



GURNEE

COMMUNITY OF OPPORTUNITY



MULTI-YEAR CAPITAL PLAN

FISCAL YEARS 2024 - 2028

Gurnee Village Hall
325 North O'Plaine Road
Gurnee, Illinois 60031

Presented: January 9, 2023

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Elected Officials & Staff

Elected Officials

Thomas B. Hood – Mayor

Andy Harris – Village Clerk

Jeanne Balmes – Trustee

Greg Garner – Trustee

Karen Thorstenson – Trustee

Cheryl Ross – Trustee

Quin O'Brien – Trustee

Kevin Woodside – Trustee

Executive Staff

Patrick Muetz – Village Administrator

Brian Smith – Police Chief

John Kavanagh – Fire Chief

Heather Galan – Public Works Director

David Ziegler – Director of Community Development

Brian Gosnell – Finance Director

Chris Velkover – Information Systems Director

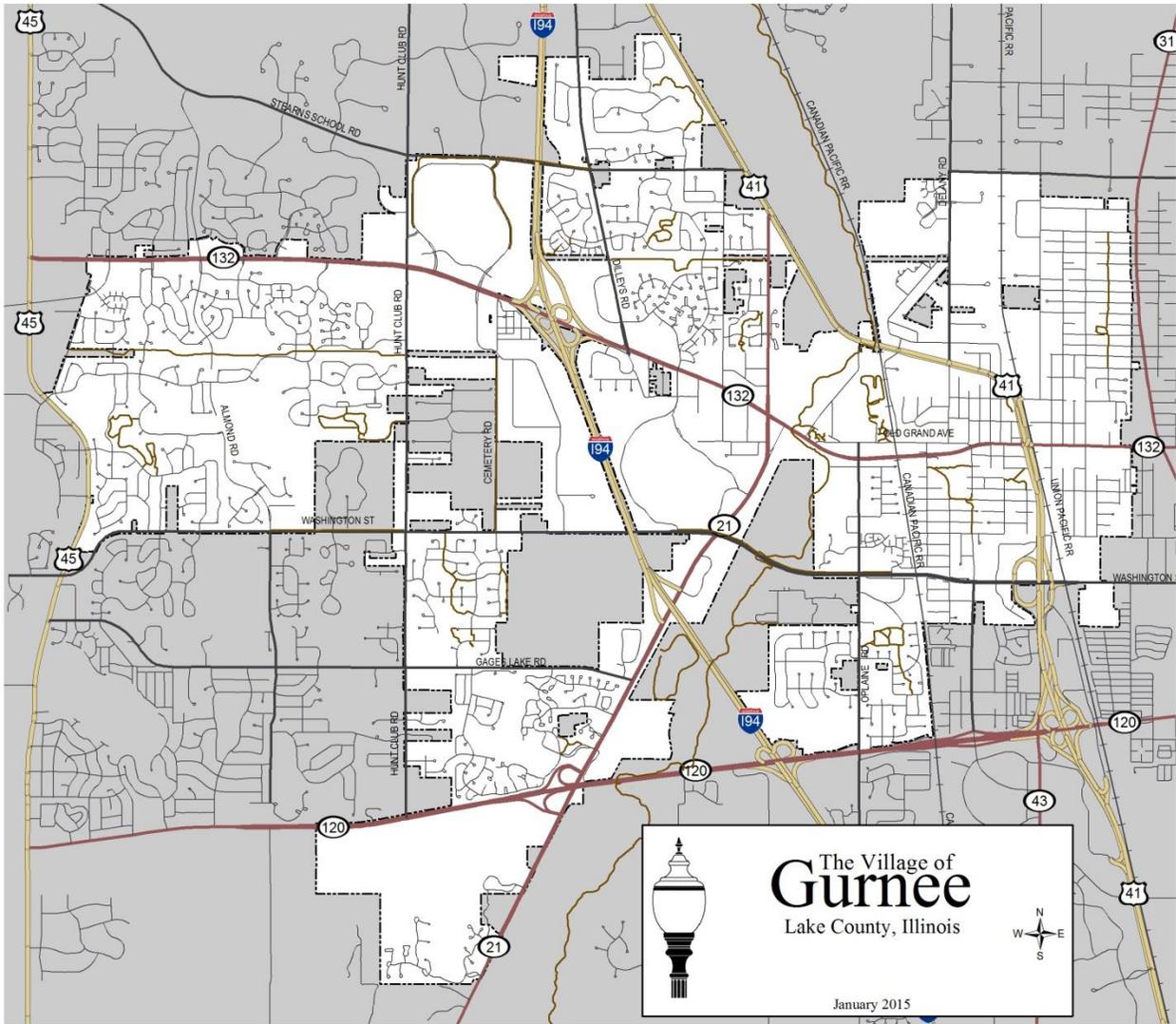
Nicholas Leach – Village Engineer

Christine Palmieri – Human Resources Director

Ellen Dean – Economic Development Director

Austin Pollack – Assistant to the Village Administrator

Village Map



- Incorporated: 1928
- Population: 30,706 (2020 Census)
- Land Area: 13.4 sq. miles

Honorable Mayor and Village Board:

Staff is pleased to submit the Multi-Year Capital Improvement Plan (CIP) for the fiscal years 2024 – 2028. The CIP represents the Village’s commitment to maintaining infrastructure and capital items needed to carry out the Village’s mission of Engage, Preserve, and Advance.

The purpose of preparing a CIP is to assist decision makers in identifying resources needed to maintain infrastructure, services and service levels, and potential future funding challenges and policy considerations.

It is important to note the CIP is a long-term planning document that is intended to be a fluid plan that will be constantly changing and updated based on the availability of funding and other unforeseen considerations. Individual projects or purchases will be vetted during the preparation of the Annual Budget and formally approved by the Village Board.

The CIP encompasses the Village’s main systems of infrastructure; [Transportation](#), [Stormwater Management](#) and [Water and Sewer](#), as well as capital items such as [Vehicles and Equipment](#), [Technology](#) and [Buildings and Building Improvements](#). Items included in the CIP meet the Village’s criteria of a capital asset as described in the Village’s Fixed Asset Policy ([Appendix A](#)).

For the upcoming fiscal year, the plan represents those items proposed in the FY2024 Budget. Beyond FY2024, items that are currently known are included in the appropriate year. Remaining funding is allocated based on general intent and historical need. Anticipated replacement costs are shown in today’s dollars, meaning there is no adjustment for inflation built into the plan.

The CIP was developed over several months with input from staff in all departments, and we wish to recognize the effort of all those involved in the process.

Sincerely,

Nicholas Leach
Village Engineer

Heather Galan
Public Works Director

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SECTION I – EXECUTIVE SUMMARY

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Section I: Executive Summary

Funding Strategy

The Village relies heavily on elastic, or economically sensitive, revenue sources such as Sales Tax, Amusement Tax and Food & Beverage Tax. Due to the sensitivity of these revenues, the Village strives to fund capital on a pay-as-you-go basis rather than incurring debt. This provides the Village greater flexibility to direct resources to maintaining vital services rather than debt payments in the event of an unforeseen drop in resources as was the case with the COVID-19 pandemic. The only exception to this is the Knowles Road water tower completed in FY2021 funded by a 20-year low interest (1.84%) IEPA loan. The Village is currently making payments sufficient to have this paid off in 10 years.

General Fund Surplus

A significant source of capital funding comes from General Fund Surplus balances. The Village budgets conservatively due to the elastic nature of General Fund revenues. For example, the Village budgets for all positions to be filled for the entire year. Employee turnover typically results in a savings and higher paid tenured employees are replaced by first year employees. This plan is built with the assumption of an annual surplus from the General Fund transferred to the Capital Fund of \$500 thousand annually. The Village is also considering utilizing General Fund surpluses to offset needed increases in water rates to fund Water & Sewer related capital items. There is no assumption built in the plan for a transfer from the General Fund to the Water & Sewer Fund.

Home Rule Sales Tax

In 2014 the Village Board instituted an additional 0.5% Home Rule Sales Tax. This additional revenue was dedicated for infrastructure and capital spending, and is the primary basis for funding the [Transportation System Plan](#).

Motor Fuel Tax

Motor Fuel Tax (MFT) funds are restricted funds distributed by the State of Illinois. MFT Funds may only be used for transportation related projects and require oversight by the Illinois Department of transportation (IDOT). In 2019, the State of Illinois increased the State Motor Fuel Tax from 19 cents per gallon to 38 cents per gallon of gasoline and from 21.5 cents to 45.5 cents per gallon of diesel fuel. This is the funding source for the State “Rebuild Illinois” \$45 billion capital plan. Starting in FY2022, the State distributed local Rebuild Illinois funds to communities based on their MFT allotments. These funds are dispensed in two payments per year over three years, with the requirement to spend those funds on restricted capital transportation improvements within five years. The Village has received approximately half of the grand total allocation of \$2,062,500. The Village accounts for these distributions in the Motor Fuel Tax Fund, as they are restricted to use for certain transportation system projects. In addition, the State allocated a portion of the increase directly to municipalities in a program called the

“Transportation Renewal Fund”. These funds began in FY2022 and account for an additional \$500 thousand annually.

Impact Fees

During periods of growth the Village has accumulated impact fees from various development projects to offset future impacts of the development on infrastructure systems. The Village has allowed these funds to accumulate in a separate fund for future use. An annual transfer from the Impact Fee Fund to the Capital Improvement Fund helps offset the costs of Storm Water Management and sidewalk related projects.

Capital Grants

The Village pursues capital grants whenever possible and has been successful in receiving grants. The Fire Department has received numerous grants over the past several years for equipment, and the Public Works Department has used grants to outfit Village facilities with LED lighting. The Village will continue to pursue grants for projects as they are available.

Water & Sewer Rates

Water & Sewer related infrastructure and capital funding has historically relied on revenues from new development in the form of connection and user fees. As new development opportunities became more scarce, it became apparent Water & Sewer rates were not sufficient to sustain a capital replacement program. In 2011, the Village conducted a water rate study and as a result of the findings, a base fee and incremental annual increase in rates were implemented. The incremental increases expired on October 1, 2015. Effective May 1, 2016, the Village renewed its multi-year rate plan to include incremental annual increases on May 1 through FY2021 (May 1, 2020). These incremental increases provided sufficient annual funding during this timeframe as noted in the original 2011 water rate study. Future rate adjustment plans will focus on maintaining capital funding levels and keeping pace with inflationary increases related to capital costs. In FY2022 and FY2023, the Village held rates steady recognizing the hardship customer’s face as the economy recovers from the COVID-19 crisis. The Village is planning an update to water rates and a policy to utilize General Fund surpluses to offset a portion of rate increases during the FY2024 budget cycle. For planning purposes, rates are projected to remain flat throughout the plan period and \$1 million annual placeholder for underground work is included.

Water & Sewer Fund Reserves

In FY2018 the Village instituted a rate plan and capital funding plan that would utilize excess reserves, capture CLCJAWA rate decreases, and modest rate increases to provide adequate funding for a sustained capital program into the immediate future. With the fund balance drawn down complete, addition of debt service related to the Knowles Road Water Tower and no rate increases, the Village has fallen behind the annual requirement for capital funding. Staff is reviewing policy to provide funding and offset larger rate increases by utilizing General Fund surpluses. As of the report date, this is still being determined and therefore not built in to the plan.

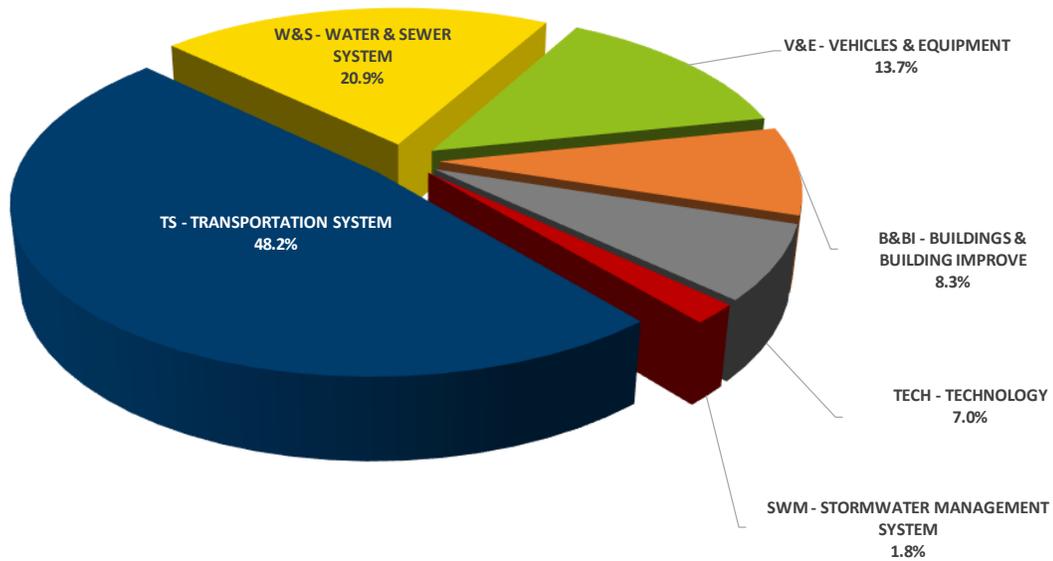
Plan Summary

FY2024 Plan Summary

The proposed FY2024 Capital Plan totals \$16.3 million. The largest category in the proposed plan is the Transportation System that totals \$7.9 million or 48.2%. The Water & Sewer System is the second largest category at \$3.4 million or 20.9%. Vehicles & Equipment totals \$2.2 million or 13.7%, Buildings & improvements at \$1.4 million or 8.3%, Technology totals \$1.1 million or 7.0% and Stormwater Management totals \$300 thousand or 1.8%..

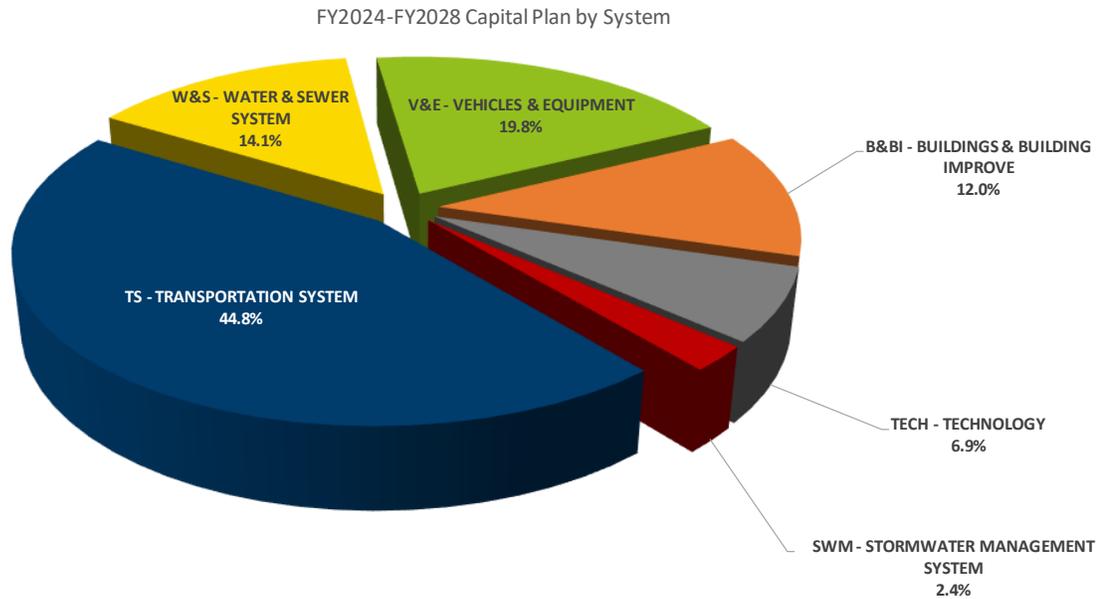
Capital Plan by System	FY2023 Budget	FY2023 Estimate	FY2024 Proposed	FY2025 Projected	FY2026 Projected	FY2027 Projected	FY2028 Projected	5-Year Total
Total	\$17,502,610	\$15,639,207	\$16,315,900	\$10,184,500	\$10,794,000	\$9,125,000	\$8,534,000	\$54,953,400
% Change vs. Prior Year	0.00%	-10.65%	4.33%	-37.58%	5.98%	-15.46%	-6.48%	
TS - TRANSPORTATION SYSTEM	\$7,894,260	\$7,234,757	\$7,870,000	\$4,265,000	\$4,165,000	\$4,165,000	\$4,165,000	\$24,630,000
W&S - WATER & SEWER SYSTEM	\$4,085,000	\$3,610,000	\$3,410,000	\$1,090,000	\$1,090,000	\$1,090,000	\$1,090,000	\$7,770,000
V&E - VEHICLES & EQUIPMENT	\$3,618,700	\$3,523,700	\$2,228,000	\$2,059,500	\$2,020,000	\$2,491,000	\$2,085,000	\$10,883,500
B&BI - BUILDINGS & BUILDING IMPROVE	\$513,000	\$425,000	\$1,360,000	\$1,445,000	\$2,590,000	\$590,000	\$590,000	\$6,575,000
TECH - TECHNOLOGY	\$1,091,650	\$545,750	\$1,147,900	\$1,075,000	\$679,000	\$539,000	\$354,000	\$3,794,900
SWM - STORMWATER MANAGEMENT SYSTEM	\$300,000	\$300,000	\$300,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,300,000

FY2024 Proposed Capital Plan by System



FY2024 – 2028 Plan Summary

Expenditures over the 5-year plan period total \$54.9 million. Transportation System spending totals \$24.6 million or 44.8%. Water and Sewer System spending totals \$7.8 million or 14.1% which is expected to increase significantly once the policy for utilizing General Fund surpluses is complete, Vehicles & Equipment totals \$10.9 million or 19.8%, Buildings and Improvements totals \$6.6 million or 12.0%, Technology totals \$3.8 million or 6.9%, and Stormwater Management spending accounts for \$1.3 million or 2.4%.





SECTION II – FUNDING SUMMARY

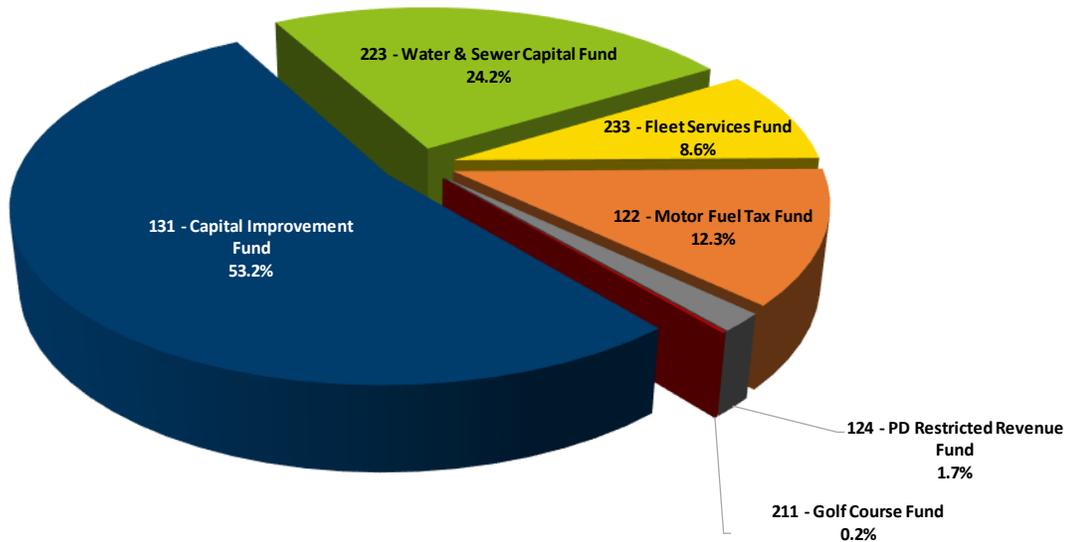
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Section II: Funding Summary

The Village accounts for capital and infrastructure spending in three main capital funds; the Capital Improvement Fund (131) which accounts for 53.2%, the Water & Sewer Capital Fund (223) which accounts for 24.2% and the Fleet Services Fund (233) which accounts for 8.6% of total capital spending proposed for FY2024-FY2028. The Motor Fuel Tax (122) special revenue fund is utilized for transportation system spending and accounts for 12.3%. The Police Department Restricted Revenue Fund (124) is utilized for certain police related purchases; and the Golf Course Enterprise Fund (211) is utilized for capital related to Bittersweet Golf Course and account for 1.7% and 0.2% respectively of the 5-year plan. The chart below depicts the breakdown of capital spending by fund over the plan period.

Capital Plan by Fund	FY2023 Budget	FY2023 Estimate	FY2024 Proposed	FY2025 Projected	FY2026 Projected	FY2027 Projected	FY2028 Projected	5-Year Total
Total	\$17,502,610	\$15,639,207	\$16,315,900	\$10,184,500	\$10,794,000	\$9,125,000	\$8,534,000	\$54,953,400
% Change vs. Prior Year	0.00%	-10.65%	4.33%	-37.58%	5.98%	-15.46%	-6.48%	
131 - Capital Improvement Fund	\$8,377,910	\$7,227,007	\$8,672,900	\$5,999,500	\$4,806,500	\$5,160,000	\$4,546,500	\$29,185,400
223 - Water & Sewer Capital Fund	\$4,397,500	\$3,780,000	\$3,945,000	\$1,535,000	\$1,337,500	\$1,315,000	\$1,337,500	\$9,470,000
233 - Fleet Services Fund	\$2,167,200	\$2,072,200	\$1,397,000	\$1,550,000	\$1,550,000	\$1,550,000	\$1,550,000	\$7,597,000
122 - Motor Fuel Tax Fund	\$2,345,000	\$2,345,000	\$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$6,000,000
124 - PD Restricted Revenue Fund	\$165,000	\$165,000	\$276,000	\$75,000	\$75,000	\$75,000	\$75,000	\$576,000
211 - Golf Course Fund	\$50,000	\$50,000	\$25,000	\$25,000	\$2,025,000	\$25,000	\$25,000	\$2,125,000

FY2024 Proposed Capital Plan by Fund



Motor Fuel Tax Fund – 122

Illinois imposes a tax on the privilege of operating motor vehicles and watercraft on public highways and waterways. The tax is based on the consumption of fuel and totals 38 cents per gallon on non-diesel fuel and 45.5 cents on diesel and increases annually based on inflation. The State collects the tax and currently distributes 26.7% to local taxing districts based on a statutory formula that includes population. In addition to the motor fuel tax, the Village also receives disbursements for other state and federal capital programs such as Rebuild Illinois and High Growth Cities. Collectively these revenues make up the Motor Fuel Tax Fund and are restricted for use on the transportation system. The tax is expected to decrease over time as vehicles become more fuel efficient and mass transit options become more prevalent.

Police Department Restricted Revenue Fund – 124

The Police Department Restricted Revenue Fund was established to account for monies acquired through the outcome of drug-related criminal cases. Federal and State law requires that these monies be expended locally in law enforcement efforts. The Village may utilize these funds for capital purchases related to those efforts.

Capital Improvement Fund - 131

The Capital Improvement Fund accounts for general government capital asset purchases. Capital purchases in this fund include transportation and stormwater management maintenance and replacement, vehicles and equipment, and buildings and improvements. The primary funding sources include Home Rule Sales Tax and surplus transfers from the General Fund.

Golf Course Fund – 211

The Golf Course Fund was established in 1992 when property was purchased with a combination of donations of cash and acreage in the Village. The Village originally leased the property to a golf course builder who was to operate the course for a 23-year period and then turn the golf course over to the Village. The golf course opened in the summer of 1996 and in April 2011, the Village entered into an agreement that enabled the Village to purchase the existing leasehold interest for the Bittersweet Golf Course. The Village has enlisted an independent course operator to manage the Golf Course. While the day to day operations of the course are managed by the course operator, the capital and infrastructure related to the course are accounted for and funded by the Village. Starting in FY2021, the Village deposits any Amusement Tax generated by the course back into the Golf Course Fund to be utilized for course improvements.

Water & Sewer Capital Fund – 223

The Village established a Water & Sewer Capital Fund to segregate capital expenditures from operations. As a proprietary fund, Generally Accepted Accounting Principles requires the Water & Sewer Capital Fund be reported in combination with the Water & Sewer Operating Fund as one enterprise on a full accrual basis of accounting. Capital purchases for the Water & Sewer Systems are funded in part by rates, excess fund balance, and potentially home rule sales tax. Users of the systems are charged a variable and a fixed rate based on meter size and usage.

Fleet Services Fund – 233

With the adoption of the FY2021 Budget, the Village established the Fleet Services Fund. The purpose is to operate the garage and replacement of the fleet as a self-sustaining enterprise fund. It is funded through chargebacks to departments in the General Fund for operations, transfers from the Capital Improvement Fund for general government vehicles and equipment, and the Water & Sewer Fund for utility related vehicles and equipment.

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SECTION III – TRANSPORTATION SYSTEM

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Section III: Transportation System

Overview

The Village's transportation system consists of both pedestrian and vehicular facilities. The Village recognizes the need to have a network of pedestrian connections throughout the community and the Village Board adopted the Village of Gurnee Pedestrian/Bicycle Trail Master Plan in 1994 to serve as a guide for the Village's trail system. The Village established the Blue Ribbon Commission in 2015 to identify areas where walkability and biking could be enhanced and updated the Master Plan accordingly in FY2017-2018. Funds are included in the plan for the construction of additional sidewalk and pedestrian paths over the next 5-years. Pedestrian facilities include concrete sidewalks, paved pedestrian trails, bridges, and unpaved pedestrian trails throughout the community. The Village maintains approximately 146 miles of concrete sidewalk on local, county, and state roadways.

The Village's roadway network consists of paved local roadways and bridges that interconnect to Township, County, and State roadways. Capital expenditures for roadways include new installations, preventative maintenance, and rehabilitation. The Village maintains the equivalent of about 121 centerline miles of roadway pavement in the community consisting of about 20% rural cross section (with roadside ditches) and 80% urban cross section (with curb and gutter).

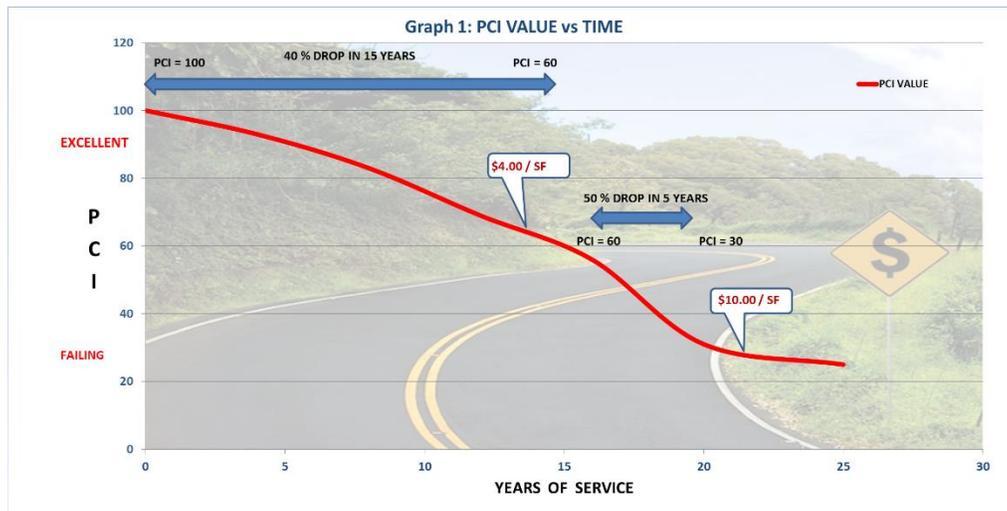
Assumptions & Approach

Expansion of the roadway and pedestrian network is costly and historically the Village has only pursued expansion as part of larger regional projects. The focus of capital funding for this system is expected to maintain the existing facilities rather than building new, with the exception of interconnecting the existing pedestrian network. Maintenance of the pedestrian path system is primarily focused on eliminating trip hazards that form when concrete slabs are displaced due to settlement or uplift.

The priorities of the annual resurfacing/reconstruction program are based on a pavement condition index (PCI) survey conducted in 2022 that rated road surfaces on a scale of 1-100 with a ranking 100 being a perfect surface. Deterioration rates of pavements vary based on a combination of initial construction methods, weather conditions, traffic, and existing distress therefore regular evaluation of the pavement network is required.

Maintaining the transportation systems in the Village of Gurnee is typically the largest budgetary line item in the capital plan. Staff assumes roadway pavements to last 15-20 years before the condition begins to deteriorate at an increasing rate which requires more costly reconstruction from the ground up. The pavement life curve in Graph 1 below demonstrates a typical deterioration pattern in this region.

Graph 1

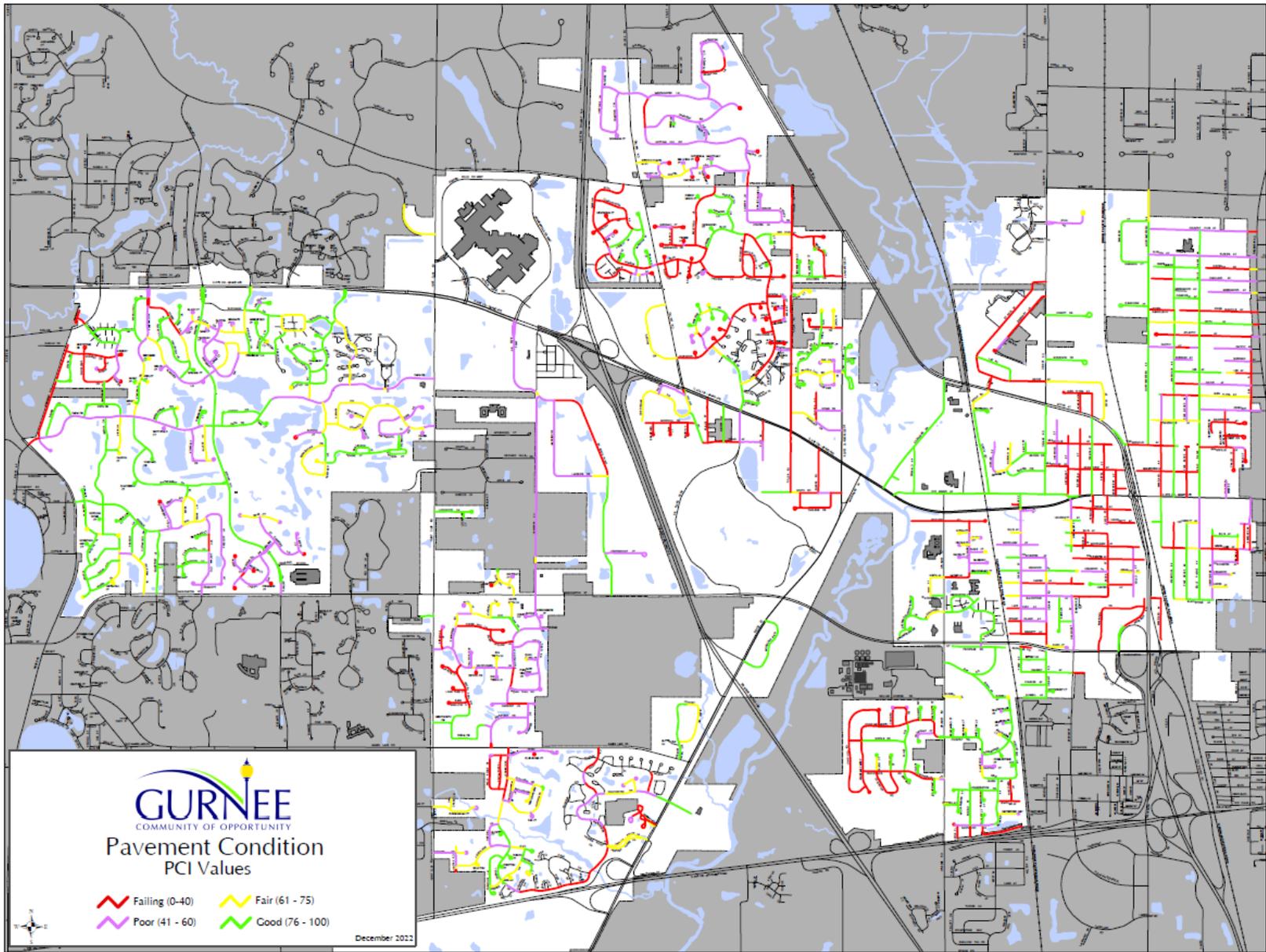


The recommended approach to maintaining roadway pavement is to invest in lower cost preventative maintenance to avoid structural failure of the pavement section that commonly occurs once the PCI drops below about 60. At this PCI level the amount of cracking in the surface typically results in significant water intrusion into the roadbed where frost-heave action essentially pulverizes the remaining pavement.

To maintain a high level of service and the best return on investment the Village targets six miles of roadway resurfacing per year for a 20 year cycle (121 miles / 20 years), however in recent past the Village has been able to program five miles of roadway resurfacing every year which represents a 25 year replacement cycle. As more capital funds are available, the Village intends to strive for the six mile per year mark to get back to a 20 year replacement cycle.

This previous FY the Village was able to resurface and reconstruct 6.4 miles of roadway. The FY2023/2024 program will be similar combination of more expensive reconstruction and resurfacing. This comes to a total of approximately 5.5 miles of roadway improvements. By rehabilitating roadway surfaces and continuing preventative maintenance, the Village can minimize the risk of unexpected large-scale pavement failures and continue towards a target budget annually for rehabilitation of six miles of roadway surface at approximately \$6 million with a 20 year life cycle.

The following pavement condition map depicts survey work completed in 2022 and has been updated to reflect work since the study. The average PCI rating for the roadway throughout the Village is 61 PCI. The previous pavement condition survey was performed in 2019 with an average condition rating of 57 PCI. The Village was able to improve the average PCI rating four points since 2019 with the preventive maintenance measures, such as resurfacing and patching, and reconstructions.

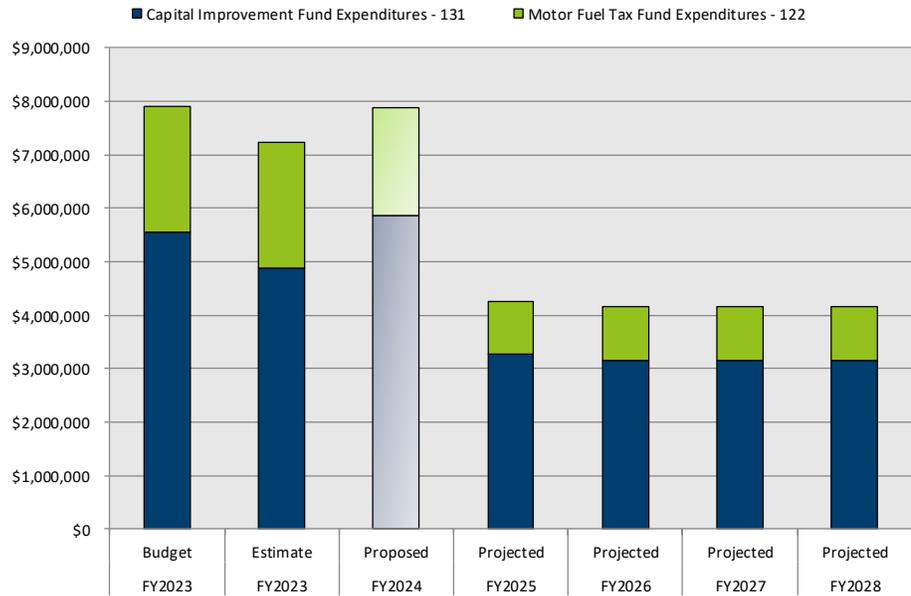


Transportation System Spending Projections

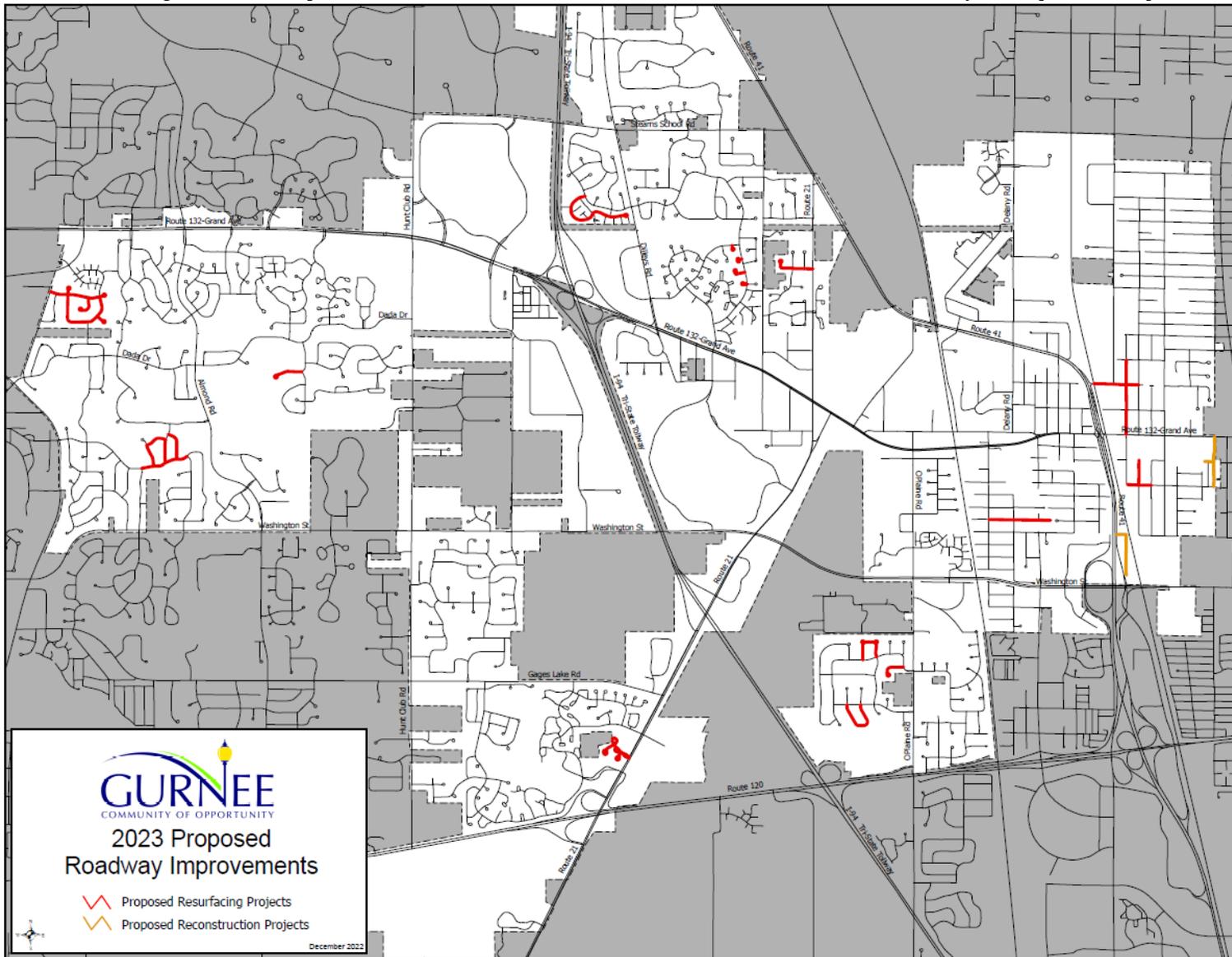
Transportation system spending over the plan period totals \$25.2 million. Following is a list of proposed spending for the upcoming fiscal year, any notable anticipated expenditures in the out years, and a graphic that depicts anticipated spending on transportation system assets throughout the plan period.

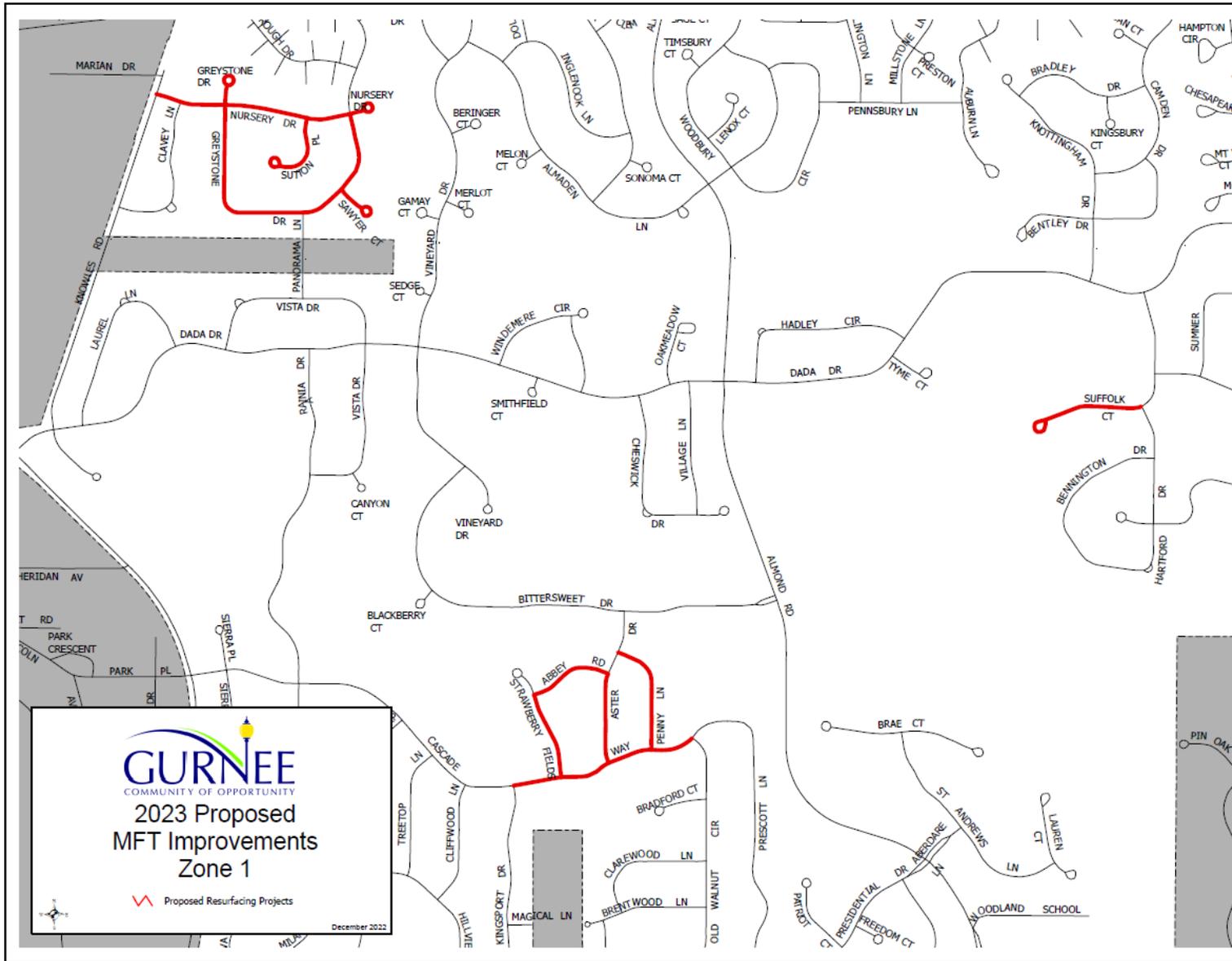
- FY2024 - \$7.9 million
 - \$6.5 million in rehabilitation work including:
 - \$4.5 million street resurfacing
 - \$1.5 million street reconstruction
 - \$500 thousand in patching
 - \$500 thousand for the pedestrian path along Dilley's (potentially reimbursed from Lake County)
 - \$415 thousand in Engineering consulting and inspections
 - \$165 thousand for sidewalk improvements
 - \$150 thousand in pavement marking upgrades
 - \$140 thousand for intersection reconfiguration at Washington and Hunt Club

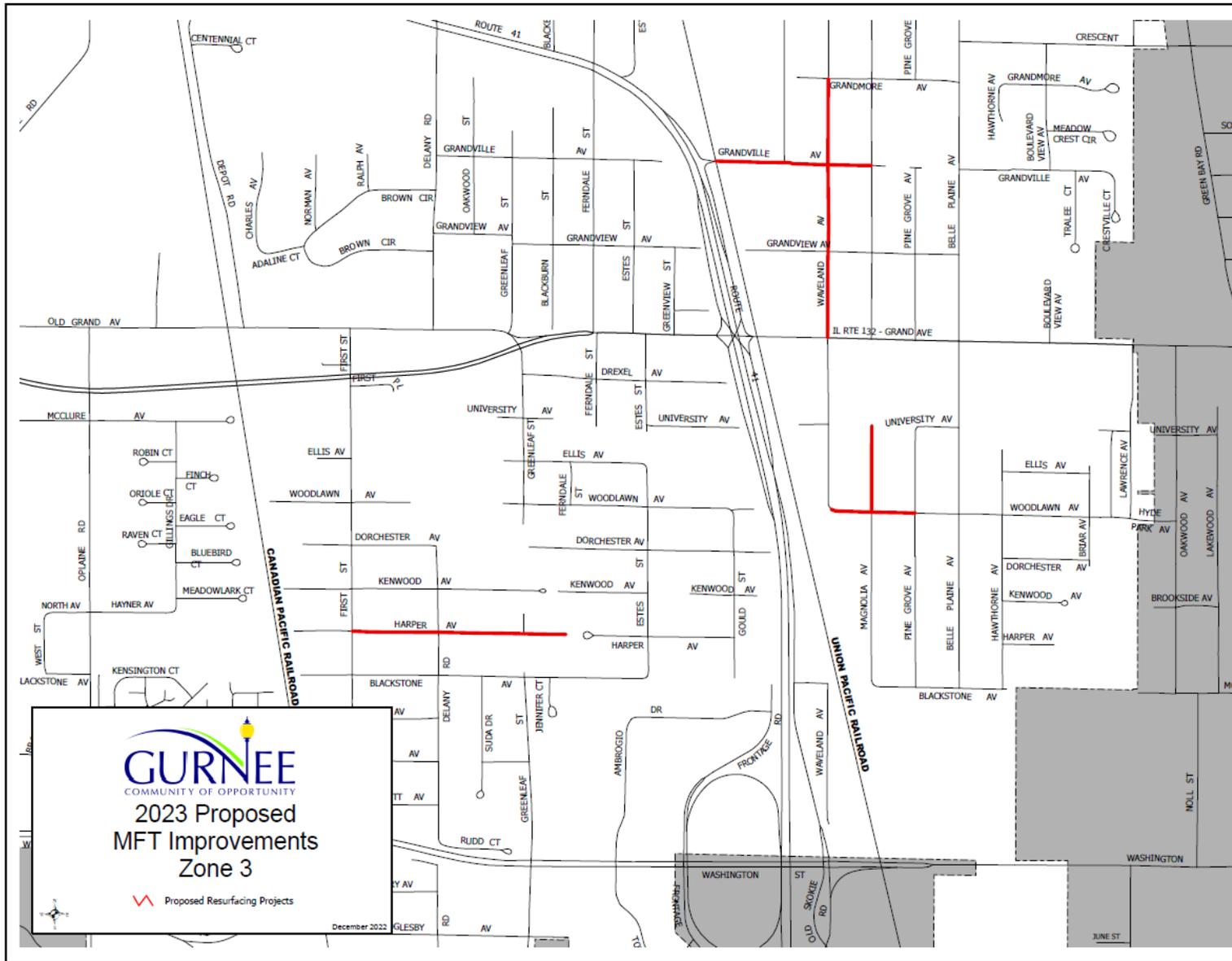
Transportation System	FY2023 Budget	FY2023 Estimate	FY2024 Proposed	FY2025 Projected	FY2026 Projected	FY2027 Projected	FY2028 Projected
Total Transportation System Expenditures	\$7,894,260	\$7,234,757	\$7,870,000	\$4,265,000	\$4,165,000	\$4,165,000	\$4,165,000
% Change vs. Prior Year	0.00%	-8.35%	8.78%	-45.81%	-2.34%	0.00%	0.00%
Motor Fuel Tax Fund Expenditures - 122	\$2,345,000	\$2,345,000	\$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
% Change vs. Prior Year	0.00%	0.00%	-14.71%	-50.00%	0.00%	0.00%	0.00%
12275400 443012 - STREET SURFACING-MAINT	\$1,860,000	\$1,860,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
12275471 443012 - STREET SURFACING-MAINT	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$0
12275472 443012 - STREET SURFACING-MAINT	\$440,000	\$440,000	\$1,000,000	\$0	\$0	\$0	\$0
Capital Improvement Fund Expenditures - 131	\$5,549,260	\$4,889,757	\$5,870,000	\$3,265,000	\$3,165,000	\$3,165,000	\$3,165,000
% Change vs. Prior Year	0.00%	-11.88%	20.05%	-44.38%	-3.06%	0.00%	0.00%
13175100 474004 - STREET LIGHTS	\$128,000	\$128,000	\$0	\$0	\$0	\$0	\$0
13175150 433008 - ENGINEERING CONSULTANT	\$375,000	\$285,000	\$415,000	\$300,000	\$200,000	\$200,000	\$200,000
13175150 443012 - STREET SURFACING-MAINT	\$4,376,260	\$3,940,000	\$4,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000
13175150 443014 - PAVEMENT MARKING	\$150,000	\$16,757	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
13175150 443015 - PUBLIC SIDEWALK	\$155,000	\$155,000	\$165,000	\$165,000	\$165,000	\$165,000	\$165,000
13175150 472002 - INTERGOV COST SHARING	\$165,000	\$165,000	\$140,000	\$0	\$0	\$0	\$0
13175150 472011 - SIDEWALK IMPROVEMENTS	\$200,000	\$200,000	\$500,000	\$150,000	\$150,000	\$150,000	\$150,000

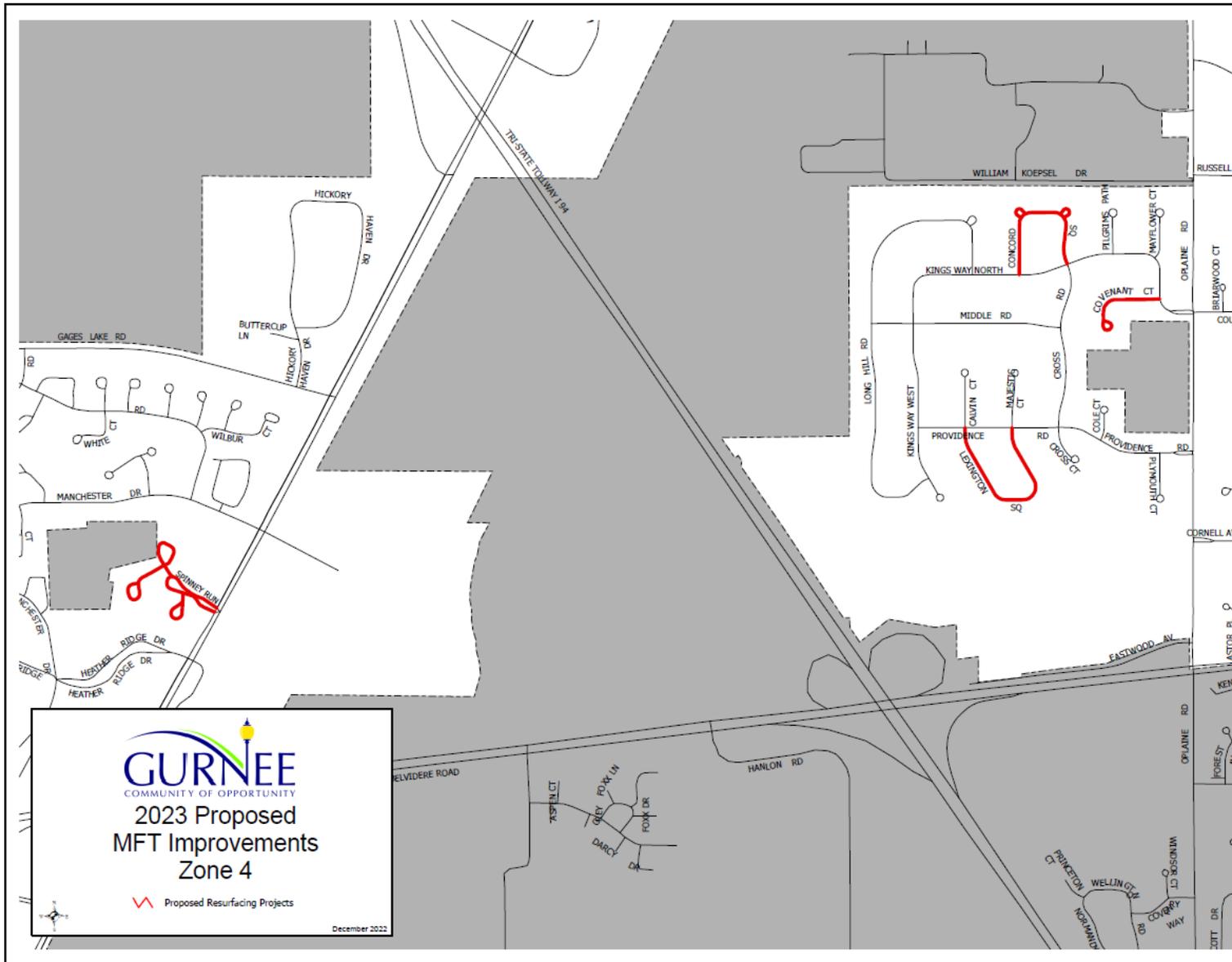


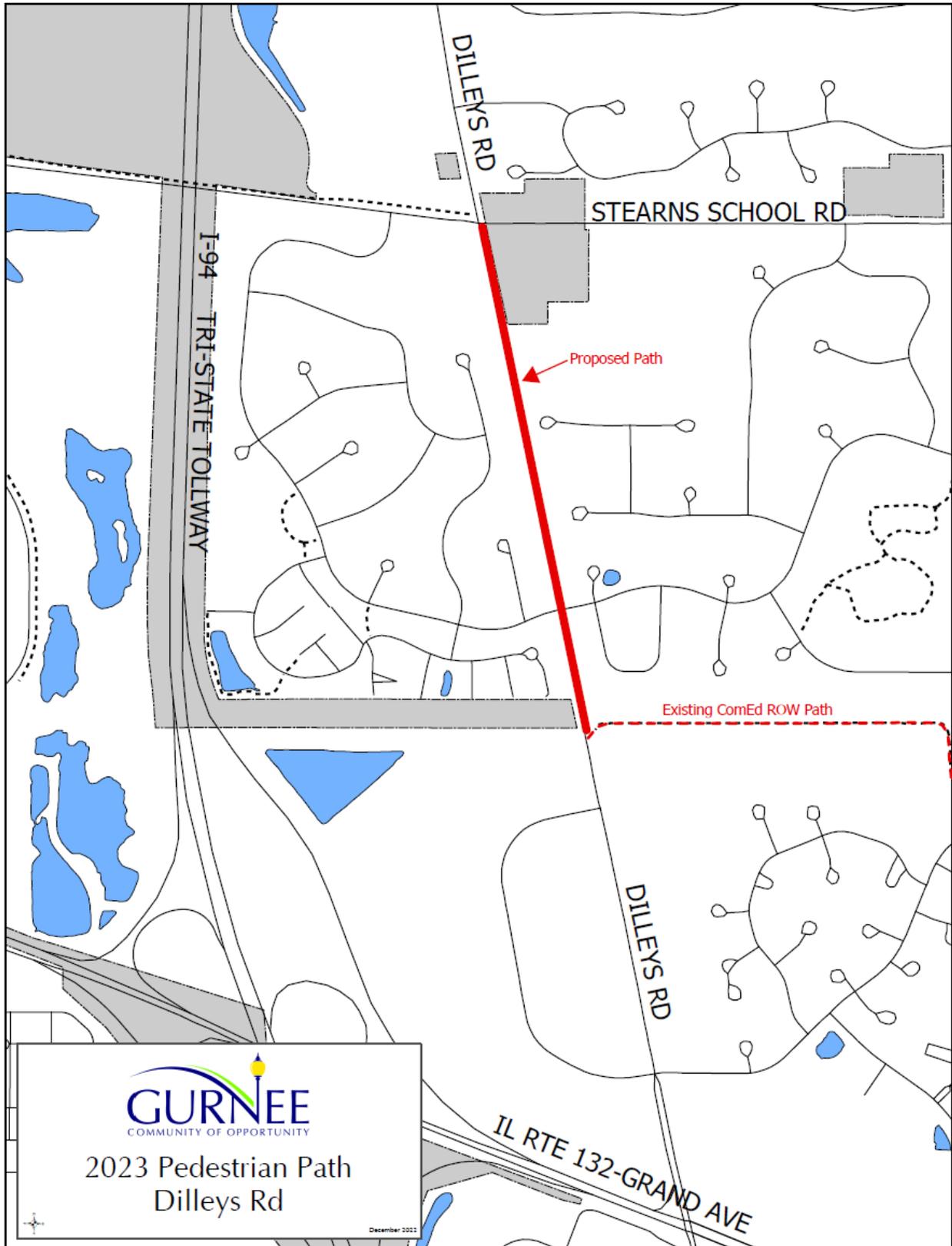
Transportation System Plan Details - 2023 Construction Season Projects (FY2024)











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SECTION IV – STORMWATER MANAGEMENT
SYSTEM

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Section IV: Stormwater Management System

Overview

The Village of Gurnee is responsible for many aspects of stormwater management including stormwater conveyance and storage, water quality, and regulating development to minimize the risk of flooding.

The Village maintains extensive conveyance and storage systems throughout the community to handle stormwater runoff. Runoff enters roadside ditches or storm sewer pipes and is conveyed to neighborhood detention basins. Each detention basin has a specific outlet control structure which regulates the outflow to minimize the potential for flooding downstream. After stormwater is released from the neighborhood detention basins the majority of the Village drains to the Des Plaines River.

The Village is responsible for maintaining approximately 135 miles of storm sewer pipe and 30 detention basins. The remaining detention basins (over 270) are maintained by their respective property owners or associations. Village staff regularly inspects these facilities to ensure that they will operate properly when needed. As the Village of Gurnee matures, resources will be needed to maintain the existing facilities and make improvements to enhance the operation of the stormwater management system to minimize flooding.

The local water quality aspect of stormwater management began with the 1999 amendment to the 1972 Clean Water Act. The Village of Gurnee is now required to monitor and minimize pollution in stormwater runoff from sources such as illegal dumping and from paved areas like roadways and parking lots. In 2009, the Village of Gurnee adopted a Stormwater Management Program Plan (SMPP) with the intent of minimizing pollution found in stormwater runoff. The SMPP includes programs to raise awareness through public education and commit resources to inspect, detect, and eliminate pollution in the stormwater management system.

Minimizing the flooding risk for new development in the Village is achieved by regulating construction in accordance with the Watershed Development Ordinance first adopted in 1992 and amended most recently in 2020. The Village also has a program to purchase property and remove flood prone structures near the Des Plaines River and its tributaries. The Village works with the Lake County Stormwater Management Commission to apply for state and federal grant money to purchase flood properties from willing sellers. Leveraging local funds with government grants has proven to be an extremely effective method to reduce the number of structures in the special flood hazard area.

Assumptions & Approach

As the Village and science of stormwater management matured, the focus of capital spending was on enhancements to existing Village-owned detention basins to optimize their effectiveness. In recent years, the need for structural improvements has declined and the focus has now turned to long-term maintenance of piping and detention basins.

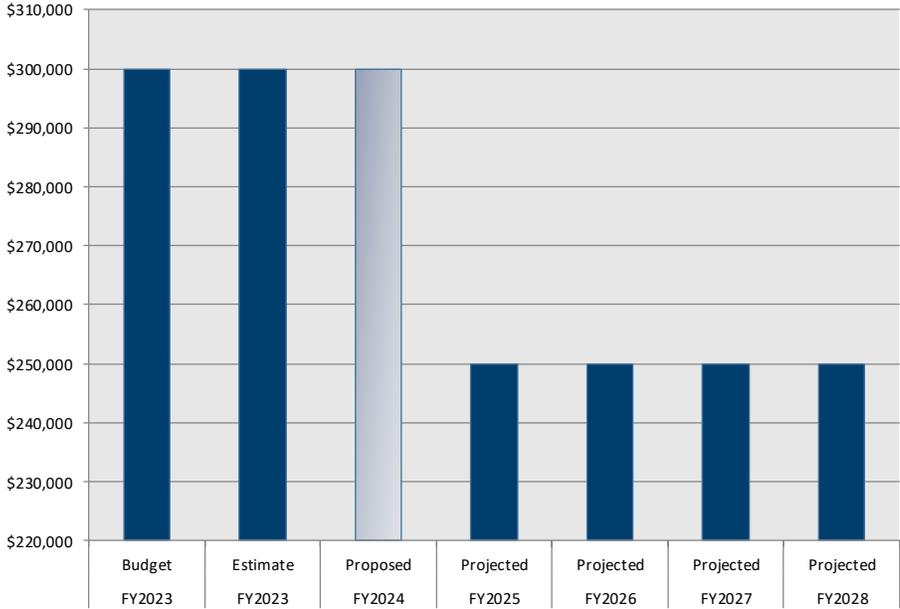
The recommended approach is to continue to inspect and maintain or repair stormwater facilities as needed and continue to leverage local funds with governmental grant programs to acquire and demolish flood prone structures.

Stormwater Management System Spending Projections

There is no dedicated source of funding for the stormwater management system. In recent years, funding for these programs has been provided through General Fund and Impact Fee transfers as part of the annual budget process. Following is a list of proposed spending for the upcoming fiscal year, any notable anticipated expenditures in the out years, and a graphic that depicts anticipated spending on Stormwater Management System assets throughout the plan period.

- FY2024 - \$300 thousand
 - \$150 thousand for culvert work near the American Legion, storm sewer on Keith and Atlantic, and various minor storm sewer improvements.
 - \$150 thousand for floodplain property acquisition and demolition

Stormwater Management System	FY2023 Budget	FY2023 Estimate	FY2024 <i>Proposed</i>	FY2025 Projected	FY2026 Projected	FY2027 Projected	FY2028 Projected
Total Stormwater Management System Expenditure:	\$300,000	\$300,000	\$300,000	\$250,000	\$250,000	\$250,000	\$250,000
% Change vs. Prior Year	0.00%	0.00%	0.00%	-16.67%	0.00%	0.00%	0.00%
Capital Improvement Fund Expenditures - 131	\$300,000	\$300,000	\$300,000	\$250,000	\$250,000	\$250,000	\$250,000
% Change vs. Prior Year	0.00%	0.00%	0.00%	-16.67%	0.00%	0.00%	0.00%
13175150 471002 - LAND ACQUISITION	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
13175150 472006 - DRAINAGE IMPROVEMENTS	\$150,000	\$150,000	\$150,000	\$100,000	\$100,000	\$100,000	\$100,000





RIVERSIDE DR IL RTE 21

4885

4821

MILWAUKEE AVE



IL RTE 132 GRAND AVE

749 Milwaukee

720

GURNEE
COMMUNITY OF OPPORTUNITY

Proposed
Culvert Replacement

December 2022



SECTION V – WATER & SEWER SYSTEM

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Section V: Water & Sewer System

Overview

The Village of Gurnee's original water system was put into operation in 1960. At that time it was connected to the Waukegan system at Sunset Avenue and Northwestern Avenue. Water was supplied through the Waukegan system and a deep well located at Fire Station #1 on Old Grand Avenue. The system consisted of one deep well, a 200,000-gallon elevated tank, and a distribution system consisting of 13.9 miles of water main. With the early growth of the Village came the expansion of the Village's water system.

From 1960 to 1990, the Village's water distribution system increased from 13.9 miles to 73.7 miles. This represents a five-fold increase during the thirty-year time frame. From 1990 to present, the system has more than doubled in length from 73.7 miles to 182 miles. The Village's water source was changed in 1992 and continues to be provided by the Central Lake County Joint Action Water Agency (CLCJAWA), which pipes Lake Michigan water to the Village from the Lake Bluff shoreline pumping station.

As the water system passes 60 years of age, significant portions of the original water system are deteriorating resulting in a lower level of service to the community in the form of water shutdowns to repair pipe breaks and perform maintenance of pumps, tanks, valves and hydrants. Capital investment for the future is expected to be focused on maintaining and rehabilitating the existing system and minimizing system expansions.

The Village of Gurnee's sanitary sewer system was originally constructed in the mid-1960's in conjunction with the water system. The system totaled 88,680 lineal feet (16.8 miles). Today, the sanitary sewer system is a combination of gravity lines, force mains and lift stations. There are 142 miles of sanitary sewer (gravity) and 2.8 miles of sanitary sewer force main. Currently, there are eight sanitary sewer lift stations in operation. The lift stations along with the force mains are able to service parts of the community that would otherwise be unable to obtain sanitary service by gravity due to the topography of the land and depth of the sanitary sewer system.

The majority of all municipal wastewater is conveyed through Village-owned and maintained sanitary sewer mains. The wastewater is then routed to either the Lake County Public Works (LCPW) transmission main on the west side of Interstate 94 or to the North Shore Water Reclamation District (NSWRD) transmission main on the east side of the Interstate 94. Both sewer mains convey flow to the NSWRD treatment facility located in Gurnee.

Through 2011 the Village was funding sewer extension projects in the northeast portion of the community to provide new service options for residents that were previously served by individual septic systems. Some gaps remain and demand from a neighborhood supporting further investment would prompt additional sewer extensions, similar to this year's inclusion of Juniper water and sewer extension.

As portions of the existing sewer system approach 60 years of age the recent focus of capital expenditures has been evaluating and maintaining the existing system. The sewer system is one area where technology has really made a difference and the use of robotic and trenchless technologies allows the Village to perform many repairs to sewer lines without excavation or significant inconvenience to the community.

Funding for Water & Sewer related capital comes from a portion of rates charged to customers. In 2011, the Village conducted a water rate study and as a result of the findings instituted a base fee and incremental annual increase in the rate. Effective May 1, 2016, the Village renewed its multi-year rate plan to include incremental annual increases on May 1 through FY2021. The result is adequate funding to pay the debt service on the Knowles Rd. Tower and sustain approximately \$2 million annually for capital replacement. The Village is planning to re-visit a longer term rate plan in FY2024 with the focus to maintain the funding and keep up with inflationary increases related to capital costs.

Assumptions & Approach

As the water system ages the need to invest capital funds in the replacement of aging facilities will become the focus of water system funding in the capital plan. Replacement of deteriorating water main pipe, hydrants, valves and tank maintenance are expected to be the focus of future investment to maintain a high level of service to the community.

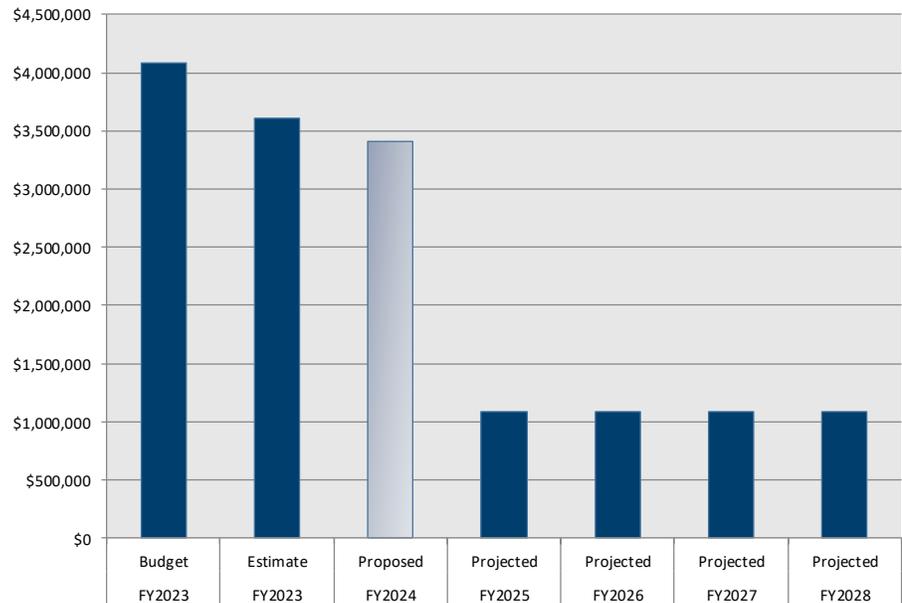
As the sewer system ages the need to begin investing capital funds in standardization of electrical cabinetry and maintenance of deteriorating facilities will become the focus of sewer system funding in the capital improvement plan. Sewer pipe, pumps and manhole structures are expected to be the focus of future rehabilitation while standardization of electrical cabinet panels and Supervisory Control and Data Acquisition (SCADA) programs at our lift stations will be prioritized for investments to maintain high levels of service to the community.

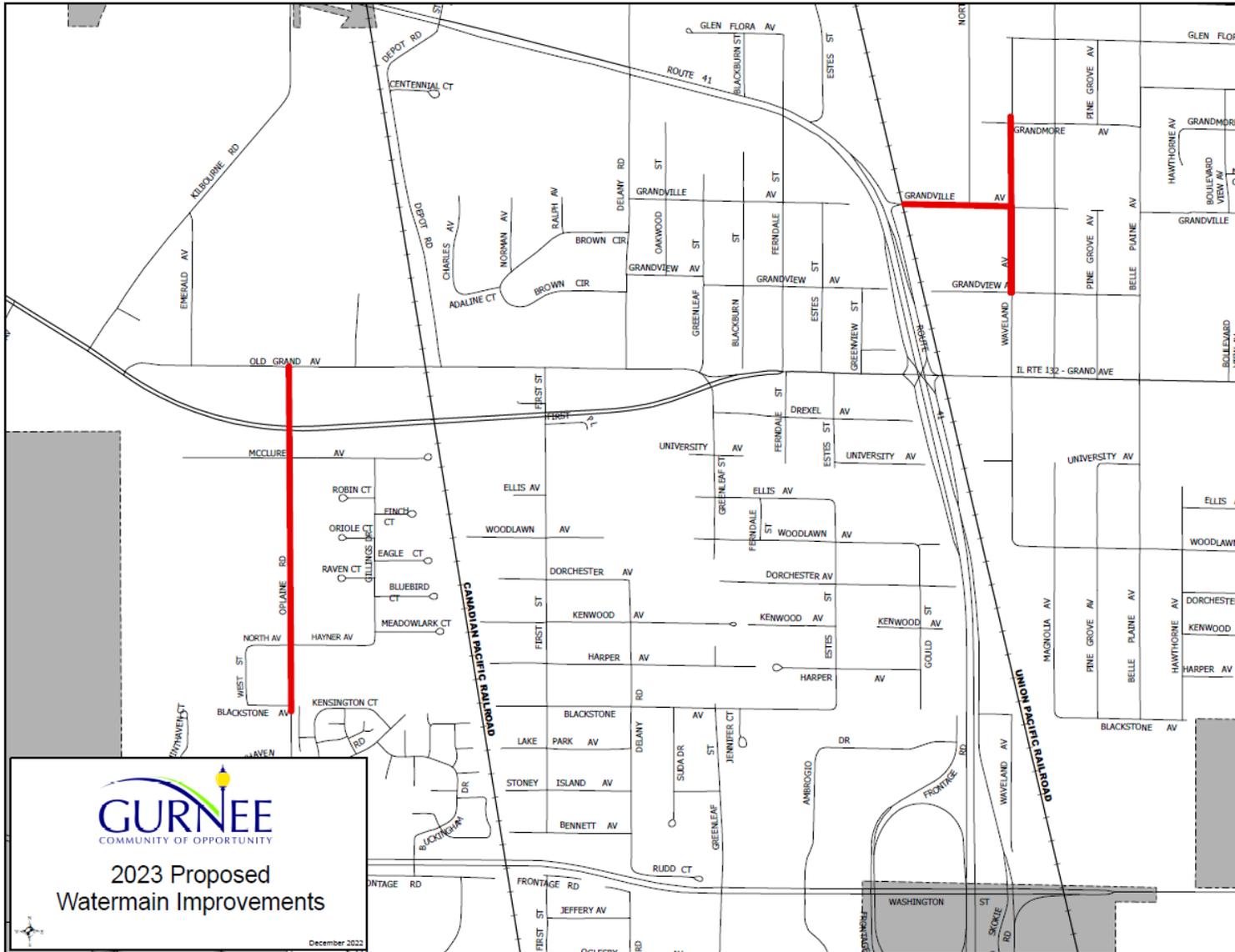
Water & Sewer System Spending Projections

Following is a list of proposed spending for the upcoming fiscal year, any notable anticipated expenditures in the out years, and a graphic that depicts anticipated spending on Water & Sewer System assets throughout the plan period.

- FY2024 - \$3.4 million
 - \$2.3 million for water main improvements on O’Plaine, Waveland, and Grandville
 - \$870 thousand for water main at the intersection of Hunt Club Rd and Washington Street and at Stearns School Road near US 41.
 - \$150 thousand for Sewer Televising & Lining
 - \$50 thousand in SCADA system upgrades
 - \$40 thousand for design engineering

Water & Sewer System	FY2023 Budget	FY2023 Estimate	FY2024 Proposed	FY2025 Projected	FY2026 Projected	FY2027 Projected	FY2028 Projected
Total Water & Sewer System Expenditures	\$4,085,000	\$3,610,000	\$3,410,000	\$1,090,000	\$1,090,000	\$1,090,000	\$1,090,000
% Change vs. Prior Year	0.00%	-11.63%	-5.54%	-68.04%	0.00%	0.00%	0.00%
Water & Sewer Capital Fund Expenditures - 223	\$4,085,000	\$3,610,000	\$3,410,000	\$1,090,000	\$1,090,000	\$1,090,000	\$1,090,000
% Change vs. Prior Year	0.00%	-11.63%	-5.54%	-68.04%	0.00%	0.00%	0.00%
22375500 472002 - INTERGOV COST SHARING	\$870,000	\$870,000	\$870,000	\$0	\$0	\$0	\$0
22375500 472003 - UTILITY IMPROVEMENT	\$2,930,000	\$2,455,000	\$2,450,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
22375500 472004 - ENGINEERING STUDIES	\$60,000	\$60,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
22375500 475022 - SCADA SYSTEM	\$225,000	\$225,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000







SECTION VI – VEHICLES & EQUIPMENT

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Section VI: Vehicles & Equipment

Overview

Items included in this section fall under the Machinery and Equipment category of fixed assets as defined in the Village's Fixed Assets Policy (Appendix A). These items include vehicles, heavy equipment, and any up fitting to put the asset in use.

The Village of Gurnee recognizes the importance of maintaining, replacing, and purchasing equipment and vehicles to guarantee public safety and the efficient delivery of services. Vehicles include squad cars, fire apparatus, ambulances and snowplows among others. The Village has been successful in limiting the number of vehicles in the fleet budgeted for replacement by shifting heavily used vehicles to other areas that are less demanding. For example, a Police squad that reaches a certain age, engine hours and mileage threshold may not be appropriate as a Police vehicle but it can be utilized by the Community Development Department in less demanding roles. The table below shows the number of vehicles and pieces of heavy equipment and their approximate replacement value broken down by department to be budgeted for replacement in future years.

Department	Count	Replacement Value
Police Department	37	\$2,089,400
Fire Department	21	\$6,810,875
Public Works*	68	\$9,304,100
Total	126	\$18,204,375

*Some Vehicles & Equipment is shared between the Streets and Utilities divisions

Assumptions & Approach

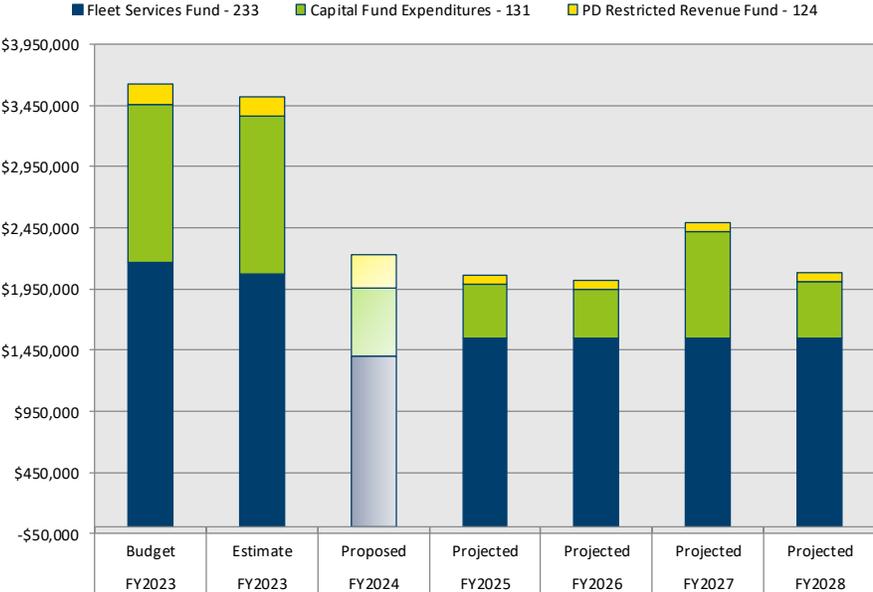
Various factors are considered when determining a replacement cycle for vehicles and equipment. These factors include mileage or hours of engine runtime, maintenance costs and future demands. Due to the wide variety of factors influencing the range of assets included in this category, staff reviews needs annually with every department and the Fleet Management Administrator.

Vehicle & Equipment Spending Projections

Following is a list of proposed spending for the upcoming fiscal year, any notable anticipated expenditures in the out years, and a graphic that depicts anticipated spending on Vehicles and Equipment throughout the plan period.

- FY2024 - \$2.2 million
 - Police Department
 - \$507 thousand for three squad cars, one evidence tech vehicle, three unmarked vehicles and two specialty K9 squads offset by grant funds
 - \$101 thousand for duty firearms, plate carriers and reconyx system for investigations
 - Fire Department
 - \$340 thousand for the replacement of an ambulance (1342)
 - \$125 thousand for two command vehicles (1354 & 1399)
 - \$35 thousand for rescue task force gear
 - \$30 thousand for warning siren and pre-emption system maintenance
 - Public Works
 - \$600 thousand for two single axle heavy duty trucks (Split 50/50 Streets/W&S)
 - \$250 thousand for a bucket truck (Split 50/50 Streets/W&S)
 - \$80 thousand for a mobile vehicle lift (Split 50/50 Streets/W&S)
 - \$60 thousand for a crew cab pickup truck (Split 50/50 Streets/W&S)
 - \$50 thousand for a locate truck (Split 50/50 Streets/W&S)
 - \$25 thousand for a floor machine (Split 50/50 Streets/W&S)

Vehicles & Equipment by Fund	FY2023 Budget	FY2023 Estimate	FY2024 Proposed	FY2025 Projected	FY2026 Projected	FY2027 Projected	FY2028 Projected
Total Vehicles & Equipment Expenditures	\$3,618,700	\$3,523,700	\$2,228,000	\$2,059,500	\$2,020,000	\$2,491,000	\$2,085,000
% Change vs. Prior Year	0.00%	-2.63%	-36.77%	-7.56%	-1.92%	23.32%	-16.30%
PD Restricted Revenue Fund - 124	\$165,000	\$165,000	\$276,000	\$75,000	\$75,000	\$75,000	\$75,000
% Change vs. Prior Year	0.00%	0.00%	67.27%	-72.83%	0.00%	0.00%	0.00%
12440150 475202 - VEHICLES	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0
12440160 475102 - MACHINERY & EQUIPMENT	\$25,000	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
12440160 475202 - VEHICLES	\$0	\$90,000	\$65,000	\$0	\$0	\$0	\$0
12440170 475102 - MACHINERY & EQUIPMENT	\$50,000	\$50,000	\$91,000	\$25,000	\$25,000	\$25,000	\$25,000
12440170 475202 - VEHICLES	\$90,000	\$0	\$45,000	\$40,000	\$40,000	\$40,000	\$40,000
Capital Fund Expenditures - 131	\$1,286,500	\$1,286,500	\$555,000	\$434,500	\$395,000	\$866,000	\$460,000
% Change vs. Prior Year	0.00%	0.00%	-56.86%	-21.71%	-9.09%	119.24%	-46.88%
13150100 475010 - PRE-EMPTION SYSTEM	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
13150100 475014 - FIRE FIGHTING GEAR	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0
13150100 475016 - MATCHING GRANT PROGRAM	\$162,000	\$162,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
13150100 475017 - WARNING SIRENS	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
13150100 475202 - VEHICLES	\$1,094,500	\$1,094,500	\$465,000	\$379,500	\$340,000	\$811,000	\$405,000
Fleet Services Fund - 233	\$2,167,200	\$2,072,200	\$1,397,000	\$1,550,000	\$1,550,000	\$1,550,000	\$1,550,000
% Change vs. Prior Year	0.00%	-4.38%	-32.58%	10.95%	0.00%	0.00%	0.00%
23340100 475103 - HEAVY EQUIPMENT	\$95,000	\$0	\$0	\$0	\$0	\$0	\$0
23340100 475202 - VEHICLES	\$385,200	\$385,200	\$332,000	\$350,000	\$350,000	\$350,000	\$350,000
23375100 475103 - HEAVY EQUIPMENT	\$311,500	\$311,500	\$177,500	\$300,000	\$300,000	\$300,000	\$300,000
23375100 475202 - VEHICLES	\$532,000	\$532,000	\$355,000	\$300,000	\$300,000	\$300,000	\$300,000
23375500 475103 - HEAVY EQUIPMENT	\$311,500	\$311,500	\$177,500	\$300,000	\$300,000	\$300,000	\$300,000
23375500 475202 - VEHICLES	\$532,000	\$532,000	\$355,000	\$300,000	\$300,000	\$300,000	\$300,000



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SECTION VII – TECHNOLOGY

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Section VII: Technology

Overview

Items included in this section fall under the Machinery and Equipment and Computers category of fixed assets as defined in the Village's Fixed Assets Policy (Appendix A). These items include the Village's computer servers, personal computers, phone and voicemail systems, cellular voice and data services, e-mail system, wired and wireless networks, computer security, website and other internet services. The Village operates a full-service Communications Center that services the Village's public safety departments as well as several outside contractual customers. A number of high value technology assets are utilized in the Communications Center and included in this category.

The Village's technology is managed by the Information Systems (IS) Division within the Administration Department. IS staff activities are designed to provide both managers and users with reliable, efficient, consistent and intuitive systems to assist departmental operations and strengthen services provided to the public. Staff regularly assists departments with various communications methods, budgeting, specifications for software and hardware, procurement, implementation, training and maintenance of IT systems. Information Systems also includes comprehensive Geographic Information Systems (GIS) services. The Division is largely responsible for maintenance of software and equipment in five facilities with a number of Local Area Networks (LANs) connected via a Metropolitan Area Network (MAN).

Assumptions & Approach

Village leadership has a longstanding commitment to utilizing technology to deliver services in an-effective and efficient manner. This emphasis is borne out in historical spending on technology and is reflected and emphasized in the Village's strategic plan.

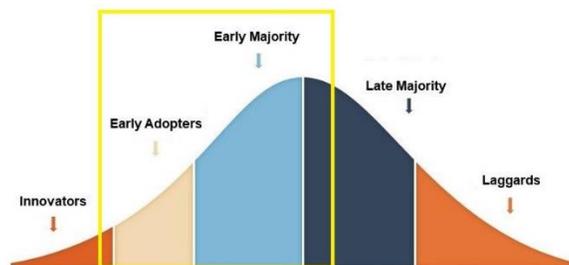
Implementing technology purely as a cost reduction mechanism needs to be supplemented with a view of technology as an enabler of insights and activities not previously possible. The idea of digital transformation highlights extensive change implications and implies the reimagining of entire processes bringing new opportunities. Technology and digital transformation are a new competitive arena for organizations, including government, to differentiate from competitors.

Technology enables: improved resident and constituent experiences; focusing departmental efforts and expenditures for maximum effect; increasing operational capabilities; facilitating collaboration; providing greater transparency; and protecting village residents, workforce and assets.

Today's overwhelming dependence on technology warrants investment in resilience, preparedness, and protection of systems from natural, accidental, and intentional occurrences.

The value of our technological systems make them targets for extortionists as cyber crime has become a profitable industry. Many systems deployed in the past did not contemplate today's security requirements and require retrofit or replacement.

The Village seeks to time the implementation new technologies judiciously. Product adoption phases include innovators, early adopters, early majorities, late majorities and laggards. The Village's efforts sometimes fall into the early adopter and more often the early majority categories.



The Village has a history of coordinating technology efforts across departments. The Information Systems Division works across organizational partitions. This coordinated approach reduces duplicated efforts and expenditures. It allows a level of specialization of personnel not supported in smaller organizational units.

Proposed projects are evaluated with respect to flexibility and adaptability to increase the ongoing value and longevity of solutions. Beyond systems maintenance costs, environmental impact and exit strategies for preserving data are also relevant factors.

Planned expenditures fall into two broad categories. The first is cross department or enterprise wide projects which benefit multiple or all departmental operations. These activities include: enterprise software systems and applications such as our Financial ERP system; networking equipment and applications such as routers and switches; cyber security equipment and applications such as firewalls and intrusion detection systems; and virtualization and storage such as Storage Area Network equipment which is utilized across all depts.

The second broad category are the planned expenditures which break down into department-specific needs and can be more readily attributable to individual departments. These activities include: physical security and access controls such as IP cameras and proximity card readers; audio visual equipment and display systems such as projectors, video walls, and presentation systems; communications systems and services such as telephone and portable radio systems; and departmental systems and applications such as records management systems specific to an individual department.

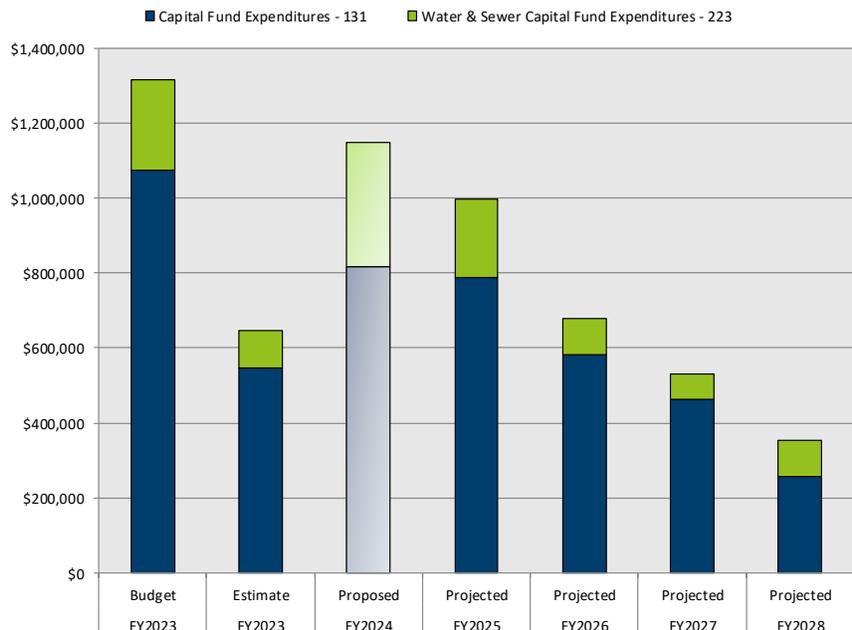
The categories and accounts are intended to quantify expenditures based on functional descriptions / activities supported. They provide an opportunity to focus emphasis in aggregate as priorities change.

Technology Spending Projections

Following is a list of proposed spending for the upcoming fiscal year, any notable anticipated expenditures in the out years, and a graphic that depicts anticipated spending on Technology throughout the plan period.

- FY2024 - \$1.1 million
 - \$380 thousand for department software systems and applications
 - \$350 thousand for Computer Aided Dispatch and Records Management Systems
 - \$243 thousand for network equipment and applications
 - \$178 thousand for cyber security equipment and applications
 - \$85 thousand for endpoint security and incident response services
 - \$128 thousand for virtualization and storage
 - \$82 thousand for physical security improvements
 - \$72 thousand for audio/visual equipment
 - \$65 thousand for Communication systems and services
 - \$55 thousand for fire alerting systems and digital signage

Technology by Fund	FY2023 Budget	FY2023 Estimate	FY2024 Proposed	FY2025 Projected	FY2026 Projected	FY2027 Projected	FY2028 Projected
Total Technology Expenditures	\$1,317,150	\$645,750	\$1,147,900	\$997,500	\$679,000	\$531,500	\$354,000
% Change vs. Prior Year	0.00%	-50.97%	77.76%	-13.10%	-31.93%	-21.72%	-33.40%
Capital Fund Expenditures - 131	\$1,074,650	\$545,750	\$817,900	\$787,500	\$581,500	\$464,000	\$256,500
% Change vs. Prior Year	0.00%	-49.22%	49.87%	-3.72%	-26.16%	-20.21%	-44.72%
13100000 473006 - SECURITY IMPROVEMENTS	\$85,000	\$37,000	\$77,000	\$22,500	\$212,500	\$12,500	\$37,500
13100000 475023 - AUDIO VISUAL EQUIPMENT	\$60,000	\$50,000	\$72,500	\$42,500	\$100,000	\$0	\$0
13100000 475024 - NETWORK EQUIPMENT/APPLICATIONS	\$181,250	\$151,250	\$220,000	\$157,500	\$149,000	\$129,000	\$129,000
13100000 475025 - CYBER SECURITY EQUIP/APPS	\$98,400	\$65,000	\$133,400	\$110,000	\$80,000	\$115,000	\$50,000
13100000 475026 - COMMUNICATION SYSTEMS&SERVICES	\$112,500	\$80,000	\$65,000	\$100,000	\$40,000	\$47,500	\$40,000
13100000 475027 - VIRTUALIZATION & STORAGE	\$142,500	\$142,500	\$90,000	\$45,000	\$0	\$160,000	\$0
13100000 475028 - DEPARTMENT SOFTWARE SYS&APPS	\$395,000	\$20,000	\$160,000	\$310,000	\$0	\$0	\$0
Water & Sewer Capital Fund Expenditures - 223	\$242,500	\$100,000	\$330,000	\$210,000	\$97,500	\$67,500	\$97,500
% Change vs. Prior Year	0.00%	0.00%	230.00%	-36.36%	-53.57%	-30.77%	44.44%
22375500 473006 - SECURITY IMPROVEMENTS	\$7,500	\$5,000	\$5,000	\$2,500	\$32,500	\$2,500	\$32,500
22375500 475024 - NETWORK EQUIPMENT/APPLICATIONS	\$22,500	\$22,500	\$22,500	\$17,500	\$0	\$0	\$0
22375500 475025 - CYBER SECURITY EQUIP/APPS	\$0	\$20,000	\$45,000	\$45,000	\$30,000	\$30,000	\$30,000
22375500 475027 - VIRTUALIZATION & STORAGE	\$32,500	\$32,500	\$37,500	\$15,000	\$0	\$0	\$0
22375500 475028 - DEPARTMENT SOFTWARE SYS&APPS	\$180,000	\$20,000	\$220,000	\$130,000	\$35,000	\$35,000	\$35,000





**SECTION VIII – BUILDINGS & BUILDING
IMPROVEMENTS**

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Section VIII: Buildings & Building Improvements

Overview

Items included in this section fall under the Land & Land Improvements, and Buildings & Building Improvements categories of fixed assets as defined in the Village's Fixed Assets Policy (Appendix A).

The Village is responsible for numerous municipal facilities within its corporate boundaries. Village buildings and grounds must be maintained regularly to remain functional. Village facilities must also periodically be upgraded to ensure efficient operations. Expenditures in this section include projects that:

- Conduct preventative maintenance of problems before they become more expensive to repair.
- Maximize the life of the building and materials.
- Keep buildings safe, ensuring that anything affecting health and safety is maintained.
- Help hold the value of a building.
- Keep the appearance of buildings as an aesthetically pleasing reflection of the community.

The Village's main facilities include:

- Village Hall - 325 N. O'Plaine Road
- Fire Station #1 - 4580 Old Grand Avenue
- Fire Station #2 - 6581 Dada Drive
- Fire Station #3 – 5330 Manchester Drive
- Police Department - 100 N. O'Plaine Road
- Police Department Substation – 6170 Grand Avenue (Gurnee Mills)
- Public Works Facility -1151 Kilbourne Road

The Village also maintains water storage facilities, storm and sanitary sewer pumping stations, Welton Plaza and the Mother Rudd House, a historical landmark in Gurnee which is currently occupied by the Warren Township Historical Society. The home is located at 4690 Old Grand Avenue.

Assumptions & Approach

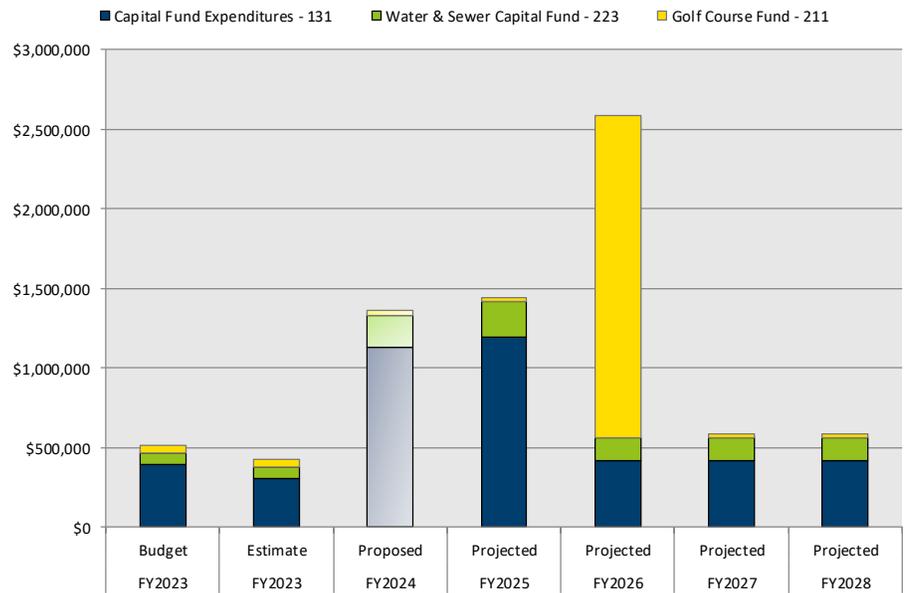
Improvements in functionality of existing facilities and larger preventative maintenance items are expected to be the focus of capital investment in facilities. Many preventative maintenance line items for facilities are built into the operating budgets but larger expense that can be capitalized such as mechanical systems, pavement repairs or roofing are expected to be funded through capital.

Buildings & Improvements Spending Projections

Following is a list of proposed spending for the upcoming fiscal year, any notable anticipated expenditures in the out years, and a graphic that depicts anticipated spending on Building and Improvement assets throughout the plan period.

- FY2024 - \$1.4 million
 - Administration
 - \$450 thousand for phase 1 of the HVAC system replacement
 - Police Department
 - \$100 thousand for dry pipe system
 - \$40 thousand for HVAC
 - Fire Department
 - \$255 thousand for office and building renovations and miscellaneous improvements
 - Public Works – (split 50/50 between Streets and Water & Sewer)
 - \$100 thousand for material bin repairs
 - \$48 thousand for flat roof repairs
 - \$30 thousand for multiple HVAC units
 - \$28 thousand for the truck bay roof repairs
 - Golf Course Fund
 - \$25 thousand for miscellaneous clubhouse repairs
- FY2026
 - Golf Course Fund
 - \$2.0 million is included as a placeholder for the replacement of the irrigation system. Funding for this project is to be determined.

Buildings & Improvements	FY2023 Budget	FY2023 Estimate	FY2024 Proposed	FY2025 Projected	FY2026 Projected	FY2027 Projected	FY2028 Projected
Total Buildings & Improvements Expenditures	\$513,000	\$425,000	\$1,360,000	\$1,445,000	\$2,590,000	\$590,000	\$590,000
% Change vs. Prior Year	0.00%	-17.15%	220.00%	6.25%	79.24%	-77.22%	0.00%
Capital Fund Expenditures - 131	\$393,000	\$305,000	\$1,130,000	\$1,192,500	\$415,000	\$415,000	\$415,000
% Change vs. Prior Year	0.00%	-22.39%	270.49%	5.53%	-65.20%	0.00%	0.00%
13110100 473003 - BUILDING IMPROVEMENTS	\$50,000	\$50,000	\$450,000	\$750,000	\$50,000	\$50,000	\$50,000
13140100 473003 - BUILDING IMPROVEMENTS	\$123,000	\$35,000	\$140,000	\$150,000	\$150,000	\$150,000	\$150,000
13150100 473003 - BUILDING IMPROVEMENTS	\$150,000	\$150,000	\$255,000	\$65,000	\$65,000	\$65,000	\$65,000
13175100 473003 - BUILDING IMPROVEMENTS	\$70,000	\$70,000	\$205,000	\$227,500	\$150,000	\$150,000	\$150,000
13175150 473003 - BUILDING IMPROVEMENTS	\$0	\$0	\$55,000	\$0	\$0	\$0	\$0
13175150 474002 - VILLAGE PLAZA	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0
Golf Course Fund - 211	\$50,000	\$50,000	\$25,000	\$25,000	\$2,025,000	\$25,000	\$25,000
% Change vs. Prior Year	0.00%	0.00%	-50.00%	0.00%	8000.00%	-98.77%	0.00%
21113000 473003 - BUILDING IMPROVEMENTS	\$50,000	\$50,000	\$25,000	\$25,000	\$2,025,000	\$25,000	\$25,000
Water & Sewer Capital Fund - 223	\$70,000	\$70,000	\$205,000	\$227,500	\$150,000	\$150,000	\$150,000
% Change vs. Prior Year	0.00%	0.00%	192.86%	10.98%	-34.07%	0.00%	0.00%
22375500 473003 - BUILDING IMPROVEMENTS	\$70,000	\$70,000	\$205,000	\$227,500	\$150,000	\$150,000	\$150,000



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SECTION IX – APPENDIX

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Appendix A – Fixed Asset Policy



Fixed Asset Policy

Adopted: June 4, 2007

Last Revised: August 20, 2018

Statement of Purpose

The purpose of this policy is to establish procedures governing the Fixed Asset Systems of the Village of Gurnee. The policy is meant to ensure compliance with various accounting and financial reporting standards including generally accepted accounting principles (GAAP), Governmental Accounting, Auditing and Financial Reporting (GAAFR), Governmental Accounting Standards Board (GASB), and applicable State and Federal capital asset regulatory and reporting requirements related to property. An accurate inventory provides for the valuation of assets for financial statements and insurance purposes. It also enhances the ability to safeguard fixed assets.

General Policy

Each department shall be responsible for the following: (a) maintain control and security over each asset within the department's possession; (b) completion of documentation required by the Finance Division each time an asset is purchased, updated, transferred or disposed; and (c) conduct physical inventories of assets.

Scope

This policy provides for the inventory and capitalization of all Village owned or leased assets with a value equal to or in excess of those amounts set forth in Section **IV and VII** herein and having a useful life of more than one year. Those assets identified pursuant to this policy as set forth in Section VIII shall be recorded and depreciated, if applicable, by the Director of Finance in the Fixed Asset System.

Inventory, Valuing, Capitalizing, and Depreciation

Inventoried Asset

All assets or groups of assets (such as furniture or tools) with a value greater than \$1,000 and a useful life in excess of one year may be considered an inventoried asset. Each department is responsible for maintaining a listing of inventoried assets. Upon the acquisition or disposal of an asset in this category, the department acquiring or disposing of such asset may update their listing of inventoried assets. Some samples of inventoried assets are: computer software, tools, computers, weapons, and radios. Departments will annually submit a physical count of all inventoried assets to Finance.

Fixed Assets

Valuing Fixed Assets

Fixed assets should be valued at cost or historical costs, plus those costs necessary to place the asset in its location (i.e. freight, installation charges.) In the absence of historical costs information, a realistic estimate will be used. Donated assets will be recorded at the estimated current fair market value.

Capitalizing Assets

Assets are capitalized at the time of acquisition. To be considered a capital asset for financial reporting purposes, an item must be at or above the capitalization threshold as set forth in Section VII of this policy and have a useful life of at least one year. Capital assets below the capitalization threshold on a unit basis but warranting “control” shall be inventoried at the department level, and an appropriate list will be maintained.

Capital Assets should be capitalized if they meet the following criteria:

- a) Tangible
- b) Useful life of more than one year (benefit more than a single fiscal period)
- c) Cost exceeds designated threshold (see Section VII)

Fixed assets include land & land improvements, building & building improvements, vehicles, machinery and equipment, and infrastructure. This type of asset should be charged to a Capital account in the Fund that paid for the asset.

Depreciating Assets

Depreciation is used to reflect the economic loss in the value of an asset. Generally Accepted Accounting Principles (GAAP) requires that the method used to allocate the cost of a capital asset over its estimated useful life be as equitable as possible to the periods during which services are obtained from the use of the asset. In most cases, the straight line method of depreciation will be used for all assets.

Fixed Asset Categories

Land & Land Improvements

Includes all land purchased or otherwise acquired by the Village. All costs incurred in preparing the land for its intended use should be included in the cost of the land. Land is not a depreciable asset.

Building and Building Improvements

Buildings are valued at the purchase price or cost of construction. The cost should include all charges applicable to the building, including broker's or architect's fees. Additions and improvements to buildings, as well as the cost of permanently attached fixtures, should be added to the building account if the cost enhances the buildings functionality or extends the asset's useful life.

Machinery and Equipment

The machinery and equipment account should consist of property that does not lose its identity when removed from its location and is not changed materially or expended in use. These assets are recorded at cost, including freight, installation and other charges incurred to place the asset in use. Assets included in this category are heavy equipment, traffic equipment, generators, office equipment, phone system, vehicles, and kitchen equipment

Infrastructure

Infrastructure assets are long-lived capital assets that are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Included in this category are roads, bridges, drainage systems, water and sewer systems. These assets are recorded at historical cost and include the costs necessary to place the asset in its location or condition. Additions and improvements will be capitalized only if the cost either enhances the asset's functionality or extends the asset's useful life.

Construction in Progress

This category is used for a building or other capital project that is incomplete at the end of a fiscal year. When the project is completed, the cumulative costs are transferred to an appropriate capital asset category.

Retirement of Assets

Assets are typically retired for three reasons: obsolescence, sale or trade, and theft or loss. In general, the Village's practice is to use an asset until it no longer is useful or serviceable. However, assets may be sold or traded-in when it is the best interest to do so. Property may not be traded-in or disposed of without prior approval of the department head and the Village Administrator.

Capital assets that are retired before the end of their useful life must be sold by competitive sale, negotiated sale, or auction. Any other method of retirement of a capital asset shall be approved by the Village Board prior to disposal. The sale of non-capital assets valued at less than designated threshold (as set forth in Section VII), may be approved by the Village Administrator.

Modification of Assets

Modifications to an asset that prolong a fixed asset's economic life or expand its usefulness should also be recorded. Normal repairs that maintain the asset in present condition should be recorded as an expenditure/expense and not capitalized.

Physical Inventory of Assets

A physical inventory, done by an outside appraisal company or the Village's property insurance carrier, may be conducted at an interval recommended by the Finance Director and approved by the Village Administrator. The Village's accounting records will then be adjusted to reflect the current fixed asset inventory list. In conjunction with the preparation of the Multi-Year Capital Plan, the Finance Division will forward to each department head, a list of his/her department's inventoried and fixed assets listed in Fixed Asset System. It is the responsibility of the department head to account for all the items on the transaction listing and prepare the necessary reports that have not previously been sent to the Finance Division at the time of acquisition or disposal.

Capital Asset Categories and Useful Lives

Asset Type	Years	Capitalization
Land	N/A	\$1
Land Improvements (Exhaustible)		
Parking Lots	20	\$25,000
Fences	20	\$25,000
Pedestrian Bridges	20	\$25,000
Bike Paths	20	\$25,000
Landscaping	30	\$25,000
Buildings	50	\$50,000
Building Improvements		
HVAC	20	\$50,000
Re-Roofing	20	\$50,000
Electrical & Plumbing	30	\$50,000
Carpet Replacement	10	\$50,000
Vehicles		
Police Squads	3	\$25,000
General Vehicles	8	\$25,000
Small Trucks	11	\$25,000
Large Trucks	15	\$25,000
Ambulances	15	\$25,000
Ladder Truck	25	\$25,000
Fire Engines, pumpers	15	\$25,000
Machinery & Equipment		
Fire equipment (ladders, hoses)	10	\$25,000
Police Communications Equipment	10	\$25,000
Heavy equipment (public works)	30	\$25,000
Computers	5	\$25,000
Furniture & Fixtures		
Office Furniture	20	\$25,000
Phone System	10	\$25,000
Kitchen Equipment	10	\$25,000
Infrastructure		
Roads/Streets	50	\$250,000
Water & Sewer Systems		
Lift Stations	40	\$250,000
Wells	40	\$250,000
Pumping Stations	40	\$250,000
Water towers	40	\$250,000
Water/Sewer Mains	40	\$250,000
Stormwater Drainage	40	\$250,000