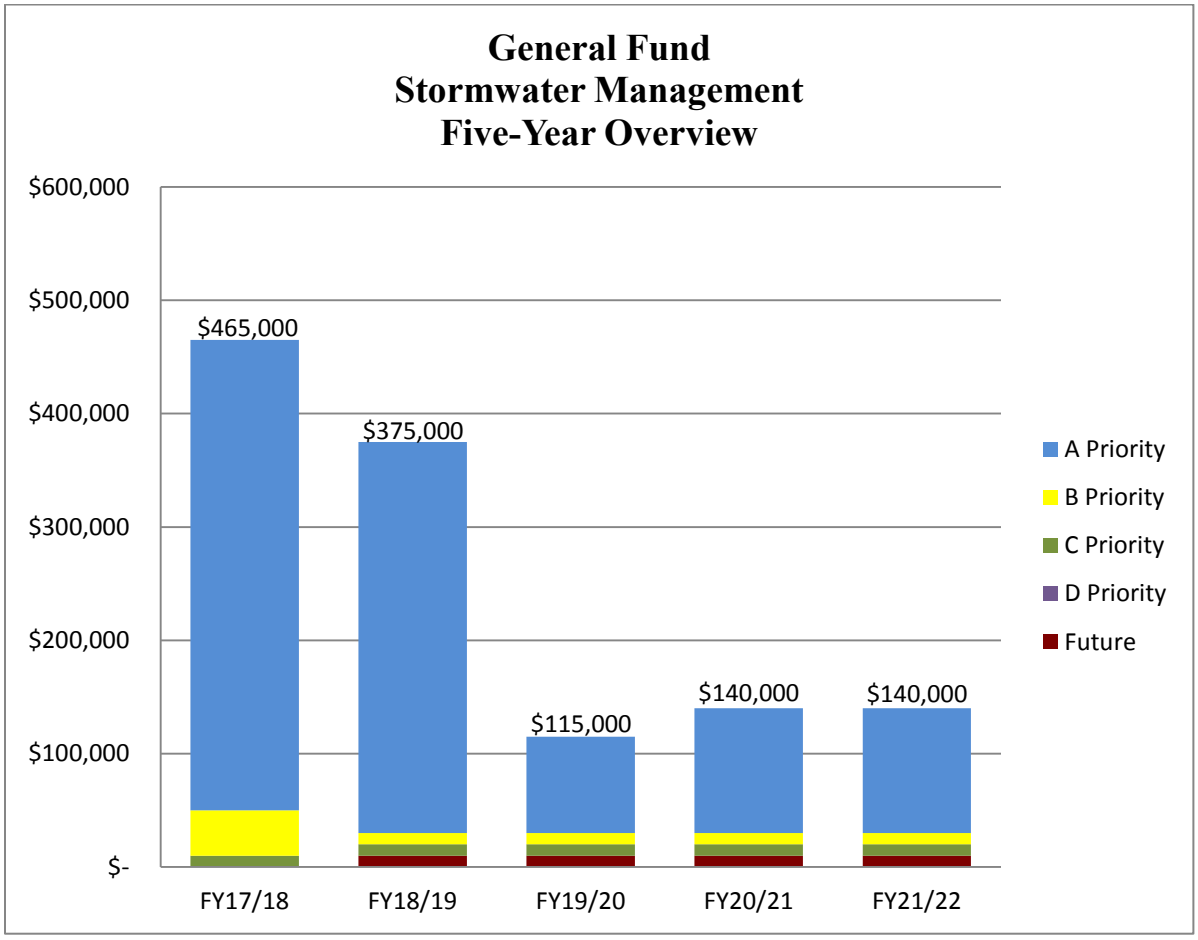
As previously stated, five (5) projects are proposed for funding consideration in FY17/18. The first, **Storm Sewer Improvements**, provides funding to complete a variety of stormwater improvements in response to the past flooding of homes and buildings. In FY17/18 this project will include the final phase of improvements for the Walnut/Ash neighborhood which is being funded through grants. The remaining projects include **Dean Street & Route 14 Culver Replacement**, **Detention and Retention Basin Maintenance, I&I Flood Reduction Improvements**, and **Storm Sewer System Compliance (MS4)**.

***FY18/19 – FY21/22 CIP Summary***

In addition to continuing and/or completing the projects identified above, the remaining projects included in the Stormwater Management Fund are, for the most part, to address various neighborhood or more regional stormwater management issues throughout the community.

# STORMWATER MANAGEMENT:
# Recommended Projects & 5-Year Summary

| | Project | Priority | FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | 5-Year Total |
|---|---|---|---|---|---|---|---|---|
| 1 | Storm Sewer Improvements | A | $130,000 | $120,000 | $60,000 | $100,000 | $100,000 | **$510,000** |
| 2 | Dean Street & Route 14 Culvert Replacement | A | $60,000 | $0 | $0 | $0 | $0 | **$60,000** |
| 3 | Detention and Retention Basin Maintenance | A | $225,000 | $225,000 | $25,000 | $10,000 | $10,000 | **$495,000** |
| 4 | I & I Flood Reduction Improvements | B | $40,000 | $10,000 | $10,000 | $10,000 | $10,000 | **$80,000** |
| 5 | MS4 Storm Sewer Compliance | C | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | **$50,000** |
| 6 | Private Detention Basin Maintenance | | $0 | $10,000 | $10,000 | $10,000 | $10,000 | **$40,000** |
| | **Totals** | | **$465,000** | **$375,000** | **$115,000** | **$140,000** | **$140,000** | **$1,235,000** |
| | **# of Projects** | | **5** | **5** | **5** | **5** | **5** | **6** |



# STORMWATER MANAGEMENT: Detailed Project Narratives

**Project:** **Storm Sewer Improvements**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $130,000 | $120,000 | $60,000 | $100,000 | $100,000 | $510,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $500

**Project Purpose, Description and Benefit**

The Department of Public Works is responsible for maintaining and repairing over 83 miles of storm sewer and more than 2,100 storm inlets each year. Because of the age of most of this infrastructure, regular routine maintenance is especially important. Some of this maintenance can be completed in-house, and some requires the equipment and expertise from outside contractors. Larger projects also take more time to complete and while doing so, City employees cannot provide other essential services to our residents.

The City also receives requests each year from residents who want to improve the drainage within the public right-of-way or on private property where ponding may occur due to the lack of a nearby storm sewer. The City is constantly trying to improve our current drainage system and is always looking at ways to expand the system to benefit our residents by reducing the chance for future drainage problems.

The following storm sewer projects are located in areas that have experienced various levels of flooding, storm sewer backups, and damage to private properties.

FY17/18: The Walnut/Ash/Tappan Street storm sewer project was a projected three-year project intended to significantly reduce neighborhood flooding during heavy rainfall events. The City has already been awarded $497,657 in grant funds through the Federal HUD-sponsored Community Development Block Grant (CDBG) program for Phase 1 & 2 construction. The City committed $140,000 toward the Phase 1 & 2 construction costs and $132,740 toward the construction engineering inspection costs for these two (2) phases. The total construction costs to date total approximately $600,000. The City is hoping to receive an additional $247,500 from the CDBG program in FY17/18 to pay for the construction of the remaining phase. It is estimated that this phase will cost $330,000 to complete with the City committing $80,000 toward construction costs and $50,000 toward engineering inspection costs in FY17/18. The first two (2) phases are now complete and funding is requested to pay for construction and engineering inspection costs for the

remaining phase of this project.

FY18/19: Funds are requested to pay for the preparation of engineering plans, specifications and construction costs to install a new storm sewer in the Lawrence Avenue right-of-way that would replace an old storm sewer located in the rear yards of several properties between Dean Street and Jefferson Street (just north of Lawrence Avenue). This old storm sewer has been found to contain multiple blockages and collapsed pipes in several rear yards that cause flooding and backups adjacent to garages and homes. It has been determined that several structures and decks have been constructed over it and, as such, access for trucks and/or equipment for repairs, maintenance and cleaning is impossible. In addition, there are no maintenance easements for the storm sewer. It is desirable to install a new, larger storm sewer in the Lawrence Avenue right-of-way so that it can be easily accessed for cleaning and maintenance. The existing old storm sewer would be abandoned in place once the new sewer was installed.

FY19/20: Funds are requested to pay for the installation of a new storm sewer to replace an old storm sewer located in the rear yards of several private properties fronting on E. Calhoun Street and adjoining the north side of the Raintree Park detention basin. The old sewer is extremely shallow (it can be seen), is partially broken, plugged and back-pitched and, as a result, causes several of the rear yards to flood and hold water for weeks at a time. In 1999, the City's consulting engineer prepared engineering plans to install a new storm sewer to replace the old sewer. The City attempted to secure maintenance easements from the sixteen (16) affected homeowners that, if granted, would allow the installation of the new sewer. At that time, only three (3) of the property owners would grant an easement. Because all property owners would need to grant an easement in order to complete the work, only a small section of the improvements were completed and only those three (3) who granted an easement saw any immediate benefit. Due to recent complaints from upstream property owners who have flooded rear yards, the City will attempt to secure easements from the remaining property owners. If all easements are secured, funding is requested to complete the installation of the remaining sections of the storm sewer.

FY20/21: Funds are requested to prepare engineering plans and specifications and pay construction costs for the replacement of a 21" storm sewer in the 1900 block of Julie Street that has failed causing drainage problems within the City right-of-way and on private property. Funds would also be used to acquire access easements so that the City could replace and upsize an existing 6" storm sewer located on private properties adjacent to the rear of the Woodstock Public Library. This sewer discharges to another storm sewer located in the Lincoln Avenue right-of-way. The existing sewer is very old, undersized and partially filled with tree roots and sediment. It is very difficult to access due to space limitations because it adjoins an old tree line. In addition, because no access easements currently exist, the City does not have the right to enter onto private properties to make repairs and to maintain the sewer. This project would be engineered and constructed by City staff.

FY21/22: For several years, storm water has flowed over Zimmerman Road during moderate rainfall events because of backups that occur in a downstream storm sewer system that has misaligned, separated and partially obstructed pipes. Funds were approved in the FY14/15

budget to complete a field inspection of the existing downstream storm sewer system. Funds are requested in the FY21/22 budget to complete the preparation of detailed engineering plans and specifications for needed repairs and/or replacement of the existing storm sewer line. The owner of the private property where the storm sewer is located was contacted and was agreeable to granting an access easement to the City for future maintenance and repairs. Funds are requested to begin construction of storm sewer improvements. We anticipate that this will be a three (3) phase project and that additional funds will be requested in FY22/23 and FY23/24.

**Project:** **Dean St. & Route 14 Culvert Replacement**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $60,000 | $0 | $0 | $0 | $0 | $60,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2018
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

A forty-two inch concrete culvert pipe running under Dean Street just north of the intersection with US Route 14 is showing signs of distress. Investigation of a sinkhole in the roadway above this pipe revealed that maintenance is necessary at this pipe joint to repair insufficient connection sealant. This issue is a direct result of constant standing water in the culvert increasing the hydraulic stress said culvert experiences during weather events. Additional connections along this seventy-foot stretch of culvert, approximately every 6-8 feet, are also showing similar signs of distress.

Prior to this, however, grade maintenance is necessary to deal with standing water issues at both the inlet and outlet portions of this culvert. Excess silt deposits at these locations are prohibiting water to flow where intended. The intended route for this storm water extends approximately 300 feet to the east of this intersection, flows under US Route 14 via concrete culvert, and then under Davis Rd, and into the McHenry County Conservation District Creek.

Option 1: Once the culvert is exposed, and revealed to be in adequate to good condition, staff recommends pouring a concrete cap over the culvert to seal all joints and the culvert itself. This is a more economically responsible option while concurrently fixing the issue.

Option 2: Once the culvert is exposed, and revealed to be in poor condition, staff recommends replacing the entire culvert.

Once necessary ditch grade maintenance is complete, staff requests funds to repair, or if necessary, replace this culvert.

**Project:** **Detention and Retention Basin Maintenance**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $225,000 | $225,000 | $25,000 | $10,000 | $10,000 | $495,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

One of the most important aspects of a storm water management system within any community involves the design and maintenance of detention and retention basins. Without these basins, large volumes of storm water that run off impervious surfaces during heavy rainfall events would cause storm sewers to surcharge, streets to flood, streams to overtop, which could result in regional flooding and property damage. Detention and retention basins are strategically located in lowland areas and are sized to collect a certain volume of water and slowly release it thru a controlled outlet to a receiving stream, channel or lake. Retention basins are designed to hold storm water where it is slowly released into the substrata thru a porous soil. Typically, no outlet pipe is utilized in a retention basin except as an emergency over conduit once the basin is filled.

The Department of Public Works created an inventory of the existing detention and retention basins located in the City in 2010. At that time there were 102 privately-owned basins and 9 publically-owned basins. Privately-owned basins are located on private property or within common property owned by a Homeowners Association (HOA). Any type of basin, whether they are publically- or privately-owned, must be maintained on a regular basis if they are to function when needed most. The following basins are currently owned and maintained by the City:

- Bates Park
- First Street
- Kimball Avenue at Bunker Street
- Lake Avenue at Cobblestone Way
- Woodstock Public Library
- Mary Ann Street
- Merryman Fields Park
- Edgewood Drive (Pond#3)
- Raintree Park

The 2010 inventory is a collection of design data on each basin, which includes such things as sizing and location of inlet/outlet pipes and grates, details of spillway construction, location and size of restrictor pipes, as well as areas where soil erosion may occur, where silt and sediment may deposit and where minor grading and reshaping may be needed to reduce ponding of water in the bottom of the basin. All of this data is compiled into one document for quick access.

Funds are requested for work at the following locations:

FY17/18 & FY18/19: The detention basins adjacent to Merryman Fields have lost a considerable amount of storm water storage capacity due to the accumulation of silt and sediment in the last few years. In addition, a portion of the outlet control pipe was removed several years ago when silt and sediment had collected in front of the pipe and caused the water to back up in the basin. These sections of pipe need to be re-installed once the accumulated silt and sediment has been removed. Funds are requested to remove the silt and sediment and re-establish the storage capacity that has been lost.

FY19/20: The permeable paver surface on the overflow parking lot for the Public Library has experienced some minor settlement in a few specific areas since it was constructed in 2009. The permeable pavers are supported by several layers of stone (at various gradations) that was placed over the underlying plastic storm chambers which provide some detention volume during rainfall events. Water is stored in these plastic chambers and slowly released thru an adjacent detention basin and then to a nearby storm inlet located in the street. Funds are requested to televise the plastic storm chambers and connecting pipes to determine if joint displacement may be causing the underlying stone to wash into the chambers and cause the bricks to settle. If displacement is determined, funds are requested to make the necessary repairs to the storm chambers.

FY20/21 & FY21/22: Funds are requested to complete routine maintenance on each of the nine (9) detention basins owned by the City. Most of these basins have never had any maintenance work done on them since they were constructed.

**Project:** **I & I Flood Reduction Improvements**
**Priority Ranking:** B
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $40,000 | $10,000 | $10,000 | $10,000 | $10,000 | $80,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

The City receives requests each year from many residents who want to improve the drainage within the public right-of-way and on private property. This may include adding drainage improvements in the public right-of-way to reduce or eliminate standing water that occurs in the public right-of-way, installing new drainage improvements that prevent runoff from flowing from the public right-of-way onto private property and installing drainage improvements in an area that affords the homeowner the opportunity to tie into in order to eliminate drainage problems on private property. These services are an ongoing responsibility that the City must continue to provide.

As a result of the assessments and recommendations mentioned in the City's 2009 Sanitary Sewer System Evaluation Study (SSES) with regards to the impact of infiltration and inflow on the City's sanitary sewer system and, more particularly, the impact of surface water and groundwater on the sewer system, this CIP request was created specifically to identify and prioritize proposed stormwater improvements that are in response to past flooding of homes, buildings, streets, as well as storm sewer backups. Standing water in yards after heavy rainfall events were not prioritized. Recommended improvements include the installation of new storm sewer inlets and/or the replacement of existing inlets, ditch and culvert improvements, pipe and inlet cleaning as well as the creation of new drainage swales or the re-grading of existing drainage swales to afford better surface water drainage.

FY17/18: The storm sewer outlet pipe at the west end of Forest Avenue (leading into the William C. Donato Conservation Area) is partially plugged from sediment which has filled in the outlet channel/swale that extends southwesterly thru the Conservation Area. This blockage causes water to sit in the pipe long after rainfall events have ended and essentially reduces the volume of water this storm sewer can carry during any type of rainfall event. Because this storm sewer services a very large drainage area, it is recommended that this channel be cleaned as soon as possible.

FY18/19 – FY21/22: Additional funds can be utilized in future years to maintain the "Donato" channel and prevent additional erosion from occurring. Funds can also be used to clean and re-grade existing drainage swales, install new road culverts and drainage pipes along Rose Court to reduce the amount of surface water that currently backs up on neighboring properties.

**Project:** **MS4 Storm System Compliance**
**Priority Ranking:** C
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | $50,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** N/A

| Project Purpose, Description and Benefit |
|---|
| The City is required by State law to follow an IEPA program entitled Municipal Separate Storm Sewer System (MS4). Under this annual program, the City must obtain a National Pollution Discharge Elimination Survey (NPDES) discharge permit from the State and must |

set measurable performance goals and standards to improve the quality of the City's storm water discharge. The following six (6) specific control measures must be implemented and "tracked" by the City in order to maintain this permit.

- Public Education and Outreach
- Public Participation and Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Runoff Control
- Post Construction Site Runoff Control
- Pollution Prevention/Good Housekeeping for Municipal Operations

Many of the specific control measures are currently being met thru various programs that the City conducts on a yearly basis. More specifically, the City provided educational flyers for our residents describing ways to protect the surface water and groundwater from harmful pollutants. In addition, articles are published in the City Manager's newsletter on topics ranging from proper lawn fertilization, environmentally safe methods to wash your vehicle, the proper disposal of paints, oils, chemicals, etc. The City provides contact information on our website for residents who have storm water related questions, provide emergency response to chemical spills, monitor low-flow discharges for evidence of illicit discharges at 26 different locations throughout the City, sample and test storm water at the north sewage treatment plant to document water quality, install storm inlets that are stamped with "warning" notices indicating that material dumped in those inlets discharge into a stream, implement an adopt-a-highway program to keep our right-of-ways clean, conduct an annual street sweeping program to keep harmful pollutants out of the storm sewer system, enforce the requirements of the Storm Water Ordinance and are a "certified" storm water community in McHenry County.

The City was last audited by the IEPA in November 2014 as a means of determining if it adequately provides the control measures that are required by the NPDES permit. Some minor modifications to the program were recommended and changes were made.

The City must begin providing maintenance services at all of the 26 storm water discharge locations. Most of these locations are adjacent to creeks, wetlands and lowland areas where access is difficult due to tree growth and ground instability. A considerable amount of debris and an abundance of tree overgrowth has accumulated at these locations. Little or no maintenance has been provided near these discharge pipes since they were installed. Funds are requested for contracted services to pay for assistance in gaining access to these discharge locations and continued maintenance of these discharge structures.

# STORMWATER MANAGEMENT:
# Future Years Project Narratives

**Project:** **Private Detention Basin Maintenance**

**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $0 | $10,000 | $10,000 | $10,000 | $10,000 | $40,000 |

**Project Purpose, Description and Benefit**

Detention basins must be maintained regularly if they are to function properly during heavy rainfall events. Ideally, the basin should be inspected after each rainfall event and evaluated to determine if modifications and/or repairs could be made to improve its effectiveness.

It is not uncommon for residents to contact the City and ask questions about detention basin maintenance (i.e., who to contact regarding plugged outlet control piping, broken pipes, removing debris in the basin, bank stabilization and erosion problems, mosquito concerns due to standing water in the bottom of the basin, etc.). The majority of these questions involve privately-owned basins adjacent to a resident's home or a basin located within their subdivision. The residents usually do not know who to contact if they have questions and they generally believe that the City is responsible to maintain all drainage basins, storm sewers, and drainage swales within the City. It is imperative that these basins be properly maintained on a regular basis, otherwise additional flooding to adjoining properties will occur.

It is incumbent upon the City to contact the residents and the Homeowner's Associations (HOAs) and give them a basic understanding of the components of the basin, how the basin is supposed to function and inform them of their maintenance duties and responsibilities.

In order to provide this information to the residents and the HOAs, a maintenance program needs to be developed, which will provide the following services:

1. Inspect each privately-owned basin and create an inventory of maintenance duties based on the specific design of that basin.
2. Meet with the individual property owner(s) and/or HOAs and discuss their maintenance duties and responsibilities.
3. Inform them that the City will conduct an annual inspection to verify that they have been providing the necessary maintenance and inform them of the penalties for not complying.
4. Meet with the basin owner(s) and/or HOA and conduct the annual inspection. Provide a comprehensive list of what has or has not been completed and set a follow-up meeting date to re-inspect un-completed work, if necessary.

When the list of maintenance duties and site specific concerns has been compiled, the City Council will be asked to provide direction as to what specific responsibilities should be placed on the private property owner and/or the HOAs and what penalties should be levied if annual inspection and maintenance work is not completed. The Council may consider formation of a Special Service Area (SSA) and utilize revenue generated from user fees to finance the work.

The following is a brief outline describing how the program could be formed as well as the anticipated costs for the next five years.

FY17/18: Compile a list of site specific maintenance requirements and responsibilities for each detention and retention basin. Determine ownership and maintenance responsibilities of each basin. Some basins have multiple owners, some basins are owned by active HOAs and others have no active HOAs in place.

FY18/19 – FY21/22: The City's goal is to meet with at least 25% of the owners each year, explain the need for the program, forward the list of site specific maintenance responsibilities to each owner and give them a specific date to complete the necessary work. If an HOA is involved, it may be necessary to give them more time to develop a budget and determine how to finance the maintenance work. Where no HOA exists, the City may consider forming a Special Service Area (SSA) to fund the work. The estimated cost/year includes legal fees and other professional services necessary to form an SSA. In the event an owner chooses not to complete the required maintenance work, the City could use funds generated by the storm water SSA to hire a contractor to complete the work.

# CHAPTER FIVE
# UTILITY FUND
# 5-YEAR CAPITAL IMPROVEMENT PROGRAM

CITY OF WOODSTOCK
ANNUAL 5-YEAR
CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2017/2018
THROUGH
FISCAL YEAR 2021/2022

# WATER & SEWER UTILITY FUND:
# Policy Recommendations & Goals

Similar with the General Corporate Fund - CIP, the City Administration carefully reviews and considers several policy recommendations and planning goals pertaining to the Utility Fund - CIP before prioritizing individual CIP projects. This exercise allows the City to better identify, organize, and prioritize the various projects and improvements in a manner that will match the overall goals and objectives of the utility systems and the City over the next five years. These policy recommendations and goals are identified as follows:

**Continuation of Water and Sewer Capacity – CIP and Budget**

The City has developed a separate budget and accounting mechanism for capital improvement projects that will increase the capacity of the City's utility systems. Provided within the Water and Sewer Capacity Fund - CIP is a separate section for the proposed capital improvement projects that are directly related to increasing capacity and will allow the City to continue to separate out growth projects in the future. The City Administration believes that this budget process has already proven to be very beneficial and should be continued. Through this separate budget process, the City is able to hold funds received from new development to grow the Utility Capacity Fund - CIP fund balance for the purpose of increasing capacity in the future and, through this fund revenue from new residents, pay back bonds used for expanding the system's treatment plant capacities.

Based on the projected physical and fiscal impact of new developments on the City's utility systems, the City Council was requested to adopt revised/updated connection fees in FY03/04. The related fees were increased and the City at the same time adopted a procedure that allows for annual increases of the capital expansion fees based on the overall consumer price index changes. At the August 20, 2013 meeting, the City Council reviewed and adjusted the City's impact fees to reflect the reductions experienced in the real estate markets. In addition, future adjustments focus on changes in land values instead of consistent increases applied to these fees based on changes within the consumer price index.

This approach attempts to determine the actual costs for future expansions related to the capacity of the City's water and wastewater treatment plants and water storage facilities. The City remains committed to the goal of having new development pay its fair share of the cost for expanding the systems to serve their respective developments.

**Development and Management of Fund Balance**

In the past, the fund balance within the City's Utility operations has been essential in maintaining a sound cash reserve for emergency operations, following recommended accounting management guidelines. During the next five-year period, this fund balance will also be an essential asset for the City to utilize while completing the recommended improvements identified within this document. Existing bond payments coupled with large, necessary projects - such as the construction/replacement of water mains, and maintenance of wastewater treatment plants – along with major capital projects designed to prepare for future development and growth will

draw down the current fund balance during this period. Furthermore, looking well into the five-year planning period and beyond, Sanitary Sewer System Maintenance and Improvements, Meter Replacement Program, Well Maintenance and Improvements, IDOT Route 14 Improvements, and Water Softener Rehabilitation will put further pressure on the finances of the Utility Fund. The following is a summary of the priority "A" utility capital improvements that have been identified and the expected cost, that rely on annual revenue and fund balance for completion:

| PROJECT | ESTIMATED FIVE-YEAR COST |
|---|---|
| Sanitary Sewer System Maintenance & Imps. | $5,266,100 |
| Water Distribution Maintenance & Imps. | 3,245,000 |
| Water Treatment Plant Maintenance | 1,799,000 |
| Existing Bond Payments | 1,246,600 |
| Well Maintenance and Improvements | 399,000 |
| Pump Replacement | 193,000 |
| Safety Railing | 55,000 |
| IDOT Route 14 Utilities | 36,800 |
| Total for Priority A Improvements | $12,240,500 |

Therefore, the Utility Fund reserve will be a critical aspect of the City's ability to complete necessary and beneficial capital improvement projects during the five-year planning period.

As discussed in the General Corporate Fund - CIP, this need to rely on available cash reserves for major capital projects is expected and should not be viewed as a surprise or concern. A goal of the City Administration has been to increase the Utility Fund Balance in order to accommodate these projects. Through this financial planning via the successful management of fund balance, combined with updated connection fees, it is anticipated that the needed improvements can be completed using available revenue sources.

**Maintenance of Existing Facilities**

As previously stated, funding for the maintenance of existing facilities within the Utility Fund is an essential part of a balanced CIP. The City not only has a large-dollar investment in the existing facilities, but all of our customers rely on the City providing scheduled maintenance to insure that these facilities are kept in top working order. The Utility Fund - CIP includes specific projects to be completed to maintain the existing systems to continue to provide reliable daily service to our customers. This includes the repair of water storage facilities, maintenance/replacement of water and sanitary sewer mains, lift station maintenance and improvements, and wastewater treatment plant maintenance. This investment of funds for regular maintenance activities is critical to the overall success of our utility operation as well as the quality of our service to the customers. Investment of funds for ongoing maintenance will help ensure the reliability of the operations and better ensure that the sewer and water service will be consistently provided every hour of every day. In addition, reliable facilities and equipment must be provided to protect the health of our residents by providing safe drinking water and adequate treatment of the wastewater treatment plant flow.

## Private-Sector Utility Investment

In addition to the payment of Capital Expansion Fees (CEF), also commonly referred to as 'impact fees,' from new developments, the City also requires each new development project (commercial, industrial, institutional, along with residential) to construct, at their own expense, both on-site and off-site utility improvements that are necessary to meet the needs of not only new development but to also address system-wide needs. Recent examples include the construction of the new elevated water tower along McConnell Road by the Sanctuary development project; off-site water main construction along Raffel Road and along Ware Road by the Sweetwater and Sonatas development project to provide a looped water system in this portion of the City; extension of an off-site water main along Southview Drive to Route 47 by the developer of Country Ridge to complete a water main loop; completion of water main construction along Cobblestone Way by Menards and Woodstock Commons that connected the water system on Route 14 to the water system on Route 47; and, upgrade on an existing sanitary sewer lift station on McConnell Road by the developer of The Ponds subdivision.

While these improvements were directly linked to each development project and were necessary to accommodate the new customers, each project also provides benefits to existing customers in that general area of the utility system. The City Administration will continue these efforts to fully evaluate off-site improvements necessary for new development projects and to require improvements to the overall utility system as appropriate. However, it must be noted and stressed that this reliance upon private-sector improvements will be diminished due to the negative impact which the economy has had, and will continue to have, on new residential, commercial and industrial development projects.

## Potential Impact of Future Development

One of the biggest challenges facing the City at this time, with respect to utility operations, is to accurately anticipate the pace and schedule of new developments and to plan for the corresponding capacity expansions accordingly. During FY05/06 the City completed a comprehensive review and update of both the Water System Master Plan and the Sanitary Sewer Master Plan. These documents serve as very valuable planning tools and guides that have been used for the planning, review, and approval of utility system improvements. The Master Plan documents are now used to assist the City in requiring new developments to construct improvements that meet the City's overall standards and goals, and in a manner that is based on the needs of the overall system.

However, the Master Plans cannot predict schedules. The actual timing and sequencing of many of the utility projects in the future (e.g. water main construction, sanitary sewer mains, lift station modifications, water treatment plant expansions, wastewater treatment plant expansion, and additional water supply wells) will need to be monitored on an annual basis by the City. Some projects may be deferred to later years, if the pace and volume of new development continues to be minimal. Conversely, if the pace and volume of new development increases, the City would then have to move quicker to construct numerous utility system improvements. That could then

require the issuance of bonds to generate lump sums of cash with repayment to be then made over time using connection fee revenue collected from these new developments.

The pace of development and actual schedule of new developments by the private sector will have a direct impact on the timing of three major Utility Fund improvement projects. This includes the construction of additional water supply wells to increase groundwater supply, expansion of the capacity of the southside wastewater treatment plant, and the expansion of water treatment plant capacity. Each of these projects has been identified as needed improvements in this document, based on the best estimates for community growth. However, the actual timing of each of these improvements and the need for funds will be determined by the rate of development and that schedule will need to be re-evaluated annually.

Monitoring of the type and amount of new development will continue to be an important priority in the Utility Fund's operations during the next 5-year planning period.

# WATER & SEWER UTILITY FUND: 5-Year Summary Overview

Similar to the Capital Improvement Program recommendations for the General Corporate Fund - CIP, the Utility Fund - CIP requires a balanced, broad-based approach. As in previous years, all of the various elements and aspects of the City's utility infrastructure needs to be considered when preparing the 5-year plan for the Utility Fund. The City needs to consider the projects and funding to properly maintain all of the utility systems on a daily basis, provide compliance with both current and future regulatory standards, provide reliable, quality service to our customers, and at the same time, balance expenses with available revenue. The City must be able to continue to provide the daily service while also planning for the future in all areas including water treatment, well capacity, water storage, water distribution, wastewater treatment, sanitary sewer mains, motor pool, maintenance of lift stations, and meter reading.

The Utility Fund - CIP consists of both the operating Utility Fund - CIP and the Capacity Fund - CIP and, as such, has historically represented the City's largest and most costly CIP projects, from the construction of water and sewer mains to water and wastewater treatment plants. The distinction in separating these funds is, simply stated, that capital improvement projects and the capital costs to **maintain** or **upgrade** our current utility infrastructure are included within the Utility Fund - CIP while capital projects and capital costs that are incurred in order for the City to **increase** the capacity of infrastructure to accommodate new customers and new growth are included within the Capacity Fund - CIP section.

This separation of the capital improvements for the utility systems has accomplished two important goals for the City. First, the City is required to document how it spends any capital expansion fees and the Capacity Fund - CIP section of the City's 5-Year CIP will provide that required documentation. Second, the separation of capacity expansion projects to be funded through payment of new connection fees allows the City to isolate and accumulate those funds in order to work toward the goal of having new development pay for the cost of increasing capacity in the future.

The City of Woodstock has been very successful in achieving both a balanced Capital Improvement Program and, at the same time, using sound management of the Utility Fund's Fund Balance. Woodstock has invested a substantial sum on an annual basis for the proper maintenance and improvement of the utility systems, and the accompanying new 5-Year CIP will continue this strategy.

Given the extreme importance of utility infrastructure in all aspects of the community, attention must be given to the proper maintenance of the existing facilities and the daily operation and maintenance of the utility systems to provide reliable service to our customers. This attention to the present must be balanced with the need to prepare for the future by identifying and undertaking improvements that will be needed to improve capacity, compliance, technology, and efficiency of the system to continue to provide the highest quality of service that our customers expect. With the Utility Fund operations, one of the greatest challenges is not only to keep up with the ever-changing regulatory standards and the goal to achieve compliance, but to also anticipate future changes in regulations and treatment standards in advance. Due to the complexity of these regulations, the time required to modify the treatment processes for

improved performance, and the time required to accumulate funding, these changes and improvements can take years to implement from start to finish. As a result, the 5-Year CIP becomes critical for the successful operation of the City's utilities.

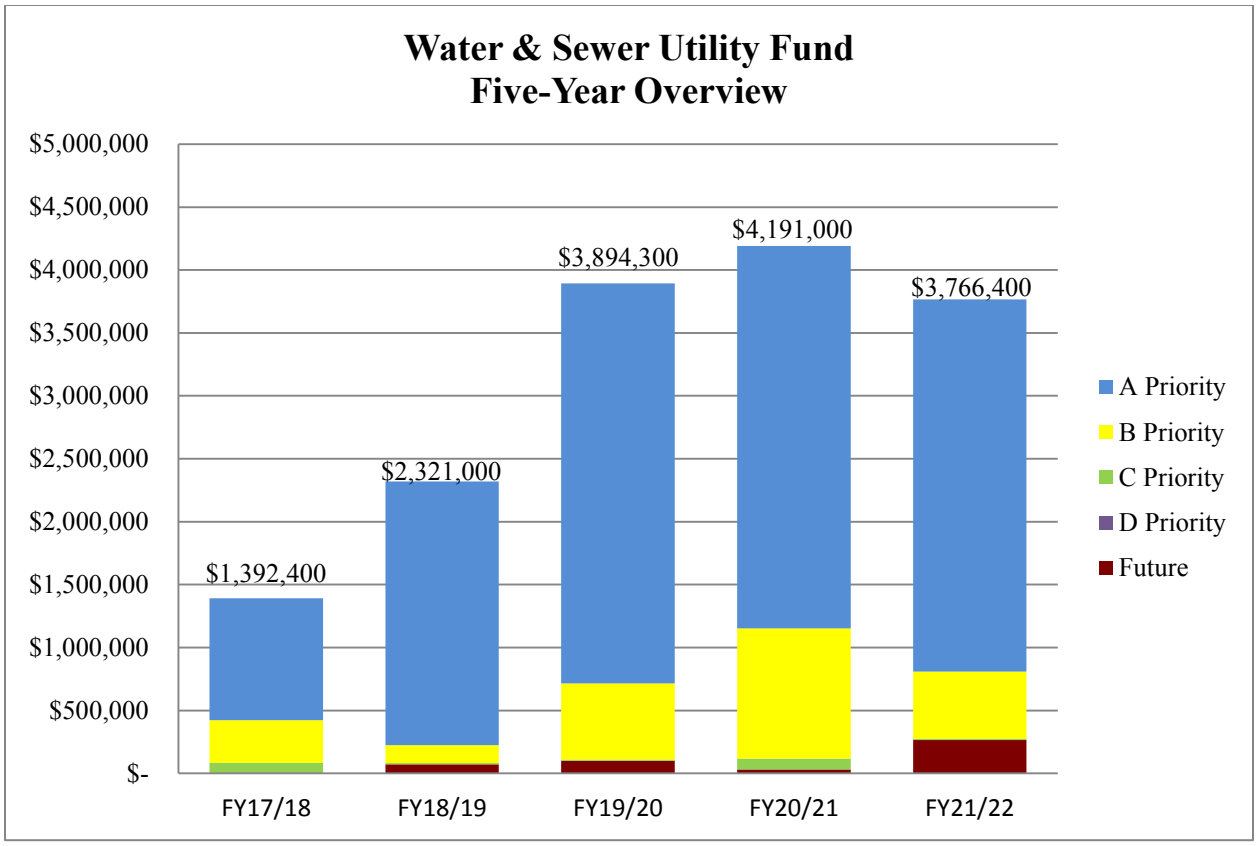
In summary, the accompanying FY17/18 Utility Fund CIP document proposes a total of fifteen (15) projects at a total cost of $1,392,400. In addition to funding existing **Bond Payment** commitments for past improvements to the Southside Wastewater Treatment Plant and Seminary Avenue Water Treatment Plant, the projects include a combination of maintenance and improvement projects – such as **IDOT Route 14 Utility Payment**, **Well Maintenance and Improvements**, **Water Treatment Plant Maintenance and Improvements**, **Water Distribution Maintenance and Improvements**, **Safety Railing Replacement**, **Pump Replacement**, **Water Storage Tank Maintenance**, **Sanitary Sewer Maintenance and Improvements**, and a **Water Meter Replacement Program**.

In summary, the total Water & Sewer Utility Fund request for the 5-year planning period is comprised of nineteen (19) projects totaling $15,565,100. This amount not only includes **Utility Fund Bond Payments** for recent treatment facility improvements, but additional major maintenance and improvement projects to continue to ensure the provision of water and sewer utilities.

Note: This overview and general summary pertains only to the Utility Fund CIP, as distinct from the Utility Capacity Fund CIP, which follows separately. Major capital improvement projects on the horizon to be included within the Utility Capacity Fund CIP include the expansion of the southside wastewater treatment plant, an update of the City's Utility Master Plans, and construction of additional groundwater supply wells. Those recommended projects are discussed in greater detail later within this document.

# WATER & SEWER UTILITY FUND: Recommended Projects

| Project | Priority | FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | 5-Year Total |
|---|---|---|---|---|---|---|---|
| Utility Fund Bond Payment | A | $251,600 | $250,400 | $248,600 | $246,600 | $249,400 | **$1,246,600** |
| Route 14 – IDOT Utility Relocation | A | $36,800 | $0 | $0 | $0 | $0 | **$36,800** |
| Well Maintenance and Improvements | A | $75,000 | $77,000 | $80,000 | $82,000 | $85,000 | **$399,000** |
| Water Treatment Plant Maintenance & Imps. | A | $123,000 | $211,000 | $365,000 | $500,000 | $600,000 | **$1,799,000** |
| Water Distribution Maintenance & Imps. | A | $295,000 | $695,000 | $720,000 | $735,000 | $800,000 | **$3,245,000** |
| Sanitary Sewer System Maintenance & Imps | A | $160,000 | $740,000 | $1,734,700 | $1,407,400 | $1,224,000 | **$5,266,100** |
| Safety Railing Replacement | A | $17,000 | $20,000 | $18,000 | $0 | $0 | **$55,000** |
| Pump Replacement | A | $12,000 | $102,000 | $12,000 | $67,000 | $0 | **$193,000** |
| Water Storage Tank Maintenance | B | $44,000 | $20,000 | $14,000 | $12,000 | $19,000 | **$109,000** |
| Motor Pool | B | $45,000 | $65,000 | $400,000 | $90,000 | $20,000 | **$620,000** |
| Sluice Gates | B | $16,000 | $16,000 | $16,000 | $0 | $0 | **$48,000** |
| DPW Facility | B | $222,000 | $32,600 | $165,000 | $924,000 | $495,000 | **$1,838,600** |
| Diffuser Replacement | B | $10,000 | $10,000 | $10,000 | $10,000 | $0 | **$40,000** |
| Technology Improvements | C | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | **$50,000** |
| V-Notch Weirs & Weir Cleaning System | C | $75,000 | $0 | $0 | $75,000 | $0 | **$150,000** |
| PLC Upgrades | | $0 | $35,000 | $0 | $0 | $25,000 | **$60,000** |
| Reconditioned Influent Grinders | | $0 | $37,000 | $26,000 | $32,000 | $34,000 | **$129,000** |
| Digester Covers | | $0 | $0 | $75,000 | $0 | $115,000 | **$190,000** |
| Dredging of Tertiary Treatment Ponds | | $0 | $0 | $0 | $0 | $90,000 | **$90,000** |
| **Totals** | | **$1,392,400** | **$2,321,000** | **$3,894,300** | **$4,191,000** | **$3,766,400** | **$15,565,100** |
| **# of Projects** | | **15** | **15** | **15** | **13** | **13** | **19** |




# WATER & SEWER UTILITY FUND: Detailed Project Narratives

**Project:** **Utility Fund Bond Payments**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $575,900 | $260,700 | $259,500 | $262,700 | $260,500 | $1,619,300 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2028
**Annual Operating Costs:** N/A

| Project Purpose, Description and Benefit |
|---|
| 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. The completion of these improvements has insured the reliability of service from the First Street Water Treatment Plant for many future years. The Utility Fund is responsible for 100% of the related debt service payments. The majority of these bonds were refunded in order to capalize on lower interest rates in 2016. |

| | FY17/18 |
|---|---|
| 2008 First Street Water Treatment Plant | $178,000 |
| 2016 First Street Water Treatement Plant(Partial Refunding) | 73,600 |
| Total | $251,600 |

**Project:** **IDOT Route 14 Improvements**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $36,800 | $0 | $0 | $0 | $0 | $36,800 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2018
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

In 2014, the Illinois Department of Transportation (IDOT) awarded a contract for the reconstruction and widening of 3.93 miles of U.S. Rt. 14 from Lake Shore Drive to Lucas Road. The project was substantially complete in November, 2016. While the road widening work has been completed and the road is open to traffic, the project is not officially considered complete until all work including spring tree and shrub plantings and the final punch list is completed in the spring of 2017. At this time, IDOT believes the City will not receive a final invoice for this project until sometime in FY17/18.

**Project:** **Well Maintenance & Improvements**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $75,000 | $77,000 | $80,000 | $82,000 | $85,000 | $399,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** **$3,000**

**Project Purpose, Description and Benefit**

As the owner & operator of the municipal water system, the City must provide for the maintenance and replacement of equipment and facilities related to six existing water supply wells that serve the Woodstock community. The proper maintenance of each of these ground-water pumping facilities is essential to ensure the quantity of water demanded by customers is available, a consistent water quality is produced, a reliable source of water

for fire protection is in storage, and the supply meets all regulatory drinking water standards.

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. This planned preventive maintenance program helps to extend the life of the well equipment as well as provide a reliable source of ground water for our customers. After the equipment is removed from the well, the casing is inspected using a video camera to determine the condition of the casing and the well screen. The column pipe, pump and motor are then inspected and tested, at which time any normal maintenance is done. Additional work and repairs are then completed based on the conditions found and could include cleaning of the well screen, replacement of the column pipe, repair or reconstruction of the pump and motor. Once all necessary work has been completed, the equipment is reinstalled and tested for performance standards.

The schedule for preventative well maintenance and repair is as follows:

| Year | Well # | Serves | Location |
|---|---|---|---|
| FY17/18 | 7A | Seminary Ave Plant | Julie St & Birch Rd |
| FY18/19 | 11 | Seminary Ave Plant | Silver Creek Park |
| FY19/20 | 10 | Seminary Ave Plant | 1500 N. Seminary Ave |
| FY20/21 | 12 | First Street Plant | 1 W. 620 Donovan Ave |
| FY21/22 | 9 | First Street Plant | 620 Greenwood Ave |
| FY22/23 | 8 | First Street Plant | 620 Donovan Ave |

**Project:** **Water Treatment Plant Maintenance**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $123,000 | $211,000 | $365,000 | $500,000 | $600,000 | $1,799,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

The purpose of these projects is to provide scheduled maintenance and replacement of equipment and facilities at the two water treatment plants and for water quality improvements to ensure a reliable treatment process, provide a consistent quality of water to our customers, and to remain compliant with IEPA regulations.

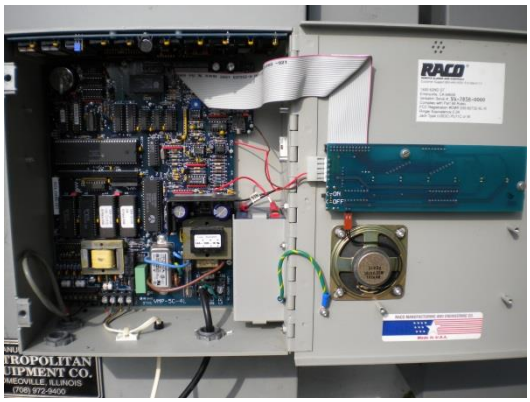
***1. Water Softner Rehabilitation***
Priority Ranking: A
Funding Request: $48,000 FY17/18; $51,000 FY18/19

The last major renovation at the Seminary Avenue Water Treatment Plant took place in 2003. This project included the replacement of internal piping, underdrains, and media retention nozzles in four of the existing water softeners. Ten years later, one of these water softeners had a single media retention nozzle fail. The unit was removed from service, media was removed, new media retention nozzles were installed, and new softening media was installed prior to returning the softener to service. In April 2016 a second softener failed. This failure was identical to the one in 2013. Funding was available through the FY16/17 CIP budget to repair this softener. The softener was repaired in a similar fashion and put back into service.

Softening efficiency in the remaining two softeners is approximately 30% less than that of the repaired softeners with new media. If a failure were to occur during peak water demand or if two were to fail at the same time, it has the potential to be a catastrophic failure. Not only would the water hardness increase dramatically, but it would be extremely difficult to maintain a free chlorine residual in the distribution system. This request is to replace the softening media and the media-retaining nozzels in the two remaining softeners at the Seminary Avenue Water Treatment Plant over the next two fiscal years.

***2. Radio Telemetry System***
Priority Ranking: A
Funding Request: $75,000 FY17/18; $150,000 FY18/19

The Seminary Avenue Water Treatment Plant serves as the lead plant when it comes to meeting the demand of water customers. When that facility has reached its capacity, the First Street Water Treatment Plant turns on to help meet the demand. These two facilities communicate continuosly with a central computer system, which electronically facilitates the start up of well pumps and booster pumps at required intervals. The existing communication system relies upon hard-wired, leased lines owned and maintained by AT&T. These leased lines have proven to be problematic, and when problems do occur, the City is at the mercy of AT&T's schedule for response and repair. Consulting Engineers, Baxter & Woodman have indicated that AT&T will no longer support this technology after 2017. If this happens and we have no other mode of telemetry, the water system will no longer operate automatically and will require 24-hour staffing. Other technologies like radio frequency would eliminate the City's dependency



upon land lines and AT&T for service and repair. AT&T's fees for leased communication lines currently totals $37,000 annually for the Water Treatment division.

In FY16/17 the City entered into a contract with Baxter & Woodman to complete a *Communications and SCADA System Assessment* with a goal of utilizing Ethernet-based communications. This assessment will provide the City with identification of what existing water & wastewater SCADA equipment needs to be upgraded, with what priority, and an estimate of the cost savings associated with implementing a proper plan and prioritization. Through this process, they will also be able to provide a drawing of the existing network which will be used in the future when implementing the plan to convert. The completion of this assessment is expected to be sometime before the start of FY17/18. Costs included in this CIP planning period are based upon estimates, since the data from the assessment is not yet available.

***3. New Brine Tank***
Priority Ranking: B
Funding Request: $135,000 FY19/20

In 2010 a rehabilitation project took place at the First Street Water Treatment Plant. Part of this project was the removal and replacement of the underground brine tanks. During plan reviews it was discovered that the existing brine tanks were within the railroad easment. While looking to re-locate these tanks it was also discovered that any place large enough to locate the brine tanks, was not on property owned by the City. The solution was to install an above ground brine tank, with a smaller footprint. As part of annual maintenance, this brine tank is removed from service and cleaned to avoid plugging of the pump filter. To clean this brine tank, the treatment facility must be shut down for the two-three days it takes to clean and replenish with salt.

The construction of a second brine tank would allow the plant to stay in operation while this preventive maintenance is ongoing. This request is to design and install a second tank to provide a backup source of brine. Inground tanks are more reliable and are resistant to cold weather. The City has experienced freezing problems in the above-ground brine tank.

***4. Lake Avenue Booster Station***
Priority Ranking: B
Funding Request: $50,000 FY19/20; $500,000 FY20/21; $600,000 FY21/22

Back when the City of Woodstock was first incorporated, its water system operated under one single pressure zone. Today's sytem operates under four separate pressure zones. As the community grows, planners need to look at the infrastructure to determine the impact of

growth on existing facilities. In some cases, properties being annexed may extend beyond the service area or the difference in elevation may require additional facilities to boost or reduce system pressure. The existing infrastructure along Lake Avenue and Route 14, extending to Doty Road, meets all IEPA requirements and standards, but compared with the rest of the water system, pressure and flow are less than desirable. This difference is noticeable to some of the customers in that corridor and expansion of the corridor will only make the matter worse.

To better serve existing customers and prepare for new growth, a new water booster station is recommended for construction at the Lake Avenue water tower. Once in place, this booster station would increase the normal operating pressure for those customers tapped onto the City's water system generally described as being between the water tower and Doty Road. Once this new booster station is constructed and placed into service, an existing booster station serving only the hospital would be removed. This new booster station has already been designed (funded through a private residential development project). Funds are requested in FY18/19 to update those plans and bid documents and to obtain the necessary IEPA construction permit. Construction could then follow in FY19/20 and FY20/21 pending the approval of funds.

***5. Water System Vulnerability Assessment Improvements***
Priority Ranking: C
Funding Request: $10,000 FY18/19; $180,000 FY19/20

In 2004, the City was required by the USEPA to perform a Vulnerability Assessment designed to identify areas that might be targeted through natural or man-made threats to the City's public water supply. This confidential report included specific actions that the City needed to make to improve the overall security of the system. This request is to cover the cost of improvements to the facilities to make them less vunerable to natural or man-made threats to the community through its public water supply. These improvements are low priority, but associated costs are included should funds be available.

**Project:** **Water Distribution Maintenance and Improvements**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $295,000 | $695,000 | $720,000 | $735,000 | $800,000 | $3,245,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $1,000

**Project Purpose, Description and Benefit**

***1. Water Meter Replacement Program:***
Priority Ranking: A
Funding Request: $150,000 FY17/18; $150,000 FY18/19; $50,000 FY19/20; $50,000 FY20/21; $50,000 FY21/22;

The purpose of this program is to replace old and outdated water meters with more advanced units utilizing "drive by" radio-read technology. The implementation of this program will improve the accuracy in recording the amount of water used by a customer, it 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. Two employees are currently required to obtain meter readings for each quarterly billing cycle. 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 enhanced accuracy should have a positive impact 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 industry standard for the life span of a meter is about ten to fifteen years. As more of the meters are converted to the radio-read style, the reading can be done faster with less chance for errors. By the end of FY16/17, approximately 7,365 meters or 88% 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. Because there is great benefit to the City to get all meters replaced within the shortest period of time for all the reasons mentioned above, it is recommended that meters be purchased for annual installation by City staff and by contracted services.

Funds are requested for the purchase of water meters that will replace old style meters. It is

anticipated that by the end of FY18/19, all meters in the City will have been converted to radio read. After that time, funds are requested annually for new meters, parts and supplies.

***2. Water Main Replacement Based on Condition:***

Priority Ranking: B
Funding Request: $50,000 FY17/18; $450,000 FY18/19; $470,000 FY19/20
$485,000 FY20/21; $550,000 FY21/22

Currently the City's water distribution system is well maintained and provides more than adequate service to our customers for daily demand, peak demand, and most fire flow services. As with any infrastructure of this size (approximately 110 miles of water mains and approximately 1,000 fire hydrants) and this age (some of the City's water mains are now approaching 100 years of service), there is a constant need for maintenance, repair, and replacement. This proposed maintenance program is based on problems reported by our water customers, observations and recommendations from the employees who have the responsibility to provide daily service, and recommendations from the 2006 Water System Master Plan.

The Sewer & Water Maintenance Division has kept a record of all water main breaks in the distribution system, since 1980, to document maintenance problems. This information allows the City to then plan for and complete replacement of existing water mains based on condition and the number of times that repairs are required. Through this process, the City can better allocate funds to focus on specific problem locations and thereby decrease the amount and frequency of problems to our customers resulting from main breaks.

Based on this past history of main breaks and repairs, the following projects have been identified and recommended where water main replacement is needed:

- Washington Street (from the City limits east approximately 665 feet)
  Design and permitting in FY17/18 with construction in FY18/19
- Melody Lane and Sunshine Lane
  Design and permitting in FY18/19 with construction in FY19/20
- Blakely Street from South to Forest Avenue
  Design and permitting in FY19/20 with construction in FY20/21
- Russell Court from Route 47 to Julie Street
  Design and permitting in FY20/21 with construction in FY21/22
- Julie Street from Birch to Russell Court
  Design and permitting in FY21/22

***3. Hydrant Placement on Feeder Mains:***
Priority Ranking: B
Funding Requested: $20,000 FY17/18; $20,000 FY18/19

Funds are requested for the installation of four additional hydrants to aid in getting a complete flushing on the 16" feeder main of Greenwood Avenue, and the 12" feeder main on Wicker Street. Through the completion of this project, the City will be able to continue to provide water of high quality; absent of minerals and other constituents commonly originating from well water.

***4. Water System Master Plan Recommendations***
Priority Ranking: C
Funding Request: $75,000 FY17/18; $75,000 FY18/19; $200,000 FY19/20
$200,000 FY20/21; $200,000 FY21/22

The Water System Master Plan identifies a total of 47 specific water main improvements that should be completed by the City to improve the performance of the existing water system and to improve service to our current customers. These projects are divided into Category A improvements (locations where the existing fire flow is less than 1,000 gpm) and Category B improvements (locations where the existing fire flow is greater than 1,000 gpm but less than 1,500 gpm).

Although the number of locations where the fire flow is less than 1,000 gpm is relatively small (only 13.7% of the total number of locations that were modeled), this is an important measure of the performance of the current water system. The total estimated construction cost of the entire Category A water main improvements is $7.7 million dollars and will take the City a number of years to complete. However, these improvements produce significant benefits to our current water customers, and the City should move forward with an annual program to complete this work.

One of the first projects selected for completion from the recommended Category A improvements is the interconnection of existing water mains. There are eight locations identified with the Master Plan where water mains either cross, or are immediately adjacent, but are not connected. By interconnecting the existing water mains, flow; pressure; and reliability is improved.

Future water system improvements are scheduled to be completed based on the lowest existing fire flow first with the goal of completing one Category A project per year. $200,000 per year is requested to be allocated to these improvements beginning with FY19/20. At that funding level it would require approximately 38 years to complete all Category A improvements, but it is not financially possible to move forward any quicker at this time.

**Project:** **Sanitary Sewer System Maintenance & Improvements**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $160,000 | $740,000 | $1,734,700 | $1,407,400 | $1,224,000 | $5,266,100 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $1,000

**Project Purpose, Description and Benefit**

**1. Basement Backup Control:**
Priority Ranking: A
Funding Request: $15,000 FY17/18; $15,000 FY18/19; $15,000 FY19/20
$15,000 FY20/21; $15,000 FY21/22

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 costs are limited to the cost of plumbing improvements as a preventive measure for sanitary sewer backup problems that result from a rain event, and does NOT include payment for damages that might have occurred from a sanitary sewer backup.

Reimbursement of costs by the City only applies to properties and backup conditions that are a result of infiltration and/or inflow (I/I) when the City's sanitary sewer mains fill and backup into a home or building during or immediately after a rain event. The reimbursement of costs for corrective action does not apply to other drainage and/or flooding problems that a property owner may experience. These excluded problems include, but are not limited to, failure of a sump pump, groundwater seepage or flow into a basement, surface water runoff flow into a basement, sewer backup due to a blockage in a sewer main or sewer service, problems with the plumbing system of a home or building, or other causes and events that are not specifically due to excess flow in the City's sewer main during a rain or periods of high groundwater.

The existing conditions at each location will vary and, as a result, the type of backup control measures to be provided will vary from location to location. Following is a list of typical measures that may be considered:

- Installation of standpipes or floor drain plugs;
- Installation of a manual check valve on the building sewer service;
- Installation of an automatic check valve on the building sewer service; and/or
- Conversion of drains to overhead sewers and installation of an ejector pump.

Funds requested each year of this five-year planning period are to reimburse eligible participants of this program.

**2. Lift Stations:**
Priority Ranking: A
Funding Request: $80,000 FY17/18; $140,000 FY18/19; $130,000 FY19/20
$150,000 FY20/21; $120,000 FY21/22

This project includes the regular maintenance upgrade and, in some instances, replacement of the City's sanitary sewer lift stations to provide reliable service to our customers and to reduce problems of sanitary sewer backups as a result of equipment failures. The City currently has 21 sanitary sewer lift stations within the collection system that are an essential part of the sewer system. Any failure of these pumping stations, even for short periods of time, can result in sewage backing up into a place of business, or a private residence. In order to reduce impacts resulting from a lift station failure that might result in a sewage backup, the City should:

- provide and keep replacement parts and pumps in stock
- provide emergency generators in the event of power failure at any of the sites
- Maintain adequate alarm systems to notify City employees of a problem in advance of the possibility of a sewage backup.
- Provide normal maintenance and replacement of equipment to ensure that the equipment is reliable.

The City has a replacement pump in stock for each of its existing sanitary lift stations that it operates. If the spare pump in our inventory is placed into service, a replacement pump will need to be purchased. The purchase of these replacement lift station pumps is not a planned expense following a specific set schedule, but a total of $20,000 per year has been included to make a purchase when needed. In addition, the annual operating budget includes funds for normal replacement parts such as floats, fuses, and electrical repairs.

Following is a summary of the recommended lift station improvements by fiscal year in addition to the annual $20,000 for emergency pump replacement.

FY17/18 Funds are requested to repair the floor, piping and rail system at Westwood Lakes Estates lift station. This station was installed in the 1970s, and has slowly settled to a point where the pumps do not sit square and the legs have to be cut down for the pump to sit in the correct position. This situation causes the rail system to try and hold the pump in place more then what it was designed to do. Funds are requested to pour a new floor and reset the pipes and rail system ($60,000).

FY18/19 The Prairie View lift station, which has been servicing the Prairie View Apartment complex since 1986 will be due for a complete panel upgrade and onsite emergency generator. Funds are requested to upgrade the panel and the installation of an onsite generator with an automatic transfer switch ($120,000). This station, being located just off McConnell Road, has experienced ongoing problem with power interruptions, the same as some of the other lift stations in this area.

FY19/20 The Mitchell Street lift station was installed in the 1950s; the City has over the years made improvements and upgrades to this station. Funds are requested for a complete panel upgrade and the installation of an onsite generator with an automatic transfer switch ($110,000).

FY20/21 Funds are requested to turn the Wanda Lane lift station from a flooded suction pit to a submersible pump style ($130,000). Over the years we continue to experience plugging of the impellers in this station (they are cleaned every Friday). This station services four (4) other lift stations, as well as the industry on McConnell Road. When this station experiences problems it can back up into businesses along Route 47. Improvements would include a new traffic panel, controls, installation of a wet well with a rail system, and three (3) pumps with one serving as a backup.

FY21/22 Funds are requested for the installation of onsite generators and automatic transfer switches ($100,000) for the Post Office.

Below is a list of the lift stations denoting their status with regards to standby power availability:

| Lift Station | On-site generator | Connection for portable generator |
|---|---|---|
| Apple Creek | ✓ | |
| Applewood | ✓ | |
| Banford Road | ✓ | |
| Bull Valley - Berltsum Lane | ✓ | |
| Bull Valley - Dorham Lane | ✓ | |
| Emerald West | ✓ | |
| Greenwood | ✓ | |
| Hospital | ✓ | (connected to hospital's emergency generator) |
| Irving Avenue | | ✓ |
| Lakeshore Drive | ✓ | |
| Prairie View | | ✓ |
| Mitchell Street | | ✓ |
| Olson Park | ✓ | ✓ |
| Olson Park (lag/lag pump) | | ✓ |
| Post Office | | ✓ |
| Sanctuary | | ✓ |
| Savanna Grove | ✓ | |
| Sonatas | ✓ | |
| Walrose Manor | ✓ | |
| Wanda Lane | ✓ | |
| Westwood | | ✓ |

**3. Sanitary Sewer Replacement and Construction:**
Priority Ranking: B
Funding Request: $60,000 FY17/18; $560,000 FY18/19; $1,575,000 FY19/20; $1,028,000 FY20/21; $700,000 FY21/22

The City must provide regular maintenance and repair of the City's sanitary sewer collection system to provide reliable service to our sewer customers. Overall, the City's sanitary sewer collection system is well maintained and provides expected service to our customers. As with any physical facility of this scope (more than 100 miles) and age (some sewer mains are more than 75-years old), there is a constant need for maintenance, repair, and replacement. This maintenance program has been prepared based on problems reported by our sewer customers, observations and recommendations from the employees who have the responsibility to provide daily service, and recommendations included within the 2006 Sanitary Sewer Master Plan.

**Back Yard Sewer Improvements:** As a result of federal regulations pertaining to sanitary sewer overflow conditions and reduction, the City is required to plan, schedule, complete, and document a certain amount of annual maintenance for sewer mains. This will primarily include cleaning, root cutting, inspection with a television camera, and documentation of the efforts taken for corrective action. To meet these federal standards, it is recommended that the City develop an annual program for contract services for these sewer services.

In addition to the efforts for cleaning and inspection, there are certain areas of the sewer system where the City has limited access for maintenance and repair work. This includes locations where sewer mains have been constructed in side yards and rear yards, many of which have been fenced or now include extensive landscaping that limits access. Rather than waiting until the sewer main is in need of excavation and repair, it is recommended that we begin a preventive maintenance program that will include lining of the existing main. This process can be completed without the need to excavate the residents' yards and does extend the life of the sewer main. $60,000 has been requested for preliminary investigation and design services in FY17/18. $300,000 is then proposed in FY18/19 and again in FY19/20 for additional engineering and actual construction. It is anticipated that after the completion of preliminary investigation and design, this total project will be spread out over several years so that it can be managed from a budgetary perspective and completed with available manpower.

**Irving Avenue Sanitary Sewer Trunk Line:** The main sewer line that feeds into the Irving Avenue sanitary sewer lift station is built in an area that has poor soil conditions. Over the years we have seen an increase of ground water into this line during periods of intense rainfall, taking up available capacity and putting the station into a high level condition with both pumps running. Funds were used during FY15/16 ($20,000) for a study of how this line can be repaired or replaced. The report has been received by Public Works showing an estimated cost of $1,582,000 for replacement and repairs to this trunk sanitary sewer main plus an additional $260,000 for engineering and administrative costs.

For FY18/19, funds are requested to start the engineering part of this project at a cost of $260,000. Based on the cost of this project, we are planning to phase the cost over two budget years. The first part of the work to be started at the end of FY19/20 at an estimated cost of

$1,574,700.

**Southside Trunk Sewer Maintenance:** The south side trunk sewer was built in an area that is subject to flooding and there are poor soils in this general location. Both of these conditions lead to cleaning and maintenance issues with limited access using the City's sewer cleaning equipment. The physical location of the sewer main is in the wetland area north of US Route 14 and east of Country Ridge subdivision. This sewer provides service for a large number of residents in the southerly portion of the City. The first 12 to 18 months will be required to prepare the design plans and information and obtain all of the special permits necessary for construction activity within flood plains and wetlands. $220,000 has been included for FY19/20 to complete the engineering portion of this project necessary to obtain all construction permits. $500,000 is then proposed in the following two years (FY20/21 and FY21/22) for additional engineering and actual construction.

**Bull Valley Golf Club Sewer Maintenance:** Following a few reported sewer backup problems in this subdivision, the City completed the proactive measure of video inspecting all of the trunk sewers in this subdivision to assess their condition. This inspection of the inside of the pipes did confirm that the majority of the sewer mains are in good condition, but there are some isolated locations where repairs should be completed in the near future. Approximately 1,900 feet of pipe were identified that should be repaired using slip lining which does not require the excavation of the pipe and would result in only a minimal impact on the residents. $200,000 is requested for FY21/22 for the completion of this preventive maintenance project.

**4. SSES Infiltration and Inflow Reduction:**

Priority Ranking: C
Funding Request: $10,000 FY17/18; $20,000 FY18/19; $10,000 FY19/20
$210,000 FY20/21; $334,000 FY21/22

In 2008, the City Council authorized Baxter & Woodman to complete various field assessments using smoke testing, dye testing, and sewer inspections to further evaluate the condition of the sanitary sewer system within a defined study area and evaluate sources of inflow and infiltration. That field work for the Sewer System Evaluation Study (SSES) was completed and presented to the City Council in April 2009.

The following projects and funding requests are included within the five-year planning period based on the recommendations of the SSES report and previous direction by the City Council:

| | |
|---|---|
| FY17/18 | Replace manhole lids w/open pick holes - $10,000 |
| FY18/19 | Replace manhole lids w/open pick holes - $10,000 |
| | Repair and improve manhole adjusting ring seals - $10,000 |
| FY19/20 | Replace manhole lids w/open pick holes - $10,000 |
| FY20/21 | Replace manhole lids w/open pick holes - $10,000 |
| | Manhole coating – $200,000 |
| FY21/22 | Replace manhole lids w/open pick holes - $10,000 |
| | Sewer main defects – $324,000 |

**Project:** **Safety Railing Replacement**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $17,000 | $20,000 | $18,000 | $0 | $0 | $55,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2020
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

In 1975 a plant expansion occurred at the Northside Wastewater Treatment Plant which included the installation of safety railings around the perimeter of newly-constructed treatment basins. These railings are manufactured from steel, which require a great deal of maintenance in order to keep them from corroding in this highly-corrosive environment. In some sections of the facility, old steel railings have been replaced with a similar style made from aluminum. Replacing failing steel railings is a matter of safety first, but their replacement would also improve the appearance of the facility and the time that is spent maintaining these steel railings could be focused in other areas of the facility. The requested funds will pay for the fabrication and delivery of 1,600 feet of safety railing around the perimeter of treatment tanks. Funds are requested with the assumption that the removal of the existing steel railings and the installation of the new aluminum railings will be performed by plant operators.

**Project:** **Pump Replacement**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $12,000 | $102,000 | $12,000 | $67,000 | $0 | $193,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2021
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

Within the wastewater treatment process there are a number of pumps that are used to move liquids and solids through the facility. These pumps come in all shapes and sizes. All of the pumps have certain functionality within the process and they must be reliable for the treatment process to be effective and efficient. The following pumps are recommended for replacement through this line item:

<u>Submersible Pumps</u>
Priority Ranking: A
Funding Request: $12,000 FY17/18; $12,000 FY18/19; $12,000 FY19/20; $12,000 FY20/21

In 1998, the Southside Wastewater Treatment Plant was expanded and the design included a number of submersible pump stations for the purpose of moving these liquids and solids. These pumps have now been in service for approximately eighteen (18) years. In FY16/17 two pumps failed. After teardown and inspection it turned out that it was more costly to repair the pumps than it was to replace them. Over time these pumps have been reliable, but in recent years, they are showing signs of normal wear resulting in a decrease in efficiency. All of these pumps have been rebuilt at least once.

Funds are requested to purchase one new pump for use as a standby; to be used in the event of a failure. The failed pump will be sent for teardown and inspection and if its cost effective to return it to original specifications; otherwise, it will be replaced with a new unit. If over a year's time, no pumps fail and there is a standby unit available, these funds will not be spent.

Screw Pump
Priority Ranking: B
Funding Request: $90,000 FY18/19
In addition to several conventional types of pumps and motors in use at the Northside Wastewater Treatment Plant, the facility includes three screw pumps; two (2) in use 24/7 and one (1) standby unit. These pumps use the rotating action of a screw to lift the sewage to the next stage of the treatment process. Two of the three screw pumps were replaced in recent years and the third pump (in service for more than 35 years) is now scheduled to be replaced. Maintenance frequency of the existing unit is increasing and due to the age of the equipment; the availability of replacement parts is getting scarce. Pump replacement can be scheduled, but should not be postponed longer than a year or two.

Sludge Pump
Priority Ranking: B
Funding Request: $55,000 FY20/21
This request is to cover the cost to replace two (2) existing sludge pumps at the Northside Wastewater Treatment Plant. Both pumps are specifically designed to pump material with a high percent solid that contains trash and abrasives commonly found in sewage sludge. One of the pumps is seventeen (17) years old and its purpose is to pump the solids that settle in the primary treatment phase and the other pump was installed thirteen (13) years ago and it is used to transfer sludge to the belt filter press. Both pumps are critical to the treatment process as solids handling is the key to providing a high-quality plant effluent at the receiving stream. Since the time that these pumps were placed into service, there have been many improvements to pump design that make them more reliable and efficient. By design, existing pumps are difficult to repair and parts are becoming more costly.

**Project:** **Water Storage Tank Maintenance**
**Priority Ranking:** B
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $44,000 | $20,000 | $14,000 | $12,000 | $19,000 | $109,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

The City's three elevated water towers and the one ground storage reservoir require regular cleaning and maintenance to preserve the investment through the construction of these facilities, provide regular maintenance to extend the life of the structures, and to present a positive public image. An unsightly storage tank reflects poorly on the quality of the water and the water system, and failure to perform regular inspections and maintenance could decrease the useful life of the storage tanks. The City of Woodstock and our water customers have a large investment in the cost of constructing these water storage facilities, and it is important to provide regular maintenance and cleaning.

Funds are budgeted in three of the five years of this planning period to clean the exterior of the ground storage reservoir at the Seminary Avenue WTP. This maintenance is reoccurring. The City is investigating the installation of zinc strips along the roof line of this structure which may help inhibit the growth of mildew and mold.

The Lake Avenue and McConnell Road elevated storage tanks were inspected and cleaned in FY15/16. Funds were requested to make necessary repairs to these tanks in FY16/17. Identified repairs include spot repairs to the protective paint surface, concrete work, and installing a mixer to limit ice buildup in the Lake Avenue tank.

Vandalism to the Hill Street elevated storage tank occurred in July of 2016 placing the focus on repairs to the exterior of that tank, postponing work on the Lake Avenue and McConnell Road storage tanks. Therefore, in FY17/18 funds are requested to complete repair and maintenance on the Lake Avenue and McConnell Road water tanks. The five-year plan for water storage tank maintenance is as follows:

| | |
|---|---|
| FY17/18 | Lake Avenue Elevated-Storage Tank Maintenance |
| | Cleaning of exterior surface on ground storage reservoir at Seminary Ave. |
| FY18/19 | Bull Valley Elevated-Storage Tank Cleaning & Maintenance |
| FY19/20 | Hill Street Elevated-Storage Inspection and Evaluation |
| | Cleaning of exterior surface on ground storage reservoir at Seminary Ave. |
| FY20/21 | Seminary Avenue Ground Storage Tank Maintenance |
| FY21/22 | Lake Avenue & Bull Valley Elevated-Storage Inspection & Evaluation |
| | Cleaning of exterior surface on ground storage reservoir at Seminary Ave. |

Identified needs for annual tank maintenance include but are not limited to regular cleaning, inspection, and minor repair/improvements. In time however, it is inevitable that the elevated towers will require more than just spot repairs on the interior and exterior of the tanks.

**Project:** **Motor Pool**
**Priority Ranking:** B
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $45,000 | $65,000 | $400,000 | $90,000 | $20,000 | $620,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** ($500)

**Project Purpose, Description and Benefit**

Not unlike other divisions within Public Works, an appropriate number of reliable vehicles and equipment are required to deliver services necessary and expected by the City's residents. Services provided through the City's Utility Divisions often require specialized vehicles and equipment to do a proper job of operating and performing maintenance of the sewer and water utility systems. Replacing these vehicles and equipment on a regular schedule reduces excessive vehicle and equipment maintenance costs while at the same time helping improve the reliability of the services.

Fleet staff performs a detailed evaluation of each unit at scheduled service intervals. This evaluation takes into account cumulative maintenance needs and costs associated with repairs. A unit moves up or down in replacement priority based upon the needs to maintain operation within the motor pool. Fleet evaluates requests for refurbishment, replacement, or units added to the fleet through consultation with the Director of Public Works and the Division Superintendent. Fleet staff recommends the following actions based on its evaluations.

Pickup #67 – A 2005 Chevy Extended Cab Pickup – The oldest truck in the Water Treatment Division, unit 67 has advanced corrosion that warrants replacement. The cab corners have holes as well as the bedsides because of rust. The specified replacement is a regular cab configuration to save costs, equipped with a plow, cab protection rack, and towing package. Staff recommends specifying this unit with a propane bi-fuel system to continue the green fleet initiative already in place.

Fleet implemented alternative-fueled units in 2012 on an evaluation basis to reduce emissions and move away from diesel units as repairs became increasingly expensive and engines unreliable. Fleet specifies the unit with special provisions for operating on propane and has the conversion installed locally. Conversion cost is 15% less than purchasing a diesel unit. The alternative-fuel conversion provides an option to select the most economical fuel between traditional gasoline and propane. In the years since implementation of the program, propane has consistently been a savings leader, reducing the cost per mile to operate the unit by 50% or greater. The Utility Fund currently operates one bi-fuel unit within the motor pool. Fleet recommends that whenever possible units within this CIP request have bi-fuel

conversion included.

The following is a summary of vehicles and equipment needed by each of the three Utility Divisions, highlighting those recommended within the next five-year planning period.

| Year | Description | Division | Age When Replaced | Estimated Cost |
|---|---|---|---|---|
| FY17/18 | 2005 Pickup Truck #67 | Water Treatment | 12 | $38,000 |
| | Bi-Fuel Conversion | | | $7,000 |
| FY18/19 | 1999 Kubota Mower #173 | Wastewater Trmt. | 17 | $20,000 |
| | 2003 Pickup Truck #32 | S&W Maint. | 14 | $38,000 |
| | Bi-Fuel Conversion | | | $7,000 |
| FY19/20 | 2008 International Vactor | S&W Maint. | 11 | $400,000 |
| FY20/21 | 2005 Pickup Truck #30 | S&W Maint. | 15 | $38,000 |
| | Bi-Fuel Conversion | | | $7,000 |
| | 2006 Pickup Truck #71 | Wastewater Trmt. | 14 | $38,000 |
| | Bi-Fuel Conversion | | | $7,000 |
| FY21/22 | 2003 Kubota Zero Turn #175 | Wastewater Trmt. | 18 | $20,000 |

| | Description |
|---|---|
| FY22/23 or later: | |
| | 2005 Kubota Zero Turn #177 WT |
| | 2005 Chevy Pickup #70 WWT |
| | 2007 Chevy Pickup #33 S&W |
| | 2006 Chevy Pickup #34 S&W |
| | 2006 Chevy Pickup #37 S&W |
| | 1991 Wacker PT6 Trash Pump WWT |
| | 2017 Case 321F Compact Loader WWT |

**Project:** **Sluice Gates**
**Priority Ranking:** B
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $16,000 | $16,000 | $16,000 | $0 | $0 | $48,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2020
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

This request is for funds to replace sluice gates which are used to divert process flow and isolate aeration basins for periodic maintenance. These gates were installed with the 1930 plant improvements giving the City a service life of more than 85 years. Often times, even though only one tank needs to be isolated, multiple tanks are taken out of service based upon the use of valves that are operable. The treatment facility is more effective and efficient when all basins are in operation, so it is desirable to have control of the process through the isolation of single basins.

The particular basins impacted by these inoperable valves will be retrofitted in the future and operated as a Sequencing Batch Reactor (SBR) system, which will help further reduce nitrogen and phosphorus discharge into the receiving stream. This process will require that all valves are functional. Funds are requested to replace six sluice gates over a period of three years with the assumption that plant personnel will remove the existing sluice gates and replace with new.

**Project:** **DPW Facility**
**Priority Ranking:** B
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $222,000 | $32,600 | $165,000 | $924,000 | $495,000 | $1,838,600 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

A recommendation for improvements to and the expansion of the existing Public Works site and facilities at 326 Washington Street have been included in this document under General Corporate CIP – Public Facilities. If approved, improvements to the site and expansion of the garage space and facilities will benefit the Sewer and Water Maintenance Division of Public Works, and most costs for necessary improvements would be shared between the General Fund (67%) and the Utility Fund (33%).

Based upon the payment of existing General Fund bonds and the fact that the final payment for bonds to construct the Police Department will come due in the next few years, the most appropriate time to expand the existing Public Works facility would be in FY20/21. Between then and now, there are some site improvements that are necessary to prepare it for building additions.

Funds are recommended in accordance with the following plan and the current needs of the PW organization. Project costs reflect the total amount of each project, not the amount that will be paid from the Utility Fund:

FY17/18:
- replacement of water main under parking lot by PW employees ($6,000)
- relocation of wash out area and fire hydrant by PW employees ($12,000)
- resurfacing of the balance of the asphalt parking lot ($55,000)
- construct cold storage building on Short Street property – approx 3,750 SF ($600,000)

FY18/19:
- relocation of existing fabric covered salt storage building ($25,000)
- purchase and construct a second fabric covered salt storage building ($110,000)

- construct material bins by PW employees ($10,000)
- demo existing salt dome and concrete pads remaining from Rescue Squad Building ($30,000)
- resurfacing of spalled concrete floor in S&W Maintenance Area ($25,000)

FY19/20

- relocate fuel island to include fuel management system ($300,000)
- remodel Public Works employee parking lot to plan ($200,000)

FY20/21:

- construct new vehicle storage addition to existing building – approx 16,000 SF ($2,800,000)

FY21/22:

- construct new office space (approx 2,000 SF) and remodel existing ($1,500,000)

The City should be mindful of property to the west and north of the existing facility when it goes up for sale and land purchase should be seriously considered for future needs of the City and its Public Works Department. If approved, all costs for these projects will be shared between the General Fund (67%) and the Utility Fund (33%).

**Project:** **Diffuser Replacement**
**Priority Ranking:** B
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $10,000 | $10,000 | $10,000 | $10,000 | $0 | $40,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2021
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

The Northside Wastewater Treatment Plant utilizes an aerobic process to maintain a healthy biomass which is essential for breaking down organics in the wastewater system. In the aerator and digester systems there are diffusers that are utilized to dissolve oxygen in the biomass, which is consumed by the microorganisms. This addition of air in the tank also serves to provide mixing; keeping solids in suspension. The air used in the process originates from the blowers through the air headers to the diffusers and into the bottom of the aeration basins. The diffusers are made of plastic and have been in service for approximately ten years. Over this time they have begun to become brittle and many are cracked and are missing the saddle that seals the diffusers to the airline header. When they fail, the biomass backs up into the diffusers and air headers and plugs them up to a point that the basin has to be removed from service and the air headers have to physically be cleaned out. This process runs 24/7 and as the the diffusers become plugged or partially plugged, the efficiency of the system declines.

This request provides for the replacement of diffusers in four aerators and five aerobic digesters with costs spread out over a period of four (4) years. This request also assumes that plant operators will remove the old diffusers and replace them with the new ones.

**Project:** **Technology Improvements**
**Priority Ranking:** C
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | $50,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $200

**Project Purpose, Description and Benefit**

The purpose of this project is to utilize changes and advancements in technology, within the utility operations, to improve our service to the residents, improve efficiency of the operations, decrease costs, and to improve the reliability of the entire utility operations.

There are several advancements being made in the water and sewer industry that utilizes new technology to improve the overall performance of the operations, control costs, and to improve the reliability of the operations. As the community grows and as the utility operations expand to meet that need, the City should rely on changes in technology to not only keep up with the demand, but also use new technology to help control costs. With the proper planning and implementation of technology, the City's Utility staff can do more without the urgent need to add staff. Equally important, the new technology can allow the employees to work smarter and to provide a more reliable utility operation. Therefore, funds spent on implementing new technology should be considered a good investment.

One of the costs included with this request is the scheduled replacement of computers utilized in the utility operations. The replacement of City-wide computers and related software programs has been included within the General Corporate CIP; however, that item only includes General Fund departments and equipment. In order to continue to provide reliable equipment, a similar program for the replacement of computer equipment in the Utility Fund's divisions is recommended.

Additional benefits can be achieved with the purchase of updated software for Utility operations such as data management for fire hydrants and water valves, remote reading and telemetry in Water Treatment, and expanded use of operational alarms and remote monitoring in Wastewater Treatment and Water Treatment.

**Project:** **V-Notch Weirs & Weir Cleaning System**
**Priority Ranking:** C
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $75,000 | $0 | $0 | $75,000 | $0 | $150,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2021
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

Both of the City's two wastewater treatment facilities have circular clarifiers which provide an environment to settle out solids and allow effluent to flow into tertiary treatment. Around the entire perimeter of these circular tanks are aluminum v-notch weirs, which maintain the appropriate water level in the tank and serve to prevent short circuiting of the biosolids that by design are settling evenly at the bottom of the tank. Over time, these aluminum v-notch weirs have worn and the exterior surfaces are corroded. Funds are requested to purchase new v-notch weirs and have them professionally installed at a consistent elevation to achieve a high-quality effluent. The plan calls for the replacement of v-notch weirs over the course of two fiscal years beginning with the clarifiers at the Northside Treatment Plant.

At the point which effluent flows over the weir, sunlight encourages algae to grow because of the constant availability of nutrients. Even a small buildup of algae will impact the effectiveness and efficiency of the clarification process. There are systems available that automatically clean the weirs as the skimming arm goes around the tank keeping algae growth to a minimum and postponing the need to phyiscally remove it.

In 1999, an algae sweep automation system was installed on all four of the circular clarifiers. This system has been quite useful to assist in keeping the clarifiers clean of algae by cleaning the weirs, baffles, and spillways. These units are nearing seventeen (17) years of age. Many of the replacement parts are now hard to find and the system is showing great wear and looks brittle. New designs are constructed of stainless steel, the brushes are lighter, and the brushes fit more snugly against the weirs, baffles, and spillway. It is recommended that these systems be replaced in conjuction with the replacement of the v-notch weirs.

# WATER & SEWER UTILITY FUND: Future Years Detailed Project Narratives:

**Project:** **PLC Upgrades**
**Priority Ranking:** N/A
**Funding Request:**

| FY16/17 | FY17/18 | FY18/19 | FY19/20 | FY20/21 | Total |
|---|---|---|---|---|---|
| $0 | $35,000 | $0 | $0 | $25,000 | $60,000 |

**Project Purpose, Description and Benefit**

At both facilities there are programmable logic controllers (PLCs) that monitor the equipment and treatment process. This system aids in tracking the number of hours equipment operates, which pieces of equipment are in operation, and if there are any breakdowns. The PLC is important because on one screen plant personal are able to get an overview of what is occurring at the plant and are notified right away if a piece of equipment was to break down or if the treatment process changed. The unit installed at the Southside facility is over fifteen (15) years old and is obsolete. To locate parts to make repairs on the Southside PLCs have become harder to find, and there will soon be a time that all parts will no longer be available. Although parts are still available for the Northside PLC unit, the system has been on line for over fifteen (15) years and an upgrade will soon be necessary.

As mentioned elsewhere in the CIP, the City has contracted with Consulting Engineers Baxter & Woodman to complete a *Communications and SCADA System Assessment* of existing equipment used throughout the utility system. The City is moving toward the use of Ethernet-based communication. This movement will likely require updated equipment for electronic monitoring of facilities and communication between interfacing equipment. As a result, these upgrades will likely be necessary in order to move forward with the recommendations within the assessment. It is recommended that replacement efforts not take place until after the assessment has concluded, and that the purchase of new PLCs occur within two separate budget years, beginning with those units in operation at the Southside Plant.

**Project:** **Reconditioned Influent Grinders**
**Priority Ranking:** N/A
**Funding Request:**

| FY16/17 | FY17/18 | FY18/19 | FY19/20 | FY20/21 | Total |
|---|---|---|---|---|---|
| $0 | $37,000 | $26,000 | $32,000 | $34,000 | $129,000 |

**Project Purpose, Description and Benefit**

Wastewater Treatment Plant employees are responsible for the operation and maintenance of two treatment facilities and two sanitary lift stations. At the point in which sewage flow enters the facilities, a grinder has been installed to reduce the size of rags, clothing, sticks, tree roots, and other debris that might otherwise create premature wear or plug pumps, pipes, or process equipment. These grinders run 24/7 and by design, they take a large degree of abuse that might otherwise be passed on to other pieces of equipment. As a result, units need to be removed from service for reconditioning from time-to-time. The manufacturer claims that based upon design, the location of the installation, and the community being served, a new or reconditioned grinder will typically provide a service life of approximately five (5) to seven (7) years.

When grinders need to be rehabilitated, the City prefers to participate in the manufacturer's "exchange program" whereby they ship a newly rebuilt grinder of the same make and model that meets the same specifications as a new unit. The rebuilt grinder comes with a one-year warranty and the price covers the cost to rebuild the grinder, ship it to the customer, and the cost of return shipping for the used equipment. The benefit of this program to the City is that it affords the City an opportunity to keep a grinder in service without any downtime. Funds are requested over several fiscal years of this 5-year plan to have one of the grinders "exchanged" so they keep in service, protecting other critical equipment in the process flow from plugging and/or excessive wear.

| Location | Reconditioned Last In | Recommended for Reconditioning |
|---|---|---|
| Northside Treatment Plant | 2015 | FY18/19 |
| Tappan Lift Station | 2014 | FY19/20 |
| Southside Treatment Plant | 2015 | FY20/21 |
| Olson Park Lift Station | 2016 | FY21/22 |

**Project:** **Digester Covers**
**Priority Ranking:** N/A
**Funding Request:**

| FY16/17 | FY17/18 | FY18/19 | FY19/20 | FY20/21 | Total |
|---|---|---|---|---|---|
| $0 | $0 | $75,000 | $0 | $115,000 | $190,000 |

**Project Purpose, Description and Benefit**

Both of the City's wastewater treatment plants have aerobic digesters. In these digesters, biological activity is taking place as the microorganisms breakdown organic material. In the wintertime, as the temperature decreases, the activity of the microorganisms decreases thus making the process less efficient. The installation of a low profile lightweight cover will help retain heat in the biomass keeping the environment stable for the microorganisms to thrive.

The City installed a cover on one of the aerobic digesters at the Southside facility in 2008 and its addition has significantly enhanced the digestion process at the facility. In some facilities these covers are installed to reduce odors as well. Because the installation of one cover has benefitted the treatment process, the City should consider installing more of these covers on other aerobic digesters within the facilities. These low profile lightweight covers can be removed panel by panel by two or more persons to service equipment within the tank. It is recommended that the installation of these covers be spread out over two separate budget years, with installation beginning at the Northside Plant. This funding request assumes that these covers will be installed by plant operators, funds will cover the expense for materials only.

**Project:** **Dredging of Tertiary Treatment Ponds**

**Priority Ranking:** N/A

**Funding Request:**

| FY16/17 | FY17/18 | FY18/19 | FY19/20 | FY20/21 | Total |
|---|---|---|---|---|---|
| $0 | $0 | $0 | $0 | $90,000 | $90,000 |

**Project Purpose, Description and Benefit**

The tertiary treatment of wastewater at the Northside Wastewater Treatment Facility consists of two polishing ponds. These ponds allow for final settling, and "polishing" of the treated effluent water. By design, some raw wastewater is automatically diverted to these ponds during periods of wet weather so that the secondary treatment system does not become hydraulically overloaded. Depending upon the frequency of this diversion of flow, solids can accumulate in the bottom of the ponds.

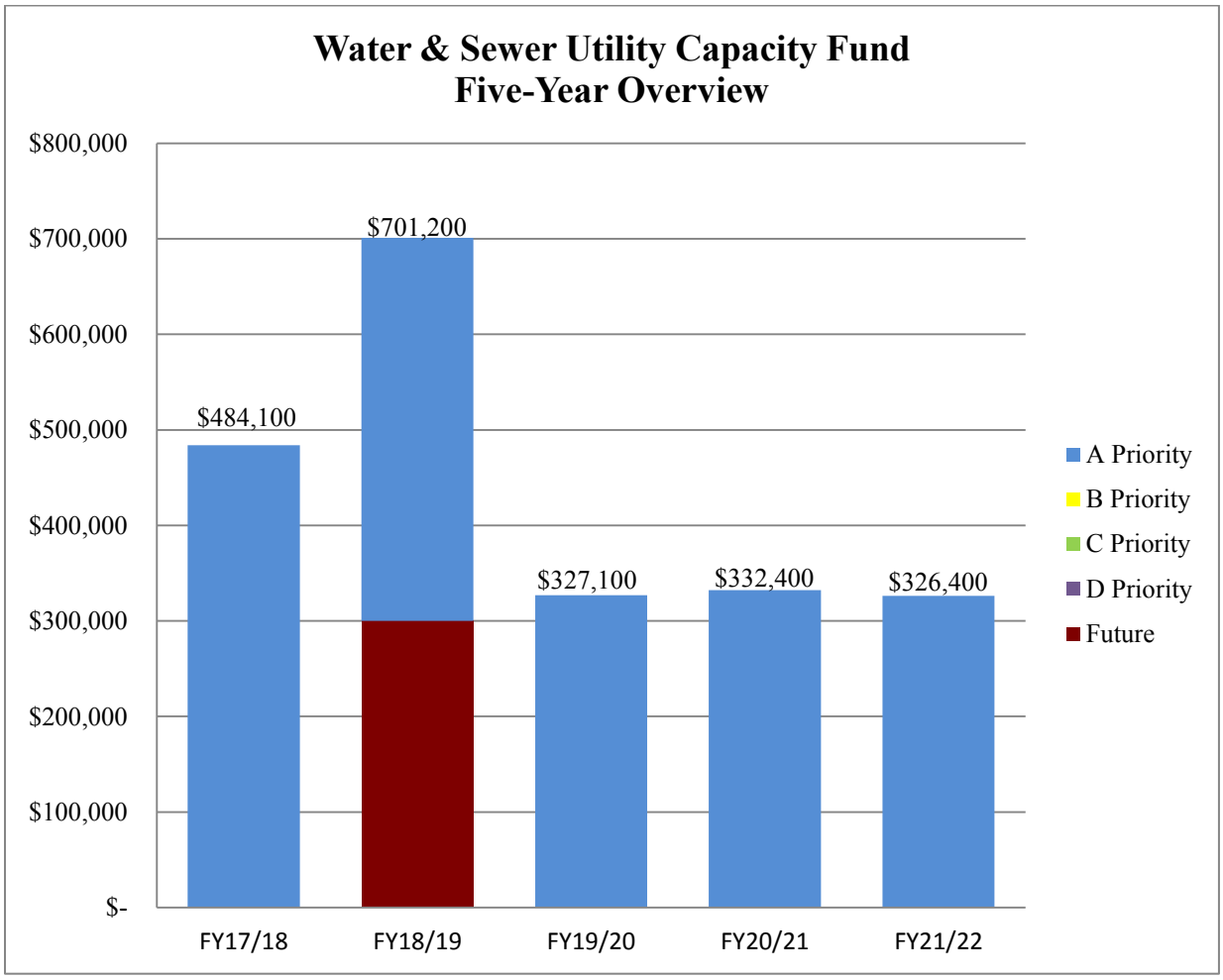
The excessive accumulation of sludge in these two ponds was one of the major factors that led to compliance problems for the City in the mid-1990s. The ponds were cleaned in 1996 and 1997, and the plant operators are currently monitoring the solids in the ponds on a regular basis to prevent an excessive accumulation. At this time, the solids within the ponds appear to be stable and are not increasing. However, based on the past history of compliance problems that can result if these ponds are not regularly cleaned, and at the recommendation of the IEPA, the City needs to take a proactive approach for the cleaning and management of these ponds by completing regular cleaning and solids removal.

Because of the type of equipment that is required to complete his work, the City would need to rely on the services of an outside contractor. Funds have been requested in FY21/22 to remove and properly dispose of solids from this tertiary treatment process.

# WATER & SEWER UTILITY CAPACITY FUND:
## Recommended Projects & Source of Funds Overview

### Recommended Projects

| Project | Priority | FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | 5-Year Total |
|---|---|---|---|---|---|---|---|
| Utility Capacity Fund Bond Payments | A | $314,100 | $321,200 | $317,100 | $322,400 | $316,400 | **$1,591,200** |
| Utility Master Plans | A | $170,000 | $80,000 | $10,000 | $10,000 | $10,000 | **$280,000** |
| First Street Water Treatment Plant Land Expansion | | $0 | $300,000 | $0 | $0 | $0 | **$300,000** |
| Wastewater Treatment Plant Expansion | | $0 | $0 | $0 | $0 | $0 | **$0** |
| Water Supply Well Expansion | | $0 | $0 | $0 | $0 | $0 | **$0** |
| **Totals** | | **$484,100** | **$701,200** | **$327,100** | **$332,400** | **$326,400** | **$2,171,200** |
| **# of Projects** | | **2** | **3** | **2** | **2** | **2** | **5** |



# WATER & SEWER UTILITY CAPACITY FUND: Detailed Project Narratives

**Project:** **Utility Capacity Fund Bond Payments**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $314,100 | $321,200 | $317,100 | $322,400 | $316,400 | $1,691,100 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** N/A

| Project Purpose, Description and Benefit |
|---|
| 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 annual debt service for the repayment of the 2002F Alternate Revenue Bonds ranged from $317,400 to $322,600.<br><br>The City completed an advanced refunding in July 2010 specifically including the issuance of $2,940,000 in Refunding Bonds to refund the Alternate Revenue Series 2002F Bonds being repaid by the Utility Capacity CIP Fund. This transaction resulted in generating a net present value savings of $42,700 over the remaining maturities of the Alternate Revenue Series 2002F Bonds. The annual debt service for the repayment of the 2010F Alternate Revenue Refunding Bonds ranges from $314,100 to $322,500 with the final repayment of these bonds occurring in 2021. |

**Project:** **Utility Master Plans**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $170,000 | $0 | $0 | $0 | $0 | $100,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2017
**Annual Operating Costs:** N/A

| Project Purpose, Description and Benefit |
|---|
| The utility master plans that are used to determine appropriate capacity improvements were prepared at a time when the City experienced steady growth in the community and predicted that the growth that occurred prior to 2007 would continue. As a result, the master plans, which were last updated in 2006, are now out of date. The need to update these plans is now being driven by some special conditions in the proposed South Side Wastewater Treatment plant NPDES permit. The City must plan to complete the following studies in order to remain in compliance: |

***Utility Master Plans***
Priority Ranking: A
Funding Request: $100,000 FY17/18; $40,000 FY18/19

The management and care of all aspects of the City's utility systems is a tremendous responsibility that requires careful planning and a coordinated effort for expansion. Just as the City plans ahead for park improvements, public facilities and buildings, land use and other services our residents expect for their daily needs, the City must also plan and manage the utility services. A properly prepared, detailed master plan provides several important benefits to the community. The documents provide specific information that is to be used with the evaluation of new annexations and development projects. One of the goals of the City is to work to see that the new growth and development does not have any significant negative impact on our current utility customers. That can only be accomplished by the use of a detailed master plan. In addition, the master plan provides information to the City to assist with the planning and implementation of both short and long range capital improvement projects. The overall assessment of our capital improvement needs over the full range of utility facilities is critical for the preparation of a capital improvement plan that can use limited resources based on specific priorities. The information in the master plans helps the City make sound decisions on how best to use funds within the utility operations.

The current economic conditions and growth rates have drastically changed since the preparation of the 2006 Water System Master Plan and the 2006 Sanitary Sewer Master Plan. In addition, portions of the Sanitary Sewer Master Plan will need to be current for use in creating a Capacity, Management, Operation, and Maintenance Plan (CMOM) as required by the IEPA. It is the City's intent to utilize Consulting Engineers to update these Master Plans.

***CMOM Program Plan and Implementation***
Priority Ranking: **A**
Funding Request: $40,000 FY17/18; $10,000 FY18/19; $10,000 FY19/20
$10,000 FY20/21; $10,000 FY21/22

In 2005, the USEPA issued a guidance document for evaluating Capacity, Management, Operation, and Maintenance (CMOM) programs at sanitary sewer collection systems. The goals of a CMOM program are to achieve no discharges from sanitary sewer overflows (SSOs) or basement back-ups and to ensure that overflows or back-ups, when they do occur do not cause or contribute to violations of applicable standards or cause impairment in any adjacent receiving water. Recently the IEPA has been incorporating CMOM program requirements into NPDES permits during the permit renewal process. In 2016, the NPDES permit for the Southside Wastewater Treatment Plant was up for renewal. Special Condition 15 was added, which states that the City shall identify and report to the IEPA all SSOs that do occur; and develop, implement, and submit to the IEPA a CMOM plan which includes an Asset Management strategy within twenty-four months of the effective date of the permit. This plan should be implemented no later than +/- November 2018, so the plan

should be drafted and submitted in FY17/18 and implemented in the first half of FY18/19. It is the City's intent to utilize Consulting Engineers to create a CMOM plan that can be used for compliace with the City's renewed NPDES Permit. Funds requested after FY17/18 will be used to implement the plan.

***Phosphorus Discharge Optimization Plan & Phosphorus Removal Feasibility Study***

Priority Ranking: **A**
Funding Request: $30,000 FY17/18; $30,000 FY18/19

Nutrient pollution is a major threat to water quality. Excess nitrogen and phosphorus carried in runoff from city streets and farm fields or flowing out of wastewater treatment plants can fuel algae blooms that decrease oxygen needed by aquatic plants and animals. In the Gulf of Mexico, nutrients washed down by the Mississippi River have created a "dead zone" that stretches for thousands of square miles. To help protect local streams and the Gulf, Illinois and 11 other states in the Mississippi River basin have pledged to develop strategies to reduce the nutrient loads leaving their borders. These strategies are part of a national plan developed by the Mississippi River, Gulf of Mexico Watershed Nutrient Task Force.

One of the strategies employed by the IEPA is to require wastewater treatment plants owners to analyze ways to reduce the amount of phosphorus leaving the wastewater treatment plant. In 2016, the NPDES permit for the Southside Wastewater Treatment Plant was up for renewal and Special Conditions 16 and 17 were added. Special Condition 16 requires the City to develop a Phosphorus Discharge Optimization Plan. The plan shall evaluate a range of measures for reducing phosphorus discharges from the treatment plant, including possible source reduction measures, operational improvements, and minor facility modifications that will optimize reductions in phosphorus discharges from the wastewater treatment facility. Special Condition 17 requires the City prepare a feasibility study for reducing phosphorus levels in the wastewater treatment plants discharge (Phosphorus Removal Feasibility Study). The study shall identify the method, timeframe, and costs of reducing phosphorus levels in the discharge to a level consistently meeting a potential future effluent limit of 1.0 mg/L, 0.5 mg/L, and 0.1 mg/L. Both the plan and study need to be submitted to the IEPA within twenty-four months of the effective date of the permit. The plan and study need to be submitted no later than +/- November 2018, so they can be completed in FY17/18 and/or finished up in first half of FY18/19.

# WATER & SEWER UTILITY CAPACITY FUND: Future Years Detailed Project Narratives

**Project:** **First Street Water Treatment Plant Land Expansion**

**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $0 | $300,000 | $0 | $0 | $0 | $300,000 |

**Project Purpose, Description and Benefit**

During the First Street rehabilitation project in 2010, it was discovered that the property owned by the City was not large enough to install underground brine tanks, or for that matter, any plant expansion at all. The current property lines are at the foundation on the east and north side of the building. The west side of the building abuts the railroad easement and that area contains almost all of the underground utilities for the plant. On the south side there is a wedge from the southeast corner of the building to the railroad easement. There is no room to expand the facilities in any direction. At this time, all of the landscaping on the east and south sides of the facility are planted on private property. A portion of the underground waste tank for the facility is also constructed on private property. This request is for the allocation of funds to purchase land on the east and southeast side of the existing facility to accomodate future expansion and to protect the infrastructure that is currently in place.

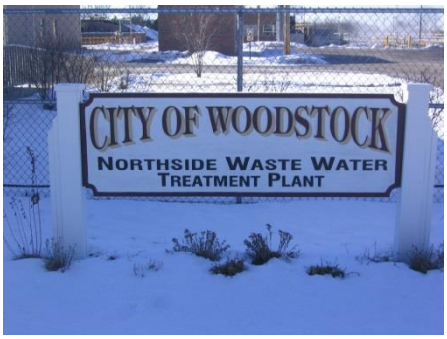
**Project:** **Wastewater Treatment Plant Expansion**

**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $ 0 | $ 0 | $ 0 | $0 | $0 | $0 |

**Project Purpose, Description and Benefit**

The City's NPDES permits, regulated by the Illinois Environmental Protection Agency (IEPA), require an ongoing evaluation of the hydraulic and pollutant loading at the headworks of the publicly-owned wastewater treatment plants in order to determine if and when planning, permitting, and construction activity should be initiated in order to remain compliant with specified standards and regulations.




The City's Sanitary Sewer Master Plan provides an overview and assessment of the two existing wastewater treatment plants and a comparison of future flow rates over the next fifty years. The Master Plan confirms that the current capacity of the northside facility is 3.5 million gallons per day, and the future flow over fifty years is projected to increase to 12.2 million

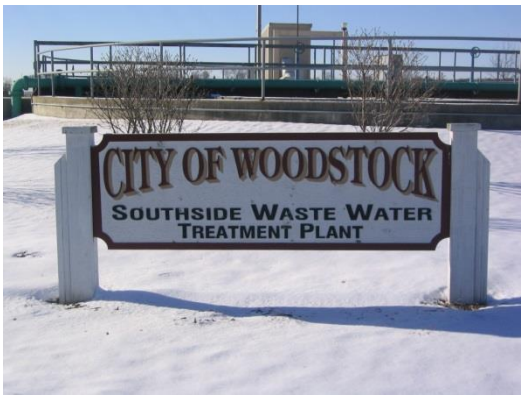
gallons per day. The current capacity of the southside facility is 1.75 million gallons per day, and the Master Plan projects that the flow will increase to 10.3 million gallons per day over the planning period. However, those flow predictions were made prior to the stagnant growth that the City has experienced during the past few years.

While the City must plan for these increases in flow and must complete capacity expansion projects to ensure full compliance with all regulatory standards, it is not necessary (or even desirable) to complete the full capacity expansions as a single project. In fact, in order to properly manage the treatment process, control costs, limit operational costs to actual flow conditions, and to better utilize future advancements in technology and equipment; it is desirable to complete the expansions of these facilities in phases and steps over an extended period of time.

The exact timing and implementation of these projects will be the challenge. If capacity improvements are completed too soon, much of the new facility would be unused. If the capacity improvements are not completed on time, the treatment process is not as effective, which could result in violations of regulatory standards and/or a ban on new construction permits by IEPA. Also, if the capacity improvements are not completed on time, the City could be precluded from serving beneficial economic development projects in the future. Based on the conclusions of the Master Plan, the City does know that both of the treatment plant facilities will need to be expanded, but the actual schedule and timing is variable.

The Southside Wastewater Treatment Plant has a design capacity of 1.75 million gallons per day and during 2015 received an average flow of 1.29 million gallons per day. The facility has available capacity to serve an estimated 4,636 population equivalents before reaching 100% capacity. However, normal IEPA policy is for communities to begin planning and design for treatment plant capacity once a facility reaches 80% capacity using the Minimum Daily Flow, and they require detailed submittals and permit applications at 90%. In 2015, the average flow for the three months with the lowest flow was 0.857 MGD. Based on these flows the facility is rated at approximately 49.0% capacity.

The Northside Wastewater Treatment Plant has a design capacity of 3.50 million gallons per day and during 2015 received an average flow of 2.14 million gallons per day. The facility has available capacity to serve an estimated 10,839 population equivalents before reaching 100% capacity. In 2014, the average flow for the three months with the lowest flow was 1.38 MGD. Based on these flows the facility is rated at approximately 39.4% capacity. Due to current economic conditions that have significantly affected the rate of new construction, the expansion should be put on hold until sometime after this five-year planning period. The Northside Plant has more available capacity than the Southside Plant; therefore, the City will likely look to expand the Southside Plant before an expansion is warranted for the Northside Plant.



**Project:** **Water Supply Well Expansion**

**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $0 | $0 | $0 | $0 | $0 | $0 |

| Project Purpose, Description and Benefit |
|---|
| In 2007 the City commissioned Baxter & Woodman and Layne Western Co. to conduct a four-phase water-supply exploration program. This program was completed in 2009 and two alternate well site locations were identified that could be developed for future needs. Funds will be needed to further evaluate the community water supply needs, predict future growth and identify a schedule for the expansion of the water supply, and then to evaluate treatment options and the cost to construct new water supply wells. Based on the findings and recommendations of this report, the City will then be able to properly plan for an increase of the water supply capacity to meet the needs of the community.<br><br>Based on current water demand and supply capacity, no funds are anticipated to be needed during the next five-year planning period. |

# CHAPTER SIX
# LIBRARY BUILDING FUND
# 5-YEAR CAPITAL IMPROVEMENT PROGRAM

CITY OF WOODSTOCK
ANNUAL 5-YEAR
CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2017/2018
THROUGH
FISCAL YEAR 2021/2022

# LIBRARY BUILDING FUND: 5-Year Summary Overview

All Library CIP projects are accounted for separately within the City's 5-Year CIP, identical to the other funds of the City (i.e., General, Utility, Environmental Management, and TIF). Funding for the Library Building Fund is derived from an annual Building Fund Levy that is approved by the Library Board and City Council and subject to statutory "backdoor" referendum provisions. However, the levy has been in place for a number of years and continues to receive community support. Also, proceeds from capital expansion fees provide a consistent, albeit reduced, revenue stream to this Fund, as well.

In April, 1999, the voters approved the issuance of $3.9 million in bonds to finance an addition to the existing library facility. The design phase of the project took place in 1999 and bids were opened in January, 2000. The high bids necessitated both a reduction in the size of the building and some design features needed to be removed. Alternate Revenue Bonds were issued by the City in the amount of $500,000 to provide the additional financing needed to complete this project. The building broke ground in April, 2000, and the project was completed by June, 2001. The associated bond payments will continue through FY20/21.

A benefit of the successful expansion project is the fact that it is not anticipated that significant capital expenditures will be required for building expansion in the proposed 5-year planning period. The expansion has provided sufficient space for library functions well into the future to insure that the needs of the community are met. However, the facility is starting to experience building and equipment maintenance issues as the building ages.

The continuing receipt of these revenues is required by State Statute to be used exclusively for land acquisition, as well as building and capital expenditures. As can be seen from the accompanying narrative, the Library Building Fund CIP is presently, and for the foreseeable future (i.e., balance of this 5-Year CIP), devoted primarily to repayment and amortization of the aforementioned Alternate Revenue Bond that financed the Library expansion. An additional amount is allocated annually for new computers and furniture and to equip and maintain the expanded facility.

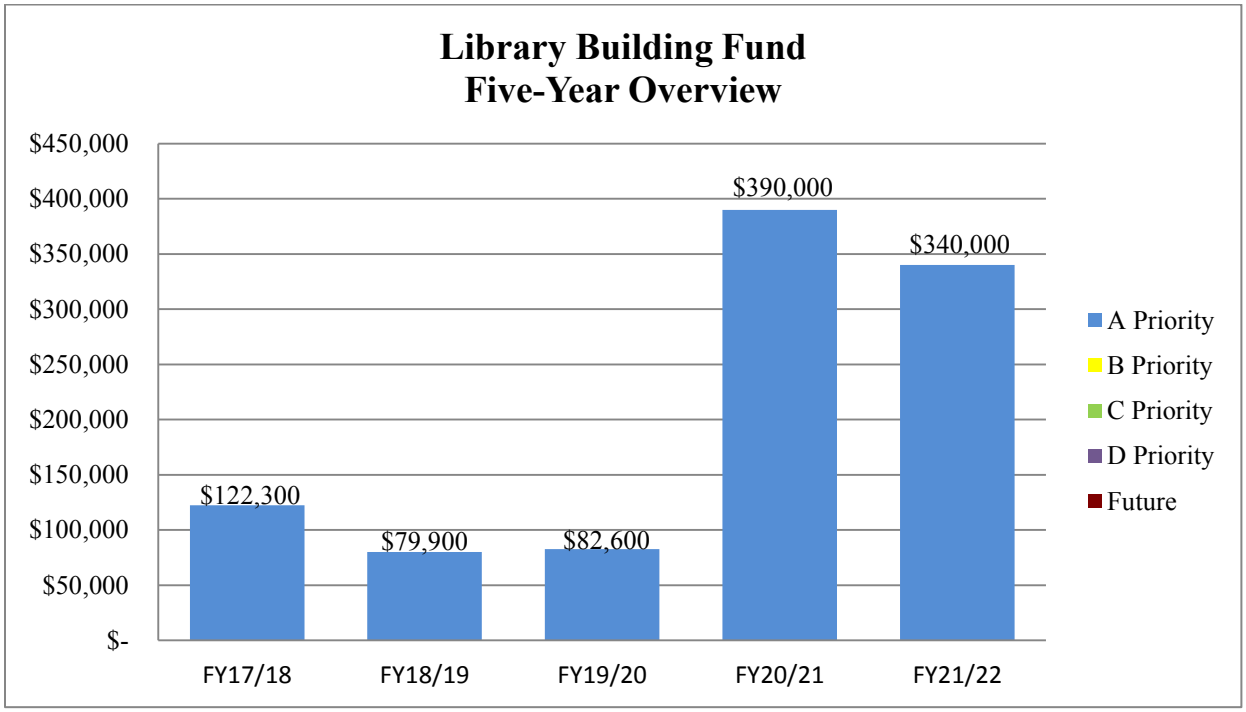
In 2007 the Library Board purchased the property at 451 W. Judd for the purpose of expanding patron parking and, as an added benefit, improving the water runoff problems in the Judd/Jackson Street area. The City and the library cooperated to make this possible through the City paying for the stormwater detention elements, and the library paying for the parking lot itself. Construction began in the spring of 2008 with design and engineering plans, and was completed in mid-2009.

As outlined above, the remainder of the revenues that are received annually to support the Library Building Fund CIP are retained and are accumulated as fund balance to be used in the future for acquisition of land to expand and/or construct additional library facilities. In this way, the City is able to reduce the amount that needs to be financed and bonded to undertake future improvements.

The FY17/18 – FY21/22 Library Building Fund CIP includes three (3) projects totaling $939,300. The FY17/18 Capital Budget Year Library Building Fund CIP includes three (3) projects totaling $94,300. In addition to the **Alternate Revenue Bond Payment,** projects include the purchase of **Furniture and Equipment,** and **Building and Grounds Maintenance/Improvements** – which encompass painting the interior and exterior of the Library building.

# LIBRARY BUILDING FUND: 5-Year Summary Overview

| LIBRARY BUILDING FUND CIP<br>5-YEAR SUMMARY | | | | | | |
|---|---|---|---|---|---|---|
| | **FY17/18** | **FY18/19** | **FY19/20** | **FY20/21** | **FY21/22** | **5-Year Total** |
| Total Project Costs | $122,300 | $79,900 | $82,600 | $390,000 | $340,000 | **$1,014,800** |
| # of Projects | 3 | 2 | 2 | 2 | 2 | **3** |



# LIBRARY BUILDING FUND:
# Recommended Projects

| | Project | Priority | FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | 5-Year Total |
|---|---|---|---|---|---|---|---|---|
| 1 | Alternate Revenue Bond Payment | A | $47,300 | $44,900 | $47,600 | $0 | $0 | **$139,800** |
| 2 | Building Maintenance & Improvements | A | $40,000 | $0 | $0 | $350,000 | $300,000 | **$690,000** |
| 3 | Furniture & Equipment | A | $35,000 | $35,000 | $35,000 | $40,000 | $40,000 | **$185,000** |
| | | **Totals** | **$122,300** | **$79,900** | **$82,600** | **$390,000** | **$340,000** | **$1,014,800** |
| | | **# of Projects** | **3** | **2** | **2** | **2** | **2** | **3** |

# LIBRARY BUILDING FUND: Detailed Project Narratives

**Project:** **Alternate Revenue Bond Payment**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $47,300 | $44,900 | $47,600 | $0 | $0 | $139,800 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2020
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

The funds requested are for the debt service payment on the $500,000 alternate revenue source bonds issued to provide additional financing for the library addition completed in FY01/02. The City and Library Board have pledged the property tax and developer donations received by this fund for the repayment of the bonds. The debt service schedule for the repayment of the 2000 Series D Alternate Revenue Bonds is as follows:

| Fiscal Year | Principal | Interest | Total |
|---|---|---|---|
| 17/18 | $40,000 | $7,250 | $47,250 |
| 18/19 | 40,000 | 4,930 | 44,930 |
| 19/20 | 45,000 | 2,610 | 47,610 |
| Totals | $125,000 | $14,790 | $139,790 |

**Project:** **Building and Grounds Maintenance/Improvements**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $40,000 | $0 | $0 | $350,000 | $300,000 | $690,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

The purpose of this Capital Improvement Program request is to ensure that building maintenance and improvement projects required for the efficient and safe operation of the Woodstock Public Library. The projects are prioritized, planned, funded and implemented per the Library's long-range plan and the following projects are recommended for completion based on their need, importance, and/or priority.

**REPAINT LIBRARY INTERIOR (FY17/18 - $20,000)**

By FY17/18, it will have been sixteen years since the completion of the Library expansion. Normal wear and tear has already resulted in significant damage to the painted areas of the Library, particularly in the areas accessible to the public. The Library has worked with Public Works and had several areas of high usage repainted in FY10/11 and in FY15/16, but it is recommended that the entire library be repainted in FY17/18. This project was originally scheduled for FY16/17, but the weak new residential development, and resulting developers donations, made the cost prohibitive.

**REPAINT AND STAIN LIBRARY EXTERIOR (FY17/18 - $20,000)**

The Library's exterior was painted and stained in FY11/12. The recommendation by the contractor for that project, and seconded at Lloyds, is that the Library building should be painted/stained every 5-7 years. FY17/18 is the outer edge of this time frame. Proper maintenance of the Library's siding and trim will help ensure that there will not be a need to completely replace the building's siding or trim.

**REPLACEMENT OF ROOFTOP HVAC UNITS (FY20/21 - $350,000)**

By 2020, the Library's four rooftop HVAC units will be 20 years old, the far end of their 15-20 year life expectancy. Replacing the units will prevent untimely failures and costly emergency replacement of one or more units. Originally envisioned as a four-year project, with one unit being replaced each year, further explorations of the work required indicates that replacing all four at one-time is more cost effective and will entail less disruption of the Library's operation. Consequently, the project has been delayed and recommended for FY20/21.

**REPLACE ROOF MEMBRANE ON LOW-PITCHED ROOF (FY21/22 - $300,000)**

The membrane on the library's low-pitched roofing areas, approximately three-quarters of the roof, was installed in 2001. To date, the membrane is wearing well, but the reasonable life-expectancy of this type of roofing is 20-25 years.

**Project:** **Library Furniture and Equipment**

**Priority Ranking:** A

**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $35,000 | $35,000 | $35,000 | $40,000 | $40,000 | $185,000 |

**Estimated Start Date:** May, 2017

**Estimated Completion Date:** April, 2022

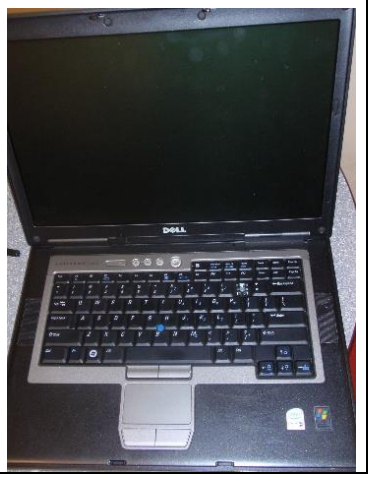
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

The purpose of this Capital Improvement Program request is to ensure that the Library's furniture, equipment and IT needs are being met, including adequate network, server, and Wi-Fi upgrades and maintenance. The Library Building Fund is used to acquire new furniture, computer hardware and software for both public and staff use, and other needed equipment.

**REPLACE LIBRARY IT INFRASTRUCTURE, COMPUTERS AND MONITORS**

The Library currently has 98 computers, 28 for staff and 70 for public use. A rotating schedule for replacing computer hardware and software has been lengthened in recent years because of the economic downturn and resulting decrease in development. Depending on the amount of usage, it is typically recommended that hardware (servers, computers, printers) be replaced every three to four years. The Library currently extended its replacement schedule to every five years for PCs and longer for monitors.



The State of Illinois requires every library to develop a technology plan, which includes a survey of computer equipment including an inventory of equipment, the average age of equipment, and the current software offerings. The Library's survey indicates that we are at the outer edge of IT replacement time periods and that additional replacements and upgrades will be necessitated in coming years.

# CHAPTER SEVEN
# TAX INCREMENT FINANCING FUND
# 5-YEAR CAPITAL IMPROVEMENT PROGRAM

CITY OF WOODSTOCK
ANNUAL 5-YEAR
CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2017/2018
THROUGH
FISCAL YEAR 2021/2022

# TAX INCREMENT FINANCING FUND:
# 5-Year Summary Overview

By action of the City Council, the City of Woodstock Downtown Tax Increment Financing (TIF) District was established in April of 1997. Tax increment financing is an economic development tool that was provided by State lawmakers more than 20-years ago to assist local governments in attracting private development and new businesses to their respective communities. The TIF district helps public and private investors overcome extraordinary costs that often prevent development and private investment from occurring on environmentally-sensitive and other properties that are at risk of remaining underutilized/underdeveloped for an extended period of time. As a result of this investment, the TIF area is improved and property values increase.

Without TIF benefits, a deteriorating area is less likely to improve. Investors do not invest capital into decaying areas and most local governments cannot afford the needed costly improvements without raising taxes. When considering an area for TIF designation, municipal officials must ask the question *"Will the same kind of private investment occur here without an incentive?"* In other words, "**but for"** the establishment of a TIF as a mechanism for providing financial incentives for private investment, would redevelopment occur that is desired by the community?

Once a TIF is established, private investors and local governments are able to undertake redevelopment projects by utilizing the increase in property tax revenues, or tax increment, as a funding source for TIF improvements over a period not to exceed 23 years. 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. Only property taxes generated by the incremental increase in the value of these properties after that time are available for use by the TIF.

The FY17/18 – FY21/22 Tax Increment Financing Fund CIP includes nine (9) projects totaling $8,160,000. The FY17/18 Tax Increment Financing Fund CIP includes nine (9) projects totaling $1,200,300. In FY17/18 these not only include a continuation of maintenance and improvement projects within the Downtown TIF District – such as **Sidewalk Maintenance and Replacement, Downtown Brick Replacement,** the replacement of **Pedestrian Amenities** such as benches and trash receptacles, and **Pavement Management** – but more extensive improvement projects – such as **Streetscape Improvements** and the **Façade Improvement Program**.

The importance of these projects addresses the City's Vision 2020 objectives of creating and/or maintaining the unique, historical character of the downtown through expanding parking opportunities for its many users; enhancing the pedestrian experience in the downtown through the addition of streetscape amenities; assisting visitors to find the downtown through the implementation of wayfinding signage; and providing property owners with assistance in maintaining historical buildings through the façade improvement program.

In FY10/11 the City of Woodstock was presented with the opportunity to acquire, through donation, the **Old Courthouse and Sheriff's Office**. There is little doubt that the **Old Courthouse and Sheriff's Office** is one of the most significant structures on the Historic Woodstock Square and within the Downtown TIF District. The facility is listed on the National Register of Historic Places and is one of the oldest courthouses in Illinois.

In April, 2012, Gary W. Anderson Architects completed an architectural report of the building and classified the scope of work into two categories: critical-immediate needs and long-term needs. Most of the critical-immediate needs are related to sealing areas open to the elements and securing the building against further deterioration. A vendor was hired to completely clean the upper attic and cupola area of pigeon waste and remediate birds that were living in the building. In September, 2012, a joint meeting of the City Council and Historic Preservation Commission (HPC) was held to review the architectural report and set an agenda for the future preservation of the **Old Courthouse and Sheriff's House**. Subsequently, the HPC decided on 1905 as the historic date of restoration for the building and agreed to the demolition of the non-significant garage on the west side of the **Old Courthouse**.

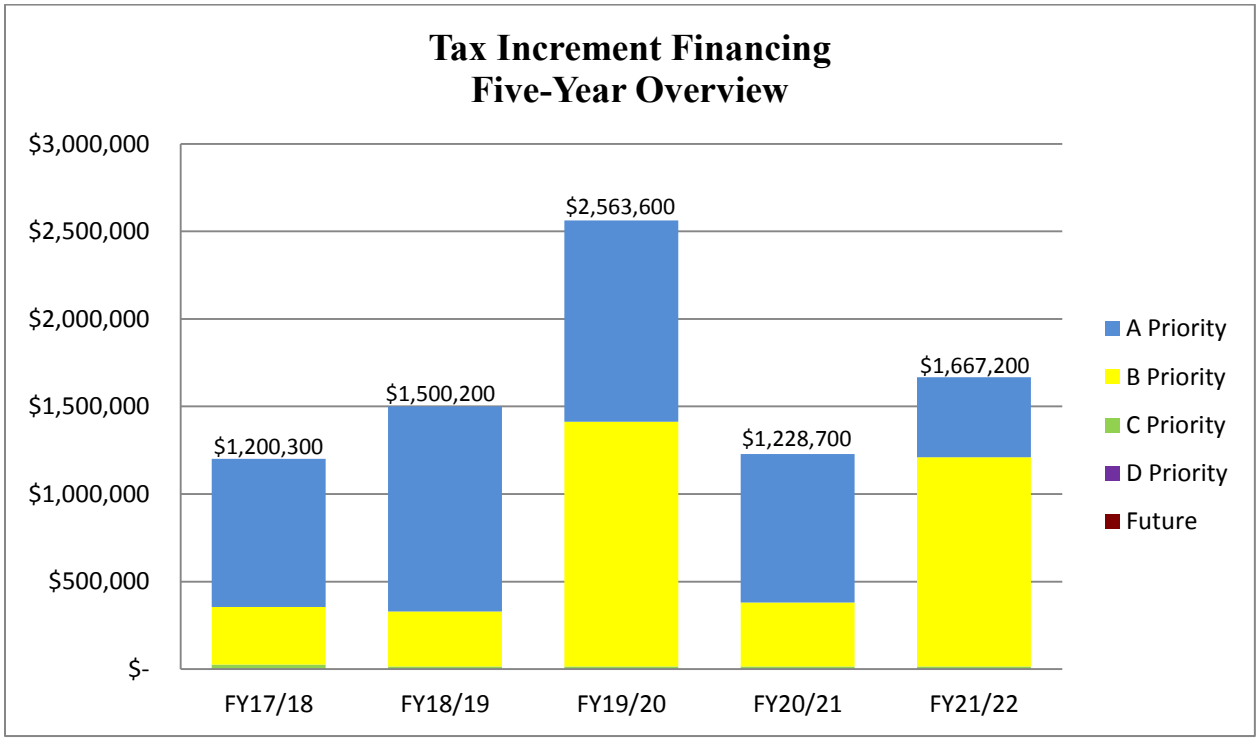
The removal of the garage allowed Public Works' staff to install new water and fire supression services to the **Old Courthouse** building. Much of the ongoing maintentance and clean-up work in the buildings has been completed by Building & Zoning and Public Works staff resulting in significant cost savings to the City. Staff identified and City Council approved a vendor for critical masonry work on the exterior of both buildings.

In FY14/15, a new roof was constructed on this facility to eliminate ongoing water damage and the front stairs were replaced. In subsequent fiscal years, the City has restored the windows in the Sheriff's House and replaced the windows in the Jail. In addition, a Technical Assistance Panel (TAP) provided by the Urban Land Institute and funded by a grant from the McHenry County Community Foundation reviewed the current status of the building and recommended a number of necessary actions as well as some possible future uses/users.

The City Council established and appointed a new commission. The Old Courthouse and Sheriff's House Advisory Commission was formed to assess community needs, and leverage existing assets, to identify suitable future uses for these two historic buildings, as a pivotal part of the Woodstock Square. This nine-member commission has evaluated the potential success of public, private, and non-profit organizational ownership, including directing projects, finding tenants, building management and long-term maintenance. They will identify possible partnerships, leases and tenants, along with realistic/feasible funding sources, to ensure the historic preservation, complete restoration, and maximum public benefit is derived for these facilities. The Commission was appointed in December, 2015 and has been meeting on a monthly basis.

# TAX INCREMENT FINANCING FUND:
## 5-Year Summary Overview

| TAX INCREMENT FINANCING (TIF) FUND CIP 5-YEAR SUMMARY | | | | | | |
|---|---|---|---|---|---|---|
| | FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | 5-Year Total |
| Total Project Costs | $1,200,300 | $1,500,200 | $2,563,600 | $1,228,700 | $1,667,200 | $8,160,000 |
| # of Projects | 9 | 8 | 8 | 8 | 7 | 9 |



# TAX INCREMENT FINANCING FUND:
## Recommended Projects

| | Project | Priority | FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | 5-Year Total |
|---|---|---|---|---|---|---|---|---|
| 1 | TIF Bond Payments | A | $195,100 | $195,200 | $194,600 | $193,700 | $197,200 | **$975,800** |
| 2 | Façade Improvement Program | A | $25,000 | $25,000 | $25,000 | $ 25,000 | $0 | **$100,000** |
| 3 | Old Courthouse and Sheriff's House | A | $600,000 | $900,000 | $900,000 | $600,000 | $200,000 | **$3,200,000** |
| 4 | Downtown Brick Replacement | A | $25,000 | $50,000 | $30,000 | $30,000 | $60,000 | **$195,000** |
| 5 | Streetscape Improvements | B | $175,200 | $100,000 | $1,184,000 | $150,000 | $975,000 | **$2,584,200** |
| 6 | Sidewalk Maintenance and Replacement | B | $15,000 | $15,000 | $15,000 | $150,000 | $20,000 | **$80,000** |
| 7 | Pavement Management | B | $140,000 | $200,000 | $200,000 | $200,000 | $200,000 | **$940,000** |
| 8 | Pedway Mural | C | $10,000 | $0 | $0 | $0 | $0 | **$10,000** |
| 9 | Pedestrian Amenities | C | $15,000 | $15,000 | $15,000 | $15,000 | $15,000 | **$75,000** |
| | | **Totals** | **$1,200,300** | **$1,500,200** | **$2,563,600** | **$1,228,700** | **$1,667,200** | **$8,160,000** |
| | | **# of Projects** | **9** | **8** | **8** | **8** | **7** | **9** |

# TAX INCREMENT FINANCING FUND: Detailed Project Narratives

**Project:** **Tax Increment Financing (TIF) Bond Payments**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $195,100 | $195,200 | $194,600 | $193,700 | $197,200 | $975,800 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

In 2002, the City issued $2,575,000 in Alternate Revenue Bonds to provide funding for the purchase of several properties located within the TIF District to consolidate a redevelopment site and refund an existing bank loan used to purchase earlier parcels, as well as complete the necessary construction of public infrastructure improvements to allow for the eventual redevelopment of this site. A portion of this site has been transferred back to the private sector and is generating additional property tax revenues for the TIF.

In 2010, the City issued the Series 2010C and 2010E Alternate Revenue Bonds to refund the Series 2002E and 2002G Alternate Revenue Bonds. The refunding resulted in generating in excess of $29,000 in net present value savings for the TIF Fund. The Alternate Revenue Bonds are being repaid through the TIF District's property tax collections with the debt service payments reported directly within the TIF Fund. The annual debt service for the repayment of the 2010 Alternate Revenue Bonds ranges from $192,500 to $198,800 with the final repayment of these bonds occurring in FY21/22.

**Project:** **Façade Improvement Program**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $25,000 | $25,000 | $25,000 | $25,000 | $0 | $100,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2021
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

The Façade Improvement Program (FIP) was implemented in the FY09/10 annual budget and is designed to promote the continued use and maintenance of commercial buildings located within the TIF District. The program makes funds available as a 50/50 match for appropriate quality exterior rehabilitation of eligible structures. To

be eligible for funding under the Façade Improvement Program, the building must be located within the TIF District, and have paid real estate taxes into the TIF.

Improvements proposed for funding through the FIP may be subject to specific architectural and design guidelines as indentified in the Design Review Guidelines for Properties in the City of Woodstock's Downtown Business Historic Preservation District handbook, and review and approval by the Woodstock Historic Preservation Commission. Applicants are strongly encouraged to meet with the program administrator in the Building & Zoning Department in advance of the application deadline to discuss project eligibility and availability of program funds.

FY17/18: Funding requested for this fiscal year is back in line with the traditional level of $25,000. As of the preparation of this report, there have not been any specific projects proposed. However, based on past experience, there will likely be renovation projects proposed in the TIF, so it is important to have funds available.

Subsequent years' funding is requested at the traditional level of $25,000 with the City Council having the discretion to approve additional funding, if warranted.

**Project:** **Old Courthouse and Sheriff's House**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $600,000 | $900,000 | $900,000 | $600,000 | $200,000 | $3,200,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

In late 2011 the City of Woodstock approved a transfer agreement granting ownership of the Historic Old Courthouse and Sheriff's House - both structures are listed on the National Register of Historic Places and located within Woodstock's Historic District. The primary goal of the City is to ensure that the facilities are preserved and restored based on their historical significance and returned to private ownership with tax incentivization to be repaid through the transfer of property or future property tax revenues. In the summer of 2013 the Historic Preservation Commission recommended, and City Council approved, 1905 as the target restoration year for the buildings.

Major projects completed to date include a new water line to the Old Courthouse building separating the water service from the Sheriff's House, completion of most critical masonry repairs to both buildings and stabilization of the second floor courtroom ceiling, dome/cupola restoration, a new copper roof, the rebuilding of the front steps of both the Old Courhouse and Sheriff's House, and window restoration and replacement in the Sheriff's House. Window replacement on the south and west sides of the Old Courthouse

started in late 2016 and is expected to be completed in the current fiscal year. Staff has learned throughout the project that much of the original architects' project costs were greatly underestimated and unexpected damage has resulted in cost over-runs and change orders. With the appointment of the Old Courthouse Advisory Commission, this group has been called upon to assist with the prioritization of remaining repairs/improvements so the proposed fiscal year funding amounts, which are subject to change.

FY17/18: Major funding for this fiscal year will be for repair and restoration of the remaining windows in the Old Courthouse. As part of the window work, new window trim and masonry repairs to the sill and surrounding brick area will be necessary, which will add to the cost. Tuckpointing for both buildings is also proposed for this fiscal year to address the many loose bricks. The Sheriff's House roof over the restaurant area will need to be addressed in that it was not part of a 2009 roof project done by the restaurant owners, as well as a new gutter support system and cornice restoration. If the City plans to bring a new tenant into the Sheriff's House space, additional funding (which is not included in this request) will be necessary to replace outdated electrical wiring, repair damaged plaster and address handicapped accessibility to the building and code-compliant restrooms.

FY18/19: The City will need to address the restoration of the gable ends, soffits and additional masonry repairs on both structures. It is appropriate to addess the front glass enclosures that provide access to the basement of the Sheriff's House. The ceiling of the courtroom on the second floor should be addressed, architectural plans developed and scope of work laid out. Funding for this project may be spread out over two years due to the anticipated costs and work involved. The elevator and west entrance conceptual plan should also be formalized this year with project implementation for FY19/20.

FY19/20: The elevator and west entrance conceptual plan should be implemented. Part of this plan would be to address the west-side basement entrance to the Sheriff's House. The cinder-block structure is deteriorating and will need to be rebuilt or an alternative identified. Restoration of the winding staircase in the Old Courthouse should also be addressed in this fiscal year. Based on tenanting requirements it would appropriate to formalize architectural plans for interior remodeling of the the first and second floor to include ADA compliant bathrooms, and tenant worthy mechanicals and utility service.

FY20/21: The primary project this year will be the removal of the late addition to the Northeast corner of the Old Courthouse and implementation of interior build-out improvements as identified in the architectural plan prepared in the previous fiscal year. This was identified by the HPC as a desired improvement to meet the targeted 1905 restoration date.

FY21/22: Moving forward from this fiscal year most of the major improvement and restoration projects should be completed. The City will move into regular maintenance and operation of the building and will continue with interior improvements such as plaster work, decorative improvements, flooring/carpet replacement as needed and tenant improvements as required.

Funding requested over the five-year period for Old Courthouse and Sheriff's House improvements are expected to surpass the resources available within the Tax Increment Financing Fund and will require supplemental revenues likely to be derived from fundraising and grants, or the related timeframes outlined above will need to be extended to reduce the costs in any given year.

**Project:** **Downtown Brick Replacement**
**Priority Ranking:** A
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $25,000 | $50,000 | $30,000 | $30,000 | $60,000 | $195,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

One of the most unique characteristics of the historic downtown Square is the brick streets. One of the more unique challenges of having this type of street is maintaining it so that it is safe for motorists and pedestrians. The City began an annual downtown brick replacement program in FY09/10 for the sole purpose of maintaining this investment. Each year, thousands of bricks must be replaced because they have cracked, heaved, sunk, or shattered due to the stresses from cars, trucks, and snowplows. Settling occurs when water drains between the bricks leaving the base material wet and subject to more movement during the freeze/thaw cycle. Once a brick has failed, it puts additional stress on adjoining bricks causing them to wear unevenly and fail prematurely. Without regular maintenance, the brick streets on the Square will become hazardous to those same visitors and residents that the City is trying to attract.

Funds are requested in each year of this five-year planning period to pay the expenditures related to the replacement and repair of bricks within the streets on the Square, to pay for the replacement of cement bricks in the spring of each year, and to purchase additional clay bricks of the same size and shape as those that currently exist. The City needs to continue acquiring a sufficient quantity of bricks in order to have an adequate inventory to continue this work as needed. The only other way that bricks become available is when streetscape improvements like bumpouts are added. This requires bricks to be removed, and these bricks are then added to the City's inventory for future use. Additional funds are requested in FY18/19 and FY21/22 to purchase cement or clay bricks as needed to maintain stock for the annual brick replacement program.

Making this an annual program will help to reduce costs over time because work will not have to include damage that was allowed to compound over a number of years.

Deteriorated bricks on both the inside and outside driving surfaces of the entire Square have now been repaired and replaced since the program began. Each year, funds will be used to replace broken bricks and to restore areas that have settled or heaved due to the previous winter freeze/thaw cycle.

**Project:** **Streetscape Improvements**
**Priority Ranking:** B
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $175,200 | $100,000 | $1,184,000 | $150,000 | $975,000 | $2,584,200 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $1,000

**Project Purpose, Description and Benefit**

The Historic Woodstock Square has evolved as a unique shopping, dining and entertainment destination drawing visitors from, literally, around the world to enjoy its ambiance and "home town" feel. In fact, the Woodstock Square is an attraction unto itself, which adds to ensuring the economic vitality of the downtown business district. Much of the visual appeal of the Woodstock Square area is due to the City of Woodstock's focus on ensuring that the brick streets, Park-In-The-Square, sidewalks, Woodstock Opera House, Woodstock City Hall, the Old Courthouse and Sheriff's House are maintained at high standards.

Not unlike other downtowns; however, the evolution of some of the public improvements to the Woodstock Square and surrounding streets have, over many years, resulted in a certain "hardening" of some of the visual features in these areas. For example, years ago the decorative historic light fixtures were replaced with higher, concrete poles with visually unappealing "shoebox" light fixtures; street and intersection configurations were constructed to accommodate vehicular as opposed to pedestrian traffic; and the perimeter and/or feeder streets to the Woodstock Square have become disconnected from the appeal of the Square itself. In an effort to address these and other potential barriers to the continued revitalization of the downtown area, the City of Woodstock began working with professional consultants in FY02/03 to develop a Downtown Streetscape Manual to serve as the basis for the implementation of a continuing streetscape enhancement program. Elements included in the manual (i.e., pedestrian nodes, benches, plantings, trash receptacles, decorative lighting, stone veneer) have been included with such projects as the Calhoun Street resurfacing project; Sesquicentennial Park; Throop/Judd parking lot; Main Street improvements; and Woodstock Station.

As a result of this planning effort, the City has already been able to complete the following beneficial improvements to downtown streetscape features:

- Landscape islands (bumpouts) on Calhoun Street
- Landscape islands (bumpouts) on Main Street
- Landscape islands (bumpouts) on the interior of the Square
- Installation of decorative lights on Main Street
- Installation of decorative lights around the Square
- Landscape islands (bumpouts) on the outer perimeter of the Square
- Installation of coordinated streetscape amenities
- Installation of split stone veneer – outer wall – Park in the Square

It is recommended that future streetscape projects will include the following improvements and enhancements:

FY17/18 Purchase and installation of new light poles (22) in the interior of the Park-in-the-Square
The payment of the retainer for stone veneer installation in FY16/17.

FY18/19 Re-tuckpointing of split stone veneer
Design engineering – Pedestrian/emergency vehicle only access conversion – Benton Street from Judd to Church w/plan to eliminate overhead utilities.

FY19/20 Construction of Pedestrian/emergency vehicle only access conversion – Benton Street from Judd to Church

FY20/21 Re-tuckpointing of split stone veneer
Design of landscape island and entry feature on Throop St. at intersection with IL Rt. 120
Design plans to eliminate overhead utilities within the perimeter streets of the Square

FY21/22 Construction of landscape island and entry feature on Throop St. at intersection with IL Rt. 120
Replace shoebox light fixtures on access streets
Acquire property or facilitate long term easement for alley improvements between Main Street and Benton Street along with preparation of plans and specifications for same.

The successful implementation of these projects will further enhance the downtown business district and provide a benefit to the residents, businesses, and visitors to the community by ensuring that the downtown area remains a viable place to recreate, work, and visit.

**Project:** **Sidewalk Maintenance and Replacement**
**Priority Ranking:** B
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $15,000 | $15,000 | $15,000 | $15,000 | $20,000 | $80,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $0

**Project Purpose, Description and Benefit**

Aesthetic appeal of the Woodstock Square is a primary focus for Public Works, attainable through ensuring the brick paver streets, sidewalks, Park in the Square, Opera House, Old Courthouse and Sheriff's House, and City Hall are maintained at a high level. Safe pedestrian traffic is paramount to the health of the Square, as most visitors will park and walk to their destination. Regular maintenance, repair, and replacement of existing sidewalks and curbs are vital to create a safe environment for pedestrians.

Five different construction methods are available for this maintenance, with chosen methods for each area based upon its individual needs and the need to minimize any impact on the business community. These methods are mortar repair, mud jacking, crack sealing, concrete grinding, and physical removal and replacement of damaged concrete, or any combination thereof.

Use of requested funds within this five-year planning period is for the annual review of all concrete surfaces within the TIF district and to repair/replace/eliminate trip hazards, where necessary.

**Project:** **Pavement Management**
**Priority Ranking:** B
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $140,000 | $200,000 | $200,000 | $200,000 | $200,000 | $940,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** N/A

**Project Purpose, Description and Benefit**

In order to preserve the unique "home town" feel of the Historic Woodstock Square and ensure the economic vitality of the downtown business district, the City has focused on maintaining the brick streets, the Park-in-the-Square, the streetscape islands, the Woodstock Opera House and City Hall. The funding for downtown improvements; however, is not limited to the immediate Square or to the brick pavements. There are

many other streets in the TIF District that have a limited service life due to the concentrated traffic volumes that they serve each day.

The City currently utilizes the Motor Fuel Tax (MFT) funds to stripe and crack seal most neighborhood streets. While the street maintenance needs are constantly increasing, funds are limited and other funding sources within the community have been used to complete resurfacing, landscaping, lighting and sidewalk improvements. The City currently utilizes TIF funds to pay for these types of improvements within the boundaries of the TIF District.

In addition to funding street improvements, the ten (10) public parking lots within the TIF District contain more than 1,400 free parking spaces and they require yearly maintenance. These lots, used by business owners, employees and business patrons, are in addition to the on-street parking spaces that are currently available in and around the Woodstock Square. These parking lots need various forms of maintenance including crack sealing, seal coating and striping in order to preserve their integrity. They also require landscape maintenance and landscape updating every few years.

Recently resurfaced asphalt streets within the TIF District also need to be maintained. The City intends on utilizing a preservative seal product on newly resurfaced streets to extend the serviceable life of the asphalt.

In keeping with the suggestions noted in the Downtown Streetscape Program, the City will also look at removing the existing concrete surface on Johnson Street between Van Buren Street and Calhoun Street and replacing it with concrete brick pavers. The City would also review the removal of the existing asphalt surface on E. Jackson Street between Benton Street and Jefferson Street and replacing it with concrete brick pavers and landscaped bump-outs.

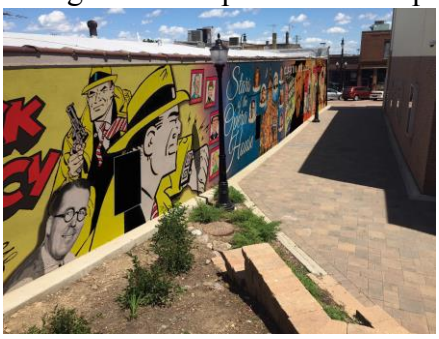
It is appropriate to utilize TIF funds to complete resurfacing, maintenance and landscape improvements on all streets and parking lots within the TIF District on an as-needed basis since they have a direct benefit in the success of local businesses and restaurants.

**Project:** **Pedway Mural**
**Priority Ranking:** C
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $10,000 | $0 | $0 | $0 | $0 | $10,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2018
**Annual Operating Costs:** $300

**Project Purpose, Description and Benefit**



Along the north portion of the pedway, which runs between the Throop Street Parking lot and Main Street, there is wall of a building that would be desireable for a mural. The mural would add some character to the pedway and it would improve the surroundings and experience for those who use the pedway. It is the City's intent to investigate grant opportunities to pay for all or a portion of the project, while at the same time there is consideration to pay a portion through local fundraising efforts. At the present time, the City Council has given authorization to start creating a detailed budget, look at copyrights, future rights, etc., and determine partnerships that might help implement and guide this project to fruition. Funds are requested in FY17/18 to help facilitate the application of a mural on the north wall of the pedway.

**Project:** **Pedestrian Amenities**
**Priority Ranking:** C
**Funding Request:**

| FY17/18 | FY18/19 | FY19/20 | FY20/21 | FY21/22 | Total |
|---|---|---|---|---|---|
| $15,000 | $15,000 | $15,000 | $15,000 | $15,000 | $75,000 |

**Estimated Start Date:** May, 2017
**Estimated Completion Date:** April, 2022
**Annual Operating Costs:** $200

**Project Purpose, Description and Benefit**

In FY02/03, the City Council hired a consultant, URS Corporation of Chicago, Illinois, to develop a comprehensive wayfinding and streetscape improvement program to serve as the basis for a multi-year streetscape and public infrastructure implementation plan. URS designers worked with Woodstock's citizen groups and City officials to develop the improvements to be used to create an identity for the downtown area and merchants, enabling wayfinding into the downtown, and to create a pedestrian-oriented streetscape conducive for street life and merchant interaction.

This streetscape plan developed by URS, and adopted by the City of Woodstock, has been used in the development of Sesquicentennial Park, the improvements to the Jefferson/Calhoun parking lot, the new Woodstock Station development, the Park in the Square, bumpouts at pedestrian crosswalks along Calhoun Street, and the bumpouts along the business frontage in the downtown Square proper. Streetscape improvements include, but are not limited to, the construction of pedestrian islands, the purchase and installation of benches and trash receptacles, purchase and installation of lighting elements, installation of planting areas, installation of bike racks, purchase of sign posts, and purchase of plant materials.

Funds ($15,000) through this line item are requested each of the five-year planning period to pay for the purchase of additional or replacement trash cans, planter boxes, cigarette butt receptacles, park benches, sign posts and bike racks on an as needed basis for use in the downtown area.