

AGENDA
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
April 6, 2015
442 N. Cedar Lake Road
To Follow the Regular Board Meeting
The Regular Board Meeting is 7:00 P.M.

CALL TO ORDER

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of March 16, 2015

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- Community Development
- Clerk's Office
 - Cleaning RFP
- Human Resources and Finance
 - Capital Improvements Program
 - Fiscal Year End 2016 Budget
 - Fiscal Year End 2015 Budget Amendments
 - Website RFP: Redesign, Implementation, Maintenance Service
- Public Works, Facilities and Capital Assets, and Engineering
 - Long Lake Road Rebid – Amended Phase III Agreement
 - MacGillis Phase II Design Amendment
 - Stop Signs Purchase
- Special Events
 - Home Town Fest Discussion
- Building and Zoning
- Police
- Administration
 - Chapter 5.36 Massage Parlor Code Changes & Business License
 - Lake County Municipal League Cooperative Purchasing Program – Crack Sealing
 - Lake County Municipal League Cooperative Purchasing Program – Pavement Marking
 - Lake County Municipal League Cooperative Purchasing Program – Street Sweeping

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

7. ADJOURN



DRAFT

MINUTES
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
March 16, 2015
442 N. Cedar Lake Road
To Follow the Regular Board Meeting
The Regular Board Meeting is 7:00 P.M.

CALL TO ORDER

THE COMMITTEE OF THE WHOLE MEETING OF THE VILLAGE OF ROUND LAKE WAS CALLED TO ORDER BY DAN MACGILLIS, VILLAGE PRESIDENT AT 8:05 P.M.

1. ROLL CALL

Present: Trustees Frye, Kraly, Newby, Simoncelli, Triphahn

Absent: Trustee Wicinski

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of March 2, 2015

Trustee Newby moved, Seconded by Trustee Frye, to approve the Minutes of the Committee of the Whole Meeting of March 2, 2015. Upon a unanimous voice vote; the Mayor declared the motion carried

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- Community Development
- Human Resources and Finance

- Capital Improvements Program

Village Administrator Steve Shields discussed the CIP that includes all department capital item requests for the 2015/2016 budget and for five years thereafter, ending in 2020/2021. He asked the board to review over the next 3 weeks when it would be brought back to the next COTW meeting on April 6th for further discussion. He stated that items in the plan will be reviewed and prioritized and are not automatically approved, every item still needs to go before the board for approval.

- Fiscal Year 2016 Budget Presentation

Village Administrator Steve Shields & Finance Director Shane Johnson provided a presentation of the 2015/2016 budget draft along with assumptions used for compiling the data in the budget documents. The overview was divided into three areas; major revenues, expenses and specific funds. He stated again that items with the budget are not automatically approved; every item still needs to go before the board for approval. He also mentioned that he will do a broad overview tonight, if anyone had questions or want to discuss it with him please email him or he can meet with anyone on an individual basis or he can meet with up to two Trustees at a time. There will be a public hearing on April 6th as well as the budget coming back to the COTW for discussion and then stated that the budget must be approved by April 30, 2015. A 28 page document that summarized the presentation was also provided. VA Shields also mentioned the two biggest funds, Income Tax and Real Estate Taxes, and if

Governor Rauner decreases the amount all municipalities will obtain from them, there will be substantial shortfalls in revenue.

- Public Works, Facilities and Capital Assets, and Engineering
- Special Events
 - Trustee Simoncelli mentioned our Home Town Fest had been discussed at the Special Events meeting and in light of not knowing what will happen within the budget, based on the Governors proposed budget cuts that will affect all municipalities, to not have a HTF, instead use some of the funds to maximize the other events the Village provides, Arbor Day, National Night Out and the Tree Lighting. The Mayor stated no decision will be made tonight and for everyone to think about it and bring it to the next meeting
- Building and Zoning
- Police
 - Records Management System
 - Police Chief Gillette presented an Intergovernmental Agreement for the Police Records Management System and services for the New World Brand System in which the Village of Lake Zurich, Hawthorne Woods, Kildeer, Lindenhurst and Round Lake Beach will be participating members of the RMS along with our Village. It is a 5 year lease agreement in a cost share capacity. After 5 years all participating agencies will agree to negotiate pricing based on population and other currently not known technology requirements. Our Villages cost is 19.9% of the overall costs and is based on current population.

The Mayor and the Board agreed to move forward with this

- Administration

5. SUGGESTED NEW TOPICS
NONE

6. EXECUTIVE SESSION
NONE

7. ADJOURN

Motion by Trustee Newby, Seconded by Trustee Frye to adjourn the Committee of the Whole meeting at 8:50 P.M. Upon a unanimous voice vote, the Mayor declared the motion carried.

APPROVED:

Patricia C. Blauvelt
Village Clerk

Daniel MacGillis
Village President



AGENDA ITEM SUMMARY

TITLE: CLEANING PROPOSALS

Item: COTW

Executive Summary:

1. The Village Contracted with Crystal Maintenance Service Corp., October 1, 2007 with the Original Contract cost for Village Hall and Annex, and the PD/PW Facility at \$18,120.00 annually. Their contract was renewed after a re-bid in 2010 at a Contract cost of \$15,540.00 annually. The current contract does not have an expiration date.
2. Staff decided to send out proposals to determine if Crystal Maintenance Service Corporation was still competitive.
3. Eight (8) proposals were mailed on February 13, 2015 and five (5) were received by the due date of March 6, 2015. Attached is a breakdown of the proposals received.
4. Also attached is the request for proposal document mailed and the responses from the low proposer.

Recommended Action:

Review the attached proposal for further Village Board action.

Committee: -	Meeting Date: April 6, 2015		
Lead Department: Administrative	Presenter: Patty Blauvelt		
Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA			
<p>If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.</p>	Account No(s):	Budget:	
	+-+79-77903	\$17,340.00	
	Expenditures	\$0.00	
	Item Requested	\$16,826.64	
	YTD Actual	\$0.00	
	Encumbered	\$0.00	
	Total:	\$17,340.00	\$16,826.64
	Request is over/under budget:		
Under		\$513.36	
Over	-		

EXHIBIT A

Village of Round Lake Cleaning Proposals - Monthly Cost Breakdown							
	CLEANNET	GLOBAL 1	GLOBAL 2	SCC	PATTY CLEAN	IMPERIAL	
Village Hall & Annex - General	\$ 390.00	\$ 1,950.00	\$ 1,950.00	\$ 759.97	\$ 860.00	\$ 1,075.00	**
PW/PD - General	\$ 581.11	\$ 5,520.66	\$ 5,520.66	\$ 1,519.98 *	\$ 1,990.00	\$ 1,396.00	**
TOTALS	\$ 971.11	\$ 7,470.66	\$ 7,470.66	\$ 2,279.95	\$ 2,850.00	\$ 2,471.00	
Village of Round Lake Cleaning Proposals - Yearly Cost Breakdown							
	CLEANNET	GLOBAL 1	GLOBAL 2	SCC	PATTY CLEAN	IMPERIAL	
Village Hall & Annex - General	\$ 4,680.00	\$ 23,400.00	\$ 23,400.00	\$ 9,119.64	\$ 10,320.00	\$ 12,900.00	**
PW/PD - General	\$ 6,973.32	\$ 66,247.95	\$ 66,247.92	\$ 18,239.76 *	\$ 23,880.00	\$ 16,752.00	**
TOTALS	\$ 11,653.32	\$ 89,647.95	\$ 89,647.92	\$ 27,359.40	\$ 34,200.00	\$ 29,652.00	
Village of Round Lake Cleaning Proposals - 2 TIMES A YEAR Cost Breakdown							
	CLEANNET	GLOBAL 1	GLOBAL 2	SCC	PATTY CLEAN	IMPERIAL	
Village Hall & Annex Detailed dusting/Windows	\$ 600.00	\$ 600.00	\$ 660.00	\$ 800.00	\$ 680.00	\$ 4,918.00	
PD/PW Detailed dusting/Window	\$ 740.00	\$ 1,300.00	\$ 1,300.00	\$ 2,133.33	\$ 880.00	\$ 3,136.00	
Village Hall & Annex Shampooing of Carpet	\$ 1,384.32	\$ 1,840.00	\$ 460.00	\$ 800.00	\$ 2,500.00	\$ -	***
PD/PW Shampooing of Carpet	\$ 734.40	\$ 9,000.00	\$ 650.00	\$ 2,133.33	\$ 4,400.00	\$ -	***
Village Hall & Annex Resilient Floor Machine Buff	\$ 300.00	\$ 1,210.00	\$ -	\$ 800.00	\$ 3,800.00	\$ -	***
PD/PW Resilient Floor Machine Buff	\$ 1,414.40	\$ 9,100.00	\$ -	\$ 2,133.33	\$ 5,200.00	\$ -	***
TOTALS	\$ 5,173.12	\$ 23,110.00	\$ 3,070.00	\$ 8,799.99	\$ 19,060.00	\$ 8,054.00	
	CLEANNET	GLOBAL 1	GLOBAL 2	SCC	PATTY CLEAN	IMPERIAL	
2X YEAR SPECIAL CLNG	\$ 5,173.32	\$ 23,110.00	\$ 3,070.00	\$ 8,799.99	\$ 19,060.00	\$ 8,054.00	
ANNUAL GENERAL TOTAL	\$ 11,653.32	\$ 89,647.95	\$ 89,647.92	\$ 27,359.40	\$ 34,200.00	\$ 29,652.00	
GRAND ANNUAL TOTAL	\$ 16,826.64	\$ 112,757.95	\$ 92,717.92	\$ 36,159.39	\$ 53,260.00	\$ 37,706.00	

* Added \$253.33 per month for both Community room etc & Holding Cell cleaning for an additional cost of \$506.66 - see bid
 ** Included in the per month cost is strip & wax 2x a year as well as carpet cleaning 2x a year for PW/PD and for the VH Strip and wax 2x a year & carpet cleaning & buffing 2x a year-see bid
 *** Both the VH/A & PW/PD are for window cleaning 2x per year - The other items are included in the price

**VILLAGE OF ROUND LAKE
CLEANING CONTRACT
VILLAGE HALL & ANNEX**

REQUEST FOR PROPOSALS

The Village of Round Lake is requesting proposals for the cleaning of the Round Lake Village Hall and Annex located at 442 N. Cedar Lake Road, Round Lake, IL 60073.

The Round Lake Village Hall located at 442 N. Cedar Lake Road, Round Lake, IL 60073, contains approximately 8,000 s.f. of floor area.

The Annex Building located next to Village Hall, contains approximately 4,250 s.f. of floor area.

A walk-thru for the Village Hall and Annex is scheduled for Wednesday, February 25th at 9:00 a.m.

Please contact Martha Koechig at mkoechig@eroundlake.com or 847-546-5400 to confirm your attendance in the walk-thru.

Proposal due no later than: Friday, March 6, 2015 at 4:00 p.m.

It shall be the responsibility of the contractor to provide all the necessary equipment and supplies for the cleaning and upkeep.

Cleaning equipment will consist of vacuum cleaners, carpet extractor, mops and buckets, and floor buffing equipment. The Village will provide toilet paper, paper towels, and garbage bags to be installed by the cleaning contractor.

Cleaning supplies will consist of treated dust cloths, approved germicidal detergent solution, toilet cleaner, urinal deodorant tablets, sponges, and other related supplies approved by the Village.

Contractors shall utilize the Cost of Cleaning Sheet enclosed.

The successful contractor shall execute a contract with the Village and provide a certificate of insurance naming the Village of Round Lake and its agents as additional insured.

The successful contractor shall bill the Village of Round Lake no later than the 2nd Tuesday of each month. Bills should be submitted to Accounts Payables, Village Hall, 442 N. Cedar Lake Road, Round Lake, IL 60073.

The successful contractor shall provide information on each and every contracted employee (see form to be completed by each employee) in order for the Police Department to conduct a background investigation prior to work commencing.

Proposal Provisions and Contract Documents

To

Furnish all necessary labor, material, and equipment for
The Cleaning Contract for the Village Hall & Annex
of the Village of Round Lake, Illinois

Proposal due no later than: Friday, March 6, 2015 at 4:00 p.m.

Return Proposals (2 copies) to:

The Village of Round Lake
Village Hall
442 N. Cedar Lake Road
Round Lake, IL 60073

Place Proposals in a sealed, marked envelope with:

1. Proposal **DUE DATE** and **TIME**
2. Title of the **JOB**
3. **NAME** and **ADDRESS** of the **COMPANY** submitting the proposal

Proposal Deposit: None Required

Performance Bond: None Required

PLEASE RETURN 2 COPIES OF THE ENTIRE DOCUMENT

SPECIAL PROVISIONS (CLEANING CONTRACT)

**FACILITY: Village Hall & Annex
442 N. Cedar Lake Road
Round Lake, IL 60073**

GENERAL CLEANING

OFFICE AREAS, MEETING ROOMS, CONFERENCE ROOMS & COMMON AREAS	FREQUENCY TO CLEAN: 104 SERVICES A YEAR/TWICE A WEEK
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- Empty wastepaper baskets, including shredders, receptacles, and replace liners as needed.
- Clean walls, doors, and around light switches.
- Clean sidelight glass.
- Clean all partitions and partition glass.
- Clean all conference rooms, chairs under tables.
- Disinfect telephones.
- Dust all horizontal surfaces and cabinet fronts (If clear of papers).
- Dust all artificial plants.

All dusting shall be done with treated cloths. Feather dusting or similar practice is not acceptable.

BATHROOMS & KITCHENS	FREQUENCY TO CLEAN: 104 SERVICES A YEAR/TWICE A WEEK
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BATHROOMS:

- Wash both sides of toilet seats, wash basins, bowls and urinals with approved germicidal detergent solution.
- Wash and polish mirrors, powder shelves, bright work, etc., including flush-o-meters, piping and toilet seat hinges. (Do not use abrasive or caustic materials)
- Refill and wipe down all paper products, and soap dispensers as needed, and test for working order.
- Report all dysfunctional dispensers to the Village.
- Empty and clean wastepaper baskets, receptacles, recycling containers, etc. and replace liners as needed.
- Wash sink tops, sides and fronts.
- Wash and scrub bathroom floors throughout with approved germicidal detergent solution.
- Sweep and damp mop
- Wipe and clean all door handles and push shields
- Clean bathroom stall doors
- Dust all surfaces

KITCHENS:

- Clean and sanitize sinks, countertops, and table tops.
- Wipe down appliances
 - Coffee makers (general wipe down, 2 times a week)
 - microwave: inside and out (2 times a week)
 - refrigerator: inside and out (every 3 months)
- Rub down metal and other bright-work.
- Spot clean walls, around light switches, and splash areas.
- Empty and clean wastepaper baskets, receptacles, recycling containers, etc. and replace liners as needed.

CARPET CLEANING	FREQUENCY TO CLEAN: 104 SERVICES A YEAR/TWICE A WEEK
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- Vacuum all traffic lanes.
- Remove all possible spots.
- Vacuum thoroughly moving light furniture, other than desks, file cabinets, etc.

RESILIENT FLOOR CLEANING	FREQUENCY TO CLEAN: 104 SERVICES A YEAR/TWICE A WEEK
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- Damp mop all resilient floors.
- Remove all spots.

DEEP CLEANING

DETAILED DUSTING & WINDOW WASHING	FREQUENCY TO CLEAN: 2 SERVICES A YEAR/ONCE EVERY SIX MONTHS
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HIGH DUST CLEANING: An intensified effort beyond that of the normal dust cleaning efforts.

- Dust wall hangings not reachable in weekly dusting schedule.
- Dust clean all baseboards, vertical and horizontal surfaces, such as partitions, ventilation louvers and other surfaces not reached in weekly dust cleaning schedule.
- Dust clean window frames not otherwise reached.
- Dust clean corners of walls at ceilings to remove dust tags and cobwebs.
- Wash windows inside/outside of the building
- Wipe and polish clean furniture, fixtures, (including electrical fixtures), desk equipment, telephones, files (top, front and sides), window sills, vents and blinds.
- Remove marks and insure thorough cleanliness on all utility and office doors, metal and glass partitions, walls and other similar surfaces.
- Vacuum all cloth furniture.

WINDOW WASHING: Washing of windows inside and outside of Village buildings.

SHAMPOOING OF CARPET	FREQUENCY TO CLEAN: 2 SERVICES A YEAR/ONCE EVERY SIX MONTHS
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- Machine clean/shampoo/extract traffic lanes, lobby areas, and break rooms/areas. Traffic lanes are those areas heavily traveled to include but not be limited to contiguous open office space, stairs, hallways, etc.

RESILIENT FLOOR MACHINE BUFF	FREQUENCY TO CLEAN: 2 SERVICES A YEAR/ONCE EVERY SIX MONTHS
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- Machine buff all resilient floors (Finished Floors Only).
- Scrub, strip, and recoat using high quality commercial finish (Finished Floors Only). Stripping solution and finish must be certified low VOC.

7. WORK SCHEDULE

The successful contractor shall clean the Village Hall & Annex on Tuesdays & Fridays between the hours of 6:00 p.m. to 9:00 p.m.

Cleaning hours may be negotiable.

8. SECURITY

All contracted employees shall have a thorough background check completed prior to being authorized access to Village Buildings. Only those authorized employees will be allowed access.

A.

VILLAGE OF ROUND LAKE DEPARTMENT OF POLICE

741 West Town Line Road, Round Lake, Illinois 60073

BACKGROUND CHECK AUTHORIZATION

1. I hereby authorize Village of Round Lake, Department of Police to research and verify the information I have provided on my application for access to the Village of Round Lake, Department of Police facility and property as a contract cleaner and other information related thereto, including my personal background, character, professional standing, educational history, work history, qualifications, and criminal conviction records.

2. I hereby authorize Village of Round Lake, Department of Police to utilize at their discretion such sources of information as may be available to them. Such sources may include, without limitation, credit reporting agencies; Workers' Compensation records, including any and all injuries in compliance with the Federal ADA Act; Secretary of State or Department of Motor Vehicle records; criminal conviction records; current and former employers; military records; education records; and professional and personal references. I hereby authorize and direct the release and disclosure to Village of Round Lake, Department of Police of any and all such information.

3. I hereby state and affirm that I have not been convicted of a criminal offense and nor do I possess a criminal record.

4. I hereby waive and release Village of Round Lake, Department of Police or firms providing information referred to herein, and their officers, agents, servants and employees, of and from any and all liability in connection with the request for or release of information referred to herein or pursuant to this Authorization.

5. I hereby waive any right that I may have to review the information collected pursuant to this Authorization to the extent permitted by law, except as otherwise stated herein.

6. This Authorization shall be valid for one year from the date hereof. A copy of this Authorization shall be as valid as the original document.

I have carefully read and reviewed all the provisions above. I acknowledge that my agreement to such provisions is knowing, voluntary, and without coercion. **Print or Type all information**

Applicant Signature

Date

Full Name (First, MI, Last)

Sex

Race

Home Street Address

Date of Birth

City, State and Zip

Drivers License Number and State

Social Security Number

Copy of Drivers License Here

Copy of Social Security Card Here

COST OF CLEANING SERVICES

GENERAL CLEANING

		COST(S)
OFFICE AREAS, MEETING ROOMS, CONFERENCE ROOMS & COMMON AREAS	FREQUENCY TO CLEAN: 104 SERVICES A YEAR/TWICE A WEEK	
BATHROOMS & KITCHENS	FREQUENCY TO CLEAN: 104 SERVICES A YEAR/TWICE A WEEK	
CARPET CLEANING	FREQUENCY TO CLEAN: 104 SERVICES A YEAR/TWICE A WEEK	
RESILIENT FLOOR CLEANING	FREQUENCY TO CLEAN: 104 SERVICES A YEAR/TWICE A WEEK	

DEEP CLEANING

		COST(S)
DETAILED DUSTING & WINDOW WASHING	FREQUENCY TO CLEAN: 2 SERVICES A YEAR/ONCE EVERY SIX MONTHS	
SHAMPOOING OF CARPET	FREQUENCY TO CLEAN: 2 SERVICES A YEAR/ONCE EVERY SIX MONTHS	
RESILIENT FLOOR MACHINE BUFF	FREQUENCY TO CLEAN: 2 SERVICES A YEAR/ONCE EVERY SIX MONTHS	

CONTRACTOR INFORMATION

Contractor Name: _____

Signature of Representative: _____

Printed Name of Representative: _____

Cell: _____

Email: _____

Business Address: _____

Business Phone: _____

Fax: _____

INDEPENDENT CONTRACTOR AGREEMENT

For and in exchange of the mutual promises and agreements each given the other, the undersigned Independent Contractor and the Village of Round Lake hereby agree as follows:

- 1. Parties:Independent Contractor
[hereafter referred to as "Contractor"]

Name: _____
 Address: _____
 Telephone: _____

Village of Round Lake
 [hereafter referred to as "Village"]
 442 North Cedar Lake Road
 Round Lake, Illinois 60073
 (847) 546-5400

- 2. Scope of work by Contractor specified: _____

- 3. Payment terms: _____

4. Contractor shall at all times hold the Village harmless from any and all claims, causes of action or other liabilities related to the Contractor's activities, including reasonable attorneys fees and as requested, shall promptly provide Village with proof of insurance as, in the sole discretion of the Village, may be deemed appropriate in relation to the scope of work.

5. The Village for any reason or without reason may terminate the Agreement and Contractor for work and material to the date of termination.

Entered the _____ day of _____, 20____.

Independent Contractor:

 [Name]

Village of Round Lake:
 By: _____

By: _____

Village of Round Lake, Lake County, IL

**VILLAGE OF ROUND LAKE
CLEANING CONTRACT
POLICE & PUBLIC WORKS FACILITY**

REQUEST FOR PROPOSALS

The Village of Round Lake is requesting proposals for the cleaning of the Round Lake Police & Public Works Facility located at 741 & 751 W. Townline Road, Round Lake, IL 60073.

A walk-thru is scheduled for the Police & Public Works Facility for Wednesday, February 25th at 8:00 a.m.

The Police & Public Works Facility located at 741 & 751 W. Townline Road, Round Lake, contains approximately 35,525 s.f. of floor area.

Please contact Martha Koechig at mkoechig@eroundlake.com or 847-546-5400 to confirm your attendance in the walk-thru.

Proposal due no later than: Friday, March 6, 2015 at 4:00 p.m.

It shall be the responsibility of the contractor to provide all the necessary equipment and supplies for the cleaning and upkeep.

Cleaning equipment will consist of vacuum cleaners, carpet extractor, mops and buckets, and floor buffing equipment. The Village will provide toilet paper, paper towels, and garbage bags to be installed by the cleaning contractor.

Cleaning supplies will consist of treated dust cloths, approved germicidal detergent solution, toilet cleaner, urinal deodorant tablets, sponges, and other related supplies approved by the Village.

Contractors shall utilize the Cost of Cleaning Sheet enclosed.

The successful contractor shall execute a contract with the Village and provide a certificate of insurance naming the Village of Round Lake and its agents as additional insured.

The successful contractor shall bill the Village of Round Lake no later than the 2nd Tuesday of each month. Bills should be submitted to Accounts Payables, Village Hall, 442 N. Cedar Lake Road, Round Lake, IL 60073.

The successful contractor shall provide information on each and every contracted employee (see form to be completed by each employee) in order for the Police Department to conduct a background investigation prior to work commencing.

Proposal Provisions and Contract Documents

To

Furnish all necessary labor, material, and equipment for
The Cleaning Contract for the Police & Public Works Facility
of the Village of Round Lake, Illinois

Proposal due no later than: Friday, March 6, 2015 at 4:00 p.m.

Return Proposals (2 copies) to:

The Village of Round Lake
Village Hall
442 N. Cedar Lake Road
Round Lake, IL 60073

Place Proposals in a sealed, marked envelope with:

1. Proposal **DUE DATE** and **TIME**
2. Title of the **JOB**
3. **NAME** and **ADDRESS** of the **COMPANY** submitting the proposal

Proposal Deposit: None Required

Performance Bond: None Required

PLEASE RETURN 2 COPIES OF THE ENTIRE DOCUMENT

SPECIAL PROVISIONS (CLEANING CONTRACT)

FACILITY: Round Lake Police & Public Works Facility
741 & 751 W. Townline Road
Round Lake, IL 60073

GENERAL CLEANING

OFFICE AREAS, MEETING ROOMS, CONFERENCE ROOMS & COMMON AREAS	FREQUENCY TO CLEAN: 104 SERVICES A YEAR/TWICE A WEEK
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- Empty wastepaper baskets, including shredders, receptacles, and replace liners as needed.
- Clean walls, doors, and around light switches.
- Clean sidelight glass.
- Clean all partitions and partition glass.
- Clean all conference rooms, chairs under tables.
- Disinfect telephones.
- Dust all horizontal surfaces and cabinet fronts (If clear of papers).
- Dust all artificial plants.

All dusting shall be done with treated cloths. Feather dusting or similar practice is not acceptable.

COMMUNITY ROOM (OFFICE AREA 104, HALLWAY CORRIDOR 103 AND PUBLIC RESTROOMS 156 AND 157)	FREQUENCY TO CLEAN: 104 SERVICES A YEAR/TWICE A WEEK
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Carpet

- Vacuum all traffic lanes.
- Remove all possible spots.
- Vacuum thoroughly moving light furniture, other than desks, file cabinets, etc.

General Cleaning

- Dust all horizontal surfaces and cabinet fronts (If clear of papers).
- Dust all artificial plants.
- Dust clean tables.
- All dusting shall be done with treated cloths. Feather dusting or similar practice is not acceptable.

Washrooms

- Wash both sides of toilet seats, wash basins, bowls and urinals with approved germicidal detergent solution.
- Wash and polish mirrors, powder shelves, bright work, etc., including flush-o-meters, piping and toilet seat hinges. (Do not use abrasive or caustic materials)

- Refill and wipe down all paper products, sanitary napkins, and soap dispensers as needed, and test for working order.
- Report all dysfunctional dispensers to the Village.
- Empty and clean wastepaper baskets, receptacles, recycling containers, etc. and replace liners as needed.
- Wash sink tops, sides and fronts.
- Wash and scrub bathroom floors throughout with approved germicidal detergent solution.
- Sweep and damp mop.

Kitchen Area

- Clean and sanitize sinks, countertops, and table tops.
- Wipe down appliances (microwave: inside and out).
- Rub down metal and other bright work.
- Spot clean walls, around light switches, and splash areas.
- Empty and clean wastepaper baskets, receptacles, recycling containers, etc. and replace liners as needed.

BATHROOMS & KITCHENS	FREQUENCY TO CLEAN: 104 SERVICES A YEAR/TWICE A WEEK
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BATHROOMS:

- Wash both sides of toilet seats, wash basins, bowls and urinals with approved germicidal detergent solution.
- Wash and polish mirrors, powder shelves, bright work, etc., including flush-o-meters, piping and toilet seat hinges. (Do not use abrasive or caustic materials)
- Refill and wipe down all paper products, and soap dispensers as needed, and test for working order.
- Report all dysfunctional dispensers to the Village.
- Empty and clean wastepaper baskets, receptacles, recycling containers, etc. and replace liners as needed.
- Wash sink tops, sides and fronts.
- Wash and scrub bathroom floors throughout with approved germicidal detergent solution.
- Sweep and damp mop
- Wipe and clean all door handles and push shields
- Clean bathroom stall doors
- Dust all surfaces

KITCHENS:

- Clean and sanitize sinks, countertops, and table tops.
- Wipe down appliances
 - Coffee makers (general wipe down, 2 times a week)
 - microwave: inside and out (2 times a week)
 - refrigerator: inside and out (every 3 months)
- Rub down metal and other bright-work.
- Spot clean walls, around light switches, and splash areas.
- Empty and clean wastepaper baskets, receptacles, recycling containers, etc. and replace liners as needed.

CARPET CLEANING	FREQUENCY TO CLEAN: 104 SERVICES A YEAR/TWICE A WEEK
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- Vacuum all traffic lanes.
- Remove all possible spots.
- Vacuum thoroughly moving light furniture, other than desks, file cabinets, etc.

RESILIENT FLOOR CLEANING	FREQUENCY TO CLEAN: 104 SERVICES A YEAR/TWICE A WEEK
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- Damp mop all resilient floors.
- Remove all spots.

HOLDING CELLS	FREQUENCY TO CLEAN: 104 SERVICES A YEAR/TWICE A WEEK
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- Wash/scrub holding cell room floors throughout with approved germicidal detergent solution
- Sweep and damp mop
- Clean and sanitize walls, toilets and sinks
- Clean and sanitize walls

DEEP CLEANING

DETAILED DUSTING & WINDOW WASHING	FREQUENCY TO CLEAN: 2 SERVICES A YEAR/ONCE EVERY SIX MONTHS
--	--

HIGH DUST CLEANING: An intensified effort beyond that of the normal dust cleaning efforts.

- Dust wall hangings not reachable in weekly dusting schedule.
- Dust clean all baseboards, vertical and horizontal surfaces, such as partitions, ventilation louvers and other surfaces not reached in weekly dust cleaning schedule.
- Dust clean window frames not otherwise reached.
- Dust clean corners of walls at ceilings to remove dust tags and cobwebs.
- Wash windows inside/outside of the building
- Wipe and polish clean furniture, fixtures, (including electrical fixtures), desk equipment, telephones, files (top, front and sides), window sills, vents and blinds.
- Remove marks and insure thorough cleanliness on all utility and office doors, metal and glass partitions, walls and other similar surfaces.
- Vacuum all cloth furniture.

WINDOW WASHING: Washing of windows inside and outside of Village buildings.

SHAMPOOING OF CARPET	FREQUENCY TO CLEAN: 2 SERVICES A YEAR/ONCE EVERY SIX MONTHS
-----------------------------	--

- Machine clean/shampoo/extract traffic lanes, lobby areas, and break rooms/areas. Traffic lanes are those areas heavily traveled to include but not be limited to contiguous open office space, stairs, hallways, etc.

RESILIENT FLOOR MACHINE BUFF	FREQUENCY TO CLEAN: 2 SERVICES A YEAR/ONCE EVERY SIX MONTHS
-------------------------------------	--

- Machine buff all resilient floors (Finished Floors Only).
- Scrub, strip, and recoat using high quality commercial finish (Finished Floors Only). Stripping solution and finish must be certified low VOC.

7. WORK SCHEDULE

The successful contractor shall clean the Police Department on Mondays & Thursdays between the hours of 12:00 p.m. to 6:00 p.m.

The successful contractor shall clean the Public Works Facility on Mondays & Thursday’s between the hours of 3:30 p.m. to 6:00 p.m.

Cleaning hours may be negotiable.

8. SECURITY

All contracted employees shall have a thorough background check completed prior to being authorized access to the Police & Public Works Facility. Only those authorized employees will be allowed access.

- A. Certain areas of the Police Facility may require the cleaning personnel to be supervised. These areas are to be determined by the Chief of Police.

VILLAGE OF ROUND LAKE DEPARTMENT OF POLICE

741 West Town Line Road, Round Lake, Illinois 60073

BACKGROUND CHECK AUTHORIZATION

1. I hereby authorize Village of Round Lake, Department of Police to research and verify the information I have provided on my application for access to the Village of Round Lake, Department of Police facility and property as a contract cleaner and other information related thereto, including my personal background, character, professional standing, educational history, work history, qualifications, and criminal conviction records.

2. I hereby authorize Village of Round Lake, Department of Police to utilize at their discretion such sources of information as may be available to them. Such sources may include, without limitation, credit reporting agencies; Workers' Compensation records, including any and all injuries in compliance with the Federal ADA Act; Secretary of State or Department of Motor Vehicle records; criminal conviction records; current and former employers; military records; education records; and professional and personal references. I hereby authorize and direct the release and disclosure to Village of Round Lake, Department of Police of any and all such information.

3. I hereby state and affirm that I have not been convicted of a criminal offense and nor do I possess a criminal record.

4. I hereby waive and release Village of Round Lake, Department of Police or firms providing information referred to herein, and their officers, agents, servants and employees, of and from any and all liability in connection with the request for or release of information referred to herein or pursuant to this Authorization.

5. I hereby waive any right that I may have to review the information collected pursuant to this Authorization to the extent permitted by law, except as otherwise stated herein.

6. This Authorization shall be valid for one year from the date hereof. A copy of this Authorization shall be as valid as the original document.

I have carefully read and reviewed all the provisions above. I acknowledge that my agreement to such provisions is knowing, voluntary, and without coercion. **Print or Type all information**

Applicant Signature

Date

Full Name (First, MI, Last)

Sex

Race

Home Street Address

Date of Birth

City, State and Zip

Drivers License Number and State

Social Security Number

Copy of Drivers License Here

Copy of Social Security Card Here

COST OF CLEANING SERVICES

GENERAL CLEANING

		COST(S)
OFFICE AREAS, MEETING ROOMS, CONFERENCE ROOMS & COMMON AREAS	FREQUENCY TO CLEAN: 104 SERVICES A YEAR/TWICE A WEEK	
COMMUNITY ROOM (OFFICE AREA 104, HALLWAY CORRIDOR 103 AND PUBLIC RESTROOMS 156 AND 157)	FREQUENCY TO CLEAN: 104 SERVICES A YEAR/TWICE A WEEK	
BATHROOMS & KITCHENS	FREQUENCY TO CLEAN: 104 SERVICES A YEAR/TWICE A WEEK	
CARPET CLEANING	FREQUENCY TO CLEAN: 104 SERVICES A YEAR/TWICE A WEEK	
RESILIENT FLOOR CLEANING	FREQUENCY TO CLEAN: 104 SERVICES A YEAR/TWICE A WEEK	
HOLDING CELLS	FREQUENCY TO CLEAN: 104 SERVICES A YEAR/TWICE A WEEK	

DEEP CLEANING

		COST(S)
DETAILED DUSTING & WINDOW WASHING	FREQUENCY TO CLEAN: 2 SERVICES A YEAR/ONCE EVERY SIX MONTHS	
SHAMPOOING OF CARPET	FREQUENCY TO CLEAN: 2 SERVICES A YEAR/ONCE EVERY SIX MONTHS	
RESILIENT FLOOR MACHINE BUFF	FREQUENCY TO CLEAN: 2 SERVICES A YEAR/ONCE EVERY SIX MONTHS	

CONTRACTOR INFORMATION

Contractor Name: _____

Signature of Representative: _____

Printed Name of Representative: _____

Cell: _____

Email: _____

Business Address: _____

Business Phone: _____

Fax: _____

INDEPENDENT CONTRACTOR AGREEMENT

For and in exchange of the mutual promises and agreements each given the other, the undersigned Independent Contractor and the Village of Round Lake hereby agree as follows:

- 1. Parties:Independent Contractor
[hereafter referred to as "Contractor"]

Name: _____
 Address: _____

 Telephone: _____

Village of Round Lake
 [hereafter referred to as "Village"]
 442 North Cedar Lake Road
 Round Lake, Illinois 60073
 (847) 546-5400

- 2. Scope of work by Contractor specified: _____

- 3. Payment terms: _____

4. Contractor shall at all times hold the Village harmless from any and all claims, causes of action or other liabilities related to the Contractor's activities, including reasonable attorneys fees and as requested, shall promptly provide Village with proof of insurance as, in the sole discretion of the Village, may be deemed appropriate in relation to the scope of work.

5. The Village for any reason or without reason may terminate the Agreement and Contractor for work and material to the date of termination.

Entered the _____ day of _____, 20____.

Independent Contractor:

 [Name]

Village of Round Lake:
 By: _____

By: _____

**PROPOSAL TO PROVIDE
JANITORIAL SERVICES
FOR
VILLAGE OF ROUND LAKE
VILLAGE HALL & ANNEX BUILDING
442 N. CEDAR LAKE RD.
ROUND LAKE, IL. 60073**

Quality Service, through Quality People, Everyday at Every Location .

***Josie Tomasetti
Cell: 312-399-4104
jtomasetti@cleannetusa.com
CleanNet of Illinois Inc.
1301 W. 22nd St.
Suite 302
Oak Brook, IL. 60523
Office: 630-990-0990ext. 1303***

COST OF CLEANING SERVICES

GENERAL CLEANING

	FREQUENCY TO CLEAN:	COST(S)
OFFICE AREAS, MEETING ROOMS, CONFERENCE ROOMS & COMMON AREAS	104 SERVICES A YEAR/TWICE A WEEK	 \$390.00 Monthly
BATHROOMS & KITCHENS	104 SERVICES A YEAR/TWICE A WEEK	
CARPET CLEANING	104 SERVICES A YEAR/TWICE A WEEK	
RESILIENT FLOOR CLEANING	104 SERVICES A YEAR/TWICE A WEEK	

DEEP CLEANING

	FREQUENCY TO CLEAN:	COST(S)
DETAILED DUSTING & WINDOW WASHING	2 SERVICES A YEAR/ONCE EVERY SIX MONTHS	\$300.00 per request
SHAMPOOING OF CARPET	2 SERVICES A YEAR/ONCE EVERY SIX MONTHS	\$692.16 per request
RESILIENT FLOOR MACHINE BUFF	2 SERVICES A YEAR/ONCE EVERY SIX MONTHS	\$150.00 per request

CONTRACTOR INFORMATION

Contractor Name: CleanNet of Illinois

Signature of Representative: *Josie Tomasetti*

Printed Name of Representative: Josie Tomasetti

Cell: 312-399-4104

Email: jtomasetti@cleannetusa.com

Business Address: 1301 W. 22nd St.
Suite 302

OAK BROOK, IL 60523

Business Phone: 630-990-0940

Fax: 630-990-0910

INDEPENDENT CONTRACTOR AGREEMENT

For and in exchange of the mutual promises and agreements each given the other, the undersigned Independent Contractor and the Village of Round Lake hereby agree as follows:

1. Parties: Independent Contractor

[hereafter referred to as "Contractor"]

Name: CleanNet of Illinois
Address: 1301 W. 22nd St.
Suite 302 OAK BROOK, IL 60523
Telephone: 630-990-0990

Village of Round Lake
[hereafter referred to as "Village"]
442 North Cedar Lake Road
Round Lake, Illinois 60073
(847) 546-5400

2. Scope of work by Contractor specified: Village of Round Lake

3. Payment terms: 30 days net upon receipt of invoice

4. Contractor shall at all times hold the Village harmless from any and all claims, causes of action or other liabilities related to the Contractor's activities, including reasonable attorneys fees and as requested, shall promptly provide Village with proof of insurance as, in the sole discretion of the Village, may be deemed appropriate in relation to the scope of work.

5. The Village for any reason or without reason may terminate the Agreement and Contractor for work and material to the date of termination.

Entered the 6th day of March, 2015.

Independent Contractor:
Josie Tomasetti
[Name]

Village of Round Lake:

By: Josie Tomasetti
Account Executive

By: _____

Village of Round Lake, Lake County, IL

**PROPOSAL TO PROVIDE
JANITORIAL SERVICES
FOR
VILLAGE OF ROUND LAKE
POLICE DEPARTMENT
& PUBLIC WORKS
741 & 751 W. Towline Rd.
ROUND LAKE, IL. 60073**

Quality Service, through Quality People, Everyday at Every Location

***Josie Tomasetti
Cell: 312-399-4104
jtomasetti@cleannetusa.com
CleanNet of Illinois Inc.
1301 W. 22nd St.
Suite 302
Oak Brook, IL. 60523
Office: 630-990-0990ext. 1303***

COST OF CLEANING SERVICES

GENERAL CLEANING

	FREQUENCY TO CLEAN:	COST(S)
OFFICE AREAS, MEETING ROOMS, CONFERENCE ROOMS & COMMON AREAS	104 SERVICES A YEAR/TWICE A WEEK	<div style="font-size: 2em;">↓</div> \$581.00 monthly
COMMUNITY ROOM (OFFICE AREA 104, HALLWAY CORRIDOR 103 AND PUBLIC RESTROOMS 156 AND 157)	104 SERVICES A YEAR/TWICE A WEEK	
BATHROOMS & KITCHENS	104 SERVICES A YEAR/TWICE A WEEK	
CARPET CLEANING	104 SERVICES A YEAR/TWICE A WEEK	
RESILIENT FLOOR CLEANING	104 SERVICES A YEAR/TWICE A WEEK	
HOLDING CELLS	104 SERVICES A YEAR/TWICE A WEEK	

DEEP CLEANING

	FREQUENCY TO CLEAN:	COST(S)
DETAILED DUSTING & WINDOW WASHING	2 SERVICES A YEAR/ONCE EVERY SIX MONTHS	INSIDE & OUT \$370.00 per Request
SHAMPOOING OF CARPET	2 SERVICES A YEAR/ONCE EVERY SIX MONTHS	\$367. ²⁰ per Request
RESILIENT FLOOR MACHINE BUFF	2 SERVICES A YEAR/ONCE EVERY SIX MONTHS	\$707. ²⁰ per Request

CONTRACTOR INFORMATION

Contractor Name: CleanNet of Illinois

Signature of Representative: *Josie Tomasetti*

Printed Name of Representative: Josie Tomasetti

Cell: 312-399-4104

Email: jtomasetti@cleannetusa.com

Business Address: 1301 W. 22nd St.
Suite 302
OAK BROOK, IL. 60523

Business Phone: 630-990-0990

Fax: 630-990-0910

INDEPENDENT CONTRACTOR AGREEMENT

For and in exchange of the mutual promises and agreements each given the other, the undersigned Independent Contractor and the Village of Round Lake hereby agree as follows:

1. Parties: Independent Contractor

[hereafter referred to as "Contractor"]

Name: Clean Net of Illinois
Address: 1301 W. 22nd ST
Suite 302 OAK BROOK, IL 60523
Telephone: 630-990-0990

Village of Round Lake
[hereafter referred to as "Village"]
442 North Cedar Lake Road
Round Lake, Illinois 60073
(847) 546-5400

2. Scope of work by Contractor specified: Village of Round Lake

3. Payment terms: 30 days net. upon receipt of invoice

4. Contractor shall at all times hold the Village harmless from any and all claims, causes of action or other liabilities related to the Contractor's activities, including reasonable attorneys fees and as requested, shall promptly provide Village with proof of insurance as, in the sole discretion of the Village, may be deemed appropriate in relation to the scope of work.

5. The Village for any reason or without reason may terminate the Agreement and Contractor for work and material to the date of termination.

Entered the 6th day of March, 2015.

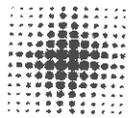
Independent Contractor: [Signature]
[Name]

Village of Round Lake:

By: Jasie Tomasetti
Account Executive

By: _____

Village of Round Lake, Lake County, IL



CleanNet USA

March 5, 2015

Ms. Martha Koechig
442 N. Cedar Lake Rd
Round Lake, IL. 60073

Dear Martha,

Thank you for the opportunity to meet with you and to fully understand your cleaning needs and requirements. CleanNet is pleased to submit this proposal for your consideration.

Through our national network of independent franchise operators, we are fully committed to providing excellence in janitorial services. This package includes a description of those services, a draft contract and the contact sheet for your full service team.

Every member of your service team is committed to provide you with the best in commercial cleaning services and support. We believe that the high-quality services you will receive are a direct reflection of the CleanNet System's attention to quality, safety, consistency, reliability and sustainability.

CleanNet guarantees you will receive high-quality cleaning services that will meet or exceed your company's specified requirements. We stand ready to serve you.

If you have any questions or I can help you in any way, please contact me.

Thank you for the opportunity to submit this proposal.

Sincerely,

Josie Tomasetti
Account Manager
(312) 399-4104
jtomasetti@cleannetusa.com

Committed to You and Your Facility

CleanNet knows how much the appearance of your facility matters. When your clients walk through your door, you want them to enter a facility that is fresh, clean, and sanitary. Your setting may be their first impression, so it's important to project a crisp, healthy image of professional competence.

CleanNet franchise operators work to exacting standards. Let us highlight your facility with a custom commercial cleaning solution. CleanNet USA designs facility solutions, and the CleanNet System's high-quality services are a direct reflection of our system that focuses on safety, consistency, reliability, and sustainability.

CleanNet's independent franchise operators are supported by CleanNet personnel to insure that your needs are met, your concerns are addressed, and your satisfaction is guaranteed.

Your CleanNet Team
Illinois PH.630-990-0990
Fax 630-990-0910

These individuals will be responsible for the coordination of services at your facility:

Description	Name	Office number	Cell number/ Emergency 24 hours
Sales Manager	Rob Erickson rerickson@cleannetusa.com	630-990-0990 Ext. 1310	EXT. 1140
Operations Manager	John Carrithers jcarrithers@cleannetusa.com	630-900-0990 Ext. 1313	224-425-8376
Account Executive	Josie Tomasetti jtomasetti@cleannetusa.com	630-990-0990 Ext. 1303	312-399-4104
Quality Assurance	Sean Kennedy seankennedy@cleannetusa.com	630-990-0990	708-916-7989
Customer Service	Gloria Andrade gandrade@cleannetusa.com	630-990-0990 Ext.1301	
Independent Franchise Operator	TBD		

The CleanNet Promise

CleanNet guarantees you will receive high-quality cleaning services that will meet or exceed your company's specified requirements. We will respond to and resolve any specific issue within one business day, but not later than the next regularly scheduled cleaning or we will provide you with a complimentary cleaning.

24-Hour Help Desk and Emergency Cleaning Response

CleanNet maintains a 24/7 hotline for prompt response to special situations. We strive to respond to emergencies immediately, so we also offer a guaranteed 90-minute emergency reply.

Computer Monitoring

CleanNet USA is one of the few commercial cleaning companies that uses internally developed software to monitor quality levels for customers. Our custom tools use computer-driven controls to monitor and respond to any need or deficiency, and include tracking follow up inspections.



Regular Site Inspections

Every facility receives regular quality assurance inspections and ratings. Areas requiring improvement are highlighted, addressed and tracked. We ensure that each detail of service is performed to the highest standards according to your cleaning specifications.

A sample inspection and rating form follows:

We Deliver Total Satisfaction to You Thru -

Quality People - Your highly-motivated CleanNet Franchisee has been carefully selected and trained. CleanNet franchisee's cleaners wear uniforms and ID badges.

Supervision - Each location has a dedicated supervisor on-site during cleaning operations.

Management Team - the entire critical infrastructure is in place and accessible to you to serve your account.

Quality Assurance - Monthly inspections, surveys, and ratings are all rolled up and managed for visibility and response. Areas in need of improvement receive special attention and additional inspections.

Communication / Service Log Book - Communication includes on-site logbooks, cell phone access to your Franchisee and your account manager, a 24/7 800 number and our 24/7 internet based help desk.

Training Programs - Comprehensive franchisee training includes classroom, text, DVD, testing, certificates and on-the-job mentoring. Specialized training for critical applications, like blood borne pathogens, is also in place.

Health & Sanitation - CleanNet uses specific cleaning techniques, equipment and chemicals to insure that areas where cross-contamination generally occurs are sanitized. We will also clean your air vents, removing all visible air-borne contaminants. Our techniques provide a cleaner, healthier and safer work environment.

Green Cleaning - CleanNet uses Green Seal Certified chemicals and products that meet high standards of efficiency, reliability and safety. All of our paper products are made from 100% recycled materials.

Material Safety Data Sheets (MSDS) - We supply MSDS sheets for all chemicals used at your facility.

Transition Plan - Your transition plan includes meeting with your franchisee's cleaning supervisor, stake holder notification, identifying and communicating site specific needs, delivery of equipment and products, installation and briefing on the Logbook for communication, specialized training as required, key pick up and confirmation of the cleaning start date.

Insurance and Janitorial Bond - Each CleanNet USA franchise operator carries general liability coverage and provides worker's compensation insurance for their employees, as well as a janitorial bond.

21st Century Cleaning Techniques -



Clean Green ® - In addition to conventional commercial cleaning services, CleanNet offers green cleaning solutions through our Clean Green® Program. These solutions can be used in part or for all of your cleaning services based on your business environment and needs.

Backpack Vacuums - CleanNet employs high powered and energy-efficient vacuums that meet the requirement of the Carpet & Rug Institute's Green Label program. These vacuums utilize high-capture HEPA filters that remove 99.9% of harmful particulate and dust, resulting in a cleaner and healthier environment.

Color-coded Microfiber Technology - Color-coded microfiber technology addresses two critical areas of concern.

Cross Contamination - Cross contamination often occurs when cleaning tools and cloths are used indiscriminately. Color coded microfiber cloths and tools are highly visible and each color defines the location where the cloth or tool can be safely used. For example: a cleaning cloth used on a floor should not be used on a counter; or a cloth used to clean a bathroom should not be used to clean a kitchen. Color coding provides a method for structuring a healthier cleaning modality.



Microfiber Technology - CleanNet utilizes Microfiber technology that is made from split conjugated fibers. These efficient fibers have electrostatic charge that attract and trap particulate within its fibers.

Green Seal Certified Cleaning Products - Upon request, CleanNet can use products that meet Green Seal's environmental standards for industrial and institutional cleaners based on reduced human and aquatic toxicity and reduced smog producing potential.

Biodegradable trashcan liners - Biodegradable trashcan liners remove a key pollutant from landfills.



Recycled Paper Products - Made from 100% recycled materials, our paper products do not contribute to the further destruction of forests.

Carbon Disclosure Project - CleanNet is a voluntary participant in the Carbon Disclosure Project, working actively to make the world a cleaner and safer place.



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: CAPITAL IMPROVEMENTS PLAN

Agenda Item No. COTW

Executive Summary:

Attached is the Capital Improvements Plan that includes all department capital item requests for the 2016 budget and for five years thereafter, ending in 2021. The plan provides for a procedure and structure for managing capital requirements for the Village and the implementation of a financial forecast for the requested capital needs. The document contains capital requests summaries by departments and funds and also includes the individual capital requests by department.

Recommended Action:

Review and Discuss the Round Lake Capital Improvement Plan Fiscal Year End 2016 - 2021.

Committee: Human Resources & Finance		Meeting Date: 3/16 & 4/6/15	
Lead Department: Administration		Presenter: Steve Shields	
Item Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.	Account(s)	Budget	Expenditure
	Y-T-D Actual		
	Amount Encumbered		
	Item Requested		
	Total:	\$0.00	\$0.00
Request is over/under budget:			
Under	-		
Over	-		



Village of Round Lake

Capital Improvement Plan

Fiscal Year Ended 2016 – 2021

RESOLUTION NO. 2015-R-XX

**A RESOLUTION ADOPTING VILLAGE OF ROUND LAKE
CAPITAL IMPROVEMENT PLAN FISCAL YEAR END 2016 THROUGH 2021**

WHEREAS, the Mayor and Finance Director in conjunction with the recommendations of all Village Departments and the Committee of the Whole’s review and recommendations has developed a comprehensive assessment of current and future long-term capital project needs and requirements for the Village of Round Lake, hereafter referenced as the “Village of Round Lake Capital Plan Fiscal Year End 2016 Through 2021”; and

WHEREAS, the Board of Trustees deems the “Village of Round Lake Capital Plan Fiscal Year End 2016 Through 2021” appropriate for adoption by the Village for present and future use for capital planning and implementation of capital projects by Village Staff, Departments and all other planning agencies and committees of the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ROUND LAKE, LAKE COUNTY, ILLINOIS, as follows:

SECTION 1: That the “Village of Round Lake Capital Plan Fiscal Year End 2016 Through 2021” as attached hereto is hereby adopted as stating and encompassing Village policy and guidelines for present and future capital plans within the Village as therein specified.

SECTION 2: That as set out in the “Village of Round Lake Capital Plan Fiscal Year End 2016 Through 2021”, the Board states the policy that such Capital Plan shall be the continuing guideline for the stated Capital Plan projects, their financing, implementation and completion, provided nothing herein is intended to constitute a pre-approval or formal authorization by the Board of Trustees for any capital project, or funding or expenditures for such projects.

APPROVED:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

AYES:

NAYS:

ABSENT:

**Village of Round Lake
Capital Improvement Plan
Fiscal Year End 2016-2021
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**Village of Round Lake
Capital Improvement Plan
Fiscal Year End 2016-2021
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Village of Round Lake Capital Plan

Introduction

The Village of Round Lake Capital Plan is arranged into four sections including this section, which describes the background and development and implementation. The second section provides a summary of the projects by department and the third section provides a summary by fund. Finally, each of the requests and pertinent information for each project is included in the fourth section.

There are other assessments/plans which provide input in the capital plan. As an example, the inventory of technology and vehicle items, and other plans that are incorporated into the capital plan.

It should be noted that this is a working plan and should be updated as conditions change resulting from the concerns of the citizens of Round Lake and the policies and priorities established by the Mayor and Village Board. New funding or other resource opportunities could also lead to program changes and implementation of projects not previously explored or eliminated entirely. All departmental requests are included in the plan.

Background

The Village of Round Lake makes significant capital expenditures for future operations and expenditures for other important capital projects. The capital plan is intended to provide guidance on which projects should be implemented, how they should be financed and when.

The Village of Round Lake Capital Plan is a tool to assess the long-term capital project requirements and to establish funding of the projects in a timely and cost-effective fashion. The plan is intended to ensure that there is a policy in place so the proper assessment is performed for the expenditure of public funds. The plan identifies and describes capital projects, and the years in which funding each project is to occur. The plan can be utilized to forecast any period of time and extends beyond the current operating cycle to cover a five-year time frame.

Plan Development

The Department Heads identified the necessary projects and project costs. The Elected Officials will provide oversight for the plan and assess the projects prior to approval for funding. The information included in the requests will be utilized for analysis and the potential need for prioritizing the projects. Accordingly, the requests will include the following information:

- **Project Description/Capital Request:** A description of the proposed construction project or the vehicles or equipment to be acquired.
- **Anticipated Benefits:** The goals and benefits to be derived through the construction or acquisition project.
- **Existing Condition:** A description of the existing condition to be alleviated by the project.
- **Funding Schedule:** The estimated cost of the project and the timing for funding are identified. Project timing is based on the assessment of need by the department head and may be changed through the prioritizing process.

- **Funding Sources:** Should identify whether the project will be funded by the Village's own resources, through an intergovernmental grant or loan, or a combination of such sources.
- **Other Resource Needs:** Identifies the need for municipal staff, legal services, engineering services, or other needs to complete the project.
- **Annual operation or maintenance costs, including the identifying such costs.**

Any additions to the plan require approval by the Village Board. Department Heads will forward capital plan requests to the Committee of the Whole for analysis and provide proper justification of additional projects.

Overall Financial Highlights

The Village uses eight funds to account for capital items, which are listed below along with the amounts for the 2016 budget and five years thereafter.

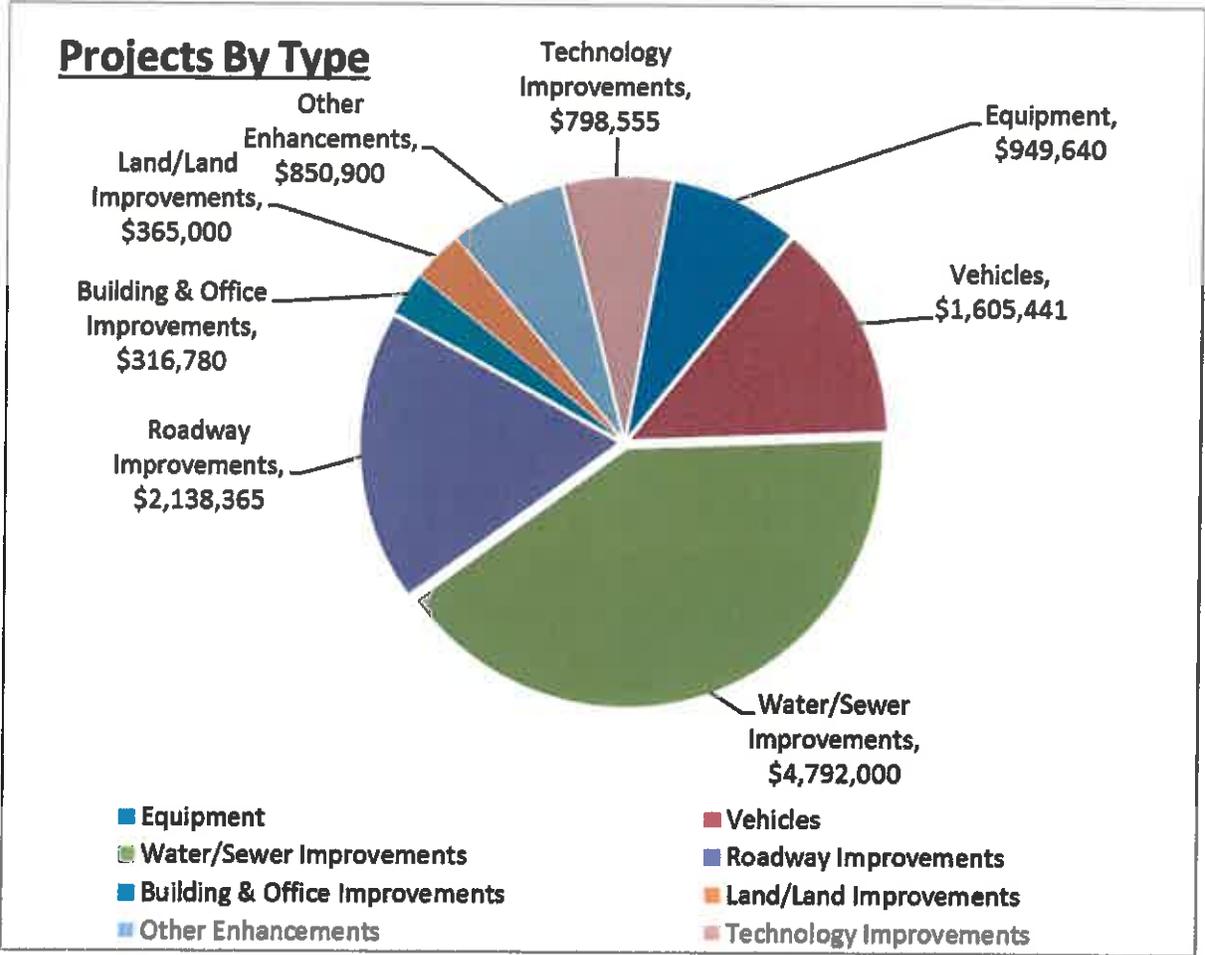
Fund	Budget	Forecast					Totals
	2016	2017	2018	2019	2020	2021	
General Fund (01)	\$86,700	\$41,071	\$41,071	\$48,571	\$41,071	\$21,071	\$279,555
Motor Fuel Tax Fund (10)	\$748,800	\$565,000	\$30,000	\$35,000	\$40,000	\$45,000	\$1,463,800
Capital Projects Fund (35)	\$749,565	\$390,400	\$250,000	\$260,000	\$85,000	\$0	\$1,734,965
Water & Sewer Fund (50)	\$1,288,200	\$1,330,500	\$2,455,500	\$207,500	\$2,500	\$2,500	\$5,286,700
Parking Lot Fund (51)	\$233,000	\$0	\$0	\$0	\$0	\$0	\$233,000
Vehicle Replacement Fund (60)	\$441,497	\$299,486	\$277,471	\$305,544	\$283,711	\$148,472	\$1,756,181
Technology Replacement Fund (61)	\$99,200	\$127,500	\$107,500	\$100,500	\$40,500	\$55,500	\$530,700
Building Replacement Fund (62)	\$135,280	\$93,500	\$97,000	\$72,000	\$72,000	\$62,000	\$531,780
Grand Total	\$3,782,242	\$2,847,457	\$3,258,542	\$1,029,115	\$564,782	\$334,543	\$11,816,681

The detail projects included in each fund are listed on page 4 and 5 of this document. General Fund capital requests are supported by normal operating revenues. In the Motor Fuel Tax Fund motor fuel tax allotments are the major revenue source supporting projects. Gas utility tax and contributions from the General Fund supports the Capital Projects Fund projects and user charges in the Water and Sewer Fund and the Parking Lot Fund. Replacement Funds are supported by annual contributions from the General and Water/Sewer Funds.

As noted previously, the Department Heads identified the necessary projects and project costs. The chart that follows is a summary of department requests for capital requests that includes amounts for the 2016 budget and five years thereafter. The detail projects by department are listed on page 6 and 7 of this document.

Department	Budget	Forecast					Totals
	2016	2017	2018	2019	2020	2021	
Administration	\$108,280	\$116,000	\$125,000	\$106,000	\$131,000	\$35,000	\$621,280
Police Department	\$258,697	\$242,057	\$208,542	\$181,115	\$187,782	\$224,543	\$1,302,736
Public Works	\$1,224,900	\$516,000	\$466,000	\$423,000	\$197,000	\$21,000	\$2,847,900
Engineering	\$2,164,365	\$1,965,400	\$2,455,000	\$315,000	\$45,000	\$50,000	\$6,994,765
Building Department	\$26,000	\$8,000	\$4,000	\$4,000	\$4,000	\$4,000	\$50,000
Grand Total	\$3,782,242	\$2,847,457	\$3,258,542	\$1,029,115	\$564,782	\$334,543	\$11,816,681

Finally, the following graphs list the total \$11,816,681 in the plan by type.



Capital Projects Summary

By Fund

**CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEAR END 2016 - 2021 CIP DOCUMENT
BY FUND**

Project	Account No.	Priority	Page #	2016	2017	2018	2019	2020	2021
General Fund (01)									
Administration Department									
Geographic Information System (GIS) Software	01-20-91-99119	1	52	\$7,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Police Department									
NIPAS Bllistic Vest and Equipment Replacement	01-40-75-77531	1	19				\$7,500		
Records Management System	01-40-91-99103	2	12	\$55,000	\$38,571	\$38,571	\$38,571	\$38,571	\$18,571
Public Works									
Lightning Protection System	01-60-80-88001	2	69	\$10,200					
Liquid Anti-Icing, Deicing Distributor	01-60-80-88001	2	58	\$14,000					
Total General Fund (01)				\$86,700	\$41,071	\$41,071	\$48,571	\$41,071	\$21,071
Motor Fuel Tax Fund (10)									
Crack Sealing Program	10-60-74-77436	2	35	\$50,000	\$25,000	\$30,000	\$35,000	\$40,000	\$45,000
Forest Avenue & MacGillis Dr. Pavement Rehabilitation	10-60-83-88301	2	41	\$388,800					
Rehabilitate Nippersink Road	10-60-83-88301	2	47		\$540,000				
MacGillis Bridge Reconstruction	10-60-83-88301	1	51	\$310,000					
Total Motor Fuel Tax Fund (10)				\$748,800	\$565,000	\$30,000	\$35,000	\$40,000	\$45,000
Capital Projects Fund (35)									
Cedar Lake Road Lift Station/Squaw Creek Bank Stabilization	35-20-73-77307	2	50	\$15,000					
Forest Avenue & MacGillis Dr. Pavement Rehabilitation	35-20-73-77307	2	41	\$21,200					
Pavement Management Strategy	35-20-73-77307	2	40	\$22,000					
Rehabilitate Nippersink Road	35-20-73-77307	2	47	\$30,000					
Valley Lakes Subdivision Selected Roads	35-20-73-77307	2	36	\$6,300					
Back-up Generator	35-20-80-88001	3	25					\$85,000	
Concrete Curb/Gutter & Sidewalk Repair (Phase 1)	35-20-83-88301	2	64	\$50,000	\$50,000	\$50,000	\$50,000		
Fairfield & Route 134 Water Main Improvements (Sidewalk)	35-20-83-88301	2	37				\$20,000		
Long Lake Road (East Half) Improvements	35-20-83-88301	2	39	\$226,365					
Valley Lakes Subdivision Selected Roads	35-20-83-88301	2	36	\$133,700					
Cedar Lake Road Lift Station/Squaw Creek Bank Stabilization	35-20-86-88601	2	50		\$132,000				
Cedar Valley Park Pond Public Flood Control Project	35-20-88-88801	2	38	\$75,000	\$83,400	\$75,000	\$75,000		
Conversion to LED Street Lights Program	35-20-88-88801	2	62	\$40,000	\$40,000	\$40,000	\$40,000		
Parkway Tree Replacement Program	35-20-88-88801	1	65	\$75,000	\$75,000	\$75,000	\$75,000		
Tear Downs	35-20-88-88801	2	34	\$10,000	\$10,000	\$10,000			
Welcome Signs	35-20-88-88801	2	63	\$45,000					
Total Capital Projects Fund (35)				\$749,565	\$390,400	\$250,000	\$260,000	\$85,000	\$0
Water / Sewer Fund (50)									
Chlorine Monitor	50-60-80-88001	1	53	\$5,500					
Gama Jet Manhole Cleaning Nozzle	50-60-80-88001	2	66	\$6,000					
Lightning Protection System	50-60-80-88001	2	69	\$10,200					
Replacement of Cambridge Lift Station	50-60-80-88001	2	56	\$453,000					
"Smoke Test" Sanitary Sewer System Program	50-60-81-88101	2	57	\$25,000	\$25,000	\$25,000	\$25,000		
750,000 Gallon Elevated Tank	50-60-81-88101	2	45		\$55,000	\$2,345,000			
Emergency Water Interconnect	50-60-81-88101	2	43	\$147,000					
Fairfield & Route 134 Water Main Improvements	50-60-81-88101	2	37				\$180,000		
Midland Drive Water Main Replacement	50-60-81-88101	2	46	\$420,000					
Rehabilitate Nippersink Road	50-60-81-88101	2	47	\$6,000	\$110,000				
Replace Non-Operative Water Main Valves & Fire Hydrants	50-60-81-88101	2	55	\$50,000	\$50,000				
Second CLCJAWA Delivery Structure	50-60-81-88101	2	49	\$65,000	\$1,015,000				
Upgrade Controls & Install Back Up Power Generator	50-60-81-88101	2	54	\$63,000	\$73,000	\$83,000			
Water Main Leak Detection Assessment	50-60-81-88101	2	42	\$25,000					
Well #3 Evaluation	50-60-81-88101	2	44	\$5,000					
Geographic Information System (GIS) Software	50-60-91-99119	1	52	\$7,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Total Water / Sewer Fund (50)				\$1,288,200	\$1,330,500	\$2,455,500	\$207,500	\$2,500	\$2,500

**CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEAR END 2016 - 2021 CIP DOCUMENT
BY FUND**

Project	Account No.	Priority	Page #	2016	2017	2018	2019	2020	2021
Commuter Parking Lot Fund (51)									
Goodnow Parking Lot Repair and Sealing	51-60-86-88601	2	68	\$30,000					
METRA Main Parking Lot Paving	51-60-86-88601	2	48	\$203,000					
Total Commuter Lot Fund (51)				\$233,000	\$0	\$0	\$0	\$0	\$0
Vehicle Replacement Fund (60)									
Radar Trailer	60-40-80-88001	3	20		\$15,000				
Community Service Vehicles	60-40-80-88004	2	9	\$27,196					\$31,500
Police Vehicles	60-40-80-88004	2	10	\$81,588	\$84,036	\$86,557	\$89,153	\$91,828	\$94,583
Community Service Vehicle Equipment	60-40-80-88024	2	9	\$3,713					\$5,000
Police Vehicles Equipment	60-40-80-88024	2	10	\$15,000	\$15,450	\$15,914	\$16,391	\$16,883	\$17,389
Roller	60-60-80-88001	2	67	\$30,000					
Large Dump Trucks	60-60-80-88004	2	61	\$175,000	\$185,000	\$175,000	\$200,000	\$175,000	
Refurbish 5 Yard Dump Truck #54	60-60-80-88004	2	60	\$55,000					
Water Meter Van	60-60-80-88004	2	59	\$32,000					
Vehicle replacement of #16	60-70-80-88004	2	8	\$22,000					
Total Vehicle Replacement Fund (60)				\$441,497	\$299,486	\$277,471	\$305,544	\$283,711	\$148,472
Technology Replacement Fund (61)									
Financial Management System	61-20-91-99103	2	32		\$75,000	\$75,000	\$75,000		
Replace Technology Equipment	61-20-91-99117	2	31	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Replace Village Computers/Server	61-20-91-99117	2	30	\$4,000		\$9,000		\$15,000	\$4,000
Building Video Surveillance System	61-40-91-99117	2	17	\$15,000	\$15,000	\$3,000		\$5,000	
Community Room Technology	61-40-91-99117	2	14	\$1,500	\$3,000			\$6,000	
Interview Room Hi-Definition Video Recording System	61-40-91-99117	2	18	\$7,500	\$5,000				\$2,000
Police Vehicle Mobile Data Computers	61-40-91-99117	2	11	\$15,000	\$15,000				\$15,000
Replace Technology Equipment	61-40-91-99117	2	31	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Replace Village Computers/Server	61-40-91-99117	2	30	\$5,000	\$3,000	\$3,000	\$3,000	\$3,000	\$18,000
UPS Batteries Replacement and Maintenance	61-40-91-99117	2	21	\$5,700		\$10,000			\$6,000
Replace Technology Equipment	61-60-91-99117	2	31	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Replace Technology Equipment (Water/Sewer)	61-60-91-99117	2	31	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Replace Village Computers/Server	61-60-91-99117	2	30	\$1,000			\$15,000	\$2,000	\$3,000
Replace Village Computers/Server (Water/Sewer)	61-60-91-99117	2	30	\$7,000				\$2,000	
SCADA Server & Tags	61-60-91-99117	2	33	\$30,000					
Replace Technology Equipment	61-70-91-99117	2	31	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Replace Village Computers/Server	61-70-91-99117	2	30		\$4,000				
Total Technology Replacement Fund (61)				\$99,200	\$127,500	\$107,500	\$100,500	\$40,500	\$55,500
Building Replacement Fund (62)									
Building Equipment Replacement	62-20-80-88001	3	28	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Temperature Control Systems	62-20-80-88001	2	26	\$35,000					
Office Furniture Repair and Replacement	62-20-80-88018	3	24	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Carpet Repairs	62-20-85-88501	3	23	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Insulate Exposed Attic	62-20-85-88501	2	27	\$18,280					
Painting	62-20-85-88501	3	23	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500
Village Hall Vestibule	62-20-85-88501	3	29	\$10,000					
Building Equipment Replacement	62-40-80-88001	3	28	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Community Room Furniture	62-40-80-88018	3	15		\$6,500				
Office Furniture Repair and Replacement	62-40-80-88018	3	16		\$5,000	\$5,000	\$5,000	\$5,000	
Building Upkeep	62-40-85-88501	3	22	\$15,000	\$15,000	\$10,000	\$5,000	\$5,000	\$5,000
Carpet Repairs	62-40-85-88501	3	13		\$10,000	\$10,000	\$5,000	\$5,000	
Community Room Carpeting	62-40-85-88501	3	15			\$15,000			
Building Equipment Replacement	62-60-80-88001	3	28	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Office Furniture Repair and Replacement	62-60-80-88018	3	24	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Painting	62-60-85-88501	3	23	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Office Furniture Repair and Replacement	62-70-80-88018	3	24	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Total Building Replacement Fund (62)				\$135,280	\$93,500	\$97,000	\$72,000	\$72,000	\$62,000
Grand Total				\$3,782,242	\$2,847,457	\$3,258,542	\$1,029,115	\$564,782	\$334,543

Capital Projects Summary

By Department

**CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEAR END 2016 - 2021 CIP DOCUMENT
BY DEPARTMENT**

Project	Account No.	Priority	Page #	2016	2017	2018	2019	2020	2021
Administration									
Painting	62-20-85-88501	3	23	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500
Carpet Repairs	62-20-85-88501	3	23	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Office Furniture Repair and Replacement	62-20-80-88018	3	24	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Back-up Generator	35-20-80-88001	3	25					\$85,000	
Temperature Control Systems	62-20-80-88001	2	26	\$35,000					
Insulate Exposed Attic	62-20-85-88501	2	27	\$18,280					
Building Equipment Replacement	62-20-80-88001	3	28	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Village Hall Vestibule	62-20-85-88501	3	29	\$10,000					
Replace Village Computers/Server	61-20-91-99117	2	30	\$4,000		\$9,000		\$15,000	\$4,000
Replace Technology Equipment	61-20-91-99117	2	31	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Financial Management System	61-20-91-99103	2	32		\$75,000	\$75,000	\$75,000		
Tear Downs	35-20-88-88801	2	34	\$10,000	\$10,000	\$10,000			
Total Administration				\$108,280	\$116,000	\$125,000	\$106,000	\$131,000	\$35,000
Police Department									
Community Service Vehicle Equipment	60-40-80-88024	2	9	\$3,713					\$5,000
Community Service Vehicles	60-40-80-88004	2	9	\$27,196					\$31,500
Police Vehicles	60-40-80-88004	2	10	\$81,588	\$84,036	\$86,557	\$89,153	\$91,828	\$94,583
Police Vehicles Equipment	60-40-80-88024	2	10	\$15,000	\$15,450	\$15,914	\$16,391	\$16,883	\$17,389
Police Vehicle Mobile Data Computers	61-40-91-99117	2	11	\$15,000	\$15,000				\$15,000
Records Management System	01-40-91-99103	2	12	\$55,000	\$38,571	\$38,571	\$38,571	\$38,571	\$18,571
Building Equipment Replacement	62-40-80-88001	3	28	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Replace Village Computers/Server	61-40-91-99117	2	30	\$5,000	\$3,000	\$3,000	\$3,000	\$3,000	\$18,000
Replace Technology Equipment	61-40-91-99117	2	31	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Carpet Repairs	62-40-85-88501	3	13		\$10,000	\$10,000	\$5,000	\$5,000	
Community Room Technology	61-40-91-99117	2	14	\$1,500	\$3,000			\$6,000	
Community Room Carpeting	62-40-85-88501	3	15			\$15,000			
Community Room Furniture	62-40-80-88018	3	15		\$6,500				
Office Furniture Repair and Replacement	62-40-80-88018	3	16		\$5,000	\$5,000	\$5,000	\$5,000	
Building Video Surveillance System	61-40-91-99117	2	17	\$15,000	\$15,000	\$3,000		\$5,000	
Interview Room Hi-Definition Video Recording System	61-40-91-99117	2	18	\$7,500	\$5,000				\$2,000
NIPAS Blistic Vest and Equipment Replacement	01-40-75-77531	1	19				\$7,500		
Radar Trailer	60-40-80-88001	3	20		\$15,000				
UPS Batteries Replacement and Maintenance	61-40-91-99117	2	21	\$5,700		\$10,000			\$6,000
Building Upkeep	62-40-85-88501	3	22	\$15,000	\$15,000	\$10,000	\$5,000	\$5,000	\$5,000
Total Police Department				\$258,697	\$242,057	\$208,542	\$181,115	\$187,782	\$224,543
Building Department									
Vehicle replacement of #16	60-70-80-88004	2	8	\$22,000					
Office Furniture Repair and Replacement	62-70-80-88018	3	24	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Replace Village Computers/Server	61-70-91-99117	2	30		\$4,000				
Replace Technology Equipment	61-70-91-99117	2	31	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Total Building Department				\$26,000	\$8,000	\$4,000	\$4,000	\$4,000	\$4,000
Public Works									
Painting	62-60-85-88501	3	23	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Office Furniture Repair and Replacement	62-60-80-88018	3	24	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Building Equipment Replacement	62-60-80-88001	3	28	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Replace Village Computers/Server	61-60-91-99117	2	30	\$1,000			\$15,000	\$2,000	\$3,000
Replace Village Computers/Server (Water/Sewer)	61-60-91-99117	2	30	\$7,000				\$2,000	
Replace Technology Equipment	61-60-91-99117	2	31	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Replace Technology Equipment (Water/Sewer)	61-60-91-99117	2	31	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
SCADA Server & Tags	61-60-91-99117	2	33	\$30,000					
"Smoke Test" Sanitary Sewer System Program	50-60-81-88101	2	57	\$25,000	\$25,000	\$25,000	\$25,000		
Large Dump Trucks	60-60-80-88004	2	61	\$175,000	\$185,000	\$175,000	\$200,000	\$175,000	
Chlorine Monitor	50-60-80-88001	1	53	\$5,500					
Concrete Curb/Gutter & Sidewalk Repair (Phase 1)	35-20-83-88301	2	64	\$50,000	\$50,000	\$50,000	\$50,000		
Conversion to LED Street Lights Program	35-20-88-88801	2	62	\$40,000	\$40,000	\$40,000	\$40,000		
Gama Jet Manhole Cleaning Nozzle	50-60-80-88001	2	66	\$6,000					
Goodnow Parking Lot Repair and Sealing	51-60-86-88601	2	68	\$30,000					
Lightning Protection System	01-60-80-88001	2	69	\$10,200					
Lightning Protection System	50-60-80-88001	2	69	\$10,200					
Liquid Anti-Icing, Deicing Distributor	01-60-80-88001	2	58	\$14,000					
Parkway Tree Replacement Program	35-20-88-88801	1	65	\$75,000	\$75,000	\$75,000	\$75,000		
Refurbish 5 Yard Dump Truck #54	60-60-80-88004	2	60	\$55,000					
Replace Non-Operative Water Main Valves & Fire Hydrants	50-60-81-88101	2	55	\$50,000	\$50,000				
Replacement of Cambridge Lift Station	50-60-80-88001	2	56	\$453,000					
Roller	60-60-80-88001	2	67	\$30,000					
Upgrade Controls & Install Back Up Power Generator	50-60-81-88101	2	54	\$63,000	\$73,000	\$83,000			
Water Meter Van	60-60-80-88004	2	59	\$32,000					
Welcome Signs	35-20-88-88801	2	63	\$45,000					
Total Public Works				\$1,224,900	\$516,000	\$466,000	\$423,000	\$197,000	\$21,000

**CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEAR END 2016 - 2021 CIP DOCUMENT
BY DEPARTMENT**

Project	Account No.	Priority	Page #	2016	2017	2018	2019	2020	2021
Engineering									
Crack Sealing Program	10-60-74-77436	2	35	\$50,000	\$25,000	\$30,000	\$35,000	\$40,000	\$45,000
Valley Lakes Subdivision Selected Roads	35-20-73-77307	2	36	\$6,300					
Valley Lakes Subdivision Selected Roads	35-20-83-88301	2	36	\$133,700					
Fairfield & Route 134 Water Main Improvements	50-60-81-88101	2	37				\$180,000		
Fairfield & Route 134 Water Main Improvements (Sidewalk)	35-20-83-88301	2	37				\$20,000		
Cedar Valley Park Pond Public Flood Control Project	35-20-88-88801	2	38	\$75,000	\$83,400	\$75,000	\$75,000		
Long Lake Road (East Half) Improvements	35-20-83-88301	2	39	\$226,365					
Pavement Management Strategy	35-20-73-77307	2	40	\$22,000					
Forest Avenue & MacGillis Dr. Pavement Rehabilitation	10-60-83-88301	2	41	\$388,800					
Forest Avenue & MacGillis Dr. Pavement Rehabilitation	35-20-73-77307	2	41	\$21,200					
Water Main Leak Detection Assessment	50-60-81-88101	2	42	\$25,000					
Emergency Water Interconnect	50-60-81-88101	2	43	\$147,000					
Well #3 Evaluation	50-60-81-88101	2	44	\$5,000					
750,000 Gallon Elevated Tank	50-60-81-88101	2	45		\$55,000	\$2,345,000			
Midland Drive Water Main Replacement	50-60-81-88101	2	46	\$420,000					
Rehabilitate Nippersink Road	10-60-83-88301	2	47		\$540,000				
Rehabilitate Nippersink Road	35-20-73-77307	2	47	\$30,000					
Rehabilitate Nippersink Road	50-60-81-88101	2	47	\$6,000	\$110,000				
Second CLCJAWA Delivery Structure	50-60-81-88101	2	49	\$65,000	\$1,015,000				
Cedar Lake Road Lift Station/Squaw Creek Bank Stabilization	35-20-73-77307	2	50	\$15,000					
Cedar Lake Road Lift Station/Squaw Creek Bank Stabilization	35-20-86-88601	2	50		\$132,000				
MacGillis Bridge Reconstruction	10-60-83-88301	1	51	\$310,000					
Geographic Information System (GIS) Software	01-20-91-99119	1	52	\$7,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Geographic Information System (GIS) Software	50-60-91-99119	1	52	\$7,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
METRA Main Parking Lot Paving	51-60-86-88601	2	48	\$203,000					
Total Engineering				\$2,164,365	\$1,965,400	\$2,455,000	\$315,000	\$45,000	\$50,000
Grand Total				\$3,782,242	\$2,847,457	\$3,258,542	\$1,029,115	\$564,782	\$334,543

Capital Projects Summary

All Capital Projects

Building Department

Capital Projects/Acquisition Requests

Capital Project/Acquisition Request

Department: Building Department

Requested By: S. Shields

Title: Vehicle replacement of #16

FYE: 2016

Programmed in another fund? Vehicle Replacement

Project Description/ Replacement of Building Department truck #16. The other building department vehicle (#18) was replaced in fiscal
Capital Request: year end 2015.

Anticipated Benefits: Reliable transportation for the purpose of patrolling village for property maintenance inspections. Trucks are preferred over sedans due to their durability. Less maintenance charges and better fuel efficiency.

Existing Condition: The Ford Ranger (#16) is nearing the end of its useful life and will not be reliable transportation. Vehicle will be approxiamtely 14 years old if replaced in 2016.

Fiscal Year End Needed: 2016 **Lead Time in months:** 1.5 months **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>					Total
		2016	2017	2018	2019	2020	
60-70-80-88004	New Vehicle	\$22,000	\$0	\$0	\$0	\$0	\$22,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$22,000	\$0	\$0	\$0	\$0	\$22,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$22,000	\$0	\$0	\$0	\$0	\$22,000

Fund(s) Supporting Cost: Vehicle Replacement Fund

Funding Sources: Funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other Servicing/gas

Annual Operating Costs: \$2,000

Identify Annual Costs: Cost based on as 2014 Ford F-150 paid for in October 2014 at a cost of \$17,851.
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Police Department

Capital Projects/Acquisition Requests

Capital Project/Acquisition Request

Department: Police

Requested By: Michael Gillette

Title: Community Service Vehicle

FYE: 2016

Project Description/ Acquisition and deployment of one Community Service Officer light SUV or truck, which also includes vehicle
Capital Request: equipment. The vehicle will replace the 2002 Ford Explorer that is currently in service.

Anticipated Benefits: The anticipated benefits of the purchase of a new vehicle for the police department Community Service Officer includes a reduction in maintenance costs associated with the 2002 Ford Explorer that will be near or at its workable service life after 14 years.

Existing Condition: The total cost for equipment reflects any new equipment that will have to be bought to outfit the model vehicle that replaces the 2002 Ford Explorer that may not change over, or that which is simply outdated or worn out. Installation is included by use of the Facility and Fleet Coordinator who can install the equipment in vehicles. That may reduce the overall cost estimate.

Fiscal Year End Needed: 2016 **Lead Time in months:** 3 mos. **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2016	2017	2018	2019	2020	2021	
60-40-80-88024	Equipment	\$3,713	\$0	\$0	\$0	\$0	\$5,000	\$8,713
60-40-80-88004	Vehicles	\$27,196	\$0	\$0	\$0	\$0	\$31,500	\$58,696
-	Fund subtotal	\$30,909	\$0	\$0	\$0	\$0	\$36,500	\$67,409
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$30,909	\$0	\$0	\$0	\$0	\$36,500	\$67,409

Fund(s) Supporting Cost: Vehicle Replacement Fund

Funding Sources: Replacement funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s):

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other Repairs and preventive maintenance services

Annual Operating Costs: -

Identify Annual Costs: Periodic maintenance, repairs, gas & oil.
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Police

Requested By: Michael Gillette

Title: Police Vehicles

FYE: 2016

Project Description/ Acquisition and deployment of a police vehicle(s), which includes vehicle equipment.

Capital Request:

Anticipated Benefits: The anticipated benefits of the acquisition of new vehicles for the police department include reduced maintenance costs associated with older vehicles and a reasonable rotation of vehicles to ensure the maximum life and deployment of police vehicles dependent upon the function of the vehicle. The actual price of the 2014/15 model vehicles has not been released at time of report. The price considered is last years price with the addition of a 3% inflation estimate.

Existing Condition: The 2015 model year will be the third year of the new product line of Ford Police Interceptors and Explorers. We know that some equipment can successfully be recycled from the remaining Ford Crown Victorias; however, it is not clear what current equipment will be have a serviceable life and as well as be compatible with the new model. Installation is included in the estimate; however, if the Facility & Fleet Coordinator can install the equipment in, then the installation costs will be less than stated.

Fiscal Year End Needed: Various **Lead Time in months:** 3 mos. **Priority:** 2

Account Number	Description	2016	2017	Total Project Costs		2020	2021	Total
				2018	2019			
60-40-80-88024	Equipment	\$15,000	\$15,450	\$15,914	\$16,391	\$16,883	\$17,389	\$97,027
60-40-80-88004	Vehicles	\$81,588	\$84,036	\$86,557	\$89,153	\$91,828	\$94,583	\$527,745
-	Fund subtotal	\$96,588	\$99,486	\$102,471	\$105,544	\$108,711	\$111,972	\$624,772
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$96,588	\$99,486	\$102,471	\$105,544	\$108,711	\$111,972	\$624,772

Fund(s) Supporting Cost: Vehicle Replacement Fund

Funding Sources: Replacement funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s):

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other Repairs and preventive maintenance services

Annual Operating Costs: -

Identify Annual Costs: Periodic maintenance, repairs, gas & oil.
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Police

Requested By: Michael Gillette

Title: Police Vehicle Mobile Data Computers

FYE: 2016

Project Description/ Acquisition of a police vehicle Mobile Data Computers.

Capital Request:

Anticipated Benefits: The anticipated benefits of the acquisition of replacement Mobile Data Computers is the reduction of failures and adaptation of modern operating software.

Existing Condition: Our computers are at the end of our servicable life and are beginning to suffer from compatability issues due to software size and technology. Many of the computers we use are borrowed from another agency.

Fiscal Year End Needed: Various **Lead Time in months:** 3 mos. **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>					Total	
		2016	2017	2018	2019	2020		
61-40-91-99117	Equipment	\$15,000	\$15,000	\$0	\$0	\$0	\$15,000	\$45,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$15,000	\$15,000	\$0	\$0	\$0	\$15,000	\$45,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$15,000	\$15,000	\$0	\$0	\$0	\$15,000	\$45,000

Fund(s) Supporting Cost: Technology Replacement Fund

Funding Sources: Replacement funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s):

Other Resources Needs: Municipal Staff -

Legal -

Engineering -

Other Repairs and preventive maintenance services

Annual Operating Costs: -

Identify Annual Costs: Periodic maintenance.

(personnel, equipment,
subscriptions, utilities,
and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Police

Requested By: Michael Gillette

Title: Records Management System (Phase 1 and 2)

FYE: 2016

Project Description/ Installation of a comprehensive records management system. **NOTE:** This is a ten year lease project with an estimated **Capital Request:** 10-year cost of \$302,050.

Anticipated Benefits: The Records Management System Currently in place is adequate but antiquated. A modern system will provide greater data repository capability, crime analysis features not currently available and enhanced reporting and access to the Department's criminal justice information in police vehicles.

Existing Condition: The Department currently uses an antiquated records management system that does not provide for comprehensive record keeping, search capabilities, report writing, mobile reporting, Live scan or jail bookings. It does not integrate with any other processes which limits reporting ability and even simple analysis is difficult.

Fiscal Year End Needed: 2016 **Lead Time in months:** 3 mos. **Priority:** 2

Account Number	Description	2016	2017	Total Project Costs		2020	2021	Total
				2018	2019			
01-40-91-99107	Installation	\$55,000	\$38,571	\$38,571	\$38,571	\$38,571	\$18,571	\$227,855
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$55,000	\$38,571	\$38,571	\$38,571	\$38,571	\$18,571	\$227,855
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$55,000	\$38,571	\$38,571	\$38,571	\$38,571	\$18,571	\$227,855

Fund(s) Supporting Cost: General Fund
Funding Sources: General Fund Revenues
Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs:

Identify Annual Costs: Due to economics and the need to conserve and make due, the police department has postponed this request for many (personnel, equipment, years, subscriptions, utilities, and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Police

Requested By: Michael Gillette

Title: Carpet Repairs

FYE: 2016

Project Description/ Repair and replace carpet at the Police Station that need such work.

Capital Request:

Anticipated Benefits: The Police Station will be about 10 years old in FYE 2016. There will be upkeep needs including carpet repair and replacement needs in the most traveled sections of the building if not the entire building.

Existing Condition: Currently, the building carpet is cleaned and maintained twice annually, so it is in a good state of repair. This project is anticipated for future repairs that happen as the building ages.

Fiscal Year End Needed: 2017 Lead Time in months: 3 mos. Priority: 3

Account Number	Description	2016	2017	Total Project Costs		2020	2021	Total
				2018	2019			
62-40-85-88501	Carpet Repairs	\$0	\$10,000	\$10,000	\$5,000	\$5,000	\$0	\$30,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$10,000	\$10,000	\$5,000	\$5,000	\$0	\$30,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$10,000	\$10,000	\$5,000	\$5,000	\$0	\$30,000

Fund(s) Supporting Cost: Building Replacement Fund

Funding Sources: Funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs: This was a capital project is scheduled for the FYE 2016 and years thereafter, if needed due to regular or unexpected (personnel, equipment, building maintenance and age issues. This project will be economics driven and may be adjusted on an as needed subscriptions, utilities, and basis to conserve and make due if repairs are only minor and the floor coverings remain in good repair. other items.)

Use Carpet(Gurnee) for a pricing quote when appropriate.

Project Number: -

Capital Project/Acquisition Request

Department: Police

Requested By: Michael Gillette

Title: Community Room Technology

FYE: 2016

Project Description/ Replacement of Projector, DVD, Blue Ray or comparable Video playing device, Sound system and/or other

Capital Request: technology as modern science changes through time or wear.

Anticipated Benefits: The Community Room is open for use to the citizens and residents of the Village. As a result is it widely used. The hospitality the Village extends is a good representation of the Village care for the community.

Existing Condition: As the Community room is open to the public, it is important to keep the room fresh, comfortable and inviting to use. The technology has currently reached or is reaching the end of serviceable life.

Fiscal Year End Needed: 2016

Lead Time in months: 3 mos.

Priority: 2

Account Number	Description	2016	2017	Total Project Costs		2020	2021	Total
				2018	2019			
61-40-91-99117	Installation	\$1,500	\$3,000	\$0	\$0	\$6,000	\$0	\$10,500
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$1,500	\$3,000	\$0	\$0	\$6,000	\$0	\$10,500
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$1,500	\$3,000	\$0	\$0	\$6,000	\$0	\$10,500

Fund(s) Supporting Cost: Technology Replacement Fund

Funding Sources: Funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -

Legal -

Engineering -

Other -

Annual Operating Costs: -

Identify Annual Costs: Replacement of Community Room Technology

(personnel, equipment,
subscriptions, utilities,
and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Police

Requested By: Michael Gillette

Title: Community Room Furniture and Carpeting

FYE: 2016

Project Description/ Replacement of chairs in FYE 2017, replacement of carpeting in the FYE 2018 if needed.

Capital Request:

Anticipated Benefits: The Community Room is open for use to the citizens and residents of the Village. As a result it is widely used. The hospitality the Village extends is a good representation of the Village care for the community.

Existing Condition: As the Community room is open to the public, it is important to keep the room fresh, comfortable and inviting to use. The chairs are currently reaching the end of serviceable life in a setting such as the public Community Room.

Fiscal Year End Needed: 2017 **Lead Time in months:** 3 mos. **Priority:** 3

Account Number	Description	2016	2017	<u>Total Project Costs</u>		2020	2021	Total
				2018	2019			
62-40-80-88018	Chairs	\$0	\$6,500	\$0	\$0	\$0	\$0	\$6,500
62-40-85-88501	Carpet	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
-	Fund subtotal	\$0	\$6,500	\$15,000	\$0	\$0	\$0	\$21,500
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$6,500	\$15,000	\$0	\$0	\$0	\$21,500

Fund(s) Supporting Cost: Building Replacement Fund

Funding Sources: Funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs: Replacement of furniture and Carpeting over a two year span.
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Police

Requested By: Michael Gillette

Title: Office Furniture Repair and Replacement

FYE: 2016

Project Description/ Replacement and repair of facility furniture (desks, chairs, tables, etc.) as needed.

Capital Request:

Anticipated Benefits: Keeping the furniture used in the building promotes a healthy, clean and functional work environment. Replacing broken and worn out office furniture can potentially reduce workers compensation claims from accidents and poor ergonomic support. Keeping furniture fresh also offers a professional public appearance to outside visitors.

Existing Condition: Some chairs are reaching the end of serviceable life and will need to be replaced at some point in the future.

Fiscal Year End Needed: 2016 **Lead Time in months:** 3 mos. **Priority:** 3

Account Number	Description	2016	2017	Total Project Costs		2020	2019	Total
				2018	2019			
62-40-80-88018	Installation	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$0	\$20,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$0	\$20,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$0	\$20,000

Fund(s) Supporting Cost: Building Replacement Fund

Funding Sources: Funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs: Replacement of furniture as needed for attrition, wear, or needs driven by technology changes.
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Police

Requested By: Michael Gillette

Title: Building Video Surveillance System

FYE: 2016

Project Description/ Replacement of the Building Video Surveillance System as needed due to wear, age, out dated mechanics and
Capital Request: electronics.

Anticipated Benefits: The Building Video Surveillance System is an original tool in place when the building was first opened. It runs 24 hours a day, 7 days per week. The system is no different than personal home video recording devices except that the machine uses a hard drive to record on rather than a removable disc. Wear and dating is an issue to deal with concerning this machine.

Existing Condition: The system is showing serious wear now, in January 2015. The DVR, cameras, and especially monitors are wearing out. The recorder is out-of-service.

Fiscal Year End Needed: 2016 **Lead Time in months:** 3 mos. **Priority:** 2

Account Number	Description	2016	2017	<u>Total Project Costs</u>			2021	Total
				2018	2019	2020		
61-40-91-99117	Purchase	\$15,000	\$15,000	\$3,000	\$0	\$5,000	\$0	\$38,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$15,000	\$15,000	\$3,000	\$0	\$5,000	\$0	\$38,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$15,000	\$15,000	\$3,000	\$0	\$5,000	\$0	\$38,000

Fund(s) Supporting Cost: Technology Replacement Fund

Funding Sources: Funding is through contributions from the General & Water/Sewer Funds and Seizure Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -

Legal -

Engineering -

Other -

Annual Operating Costs: -

Identify Annual Costs: The system is relatively inexpensive once installed. It demands little maintenance, and periodic checks. The system (personnel, equipment, that we currently have requires no updated software for the recording device. subscriptions, utilities, and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Police

Requested By: Michael Gillette

Title: Interview Room Hi-Definition Video Recording System

FYE: 2016

Project Description/ Capital Request: Replacement of the Building Video Surveillance System as needed due to wear, age, out dated mechanics and electronics.

Anticipated Benefits: The Interview Room Video Recording system is an original VHS VCR tool in place when the building was first opened. It does not run 24 hours a day, 7 days per week. The system is subject to electronics failure and aging it is different from personal home video recording devices in that it must be kept up to date and is required by law to have. Wear and dating is an issue to deal with concerning this machine. The machine is grossly out-of-date and is in need of replacement now.

Existing Condition: The system is showing serious wear now, in January 2014. The DVR, cameras, and especially monitors are wearing out.

Fiscal Year End Needed: 2016 **Lead Time in months:** 3 mos. **Priority:** 2

Account Number	Description	2016	2017	<u>Total Project Costs</u>				Total
				2018	2019	2020	2021	
61-40-91-99117	Purchase	\$7,500	\$5,000	\$0	\$0	\$0	\$2,000	\$14,500
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$7,500	\$5,000	\$0	\$0	\$0	\$2,000	\$14,500
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$7,500	\$5,000	\$0	\$0	\$0	\$2,000	\$14,500

Fund(s) Supporting Cost: Technology Replacement Fund

Funding Sources: Funding is through contributions from the General & Water/Sewer Funds and Seizure Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs: The system is relatively inexpensive once installed. It demands little maintenance, and periodic checks. The system (personnel, equipment, that we currently have requires no updated software for the recording device. This system is required in cases of subscriptions, utilities, First & Second Degree Murder, manslaughter, DUI involving death, and several other criminal interviews. This and other items.) system is only used in the interview room.

Project Number: -

Capital Project/Acquisition Request

Department: Police

Requested By: Michael Gillette

Title: NIPAS Bllistic Vest and Equipment Replacement

FYE: 2016

Project Description/ Replacement of the NIPAS member Ballistic Vest and Equipment is required through product expiration. The

Capital Request: NIPAS vest was last purchased in 2014.

Anticipated Benefits: The NIPAS member Ballistic Vest is used often and the anticipated benefits are with proper care and replacement should remain a viable life safety option for the officer using it.

Existing Condition: In July of 2014 the vest was purchased new. It and other worn equipment will come due in 2019.

Fiscal Year End Needed: 2019 **Lead Time in months:** 3 mos. **Priority:** 1

Account Number	Description	2016	2017	Total Project Costs		2020	2021	Total
				2018	2019			
01-40-75-77531	Purchase	\$0	\$0	\$0	\$7,500	\$0	\$0	\$7,500
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$7,500	\$0	\$0	\$7,500
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$0	\$0	\$0	\$7,500	\$0	\$0	\$7,500

Fund(s) Supporting Cost: General Fund

Funding Sources: General Fund Revenues

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -

Legal -

Engineering -

Other -

Annual Operating Costs: -

Identify Annual Costs:

(personnel, equipment,
subscriptions, utilities,
and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Police

Requested By: Michael Gillette

Title: Radar Trailer

FYE: 2016

Project Description/ Replacement of radar trailer. By 2017, the current radar trailer will over ten years old and ready for replacement.

Capital Request: Currently, replacement parts are not produced and need to be custom made or retro-fitted. Five years ago the machine was damaged in a storm and no longer has solar charging capabilities.

Anticipated Benefits: The radar trailer is a popular and useful tool in helping the department address speeding complaints lodged by residents, and when we suspect speeding may be a problem in an area.

Existing Condition: In July of 2010 the trailer was outside when a sudden violent windstorm struck the Round Lake area and surrounding suburbs. The trailer was blown over onto its side. In the fall the solar panel that helps keep the trailer batteries charged was destroyed. The manufacturer no longer supplies parts to replace the solar panel. The trailer still works at a reduced level.

Fiscal Year End Needed: 2017 **Lead Time in months:** 3 mos. **Priority:** 1

Account Number	Description	2016	2017	Total Project Costs			2021	Total
				2018	2019	2020		
60-40-80-88001	Purchase	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000

Fund(s) Supporting Cost: Vehicle Replacement Fund

Funding Sources: Funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -

- Legal -
- Engineering -
- Other -

Annual Operating Costs: -

Identify Annual Costs:

(personnel, equipment, subscriptions, utilities, and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Police

Requested By: Michael Gillette

Title: UPS Batteries Replacement and Maintenance
FYE: 2016

Project Description/ The uninterrupted power supply at the police station is 10 years old. It has not been serviced since 2007. It is meeting **Capital Request:** or has exceeded the anticipated life of critical components in the system.

Anticipated Benefits: This project is to develop a plan to address building needs as the needs are presented.

Existing Condition: The building will be ten years old this year and is in need of some attention.

Fiscal Year End Needed: 2016 **Lead Time in months:** 3 mos. **Priority:** 1

Account Number	Description	<u>Total Project Costs</u>					Total	
		2016	2017	2018	2019	2020		2021
61-40-91-99117	Purchase	\$5,700	\$0	\$10,000	\$0	\$0	\$6,000	\$21,700
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$5,700	\$0	\$10,000	\$0	\$0	\$6,000	\$21,700
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$5,700	\$0	\$10,000	\$0	\$0	\$6,000	\$21,700

Fund(s) Supporting Cost: Technology Replacement Fund

Funding Sources: Funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Police

Requested By: Michael Gillette

Title: Building Upkeep

FYE: 2016

Project Description/ The Police, Public Works Building and Community Room are 10 years old. The building is beginning to show signs

Capital Request: of wear and is in need of painting in many locations inside and outside.

Anticipated Benefits: This project is to develop a plan to address building needs as the needs for painting and wall repairs are presented.

Existing Condition: The building is almost ten years old. As such, there are many locations inside and on the exterior that need some attention in regards to chalking, window replacement, painting, plumbing and other general repairs.

Fiscal Year End Needed: 2016 **Lead Time in months:** 3 mos. **Priority:** 1

Account Number	Description	2016	2017	Total Project Costs		2020	2021	Total
				2018	2019			
62-40-85-88501	Purchase	\$15,000	\$15,000	\$10,000	\$5,000	\$5,000	\$5,000	\$55,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$15,000	\$15,000	\$10,000	\$5,000	\$5,000	\$5,000	\$55,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$15,000	\$15,000	\$10,000	\$5,000	\$5,000	\$5,000	\$55,000

Fund(s) Supporting Cost: Building Replacement Fund

Funding Sources: Funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Administration

Capital Projects/Acquisition Requests

Capital Project/Acquisition Request

Department: Administration

Requested By: S. Shields

Title: Carpet Repairs

FYE: 2016

Project Description/ Repair and replace carpet at the Village Hall & painting of certain areas

Capital Request:

Anticipated Benefits: The Village Hall will be about 16 years old in FYE 2016. There will be upkeep needs including carpet repair and replacement needs in the most traveled sections of the building if not the entire building. In addition, the need for painting certain walls will need to be done as the building ages.

Existing Condition: Currently, the building carpet is spotted and has been repaired in previous years. This project is anticipated for future repairs/replacement of carpeting that happen as the building ages. Instead of doing the entire building at once, dollars were allocated annually to do sections of the building (upstairs/downstairs, North versus south, etc...) for both carpet and painting of certain areas.

Fiscal Year End Needed: 2016

Lead Time in months: 3 mos.

Priority: 3

Account Number	Description	<u>Total Project Costs</u>						Total
		2016	2017	2018	2019	2020	2021	
62-20-85-88501	Carpet Repl.	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$45,000
62-20-85-88501	Painting	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$27,000
62-60-85-88501	Painting	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$15,000
-	Fund subtotal	\$14,500	\$14,500	\$14,500	\$14,500	\$14,500	\$14,500	\$87,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$14,500	\$14,500	\$14,500	\$14,500	\$14,500	\$14,500	\$87,000

Fund(s) Supporting Cost: Building Replacement Fund

Funding Sources: Funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs: This capital project is scheduled for the FYE 2016 and years thereafter, if needed due to regular or unexpected building maintenance and age issues. This project will be economics driven and may be adjusted on an as needed basis to conserve and make due if repairs are only minor and the floor coverings remain in good repair. (personnel, equipment, subscriptions, utilities, and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Administration

Requested By: S. Shields

Title: Office Furniture Repair and Replacement

FYE: 2016

Project Description/ Village Hall replacement and repair of facility furniture (desks, chairs, tables, etc.) as needed. Includes an amount for Public
Capital Request: Works furniture. Police Department included furniture in their CIP requests.

Anticipated Benefits: Keeping the furniture used in the building promotes a healthy, clean and functional work environment. Replacing broken and worn out office furniture can potentially reduce workers compensation claims from accidents and poor ergonomic support. Keeping furniture fresh also offers a professional public appearance to outside visitors.

Existing Condition: Some chairs are reaching the end of serviceable life and will need to be replaced at some point in the future. Specifically, the kitchen area chairs have been cleaned a number of times and appear to be at the end of their useful life.

Fiscal Year End Needed: 2016 **Lead Time in months:** 3 mos. **Priority:** 3

Account Number	Description	<u>Total Project Costs</u>						Total
		2016	2017	2018	2019	2020	2021	
62-20-80-88018	Office Furniture	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$45,000
62-60-80-88018	Office Furniture	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$15,000
62-70-80-88018	Office Furniture	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$15,000
-	Fund subtotal	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$75,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$75,000

Fund(s) Supporting Cost: Building Replacement Fund

Funding Sources: Funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs: Replacement of furniture as needed for attrition, wear, or needs driven by technology changes.
 (personnel, equipment, subscriptions, utilities, and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Administration

Requested By: S. Shields

Title: Village Hall back-up electrical generator

FYE: 2016

Project Description/ Design and install back-up generator and transfer equipment for the Village Hall.

Capital Request:

Anticipated Benefits: The Village will be able to maintain power at the Village Hall during emergencies and power outages.

Existing Condition: Currently, there is no back-up power for the Village Hall.

Fiscal Year End Needed: 2020

Lead Time in months: 6-12 months

Priority: 3

Account Number	Description	2016	2017	Total Project Costs		2020	2021	Total
				2018	2019			
35-20-80-88001	Design & Install	\$0	\$0	\$0	\$0	\$85,000	\$0	\$85,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fund subtotal	\$0	\$0	\$0	\$0	\$85,000	\$0	\$85,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$0	\$0	\$0	\$85,000	\$0	\$85,000

Fund(s) Supporting Cost: Capital Projects Fund

Funding Sources: Capital Project Fund Revenues

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other Contractor(s)

Annual Operating Costs: \$1,500

Identify Annual Costs: For maintenance and testing annually.
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Administration

Requested By: S. Shields

Title: Over Hauling Existing Temperature Control Systems
FYE: 2016

Project Description/ Replace existing system and install remote sensors in all offices. Was in he fiscal year 2015 budget, moved to fiscal year
Capital Request: end 2016 and increased from \$29,500 to \$35,000.

Anticipated Benefits: Manage temperature controls more effectively

Existing Condition: The control system is not working properly as it exists now.

Fiscal Year End Needed: 2016 **Lead Time in months:** 3 mos. **Priority:** 3

Account Number	Description	<u>Total Project Costs</u>					Total	
		2016	2017	2018	2019	2020		2021
62-20-80-88001	Design & Install	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fund subtotal	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000

Fund(s) Supporting Cost: Building Replacement Fund
Funding Sources: Funding is through contributions from the General & Water/Sewer Funds
Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other Contractor(s)

Annual Operating Costs:

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Administration

Requested By: S. Shields

Title: Insulate Exposed Attic

FYE: 2016

Project Description/ Insulate attic. This capital item was moved form fiscal year end 2015 to fiscal year end 2016.

Capital Request:

Anticipated Benefits: Increase R value to R60 for better control of temperature in the Village Hall.

Existing Condition: There is very little insulation in the Village Hall attic. In addition, if needed heating wire was added to facilitate the melting of the ice/icicles on the roof. This will improve the safety of the Village Hall front entrance where ice tends to form.

Fiscal Year End Needed: 2016

Lead Time in months: 3 mos.

Priority: 3

Account Number	Description	<u>Total Project Costs</u>					2020	2021	Total
		2016	2017	2018	2019	2020			
62-20-85-88501	Installation	\$15,780	\$0	\$0	\$0	\$0	\$0	\$15,780	
-	Heating Wire	\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500	
-	Fund subtotal	\$18,280	\$0	\$0	\$0	\$0	\$0	\$18,280	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	Total	\$18,280	\$0	\$0	\$0	\$0	\$0	\$18,280	

Fund(s) Supporting Cost: Building Replacement Fund

Funding Sources: Funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other Contractor(s)

Annual Operating Costs:

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Administration

Requested By: S. Shields

Title: Building Equipment Replacement

FYE: 2016

Project Description/ Heating/air and other building equipment

Capital Request:

Anticipated Benefits: Manage unforeseen failures with monies allocated to such issues. Should the need arise this would be used for total replacement (not repairs) for items such as furnaces, air conditioners, exhaust fans, water heaters, and the like, for the Village Hall and the Police/Public Works Facilities.

Existing Condition: Both buildings/all units are aging.

Fiscal Year End Needed: 2016 **Lead Time in months:** 3 mos. **Priority:** 3

Account Number	Description	<u>Total Project Costs</u>					Total	
		2016	2017	2018	2019	2020		
62-20-80-88001	Replacement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000
62-40-80-88001	Replacement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000
62-60-80-88001	Replacement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000
-	Fund subtotal	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$180,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$180,000

Fund(s) Supporting Cost: Building Replacement Fund

Funding Sources: Funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other Contractor(s)

Annual Operating Costs:

Identify Annual Costs: This capital project is scheduled for the FYE 2016 and years thereafter, if needed due to unexpected building age issues.
 (personnel, equipment, subscriptions, utilities, and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Administration

Requested By: S. Shields

Title: Village Hall Vestibule

FYE: 2016

Project Description/ Replace Village Hall entrance items with customer friendly and visually appealing décor. This could include display cases, an area for the flags, and additional space for informational material that is well organized and easy to review. This project also includes replacement of the area between the two bathrooms with a customer friendly counter area. This project was moved from fiscal year end 2015 to fiscal year end 2016.

Anticipated Benefits: Better appearance and information for residents in one area

Existing Condition: Beside a few chairs there is an old movable cart in the foyer.

Fiscal Year End Needed: 2016 **Lead Time in months:** 3 mos. **Priority:** 3

Account Number	Description	2016	2017	Total Project Costs		2020	2021	Total
				2018	2019			
62-20-85-88501	Office Furniture	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000

Fund(s) Supporting Cost: Building Replacement Fund

Funding Sources: Funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Administration

Requested By: S. Shields

Title: Replace Village Computers

FYE: 2016

Project Description/ Replace existing desktop systems and servers.

Capital Request:

Anticipated Benefits: Improved interoffice communication, calendar monitoring, email routing, etc. Keep up with IT changes to ensure efficiently operating computers. Each computer budgeted at \$1,000 and servers are budgeted at \$15,000 (equipment & labor). The amount for PW in 2016 includes \$5,000 for a ruggedized laptop.

Existing Condition: IT replacement plan

Fiscal Year End Needed: 2016 **Lead Time in months:** - **Priority:** 2

Account Number	Description	2016	2017	Total Project Costs		2020	2021	Total
				2018	2019			
61-70-91-99117	Computers: Bldg	\$0	\$4,000	\$0	\$0	\$0	\$0	\$4,000
61-40-91-99117	Computers: PD	\$5,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$20,000
61-60-91-99117	Computers: PW	\$1,000	\$0	\$0	\$0	\$2,000	\$3,000	\$6,000
61-20-91-99117	Computers: Adm	\$4,000	\$0	\$9,000	\$0	\$0	\$2,000	\$15,000
61-60-91-99117	Server (1): PW	\$0	\$0	\$0	\$15,000	\$0	\$0	\$15,000
61-20-91-99117	Server (1): VH	\$0	\$0	\$0	\$0	\$15,000	\$0	\$15,000
61-40-91-99117	Server (2): PD	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000
	Fund subtotal	\$10,000	\$7,000	\$12,000	\$18,000	\$20,000	\$23,000	\$90,000
61-60-91-99117	Computer: Water	\$7,000	\$0	\$0	\$0	\$2,000	\$0	\$9,000
61-60-91-99117	Server (1): Water	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fund subtotal	\$7,000	\$0	\$0	\$0	\$2,000	\$0	\$9,000
	Total	\$17,000	\$7,000	\$12,000	\$18,000	\$22,000	\$23,000	\$99,000

Fund(s) Supporting Cost: Technology Replacement Fund

Funding Sources: Funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other Contractor(s)

Annual Operating Costs: -

Identify Annual Costs: No annual operating costs, with the exception of normal cleaning and IT support maintenance. (personnel, equipment, subscriptions, utilities, and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Administration

Requested By: S. Shields

Title: Replace Village Technology Equipment
FYE: 2016

Project Description/ Start to replace old computer monitors that have not been replaced as part of the computer replacements. This would be
Capital Request: done mainly in FYE 2015 and 2016. In the years thereafter the amounts are for equipment failures.

Anticipated Benefits: Manage unforeseen failures with monies allocated to such issues. This would include printers, fax machines, digital camera's and other technology equipment that may fail and in need of replacement

Existing Condition: Equipment as needed.

Fiscal Year End Needed: 2016 **Lead Time in months:** - **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2016	2017	2018	2019	2020	2021	
61-70-91-99117	Equipment: Bldg	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$9,000
61-40-91-99117	Equipment: PD	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$9,000
61-60-91-99117	Equipment: PW	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$9,000
61-20-91-99117	Equipment: Adm	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$9,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	Fund subtotal	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$36,000
61-60-91-99117	Equipment: Water	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$9,000
-	-	-	-	-	-	-	-	-
-	Fund subtotal	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$9,000
	Total	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$45,000

Fund(s) Supporting Cost: Technology Replacement Fund

Funding Sources: Funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other Contractor(s)

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Administration

Requested By: S. Shields

Title: Financial Management Software

FYE: 2016

Project Description/ Installation of a comprehensive financial management system.

Capital Request:

Anticipated Benefits: The financial management system currently in place is adequate but antiquated. An updated system will provide greater efficiency and productivity, easier report generation, and other capabilities.

Existing Condition: The Village's current software system is 15 years old.

Fiscal Year End Needed: 2017

Lead Time in months: 6 months

Priority: 2

Account Number	Description	<u>Total Project Costs</u>					Total	
		2016	2017	2018	2019	2020		2021
61-40-91-99103	Installation	\$0	\$75,000	\$75,000	\$75,000	\$0	\$0	\$225,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$75,000	\$75,000	\$75,000	\$0	\$0	\$225,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$0	\$75,000	\$75,000	\$75,000	\$0	\$0	\$225,000

Fund(s) Supporting Cost: Technology Replacement Fund

Funding Sources: Funding is through contributions from the General & Water/Sewer Funds and Seizure Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs:

Identify Annual Costs: Annual maintenance costs.
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Administration

Requested By: S. Shields

Title: SCADA Server

FYE: 2016

Project Description/ Installation of a new SCADA Server

Capital Request:

Anticipated Benefits: SCADA server has outlived its useful life. The amount below includes the server, labor, and licensing requirements. Labor includes installing the server and moving to existing SCaDA data to the new server.

Existing Condition: SCADA Server replacement is on the Information Technology plan for replacement in 2015. Item moved to fiscal year end 2016.

Fiscal Year End Needed: 2016 **Lead Time in months:** 6 months **Priority:** 2

Account Number	Description	2016	2017	Total Project Costs				Total
				2018	2019	2020	2021	
61-60-91-99103	Installation	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000

Fund(s) Supporting Cost: Technology Replacement Fund

Funding Sources: Funding is through contributions from the General & Water/Sewer Funds and Seizure Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs:

Identify Annual Costs: Annual maintenance costs.
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Administration

Requested By: S. Shields

Title: Tear Downs

FYE: 2016

Project Description/ Tear down of vacant property should the property become blighted. Tear down would only occur based on the

Capital Request: Village's legal authority, a policy in place, grant funds available, or a combination of such factors. \$20,000 was budgeted as a place holder should the need arise to tear down a property. The house owned by the Village (525 Hart) was torn down for approximately \$10,000 in fiscal year end 2015.

Anticipated Benefits: Improved appearance of the neighborhood.

Existing Condition: There is a few vacant homes in residential areas that are starting to be blighted due to no entity wanting to take ownership of such property.

Fiscal Year End Needed: 2016

Lead Time in months: 6 months

Priority: 2

Account Number	Description	<u>Total Project Costs</u>					2021	Total
		2016	2017	2018	2019	2020		
35-20-88-88801	Installation	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$30,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$30,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$30,000

Fund(s) Supporting Cost: Capital Projects Fund

Funding Sources: Capital Projects Fund Revenues

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs:

Identify Annual Costs: Legal and permits associated with any teardown.
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Engineering

Capital Projects/Acquisition Requests

Capital Project/Acquisition Request

Department: Engineering

Requested By: Kurt Baumann P.E.

Title: Crack Sealing Program

FYE: 2016

Project Description/ Sealing of pavement cracks is a critical and cost effective treatment to extend the life of Village roads by minimizing
Capital Request: the amount of water that migrates through the pavement.

Anticipated Benefits: Prolong the life of Village owned roads.

Existing Condition: -

Fiscal Year End Needed: 2016 **Lead Time in months:** 3 months **Priority:** 2

Account Number	Description	Total Project Costs						Total
		2016	2017	2018	2019	2020	2021	
10-60-74-77436	Crack Sealing	\$75,000	\$25,000	\$30,000	\$35,000	\$40,000	\$45,000	\$250,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$75,000	\$25,000	\$30,000	\$35,000	\$40,000	\$45,000	\$250,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$75,000	\$25,000	\$30,000	\$35,000	\$40,000	\$45,000	\$250,000

Fund(s) Supporting Cost: Motor Fuel Tax Fund
Funding Sources: MFT Operating Revenues
Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Engineering

Requested By: Kurt Baumann P.E.

Title: Fairfield & Route 134 Water Main Improvements

FYE: 2016

Project Description/ Relocation and /or casing of approximately 225 feet linear feet of 12-inch and 550 linear feet of 10-inch water main
Capital Request: with the same size watermain on Fairfield Road and Route 134 due to future LCDOT intersection improvements.

Anticipated Benefits:

Existing Condition: Watermain is not in poor condition. However, LCDOT requires the Village to relocate the watermain out from under future road included in Route 134/Fairfield Road intersection improvements.

Fiscal Year End Needed: 2019 **Lead Time in months:** 12 months **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2016	2017	2018	2019	2020	2021	
50-60-81-88101	Design Eng.	\$0	\$0	\$0	\$18,000	\$0	\$0	\$18,000
50-60-81-88101	Construction	\$0	\$0	\$0	\$132,000	\$0	\$0	\$132,000
50-60-81-88101	Const. Eng.	\$0	\$0	\$0	\$15,000	\$0	\$0	\$15,000
50-60-81-88101	Investigation	\$0	\$0	\$0	\$15,000	\$0	\$0	\$15,000
-	Fund subtotal	\$0	\$0	\$0	\$180,000	\$0	\$0	\$180,000
35-20-81-88101	Our Share S/W	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
-	Fund subtotal	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$0	\$0	\$200,000	\$0	\$0	\$200,000

Fund(s) Supporting Cost: Water/Sewer Fund

Funding Sources: Water/Sewer Fund Revenues

Other Revenue Source(s): Capital Projects Fund for Village share of sidewalk

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs: Construction and engineering costs are estimates provided by LCDOT. The relocation of watermain should be (personnel, equipment, significantly less than what LCDOT is requesting because much of the watermain is in IDOT ROW and Railroad subscriptions, utilities, ROW, where LCDOT does not have jurisdiction or in a casing pipe. The project is not currently scheduled for letting and other items.) and is awaiting funding. LCDOT indicates it is not likely to be funded unless IDOT funds it.

Project Number: -

Capital Project/Acquisition Request

Department: Engineering

Requested By: Kurt Baumann P.E.

Title: Cedar Valley Park Pond (Downtown Business District) Public Flood Control Project
FYE: 2016

Project Description/ Capital Request: Develop a Public Flood Control project and fee-in-lieu stormwater storage program for the downtown business district to better utilize development area and provide for regional stormwater detention. This project includes acquisition of undeveloped property adjacent to Cedar Valley Park Pond as well as easement and topo survey.

Anticipated Benefits: More flexibility for the Village and developers for use of development/redevelopment areas. Regional detention will function better than individual detention facilities.

Existing Condition: Each development within the downtown business district must comply with detention requirements, potentially resulting in many small, ineffective ponds.

Fiscal Year End Needed: 2016 **Lead Time in months:** 12 months **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>					2020	2021	Total
		2016	2017	2018	2019	2020			
35-20-88-88801	Property Acquisition	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	
35-20-88-88801	Plats of easement	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	
35-20-88-88801	Topographic survey	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	
35-20-88-88801	Permit fees	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$10,000	
35-20-88-88801	Basin Pln, Pgrm Dev.	\$0	\$78,400	\$0	\$0	\$0	\$0	\$78,400	
35-20-88-88801	Convync Impvmts	\$0	\$0	\$75,000	\$0	\$0	\$0	\$75,000	
35-20-88-88801	Det. Impvts	\$0	\$0	\$0	\$75,000	\$0	\$0	\$75,000	
-	Fund subtotal	\$75,000	\$83,400	\$75,000	\$75,000	\$0	\$0	\$308,400	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Total	\$75,000	\$83,400	\$75,000	\$75,000	\$0	\$0	\$308,400	

Fund(s) Supporting Cost: Capital Project Fund

Funding Sources: Capital Project Fund Revenues

Other Revenue Source(s): Fee-in-lieu for regional detention/conveyance projects

Other Resources Needs: Municipal Staff -
 Legal 40 hours (potentially land acquisition issues)
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Engineering

Requested By: Kurt Baumann P.E.

Title: Long Lake Road (East Half) Improvements

FYE: 2016

Project Description/ Full -depth hot mix asphalt surface removal and resurface of Long Lake Drive from Sunset Drive to Nasa Drive.

Capital Request: This project will include some curb & gutter replacement, additional some storm sewer, and new sidewalk along the north side of Long Lake Drive.

Anticipated Benefits: Bring roads that have fallen to poor condition up to good or new condition.

Existing Condition: Village roads continue to deteriorate over time and should be repaired prior to deteriorating to a more expensive pavement strategy remedy. This project moved from fiscal year end 2015.

Fiscal Year End Needed: 2016 **Lead Time in months:** 12 months **Priority:** 2

Account Number	Description	2016	2017	Total Project Costs		2020	2021	Total
				2018	2019			
35-20-83-88301	Construction	\$179,365	\$0	\$0	\$0	\$0	\$0	\$179,365
35-20-83-88301	Const. Eng.	\$47,000	\$0	\$0	\$0	\$0	\$0	\$47,000
-	Fund subtotal	\$226,365	\$0	\$0	\$0	\$0	\$0	\$226,365
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$226,365	\$0	\$0	\$0	\$0	\$0	\$226,365

Fund(s) Supporting Cost: Capital Projects Fund

Funding Sources: Capital Project Revenues

Other Revenue Source(s): Federal funding through Lake County Council of Mayors.

Estimated Reimbursement Revenues : \$32,900 70% of construction engineering

Other Resources Needs: Municipal Staff -

Legal -

Engineering -

Other -

Annual Operating Costs: -

Identify Annual Costs: LCCOM has this project in their STP program. LCCOM will pay for construction & request 30% reimbursement (personnel, equipment, from Village for the portion from Sunset to Lotus (construction cost is approx. \$515,193). Village will pay cost of subscriptions, utilities, const. eng. and request 70% reimbursement from STP Program for portion from Sunset to Lotus. Village will have and other items.) to pay 100% of portion from Lotus to Nasa with no reimbursement. (construction cost is approx. \$24,807)

Project Number: -

Capital Project/Acquisition Request

Department: Engineering

Requested By: Kurt Baumann P.E.

Title: Develop Pavement Management Strategy

FYE: 2016

Project Description/ Provide an updated pavement condition assessment and five year plan of pavement maintenance and rehabilitation.

Capital Request:

Anticipated Benefits: An updated pavement management report will ensure that Village resources are objectively used where they are most needed. It will also help determine the level of investment needed to avoid continued and accelerated deterioration.

Existing Condition: The last pavement management report was completed in 2007. Improvements prioritized in the five year plan will be completed with the rehabilitation of Long Lake Drive in 2015. The information in the 2007 report is outdated and cannot be used for prioritizing current needed improvements.

Fiscal Year End Needed: 2016 **Lead Time in months:** 3 months **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>					Total	
		2016	2017	2018	2019	2020		2021
35-20-73-77307	Pavement Management	\$22,000	\$0	\$0	\$0	\$0	\$0	\$22,000
-	Report Update	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$22,000	\$0	\$0	\$0	\$0	\$0	\$22,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$22,000	\$0	\$0	\$0	\$0	\$0	\$22,000

Fund(s) Supporting Cost: Capital Projects Fund

Funding Sources: Capital Project Revenues

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -

Legal -

Engineering -

Other -

Annual Operating Costs: -

Identify Annual Costs:

(personnel, equipment, subscriptions, utilities, and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Engineering

Requested By: Kurt Baumann P.E.

Title: Forest Avenue Pavement Rehabilitation

FYE: 2016

Project Description/ Rehabilitate Pavement on Forest Avenue east of Lincoln Avenue

Capital Request:

Anticipated Benefits: Rehabilitate badly deteriorated pavement and improve drainage.

Existing Condition: Forest Avenue pavement is badly deteriorated and in need of major rehabilitation.

Fiscal Year End Needed: 2016 **Lead Time in months:** 3 months **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2016	2017	2018	2019	2020	2021	
35-20-73-77307	Design Eng.	\$21,200	\$0	\$0	\$0	\$0	\$0	\$21,200
10-60-83-88301	Construction	\$353,500	\$0	\$0	\$0	\$0	\$0	\$353,500
10-60-83-88301	Const. Engineering	\$35,300	\$0	\$0	\$0	\$0	\$0	\$35,300
-	Fund subtotal	\$410,000	\$0	\$0	\$0	\$0	\$0	\$410,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$410,000	\$0	\$0	\$0	\$0	\$0	\$410,000

Fund(s) Supporting Cost: Motor Fuel Tax and Capital Projects Fund

Funding Sources: MFT & Capital Project Revenues

Other Revenue Source(s): CDBG \$85,000

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Engineering

Requested By: Kurt Baumann P.E.

Title: Emergency Water Interconnect w/ Round Lake Beach's Water Main on Lotus Dr.

FYE: 2016

Project Description/ Interconnect Round Lake's 10" Water Main on Long Lake Drive with Round Lake Beach's 12" Water Main on Lotus

Capital Request: Drive. Include a below-grade bi-directional metering station with isolation valves for manual activation.

Anticipated Benefits: Create the ability to provide water to either Village during an emergency situation such as an interruption of water supply.

Existing Condition: There is no interconnect between the two Villages even though the closest point of interconnect is only about 150 feet.

Fiscal Year End Needed: 2016 **Lead Time in months:** 3 months **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2016	2017	2018	2019	2020	2021	
50-60-81-88101	Design	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
50-60-81-88101	Construction	\$120,000	\$0	\$0	\$0	\$0	\$0	\$120,000
50-60-81-88101	Const. Engineering	\$12,000	\$0	\$0	\$0	\$0	\$0	\$12,000
-	Fund subtotal	\$147,000	\$0	\$0	\$0	\$0	\$0	\$147,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$147,000	\$0	\$0	\$0	\$0	\$0	\$147,000

Fund(s) Supporting Cost: Water & Sewer Fund

Funding Sources: Water & Sewer Operating Revenue

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Engineering

Requested By: Kurt Baumann P.E.

Title: Well No. 3 Rehabilitation Feasibility Study

FYE: 2016

Project Description/ Evaluate alternatives regarding potential rehabilitation of Well No. 3 for continued use as back-up well supply.

Capital Request:

Anticipated Benefits: Create the ability to provide water during an emergency situation such as an interruption of water supply.

Existing Condition: Current capacity is too low to provide meaningful, reliable, redundant water supply.

Fiscal Year End Needed: 2016 **Lead Time in months:** 3 months **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2016	2017	2018	2019	2020	2021	
50-60-81-88101	Design	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
50-60-81-88101	Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000

Fund(s) Supporting Cost: Water & Sewer Fund

Funding Sources: Water & Sewer Operating Revenue

Other Revenue Source(s):

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Engineering

Requested By: Kurt Baumann P.E.

Title: 750,000 Gallon Elevated Tank

FYE: 2016

Project Description/ Provide a 750,000 gallon elevated water storage tank south of IL 120.

Capital Request:

Anticipated Benefits: Provide additional system storage to ensure that desired fire suppression flow rate can be provided on south side of the Village.

Existing Condition: Existing water storage tanks are located in the northern third of the Village. Fire suppression relies on transmission main capacity for adequate flow. As water demand continues to increase, domestic water use could be competing with fire flow requirements during Peak Hour Demand.

Fiscal Year End Needed: 2016 **Lead Time in months:** 12 months **Priority:** 2

Account Number	Description	2016	2017	Total Project Costs		2020	2021	Total
				2018	2019			
50-60-81-88101	Design	\$0	\$55,000	\$0	\$0	\$0	\$0	\$55,000
50-60-81-88101	Construction	\$0	\$0	\$2,300,000	\$0	\$0	\$0	\$2,300,000
50-60-81-88101	Construction Eng.	\$0	\$0	\$45,000	\$0	\$0	\$0	\$45,000
-	Fund subtotal	\$0	\$55,000	\$2,345,000	\$0	\$0	\$0	\$2,400,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$55,000	\$2,345,000	\$0	\$0	\$0	\$2,400,000

Fund(s) Supporting Cost: Water & Sewer Fund

Funding Sources: Water & Sewer Operating Revenue

Other Revenue Source(s):

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Engineering

Requested By: Kurt Baumann P.E.

Title: Rehabilitate Nippersink Road from Elementary School Drive to IL 134 & replace water main between IL 134 & Cedar Lake Road (north).

FYE: 2016

Project Description/ Resurface Nippersink Road from Elementary School Drive to Cedar Lake Road (south). Repair (patch) concrete base
Capital Request: and resurface Nippersink Road from Cedar Lake Road (south) to IL 134. Replace 400 LF of 6" water main from Cedar Lake Road (north) to IL 134.

Anticipated Benefits: Major improvement of pavement condition and drainage. Improved water pressure and fire flow.

Existing Condition: Pavement is in poor condition. Water distribution, fire flow needs improvement.

Fiscal Year End Needed: 2016 **Lead Time in months:** 4 months **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2016	2017	2018	2019	2020	2021	
35-20-73-77307	Roadway Design	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
10-60-80-88301	Roadway Const.	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
10-60-80-88301	Const. Engineering	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fund subtotal	\$30,000	\$540,000	\$0	\$0	\$0	\$0	\$570,000
50-60-81-88101	Water Sys. Design	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000
50-60-81-88101	Water Main Const.	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
50-60-81-88101	Const. Engineering	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
	Fund subtotal	\$6,000	\$110,000	\$0	\$0	\$0	\$0	\$116,000
		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$36,000	\$650,000	\$0	\$0	\$0	\$0	\$686,000

Fund(s) Supporting Cost: MFT/Capital Projects Fund/Water & Sewer Fund

Funding Sources: MFT/Capital Project Revenues/Water & Sewer Operating Revenue

Other Revenue Source(s):

Other Resources Needs: Municipal Staff
 Legal
 Engineering
 Other

Annual Operating Costs: -

Identify Annual Costs: -
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Engineering

Requested By: Kurt Baumann P.E.

Title: Second CLCJAWA Delivery Structure

FYE: 2016

Project Description/ Provide second connection point to CLCJAWA transmission main, including pressure adjusting and booster pumping

Capital Request: facilities. CLCJAWA is constructing a transmission line for the West Group and will provide a connection tee for the Village at no cost to the Village.

Anticipated Benefits: Water supply redundancy will provide the entire Village's water needs if the current supply to the Cedar Lake Road pumping station is interrupted. CLCJAWA recommends redundant connections for member communities in case of supply interruptions. This is also recommended in the Village's 2007 Water Master Plan.

Existing Condition: The entire Village's current water demand is delivered by CLCJAWA to the Cedar Lake Road Pumping Station. The only other water supply source for the Village is backup Well #3 which, in conjunction with existing water storage, could only supply average demand for the Village for a period of days, not weeks or months.

Fiscal Year End Needed: 2016 **Lead Time in months:** 12 months **Priority:** 2

Account Number	Description	2016	2017	Total Project Costs		2020	2021	Total
				2018	2019			
50-60-81-88101	Design	\$65,000	\$0	\$0	\$0	\$0	\$0	\$65,000
50-60-81-88101	Construction	\$0	\$975,000	\$0	\$0	\$0	\$0	\$975,000
50-60-81-88101	Construction Eng.	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
	Fund subtotal	\$65,000	\$1,015,000	\$0	\$0	\$0	\$0	\$1,080,000
-		\$0	\$0	\$0	\$0	\$0	\$0	\$0
-		\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-		\$0	\$0	\$0	\$0	\$0	\$0	\$0
-		\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$65,000	\$1,015,000	\$0	\$0	\$0	\$0	\$1,080,000

Fund(s) Supporting Cost: Water & Sewer Fund

Funding Sources: Water & Sewer Operating Revenue

Other Revenue Source(s):

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Engineering

Requested By: Kurt Baumann P.E.

Title: Cedar Lake Road Lift Station/Squaw Creek Bank Stabilization
FYE: 2016

Project Description/ Stabilize eroding banks of Squaw Creek in the vicinity of the Cedar Lake Road Sanitary Sewer Lift Station.
Capital Request:

Anticipated Benefits: Stabilizing the eroding stream bank will ensure the continued integrity and operation of the Cedar Lake Road Lift Station.

Existing Condition: The existing stream bank is eroding, sloughing into the channel and baring tree roots. Trees thus destabilized, are falling into the channel impeding the flow and exacerbating ongoing erosion.

Fiscal Year End Needed: 2016 **Lead Time in months:** 12 months **Priority:** 1

Account Number	Description	2016	2017	Total Project Costs		2020	2021	Total
				2018	2019			
35-20-73-77307	Design Eng.	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
35-20-86-88601	Construction	\$0	\$120,000	\$0	\$0	\$0	\$0	\$120,000
35-20-86-88601	Const. Eng.	\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000
-	Fund subtotal	\$15,000	\$132,000	\$0	\$0	\$0	\$0	\$147,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$15,000	\$132,000	\$0	\$0	\$0	\$0	\$147,000

Fund(s) Supporting Cost: Capital Projects Fund
Funding Sources: Capital Project Revenues

Other Revenue Source(s):

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Engineering

Requested By: Kurt Baumann P.E.

Title: MacGillis Bridge Reconstruction
FYE: 2016

Project Description/ Replacement of bridge is recommended due to condition of bridge. Included in cost is removal of existing
Capital Request: structure,new bridge, and roadway costs, including approaches, sitework, streamwork, guardrail, ect..

Anticipated Benefits: Bring bridge and road up to new condition and bridge to meet AASHTO loading requirements

Existing Condition: Bridge is in need of replacement. Undermining of abutments have occurred on each bank. Longitudinal reinforcing steel is

Fiscal Year End Needed: 2016 **Lead Time in months:** 6 mos. **Priority:** 3

Account Number	Description	Total Project Costs						Total
		2016	2017	2018	2019	2020	2021	
10-60-83-88301	Village share/Const.	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000
10-60-83-88301	Const. Eng.	\$110,000	\$0	\$0	\$0	\$0	\$0	\$110,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$310,000	\$0	\$0	\$0	\$0	\$0	\$310,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$310,000	\$0	\$0	\$0	\$0	\$0	\$310,000

Fund(s) Supporting Cost: Motor Fuel Tax Fund

Funding Sources: Motor Fuel Tax Fund Revenue

Other Revenue Source(s): Highway Bridge Program funding can pay up to 80% of the cost of design & construction engineering.

Estimated Reimbursement Revenues: \$88,000

- Other Resources Needs:**
- Municipal Staff
 - Legal
 - Engineering
 - Other

Annual Operating Costs: -

Identify Annual Costs: Village has requested Highway Bridge Program (HBP) funding and it has been approved for Phase 1.HBP funding (personnel, equipment, will reimburse the Village 80% of the cost of the Phase 1. Phase 1 was completed in FY 2013.The HBP program will subscriptions, utilities, 80% of the cost of Phase 2 engineering and construction. Engineering costs would need to be paid in full by the and other items.) Village with 80% reimbursement coming from IDOT and construction costs would be paid thru IDOT at 80% with the Village responsible for the remaining.
 The \$200,000 is the Village cost estimate of \$1,000,000 for construction

Project Number: -

Public Works

Capital Projects/Acquisition Requests

Capital Project/Acquisition Request

Department: Public Works

Requested By: Lenny Gahgan

Title: Chlorine Monitor

FYE: 2016

Project Description/ Chlorine monitor/transmitter for automatic chlorine reading.

Capital Request:

Existing Condition: Currently, Chlorine readings are done manually. This equipment would eliminate the need to read manually. Increases productivity as manpower can be used on other projects or redirected to other processes.

Existing Condition: New equipment.

Fiscal Year End Needed: 2016 **Lead Time in months:** 2 **Priority:** 1

Account Number	Description	<u>Total Project Costs</u>						Total
		2016	2017	2018	2019	2020	2021	
50-60-80-88001	Chlorine Reader	\$5,500	\$0	\$0	\$0	\$0	\$0	\$5,500
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$5,500	\$0	\$0	\$0	\$0	\$0	\$5,500
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$5,500	\$0	\$0	\$0	\$0	\$0	\$5,500

Fund(s) Supporting Cost: Water & Sewer Fund

Funding Sources: Water & Sewer Fund Operating Revenues

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Public Works

Requested By: Lenny Gahgan

Title: Upgrade Controls and Install Back Up Power Generator

FYE: 2016

Project Description/ Contractor to build and install new control panel (village specs) and new back up power generator. Fiscal year
Capital Request: end 2016 Lilly Ln. sanitary sewage lift station, 2017 - School Drive, 2018 - Parkview.

Anticipated Benefits: This is a long term initiative to increase the number of lift stations with installed back up power to improve reliability for sustained operations.

Existing Condition: The Village of Round Lake has 13 Sanitary Sewage Lift Stations; only 5 of which have an installed back up power generator to allow for continued operation in a power outage. In an extended power outage, our ability to activate the lift station pumps with our one portable generator on a continuous (24 hr./day) basis by traveling from site to site is extremely labor intensive and questionable as to being sustainable.

Fiscal Year End Needed: 2016 **Lead Time in months:** 4 Mo **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2016	2017	2018	2019	2020	2021	
50-60-81-88101	Generator &	\$63,000	\$73,000	\$83,000	\$0	\$0	\$0	\$219,000
-	Control Panel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$63,000	\$73,000	\$83,000	\$0	\$0	\$0	\$219,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$63,000	\$73,000	\$83,000	\$0	\$0	\$0	\$219,000

Fund(s) Supporting Cost: Water & Sewer
Funding Sources: Water & Sewer Operating Revenue
Other Revenue Source(s):

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Public Works

Requested By: Lenny Gahgan

Title: Replace Non-Operative Water Main Valves & Fire Hydrants

FYE: 2016

Project Description/ Replace over several phases the 40 plus non-operative Water Main Valves and 8 plus non-operative Fire

Capital Request: Hydrants. Phase 1 moved from fiscal year end 2015 to fiscal year end 2016.

Anticipated Benefits: Restore the ability to limit the area affected by water main breaks and planned water distribution system work. Provide for fighting capability in accordance with expected standards.

Existing Condition: Over 40 Water Main valves, primarily in "Old Town" are non-operative due to either corrosion component breakage or both. Eight plus hydrants can not be activated.

Fiscal Year End Needed: 2016 **Lead Time in months:** 4 mos. **Priority:** 1

Account Number	Description	<u>Total Project Costs</u>						Total
		2016	2017	2018	2019	2020	2021	
50-60-81-88101	Valves and	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$100,000
-	Fire hydrants	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-		\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$100,000
-		\$0	\$0	\$0	\$0	\$0	\$0	\$0
-		\$0	\$0	\$0	\$0	\$0	\$0	\$0
-		\$0	\$0	\$0	\$0	\$0	\$0	\$0
-		\$0	\$0	\$0	\$0	\$0	\$0	\$0
-		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$100,000

Fund(s) Supporting Cost: Water & Sewer Fund
Funding Sources: Water & Sewer Operating Revenue
Other Revenue Source(s):

Other Resources Needs: Municipal Staff -
 Legal
 Engineering
 Other

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Public Works

Requested By: Lenny Gahgan

Title: Replacement of Cambridge Lift Station

FYE: 2016

Project Description/ Cambridge Lift Stations; relocate/upgrade motor controllers, liquid level controls, monitoring system, 3 new

Capital Request: pumps, installation of backup generator and removal of existing lift station.

Anticipated Benefits: Improved safety, operational control, reliability and state of the art.

Existing Condition: This station was installed in 1969 as part of the Cambridge Moblie home park. This sanitary lift station is failing. There is a lot of infiltration when it rains. The pumps are no longer made, let alone are pumps available. The Force main is starting to fail.

Fiscal Year End Needed: 2016

Lead Time in months: 3 mos.

Priority: 2

Account Number	Description	<u>Total Project Costs</u>					2020	2021	Total
		2016	2017	2018	2019	2020			
50-60-81-88101	Construction	\$450,000	\$0	\$0	\$0	\$0	\$0	\$0	\$450,000
50-60-81-88101	Design Support	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$453,000	\$0	\$0	\$0	\$0	\$0	\$0	\$453,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$453,000	\$0	\$0	\$0	\$0	\$0	\$0	\$453,000

Fund(s) Supporting Cost: Water & Sewer Fund

Funding Sources: Water & Sewer Operating Revenue

Other Revenue Source(s):

Other Resources Needs: Municipal Staff -

Legal -
Engineering -
Other -

Annual Operating Costs: -

Identify Annual Costs:

(personnel, equipment, subscriptions, utilities, and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Public Works

Requested By: Lenny Gahgan

Title: "Smoke Test" Sanitary Sewer System Program

FYE: 2016

Project Description/ In a 4-5 year Phased approach, determine the location of inflow/ infiltration (I+I) into our Sanitary Sewer

Capital Request: System

Anticipated Benefits: Identifying the source of I+I will allow for an organized and prioritized approach to reducing I+I and eliminating the occurrence of excessive sewer flows, periodic back ups/ overflows.

Existing Condition: The Sanitary Sewer System in the old part of Round Lake has numerous direct connections of storm water discharges into our sanitary sewers. Additionally, the old public and private sewer systems have cracks and gaps that allow ground water to infiltrate into sewers.

Fiscal Year End Needed: 2016

Lead Time in months: 2 mos.

Priority: 2

Account Number	Description	Total Project Costs						Total
		2016	2017	2018	2019	2020	2021	
50-60-81-88101	Smoke testing	\$25,000	\$25,000	\$25,000	\$25,000	\$0	\$0	\$100,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$25,000	\$25,000	\$25,000	\$25,000	\$0	\$0	\$100,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$25,000	\$25,000	\$25,000	\$25,000	\$0	\$0	\$100,000

Fund(s) Supporting Cost: Water & Sewer Fund

Funding Sources: Water & Sewer Operating Revenue

Other Revenue Source(s):

Other Resources Needs: Municipal Staff -

- Legal -
- Engineering -
- Other -

Annual Operating Costs: -

Identify Annual Costs:
(personnel, equipment, subscriptions, utilities, and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Public Works

Requested By: Lenny Gahgan

Title: Liquid Anti-Icing, Deicing Distributor

FYE: 2016

Project Description/ Capital Request: Slip-In Liquid Anti-Icing, deicing Distributor (1000 gallon capacity) that will fit inside a 5 yard dump.

Anticipated Benefits: Provide initial capability to ant-ice as well as deice Village roads, sidewalks and parking lots.

Existing Condition: Public Works does not have the capability to effectively anti-ice our road network.

Fiscal Year End Needed: 2016 **Lead Time in months:** 2 **Priority:** 1

Account Number	Description	2016	2017	<u>Total Project Costs</u>			2021	Total
				2018	2019	2020		
01-60-80-88001	Slip in Deicer	\$14,000	\$0	\$0	\$0	\$0	\$0	\$14,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$14,000	\$0	\$0	\$0	\$0	\$0	\$14,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$14,000	\$0	\$0	\$0	\$0	\$0	\$14,000

Fund(s) Supporting Cost: General Fund
Funding Sources: General Fund Operating Revenues
Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Public Works

Requested By: Lenny Gahgan

Title: Water Meter Van

FYE: 2016

Project Description/ Purchase a new 3/4 ton van for performing water meter work and J.U.I.L.E. request. Two other PW vehicles
Capital Request: would be traded in.

Anticipated Benefits: Improved storage. Water meters and utility locating equipment need to be stored inside a heated environment. This new vehicle will have new shelving and additional storage for water meters, b-box repair parts, hand tools and power inserted for power tools

Existing Condition: Truck 45 is F350 with a utility body and crane. Water meters and locating equipment are kept in outside compartments year round and during frigid temperatures. On occasion, there has been a need to use the crane to work on fire hydrants but, its unavailable because of water meter and locates.

Fiscal Year End Needed: 2016 **Lead Time in months:** 4 mos. **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>					2020	2021	Total
		2016	2017	2018	2019	2020			
60-60-80-88004	Meter Van	\$32,000	\$0	\$0	\$0	\$0	\$0	\$0	\$32,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$32,000	\$0	\$0	\$0	\$0	\$0	\$0	\$32,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$32,000	\$0	\$0	\$0	\$0	\$0	\$0	\$32,000

Fund(s) Supporting Cost: Vehicle Replacement Fund

Funding Sources: Replacement funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Public Works

Requested By: Lenny Gahgan

Title: Refurbish 5 Yard Dump Truck #54

FYE: 2016

Project Description/ Capital Request: Send truck #54 to Monroe Truck to replace dump body, add wing plow and upgrade liquids system

Anticipated Benefits: More efficient snow removal and salting. By adding a wing, this truck would save an hour on the snow route. By adding anti-icing equipment it would allow a driver to add liquids to the salt for better salt conservation at lower temperatures. Also less of a chance of the roads becoming hard packed.

Existing Condition: Existing truck needs major dump body work and anti-icing upgrade.

Fiscal Year End Needed: 2016 **Lead Time in months:** 6 mos. **Priority:** 1

Account Number	Description	<u>Total Project Costs</u>					2020	2021	Total
		2016	2017	2018	2019	2020			
60-60-80-88004	Truck	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0	\$55,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0	\$55,000

Fund(s) Supporting Cost: Vehicle Replacement Fund

Funding Sources: Replacement funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs: -
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Public Works

Requested By: Lenny Gahgan

Title: New large Trucks

FYE: 2016

Project Description/ Purchase new 5 yard Dump Truck with wing and anti-icing equipment as a replacement for the 1994

Capital Request: International 4400. In FYE 2017 Replace truck #56 with a new 5 yard dump truck, in FYE 2018 replace the backhoe, in FYE 2019 add a new 5 yard dump truck, and in FYE 2020 replace truck 45 with a 26,000 lb chassis crane truck.

Anticipated Benefits: More efficient snow removal and salting. By adding a wing, this truck would save an hour on the snow route. By adding anti-icing equipment it would allow a driver to add liquids to the salt for better salt conservation at lower temperatures. Also less of a chance of the roads becoming hard packed.

Existing Condition: Existing truck needs major chassis and dump body work. Can not keep putting money into this truck

Fiscal Year End Needed: 2016 **Lead Time in months:** 6 mos. **Priority:** 1

Account Number	Description	<u>Total Project Costs</u>					2021	Total
		2016	2017	2018	2019	2020		
60-60-80-88004	Truck	\$175,000	\$185,000	\$175,000	\$200,000	\$175,000	\$0	\$735,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$175,000	\$185,000	\$175,000	\$200,000	\$175,000	\$0	\$910,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$175,000	\$185,000	\$175,000	\$200,000	\$175,000	\$0	\$910,000

Fund(s) Supporting Cost: Vehicle Replacement Fund

Funding Sources: Replacement funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs: -
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Public Works

Requested By: Lenny Gahgan

Title: Conversion to LED Street Lights Program

FYE: 2016

Project Description/ Convert existing Decorative Street Lights from metal halide bulbs to LED
Capital Request:

Anticipated Benefits: LED Street Light Bulbs are significantly more energy efficient and retain light intensity output for the entire life (over \$80,000).

Existing Condition: There are over 850 Decorative Street Lights all of which use metal halide bulbs that have an operating life of approximately 20,000 hours (5 years) but loose output brightness over their life.

Fiscal Year End Needed: 2016 **Lead Time in months:** 4 mos. **Priority:** 2

Account Number	Description	2016	2017	<u>Total Project Costs</u>		2020	2021	Total
				2018	2019			
35-20-88-88801	Purchase	\$40,000	\$40,000	\$40,000	\$40,000	\$0	\$0	\$160,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$40,000	\$40,000	\$40,000	\$40,000	\$0	\$0	\$160,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$40,000	\$40,000	\$40,000	\$40,000	\$0	\$0	\$160,000

Fund(s) Supporting Cost: Capital Projects Fund
Funding Sources: Capital Project Revenues
Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Public Works

Requested By: Lenny Gahgan

Title: Welcome Signs

FYE: 2016

Project Description/ Purchase install 13 New "Welcome Signs" (WS)

Capital Request:

Anticipated Benefits: Improve the image of Round Lake's entrance areas

Existing Condition: There are 13 roads "Entrances" to Round Lake only 5 of which have Welcome signs. All 5 WS are badly deteriorated.

Fiscal Year End Needed: 2016 **Lead Time in months:** 3 **Priority:** 2

Account Number	Description	2016	2017	<u>Total Project Costs</u>				Total
				2018	2019	2020	2021	
35-20-88-88801	Purchase & Install	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	13 Welcome Signs	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
35-20-88-88801	Village Hall	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Electronic Sign	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
-	Fund subtotal	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000

Fund(s) Supporting Cost: Capital Projects Fund
Funding Sources: Capital Project Revenues
Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Public Works

Requested By: Lenny Gahgan

Title: Concrete Curb/Gutter & Sidewalk Repair Program

FYE: 2016

Project Description/ Repair,replace Cracked / Broken sections of concrete curb/gutter & sidewalks

Capital Request:

Anticipated Benefits: Eliminate trip hazards, drainage problems & unsightly conditions on Village roads/ ROW.

Existing Condition: 94 curb miles & 75 sidewalk miles approximately 3% needing repair or replacement

Fiscal Year End Needed: 2016 **Lead Time in months:** 3 **Priority:** 1

Account Number	Description	<u>Total Project Costs</u>						Total
		2016	2017	2018	2019	2020	2021	
35-20-83-88301	Repair, replace	\$50,000	\$50,000	\$50,000	\$50,000	\$0	\$0	\$200,000
	concrete c/b & s/w	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fund subtotal	\$50,000	\$50,000	\$50,000	\$50,000	\$0	\$0	\$200,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$50,000	\$50,000	\$50,000	\$50,000	\$0	\$0	\$200,000

Fund(s) Supporting Cost: Capital Projects Fund

Funding Sources: Capital Project Revenues

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Public Works

Requested By: Lenny Gahgan

Title: Parkway Tree Replacement Program

FYE: 2016

Project Description/ Replace dead /dying Parkway Trees. Also includes hazard trees

Capital Request:

Anticipated Benefits: Remove unsightly, hazardous Parkway Trees and install high quality replacement trees.

Existing Condition: Approximate 550 Parkway Trees need replacement (700-158) based on 2012/2013 Tree survey

Fiscal Year End Needed: 2016 **Lead Time in months:** 3 **Priority:** 1

Account Number	Description	<u>Total Project Costs</u>					Total	
		2016	2017	2018	2019	2020		2021
35-20-88-88801	Remove Parkway trees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	(EAB Program)	\$50,000	\$55,000	\$60,000	\$65,000	\$0	\$0	\$230,000
35-20-88-88801	Hazard Trees	\$25,000	\$20,000	\$15,000	\$10,000	\$0	\$0	\$70,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$75,000	\$75,000	\$75,000	\$75,000	\$0	\$0	\$300,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$75,000	\$75,000	\$75,000	\$75,000	\$0	\$0	\$300,000

Fund(s) Supporting Cost: Capital Projects Fund

Funding Sources: Capital Project Revenues

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Public Works

Requested By: Lenny Gahgan

Title: Gama Jet Manhole Cleaning Nozzle

FYE: 2016

Project Description/ Clean the interior of sanitary sewer lift stations and manholes.

Capital Request:

Anticipated Benefits: This nozzle will save on time and manpower. This nozzle is raised and lower using the jet rodder of the Vector. Take approximately 20 mintues per lift station to clean compared to using a washed down gun and standing on a ladder to get further down.

Existing Condition: The existing work takes time. Setting up confined space equipment and installing a ladder.

Fiscal Year End Needed: 2016

Lead Time in months: 4

Priority: 1

Account Number	Description	<u>Total Project Costs</u>					Total	
		2016	2017	2018	2019	2020		2021
50-60-80-88001	Equipment	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000

Fund(s) Supporting Cost: Water & Sewer Fund

Funding Sources: Water & Sewer Operating Revenue

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -

Legal -

Engineering -

Other -

Annual Operating Costs: -

Identify Annual Costs:

(personnel, equipment, subscriptions, utilities, and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Public Works

Requested By: Lenny Gahgan

Title: Roller

FYE: 2016

Project Description/ New Pavement Roller (replacement)

Capital Request:

Anticipated Benefits: This roller will be better sized for the patching that is done by Public Works. Also, it will be a vibration roller that will help with compaction. The current one does not do that.

Existing Condition:

Fiscal Year End Needed: 2016 **Lead Time in months:** 4-Jan **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>					Total	
		2016	2017	2018	2019	2020		
60-60-80-88001	Roller	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
-	Roller	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000

Fund(s) Supporting Cost: Vehicle Replacement Fund

Funding Sources: Replacement funding is through contributions from the General & Water/Sewer Funds

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs:
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

Capital Project/Acquisition Request

Department: Public Works

Requested By: S. Shields

Title: Goodnow Parking Lot Repair and Sealing

FYE: 2016

Project Description/ Patch and seal Goodnow parking lot. Should Public Works be able to do the majority of the repair work in-house

Capital Request: and there is additional funds available, it is recommended that the other commuter lots be sealed.

Anticipated Benefits: Approved appearance, useful life of lot will increase.

Existing Condition: Lot needs to be sealed to extend useful life, edge of lot is starting to deteriorate. Amount includes a new exit onto Avalon Avenue.

Fiscal Year End Needed: 2016 **2016** **Lead Time in months:** 3 Months **Priority:** 3

Account Number	Description	<u>Total Project Costs</u>						Total
		2016	2017	2018	2019	2020	2021	
51-60-86-88601	Seal Coating	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Total	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000

Fund(s) Supporting Cost: Commuter Parking Lot

Funding Sources: Commuter Parking Lot Revenues

Other Revenue Source(s): -

Other Resources Needs: Municipal Staff -
 Legal -
 Engineering -
 Other -

Annual Operating Costs: -

Identify Annual Costs: -
 (personnel, equipment,
 subscriptions, utilities,
 and other items.)

Project Number: -

ORDINANCE NO. 15-O-_____

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE VILLAGE OF ROUND LAKE FOR THE FISCAL YEAR COMMENCING MAY 1, 2015 AND ENDING APRIL 30, 2016

WHEREAS, the President and Board of Trustees of the Village of Round Lake have adopted the "Budget Officer System" as provided in sections 8-2-9.1 through 8-2-9.10 of the Illinois Municipal Code (65 ILCS 5/8-2-9.1 – 8-2-9.10); and

WHEREAS, Section 8-2.9.4 of the Illinois Municipal Code provides that passage of an annual budget shall be in lieu of passage of an annual appropriation ordinance under Section 8-2-9 of the Illinois Municipal Code and that under the Budget Officer System, the budget shall be adopted before the beginning of the fiscal year to which it applies; and

WHEREAS, the President and Board of Trustees of the Village of Round Lake have made the proposed budget available for public inspection, held all of the hearings and caused to be made all of the publications and notices required by law; and

WHEREAS, the President and Board of Trustees of the Village of Round Lake have reviewed the budget for fiscal year end 2016 as presented by the Village Budget Officer; and

WHEREAS, the President and Board of Trustees of the Village of Round Lake believe that the aforesaid budget proposed for fiscal year end 2016 to be in the best interests of the Village of Round Lake.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ROUND LAKE, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: The Annual Budget for the Village of Round Lake for the fiscal year beginning May 1, 2015 and ending April 30, 2016, a copy of which is attached hereto as Exhibit A and made a part hereof, is hereby approved and adopted.

SECTION TWO: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form in the manner provided by law.

APPROVED:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

**PUBLISHED IN
PAMPHLET FORM:**

AYES:

NAYS:

ABSENT:

Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
General Fund		
Administration Department		
Payroll Expenses		
01-20-70-67001	Regular Salaries	\$290,000
01-20-70-67006	Elected Officials Salaries	\$45,600
01-20-70-67011	Committee Member Salaries	\$5,310
01-20-70-67021	Part-Time Salaries	\$8,250
01-20-70-67031	Overtime	\$125
	Total Payroll Expenses	<u>\$349,285</u>
Taxes, Pensions & Insurance		
01-20-71-67101	IMRF	\$29,000
01-20-71-67107	Dental Insurance	\$2,100
01-20-71-67108	Vision Insurance	\$250
01-20-71-67109	Life Insurance	\$225
01-20-71-67110	Health Insurance	\$37,500
01-20-71-67111	Social Security	\$21,750
01-20-71-67112	Medicare	\$5,100
	Total Taxes, Pensions & Insurance	<u>\$95,925</u>
Personnel Related		
01-20-72-67204	Dues & Memberships	\$7,450
01-20-72-67208	Meetings, Travel, & Training	\$19,250
01-20-72-67234	Hiring Process	\$400
	Total Personnel Related	<u>\$27,100</u>
Professional Services		
01-20-73-77301	Auditing Expense	\$20,022
01-20-73-77307	Engineering Expenses	\$19,000
01-20-73-77309	Village Planner	\$40,000
01-20-73-77313	Legal Services	\$77,750
01-20-73-77314	Ordinance Review - Legal	\$3,000
01-20-73-77315	Economic Development Marketing	\$20,000
01-20-73-77319	Consultant Studies	\$7,500
	Total Professional Services	<u>\$187,272</u>
Commodities		
01-20-74-77420	Village Publications	\$7,500
01-20-74-77430	Office Supplies	\$6,314
01-20-74-77432	Postage	\$4,286
01-20-74-77440	Printing	\$1,100
	Total Commodities	<u>\$19,200</u>

*Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016*

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	Contractual Services	
01-20-75-77511	Publications & Subscriptions	\$500
01-20-75-77512	Notification System	\$9,000
01-20-75-77515	Garbage Collection	\$971,192
01-20-75-77519	Risk Management Ins. Premium	\$173,731
01-20-75-77537	Legal Notices/Recording Fees	\$2,990
01-20-75-77541	SWALCO	\$7,758
	Total Contractual Services	<u>\$1,165,171</u>
	Miscellaneous	
01-20-77-77704	Special Events	\$14,900
01-20-77-77706	Miscellaneous Expense	\$8,720
01-20-77-77710	Beautification Program	\$5,000
01-20-77-77716	Police & Fire Commission	\$7,675
	Total Miscellaneous	<u>\$36,295</u>
	Building & Grounds	
01-20-79-77901	B&G Maintenance	\$3,750
01-20-79-77903	B&G Contracts	\$14,948
01-20-79-77905	B&G Repairs	\$6,461
	Total Building & Grounds	<u>\$25,159</u>
	Capital Outlay	
01-20-80-88018	Office Equipment	\$6,485
	Total Capital Outlay	<u>\$6,485</u>
	Utilities	
01-20-82-88202	Telephone Service	\$8,940
01-20-82-88204	Cellular Service	\$4,560
01-20-82-88208	Heating	\$500
	Total Utilities	<u>\$14,000</u>
	Technology	
01-20-91-99105	Network Repairs	\$2,750
01-20-91-99107	IT Maintenance Services	\$88,551
01-20-91-99117	IT Equipment	\$3,750
01-20-91-99119	GIS Support	\$7,500
	Total Technology	<u>\$102,551</u>
	Total Administration Department	<u>\$2,028,443</u>
	Police Department	
	Payroll Expenses	
01-40-70-67001	Regular Salaries	\$2,122,126
01-40-70-67021	Part-Time Salaries	\$97,557
01-40-70-67031	Overtime	\$104,000
	Total Payroll Expenses	<u>\$2,323,683</u>

Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	Taxes, Pensions & Insurance	
01-40-71-67101	IMRF	\$20,000
01-40-71-67107	Dental Insurance	\$16,500
01-40-71-67108	Vision Insurance	\$2,250
01-40-71-67109	Life Insurance	\$1,650
01-40-71-67110	Health Insurance	\$263,000
01-40-71-67111	Social Security	\$144,500
01-40-71-67112	Medicare	\$34,000
01-40-71-67116	Unemployment Insurance	\$2,500
	Total Taxes, Pensions & Insurance	<u>\$484,400</u>
	Personnel Related	
01-40-72-67202	Uniforms	\$59,350
01-40-72-67204	Dues & Memberships	\$2,965
01-40-72-67206	Medical/Psychological	\$1,000
01-40-72-67208	Meetings, Travel, & Training	\$30,410
01-40-72-67234	Hiring Process	\$12,405
	Total Personnel Related	<u>\$106,130</u>
	Professional Services	
01-40-73-77311	Village Prosecutor	\$51,000
01-40-73-77313	Legal Services	\$10,000
	Total Professional Services	<u>\$61,000</u>
	Commodities	
01-40-74-77402	Ammo / Guns	\$17,300
01-40-74-77430	Office Supplies	\$6,000
01-40-74-77432	Postage	\$2,946
01-40-74-77434	Operating Supplies	\$2,500
01-40-74-77440	Printing	\$3,500
	Total Commodities	<u>\$32,246</u>
	Contractual Services	
01-40-75-77501	MDT Lines	\$7,325
01-40-75-77503	Animal Control	\$1,200
01-40-75-77505	CenCom	\$260,212
01-40-75-77511	Publications & Subscriptions	\$13,729
01-40-75-77525	Lake County MEG Membership	\$15,000
01-40-75-77531	NIPAS	\$9,356
	Total Contractual Services	<u>\$306,822</u>

Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	Miscellaneous Expenses	
01-40-77-77706	Miscellaneous Expense	\$3,120
01-40-77-77710	Dare Fund Expenses	\$1,100
01-40-77-77712	Senate 740 Expenses	\$9,775
01-40-77-77714	Federal Seizure Fund Expenses	\$750
01-40-77-77715	Computer Crime Expenses	\$3,000
01-40-77-77720	Community Education	\$1,000
01-40-77-77722	Bicycle Patrol Expenses	\$250
	Total Miscellaneous	<u><u>\$18,995</u></u>
	Building & Grounds	
01-40-79-77901	B&G Maintenance	\$1,200
01-40-79-77903	B&G Contracts	\$13,203
01-40-79-77905	B&G Repairs	\$5,000
01-40-79-77907	B&G Supplies	\$2,000
	Total Building & Grounds	<u><u>\$21,403</u></u>
	Capital Outlay	
01-40-80-88018	Office Equipment	\$9,637
01-40-80-88024	Vehicles Equipment	\$5,000
	Total Capital Outlay	<u><u>\$14,637</u></u>
	Utilities	
01-40-82-88202	Telephone Service	\$3,360
01-40-82-88204	Cellular Service	\$6,300
01-40-82-88208	Heating	\$500
	Total Utilities	<u><u>\$10,160</u></u>
	Vehicles & Equipment	
01-40-84-88402	Gas & Oil	\$87,500
01-40-84-88404	Vehicle Repairs	\$35,000
01-40-84-88406	Vehicle Maintenance	\$5,000
	Total Vehicles & Equipment	<u><u>\$127,500</u></u>
	Technology	
01-40-91-99105	Network Repairs	\$4,500
01-40-91-99107	IT Maintenance Services	\$61,752
	Total Technology	<u><u>\$66,252</u></u>
	Total Police Department	<u><u>\$3,573,228</u></u>
	Public Works Department	
	Payroll Expenses	
01-60-70-67001	Regular Salaries	\$316,000
01-60-70-67021	Part-Time Salaries	\$2,500
01-60-70-67026	Seasonal	\$6,000
01-60-70-67031	Overtime	\$25,000
	Total Payroll Expenses	<u><u>\$349,500</u></u>

Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	Taxes, Pensions & Insurance	
01-60-71-67101	IMRF	\$34,000
01-60-71-67107	Dental Insurance	\$3,000
01-60-71-67108	Vision Insurance	\$425
01-60-71-67109	Life Insurance	\$325
01-60-71-67110	Health Insurance	\$57,000
01-60-71-67111	Social Security	\$22,000
01-60-71-67112	Medicare	\$5,250
	Total Taxes, Pensions & Insurance	<u>\$122,000</u>
	Personnel Related	
01-60-72-67202	Uniforms	\$2,826
01-60-72-67204	Dues & Memberships	\$310
01-60-72-67206	Medical/Psychological	\$415
01-60-72-67208	Meeting, Travel, & Training	\$3,500
01-60-72-67234	Hiring Process	\$600
	Total Personnel Related	<u>\$7,651</u>
	Professional Services	
01-60-73-77307	Engineering Expenses	\$15,000
01-60-73-77313	Legal Services	\$5,000
	Total Professional Services	<u>\$20,000</u>
	Commodities	
01-60-74-77418	Ice Control	\$144,050
01-60-74-77430	Office Supplies	\$1,500
01-60-74-77432	Postage	\$75
01-60-74-77452	Street Signs	\$5,000
01-60-74-77458	Village Signs/Banners/Flags	\$1,500
	Total Commodities	<u>\$152,125</u>
	Contractual Services	
01-60-75-77511	Publications & Subscriptions	\$150
01-60-75-77527	Lakes Management	\$500
01-60-75-77539	Street Sweeping	\$17,400
01-60-75-77543	Traffic Signal Maint. Contracts	\$15,000
	Total Contractual Services	<u>\$33,050</u>
	Building & Grounds	
01-60-79-77901	B & G Maintenance	\$5,000
01-60-79-77903	B & G Contracts	\$5,070
01-60-79-77905	B & G Repairs	\$15,256
01-60-79-77907	B & G Building Supplies	\$12,000
01-60-79-77911	Landscaping	\$34,000
	Total Building & Grounds	<u>\$71,326</u>

*Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016*

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	Capital Outlay	
01-60-80-88001	Equipment	\$24,200
01-60-80-88002	Safety Equipment	\$750
01-60-80-88018	Office Equipment	\$1,000
01-60-80-88024	Vehicle Equipment	\$16,317
	Total Capital Outlay	<u>\$42,267</u>
	Utilities	
01-60-82-88202	Telephone Service	\$3,000
01-60-82-88204	Cellular Service	\$2,100
01-60-82-88206	Electrical Service	\$2,000
01-60-82-88208	Heating	\$500
01-60-82-88216	Street Lights - Electrical	\$87,000
	Total Utilities	<u>\$94,600</u>
	Vehicles & Equipment	
01-60-84-88402	Gas & Oil	\$26,000
01-60-84-88404	Vehicle Repairs	\$25,000
01-60-84-88405	Equipment Repairs	\$17,000
01-60-84-88406	Vehicle Maintenance	\$3,530
01-60-84-88412	Equipment Rental	\$1,500
	Total Vehicles & Equipment	<u>\$73,030</u>
	Technology	
01-60-91-99105	Network Repairs	\$1,500
01-60-91-99107	IT Maintenance Services	\$1,500
	Total Technology	<u>\$3,000</u>
	Infrastructure Maintenance	
01-60-92-99210	Street Light Repairs	\$20,000
01-60-92-99214	Storm Sewer Maintenance	\$10,000
	Total Infrastructure Maintenance	<u>\$30,000</u>
	Total Public Works Department	<u><u>\$998,549</u></u>
	Building Department	
	Payroll Expenses	
01-70-70-67001	Regular Salaries	\$175,000
01-70-70-67031	Overtime	\$1,500
	Total Payroll Expenses	<u>\$176,500</u>

Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	Taxes, Pensions, & Insurance	
01-70-71-67101	IMRF Expense	\$17,500
01-70-71-67107	Dental Insurance	\$1,550
01-70-71-67108	Vision Insurance	\$250
01-70-71-67109	Life Insurance	\$170
01-70-71-67110	Health Insurance	\$31,500
01-70-71-67111	Social Security	\$11,000
01-70-71-67112	Medicare	\$2,600
	Total Taxes, Pensions & Insurance	<u>\$64,570</u>
	Personnel Related	
01-70-72-67202	Uniforms	\$510
01-70-72-67204	Dues & Memberships	\$225
01-70-72-67208	Meetings, Travel, & Training	\$1,510
	Total Personnel Related	<u>\$2,245</u>
	Professional Services	
01-70-73-77305	Building Inspection Services	\$1,300
01-70-73-77307	Engineering Expenses	\$5,000
01-70-73-77310	Plan Reviews	\$750
01-70-73-77313	Legal Expenses	\$1,750
01-70-73-77321	Plumbing Inspector	\$11,000
	Total Professional Services	<u>\$19,800</u>
	Commodities	
01-70-74-77430	Office Supplies	\$1,000
01-70-74-77432	Postage	\$300
01-70-74-77440	Printing	\$100
	Total Commodities	<u>\$1,400</u>
	Contractual Services	
01-70-75-77511	Publications & Subscriptions	\$150
01-70-75-77537	Legal Notices/Recording Fees	\$100
	Total Contractual Services	<u>\$250</u>
	Utilities	
01-70-82-88202	Telephone Service	\$600
01-70-82-88204	Cellular Service	\$1,200
	Total Utilities	<u>\$1,800</u>
	Vehicles & Equipment	
01-70-84-88402	Gas & Oil	\$4,500
01-70-84-88405	Vehicle Repairs	\$1,500
01-70-84-88406	Vehicle Maintenance	\$300
	Total Vehicles & Equipment	<u>\$6,300</u>

*Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016*

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	Technology	
01-70-91-99105	Network Repairs	\$1,000
01-70-91-99107	IT Maintenance Services	\$778
	Total Technology	<u>\$1,778</u>
	Total Building Department	<u>\$274,643</u>
	Other Financing Uses	
	Bond Service & Replacement Funding	
01-80-96-99626	Transfer to 2010 Debt Service	\$525,000
01-80-96-99635	Contribution to Capital Fund	\$325,000
01-80-96-99660	Contribution to Vehicle Replace.	\$217,001
01-80-96-99661	Contribution to Technology Replace.	\$67,475
01-80-96-99662	Contribution to Building Replace.	\$80,404
	Total Bond Service & Replacement Funding	<u>\$1,214,880</u>
	General Fund Total	<u>\$8,089,743</u>
	Special Revenue	
	Motor Fuel Tax Fund	
	Professional Services	
10-60-73-77307	Engineering Expenses	\$500
	Total Professional Services	<u>\$500</u>
	Commodities	
10-60-74-77414	Gravel Expense	\$7,500
10-60-74-77418	Ice Control	\$3,000
10-60-74-77436	Crack sealing/Patching	\$76,775
10-60-74-77438	Pavement Marking	\$19,000
	Total Commodities	<u>\$106,275</u>
	Administrative Charges	
10-60-78-77802	Labor / Equipment Reimb. to GF	\$25,000
	Total Administrative Charges	<u>\$25,000</u>
	Roadway Improvements	
10-60-83-88301	Roadway Improvements	\$1,215,251
	Total Roadway Improvements	<u>\$1,215,251</u>
	Other Enhancements	
10-60-88-88802	Sidewalks	\$15,000
	Total Other Enhancements	<u>\$15,000</u>
	Motor Fuel Tax Fund Total	<u>\$1,362,026</u>

*Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016*

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	SSA #1 Bright Meadows Fund	
	Professional Services	
16-20-73-77313	Legal Services	\$500
	Total Professional Services	<u>\$500</u>
	Miscellaneous	
16-20-77-77706	Miscellaneous Expense	\$10
	Total Miscellaneous	<u>\$10</u>
	Buildings & Grounds	
16-20-79-77911	Landscaping	\$21,068
	Total Buildings & Grounds	<u>\$21,068</u>
	SSA #1 Bright Meadows Fund Total	<u><u>\$21,578</u></u>
	Debt Service	
	2005 Debt Service Fund	
	Debt Service	
24-20-94-99426	2005 Refunding Bonds Int.	\$31,606
24-20-94-99428	2005 Refunding Bonds Principal	\$245,000
24-20-94-99432	Bond Admin & Disclosure Fees	\$550
	Total Debt Service	<u>\$277,156</u>
	2005 Debt Service Fund Total	<u><u>\$277,156</u></u>
	2010 Debt Service Fund	
	Debt Service	
26-20-94-99432	Bond Admin & disclosure Fees	\$1,250
26-20-94-99460	2010A Bond Interest	\$390,975
26-20-94-99464	2010B Bond Interest	\$23,160
26-20-94-99466	2010B Bond Debt Principal	\$110,000
	Total Debt Service	<u>\$525,385</u>
	2010 Debt Service Fund Total	<u><u>\$525,385</u></u>
	2011 Debt Service Fund	
	Utilities	
28-20-82-88218	Senior Citizen Rebate	\$10,000
	Total Utilities	<u>\$10,000</u>

Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	Debt Service	
28-20-94-99432	Bond Admin & disclosure Fees	\$750
28-20-94-99470	2011 Bonds Principal	\$290,000
28-20-94-99472	2011 Bonds Interest	\$81,025
	Total Debt Service	<u>\$371,775</u>
	2011 Debt Service Fund Total	<u><u>\$381,775</u></u>
	Capital Projects	
	Capital Projects Fund	
	Professional Services	
35-20-73-77307	Engineering Expenses	\$106,921
35-20-73-77313	Legal Services	\$500
	Total Professional Services	<u>\$107,421</u>
	Contractual Services	
35-20-75-77517	Mosquito Management	\$25,000
	Total Contractual Services	<u>\$25,000</u>
	Roadway Improvements	
35-20-83-88301	Roadway Improvements	\$410,065
	Total Roadway Improvements	<u>\$410,065</u>
	Other Enhancements	
35-20-88-88801	Other Enhancements	\$245,000
	Total Other Enhancements	<u>\$245,000</u>
	Capital Projects Fund Total	<u><u>\$787,486</u></u>
	Enterprise	
	Water and Sewer Fund	
	Payroll Expenses	
50-60-70-67001	Regular Salaries	\$515,000
50-60-70-67021	Part-time Salaries	\$10,750
50-60-70-67026	Seasonal	\$6,000
50-60-70-67031	Overtime	\$25,000
	Total Payroll Expenses	<u>\$556,750</u>

*Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016*

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	Taxes, Pensions & Insurance	
50-60-71-67101	IMRF Expense	\$54,100
50-60-71-67107	Dental Insurance	\$4,200
50-60-71-67108	Vision Insurance	\$550
50-60-71-67109	Life Insurance	\$490
50-60-71-67110	Health Insurance	\$79,000
50-60-71-67111	Social Security	\$34,600
50-60-71-67112	Medicare	\$8,100
	Total Taxes, Pensions & Insurance	<u>\$181,040</u>
	Personnel Related	
50-60-72-67202	Uniforms	\$3,000
50-60-72-67204	Dues & Memberships	\$700
50-60-72-67206	Medical/Psychological	\$415
50-60-72-67208	Meeting, Travel, & Training	\$4,500
50-60-72-67234	Hiring Process	\$500
	Total Personnel Related	<u>\$9,115</u>
	Professional Services	
50-60-73-77301	Auditing Expense	\$6,875
50-60-73-77307	Engineering Expenses	\$20,000
50-60-73-77313	Legal Services	\$55,000
	Total Professional Services	<u>\$81,875</u>
	Commodities	
50-60-74-77428	Water Meters	\$20,000
50-60-74-77430	Office Supplies	\$2,000
50-60-74-77432	Postage Expense	\$30,000
	Total Commodities	<u>\$52,000</u>
	Contractual Services	
50-60-75-77519	Risk Management Ins. Premium	\$57,910
50-60-75-77529	Metra Easements	\$1,575
50-60-75-77535	Outsourcing Water Bills	\$30,750
50-60-75-77537	Legal Notices	\$1,000
50-60-75-77545	Water Meter Testing	\$5,000
50-60-75-77547	Water Samples	\$7,100
	Total Contractual Services	<u>\$103,335</u>
	Miscellaneous Expenses	
50-60-77-77740	RLSD Grant Reimb.	\$7,260
	Total Miscellaneous Expenses	<u>\$7,260</u>

Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	Building & Grounds	
50-60-79-77901	B&G Maintenance	\$3,338
50-60-79-77903	B&G Contracts	\$16,081
50-60-79-77905	B&G Repairs	\$4,000
50-60-79-77907	B&G Supplies	\$7,500
50-60-79-77911	Landscaping	\$8,700
	Total Building & Grounds	<u>\$39,619</u>
	Capital Outlay	
50-60-80-88001	Equipment	\$481,900
50-60-80-88002	Safety Equipment	\$1,750
50-60-80-88018	Office Equipment	\$1,000
50-60-80-88024	Vehicle Equipment	\$2,500
	Total Capital Outlay	<u>\$487,150</u>
	Water/Sewer Improvements	
50-60-81-88101	Water/Sewer Improvements	\$1,153,120
	Total Water/Sewer Improvements	<u>\$1,153,120</u>
	Utilities	
50-60-82-88202	Telephone Charges	\$2,760
50-60-82-88204	Cellular Service	\$2,225
50-60-82-88206	Electrical Service	\$52,000
50-60-82-88208	Heating	\$5,019
50-60-82-88210	JAWA Expense	\$1,093,000
50-60-82-88212	Lake County Sewer	\$1,100,000
50-60-82-88214	Excess Facility Charges	\$105,000
	Total Utilities	<u>\$2,360,004</u>
	Vehicles & Equipment	
50-60-84-88402	Gas & Oil	\$23,466
50-60-84-88404	Vehicle Repairs	\$20,000
50-60-84-88405	Equipment Repairs	\$10,000
50-60-84-88406	Vehicle Maintenance	\$3,500
50-60-84-88408	Equipment Maintenance	\$1,000
50-60-84-88410	Radio Read System	\$4,000
50-60-84-88412	Equipment Rental	\$1,000
	Total Vehicles & Equipment	<u>\$62,966</u>
	Charges for Services	
50-60-90-99005	J.U.L.I.E.	\$2,706
	Total Charges for Services	<u>\$2,706</u>
	Technology	
50-60-91-99101	SCADA Maintenance	\$8,505
50-60-91-99105	Network Repairs	\$800
50-60-91-99107	IT Maintenance Services	\$15,000
50-60-91-99117	IT Equipment	\$7,500
	Total Technology	<u>\$31,805</u>

*Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016*

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	Infrastructure Maintenance	
50-60-92-99202	Repairs to Sewers	\$6,000
50-60-92-99204	Repair to Water Lines	\$29,070
50-60-92-99206	Repairs Pumps / Telemet	\$32,000
50-60-92-99208	Repairs to Lift Stations	\$22,000
	Total Infrastructure Maintenance	<u>\$89,070</u>
	Debt Service	
50-60-94-99418	2010C Bonds Principal	\$115,000
50-60-94-99420	2010C Bonds Interest	\$23,333
50-60-94-99432	Bond Admin & Disclosure Fees	\$700
	Total Debt Service	<u>\$139,033</u>
	Replacement Funding	
50-80-96-99660	Contribution to Vehicle Repl.	\$98,540
50-80-96-99661	Contribution to Technology Repl.	\$18,909
50-80-96-99662	Contribution to Building Repl.	\$16,216
	Total Replacement Funding	<u>\$133,665</u>
	Water and Sewer Fund Total	<u>\$5,490,513</u>
	Commuter Parking Lot Fund	
	Professional Services	
51-60-73-77307	Engineering Expenses	\$750
51-60-73-77313	Legal Services	\$500
	Total Professional Services	<u>\$1,250</u>
	Commodities	
51-60-74-77434	Operating Supplies	\$750
51-60-74-77440	Printing	\$600
51-60-74-77452	Street Signs	\$500
	Total Commodities	<u>\$1,850</u>
	Contractual Services	
51-60-75-77507	Commuter Parking Rent	\$4,800
	Total Contractual Services	<u>\$4,800</u>
	Miscellaneous	
51-60-77-77706	Miscellaneous Expense	\$2,852
	Total Miscellaneous	<u>\$2,852</u>
	Buildings & Grounds	
51-60-79-77903	B&G Contracts	\$23,500
51-60-79-77905	B&G Repairs	\$1,000
51-60-79-77911	Landscaping	\$7,500
51-60-79-77915	Parking Lot Maintenance	\$5,000
	Total Buildings & Grounds	<u>\$37,000</u>

*Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016*

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	Utilities	
51-60-82-88206	Electrical Service	\$6,000
	Total Utilities	<u>\$6,000</u>
	Land/Land Improvements	
51-60-86-88601	Land/Land Improvements	\$233,000
	Total Land/Land Improvements	<u>\$233,000</u>
	Commuter Parking Lot Fund Total	<u>\$286,752</u>
	Internal Service Funds	
	Vehicle Replacement Fund	
	Capital Outlay	
60-40-80-88004	Vehicles	\$108,784
60-40-80-88024	Vehicle Equipment	\$18,713
60-60-80-88001	Equipment	\$30,000
60-60-80-88004	Vehicles	\$262,000
60-70-80-88004	Vehicles	\$22,000
	Total Capital Outlay	<u>\$441,497</u>
	Vehicle Replacement Fund Total	<u>\$441,497</u>
	Technology Replacement Fund	
	Technology	
61-20-91-99117	IT Equipment	\$5,500
61-40-91-99117	IT Equipment	\$51,200
61-60-91-99117	IT Equipment	\$41,000
61-70-91-99117	IT Equipment	\$1,500
	Total Technology	<u>\$99,200</u>
	Technology Replacement Fund Total	<u>\$99,200</u>

Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
Building Replacement Fund		
Building Improvements & Equipment		
62-20-80-88001	Equipment	\$45,000
62-20-80-88018	Office Equipment	\$7,500
62-20-85-88501	Building Improvements	\$40,280
62-40-80-88001	Equipment	\$10,000
62-40-85-88501	Building Improvements	\$15,000
62-60-80-88001	Equipment	\$10,000
62-70-80-88018	Office Equipment	\$2,500
62-60-85-88501	Building Improvements	\$2,500
62-70-80-88018	Office Equipment	\$2,500
	Total Building Improvements & Equipment	<u>\$135,280</u>
	Building Replacement Fund Total	<u>\$135,280</u>
Fudiciary		
Police Pension Fund		
Payroll Expenses		
70-20-70-67050	Retirement Benefits	\$247,200
70-20-70-67055	Disability Benefits	\$87,800
70-20-70-67056	Surviving Spouse	\$29,496
70-20-70-67057	Refund of Contributions	\$5,000
	Total Payroll Expenses	<u>\$369,496</u>
Personnel Related		
70-20-72-67204	Dues & Memberships	\$800
70-20-72-67206	Medical / Psychological	\$5,000
70-20-72-67208	Meetings, Travel, & Training	\$4,250
	Total Personnel Related	<u>\$10,050</u>
Professional Services		
70-20-73-77301	Auditing Expense	\$1,850
70-20-73-77313	Legal Services	\$10,000
70-20-73-77325	Actuarial Services	\$2,000
	Total Professional Services	<u>\$13,850</u>
Commodities		
70-20-74-77430	Office Supplies	\$350
70-20-74-77432	Postage	\$100
	Total Commodities	<u>\$450</u>

Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	Charges For Services	
70-20-90-99001	Bank/Investment Fees	\$23,500
70-20-90-99003	DOI Compliance Fee	\$1,200
	Total Charges For Services	<u>\$24,700</u>
	Police Pension Fund Total	<u><u>\$418,546</u></u>
	Summary	
	General Fund	\$8,089,743
	Motor Fuel Tax Fund	\$1,362,026
	SSA #1 Bright Meadows Fund	\$21,578
	2005 Debt Service Fund	\$277,156
	2010 Debt Service Fund	\$525,385
	2011 Debt Service Fund	\$381,775
	Capital Projects Fund	\$787,486
	Water/Sewer Fund	\$5,490,513
	Commuter Parking Lot Fund	\$286,752
	Vehicle Replacement Fund	\$441,497
	Technology Replacement Fund	\$99,200
	Building Replacement Fund	\$135,280
	Police Pension Fund	\$418,546
	Total	<u><u>\$18,316,937</u></u>



Village of Round Lake

442 North Cedar Lake Road Round Lake, IL 60073
847-546-5400 fax 847-546-5405
www.eroundlake.com

March 16, 2015

To: Mayor and Board of Trustees

From: Steven J. Shields, Village Administrator
Shane D. Johnson, Assistant Village Administrator/Director of Finance

Subject: 2016 Budget Draft & Assumptions

This memorandum provides an overview of the 2016 budget draft along with assumptions used for compiling the data in the budget document. The memorandum is essentially divided into three areas; major revenues, expenses, and specific funds.

Major Revenues

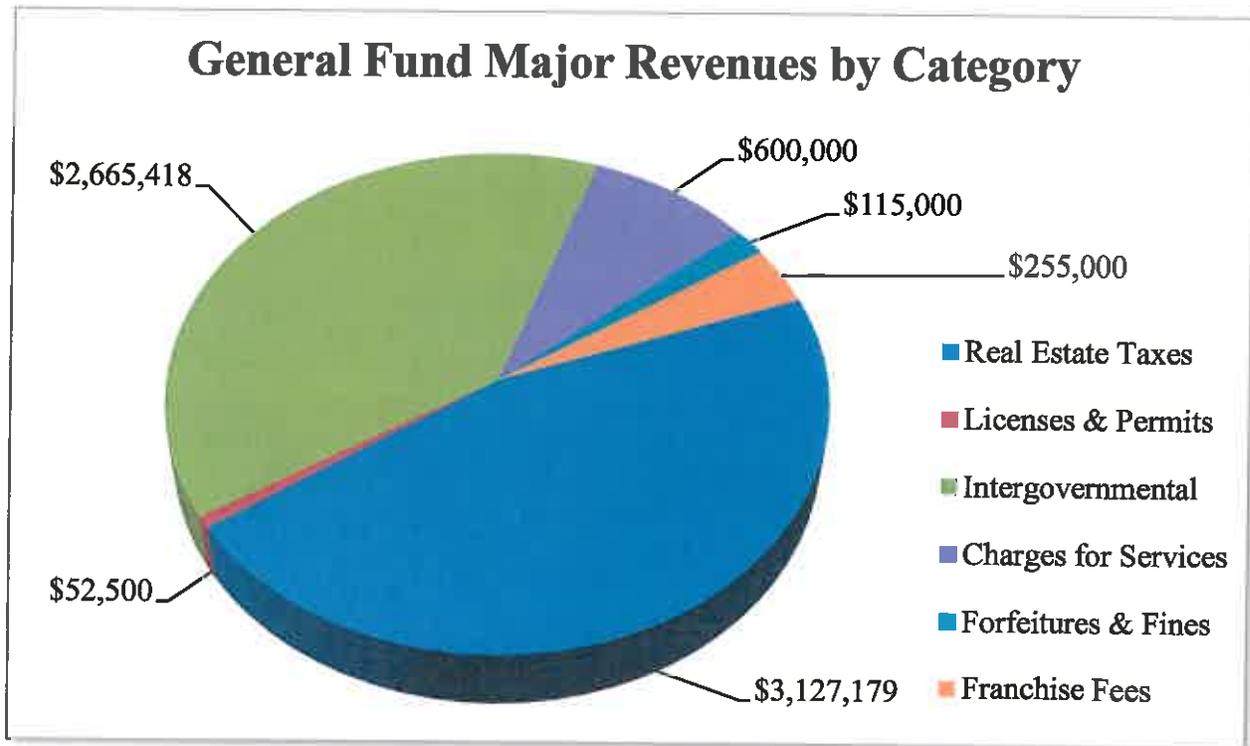
General Fund

The table below lists the major revenue sources for the General Fund. Historically, the nine (9) revenue sources account for approximately 95% of the General Fund revenues.

Description	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016
Real Estate Taxes	\$3,041,331	\$2,974,339	\$2,915,171	\$2,979,070	\$3,068,769
Road & Bridge Tax	\$53,710	\$56,957	\$56,487	\$59,093	\$58,410
State Use Tax	\$291,318	\$312,211	\$320,972	\$338,347	\$354,807
Sales Tax	\$459,161	\$469,299	\$472,000	\$505,845	\$500,000
State Income tax	\$1,637,646	\$1,773,019	\$1,731,968	\$1,774,033	\$1,810,611
Building Permits	\$86,466	\$119,672	\$52,500	\$80,425	\$52,500
Garbage Fees	\$540,554	\$553,405	\$561,000	\$589,764	\$600,000
Circuit Court Fines	\$124,957	\$152,724	\$141,000	\$113,695	\$115,000
Cable/Video Franchise	\$215,480	\$232,075	\$235,000	\$253,197	\$255,000
Total	\$6,450,622	\$6,643,701	\$6,486,098	\$6,693,469	\$6,815,097

The above chart shows the heavy reliance on property tax and income tax to support general services of the Village.

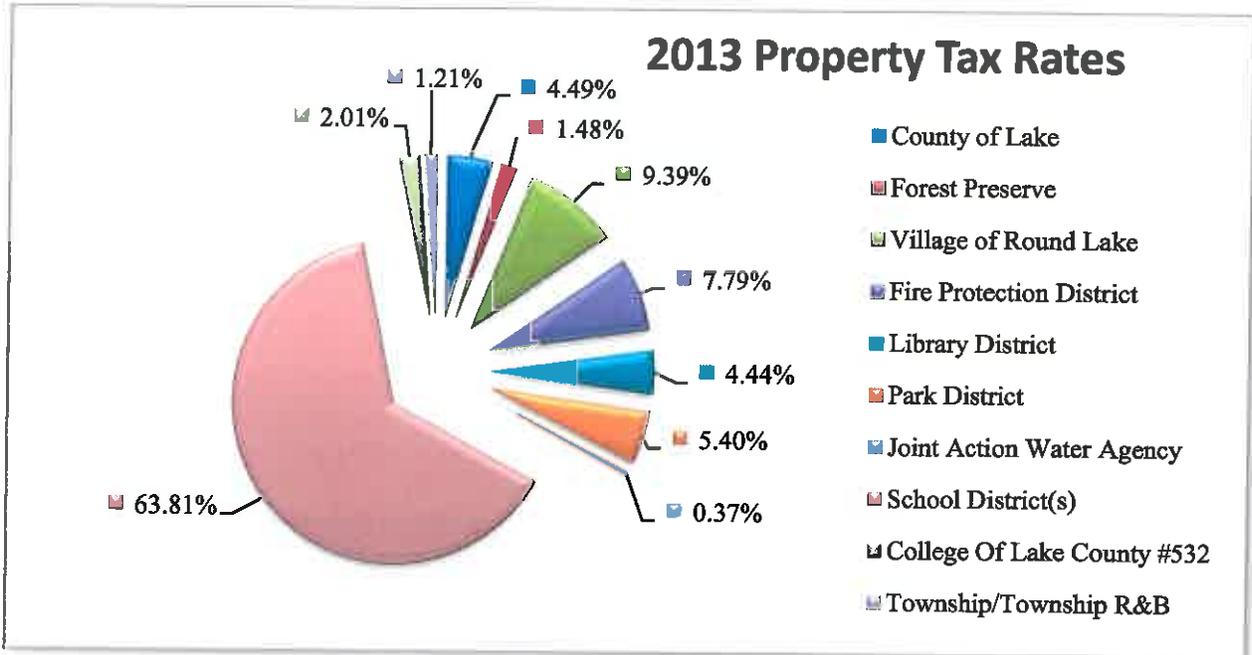
The graph that follows lists the major revenues by category, with property taxes and intergovernmental revenues representing 85.00% of the total major revenues in the General Fund.



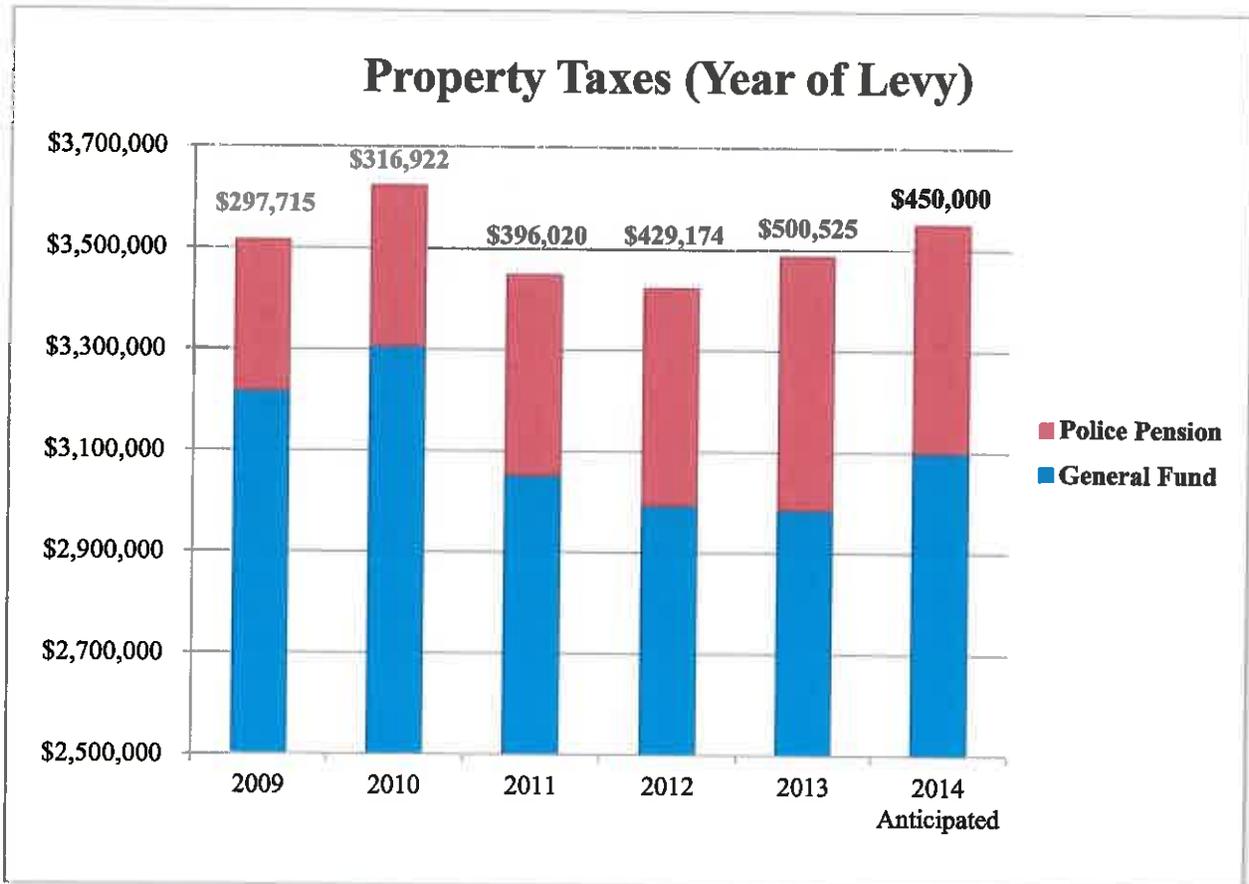
The following major revenues are listed along with the assumptions used for the 2016 budget amount.

<u>Type</u>	<u>Assumption</u>
Real Estate Taxes	Anticipated extension of \$3,099,767 X 99% collection rate
Road & Bridge Tax	2014 Road & Bridge levy of \$58,410 (decreased slightly from 2015)
State Use Tax	IML estimate of \$19.40 per capita
Sales Tax	Current year estimate of \$505,845, no growth, rounded to \$500,000
State Income tax	IML estimate of \$99.00 per capita
Building Permits	Used same \$52,500 budget as last year - miscellaneous permits only
Garbage Fees	Current year estimate of \$589,764 X a 2.0% growth
Circuit Court Fines	Used current year estimate of \$113,695, no growth
Cable/Video Franchise	Current year estimate of \$253,197, no growth , rounded to \$255,000

Below is the percentage breakdown of a typical Round Lake property tax bill (Avon Township) for 2013 property taxes received in the 2015 budget year. Historically, approximately 10% of the tax bill relates to the Village of Round Lake.



The chart below shows the previous five (5) years tax extensions along with the 2014 estimated levy. Since the 2010 tax levy of \$3,623,378, the overall levy has decreased \$137,309 to \$3,486,069 for the 2013 tax levy. At the same time the Police Pension levy as a percent of the total levy has increased from 8.47% for the 2009 levy to 14.36% for the 2013 levy.



Debt Service Funds

There are four major revenues in the Debt Service Funds that have historically accounted for an estimated 99% of the total revenues. The table below lists the major revenue sources for the Debt Service Funds.

Description	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016
Utility Tax Electric	\$378,822	\$370,458	\$350,000	\$357,137	\$355,000
Utility Tax - Gas	\$43,942	\$121,416	\$118,250	\$131,183	\$117,500
Utility Tax Telephone	\$352,200	\$330,485	\$336,000	\$269,417	\$255,000
Transfers From General	\$350,000	\$350,000	\$425,000	\$475,000	\$525,000
Total	\$1,124,964	\$1,172,359	\$1,229,250	\$1,232,737	\$1,252,500

The following major revenues are listed along with the assumptions used for the 2016 budget amount.

<u>Type</u>	<u>Assumption</u>
Utility Tax Electric	Current year estimate of \$357,000, lowered to \$355,000
Utility Tax - Gas	Used current year estimate of \$238,515, lowered to \$235,000
Utility Tax Telephone	Used current year estimate of \$269,417, lowered to \$255,000
Transfers From General	Used \$525,000, an increase of \$100,000 from current \$425,000

The gas utility tax is allocated between the debt service and capital projects. The fiscal year end 2016 budget splits the utility tax 50/50 between both fund types.

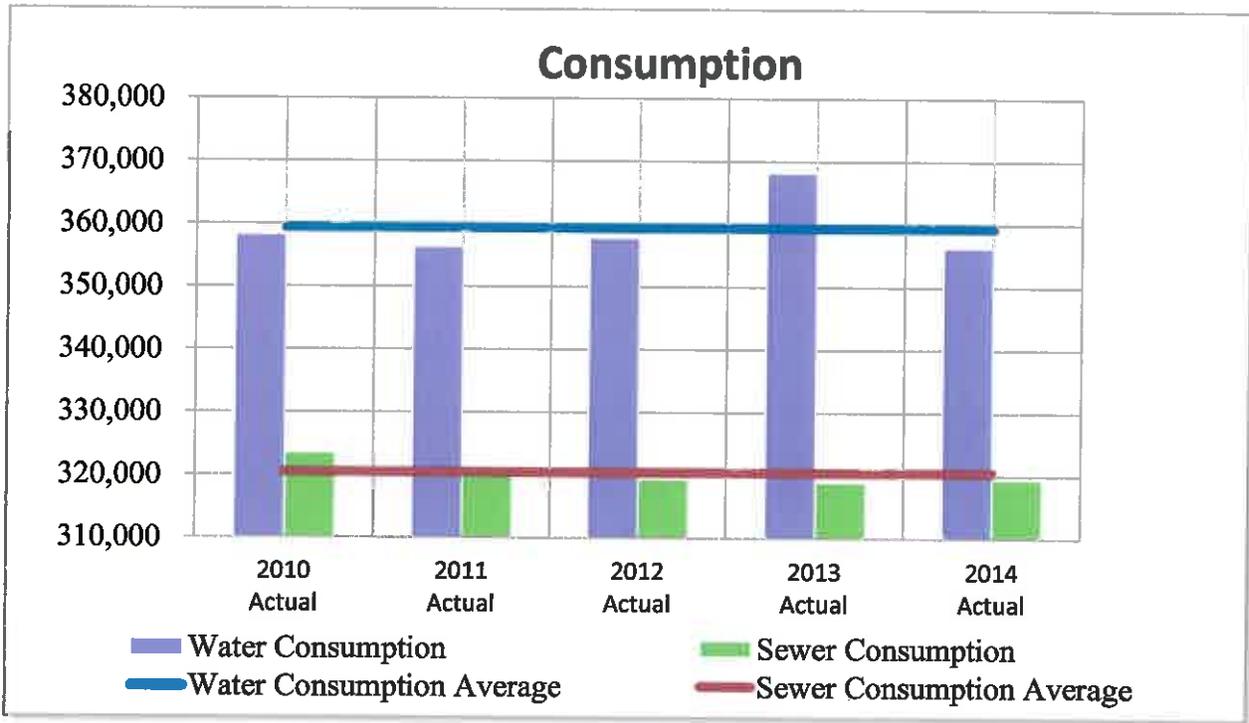
Water & Sewer Fund

There are three major revenues in the Water & Sewer Fund that historically have accounted for over 93% of the total budgeted revenues. The amounts and the assumptions for each are as follows:

Description	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016
Village Fees	\$1,672,033	\$1,694,031	\$1,725,000	\$1,743,351	\$1,775,000
Water Fees	\$973,839	\$907,647	\$925,000	\$950,000	\$925,000
Sewer Fees	\$1,120,158	\$1,114,085	\$1,100,000	\$1,098,221	\$1,100,000
Total	\$3,766,030	\$3,715,763	\$3,750,000	\$3,791,572	\$3,800,000

<u>Type</u>	<u>Assumption</u>
Village Fees	Average consumption X current rates and rates effective November 1st
Water Fees	5 year average consumption X JAWA \$2.68 estimated rate
Sewer Fees	5 year average consumption X rate of \$3.51 per thousand

The chart below shows the actual water and sewer consumption for the past five years and the average consumption over the same period. As the graph indicates usage has remained relatively flat, with the exception of fiscal year end 2013 due to the very dry summer of 2012.



Other Major Revenue Sources

The two remaining major revenue sources include the commuter parking lot receipts and motor fuel tax received from the state on a per capita basis. The amounts and the assumptions for each are as follows:

Description	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016
Motor Fuel Tax	\$439,562	\$449,251	\$434,364	\$444,423	\$435,278
Commuter Parking	\$89,403	\$86,166	\$81,000	\$84,019	\$84,000

Type	Assumption
Motor Fuel Tax	IML estimate of \$23.80 per capita
Commuter Parking	Current year estimate of \$84,019, lowered to \$84,000

Other Revenue Information

The five-year financial forecasts, fiscal year end 2017 through 2021 budget, include revenues flat or increasing 1.5% over the five-year time frame.

Expenses

Overall, when there is no specific information or other data, the budget year 2016 expenses will be either forecasted flat or with a 1.5% increase, consistent with the current year. The following are specific assumptions that are utilized in the budget and in the long-term forecast.

Personnel Related Expenses

- 3.0% COLA increase May 1st and 3.5% step increase on anniversary date
 - Public Works contract: 2.5% COLA increase May 1st and 3.5% step
 - Police contracts: 3.0% COLA and normal step increases
- IMRF – January 2015 rate 9.86%, January 2016 rate used 10.00%
- Insurance:
 - Health – 15% increase 2016, 10.0% forecasted
 - Dental – 7.5% increase 2016, 7.5% forecasted
 - Life – 5.0% increase 2016, 3.0% forecasted
 - Vision – 0.0% increase 2016, 3.0% forecasted

Other Expense Items

- Risk Management – 20% increase for workers compensation and 15% for liability insurance in 2016, thereafter, forecasted at 10% overall
- Fuel – 2.5% increase
- All other expenses mainly used a 1.5% increase or flat depending on the type of account

Other Assumptions/Details

- Service reductions: currently – none
- Staffing levels stay the same as they currently exist
- 30% operating reserve for most funds
- Carry-over costs/revenue for on-going projects

Fund Status

Below are the charts providing historical and projected fund status for the General Fund, Special Revenue, Debt Service, Capital, Enterprise, and Fiduciary Fund types. The information that follows has the same format per fund type. Each area defines the fund, lists the major revenues and expenses, has a comment section, and provides graphs for the direction the fund is potentially heading with revenue, expense and cash balance trending. Where applicable additional information was provided so the reader has a better understanding of any highlights or issues the fund may have.

Summary of All Funds

Fund Types	Estimated 5/1/2015 Cash & Investments	Operating Revenues	Operating Expenses	Operating Surplus/ (Deficit)	Capital With Carryovers	Service & Replacement Funding	Estimated 4/30/2016 Cash & Investments
General Fund	\$5,745,795	\$7,194,059	\$6,770,596	\$423,463	\$104,267	(\$1,214,880)	\$4,850,111
Special Revenue	\$1,026,062	\$779,268	\$118,353	\$660,915	\$1,265,251	\$0	\$421,726
Debt Service	\$97,799	\$727,549	\$1,184,316	(\$456,767)	\$0	\$525,000	\$166,032
Capital Projects	\$1,499,185	\$172,089	\$5,500	\$166,589	\$781,986	\$325,000	\$1,208,788
Enterprise	\$6,999,485	\$4,162,537	\$3,768,080	\$394,457	\$1,875,520	(\$133,665)	\$5,384,757
Internal Service	\$552,873	\$15,277	\$0	\$15,277	\$675,977	\$498,545	\$390,718
Fiduciary	\$6,044,596	\$728,000	\$418,546	\$309,454	\$0	\$0	\$6,354,050
Total All Funds	\$21,965,795	\$13,778,779	\$12,265,391	\$1,513,388	\$4,703,001	\$0	\$18,776,182

General Fund

The General Fund is the general operating fund of the Village. It is used to account for all financial resources except those required to be accounted for in another fund. The chart below shows overall totals for the General Fund.

Description	Budget			Forecast		
	2016	2017	2018	2019	2020	2021
Operating Revenues	\$7,194,059	\$7,247,984	\$7,355,998	\$7,465,694	\$7,491,598	\$7,690,237
Operating Expenditures	\$6,770,596	\$6,918,207	\$7,182,145	\$7,460,030	\$7,731,857	\$8,010,088
Excess (Deficiency)	\$423,463	\$329,777	\$173,853	\$5,664	(\$240,259)	(\$319,851)
Capital Outlay	\$104,267	\$38,571	\$38,571	\$38,571	\$38,571	\$18,571
Bonds & Replacement Funding	\$1,214,880	\$1,222,983	\$1,256,255	\$1,289,704	\$1,318,610	\$1,322,711
Net Inflow (Outflow)	(\$895,684)	(\$931,777)	(\$1,120,973)	(\$1,322,611)	(\$1,597,440)	(\$1,661,133)

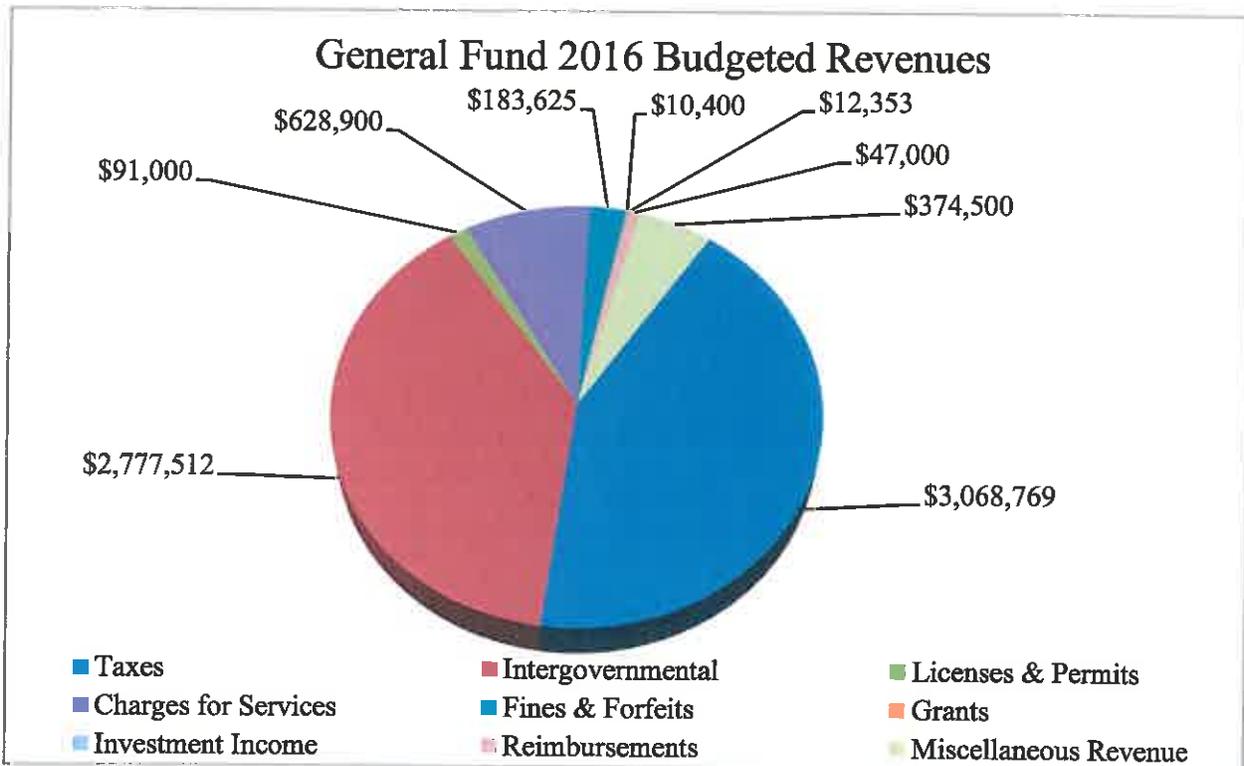
The chart above shows that the Village is covering operating expenses with operating revenues until 2020. However, with bond servicing and replacement funding in each year there is a total outflow. Bond servicing and replacement funding are monies moved to other Village funds to support such activities in those funds.

General Fund Revenues

Major Revenue Sources: See revenue section of this memorandum

Comments: Approximately 85% of the General Fund revenues are from property taxes and intergovernmental revenues.

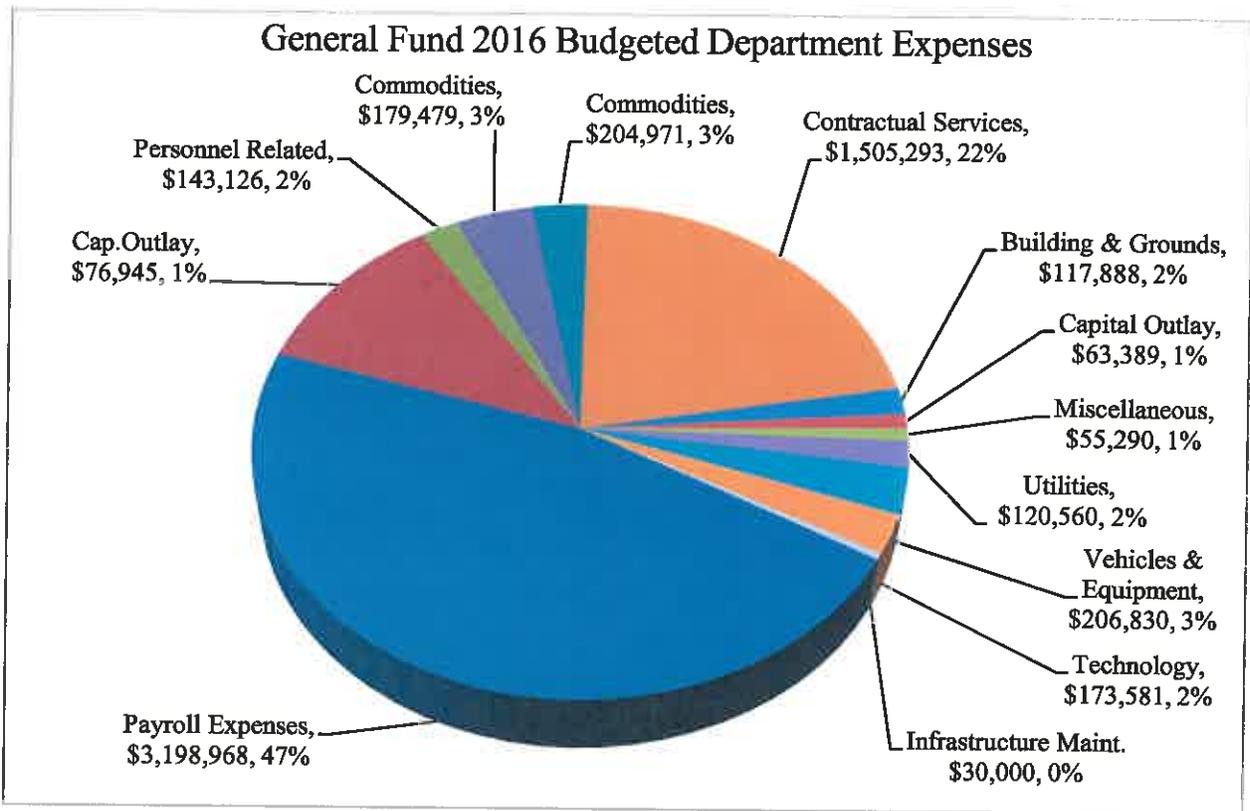
The Following graph shows the total revenue budgeted in the General Fund:



As stated previously, the General Fund is the main operating fund of the Village, with four departments. Below is a chart that includes operating and capital for each department.

Department	Budget			Forecast		
	2016	2017	2018	2019	2020	2021
Administration	\$2,028,443	\$2,011,662	\$2,075,771	\$2,140,919	\$2,209,253	\$2,281,610
Public Works	\$998,549	\$975,808	\$1,004,867	\$1,035,833	\$1,067,052	\$1,099,186
Police	\$3,573,228	\$3,644,924	\$3,805,156	\$3,976,022	\$4,136,452	\$4,297,660
Building	\$274,643	\$285,812	\$296,351	\$307,256	\$319,099	\$331,632
Total Disbursements	\$6,874,863	\$6,918,207	\$7,182,145	\$7,460,030	\$7,731,857	\$8,010,088

The expenses can be further divided among different categories. The graph below shows the dollar amount and percent of each category to the total General Fund department expenses.



Personnel related expenses include payroll expenses, taxes, pensions and insurance, and the personnel related categories.

Administration

Major Expenditures: Any account over 5.0% of the total department expenses were selected as major. The following three items, account for 70.74% of total Administrative expenses: regular salaries 14.30%, risk management insurance premium 8.56%, and garbage collection 47.88%. Below is a chart that lists all categories for the 2016 budget and the forecast over the next five years.

Category	Budget		Forecast			
	2016	2017	2018	2019	2020	2021
Payroll Expenses	\$349,285	\$364,871	\$379,456	\$392,547	\$405,762	\$419,585
Taxes, Pensions & Insurance	\$95,925	\$102,480	\$109,364	\$116,409	\$123,944	\$132,101
Personnel Related	\$27,100	\$27,501	\$27,907	\$28,320	\$28,738	\$29,163
Professional Services	\$187,272	\$159,369	\$161,506	\$163,685	\$165,906	\$168,170
Commodities	\$19,200	\$18,876	\$19,046	\$19,219	\$19,395	\$19,574
Contractual Services	\$1,165,171	\$1,200,520	\$1,239,474	\$1,280,735	\$1,324,503	\$1,370,996
Miscellaneous	\$36,295	\$33,974	\$34,296	\$34,623	\$34,955	\$35,292
Building & Grounds	\$25,159	\$23,036	\$23,382	\$23,733	\$24,089	\$24,450
Capital Outlay	\$6,485	\$6,582	\$6,681	\$6,781	\$6,883	\$6,986
Utilities	\$14,000	\$14,203	\$14,408	\$14,617	\$14,828	\$15,043
Technology	\$102,551	\$60,250	\$60,250	\$60,250	\$60,250	\$60,250
	\$2,028,443	\$2,011,662	\$2,075,771	\$2,140,919	\$2,209,253	\$2,281,610

Highlights:

- 2016 budgeted expenses of \$2,028,443 are \$136,878 (or 7.24%) higher than 2015 budgeted expenses of \$1,891,565. A few highlights include:
 - o Regular salaries increased \$79,000 as the Administrator position is an employee versus an independent contractor. As such, the consultant services account budgeted at \$58,500 for administrator consulting services was eliminated.
 - o Garbage collection increased \$47,923, 5.19% based on current year trends and an increase in costs of 2% effective September 1, 2015.
 - o The risk management insurance premium account increased \$18,056 based on the current year charges and adding projected.
 - o IT maintenance services increased \$18,196 mainly due to programming an additional \$10,000 into the budget for the Village's Website update and design.

Police Department

Major Expenditures: Any account over 5.0% of the total department expenses were selected as major. The following three items, account for 74.03% of total Police Department expenses: regular salaries 59.39%, CenCom 7.28%, and health insurance 7.36%. Below is a chart that lists all categories for the 2016 budget and the forecast over the next five years.

Category	Budget		Forecast			
	2016	2017	2018	2019	2020	2021
Payroll Expenses	\$2,323,683	\$2,427,693	\$2,537,248	\$2,647,223	\$2,758,098	\$2,858,825
Taxes, Pensions & Insurance	\$484,400	\$517,773	\$557,535	\$599,825	\$645,478	\$694,473
Personnel Related	\$106,130	\$102,616	\$104,028	\$105,461	\$106,915	\$108,391
Professional Services	\$61,000	\$61,765	\$62,541	\$63,330	\$64,130	\$64,941
Commodities	\$32,246	\$32,730	\$33,221	\$33,719	\$34,225	\$34,738
Contractual Services	\$306,822	\$306,361	\$310,956	\$323,121	\$320,468	\$325,275
Miscellaneous Expenses	\$18,995	\$12,536	\$12,602	\$12,670	\$12,738	\$12,808
Building & Grounds	\$21,403	\$21,724	\$22,050	\$22,381	\$22,716	\$23,057
Capital Outlay	\$14,637	\$9,782	\$9,928	\$10,077	\$10,228	\$10,382
Utilities	\$10,160	\$10,305	\$10,452	\$10,601	\$10,753	\$10,907
Vehicles & Equipment	\$127,500	\$130,288	\$133,139	\$136,055	\$139,038	\$142,090
Technology	\$66,252	\$49,924	\$50,027	\$50,131	\$50,237	\$30,345
	\$3,573,228	\$3,683,495	\$3,843,727	\$4,014,593	\$4,175,023	\$4,316,231

Highlights:

- 2016 budgeted expenses of \$3,573,228 are \$171,443 (or 5.04%) higher than 2015 budgeted expenses of \$3,401,785. A few highlights include:
 - Regular salaries increased by \$82,769 due to a normal contractual step and cost of living increases.
 - Part-time salaries increased \$30,793 for the use of additional part-time Police Officers.
 - Uniforms increased \$20,070 as \$14,000 is budgeted for Officer body cameras and \$6,000 for anatomically correct ballistic vests.
 - Legal services decreased \$38,000 as both Police contracts expired April 30, 2014 and bargaining sessions are completed.
 - The computer crime expense of \$13,029 related to the LEADS connection CIP item in fiscal year end 2015, which is completed.
 - The records management charges of \$55,000 is new for fiscal year end 2016. The records management system is a multi-year capital improvement item to replace the antiquated PIPS system.

Public Works

Major Expenditures: Any account over 5.0% of the total department expenses were selected as major. The following four items, account for 60.49% of total Public Works Department expenses: health insurance 5.71%, street lights – electrical 8.71%, ice control 14.43%, and regular salaries 31.65%. Below is a chart that lists all categories for the 2016 budget and the forecast over the next five years.

Category	Budget	Forecast				
	2016	2017	2018	2019	2020	2021
Payroll Expenses	\$349,500	\$360,051	\$375,121	\$390,685	\$407,061	\$423,422
Taxes, Pensions & Insurance	\$122,000	\$129,395	\$139,439	\$150,831	\$161,596	\$173,223
Personnel Related	\$7,651	\$7,766	\$7,882	\$8,000	\$8,120	\$8,242
Professional Services	\$20,000	\$20,300	\$20,605	\$20,914	\$21,227	\$21,546
Commodities	\$152,125	\$148,196	\$148,319	\$148,444	\$148,571	\$148,699
Contractual Services	\$33,050	\$33,536	\$34,029	\$34,530	\$35,038	\$35,554
Building & Grounds	\$71,326	\$72,396	\$73,482	\$74,584	\$75,703	\$76,838
Capital Outlay	\$42,267	\$1,776	\$1,803	\$1,830	\$1,857	\$1,885
Utilities	\$94,600	\$94,707	\$94,815	\$94,924	\$95,036	\$95,149
Vehicles & Equipment	\$73,030	\$74,385	\$75,768	\$77,177	\$78,615	\$80,081
Infrastructure Improvements	\$0	\$20,000	\$0	\$0	\$0	\$0
Technology	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Infrastructure Maintenance	\$30,000	\$30,300	\$30,605	\$30,914	\$31,227	\$31,546
	\$998,549	\$995,808	\$1,004,867	\$1,035,833	\$1,067,052	\$1,099,186

Highlights:

- 2016 budgeted expenses of \$998,549 are \$37,983 (or 3.95%) higher than the 2015 budgeted expenses of \$960,566. A few highlights include:
 - Regular salaries increased \$14,500, 4.81% due to normal cost of living adjustments and step increases.
 - Ice control increased \$33,650, 30.48% due to the addition of \$36,000 for School District #116 salt.

- B&G Maintenance decreased \$17,500 as hazard tree removal was moved to the Capital Projects Fund and included with the Parkway Tree Replacement Program.
- Equipment increased \$16,700 as the liquid anti-icing; deicing distributor was moved to the 2016 budget with a cost increase of \$6,500 (\$14,000 total). In addition, a lightning protection system was added in an amount of \$10,200. Both items are in the capital improvements plan.
- Vehicle equipment decreased \$21,683 as the asphalt hot box, budgeted at \$17,000 in fiscal year end 2015, was purchased.

Building

Major Expenditures: Any account over 5.0% of the total department expenses were selected as major. The following three items, account for 81.56% of total Building Department expenses: IMRF expense 6.37%, health insurance 11.47%, and regular salaries 63.72%. Below is a chart that lists all categories for the 2016 budget and the forecast over the next five years.

Category	Budget		Forecast			
	2016	2017	2018	2019	2020	2021
Payroll Expenses	\$176,500	\$182,500	\$188,000	\$193,500	\$199,500	\$205,500
Taxes, Pensions, & Insurance	\$64,570	\$69,210	\$73,734	\$78,614	\$83,924	\$89,914
Personnel Related	\$2,245	\$2,279	\$2,313	\$2,348	\$2,383	\$2,419
Professional Services	\$19,800	\$20,086	\$20,376	\$20,670	\$20,969	\$21,272
Commodities	\$1,400	\$1,421	\$1,442	\$1,464	\$1,486	\$1,508
Contractual Services	\$250	\$250	\$250	\$250	\$250	\$250
Utilities	\$1,800	\$1,827	\$1,854	\$1,882	\$1,910	\$1,939
Vehicles & Equipment	\$6,300	\$6,440	\$6,582	\$6,728	\$6,878	\$7,030
Technology	\$1,778	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
	\$274,643	\$285,812	\$296,351	\$307,256	\$319,099	\$331,632

Highlights:

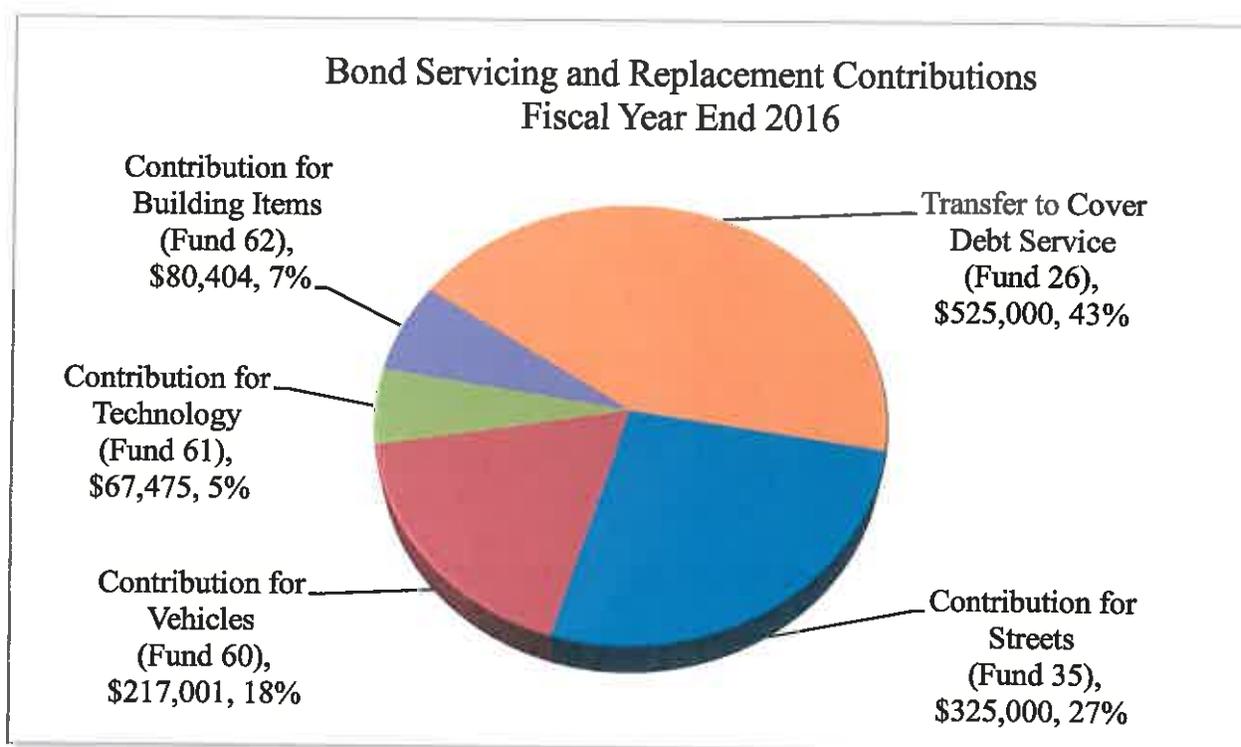
- 2016 budgeted expenses of \$274,643 are \$5,710 (or 2.12%) higher than 2015 budgeted expenses of \$268,933.
 - There were no significant changes in the Building Department budget from the previous year.

Other Financing Use – Bond Servicing and Replacement Funding

Major Expenditures: Capital & Infrastructure Replacement and Bond Servicing

Comments: As utility taxes continue to decline the bond servicing transfer will increase over the years. The replacement contributions all relate to funding capital and infrastructure improvements. The amount of contributions will be dependent on the adequacy of reserve balances each year in the General and Water and Sewer Funds

The chart below shows the 2016 budgeted contributions. Forty three percent of the cash moved to another fund relates to debt service to cover such payments. The remaining contributions all relate to capital items, with the first year of funding for replacement items starting in fiscal year end 2013.



General Fund Cash Reserves

The chart below shows the reserve balances in the General Fund. As shown by the chart, by fiscal year end 2018 the unreserved cash balance will be eliminated and there will only be an 18.57% operating reserve by the end of that year. By fiscal year end 2020 there is no cash remaining.

Description	2015	2016	2017	2018	2019	2020	2021
2016 Budget:							
Unreserved Cash	\$2,717,393	\$1,395,095	\$365,864	(\$856,924)	(\$2,274,988)	(\$3,938,997)	(\$5,509,284)
Reserve for Operating (30%)	\$2,062,459	\$2,087,033	\$2,166,215	\$2,249,580	\$2,331,128	\$2,408,598	\$2,488,082
Reserve for Street Replacement	\$325,000	\$325,000	\$325,000	\$325,000	\$325,000	\$325,000	\$325,000
Reserve for Replacement Funds	\$364,880	\$372,983	\$381,255	\$389,704	\$393,610	\$397,711	\$342,381
Reserve for Debt Service	\$525,000	\$525,000	\$550,000	\$575,000	\$600,000	\$600,000	\$500,000
Restricted Escrow/Seizure Cash	\$185,305	\$145,000	\$130,000	\$115,000	\$100,000	\$85,000	\$70,000
Cash Available	\$6,180,037	\$4,850,111	\$3,918,334	\$2,797,361	\$1,474,750	(\$122,689)	(\$1,783,821)

The 2015 budget significantly impacted future forecasts. The change from the 2014 budget to the 2015 budget was an increase in operating expenses of \$647,742, or a 11.16% increase. The change before 2015 was only \$3,487, or a change of only 0.06% from the 2013 budget to the 2014 budget. The current year budget, fiscal year end 2016, is \$319,901 or 4.96% over the 2015 budget.

Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The Village has two special revenue fund types; Motor Fuel Tax Fund and Bright Meadows SSA #1 Fund.

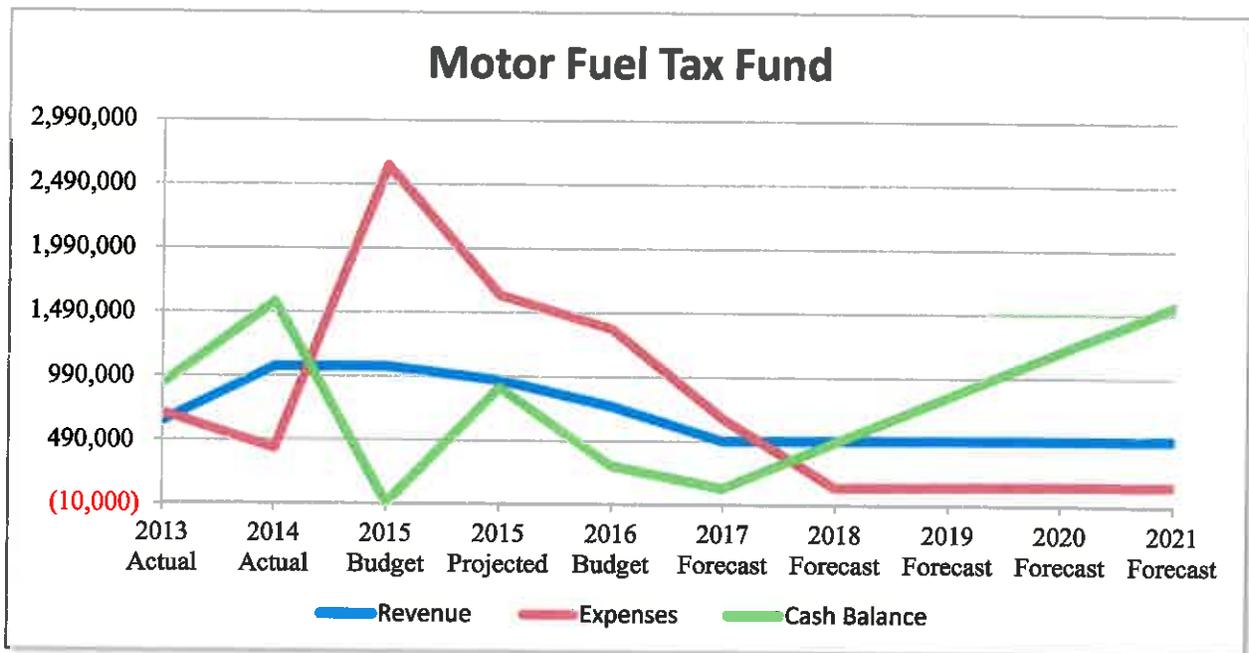
Motor Fuel Tax (MFT) Fund

The MFT Fund is used to account for the motor fuel tax receipts and eligible MFT operating and capital expenses of the Village.

Major Revenue Sources: Motor Fuel Taxes

Major Expenditures: Roadway Capital Projects

Comments: Cash projected at \$0 at the end of 2015 due to Sunset & Hart roadway project. Cash increases significantly thereafter, mainly due to no roadway projects programmed in the capital program.



The significant increase in expenses relates to the Hart & Sunset roadway project in 2015. Fiscal year end 2016 projects include:

Forest Avenue Construction Engineering	\$ 35,300
Forest Avenue Construction	\$353,500
MacGillis Bridge Reconstruction	\$200,000
MacGillis Bridge Construction Engineering	\$110,000
<u>Carryovers</u>	
Hart/Sunset Reconstruction	\$309,534
Hart/Sunset Construction Engineering	\$120,000
Lakewood Terrace Phase III Construction	\$ 76,192
Lakewood Terrace Phase III Engineering	\$ 10,726

The year end cash balance is reserved at 30% for the following year operating expenses with the remaining cash balance reserved for maintenance items and capital. The fund balance policy does not specifically allocate reserve balances. However, if the same policy as that used for the Capital Projects Fund, the fund balance policy reserves should be maintained at 50% of the five-year average for capital expenditures supported by this fund. As shown by the following chart, the reserves for capital are below the five-year average in the next two years due to the Hart & Sunset roadway project that significantly reduced the cash balance in this fund.

Description	Budget			Forecast		
	2016	2017	2018	2019	2020	2021
Motor Fuel Tax	\$293,049	\$117,878	\$480,543	\$841,334	\$1,200,273	\$1,557,380
Operating	\$29,913	\$30,361	\$30,817	\$31,279	\$31,748	\$27,920
Capital	\$263,136	\$87,517	\$449,726	\$810,055	\$1,168,525	\$1,529,460
5-Year Ave. in 2016	\$387,050	\$387,050	\$387,050	\$387,050	\$387,050	\$387,050

Bright Meadows SSA#1 Fund

The Bright Meadows SSA #1 Fund is used to account for all revenues and expenses related to the special service area that was established in December 2002. There are 282 addresses in the special service area each receiving a flat tax amount of \$85.

Major Revenue Sources: Property Taxes

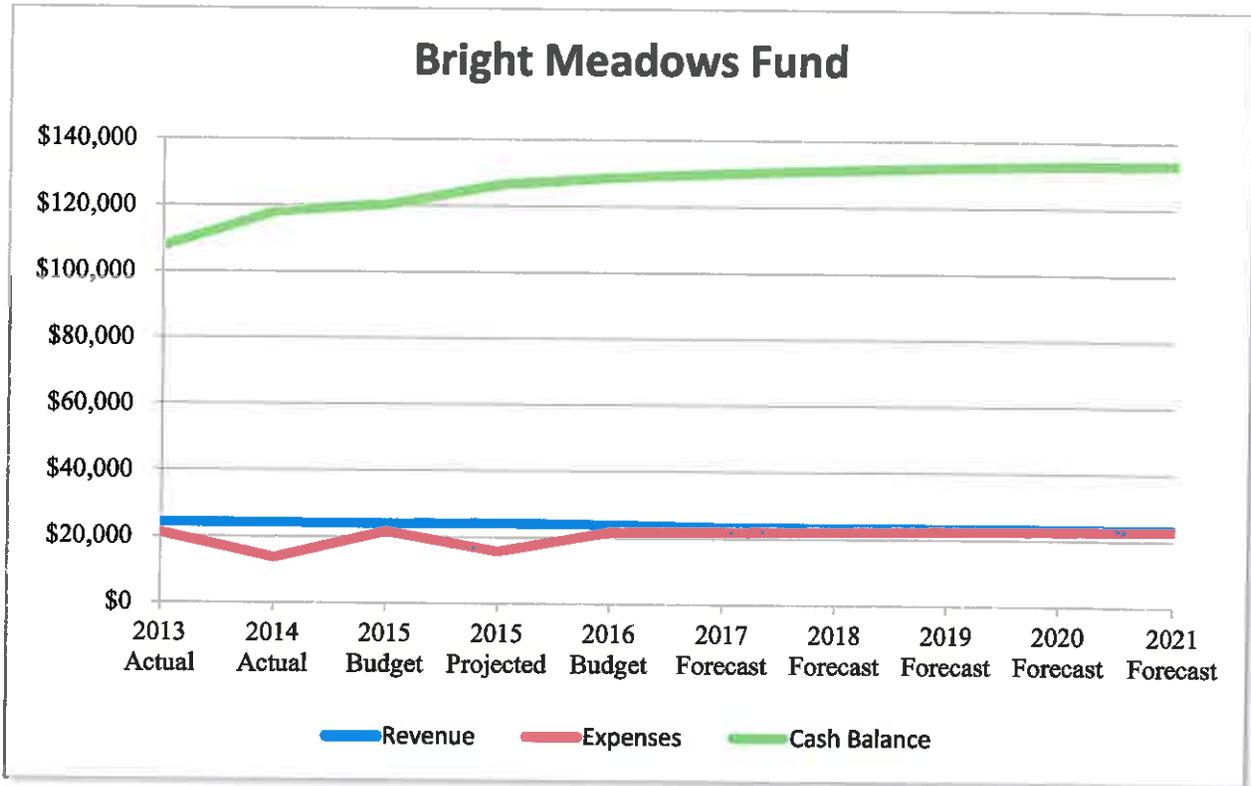
Major Expenditures: Landscaping Charges

Comments: Cash balance is projected to increase; therefore, the ability exists to possibly abate more property taxes per address. Maximum amount per address is \$229; current tax levy per address is \$85.

The yearend cash balance is reserved at 30% for the following year operating expenses with the remaining cash balance reserved for maintenance items and/or capital. The following chart depicts the reserve balances for the yearend 2016 budget and over the following five years through 2021.

Description	Budget			Forecast		
	2016	2017	2018	2019	2020	2021
SSA #1 Bright Meadows	\$128,677	\$130,094	\$131,267	\$132,193	\$132,867	\$133,285
Operating	\$6,546	\$6,619	\$6,694	\$6,769	\$6,846	\$6,949
Capital	\$122,131	\$123,475	\$124,573	\$125,424	\$126,021	\$126,336

The graph below shows the cash at a healthy balance while revenues and expenses continue to match each other throughout the financial forecast.



Debt Service Funds

Debt service funds are used to account for the accumulation of resources for, and the payment of, general obligation long-term debt principal, interest and related costs (other than those financed by proprietary funds).

The Village currently has four debt series:

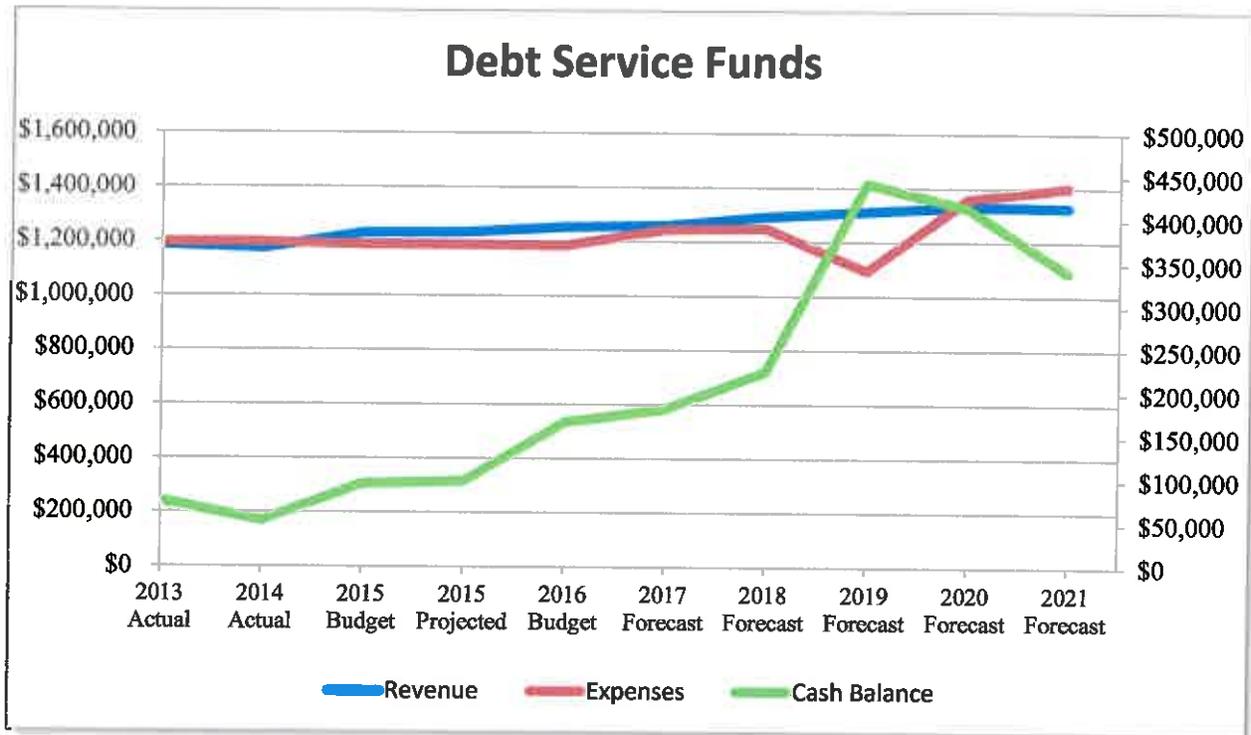
Description	Principal	Interest	Total	Maturity
2005 Bonds Debt Service	\$780,000	\$64,685	\$844,685	1/1/2018
2010A Bonds Debt Service	\$9,100,000	\$4,052,035	\$13,152,035	1/1/2029
2010B Bonds Debt Service	\$720,000	\$86,980	\$806,980	1/1/2021
2011 Bonds Debt Service	\$2,365,000	\$373,375	\$2,738,375	1/1/2022
Total	\$12,965,000	\$4,577,075	\$17,542,075	

The four bonds are accounted for in three debt service funds.

Major Revenue Sources: Utility Taxes – Telecommunications, Electric and Gas

Major Expenditures: Principal and Interest Payments

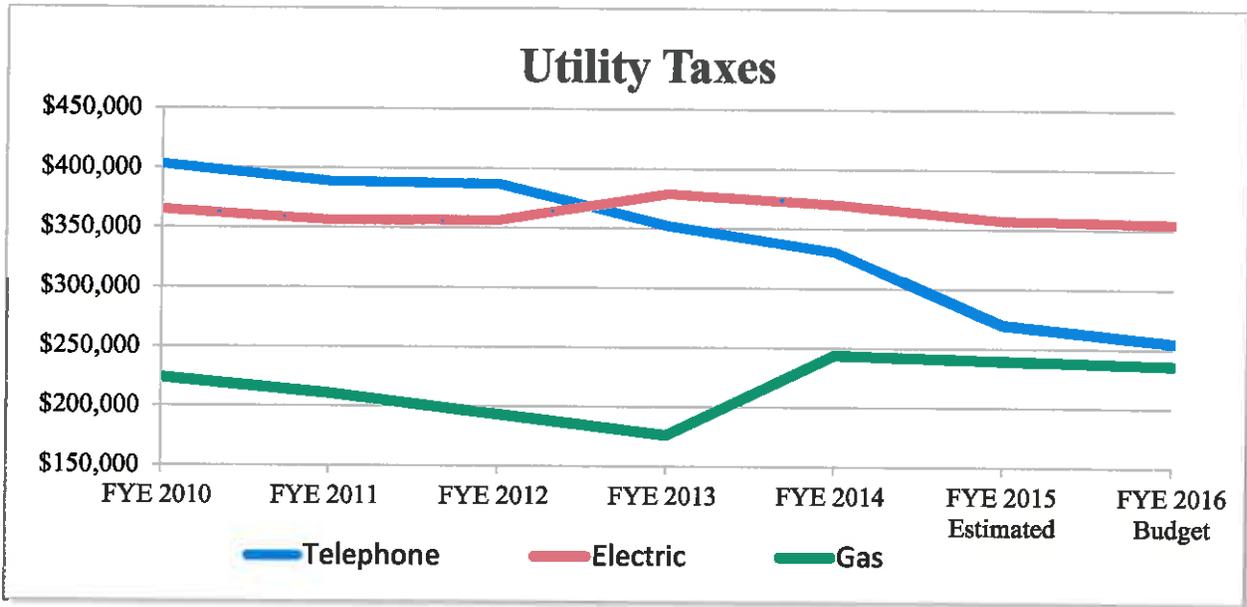
Comments: Utility taxes continue to decrease; therefore, the use of other general revenues (Contributions from the General Fund) may increase in the future.



The column on the right is the revenues and expenses each year and the column on the left shows the corresponding fiscal year end cash balance. The dip in expenses in 2019 is due to the 2005 debt series maturing in 2018. The following table lists the year end necessary reserves, the estimated reserves through 2021 and the amount over/under the minimum reserve.

Description	Budget	Forecast				
	2016	2017	2018	2019	2020	2021
<u>Principal payment reserve</u>						
4 months of next year's payment	\$241,667	\$251,667	\$208,333	\$305,000	\$330,000	\$330,000
<u>Interest payment reserve</u>						
4 four months of July 1st payment	\$168,879	\$160,629	\$151,928	\$144,627	\$133,523	\$133,523
Year end reserve necessary	\$410,545	\$412,295	\$360,262	\$449,627	\$463,523	\$463,523
Debt Service Cash	\$166,032	\$181,703	\$224,481	\$442,552	\$414,476	\$339,677
General Fund Reserve of Cash	\$525,000	\$550,000	\$575,000	\$600,000	\$600,000	\$600,000
Total	\$691,032	\$731,703	\$799,481	\$1,042,552	\$1,014,476	\$939,677
Over/(Under) Reserve	\$280,487	\$319,408	\$439,219	\$592,925	\$550,953	\$476,154

Utility taxes account for the majority of the operating revenues, with a transfer from the General Fund accounting for the remaining revenue. The chart below shows that utility taxes have gone from slightly approximately \$1.0 million in fiscal year 2010 to the budget amount of \$845,000 for fiscal year end 2016, a nearly 15% drop in six years. It should be noted that the gas utility tax is split between debt service funds and the Capital Projects Fund.



Due to the drop in utility taxes the contribution from the General fund is expected to increase in future years. For fiscal year end 2016 the contribution increased \$100,000.

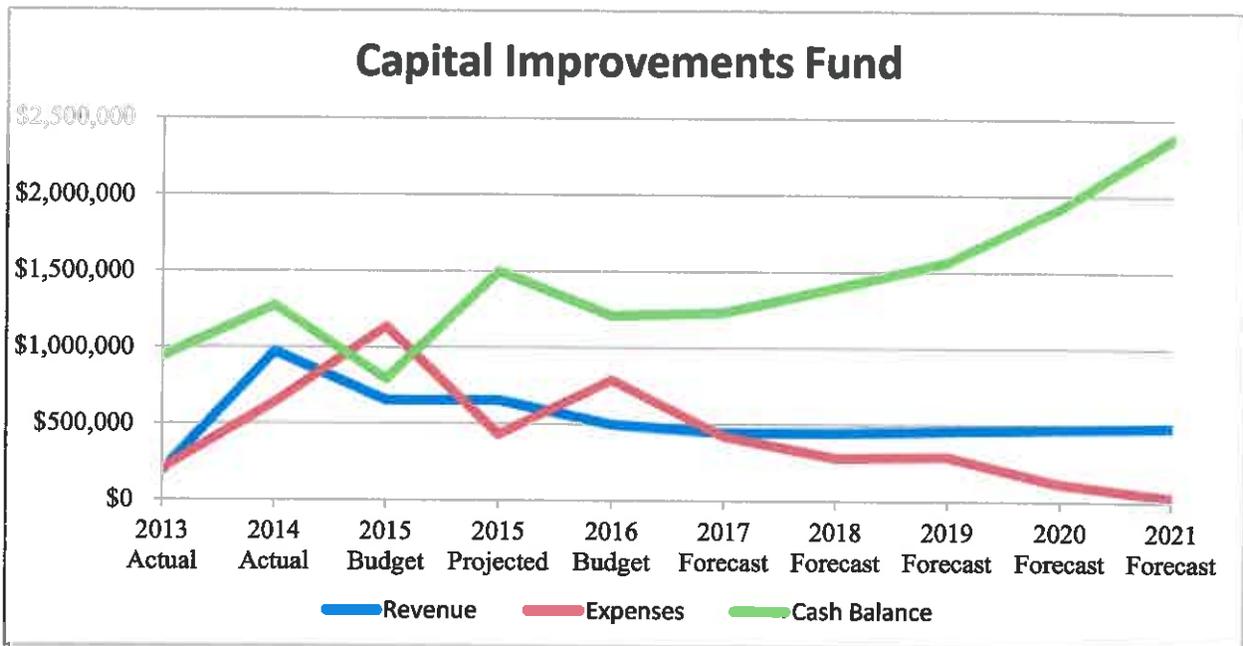
Capital Funds

The Capital Projects Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities and infrastructure improvements (streets & storm sewer).

Major Revenue Sources: Contributions from the General Fund and Gas Utility Tax

Major Expenditures: Capital Projects

Comments: There is no long-term high growth revenue source for this fund.



As the graph on the previous page shows, there is a significant reduction of cash due to programmed capital projects through fiscal year end 2015. Cash increases quickly starting in fiscal year end 2017 as there is very little capital programmed in fiscal year end 2017 through 2020, with no projects scheduled in the last year of the capital plan. A few of the projects scheduled in 2016 include:

- Engineering expenses:
 - Pavement Management Strategy \$ 22,000
 - Forest Avenue & MacGillis Dr. Rehab \$ 21,200
 - Rehabilitate Nippersink Road \$ 30,000
- Roadway improvements:
 - Valley Lakes Subdivision Roads \$133,700
 - Long Lake Road East Half \$226,365
 - Curb/Gutter & Sidewalk Repair \$ 50,000
- Other Enhancements:
 - Conversion to LED Street Lights \$ 40,000
 - Welcome Signs \$ 45,000
 - Parkway Tree Replacement Program \$ 75,000

Per policy the yearend cash balance should be maintained at 50% of the five-year average for capital expenditures supported by this fund. As shown by the following chart, the reserves for capital are above the five-year average as there is no significant projects programmed in the Capital Projects Fund after fiscal year end 2016.

Description	Budget			Forecast		
	2016	2017	2018	2019	2020	2021
Ending Cash	\$1,208,787	\$1,232,166	\$1,397,144	\$1,565,509	\$1,922,517	\$2,378,520
5-Year Ave. in 2016	\$378,477	\$378,477	\$378,477	\$378,477	\$378,477	\$378,477
Over (Under)	\$830,310	\$853,689	\$1,018,667	\$1,187,032	\$1,544,040	\$2,000,043

Enterprise Funds

Enterprise Funds are used to account for operation that are financed and operated in a manner similar or private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges.

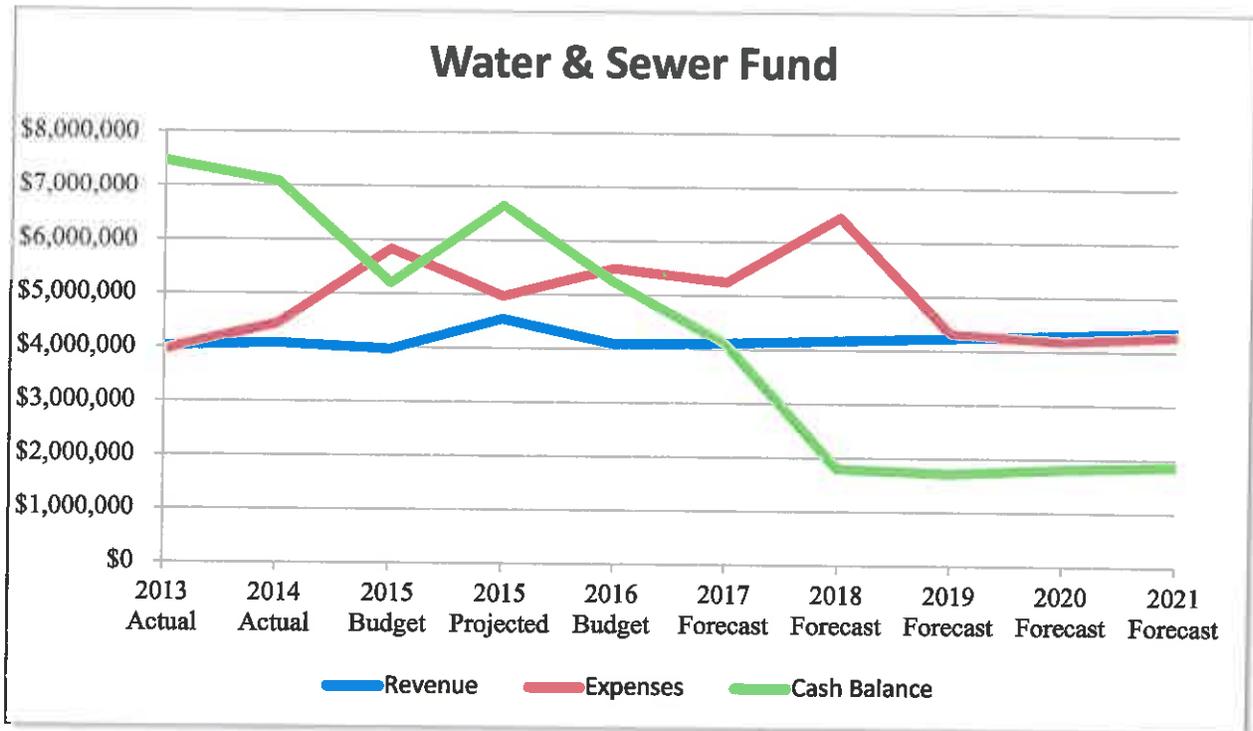
Water and Sewer Fund

The Water and Sewer Fund is used to account for water and sewer operations, capital projects, and debt service payments that are supported by user charges.

Major Revenue Sources: User Fees

Major Expenditures: Utility Payments and Capital Projects

Comments: In the fall of 2010 a rate structure was approved with increases from that time through November 2014 (annually in November). The rate structure has facilitated improved cash flow and a healthy cash reserve balance.



The chart above includes all operating expenses, capital, and contributions to other funds. The decrease in cash is the result of two large projects: a second connection to the JAWA system and new water tower planned in the southern part of the Village.

The table below shows the levels of reserves of each category. The reserve for capital decreased significantly due to slightly over \$5 million in water and sewer infrastructure improvements between fiscal year end 2016 and 2018.

Reserve Description	Budget			Forecast		
	2016	2017	2018	2019	2020	2021
Operating Cash (30% of Expenses)	1,094,259	1,119,856	1,143,948	1,170,758	1,198,407	1,199,905
Debt Service Reserve	135,458	137,583	138,683	134,620	139,995	135,000
Reserve for Replacement Funds	135,564	137,511	140,138	140,602	141,751	142,909
Reserve for Capital	3,866,792	2,689,400	357,744	250,971	315,259	381,562
Cash Available	5,232,073	4,084,349	1,780,512	1,696,951	1,795,412	1,859,376

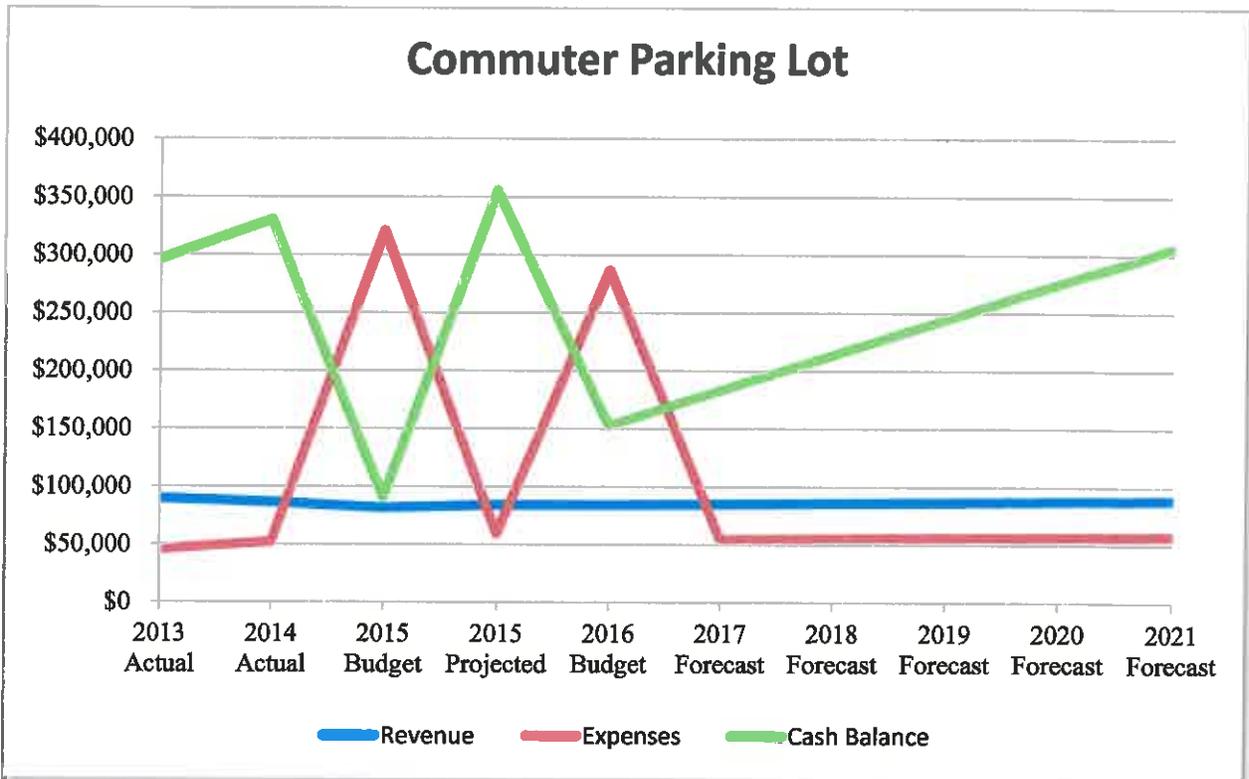
Commuter Parking Lot Fund

The Commuter Parking Lot Fund accounts for the METRA line parking services operating revenue and expenses.

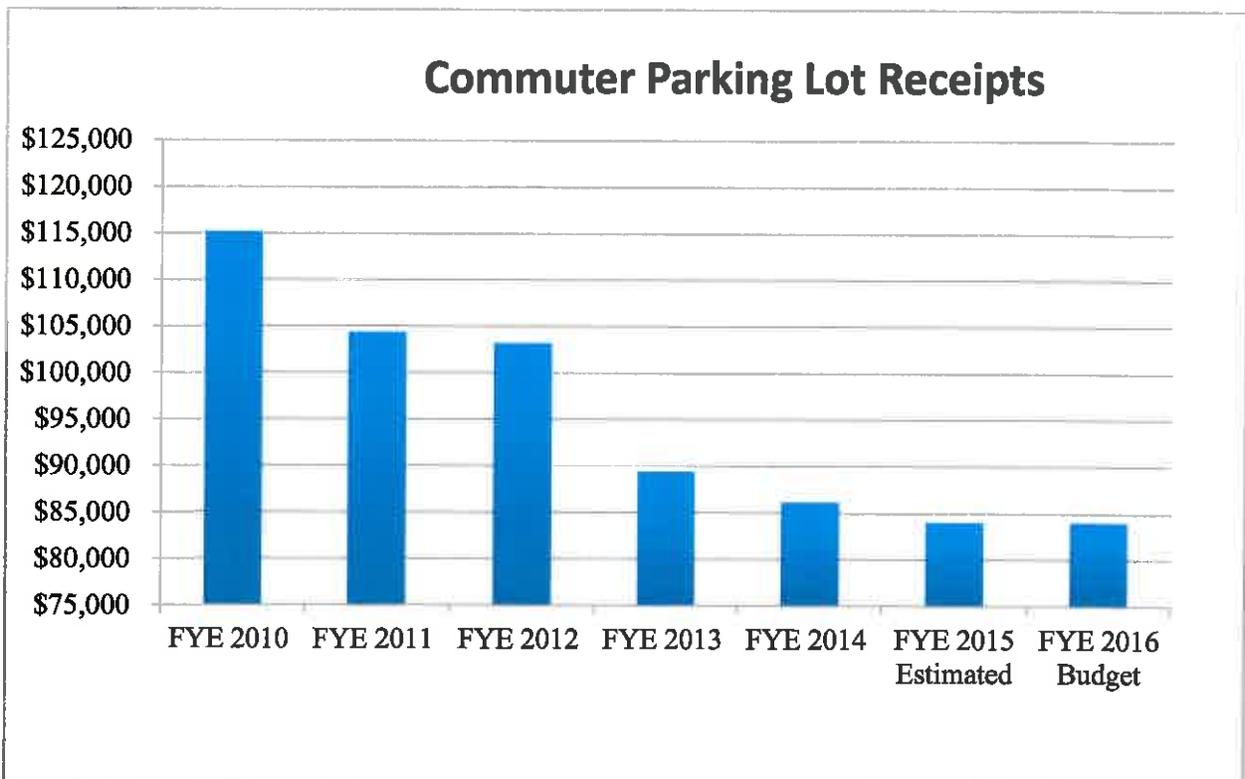
Major Revenue Sources: Commuter Lot Daily Parking Receipts and Parking Permits

Major Expenditures: Main Operating Expenses Include Snow Removal, Landscaping, and Electrical Service

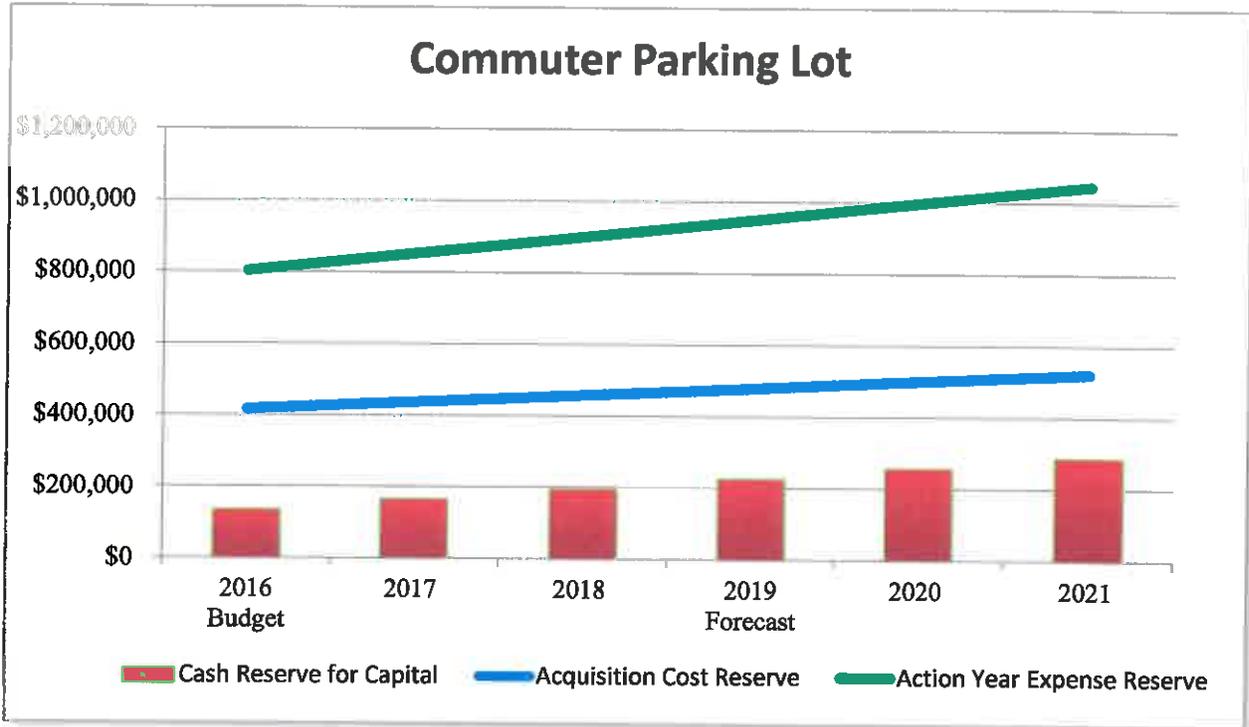
Comments: One large project is scheduled for 2016 – repaving the main commuter lot. The project decreases cash significantly; but rebounds quickly over the five-year financial forecast.



Since fiscal year end 2010, when receipts were at \$115,175, annual commuter lot receipts have decreased \$31,175, 27.07% to the 2016 budget amount of \$84,000.



The following graph shows the estimated cash reserves via the bar graph versus the acquisition cost and action year expense reserves.



The line that starts at slight above \$400,000 shows what the reserve cash balance should be if money was placed aside since the asset was put into service at original cost, based on the useful life of the asset. The top line, starting slightly under \$800,000 shows what the reserve cash balance should be if money was placed aside since the asset was put into service, but based on the action year replacement value, which includes an inflation figure of 2%. Each year the acquisition cost reserve should increase by \$20,700 and the action year expense reserve by \$48,500.

Internal Service Funds

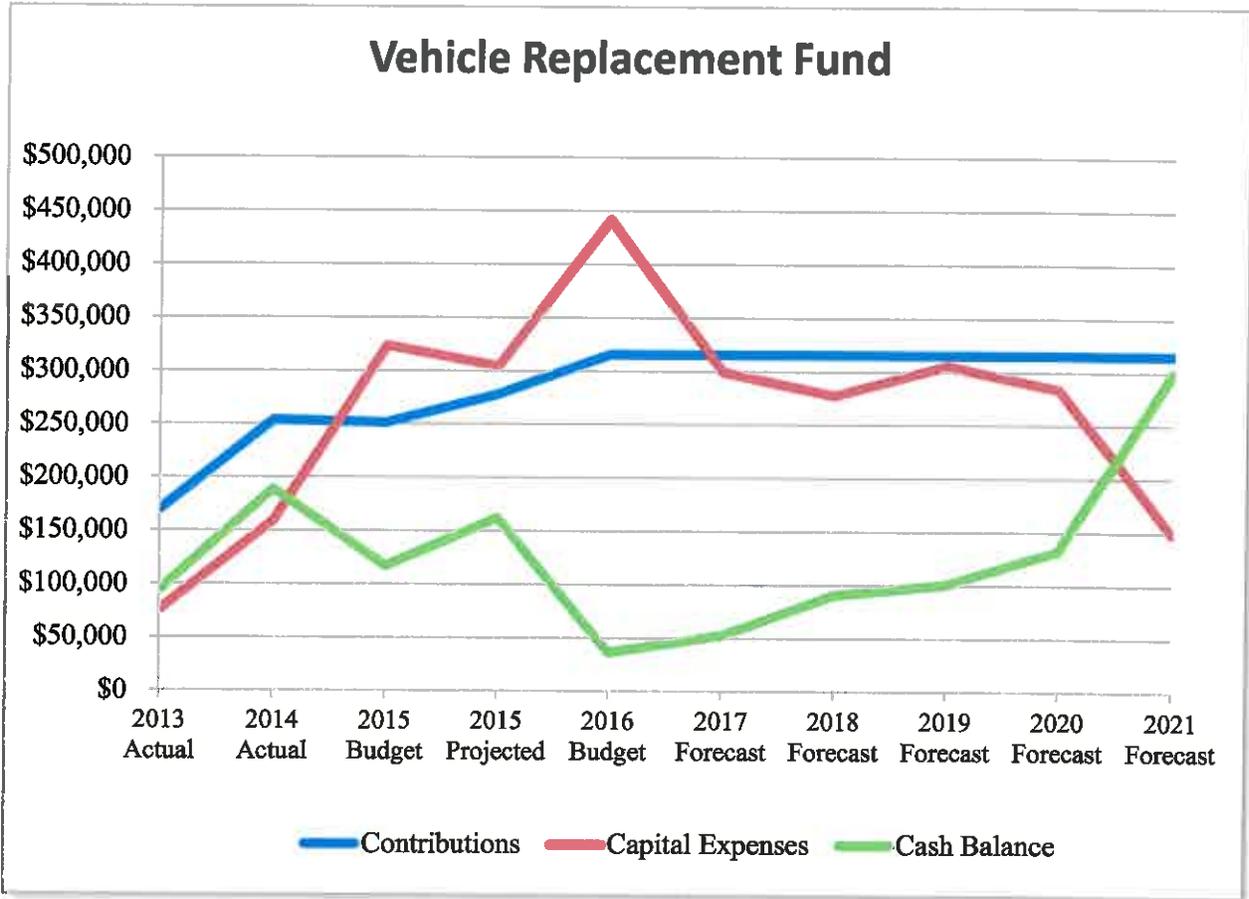
Internal service funds are used for operations serving other funds or departments within a government on a cost-reimbursement basis.

Vehicle Replacement Fund

Major Revenue Sources: Contributions from the General and Water & Sewer Funds

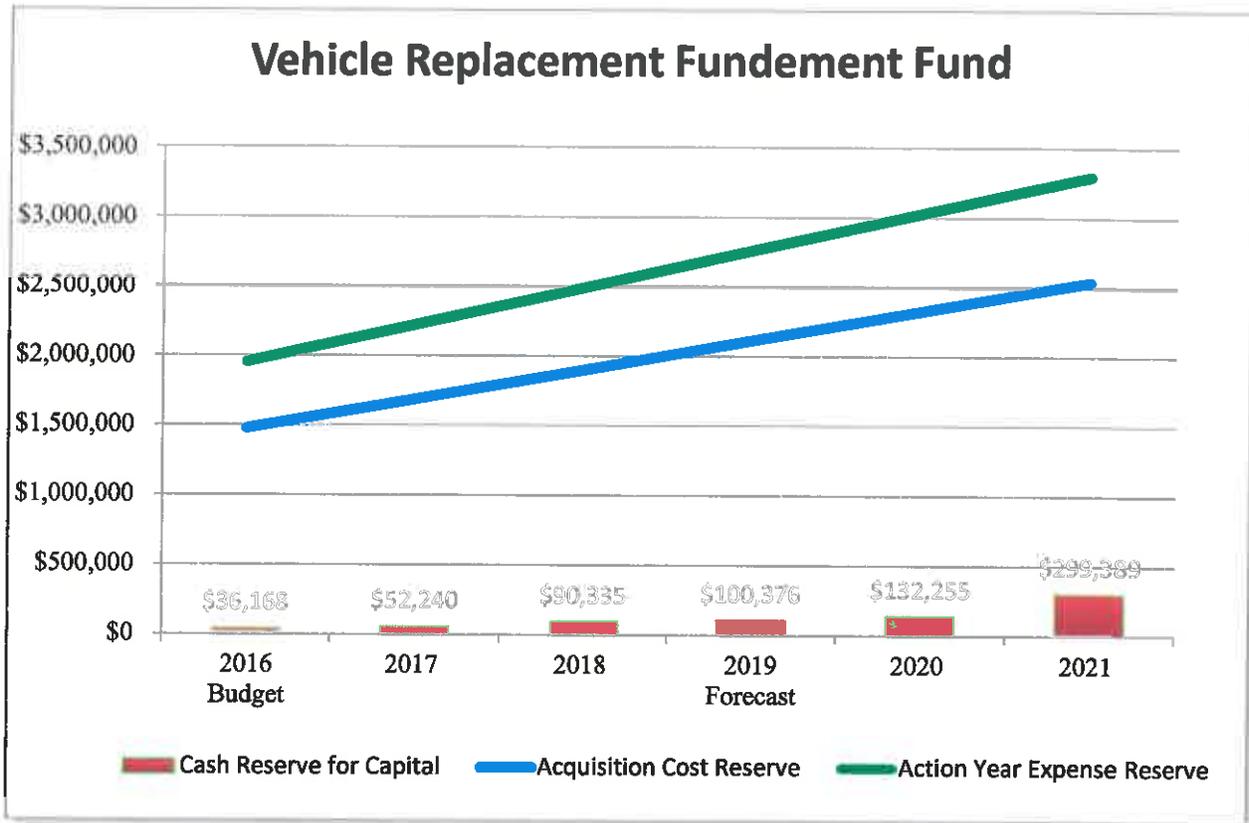
Major Expenditures: Capital plan expenses – vehicles and related equipment, large equipment purchases.

Comments: Keeping up with vehicle replacement is vital to be sure staff has safe and reliable vehicles and equipment to perform their tasks as necessary. Adequate cash reserve will be important for timely and/or emergency replacements. Increasing the cash reserve will be determined upon the cash availability in the General and Water and Sewer Funds that support the capital items in this fund.



Both the General and Water & Sewer Funds are contributing at 150% of the annual depreciation amount for the budget year 2016. Even with the higher depreciation levels, the cash balance in fiscal year end 2016 is extremely low. Capital items of \$441,497 are included in the 2016 budget, with a few specific capital requests as follow:

- o Three squad cars and equipment, \$96,588
- o Community Service Vehicle and equipment, \$30,909
- o Pavement Roller, \$30,000
- o 5 yard dump truck, \$175,000
- o Refurbished 5 yard dump truck, \$55,000
- o Water meter van, \$32,000
- o Building Department pick-up truck, \$22,000



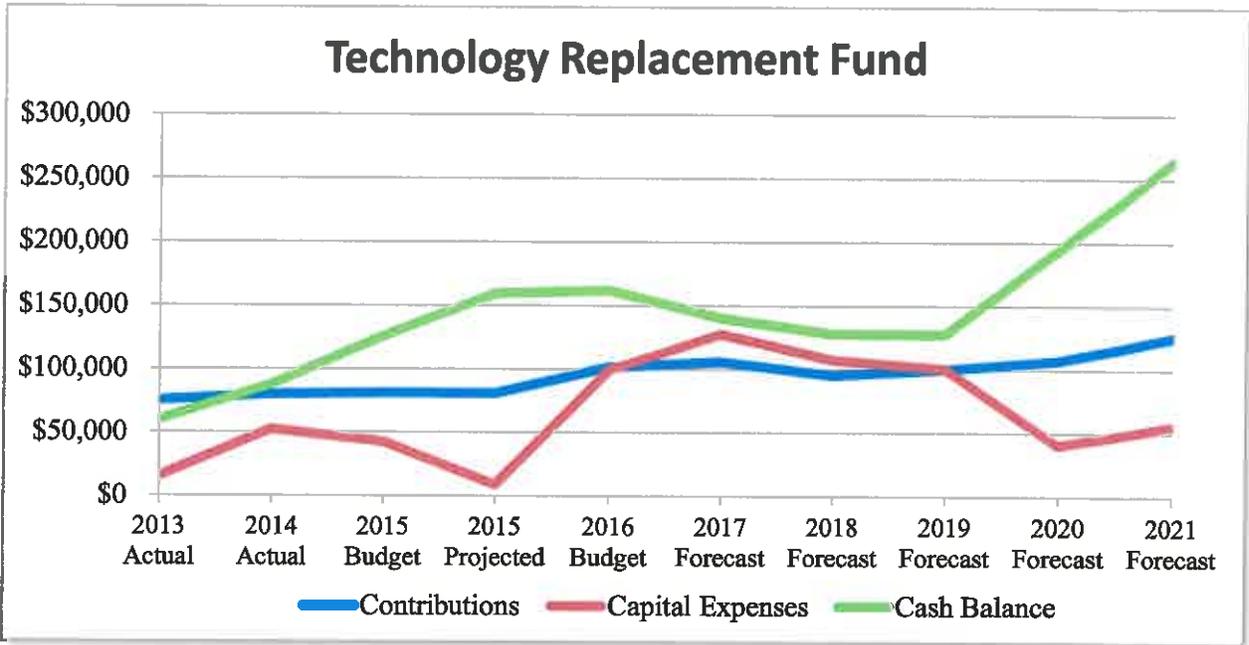
The line that starts around \$1.5 million shows what the reserve cash balance should be if money was placed aside since the asset was put into service at original cost, based on the useful life of the asset. The top line, starting around \$2.0 million shows what the reserve cash balance should be if money was placed aside since the asset was put into service, but based on the action year replacement value, which includes an inflation figure of 2%. Each year the acquisition cost reserve should increase by \$210,360 and the action year expense reserve by \$267,417.

Technology Replacement Fund

Major Revenue Sources: Contributions from the General and Water & Sewer Funds

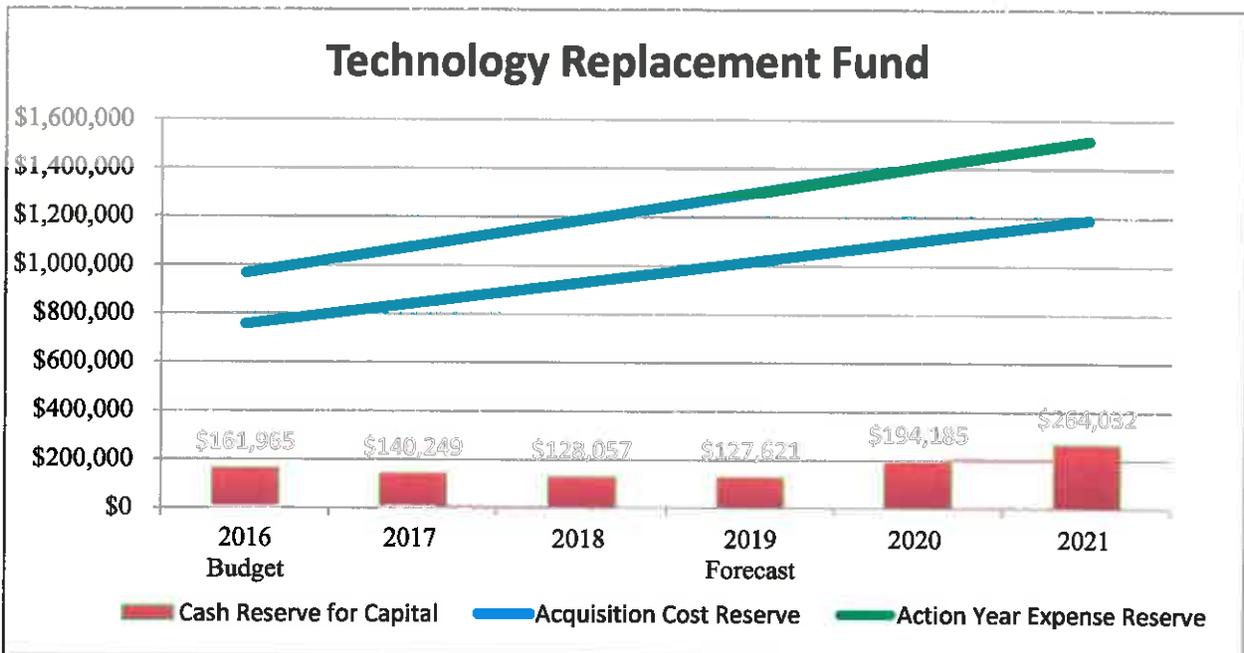
Major Expenditures: Capital Plan Expenses – Computers, Software, Printers, Copiers, and any other Technology Item

Comments: Keeping up with technology is critical to be sure staff has the tools to be effective and efficient in the delivery of work products and in general, customer service. Adequate cash reserve will be important for timely and/or emergency replacements. Increasing the cash reserve will be determined upon the cash availability in the General and Water & Sewer Funds that support the capital items in this fund.



Both the General and Water and Sewer Funds are contributing at 100% of the annual depreciation amount for the budget year 2016. Capital items of \$99,200 are included in the 2016 budget, with a few items listed below:

- Four (4) computers for Administration & Five (5) computers for Police
- New Mobile Data Computers for Police Squads
- UPS Battery Replacement at the Police Department
- Community Room Technology Replacement (projector)
- Building Video Surveillance System at the Police Department
- Interview Room Video Recording for Police
- Three (3) computers for Public Works & a SCADA



The line that starts around \$800,000 shows what the reserve cash balance should be if money was placed aside since the asset was put into service at original cost, based on the useful life of the asset. The top line, starting around \$1,000,000 shows what the reserve cash balance should be if money was placed aside since the asset was put into service, but based on the action year replacement value, which includes an inflation figure of 2%. Each year the acquisition cost reserve should increase by \$86,384 and the action year expense reserve by \$110,001.

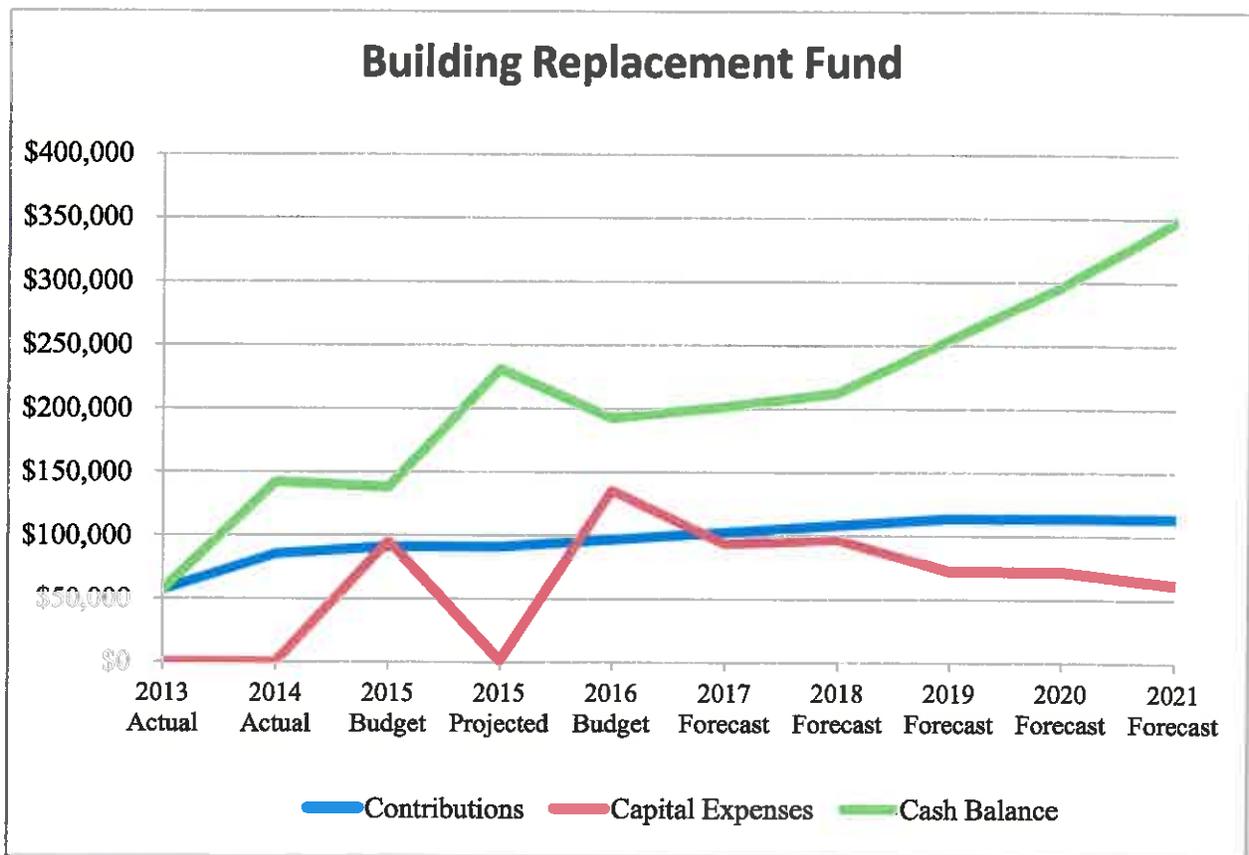
Building Replacement Fund

Major Revenue Sources: Contributions from the General and Water & Sewer Funds

Major Expenditures: Capital Plan Expenses – Heating and Air Items, Carpeting, Furniture, and any Other Building Type Item.

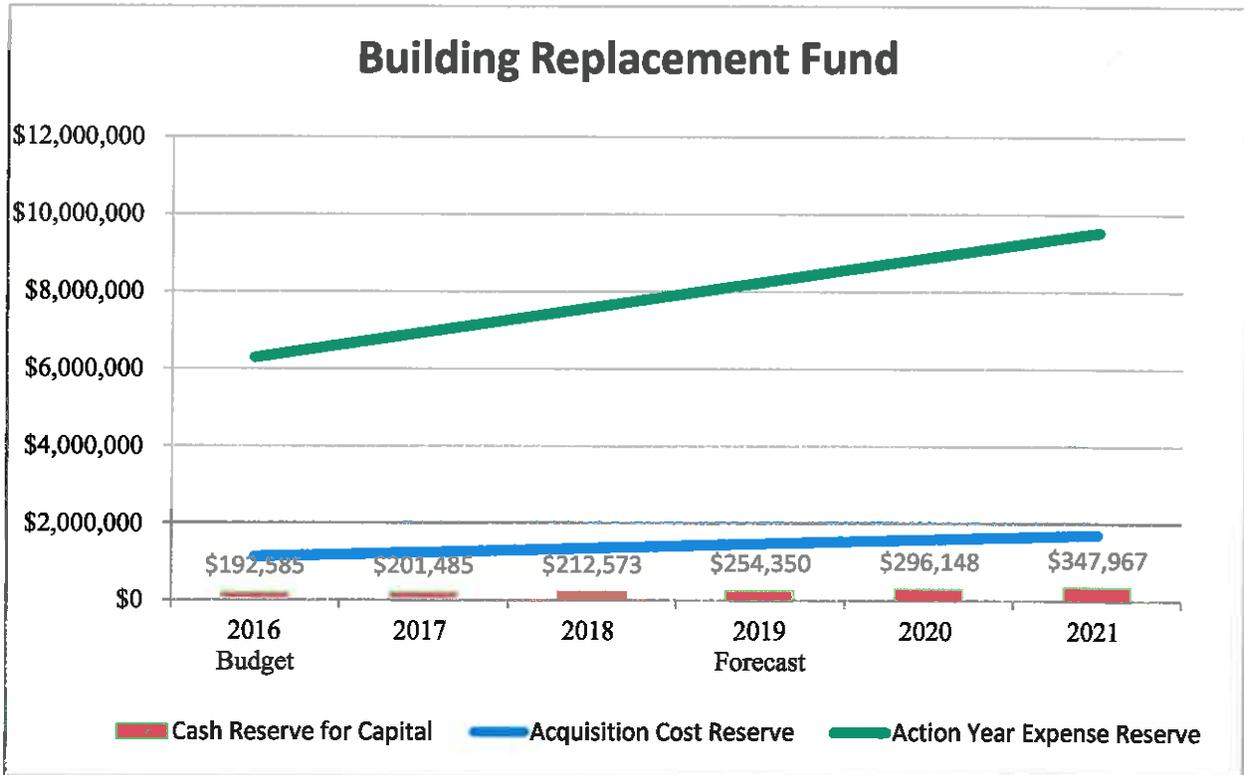
Comments: As the Village’s buildings and building fixtures age, increasing the cash reserve will be important for timely and/or emergency replacements. Increasing the cash reserve will be determined upon the cash availability in the General and Water and Sewer Funds that support the capital items in this fund.

The graph that follows shows the contributions, capital expenses, and cash balance through 2021.



Both the General and Water and Sewer Funds are contributing at 85% of the annual depreciation amount for the budget year 2016. Capital items of \$135,280 are included in the 2016 budget, with a few specific capital items: temperature control systems, \$35,000, insulate exposed attic \$18,280, and redoing the Village Hall front entrance, \$10,000.

The line that starts around \$1 million shows what the reserve cash balance should be if money was placed aside since the asset was put into service at original cost, based on the useful life of the asset. The top line, starting around \$6 million shows what the reserve cash balance should be if money was placed aside since the asset was put into service, but based on the action year replacement value, which includes an inflation figure of 2%. Each year the acquisition cost reserve should increase by \$113,671 and the action year expense reserve by \$644,552.



Fiduciary Funds

Fiduciary Funds are used to account for assets held by the Village in a trust capacity or as an agent for individual, private organizations, other government units and/or other funds. The Village utilizes one pension trust fund and a number of agency funds which are generally used to account for assets that the Village holds in a fiduciary capacity or on behalf of others as their agent.

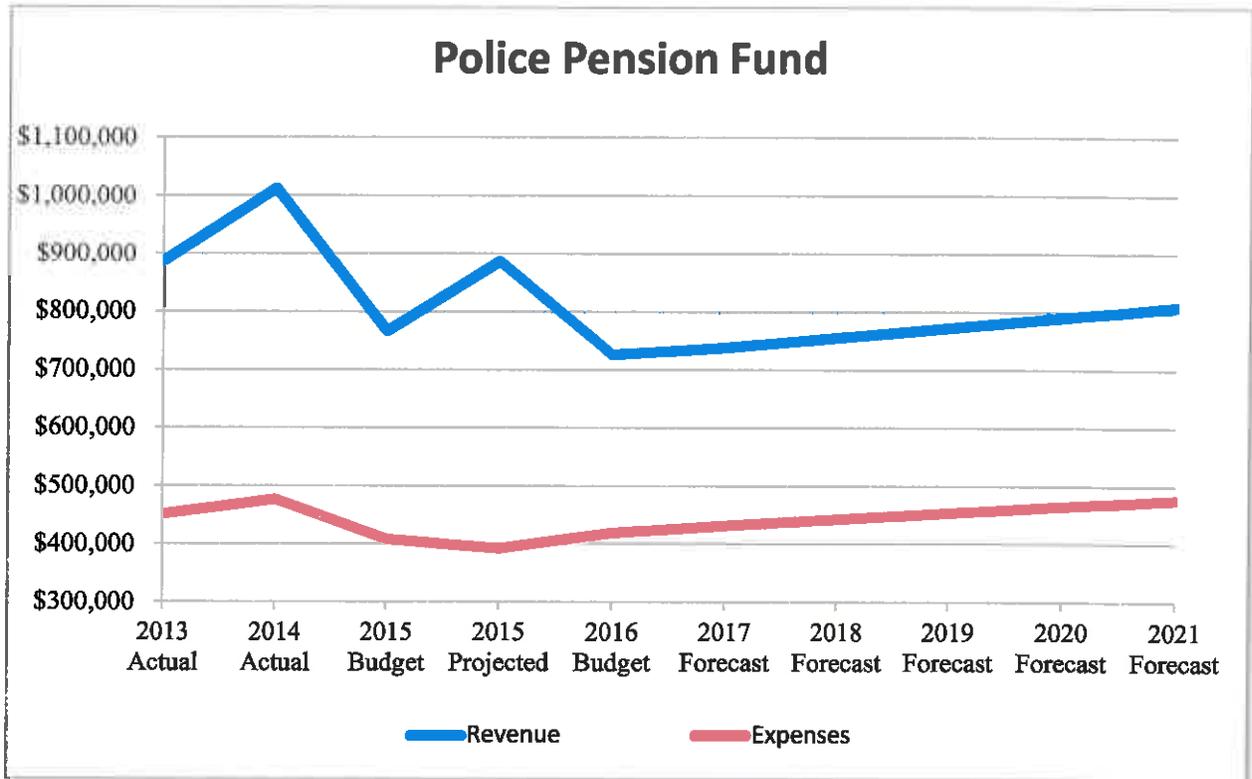
Police Pension Fund

The Police Pension Fund is used to account for the accumulation of resources to be used for retirement annuity payments to employees covered by the plan. Resources are contributed by officers at rates fixed by law and by the Village at amounts determined by an actuarial study which is provided by an annual tax levy.

Major Revenue Sources: Property Taxes and Employee Contributions

Major Expenditures: Retirement, Disability and Surviving Spouse Benefits

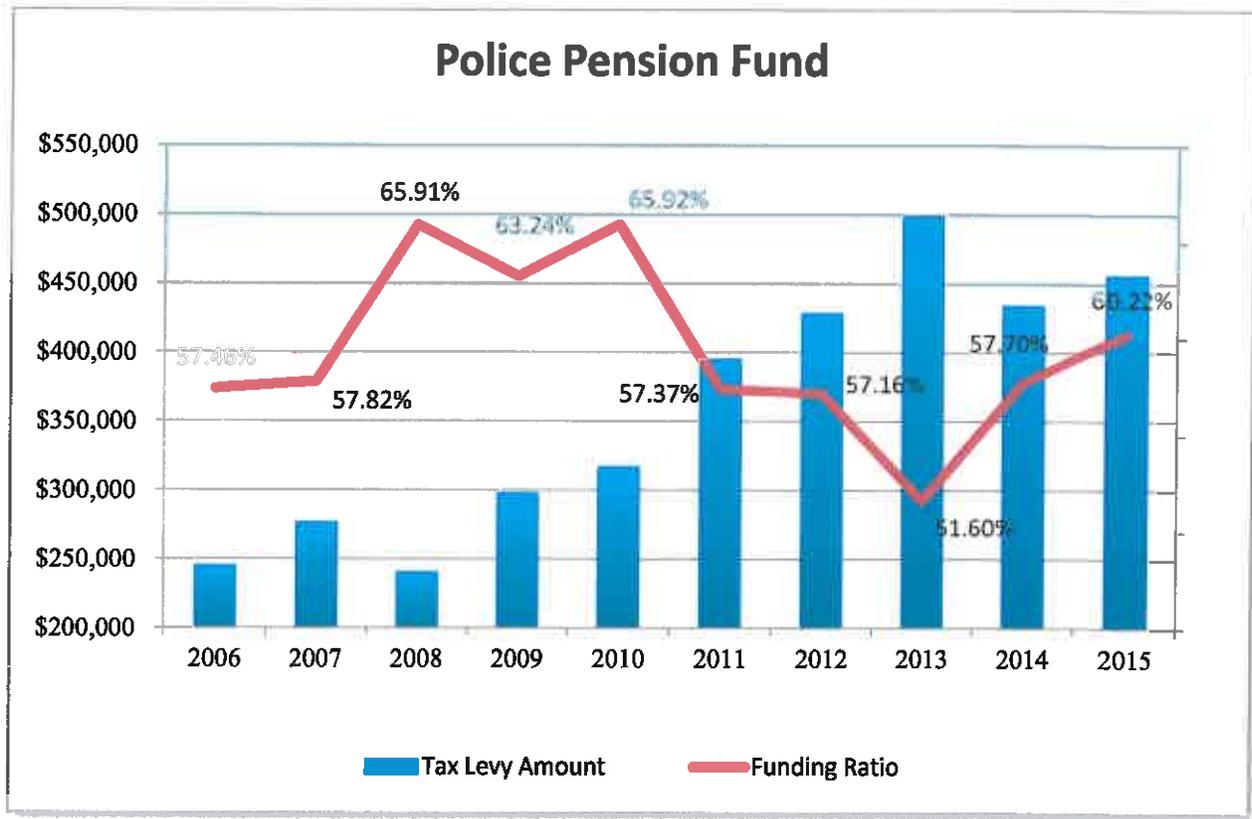
Comments: The increase in the Police Pension levy has reduced the General Fund levy supporting general services.



There is no specified reserve balance for the Police Pension Fund. The Village’s Fund Balance Policy states that net assets shall be adequate to fully fund the Police Pension Fund by the date required by state statute. An annual actuarial study will be performed to determine the appropriate level of funding. Therefore, the following chart depicts cash balances for the yearend 2016 budget and over the following five years through 2021 for benefit payments, other operating expenses, and obligated for future annuity payments.

Description	Budget	Forecast				
	2016	2017	2018	2019	2020	2021
Police Pension Fund	\$6,354,048	\$6,662,942	\$6,977,900	\$7,299,248	\$7,627,172	\$7,961,840
Benefit Payments	\$364,496	\$376,096	\$385,796	\$395,796	\$405,996	\$416,421
Other Operating	\$53,295	\$53,999	\$54,698	\$55,408	\$56,127	\$56,855
Future Annuity Payments	\$5,936,257	\$6,232,847	\$6,537,406	\$6,848,044	\$7,165,049	\$7,488,564

The graph below shows the tax levy amounts, including the upcoming 2015 tax levy. Over the past ten (10) years the Police Pension levy has increased \$226,573, a 101.41% increase since the 2005 tax levy of \$223,427. The line graph with the percentages shown is the percent funded each year. Although the tax levy has increased dramatically since 2005, the funding percentage has averaged 59.44% and as of the last State (Department of Insurance) actuarial review the funded percentage was 60.22%.



Agency Funds

As stated previously agency funds are generally used to account for assets that the Village holds in a fiduciary capacity or on behalf of others as their agent. The Village has the following agency funds:

- Impact Fee Fund
- Lakewood Grove Special Service #1
- Lakewood Grove Special Service #3
- Lakewood Grove Special Service #4

No budgets are completed for the above funds and for audit purposes there is no profit (loss) statement due to the nature of the Agency Fund type. In the past, staff prepared a budget for the Builders Escrow Fund for interest earning only, which was moved to the General Fund on an annual basis. However, due to historical low interest rates and the cash held for others estimated only at \$50,000 a budget is not prepared.

Permanent Funds

A permanent fund is used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support a government’s programs. The Village has one permanent fund, the Working Cash Fund. The Working Cash Fund was supported by property taxes, however, effective with the 2013 levy, an extension was no longer prepared. Therefore, with no major revenue source and minimum interest income earned no budget was prepared.

**VILLAGE OF ROUND LAKE
BUDGET AMENDMENT #1
EXPLANATION OF FUNDS OVER BUDGET**

Fund/Dept. & Account	Description	Budget Amendment	Reason
<u>General Fund</u>			
Transfers Out			
01-80-96-99624	Transfer to 2005 Debt Service	\$50,000	Teletax estimated to be under budget by \$55,264 without transfer cash is negative.
		<u>\$50,000</u>	
<u>FIDUCIARY & AGENCY FUNDS</u>			
POLICE PENSION FUND			
Payroll Expenses			
70-20-70-67057	Refund of Contributions	\$185,000	Creditable Service Transfer for one previous employee.
		<u>\$185,000</u>	
	Total Changes	<u><u>\$235,000</u></u>	

ORDINANCE NO. 15-O-__

**AN ORDINANCE MAKING CERTAIN AMENDMENTS TO THE
ANNUAL BUDGET ADOPTED FOR THE FISCAL YEAR
COMMENCING MAY 1, 2014 AND ENDING APRIL 30, 2015**

WHEREAS, the President and Board of Trustees of the Village of Round Lake have adopted the “Budget Officer System” as provided in sections 8-2-9.1 through 8-2-9.10 of the Illinois Municipal Code (65 ILCS 5/8-2-9.1 – 8-2-9.10); and

WHEREAS, the President and Board of Trustees of the Village of Round Lake passed and adopted Ordinance 14-O-10 on April 21, 2014, establishing the annual budget for the fiscal year ending April 30, 2015; and

WHEREAS, the President and Board of Trustees of the Village of Round Lake have determined to amend the budget for fiscal 2014-2015; and

WHEREAS, the President and Board of Trustees of the Village of Round Lake have determined that additional revenue or existing fund equity is available to fund certain expenditures not anticipated at the time the annual budget ordinance was approved by the Board, and those expenditures have been determined to be necessary; and

WHEREAS, the President and Board of Trustees of the Village of Round Lake have reviewed the budget amendments for fiscal year 2014-2015 as presented by the Village Budget Officer; and

WHEREAS, the President and Board of Trustees of the Village of Round Lake believe the amendments to the budget for fiscal 2014-2015 to be in the best interests of the Village of Round Lake.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ROUND LAKE, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: That the fiscal year budget for May 1, 2014 through April 30, 2015 for the Village of Round Lake is hereby amended, as detailed on Budget Amendment No. 1 attached hereto.

SECTION TWO: That this ordinance shall be in full force and effect from and after its passage, approval and publication in the manner provided by law.

APPROVED:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

**PUBLISHED IN
PAMPHLET FORM:**

AYES:

NAYS:

ABSENT:

VILLAGE OF ROUND LAKE
BUDGET AMENDMENT #1
FISCAL YEAR BEGINNING MAY 1, 2014 AND ENDING APRIL 30, 2015

<u>Fund/Dept./Account</u>	<u>Description</u>	<u>2014/15 Budget Amount</u>	<u>Increase (Decrease)</u>	<u>Amended 2014/15 Budget Amount</u>
<u>General Fund</u>				
Transfers Out				
	01-80-96-99624 Transfer to 2005 Debt Service	\$0	\$50,000	\$50,000
		<u>\$0</u>	<u>\$50,000</u>	<u>\$50,000</u>
	All other General Fund Accounts	\$7,587,575	\$0	\$7,587,575
	2011 Debt Service Fund Total	<u><u>\$7,587,575</u></u>	<u><u>\$50,000</u></u>	<u><u>\$7,637,575</u></u>
 <u>FIDUCIARY FUNDS</u>				
POLICE PENSION FUND				
Payroll Expenses				
	70-20-70-67057 Refund of Contributions	\$5,000	\$185,000	\$190,000
		<u>\$5,000</u>	<u>\$185,000</u>	<u>\$190,000</u>
	All other Police Pension Fund Accounts	\$402,121	\$0	\$402,121
	Police Pension Fund Total	<u><u>\$407,121</u></u>	<u><u>\$185,000</u></u>	<u><u>\$592,121</u></u>
 <u>Total Budget</u>				
	Funds being changed	\$7,994,696	\$235,000	\$8,229,696
	All other Village Budgeted Funds	\$11,597,940	\$0	\$11,597,940
	Total Village Budget Amount after Changes	<u><u>\$19,592,636</u></u>	<u><u>\$235,000</u></u>	<u><u>\$19,827,636</u></u>



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: WEBSITE RFP: REDESIGN, IMPLEMENTATION, & MAINTENANCE SERVICES

Agenda Item No. COTW

Executive Summary

As first mentioned at the February 17, 2015 board meeting, staff sent out the Website RFP on January 26, 2015 to qualified firms. Seven proposals were received by the required deadline of February 13, 2015. After review and evaluation of all proposals, four proposals were selected for interviews and demonstrations with staff. Reference checks and research of other client municipal websites were conducted for the two proposal finalist.

Staff is recommending MunicipalCMS based on the following:

- Lowest total cost over 10 years – **see attachment**
- Turn-key, government focused website solution
- Free website redesign every four years
- 24/7 technical support
- CMS is Microsoft based, similar to Microsoft Word
- Extremely positive reference checks
- 17+ years of experience with 80 municipal clients
- Overall best value

Recommended Action

Move forward to the April 20, 2015 Consent Agenda awarding this contract to MunicipalCMS.

Committee: Human Resources & Finance		Meeting Date(s): 04/06/15																																									
Lead Department: Administration		Presenter: Shane D. Johnson, AVA/Director of Finance																																									
<p>Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.</p> <p>NOTE: Used the 2016 Budget numbers as payment will not occur until that time.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Account(s)</th> <th style="width: 20%;">Budget</th> <th style="width: 20%;">Expenditure</th> <th style="width: 30%;"></th> </tr> </thead> <tbody> <tr> <td>01-20-91-99107</td> <td style="text-align: right;">\$58,551.00</td> <td></td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$30,000.00</td> <td style="text-align: right;">\$14,895.00</td> <td></td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td style="text-align: right;">\$0.00</td> <td></td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> <td></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$88,551.00</td> <td style="text-align: right;">\$14,895.00</td> <td></td> </tr> <tr> <td>Grand Total</td> <td style="text-align: right;">\$88,551.00</td> <td style="text-align: right;">\$14,895.00</td> <td></td> </tr> <tr> <td colspan="4">Request is over/under budget:</td> </tr> <tr> <td style="text-align: center;">Under</td> <td></td> <td style="text-align: right;">\$73,656.00</td> <td></td> </tr> <tr> <td style="text-align: center;">Over</td> <td style="text-align: center;">-</td> <td></td> <td></td> </tr> </tbody> </table>			Account(s)	Budget	Expenditure		01-20-91-99107	\$58,551.00			Item Requested	\$30,000.00	\$14,895.00		Y-T-D Actual		\$0.00		Amount Encumbered		\$0.00		Total	\$88,551.00	\$14,895.00		Grand Total	\$88,551.00	\$14,895.00		Request is over/under budget:				Under		\$73,656.00		Over	-		
Account(s)	Budget	Expenditure																																									
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Over	-																																										

Village of Round Lake - Website RFP: Redesign, Implementation, and Maintenance Services

<u>Firm</u>	<u>Project Base Cost</u>	<u>Annual Hosting & Maintenance</u>	<u>Project Base & 10 Year Total Cost</u>
1 MunicipalCMS	\$14,895	\$2,496	\$37,359
2 MuniWeb	\$11,147	\$2,928	\$40,427
3 Americaneagle.com	\$20,000	\$2,700	\$47,000
4 aHa Consulting	\$16,000	\$3,600	\$52,000
5 Civic Plus	\$31,819	\$6,106	\$86,773
6 Vision Internet	\$24,245	\$6,600	\$90,245
7 Robert Half	\$117,364	\$0**	\$117,364

Note-List above is shown in order of lowest to highest based on Project Base & 10 Year Total Cost.

** Firm did not included in proposal.



MunicipalCMS
Click and go!

**Website Development Proposal for the
Village of Round Lake, Illinois**

MunicipalCMS LLC
19570 County Line Road
Smithville, MO 64089
Phone: 816.885.1421
Toll-Free: 1.877.879.0007

Contact: Toni Oesterle
Tonio@MunicipalCMS.com
www.MunicipalCMS.com

February 13, 2015



MunicipalCMS

Click and go!

February 13, 2015

Shane D. Johnson
Village of Round Lake
442 N. Cedar Lake Road
Round Lake, IL 60073

Dear Mr. Johnson,

We are excited to hear about your interest in updating the Round Lake website. With over 17 years of website development experience, we are always excited to have the opportunity to share our talents and expertise with new communities.

MunicipalCMS is pleased to offer an industry leading package that gives you the tools you need to market your community to potential residents, visitors, and business owners while keeping your current residents informed and engaged. Our proven municipal content management system streamlines your website duties and reduces the time needed to handle routine tasks and inquiries.

Our turn-key system is designed with non-technical staff members in mind, allowing communities with few or no IT staff members to update and maintain their own professional websites with ease. There is no software to install, no programming skills are needed, and technical support is always just a click or a phone call away.

With MunicipalCMS, you enjoy all of the benefits of cutting edge technology and more...

- **Fully hosted, turn-key solution**—with onsite training available.
- **24/7 technical support**—we're always just a phone call away!
- **Free upgrades and new tools**—your site evolves with technology.
- **Complimentary design refreshers**—free redesign every four years.
- **Lifetime warranty**—we stand behind our sites 100%!

With MunicipalCMS, you get a custom site, top-notch online tools, and a website partner for the long term. We have built wonderful websites and relationships with communities across the country including your neighbors in the Village of New Lenox. We would love to partner with you!

I would be happy to answer any questions or schedule an online demonstration of our website management system at your convenience. Please give me a call toll-free at 1-877-879-0007. I look forward to speaking with you.

Sincerely,

Toni Oesterle
Director of Client Services



MunicipalCMS

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Prepared for
Round Lake, IL

Overview

MunicipalCMS helps you efficiently deliver online services and increase interaction with your community. Your non-technical staff members can easily upload documents, add pages, update images, and create whole new sections using our intuitive system. No programming knowledge is required and there is no software to install or maintain. Updating your website is as easy as typing an email.

But content management is only part of the process. To provide you with the most effective solution, our team of experts will work with you from day one to evaluate your needs and implement a solution that accounts for the expansion and growth of your website for years to come.

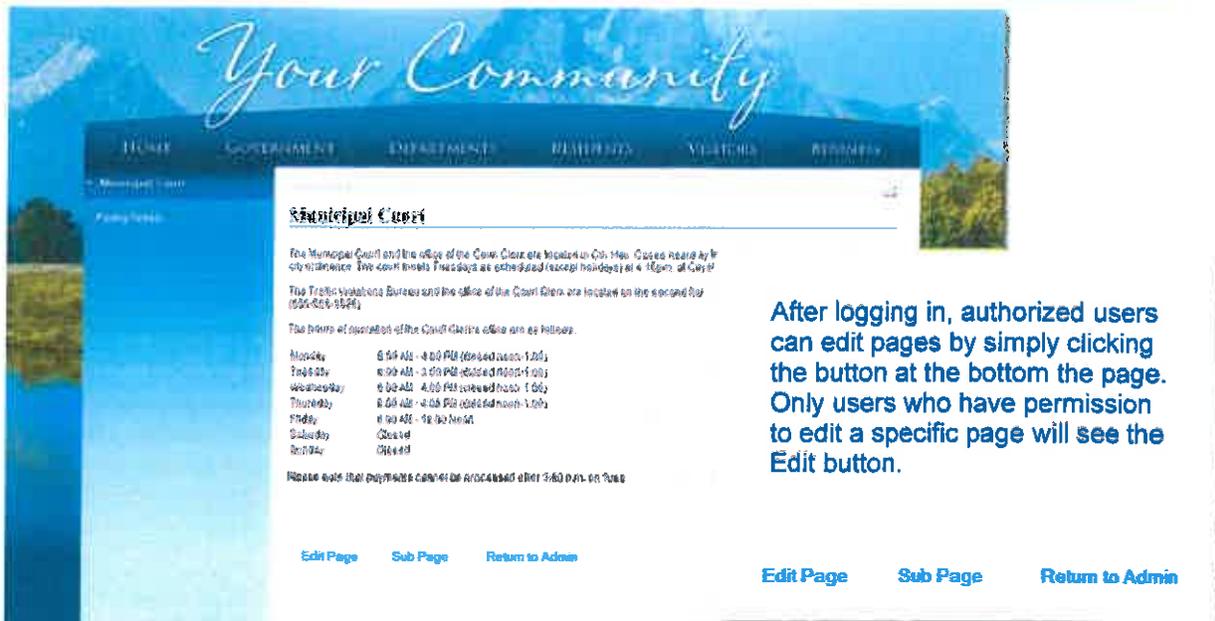
We understand the importance of appealing design, well-organized content, and intuitive navigation. We know how to capture the essence of Round Lake and convey that sense of character throughout your website. We know the value of providing multiple intuitive paths to your information to help citizens and visitors locate information even when they may be unfamiliar with your organizational structure. And we know how to design a website that grows with your needs supporting the expansion of content and features as your needs change.

"This is a company that not only **delivers everything it promises**, but does so with an attention to detail that is unsurpassed by all others! "

— Richard Mooney,
Pattonburg, MO

MunicipalCMS – The Government Website Solution

- Professional, Custom Graphic Design
- Complete E-Government Suite™ with Automatic Updates and Enhancements
- Secure, Dedicated Hosting with Nightly Backups
- Hands-on Training
- 24/7 Technical Support
- Lifetime Warranty
- Complimentary Site Redesign every four years



After logging in, authorized users can edit pages by simply clicking the button at the bottom the page. Only users who have permission to edit a specific page will see the Edit button.



Our Approach

With 17+ years of website development experience, we take the guesswork out of building a new website.

Getting to Know Your Community

Our design team will work closely with you from the start to understand the image and character you would like your new website to convey. We'll capture the spirit of your community through both the graphical elements and the site's overall structure.

Information Gathering and Site Structure

Early on, we'll work with your staff to complete a few simple worksheets that will help us collect and organize the information needed for the various sections of your new site. We'll build a site structure that organizes all of your information to better enable the various types of visitors (residents, businesses, and visitors) to easily locate the information and online services they need. Our extensive experience with local governments gives you a tremendous advantage as we already know what works, what doesn't work, and how the latest trends in government websites might affect your plans.

Design Options

With your needs and expectations clearly in mind, our designers will create three unique design concepts for your new site. Each design strives to capture the spirit and character of your community in a different way so you have plenty of choices in how you present your community online. (Our clients often tell us that limiting themselves to just one design is the hardest part of the web design process!)

Development

We'll format your text and images following the industry's best practices and incorporate all of the tools and features you need to meet your community's needs. From calendars and the news center to bids, jobs, e-notifications, and the Request Center, we'll make sure you have the tools you need to succeed. And as your needs change down the line, you will always have access to other MunicipalCMS features at no extra charge.

Testing

You can view your new site in a testing environment as soon as it is built. Here you'll be able to watch as the site progresses from the initial design to the full-blown site. You can provide feedback along the way if you see things you'd like to change. Of course our staff will also be working through the site, checking the content, tools, and features to insure that everything goes off without a hitch on launch day. Your staff can also begin creating additional content once they attend training.

Training and Support

Our Microsoft Certified staff will walk your staff through your new website, showing them how to use all of the standard features—page editing, images, documents, calendar items, news items, job and bid posting, etc. Your Site Administrators will have the opportunity to go over the system's more advanced features. All tasks are also explained step-by-step in the web-based help guide and through onscreen help buttons located within each administrative tool. Our Microsoft Certified support team is available 24/7 by phone and email.

Launch

Once the new site is approved, your domain name is redirected to the new server and your old site can be removed. There is no downtime.



MunicipalCMS E-government Suite™

Agenda and Minutes Manager

The fully searchable archive keeps agendas and minutes for any number of committees, boards, or councils organized and within reach 24/7.

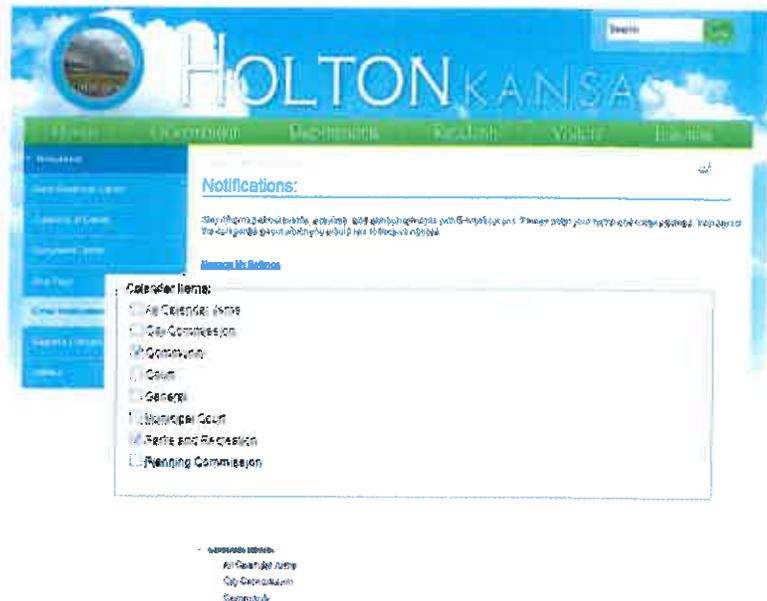
- Upload and store agendas and minutes for multiple committees and councils
- Automatically archived and fully searchable
- Includes option to automatically convert .docs to PDF during upload
- Link to audio and video files of meetings
- Automatically link agendas to calendar items



Automated E-Notifications

Help subscribers stay informed about upcoming meetings, events, emergency alerts and more by providing E-Notifications. Site visitors subscribe to select categories of your alert system and automatically receive email notices when items have been added to those pages. Bids, jobs, news, and more, you set the categories and notifications are automatically sent to subscribers. Users can change their alert settings or unsubscribe online at any time.

Your website administrator can access subscriber lists to evaluate use and export subscriber data for use in other applications.

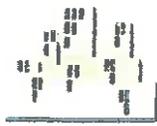


Bid Center

Publicize open bids and requests for proposals on your website, increasing your potential vendor pool and response rate. Set publish and delete dates, insuring that only current information is listed on your site. Bid listings can be completely customized to fit your specific needs. Vendors can sign up to receive e-mail notifications, alerts, and RSS feeds.

Business/Resource Directory

Search by category, company name, or keyword. Display listings with as much or as little detail as you desire, including automatic address mapping and extended profiles.



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Calendar of Events

Keeping the public informed about upcoming events could not be easier. Our dynamic calendar tool automatically removes outdated items, provides links to more detailed information about any event, and can be incorporated into any page of your website. Features include:

- Recurring events function
- Add photos, links, or documents
- Automatically link to an Agenda document
- Automatically map event locations
- Automatic archiving
- Integrate with E-Notifications and RSS
- Create multiple calendar categories
- Search the calendar by keyword
- Control which type of events are included on any page of the site
- Allow the public to submit events subject to approval/rejection by your staff
- Apply different calendar formats including standard monthly calendar or event listing



Custom Maps

Our built-in map tool allows you to create and edit your own Google maps to help visitors find points of interest, historic sites, government offices, recycling centers and more.

Document Center

The Document Center makes it easy for you to maintain a single copy of a document and reference it throughout the site as needed. The Document Center accepts standard document formats such as .doc and .xls and includes a tool to automatically convert uploaded documents to PDF.

Emergency Alerts

When an emergency situation arises, your website can quickly become the communication tool of choice. Turning on the Emergency Alert prominently displays an urgent notice on each page of your website. Simultaneously notify your email subscribers, Facebook fans, and Twitter followers in one quick step—spreading the news and keeping everyone informed about boil orders, natural disasters and other emergency situations.

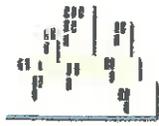
Facilities Reservation Center

Allow visitors to see at a glance whether a township-owned facility is available for rental on a selected date. Accept inquiries and reservations online reducing phone calls, paperwork, and trips to your offices.



Frequently Asked Questions

FAQs are managed through a simple interface, making it easy to add and update FAQs at any time. Pages can display an FAQ highlight—prominently displaying the department's most asked questions.



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Highlights

MunicipalCMS Highlights allow you insert special call out boxes on any page of your site to highlight important information. Choose from a variety of predetermined content types—from FAQs or documents to RSS feeds, news or calendar items—or create a custom highlight containing the text and images of your choice.

Highlights using the automated content are dynamically updated as those content sources are modified. When you add news items, calendar items, documents, or even FAQs, all related highlights are instantly, automatically updated throughout the site.

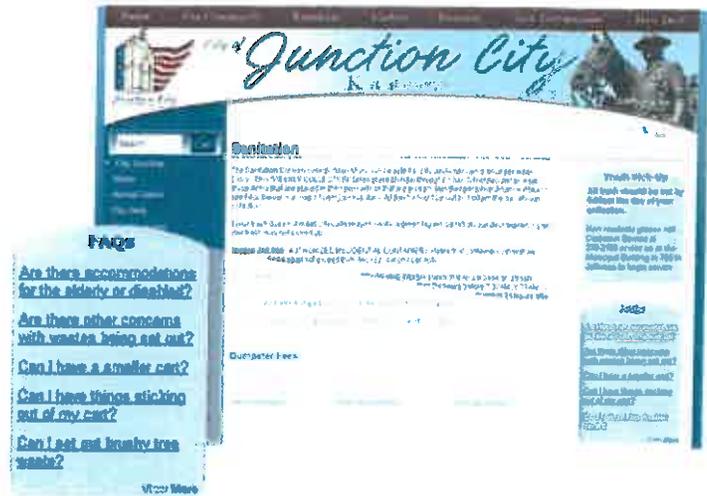


Image Library

The Image Library organizes all of your images in a central location. To ensure Section 508 compliance, alt-tags are automatically added to each photo. The Image Library features built-in cropping and resizing tools eliminating the need for additional photo editing software. Creating animated slideshows is easier than ever with our built-in drag-and-drop slideshow creator.

Instant Forms

Create an unlimited number of online forms without any programming knowledge or special software. Preset fields allow you to create a contact form or online application for any department or program in seconds. Add custom question fields as well. You can set required fields and even select default answers. Set up different recipients for each form, multiple recipients, and database collection. Form data can easily be exported as HTML or CSV files for use in other applications and programs.

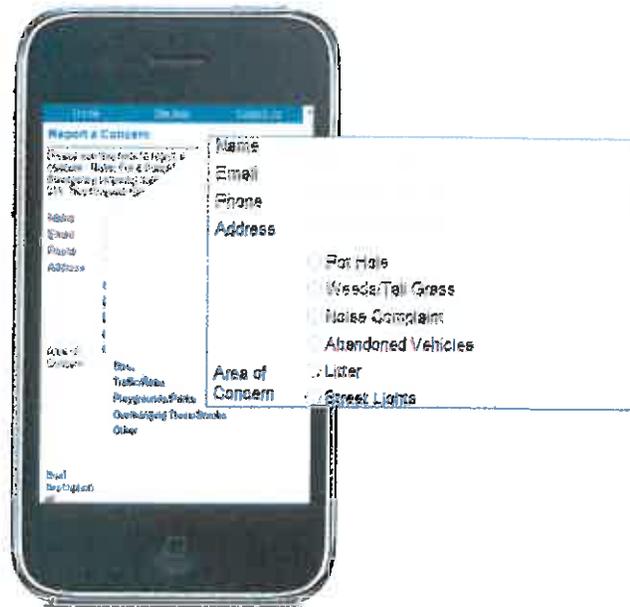
Mobile Site

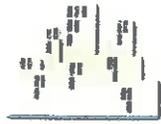
Your site includes a fully automated mobile template that reformats your content for easy viewing on smart phones and other handheld devices.

With on-the-fly mobile formatting, you do not need separate mobile apps for common features like the Request Center—visitors can easily access them through your website!

Online Job Center

Publicize open positions, increasing your potential applicant pool and reducing the number of phone calls you receive asking about openings that do not exist. Set publish and delete dates, insuring that only current information is listed on your site. Include online applications for quick access to new candidates.





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Online News Center

Turn newsletters and announcements into front page news and syndicate content throughout your site automatically.

- Schedule content for automatic publication and removal on given dates
- Include photos, documents, and attachments
- Automatically archived and fully searchable
- Add departmental news to any page
- Automatically broadcast news to interested subscribers with E-Notifications
- Automatic RSS feeds broadcast to subscribers, Twitter, Facebook and more.



Online Payment Center

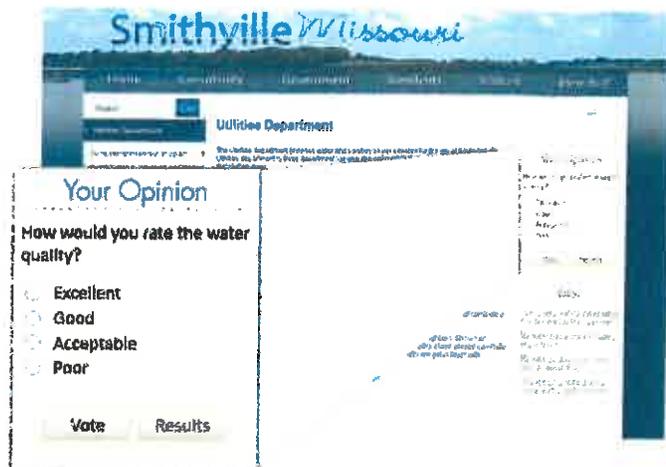
Our experienced staff can help you select the payment processing company whose terms and fees best fit your needs and implement online payments for permits, class registrations, facility rentals, and more.

Photo Gallery

Share photos of your facilities, events, and more with an easy to update photo gallery. Your staff can create multiple galleries for different departments, events, or topics and update images at any time. There is no limit on the number of photos or the number of galleries.

Polls and Surveys

Maintain a consistent, professional look with built-in survey forms and opinion polls. Create new polls and surveys with the click of a button. Display poll results instantly on your website.



Real Estate Database

Whether providing a central property information center for potential business owners to locate available commercial sites or listing available township-owned properties for sale or lease, the Real Estate Database allows you to present timely information to interested parties.

RSS Integration

Pull in local news and events with existing RSS feeds or automatically create RSS broadcasts of your site's news, calendar items, jobs, and more.

Site Search with Search Log

Our search tool provides site-wide searching by keyword and searches within documents including PDFs. A site search log is available to your website administrator showing popular search terms.



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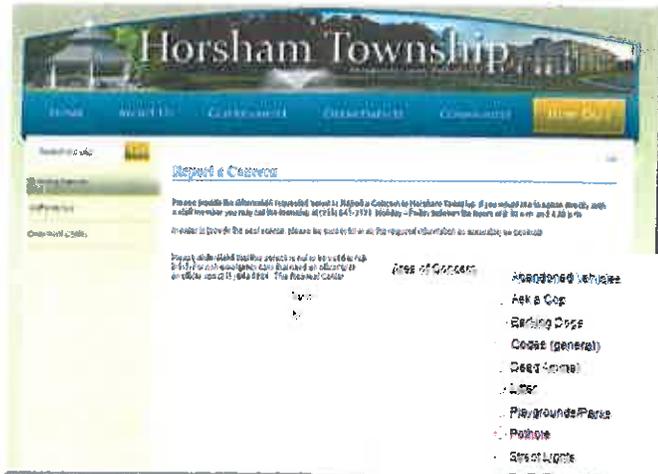
Click and go!

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Request Center

Allow visitors to report problems or request assistance through one easy-to-use online form. From reporting potholes to requesting a residence check while a citizen is away on vacation, the Request Center opens up a 24/7 helpdesk.

Simply define request categories and designate recipients for each inquiry type. Residents do not need to know which department to contact. The system automatically forwards each request to the appropriate department or employee for proper handling.



Social Media Integration

Popular social media sites such as Facebook and Twitter can be synced with your site, adding a new dimension to traditional websites. With automated feeds from MunicipalCMS, these sites can be dynamically updated. Just post information one time on your website and it automatically flows to your social media pages, expanding your online presence without increasing your workload.

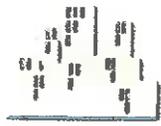


Third-Party Tools and Databases

MunicipalCMS can easily work with web-enabled third-party programs for class registrations, online payments, streaming video, and other applications. Should you require a custom interface for your third-party program, our experienced staff of Microsoft Certified Developers is available to assist you. Contact us with project details for pricing.

Additional Included Tools and Features

- Automatic ADA compliance features
- Browser-based administration for easy access any time, any place
- User settings to limit privileges by page, section, individual feature, and more
- History log showing user activity
- Content scheduling to publish or remove data even when you're out of the office
- Self-updating menus, breadcrumbs, and site map
- Roll back to previous versions of a page with a single click
- Automatic Spellchecker
- E-mail/Share this Page, and Printer Friendly Page tools
- PDF Converter for automatic converting of selected documents and spreadsheets
- Search Engine Optimization Tools
- Staff Directory
- Web Statistics by Google Analytics



508 Compliance

MunicipalCMS strives to provide ADA accessible websites that offer all internet users easy access to your information. Our system is designed to automatically handle many common Section 508 concerns.

- **Menu items are clickable** enabling visually impaired visitors to tab through your menus.
- **Dynamic submenus are displayed on every page** of your website giving visitors an accessible way to locate and navigate to related information.
- **The site map is automatically updated** when pages are added, deleted or moved, providing an up-to-date navigation tool for visitors who prefer to use the site map for navigation.
- **Data tables are labeled with the appropriate row and column headings** allowing screenreaders to accurately describe the data contained within a table.
- **"Skip-navigation" links are available** to help screenreaders bypass the navigation on a page.
- **Text-equivalents (alt-tags) are automatically assigned to all images** giving visually impaired visitors an understanding of photos and graphical elements on the page as the screenreader reads these descriptive tags.
- **Descriptive HTML tags are assigned to form elements** to help visitors complete online forms.
- **Links can be set to open in the same window.** ADA guidelines state that links and documents should open in the same window rather than opening a new window. MunicipalCMS allows you to select this option or open links in a new window, if you prefer.

Hands-on Training

One live online training session is included in your project. During this time, your website administrator(s) will receive training on the management functions of the site. Additional staff members will be instructed in the day-to-day use of MunicipalCMS. From editing pages to uploading agendas, we'll walk your non-technical staff through the processes they'll be using on a regular basis.

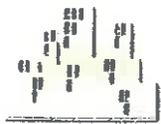
In about two hours, everyone from the clerk to the police chief will know exactly what to do to update their department's online information.

To make sure everyone get the hands-on experience they need, MunicipalCMS offers onsite training for an additional fee. We will provide up to five laptop computers for use during the onsite training sessions.

Additional training, onsite or online, can also be purchased as needed during the year.

"Our staff was **amazed at how easy the system is to use** and are confident in the ability to update and maintain the website."

– Pamela Stecker,
Mason City, IA



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Always Evolving

Perhaps the best part of being a MunicipalCMS client is knowing that you never have to rebuild your website again. Not only do you have access to all of our e-government tools from the start, but you also have a two-fold process to insure that your website continues to meet your needs for years to come.

➤ The Latest Technology

All improvements, software updates, and new tools and features are included as part of the annual agreement. This means that your website will always have the latest tools and features as long as you continue your partnership with MunicipalCMS.

➤ Ongoing Design Refresher

MunicipalCMS is committed to keeping your online image fresh and exciting—no matter how long you've been a client. Every 48 months, we offer a complimentary Design Refresher.

Have an idea for a new tool or a better process?

Tell us about it! Our development team routinely turns client suggestions into new features which get rolled out to all users at no extra cost!



- Update your colors
- Change out your graphics
- Completely overhaul your design

No need to rebuild your site from the ground up, simply renew your contract with MunicipalCMS and every four years we will refresh your site design at no additional charge.



Timeline

The schedule below shows the estimated timeframe for your project. Some stages overlap. Please note that this schedule can be adjusted to better meet your needs and goals.

Stage One: Site Evaluation and Needs Analysis 1-2 Weeks

- Distribute surveys and worksheets to client representatives
- Gather information and opinions regarding your current site
- Collect data and documents for the new site

Stage Two: Navigation and Architecture 1-2 Weeks

- Categorize information to form an overall site plan
- Develop a user-friendly navigation system
- Generate a sitemap

Stage Three: Design 2-3 Weeks

- Presentation of up to three custom design concepts
- Design of custom icons, graphics and buttons
- Enhance for ADA Section 508 accessibility compliance

Stage Four: Development 3-6 Weeks

- Implement MunicipalCMS E-government Suite™
- Incorporate dynamic elements
- Migrate content to the new site

Stage Five: Testing and Quality Assurance 1-2 Weeks

- Test and review all pages and functions
- Client personnel explore and evaluate site in a testing environment

Stage Six: Training and Documentation 1 Week

- Detailed instruction on using MunicipalCMS tools
- Provide Administrator and user training to client personnel
- Provide a custom electronic training manual tailored to your site

Stage Seven: Launch 1 Week

- Upload site to the internet
- Perform final testing
- Submit new site to major search engines
- Gather feedback from client personnel

Total Estimated Time to Launch 12-16 Weeks

This schedule may vary depending on the time your team requires for decision making.

NOTE: *MunicipalCMS websites are built, tested, and launched on our secure servers. While your old site remains accessible throughout the development process, your new site is prepared by our staff and reviewed and polished by your staff. Once the new site is approved, your domain name is redirected to the new server and your old site can be removed. There is no downtime.*



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Some of our Work



www.cheltenhamtownship.org



www.newlenox.net



www.plattecity.org



www.co.rockingham.nc.us



www.capecharles.org



www.caswellcountync.gov



www.co.waushara.wi.us



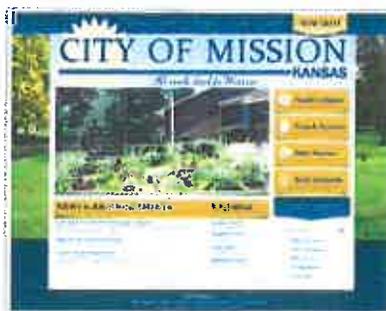
www.decaturcountyiowa.org



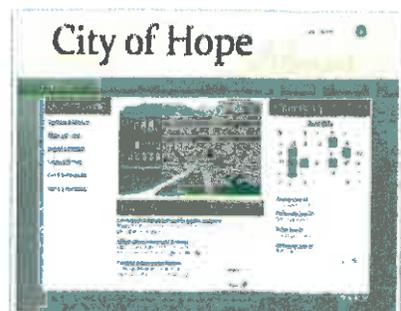
www.townofatoka.com



www.worthcounty.org



www.missionks.org



www.hopearkansas.net



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Some of our Work (Continued)



www.longboatkey.org



www.masoncity.net



www.holtonkansas.org



www.maryville.org



www.junctioncity-ks.gov



www.ci.monmouth.or.us



www.cloversc.org



www.cityofbuffalowy.com



www.olivettemo.com



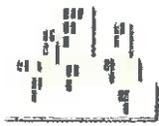
www.townofaberdeen.net



www.cityoftaft.org

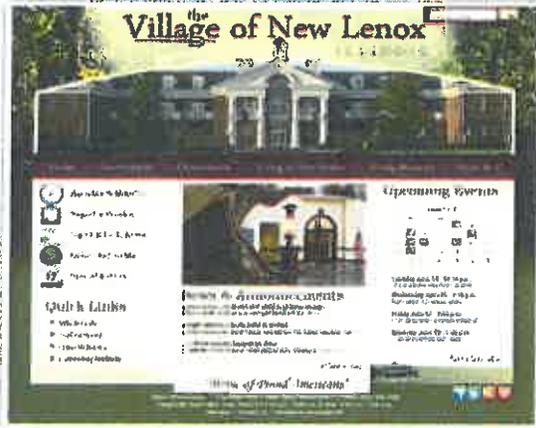


www.weldonspring.org



References

Village of New Lenox, Illinois



Contact Name:

Kurt Carroll, Village Administrator

Address:

1 Veterans Pkwy, New Lenox, IL 60451

Phone: 815.462.6410

Email: kcarroll@newlenox.net

Service:

Website design and MunicipalCMS integration

URL: www.newlenox.net

City of Mason City, Iowa



Contact Name:

Pamela Stecker, Assistant to the City Administrator

Address:

10 First Street NW, Mason City, IA 50401

Phone: 641.421.3601

Email: pstecker@masoncity.net

Service:

Website design and MunicipalCMS integration

URL: www.masoncity.net

City of Junction City, Kansas



Contact Name:

Jim Germann, Information Systems Director

Address:

700 N Jefferson, Junction City, KS 66441

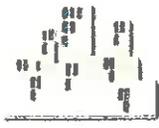
Phone: 785.210.2950

Email: jim.germann@jcks.com

Service:

Website design and MunicipalCMS integration

URL: www.junctioncity-ks.gov



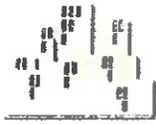
Cost Proposal

The cost information below is an estimate based on commonly requested services. We would be happy to negotiate with you to find a solution that best meet your needs and budget.

Development Services:	
❖ Custom Graphic Design	\$4,995
❖ Site Organization and Architecture	\$1,275
❖ MunicipalCMS Implementation (see below)	\$3,150
❖ Content Migration (up to 100 pages and 200 documents)	\$2,900
❖ Quality Assurance and Testing	\$1,325
❖ Online Training	\$1,250
One-Time Development Fee: \$14,895	

MunicipalCMS Implementation Includes:

- Agenda & Minutes Manager
- Bid Center (Unlimited Categories)
- Business/Resource Directory
- Calendars
- Custom Map Builder
- Document Center with PDF Converter
- Email Notifications by Subscription
- Emergency Alerts
- Facility Reservation Calendar
- FAQs
- Featured Items
- Forms Development Tool (Unlimited Forms)
- Job Postings (Unlimited Categories)
- News Center
- Online Payments (transaction fees apply)
- Opinion Poll
- Photo Gallery
- Police Most Wanted
- Quick Links
- Real Estate Database
- Request Center (Unlimited Users)
- Staff Directory
- ADA Compliance Features
- Audit Trail / History Log
- Automated PDF Converter
- Automatic Menu and Site Map
- Broken Links Finder
- Built-in Image Cropping and Resizing Tools
- Content Scheduling
- Dynamic Breadcrumbs
- Dynamic Mobile Version
- Dynamic Page Highlights
- HTML Editing for Advanced Users
- Mouse-over Menu Structure
- Online Editing and Page Creation
- Page Rollback (Restore Previous Versions)
- Printer Friendly / Email Page
- RSS Feeds
- Search Engine Optimization Tools
- Site Search & Search Log
- Slideshows
- Spam Controls
- Social Media Syncing
- Spellchecker
- User Permissions
- Web Statistics with Google Analytics



Annual Software License, Support, and Hosting:

- ❖ Unlimited users and unlimited pages
- ❖ Upgrades and improvements to MunicipalCMS
- ❖ 24/7 Toll-free phone and email support
- ❖ 15 GB of data storage in national data centers with power failure equipment, generator backup, and 99.99% guaranteed uptime
- ❖ Redundant connections to multiple Tier 1 ISPs and a 10GB / OC-192 SuperNetwork™ backbone
- ❖ Google Analytics web usage statistics reports
- ❖ Daily data backup and recovery
- ❖ Lifetime warranty on website code

Recurring Annual Fee: \$2,496

Total Project Development Fee	\$14,895
First Year Hosting, Support, and Maintenance Fee	No Charge
Total First Year Fee	\$14,895

Optional Services	Additional Fee
Onsite Training (Two days)	Additional \$3,790
Additional content setup by MunicipalCMS (Your staff can add an unlimited number of pages at no charge.)	\$1,250 per 50 pages \$1,250 per 250 documents

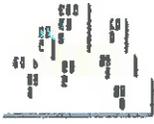
MunicipalCMS is excited to build a long-term relationship with the Village of Round Lake. Our commitment to your success enables us to provide the following at no additional cost:

- ❖ Lifetime warranty on website code
- ❖ First 12 months of hosting and support
- ❖ Complimentary redesign every 48 months

Optional Zero Interest Installment Plan

Reduce your upfront cost by spreading the one-time development fee over three years with our zero interest installment plan. Four and five-year plans are also available.

	Annual Payment
Years one through three	\$6,629
Year four and thereafter	\$2,496



Dare to Compare

As you evaluate other website companies, ask these questions:

- Are you getting a custom site design?
- Will the initial content be organized and uploaded for you?
- Is hands-on training included?
- Is the site hosted in national data centers with connections to multiple Tier 1 ISPs?
- Will updates and new tools be automatically installed at no extra charge?
- Is technical support available to all staff members 24/7?
- Will your site be redesigned every four years at no extra cost?

With MunicipalCMS, the answer is simply YES!

Notes

➤ **Hosting Facilities**

MunicipalCMS websites are hosted on multiple servers in top level national data centers with redundant connections to multiple Tier 1 ISPs and a 10GB / OC-192 SuperNetwork™ backbone. Access to the hosting facilities is restricted with biometric handscan access control, monitored closed circuit TV, 24x7 on-site security personnel, and military-grade pass card access. The data centers have battery power backup with UPS, diesel generator power backups, fully redundant HVAC systems, and regulated climate control with full particle filtering and humidity control.

"The responsiveness during the web site development and to questions since the web site was launched has been **second to none.**"

- Mary Zishka,
Mason City, IA

➤ **Software**

Our websites are built upon standard Microsoft ASP.NET and SQL Server technology and incorporate a variety of customizable Javascript and jQuery tools. Additionally, MunicipalCMS supports integration with most third-party web-enabled applications.

➤ **MunicipalCMS Ownership**

This agreement is not a sale of the MunicipalCMS system and its associated applications and modules. MunicipalCMS LLC owns the proprietary system and provides a right of use to the client during the period of this agreement. Rights are non-transferable.

➤ **Terms of this Offer**

This quote is valid for 120 days.

Toni Oesterle, MunicipalCMS LLC Authorized Representative



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: LONG LAKE ROAD (EAST HALF) IMPROVEMENTS

Agenda Item No. COTW

Executive Summary

On February 24th we were advised by IDOT that they had rescinded the award of the Long Lake Road project. IDOT determined that, upon reviewing the bid, the Disadvantaged Business Enterprise (DBE) project goal of 11% had not been met. The low bidder was given additional opportunity to address this, and IDOT subsequently determined that the low bidder had not made sufficient good faith effort to achieve the DBE goal. Therefore the project needed to be rebid. It is scheduled for bid opening on April 24th.

To be re-bid, IDOT requires that the project comply with the various specifications, special provisions, pay items, etc. applicable to the April 24, 2015 letting. Revisions must be made to the plans and specifications and resubmitted to IDOT. Further, another pre-construction conference will be required, as well as other construction project initiation tasks that were already performed.

Through recent coordination with the Lake County Council of Mayors, the project has received approval for additional funding in order that this supplement to be paid with STP funding (70% STP/30% local match). STP funding will be via reimbursement to the Village from IDOT.

Attached are the Local Agency Amendment (BLR 05311) to share the cost of construction and the Construction Services Engineering Agreement Supplement 1 (BLR 05611). The Village will be reimbursed \$3,570, 70% of the additional \$5,100 cost.

Recommended Action

Approve the Local Agency Agreement and the Supplement for Construction Engineering Services for the Long Lake Drive STP project.

Committee: PW/FCA/ENG		Meeting Date(s): COTW	
Lead Department: ENG		Presenter: Kurt Baumann	
Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.	Account(s)	Budget	Expenditure
	35-20-83-88301	\$363,065.00	
	Item Requested	\$47,000.00	\$5,100.00
	YTD Actual		\$0.00
	Amount Encumbered		\$0.00
	Total:	\$410,065.00	\$5,100.00
	Request is over/under budget:		
	Under		\$404,965.00
Over	-		

 Illinois Department of Transportation Local Agency Amendment # 1 for Federal Participation	Local Agency Village of Round Lake	State Contract <input checked="" type="checkbox"/>	Day Labor <input type="checkbox"/>	Local Contract <input type="checkbox"/>	RR Force Account <input type="checkbox"/>
	Section: 12-00035-00-RS	Fund Type: STU	ITEP and/or SRTS Number		
Construction		Engineering		Right-of-Way	
Job Number	Project Number	Job Number	Project Number	Job Number	Project Number
C-91-216-12	M-9003(940)				

This Amendment is made and entered into between the above local agency hereinafter referred to as the "LA" and the state of Illinois, acting by and through its Department of Transportation, hereinafter referred to as "STATE". The STATE and LA jointly propose to improve the designated location as described below. The improvement shall be constructed in accordance with plans approved by the STATE and the STATE's policies and procedures approved and/or required by the Federal Highway Administration hereinafter referred to as "FHWA".

Location

Location Long Lake Drive Route FAU 0210 Length 0.30 miles
Termini Lotus Drive to Sunset Drive

Current Jurisdiction LA TIP Number 10-11-0049 Existing Structure No N/A

Amended Division of Cost

Type of Work	STU	%	STATE	%	LA	%	Total
Participating Construction	360,634.75	(*)		()	154,557.75	(BAL)	515,192.50
Non-Participating Construction		()		()	24,807.50	(BAL)	24,807.50
Preliminary Engineering		()		()		()	
Construction Engineering	36,470.00	(*)		()	15,630.00	(BAL)	52,100.00
Right of Way		()		()		()	
Railroads		()		()		()	
Utilities		()		()		()	
Materials							
TOTAL	\$ 397,104.75		\$		\$ 194,995.25		\$ 592,100.00

* Maximum FHWA (STU) Participation 70% not to exceed \$397,104.75

NOTE:

The costs shown in the Division of Cost table are approximate and subject to change. The final LA share is dependent on the final Federal and State participation. The actual costs will be used in the final division of cost for billing and reimbursement.

If funding is not a percentage of the total, place an asterisk in the space provided for the percentage and explain above.

Changes to Agreement Provisions

BE IT MUTUALLY AGREED that all remaining provisions of the original agreement not altered by this Amendment shall remain in full force and effect and the Amendment shall be binding upon and inure to the benefit of the parties hereto, their successors and assigns.

The LA further agrees, as a condition of payment, that it accepts and will comply with the applicable provisions set forth in this Amendment.

APPROVED

Local Agency

Daniel A. MacGillis

Name of Official (Print or Type Name)

Mayor

Title (County Board Chairperson/Mayor/Village President/etc.)

(Signature)

Date

The above signature certifies the agency's TIN number
36-6006086 conducting business as a Governmental
Entity.

DUNS Number 789164652

NOTE: If signature is by an APPOINTED official, a resolution authorizing said appointed official to execute this agreement is required.

APPROVED

State of Illinois
Department of Transportation

Randall S. Blankenhorn, Acting Secretary

Date

By:

Aaron A. Weatherholt, Deputy Director of Highways

Date

Omer Osman, Director of Highways/Chief Engineer

Date

Michael A. Forti, Chief Counsel

Date

Tony Small, Director of Finance and Administration

Date

Local Agency	 Illinois Department of Transportation Construction Engineering Services Agreement For Federal Participation - Supplement No. 1	C O N S U L T A N T	Consultant
Village of Round Lake			Baxter & Woodman, Inc.
County Lake			Address 8678 Ridgefield Road
Section 12-00035-00-RS			City Crystal Lake
Project No. M-9003(940)			State IL
Job No. C-91-216-12	Zip Code 60012		Contact Name/Phone/E-mail Address Craig Mitchell 815-459-1260 cmitchell@baxterwoodman.com
Contact Name/Phone/E-mail Address Steve Shields - Village Administrator sshields@eroundlake.com 847-546-5400			

THIS AGREEMENT is made and entered into this _____ day of _____, _____ between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the PROJECT described herein. Federal-aid funds allotted to the LA by the state of Illinois under the general supervision of the Illinois Department of Transportation (STATE) will be used entirely or in part to finance engineering services as described under AGREEMENT PROVISIONS.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Regional Engineer	Deputy Director Division of Highways, Regional Engineer, Department of Transportation
Resident Construction Supervisor	Authorized representative of the LA in immediate charge of the engineering details of the PROJECT
In Responsible Charge	A full time LA employee authorized to administer inherently governmental PROJECT activities
Contractor	Company or Companies to which the construction contract was awarded

Project Description

Name Long Lake Drive Route FAU 0210 Length 1,617 ft. (0.306) Structure No. N/A

Termini Lotus Drive to Sunset Drive

Description: Improvements to Long Lake Drive consist of urban hot-mix asphalt resurfacing with spot curb and gutter removal and replacement, sidewalk removal and replacement, storm sewer, driveways replacements, utility adjustments, pavement markings, parkway restoration and other incidental items. ENGINEER's Project No. 100345.60.

Agreement Provisions

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the engineering services for the LA, in connection with the PROJECT hereinbefore described and checked below:
 - a. Proportion concrete according to applicable STATE Bureau of Materials and Physical Research (BMPR) Quality Control/Quality Assurance (QC/QA) training documents or contract requirements and obtain samples and perform testing as noted below.
 - b. Proportion hot mix asphalt according to applicable STATE BMPR QC/QA training documents and obtain samples and perform testing as noted below.
 - c. For soils, to obtain samples and perform testing as noted below.
 - d. For aggregates, to obtain samples and perform testing as noted below.

NOTE: For 1a. through 1d. the ENGINEER is to obtain samples for testing according to the STATE BMPR "Project Procedures Guide", or as indicated in the specifications, or as attached herein by the LA; test according to the STATE BMPR "Manual of Test Procedures for Materials", submit STATE BMPR inspection reports; and verify compliance with contract specifications.

- e. Inspection of all materials when inspection is not provided at the sources by the STATE BMPR, and submit inspection reports to the LA and the STATE in accordance with the STATE BMPR "Project Procedures Guide" and the policies of the STATE.
 - f. For Quality Assurance services, provide personnel who have completed the appropriate STATE BMPR QC/QA trained technician classes.
 - g. Inspect, document and inform the LA employee In Responsible Charge of the adequacy of the establishment and maintenance of the traffic control.
 - h. Geometric control including all construction staking and construction layouts.
 - i. Quality control of the construction work in progress and the enforcement of the contract provisions in accordance with the STATE Construction Manual.
 - j. Measurement and computation of pay items.
 - k. Maintain a daily record of the contractor's activities throughout construction including sufficient information to permit verification of the nature and cost of changes in plans and authorized extra work.
 - l. Preparation and submission to the LA by the required form and number of copies, all partial and final payment estimates, change orders, records, documentation and reports required by the LA and the STATE.
 - m. Revision of contract drawings to reflect as built conditions.
 - n. Act as resident construction supervisor and coordinate with the LA employee In Responsible Charge.
2. Engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with the AGREEMENT.
 3. To furnish the services as required herein within twenty-four hours of notification by the LA employee In Responsible Charge.
 4. To attend meetings and visit the site of the work at any reasonable time when requested to do so by representatives of the LA or STATE.
 5. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without the written consent of the LA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall not be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
 6. The ENGINEER shall submit invoices, based on the ENGINEER's progress reports, to the LA employee In Responsible Charge, no more than once a month for partial payment on account for the ENGINEER's work completed to date. Such invoices shall represent the value, to the LA of the partially completed work, based on the sum of the actual costs incurred, plus a percentage (equal to the percentage of the construction engineering completed) of the fixed fee for the fully completed work.
 7. That the ENGINEER is qualified technically and is entirely conversant with the design standards and policies applicable to improvement of the SECTION; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated herein.
 8. That the ENGINEER shall be responsible for the accuracy of the ENGINEER's work and correction of any errors, omissions or ambiguities due to the ENGINEER'S negligence which may occur either during prosecution or after acceptance by the LA. Should any damage to persons or property result from the ENGINEER's error, omission or negligent act, the ENGINEER shall indemnify the LA, the STATE and their employees from all accrued claims or liability and assume all restitution and repair costs arising from such negligence. The ENGINEER shall give immediate attention to any remedial changes so there will be minimal delay to the contractor and prepare such data as necessary to effectuate corrections, in consultation with and without further compensation from the LA.
 9. That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LA.
 10. The undersigned certifies neither the ENGINEER nor I have:
 - a) employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for me or the above ENGINEER) to solicit or secure this AGREEMENT;

- b) agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - c) paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for me or the above ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - d) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - e) have not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - f) are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) of this certification; and
 - g) have not within a three-year period preceding this AGREEMENT had one or more public transactions (Federal, State or local) terminated for cause or default.
11. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LA.
 12. To submit all invoices to the LA within one year of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement.
 13. To submit BLR 05613, Engineering Payment Report, to the STATE upon completion of the work called for in the AGREEMENT.
 14. To be prequalified with the STATE in Construction Inspection when the ENGINEER or the ENGINEER's assigned staff is named as resident construction supervisor. The onsite resident construction supervisor shall have a valid Documentation of Contract Quantities certification.
 15. Will provide, as required, project inspectors that have a valid Documentation of Contract Quantities certification.

II. THE LA AGREES,

1. To furnish a full time LA employee to be In Responsible Charge authorized to administer inherently governmental PROJECT activities.
2. To furnish the necessary plans and specifications.
3. To notify the ENGINEER at least 24 hours in advance of the need for personnel or services.
4. To pay the ENGINEER as compensation for all services rendered in accordance with this AGREEMENT, on the basis of the following compensation formulas:

Cost Plus Fixed Fee
Formulas

- FF = 14.5%[DL + R(DL) + OH(DL) + IHDC], or
- FF = 14.5%[(2.3 + R)DL + IHDC]

Where: DL = Direct Labor
 IHDC = In House Direct Costs
 OH = Consultant Firm's Actual Overhead Factor
 R = Complexity Factor
 FF=Fixed Fee
 SBO = Services by Others

Total Compensation = DL +IHDC+OH+FF+SBO

Specific Rate (Pay per element)

Lump Sum _____

5. To pay the ENGINEER using one of the following methods as required by 49 CFR part 26 and 605 ILCS 5/5-409:

With Retainage

- a) **For the first 50% of completed work**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to 90% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **After 50% of the work is completed**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments covering work performed shall be due and payable to the ENGINEER, such payments to be equal to 95% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- c) **Final Payment** – Upon approval of the work by the LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and the STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

Without Retainage

- a) **For progressive payments** – Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **Final Payment** – Upon approval of the work by the LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

6. The recipient shall not discriminate on the basis on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31U.S.C. 3801 et seq.).

7. To submit approved form BC 775 (Exhibit C) and BC 776 (Exhibit D) with this AGREEMENT.

III. It is Mutually Agreed,

- 1. That the ENGINEER and the ENGINEER's subcontractors will maintain all books, documents, papers, accounting records and other evidence pertaining to cost incurred and to make such materials available at their respective offices at all reasonable times during the AGREEMENT period and for three years from the date of final payment under this AGREEMENT, for inspection by the STATE, Federal Highway Administration or any authorized representatives of the federal government and copies thereof shall be furnished if requested.
- 2. That all services are to be furnished as required by construction progress and as determined by the LA employee In Responsible Charge. The ENGINEER shall complete all services specified herein within a time considered reasonable to the LA, after the CONTRACTOR has completed the construction contract.
- 3. That all field notes, test records and reports shall be turned over to and become the property of the LA and that during the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
- 4. That this AGREEMENT may be terminated by the LA upon written notice to the ENGINEER, at the ENGINEER's last known address, with the understanding that should the AGREEMENT be terminated by the LA, the ENGINEER shall be paid for any services completed and any services partially completed. The percentage of the total services which have been rendered by the ENGINEER shall be mutually agreed by the parties hereto. The fixed fee stipulated in numbered paragraph 4d of Section II shall be multiplied by this percentage and added to the ENGINEER's actual costs to obtain the earned value of work performed. All field notes, test records and reports completed or partially completed at the time of termination shall become the property of, and be delivered to, the LA.
- 5. That any differences between the ENGINEER and the LA concerning the interpretation of the provisions of this AGREEMENT shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LA, and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
- 6. That in the event the engineering and inspection services to be furnished and performed by the LA (including personnel furnished by the ENGINEER) shall, in the opinion of the STATE be incompetent or inadequate, the STATE shall have the right to supplement the engineering and inspection force or to replace the engineers or inspectors employed on such work at the expense of the LA.

7. That the ENGINEER has not been retained or compensated to provide design and construction review services relating to the contractor's safety precautions, except as provided in numbered paragraph 1f of Section I.
8. This certification is required by the Drug Free Workplace Act (30ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the State unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of a contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but no more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State, as defined in the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (A) abide by the terms of the statement; and
 - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
 - (b) Establishing a drug free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's or contractor's policy of maintaining a drug free workplace;
 - (3) any available drug counseling, rehabilitation and employee assistance program; and
 - (4) the penalties that may be imposed upon an employee for drug violations.
 - (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
 - (d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
 - (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted, as required by section S of the Drug Free Workplace Act.
 - (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
 - (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.
9. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of DOT-assisted contracts. Failure by the ENGINEER to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination this AGREEMENT or such other remedy as the LA deems appropriate.

**VILLAGE OF ROUND LAKE, ILLINOIS
LONG LAKE DRIVE IMPROVEMENTS
SUPPLEMENT #1
EXHIBIT A - CONSTRUCTION ENGINEERING**

ROUTE: FAU 0210 LONG LAKE DRIVE
 LOCAL VILLAGE OF ROUND LAKE
 (MUNICIPALITY/TOWNSHIP/COUNTY)
 SECTION: 12-00035-00-RS
 PROJECT: M-9003 (940)
 JOB NO.: C-91-216-12

***FIRM'S APPROVED RATES ON FILE WITH IDOT'S
BUREAU OF ACCOUNTING AND AUDITING:**

OVERHEAD RATE (OH) 159%
 COMPLEXITY FACTOR (R) 0.00
 CALENDAR DAYS

METHODS OF COMPENSATION:

- COST PLUS FIXED FEE 1 14.5%[(DL + R(DL) + OH(DL) + IHDC)]
 COST PLUS FIXED FEE 1 14.5%[(DL + R(DL) + 1.4 (DL) +IHDC)]
 COST PLUS FIXED FEE 1 14.5% [(2.3 + R) DL + HDC]
 DIRECT LABOR MULTIPLE [(2.8 + R) DL] + HDC
 SPECIFIC RATE
 LUMP SUM

COST ESTIMATE OF CONSULTANT'S SERVICES IN DOLLARS

ELEMENT OF WORK	EMPLOYEE CLASSIFICATION	MAN-HOURS	PAYROLL RATE	PAYROLL COSTS (DL)	OVERHEAD*	SERVICES BY OTHERS	IN-HOUSE DIRECT COSTS (IHDC)	PROFIT	TOTAL
PROJECT INITIATION	SR ENG IV	4	\$60.48	\$241.92	\$384.65		\$29.00	\$95.19	\$751.66
FINAL PLANS, SPECIFICATIONS, ESTIMATE OF COST									
Revision of contract plans/specs for re-bid	SR ENG IV	11	\$60.48	\$655.28	\$1,057.80			\$249.85	\$1,972.92
	SR ENG II	3	\$46.12	\$138.36	\$219.99			\$51.96	\$410.31
	SR ENG I	12							\$1,426.31
	ENGINEER I	5							\$373.76
	CAD TECH II	1							\$90.54
	CLERICAL	1							\$74.49
DESIGN SERVICES SUBTOTAL		37		\$1,701.07	\$2,704.70		\$48.48	\$645.85	\$5,100.00

IN-HOUSE DIRECT COSTS (INCLUDED IN TOTAL COSTS):
 VEHICLE EXPENSES - TRAVEL, 85 MI @ 0.575/MILE

\$48.38



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

**TITLE: MACGILLIS DRIVE BRIDGE DESIGN ENGINEERING
 SUPPLEMENT NO. 1**

Agenda Item No. COTW

Executive Summary

Design of the MacGillis Drive Bridge is ongoing, and is scheduled to be let through IDOT on November 6th.

This proposed Supplement No. 1 is for:

1. Water main modifications. Although not in direct conflict with the MacGillis Drive Bridge replacement project, the existing water main along the west side of the right of way will be beneath the end of the proposed wingwall. Casing extensions will facilitate future maintenance of the water main, if and when it is required. This has been discussed with IDOT and they agree that water main modifications may be a "shared cost item" (80% Federal, 20% Village).
2. Optional surface treatments of the proposed bridge parapet ('railing'), simulating stone or brick construction, will add to the aesthetics of this structure. Design of this optional element is included herein.
3. Lake County Stormwater Management Commission (SMC) Watershed Development Permit review fee. SMC has reviewed the preliminary plans and requires payment of the review fee. Although permit fees are routinely paid directly by the Village, they are not eligible for Federal funding participation that way. Processing them as a direct cost to the Design Agreement, however, will make them eligible for federal cost share.

Recommended Action

Adopt a resolution approving Supplement No. 1 to the Design Engineering Agreement.

Committee: PW/FCA/ENGR	Meeting Date(s): COTW																															
<hr/>																																
Lead Department: Engineering	Presenter: Kurt Baumann																															
<hr/>																																
<p>Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Account(s)</th> <th style="text-align: center;">Budget</th> <th style="text-align: center;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>10-60-83-88301</td> <td style="text-align: right;">\$1,105,252.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$110,000.00</td> <td style="text-align: right;">\$27,000.00</td> </tr> <tr> <td>YTD Actual</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">\$1,215,252.00</td> <td style="text-align: right;">\$27,000.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td></td> <td style="text-align: right;">\$1,188,252.00</td> </tr> <tr> <td style="text-align: right;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	10-60-83-88301	\$1,105,252.00		Item Requested	\$110,000.00	\$27,000.00	YTD Actual		\$0.00	Amount Encumbered		\$0.00				Total:	\$1,215,252.00	\$27,000.00	Request is over/under budget:			Under		\$1,188,252.00	Over	-		
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Request is over/under budget:																																
Under		\$1,188,252.00																														
Over	-																															

Local Agency Village of Round Lake	L O C A L A G E N C Y	 Illinois Department of Transportation Preliminary Engineering Services Agreement For Federal Participation SUPPLEMENT NO. 1	C O N S U L T A N T	Consultant Baxter & Woodman, Inc.
County Lake				Address 8678 Ridgefield Road
Section 11-00034-00-BR				City Crystal Lake
Project No. BRM-9003(744)				State IL
Job No. D-91-189-11				Zip Code 60012
Contact Name/Phone/E-mail Address Lenny Gahgan LGahgan@eroundlake.com (847)740-3576	Contact Name/Phone/E-mail Address Matt Washkowiak (815)459-1260 mwashkowiak@baxterwoodman.com			

THIS AGREEMENT is made and entered into this _____ day of _____, 201 between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the PROJECT. Federal-aid funds allotted to the LA by the state of Illinois under the general supervision of the Illinois Department of Transportation (STATE) will be used entirely or in part to finance engineering services as described under AGREEMENT PROVISIONS.

Project Description

Name MacGillis Drive Route Off-System Length 0.069 mile Structure No. 049-7700 (Ex)

Termini Over Squaw Creek

Description Supplement No. 1 for Phase II Engineering Services for the replacement of the MacGillis Drive Bridge over Squaw Creek. See Exhibits C for Scope of Services. ENGINEER's Project No. 100730.40.

Agreement Provisions

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance, in accordance with STATE approved design standards and policies, of engineering services for the LA for the proposed improvement herein described.
2. To attend any and all meetings and visit the site of the proposed improvement at any reasonable time when requested by representatives of the LA or STATE.
3. To complete the services herein described within 245 calendar days from the date of the Notice to Proceed from the LA, excluding from consideration periods of delay caused by circumstances beyond the control of the ENGINEER.
4. The classifications of the employees used in the work should be consistent with the employee classifications and estimated man-hours shown in EXHIBIT A. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are indicated in Exhibit A to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
5. That the ENGINEER is qualified technically and is entirely conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated herein.
6. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections resulting from the ENGINEER's errors, omissions or negligent acts without additional compensation. Acceptance of work by the STATE will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or for clarification of any ambiguities.
7. That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by the ENGINEER and will affix the ENGINEER's professional seal when such seal is required by law. Plans for structures to be built as a part of the improvement will be prepared under the supervision of a registered structural engineer and will affix structural engineer seal when such seal is required by law. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the STATE.
8. That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LA.

9. The undersigned certifies neither the ENGINEER nor I have:
- employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for me or the above ENGINEER) to solicit or secure this AGREEMENT,
 - agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for me or the above ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - have not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property,
 - are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) and
 - have not within a three-year period preceding this AGREEMENT had one or more public transactions (Federal, State or local) terminated for cause or default.
10. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LA.
11. To submit all invoices to the LA within one year of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement.
12. To submit BLR 05613, Engineering Payment Report, to the STATE upon completion of the project (Exhibit B).
13. Scope of Services to be provided by the ENGINEER:
- Make such detailed surveys as are necessary for the planning and design of the PROJECT.
 - Make stream and flood plain hydraulic surveys and gather both existing bridge upstream and downstream high water data and flood flow histories.
 - Prepare applications for U.S. Army Corps of Engineers Permit, Illinois Department of Natural Resources Office of Water Resources Permit and Illinois Environmental Protection Agency Section 404 Water Quality Certification.
 - Design and/or approve cofferdams and superstructure shop drawings.
 - Prepare Bridge Condition Report and Preliminary Bridge Design and Hydraulic Report, (including economic analysis of bridge or culvert types and high water effects on roadway overflows and bridge approaches).
 - Prepare the necessary environmental and planning documents including the Project Development Report, Environmental Class of Action Determination or Environmental Assessment, State Clearinghouse, Substate Clearinghouse and all necessary environmental clearances.
 - Make such soil surveys or subsurface investigations including borings and soil profiles as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations to be made in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE.
 - Analyze and evaluate the soil surveys and structure borings to determine the roadway structural design and bridge foundation.
 - Prepare preliminary roadway and drainage structure plans and meet with representatives of the LA and STATE at the site of the improvement for review of plans prior to the establishment of final vertical and horizontal alignment, location and size of drainage structures, and compliance with applicable design requirements and policies.
 - Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
 - Complete the general and detailed plans, special provisions and estimate of cost. Contract plans shall be prepared in accordance with the guidelines contained in the Bureau of Local Roads and Streets manual. The special provisions and detailed estimate of cost shall be furnished in quadruplicate.
 - Furnish the LA with survey and drafts in quadruplicate all necessary right-of-way dedications, construction easements and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

II. THE LA AGREES,

1. To furnish the ENGINEER all presently available survey data and information
2. To pay the ENGINEER as compensation for all services rendered in accordance with this AGREEMENT, on the basis of the following compensation formulas:

Cost Plus Fixed Fee CPFF = 14.5%[DL + R(DL) + OH(DL) + IHDC], or
 CPFF = 14.5%[DL + R(DL) + 1.4(DL) + IHDC], or
 CPFF = 14.5%[(2.3 + R)DL + IHDC]

Where: DL = Direct Labor
 IHDC = In House Direct Costs
 OH = Consultant Firm's Actual Overhead Factor
 R = Complexity Factor

Specific Rate (Pay per element)

Lump Sum _____

3. To pay the ENGINEER using one of the following methods as required by 49 CFR part 26 and 605 ILCS 5/5-409:

With Retainage

- a) **For the first 50% of completed work**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to 90% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **After 50% of the work is completed**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments covering work performed shall be due and payable to the ENGINEER, such payments to be equal to 95% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- c) **Final Payment** – Upon approval of the work by the LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and the STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

Without Retainage

- a) **For progressive payments** – Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
 - b) **Final Payment** – Upon approval of the work by the LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
4. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31U.S.C. 3801 et seq.).

III. IT IS MUTALLY AGREED,

1. That no work shall be commenced by the ENGINEER prior to issuance by the LA of a written Notice to Proceed.
2. That tracings, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LA and that basic survey notes, sketches, charts and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request, to the LA or to the STATE, without restriction or limitation as to their use.

3. That all reports, plans, estimates and special provisions furnished by the ENGINEER shall be in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE, it being understood that all such furnished documents shall be approved by the LA and the STATE before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
4. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall not be construed to relieve the ENGINEER of any responsibility for the fulfillment of this agreement.
5. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General and the STATE; and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the STATE for the recovery of any funds paid by the STATE under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
6. The payment by the LA in accordance with numbered paragraph 3 of Section II will be considered payment in full for all services rendered in accordance with this AGREEMENT whether or not they be actually enumerated in this AGREEMENT.
7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LA, the STATE, and their officers, agents and employees from all suits, claims, actions or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. This AGREEMENT may be terminated by the LA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LA. The LA will be responsible for reimbursement of all eligible expenses to date of the written notice of termination.
9. This certification is required by the Drug Free Workplace Act (30ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the State unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of a contract or grant and debasement of the contracting or grant opportunities with the State for at least one (1) year but no more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State, as defined in the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- a. Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- b. Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's or contractor's policy of maintaining a drug free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance program; and
 - (4) The penalties that may be imposed upon an employee for drug violations.
- c. Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- d. Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- e. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by,
- f. Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- g. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

10. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of DOT assisted contracts. Failure by the ENGINEER to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LA deems appropriate.

Agreement Summary

Prime Consultant:	TIN Number	Agreement Amount
Baxter & Woodman, Inc.	36-2845242	\$27,000.00
Sub-Consultants:	TIN Number	Agreement Amount
N/A		
	Sub-Consultant Total:	0
	Prime Consultant Total:	\$27,000.00
	Total for all Work:	\$27,000.00

Executed by the LA:

Village of Round Lake

(Municipality/Township/County)

ATTEST:

By: _____

By: _____

Village _____ Clerk

Title: Mayor _____

(SEAL)

Executed by the ENGINEER:

ATTEST:

Baxter & Woodman, Inc.

By: _____

By: _____

Title: _____

Title: _____

VILLAGE OF ROUND LAKE, ILLINOIS
MACGILLIS DRIVE BRIDGE REPLACEMENT
SECTION NO.: 11-00034-00-BR

PHASE II DESIGN ENGINEERING
SUPPLEMENT NO. 1

EXHIBIT C

PROJECT UNDERSTANDING & SCOPE OF SERVICES

Route: MacGillis Drive
Section No.: 11-00034-00-BR
Project No.: BRM-9003(744)
Job No.: D-91-189-11
County: Lake
Structure No.: 049-7700 (Ex.) 049-7701 (Pr.)

Location:

This PROJECT is located on MacGillis Drive within the Village of Round Lake, Avon Township. The subject structure (S.N. 049-7700) over Squaw Creek is located 500 feet south of Main Street / Nippersink Avenue (IL Route 134) on MacGillis Drive.

Project Understanding:

The PROJECT will consist of providing final plans for the replacement of the existing bridge in accordance with the approved Project Development Report. The improvements on MacGillis Drive over Squaw Creek consist of removal of the existing structure and construction of a new single-span prestressed concrete deck beam structure. The existing profile will be slightly altered so that the low point will lie north of the structure, and approach pavement will be replaced to accommodate the new structure.

This location will undergo a full roadway closure during construction and a detour route will be provided. The pavement cross section will be improved to include one lane in each direction bordered by curb and gutter, with a 25-foot pavement width. The cross section will also include reconstruction of the sidewalk along the east side of the roadway throughout the PROJECT limits, and a sidewalk along the west side of the bridge. All permits will be obtained for construction.

The following Scope of Services for Amendment No. 1 provides a description of the additional work items needed to complete the design and obtain permits for the underground water main in conflict with the bridge replacement and revise the bridge railing design.

Scope of Services:

1. **MANAGE PROJECT** – Plan, schedule, and control the activities that must be performed to complete the PROJECT including budget, schedule, and scope. Confer with LA staff, from time to time, to clarify and define the general scope, extent, and

character of the PROJECT and to review available data. Attend one kick-off meeting with the LA to review the PROJECT and establish PROJECT criteria and clear lines of communication, and up to three progress meetings to review the Plans, Contract Proposal, and Estimate of Cost prior to submittal to the STATE.

2. PRELIMINARY PLANS, SPECIFICATIONS, AND ESTIMATE OF COST

- **DRAINAGE ANALYSIS AND PERMITS** - Obtain a permit administered by the U.S. Army Corps of Engineers, a watershed development permit from the Lake County Stormwater Management Commission, and a Construction Permit from the Illinois Environmental Protection Agency Division of Public Water Supplies for the PROJECT. Prepare a grading plan showing compensatory storage for work within regulatory floodplain areas. Permit fees for watershed development permit from the Lake County Stormwater Management Commission are included in this scope of work. Wetland banking fees for purchasing 0.012 Acres of wetland banking credits are not included in this scope of work.
- **STRUCTURAL PLANS** - Design bridge structure in accordance with the approved Type, Size and Location (TS&L) drawing and per IDOT Bridge Manual. Structural engineering calculations, plans, details, and special provisions will be included. Revise the bridge railing design per the LA.
- **PROJECT DETAILS AND STANDARDS** – Prepare a Cover Sheet, Typical Sections, Design Details, Summary of Quantities, and State Standard Detail sheets. Prepare alignment and ties sheet and set field alignment control. Prepare Design Details for the replacement of water main and appurtenances in conflict with the proposed bridge replacement.

I:\Mokena\ROULK\100730-MacGillis Bridge\Contract\Phase 2\Federal Amendment No. 1\Exhibit C MacGillis_phaseII Supplement scope.docx

VILLAGE OF ROUND LAKE
MACGILLIS DRIVE BRIDGE REPLACEMENT
SECTION NO.: 11-00034-00-BR

PHASE II DESIGN ENGINEERING
SUPPLEMENT NO. 1

EXHIBIT D

SUMMARY OF DIRECT COSTS

Lake County Stormwater Management Commission (SMC) Review Fees

Review Fee = \$4,200.00

Total Lake County SMC Review Costs = \$4,200.00

TOTAL DIRECT COST FOR THIS PROJECT = \$4,200.00

VILLAGE OF ROUND LAKE, IL
 MACGILLIS DRIVE BRIDGE REPLACEMENT
 SECTION NO.: 11-00034-00-BR

PHASE II DESIGN ENGINEERING SUPPLEMENT NO. 1

EXHIBIT E

BAXTER & WOODMAN, INC.
 2015 SCHEDULE OF HOURLY WAGE RATES
 AND OVERHEAD COSTS FOR PROFESSIONAL SERVICES
 ILLINOIS DEPARTMENT OF TRANSPORTATION

EMPLOYEE CLASSIFICATION	HOURLY WAGE RATES
Principal	\$68 to \$70
Sr. Engineer IV	\$55 to \$68
Sr. Engineer III	\$48 to \$53
Sr. Engineer II	\$44 to \$48
Sr. Engineer I	\$38 to \$43
Engineer III	\$34 to \$38
Engineer II	\$27 to \$29
Engineer I	\$23 to \$26
Engineer Tech V	\$48 to \$54
Engineer Tech IV	\$39 to \$45
Engineer Tech III	\$35 to \$38
Engineer Tech II	\$28 to \$34
Engineer Tech I	\$17
Sr. Geologist I	\$45
CAD / GIS / Survey IV	\$38 to \$52
CAD / GIS / Survey III	\$35 to \$39
CAD / GIS / Survey II	\$27 to \$33
CAD / GIS / Survey I	\$25 to \$26
Clerical	\$24 to \$26

General and employee overhead is 159% of employee compensation.

Personal-owned vehicle Mileage Charges will be reimbursed at the rate set by the U.S. Internal Revenue Service.

Company-owned/leased vehicle usage will be reimbursed at a rate of \$65.00 per diem or \$32.50 per half diem.

Traffic Counters \$50/day.

Miovision Traffic System usage will be reimbursed at a rate of \$600.00 per diem and \$24.00 per hour processing.

Postage - At cost.

Sub-consultant costs will be reimbursed at their invoice costs plus 15%

VILLAGE OF ROUND LAKE, IL
MACGILLIS DRIVE BRIDGE REPLACEMENT
SECTION NO.: 11-00034-00-BR

PHASE II DESIGN ENGINEERING SUPPLEMENT NO. 1

EXHIBIT F
BAXTER & WOODMAN, INC.

OVERHEAD* RATE AS
PERCENTAGE RATE OF EMPLOYEE COMPENSATION

	<u>Total Percent</u>
Salaries with Retirement Plan	125.00%
Repairs	2.00%
Rents	4.00%
Taxes	1.00%
Depreciation	3.00%
Dues & Subscriptions	1.00%
Utilities (Electric, etc.)	1.00%
Insurance	4.00%
Professional Services	3.00%
Office Supplies & Services	2.00%
Computer Service	4.00%
Recruitment & Training	2.00%
Telephone	4.00%
Reproduction	1.00%
Automotive Expense	2.00%
Misc. Services & Expenses	0.00%
IDOT Approved Rate	159.00%

*Payroll Burden and Indirect Cost



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: STOP SIGNS

Item: COTW

Executive Summary:

The Village needs to replace 225 aging stop signs that are not high intensity and do not meet the Manual of Uniform Traffic Control Devices (MUTCD) 2012 Edition. These stop sign are from original installation date (over 10 years old) and they are faded. There is money in the current budget to fund this. Attached are three quotes:

Traffic Control & Protection \$5,737.50
 Hall Signs \$5,854.50
 Safety Sign \$7,929.00

Recommended Action:

I recommend that Traffic Control & Protection we award the bid.

Committee: PW/FCA/ENG		Meeting Date: April 6, 2015																																		
Lead Department: Public Works		Presenter: Lenny Gahgan																																		
Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<table border="1"> <thead> <tr> <th>Account No(s):</th> <th>Budget:</th> <th>Expenditures</th> </tr> </thead> <tbody> <tr> <td>01-60-74-77452</td> <td>\$9,450.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td></td> <td>\$5,737.50</td> </tr> <tr> <td>YTD Actual</td> <td></td> <td>\$3,193.72</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Total:</td> <td>\$9,450.00</td> <td>\$8,931.22</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td>Under</td> <td></td> <td>\$518.78</td> </tr> <tr> <td>Over</td> <td>-</td> <td></td> </tr> </tbody> </table>			Account No(s):	Budget:	Expenditures	01-60-74-77452	\$9,450.00		Item Requested		\$5,737.50	YTD Actual		\$3,193.72	Amount Encumbered		\$0.00							Total:	\$9,450.00	\$8,931.22	Request is over/under budget:			Under		\$518.78	Over	-	
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<p>If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.</p>																																				



Traffic Control & Protection Inc

31W351 North Ave
West Chicago, IL 60185

Quote

Phone 630-293-0026 Fax 630-293-0029

Date	Quote #
3/6/2015	10603

Name / Address
Village of Round Lake Attn: Acct Payable 442 N. Cedar Lake Road Round Lake, IL 60073

Ship To
Village of Round Lake Attn: Dominick Ross 751 W. Townline Rd. Round Lake IL 60073

Terms	Rep	FOB	Shipping Method	Estimated Ship Date
Net 30	DMC	West Chicago	CPU	

Item	Description	Qty	Cost	Total
230R1-1	dross@roundlake.com *For 2015 Budget 30" HIP 080 Stop Sign	225	25.50	5,737.50

This is a quote only. Please DO NOT remit payment. Thank you.

Orders for custom products cannot be cancelled or returned once order has been placed. TCP has a 30 day return policy on all products that we sell. Please call ahead for approval on any returns. Standard restocking charge is 25%.

Total \$5,737.50

Signature _____

Ross, Dominic

From: Randy Bentz <randyb@brimar.com>
Sent: Monday, March 09, 2015 1:29 PM
To: Ross, Dominic
Subject: SAFETYSIGN.COM - STOP SIGN PRICING

Hello Dom,

I am assisting my Associate Joe Costello with your request. I left you a voicemail as well. We can offer these HIP 30" Stop Signs at \$35.24 each plus the freight to Illinois.

I will follow up when you are ready. Thank you for reaching out to us!

Randy Bentz

Sales and Marketing

PO Box 467/64 Outwater Lane/Garfield, NJ 07026

(800)274-6271 ext. 729

Brimar Industries, Inc. Manufacturing & Finishing Centers since 1983
SafetySign.com **PipeMarker.com** **WeferSeals.com**





VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: MASSAGE ESTABLISHMENTS

Agenda Item No. COTW

Executive Summary:

Recently, a new business opened, "The Remedy Wellness Studio" at 159 W. Belvidere Rd. As part of the business license process the owners of the establishment reviewed the Village code and noted to staff that the code is outdated for "Massage Parlors" Specifically, the word "parlor" is offensive in their business and should be changed in favor of a word that is more indicative of the changing industry of massage therapy and in general wellness clinics.

In addition, the owners believe that the business license fee of \$1,000 is excessive. Based on brief research a number of communities charge the normal business license fee (\$50 - \$250) to operate in the corporate limits of such municipalities.

Attached is the Village of Round code and other municipal code sections relating to massage establishments as examples for changes to the Round Lake code, if the Village Board concurs with making changes.

Recommended Action:

Review and discuss revisions to the massage parlor Village code and the fee associated with the license.

Committee: -		Meeting Date: 4/6/15	
Lead Department: Administration		Presenter: Steve Shields, Village Administrator	
Item Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.	Account(s)	Budget	Expenditure
	Y-T-D Actual		
	Amount Encumbered		
	Item Requested		
	Total:	\$0.00	\$0.00
	Request is over/under budget:		
	Under	-	
	Over	-	

Chapter 5.36 - MASSAGE PARLORS

Sections:

5.36.010 - Massage parlor defined.

"Massage parlor", as used in this chapter, is defined as any business wherein one or more persons massages either manually or physically any part of the body of another person or persons.

(Prior code § 32.12(a))

5.36.020 - License required.

It is unlawful for any person, corporation or entity to conduct the business of a massage parlor unless licensed to do so by the village.

(Prior code § 32.12(b))

5.36.030 - License application.

Any person, corporation or entity desiring to engage in the business of operating a massage parlor must make application to the village clerk for a license. The form of the application shall be that as prescribed by the village clerk. The application shall be approved or denied in accordance with the provisions of this title.

(Prior code § 32.12(c))

5.36.040 - Fee.

The application for a license shall be accompanied by a fee of one thousand dollars (\$1,000.00), returnable if license is denied.

(Prior code § 32.12(d))

5.36.050 - Personnel.

It is unlawful for anyone under the age of eighteen (18) years of age to be either a patron or employee of a massage parlor; provided, that this section shall not apply to any licensed physician, chiropractor, physical therapist or registered nurse.

(Ord. 00-O-18 § 1(A); prior code § 32.12(e))

5.36.060 - Sanitation.

Premises and business area and building used for a massage parlor must be kept in a clean and sanitary condition.

(Prior code § 32.12(f))

5.36.070 - License revocation.

The mayor may revoke the license of any massage parlor for any violation of Section 5.36.050 or 5.36.060.

(Prior code § 32.12(g))

5.36.080 - Hours of operation.

No massage parlor shall be open earlier than eight a.m. and not later than eight p.m. on any day.

(Prior code § 32.12(h))

Chapter 5.32 - MASSAGE ESTABLISHMENTS

Sections:

5.32.010 - Jurisdiction.

The ordinance codified in this chapter shall apply only in the corporate limits of the village.

(Prior code § 38.01)

5.32.020 - Definitions.

As used in this chapter:

"Massage" means any method of pressure on, friction against, or stroking, kneading, rubbing, tapping, pounding, bathing, touching, binding, painting, irritating, or stimulating of external soft parts of the body with hands or with the aid of any manual, mechanical or electrical apparatus or appliance, with or without such supplementary aids as rubbing alcohol, liniments, antiseptic oils, powder, creams, lotions, soaps, ointments or other similar preparations commonly used in this practice, but does not mean the provision by a state-licensed barber or cosmetologist of customary barber or cosmetologist services, including without limitation scalp rubs, hand rubs, feet and lower leg rubs, and facials, that are authorized by state license.

"Massage establishment" means any building, room, place or establishment, other than a regularly licensed hospital, dispensary, or nursing home, where nonmedical and nonsurgical manipulative exercises are practiced upon the human body or where activities described in the definition of "massage" are engaged in for a fee or other gratuity.

"Practitioner" or "therapist" means an individual who is properly licensed by the state of Illinois Department of Professional Regulation, in accordance with the Massage Licensing Act, 225 ILCS 57/1 et seq.

"Sexual or genital area" means the genitals, pubic area, buttocks, anus or perineum of any person, or the vulva or breasts of a female.

(Ord. 2005-0-010 § 3; Prior code §§ 38.02—38.04, 38.12)

(Ord. No. 2012-0-03, § 5, 2-7-2012)

5.32.030 - License required.

No person shall operate a massage establishment within the village without first having obtained a massage establishment license therefor from the village. All massage therapists and practitioners employed in the establishment must possess a current and valid massage therapist license issued by the state of Illinois.

(Ord. 2005-0-010 § 4; Prior code § 38.05)

5.32.040 - License officer—Designated—Powers and duties.

- A. The village president or his or her designee shall act as license officer under this chapter.
- B. The duties of the license officer shall be as follows:
 - 1. To receive applications and fees;
 - 2. To keep records of licenses issued;
 - 3. To preside at all hearings required under this chapter;

4. To make findings and recommendations to the village board concerning issuance, denial, suspension and revocation of licenses;
5. To issue licenses.

(Ord. 2002-0-04 § 2 (part); prior code §§ 38.09, 38.10)

5.32.050 - License—Application.

Every applicant for a license to operate a massage establishment shall file an application under oath with the village on a form provided by the village along with the proper license fee. The application shall contain the following information:

- A. Name and address of applicant. If applicant is a corporation, the name of the corporation shall be set forth exactly as shown in its Articles of Incorporation.
- B. Social Security Number and written evidence that applicant is at least eighteen (18) years of age.
- C. Residential addresses of applicant for the past three years.
- D. Business, occupation, or employment of applicant for the past three years.
- E. Previous experience in the massage therapy business, and whether or not any previous license to operate a massage establishment has ever been suspended or revoked.
- F. Criminal history check, and fingerprints by the Grayslake police department. (The applicant would be responsible for any fees).
- G. Address of place of business which is subject of application for permit.
- H. If applicant is a partnership or corporation, application shall include the names of all partners and any stockholder holding more than five percent of the stock of such corporation.
- I. List containing the names and current addresses of all employees.
- J. Certification from the Grayslake building and zoning department that proposed licensed premises are in conformity with all regulations and ordinances of said department.
- K. The applicant for a massage establishment license shall provide proof that all practitioners and therapists so employed in the establishment possess a current and valid massage therapist license issued by the state of Illinois.

(Ord. 2005-0-010 § 5; Prior code § 38.06)

5.32.060 - License—Term—Expiration—Renewal.

- A. Every massage establishment license issued pursuant to this chapter shall be granted for a period of not more than one year, unless sooner revoked or suspended, and every license shall expire on the thirty-first (31st) day of January following the date of its issuance.
- B. Duty to Renew. Each licensee under this chapter shall complete and submit to the village a new application form, unless the village permits renewal on a separate form or other certification method provided by the village, at least thirty (30) days before the expiration of the license period if that licensee desires renewal of the license. The village, before the expiration of the license period, may mail a new application form and a written notice to each licensee informing that licensee that a new license will be required on the day following the expiration of his existing license; provided, however, that this action is not required of the village and failure on the part of the village to mail a notice to any licensee shall not be deemed an excuse for a violation of the provisions of this chapter or any other ordinance under which the licensee is required to obtain a license and shall not exempt a violator from any penalty relating thereto.
- C. Renewal Procedures and Fees. Except as otherwise provided, each license may be renewed on proper application and payment of the required fee. The requirements, procedures, and fees for

renewal of a license shall be the same as the requirements, procedures, and fees for granting a new license, with the exception of the criminal history check. Upon receipt of all required application materials, the chief of police, or his or her designee, shall review the criminal history of the licensee and provide a report to the village clerk that includes information on any criminal history and whether the applicant meets the requirements of the ordinance.

(Prior code § 38.07)

(Ord. No. 2012-0-06, § 5, 2-7-2012)

5.32.070 - License—Fee.

Fee for a massage establishment license shall be fifty dollars (\$50.00).

(Prior code § 38.08)

5.32.080 - License—Display required.

Every licensee shall display a valid license in a conspicuous place within the massage establishment so that the same may be readily seen by persons entering the premises.

(Prior code § 33.19)

5.32.090 - Reserved.

Editor's note—

Ord. No. 2012-0-06, § 5, adopted Feb. 7, 2012, deleted § 5.32.090, which pertained to license—renewal, and derived from the Prior code § 38.16.

5.32.100 - License constitutes property—Nontransferable.

The license granted under this chapter is a personal privilege, and shall constitute property. All licenses are nontransferable.

(Prior code § 38.17)

5.32.110 - Change of business location—Notification of license officer.

Licensees shall notify the license officer ten (10) days in advance of any change of business location and must obtain the license officer's written approval of such change of business location.

(Prior code § 38.20)

5.32.120 - Operating requirements.

- A. Every portion of the massage establishment and all mechanical and therapeutic devices that come into contact with the human body shall be kept cleaned, sanitized and operated under sanitary conditions.
- B. All walls, ceilings, floors, pools, showers, bathtubs, steam rooms and all other physical facilities shall be in good repair and maintained in a clean and sanitary condition. Wet and dry heat rooms, steam or vapor cabinets, shower compartments and toilet room shall be thoroughly cleaned each day the business is in operation. Bathtubs and showers shall be thoroughly cleaned after each use. When carpeting is used on the floors, it shall be kept dry.
- C. Each practitioner or therapist shall wash his or her hands in hot running water, using a proper disinfectant soap before administering a massage to each patron. Hand washing facilities should be in each room or as close as practicable.

- D. All massage establishments shall be provided with clean, laundered sheets and towels in sufficient quantity and shall be laundered after each use thereof and stored in a sanitary manner. All towels and linens furnished for use of one patron shall not be furnished for use of another until laundered.
- E. The sexual or genital area of patrons must be covered by nontransparent towels, cloths or undergarments when in the presence of an employee, practitioner or therapist.
- F. All employees, including practitioners and therapists, shall be clean and wear clean, nontransparent outer garments, covering the sexual and genital areas while administering a massage.
- G. No practitioner or therapist shall administer a massage to a patron who exhibits any skin fungus, skin infection, skin inflammation, skin eruption or skin lesions (open or healing sores); unless a physician duly licensed by the state of Illinois certified in writing that such person may be safely massaged.
- H. No person suffering from any symptoms described in subsection G of this section shall work or be employed in a massage establishment.
- I. Oils, creams, lotions or other preparations used in administering massages shall be kept in clean, closed containers or cabinets.
- J. Eating in the massage work areas shall not be permitted. Animals, except for seeing-eye dogs, shall not be permitted in the massage work areas.
- K. No practitioner or therapist, employee or operator shall perform, offer or agree to perform, any act which would require the touching of the patron's genital area. It is unlawful for any person in the massage therapy establishment to touch, fondle, or massage a sexual or genital area of any other person.
- L. Each practitioner or therapist shall disclose to each patron, health problems that may be contraindicated to the administration of massage therapy.
- M. Alcohol shall not be served or sold on the premises.

(Prior code § 38.11)

5.32.130 - Certain persons under age eighteen (18) prohibited.

It is unlawful for any owner, licensee, proprietor, or manager not to be at least eighteen (18) years of age.

(Ord. 2005-0-010 § 6: Prior code § 38.13)

5.32.140 - Advertising.

False and misleading advertising by operators of massage establishments is prohibited.

(Prior code § 38.14)

5.32.150 - Out-call massage service.

No out-call massage service may be operated other than by a license under this chapter. All massages performed by an out-call massage service shall be performed in conformance with this chapter. An out-call massage service is a business which gives massages at a location designated by the customer or client rather than a fixed and permanent location.

(Prior code § 38.15)

5.32.160 - Inspections.

- A. Inspections shall be made at reasonable times and in a reasonable manner. It is unlawful for any licensee to fail to allow such inspection officer access to the premises or to hinder such officer in any manner.

- B. The Grayslake police department and the Grayslake building and zoning department may make inspections of the massage establishments for the purposes of determining whether or not the provisions of this chapter and other applicable ordinances and state and federal laws are being complied with.

(Prior code § 38.18)

5.32.170 - Licensee punishable for acts or omissions.

Every act of omission of whatsoever nature constituting a violation of any of the provisions of this chapter, by any officer, director, manager or other agent or employee of any licensee, shall be deemed and held to be the act of such employer or licensee, and said employer or licensee shall be punishable in the same manner as if said act or omission had been done or omitted by him personally.

(Prior code § 38.21)

5.32.180 - License—Suspension and revocation procedures.

Any license issued for a massage establishment may be suspended or revoked for good cause. If the license officer has reason to believe that a good cause to suspend or revoke a license exists, the license officer shall notify the licensee in writing at least ten (10) days in advance that a hearing will be held and advising the licensee of the specific charges made against the licensee. The licensee may have an attorney present with them at such hearing. A certified shorthand reporter shall record the proceedings and prepare a transcript thereof, all at the expense of the licensee. The license officer shall submit the record of said hearing along with the findings and recommendations to the village board within ten (10) days of said hearing. The village board by a majority of its members present, shall at the earliest convenient date decide whether or not to revoke or suspend said license and the length of suspension, and is not bound by the recommendation of the license officer. Notice to the licensee of any suspension or revocation shall be in writing and shall state the reason or reasons therefor.

(Prior code § 38.22)

5.32.190 - Cause for denial, revocation or suspension of license.

The following is an inclusive but not exclusive list of reasons why a massage establishment license may be denied, revoked or suspended.

- A. The correct license fee has not been tendered to the village.
- B. The applicant for, or holder of, a license, if an individual; or any of the stockholders holding more than ten (10) percent of the stock of the corporation, any of the officers and directors, if the applicant or license holder is a corporation; or any of the partners, including limited partners, if the applicant or license holder is a partnership; or the manager or any other person principally in charge of the massage establishment, has been convicted of any of the following offenses or convicted of an offense without the state of Illinois that would have constituted any of the following offenses if committed within the state of Illinois in the past five years;
 - 1. An offense involving the use of force or violence upon the person of another that amounts to a felony pursuant to the laws of the state of Illinois.
 - 2. An offense involving sexual misconduct, which constitutes a felony or misdemeanor or under the laws of the state of Illinois.
- C. The applicant for, or holder of, a license has knowingly made any false, misleading, or fraudulent statement of fact in the license application, or in any document required by the village in connection with this chapter.
- D. The applicant or license holder has had a permit or license denied, revoked, or suspended by the county or any other federal, state or local agency within the past five years.

- E. The applicant, if an individual, or any of the officers and directors, if the applicant is a corporation; or any of the partners, including limited partners, if the applicant is a partnership; and the manager or other person principally in charge of the operation of the business, is not over the age of eighteen (18) years.
- F. The application was not completely filled out or the application was not correctly filled out.
- G. The establishment would not comply with all applicable laws, including but not limited to, the village of Grayslake and/or county of Lake, building, zoning and health regulations, and with this chapter.
- H. Any person has committed, on the premises of the establishment, an act that would constitute prostitution pursuant to the laws of the state of Illinois, or any offense involving narcotics, dangerous drugs, or gambling, whether or not such person has been convicted of such prostitution, narcotics, dangerous drugs or gambling offense under the laws of the state of Illinois.
- I. The establishment or any employee of the establishment has not complied with the provisions of this chapter.
- J. The license may be denied, revoked or suspended for just cause.

(Prior code § 38.23)

5.32.200 - Violation—Penalty.

Any person violating any provision of this chapter shall be fined not less than twenty-five dollars (\$25.00) nor more than five hundred dollars (\$500.00) for each offense. Each day a violation is continued shall constitute a separate and distinct offense. The village attorney shall be authorized to obtain an injunction against the operation of any massage establishment or out-call massage service being operated in violation of any provision of this chapter.

(Prior code § 38.24)

VILLAGE OF GRAYSLAKE
TEN SOUTH SEYMOUR
GRAYSLAKE, IL 60030
847-223-8515 Fax 847-223-4821

MESSAGE THERAPY LICENSE APPLICATION

ANNUAL FEE IS \$ _____

MAKE CHECKS PAYABLE TO:

VILLAGE OF GRAYSLAKE

(FOR OFFICE USE ONLY)

LICENSE NO: _____

DATE ISSUED: _____

FEE RECEIVED: _____

1. Complete name of Business: _____

A. Name of Applicant or Principal Director _____

B. Social Security Number of above named person _____

2. Address of Place-of-Business for which Application is made: _____

3. Date of Incorporation (if applicable): _____

4. Objects of incorporation, as set forth in Charter (if applicable): _____

5. Does Applicant own premises for which license is sought? yes _____ no _____

6. Telephone number of place of business: (_____) - _____

7. State whether the Applicant is (a) An Individual; (b) a Partnership, Firm Association or Corporation: _____

8. If Corporation, name, title and address of each Officer and each Director must be filled in below. (attach additional page if insufficient space)

Name _____ Title _____

Address _____

Name _____ Title _____

Address _____

9. Does any Partner, Officer, manager, Director or Stockholder of the Applicant Corporation own more than five (5) percent of the Applicant's stock? yes _____ no _____

If so, each such person, as well as Sole Proprietors, must answer the following questions:
(attach additional page if insufficient space)

A. Full Name: _____

B. Age: _____

C. Title: _____

D. Residence (s) of Applicant (for past three years):

_____	_____	_____
<small>street</small>	<small>city</small>	<small>county</small>
_____	_____	_____
<small>street</small>	<small>city</small>	<small>county</small>

E. Business, occupation, or employment of Applicant for past three years. (attach additional page if insufficient space)

F. Has any license previously issued to the Applicant or the persons listed above by any State, Federal or Local Authority been revoked or suspended?
yes _____ no _____

G. Has any Officer, Director or Employee ever been convicted of any crime, misdemeanor or felony under the Criminal Code of any state of the United States of America or permitted by an appearance bond forfeiture concerning the above?
yes _____ no _____

If answer is "Yes", state the offense and date (s): _____

H. Are fingerprints on file with the Grayslake Police Department for all the persons listed above? (If not, this must be done before a license can be issued): yes _____ no _____

10. List any previous experience in the Massage Therapy business including states where you hold a license to operate a Massage Therapy business.

11. The following information must be attached to the application:
 - A. Documentation certifying that the applicant, Practitioner or Therapist has successfully completed a Massage Therapy Program that is accredited by a Massage Therapy Association or shall have passed the National Certification Examination for Therapeutic Massage and Bodywork or shall have passed the International Myomassethics Federation Inc. Certification or any other certification approved by the license officer.
 - B. Evidence that applicant is at least eighteen (18) years of age.
 - C. Certification from the Grayslake Building and Zoning Department that the proposed licensed premises are in conformity with all regulations and ordinances of said department.
 - D. Evidence that applicant has obtained a Business License from the Village of Grayslake.

**FAILURE TO PROVIDE THIS INFORMATION WILL RESULT
IN A DENIAL FOR THE MASSAGE THERAPY LICENSE**

Chapter 5.44 - MASSAGE ESTABLISHMENTS*

Sections:

5.44.010 - Definitions.

For the purpose of this Chapter, the following words and phrases shall have the meanings respectively ascribed to them:

- A. "Act" means the Illinois Massage Licensing Act (225 Illinois Compiled Statutes 57/1 et seq.).
- B. "Employee" means any and all persons other than the massage therapist, who render any service to the licensee, who receive compensation directly from the licensee, and who have no physical contact with customers and clients.
- C. "Health Officer" means an inspecting officer of the Buffalo Grove Health Department.
- D. "Massage" or "massage therapy" shall have the meaning described to it in the Act.
- E. "Massage establishment" means any establishment having a fixed place of business where any person, firm, association, or corporation engages in, or carries on, or permits to be engaged in or carried on any of the activities of the practice of massage.
- F. "Massage therapist" means any person who is licensed by the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation and administers massage for compensation.
- G. "Massage therapist license" means a license issued by the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation.
- H. "Licensee" means the operator or owner of a massage establishment.
- I. "Person" means any individual, co-partnership, firm, association, joint stock company, corporation, limited liability company or combination of individuals of whatever form or character.
- J. "Sexual or genital area" means the genitals, pubic area, buttocks, anus or perineum of any person or the vulva or the breasts of a female.

(Ord. 2004-106 § 1 (part), 2004).

5.44.020 - License—Required.

It is unlawful for any person to engage in, conduct or carry on, or to permit to be engaged in, conducted or carried on, in or upon any premises in the Village, the operation of a massage establishment without first having obtained a license.

(Ord. 2004-106 § 1 (part), 2004).

5.44.030 - License—Application—Filing.

Every applicant for a license to maintain, operate or conduct a massage establishment shall file an application with the Village Clerk.

(Ord. 2004-106 § 1 (part), 2004).

5.44.040 - License—Application—Information required.

The applicant for a license to operate a massage establishment shall furnish the following information:

- A. Name (including any alias) and address;
- B. Written proof that the individual is at least eighteen years of age;
- C. All residential addresses for the past three years;
- D. The business, occupation or employment of the applicant for the four years immediately preceding the date of the application;
- E. The massage or similar business license or permit history of the applicant, i.e., whether such person, in previously operating in this or another village, or city or state under a license or permit, has had such license or permit revoked or suspended, the reason therefor, and the business activity or occupation subsequent to such action of suspension or revocation;
- F. All criminal or Village ordinance violation convictions, including forfeiture of bond and pleadings of nolo contendere, on all federal, state and local charges, except minor traffic violations;
- G. A recent photograph of the applicant;
- H. If the applicant is a corporation, or a partner of a partnership is a corporation, the name of the corporation exactly as shown in its articles of incorporation;
- I. A drawing or written description which adequately describes the space in the building where the massage business of the applicant is to be conducted;
- J. The information required above in subsections A through H for the following individuals:
 1. The operator, manager or owner,
 2. Any partner or limited partner of a partnership application,
 3. Any stockholder of a corporate applicant owning in the aggregate ten percent or more of the stock of such corporation.

(Ord. 2004-106 § 1 (part), 2004).

5.44.050 - License—Fee.

Every such applicant shall pay a nonrefundable application fee of two hundred fifty dollars to the Village Clerk. The fee for licenses issued for less than a calendar year shall be prorated for the period from the date of issuance to December 31st of that year.

(Ord. 2004-106 § 1 (part), 2004).

5.44.060 - License—Transferability.

No license for the operation of a massage establishment issued pursuant to the provisions of this Chapter shall be transferable.

(Ord. 2004-106 § 1 (part), 2004).

5.44.070 - License—Term.

All massage establishment licenses shall terminate on December 31st of each year.

(Ord. 2004-106 § 1 (part), 2004).

5.44.080 - Massage therapist license—Required.

It is unlawful for any person to massage any person or engage in the practice of massage therapy without having first obtained an Illinois massage therapist license.

(Ord. 2004-106 § 1 (part), 2004).

5.44.090 - Massage therapist license—Display.

Every massage establishment licensee shall display a valid massage therapist license for any individual conducting a massage within the licensed premises; said license shall be displayed in a conspicuous place within the massage establishment so that the same may be readily seen by any person entering the premises.

(Ord. 2004-106 § 1 (part), 2004).

5.44.100 - License—Revocation or suspension.

Any suspension or revocation of massage establishment license shall be pursuant to the suspension, revocation and appeal procedures set forth in Chapter 1.12 of this Code.

(Ord. 2004-106 § 1 (part), 2004).

5.44.110 - Facility requirements.

- A. No massage establishment shall be issued a license, nor be operated, established or maintained in the Village unless an inspection by the Health Officer reveals that the establishment complies with each of the following minimum requirements:
1. Construction of rooms used for toilets, tubs, steam baths and showers shall be made waterproof with approved waterproof materials and shall be installed in accordance with the building code of the Village;
 2. All massage tables, bathtubs, shower stalls, steam or bath areas and floors shall have surfaces which may be readily disinfected;
 3. Adequate bathing, dressing and locker facilities shall be provided for the patrons to be served at any given time. In the event male and female patrons are to be served simultaneously, separate bathing, dressing, locker and massage rooms facilities shall be provided;
 4. The premises shall have adequate equipment for disinfecting and sterilizing nondisposable instruments and materials used in administering massages. Such nondisposable instruments and materials shall be disinfected after use on each patron;
 5. Closed cabinets shall be provided and used for the storage of clean linen, towels and other materials used in connection with administering massages. All soiled linens, towels and other materials shall be kept in properly covered containers or cabinets, which containers or cabinets shall be kept separate from the clean storage areas;
 6. Toilet facilities shall be provided in convenient locations. When employees and patrons of different sexes are on the premises at the same time, separate toilet facilities shall be provided for each sex. A single water closet per sex shall be provided for each twenty or fewer employees or patrons of that sex on the premises at any one time. Urinals may be substituted

for water closets after one water closet has been provided. Toilets shall be designated as to the sex accommodated therein;

7. Lavatories or washbasins provided with both hot and cold running water shall be installed in either the toilet room or vestibule. Lavatories or washbasins shall be provided with soap and a dispenser and with sanitary towels;
8. The premises shall be equipped with a service sink for custodial services.

B. The Health Officer shall certify or report that the proposed massage establishment complies or does not comply with all the requirements of this section and shall send such certification or report to the Village Clerk.

(Ord. 2004-106 § 1 (part), 2004).

5.44.120 - Operating requirements.

- A. Every portion of the massage establishment, including appliances and apparatus, shall be kept clean and operated in a sanitary condition.
- B. Price rates for all services shall be prominently posted in the reception area in a location available to all prospective customers.
- C. All employees, and massage therapists, shall be clean and wear clean, nontransparent outer garments, covering the sexual and genital areas. A separate dressing room for each sex must be available on the premises with individual lockers for each employee.
- D. All massage establishments shall be provided with clean, laundered sheets and towels in sufficient quantity and shall be laundered after each use thereof and stored in a sanitary manner.
- E. The sexual or genital areas of patrons must be covered by towels, cloths or undergarments when in the presence of an employee or massage therapist.
- F. It is unlawful for any person, in a massage establishment, knowingly, to place his or her hand upon, to touch with any part of his or her body, to fondle in any manner, or to massage a sexual or genital area of any other person.
- G. No massage therapist, employee or operator shall perform, offer or agree to perform any act which would require the touching of a patron's genital area.
- H. All walls, ceilings, floors, pools, showers, bathtubs, steam rooms and all other physical facilities shall be in good repair and maintained in a clean and sanitary condition. Wet and dry heat rooms, steam or vapor rooms, or steam and vapor cabinets, shower compartments and toilet rooms shall be thoroughly cleaned each day the business is in operation. Bathtubs and showers shall be thoroughly cleaned after each use. When carpeting is used on the floors, it shall be kept dry.
- I. Oils, creams, lotions or other preparations used in administering massages shall be kept clean and in closed containers or cabinets.
- J. Eating in the massage work areas shall not be permitted. Animals, except for Seeing Eye dogs, shall not be permitted in the massage work areas.
- K. No massage therapist shall administer a massage on a patron's skin inflammation, or skin eruption, unless a physician duly licensed by the State certifies in writing that such person may be safely massaged on that area.
- L. Each massage therapist shall wash his or her hands in hot running water, using a proper soap or disinfectant before administering a massage to each patron.

(Ord. 2004-106 § 1 (part), 2004).

5.44.130 - Inspections—Reports.

- A. The Village Clerk shall issue no license or license renewal for the conduct, operation or maintenance of the massage establishment proposed in the application until the following officers, after inspection or investigation, report favorable as to the matters indicated below:
1. Health Officer. The Health Officer shall inspect and report in connection with the prevention of nuisances and the spread of disease;
 2. Plumbing Inspector, Building Inspector and Electrical Inspector. The Plumbing, Building and Electrical Inspectors shall inspect and report in connection with full compliance with respective Village Plumbing, Building and Electrical Codes;
 3. Chief of Police. The Chief of Police shall investigate and report in connection with the accuracy of the information required in Section 5.44.040 of this Code:
 - a. The Chief of Police shall report favorably if he finds no substantial inaccuracies in the information furnished and shall not report favorably if investigative findings show substantial inaccuracies,
 - b. The Chief of Police shall not report favorably if investigative findings show that, within four years of the date of the application, the applicant or any other person who will be directly or indirectly engaged in the management or operations of a massage establishment has been convicted of: (i) a felony, (ii) an offense involving sexual misconduct with children, (iii) prostitution, soliciting for a prostitute pandering, keeping or residing in a place of prostitution, pimping or any other offense involving moral turpitude in relation to sexual conduct,
 - c. The Chief of Police may delegate the investigative, inspecting and reporting responsibilities imposed by this Chapter.
- B. Upon receipt of favorable reports from the offices as indicated above, the Village Clerk shall issue a massage establishment license to the applicant. Reports shall be submitted or deemed favorable within thirty days after the applicant's submission of an application.

(Ord. 2004-106 § 1 (part), 2004).

5.44.140 - Advertising restrictions.

No massage establishment granted a license under the provisions of this Chapter shall place, publish or cause to be placed, published or distributed any advertising matter that depicts any portion of the human body that would reasonably suggest to prospective patrons that any services are available other than authorized massage services.

(Ord. 2004-106 § 1 (part), 2004).

5.44.150 - Employment—Massage therapists.

It shall be the responsibility of the licensee for the massage establishment or the employer of any persons purporting to act as massage therapists to insure that each person employed as a massage therapist shall have obtained a valid massage therapist license.

(Ord. 2004-106 § 1 (part), 2004).

5.44.160 - Applicability of provisions.

This Chapter shall not apply to hospitals, nursing homes, sanitarium or persons holding an unrevoked certificate to practice the healing arts under the laws of the State, or persons working under the direction of any such persons or in any such establishments, nor shall the Chapter apply to barbers or cosmetologists lawfully carrying out their particular profession or business and holding a valid, unrevoked license or certificate of registration issued by the State.

(Ord. 2004-106 § 1 (part), 2004).

5.44.170 - Violation—Penalty.

Any person violating any provision of this Chapter shall be punished as provided for in Chapter 1.08 of this Code. In addition, any person violating any provision of this Chapter shall be subject to the provisions of Chapter 1.12 of this Code.

(Ord. 2004-106 § 1 (part), 2004).



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: LCML CRACK SEALING

Agenda Item No. COTW

Executive Summary

The Lake County Municipal League (LCML) Cooperative mailed bid documents to perspective bidders by February 13, 2015 for the joint bidding of certain commodities and/or services. Each community reviewed the documents prior to mailing and added quantities to the bid document. For the 2015 process, bid documents were revised into Part I and multiple Part II packages to enable better clarity and ease of modification for the multiple bid commodities for this year and years to come. All bidders received Part I (General Instructions) and Part II for the commodity that they want to bid on. There are mandatory return documents regarding the Company experience in Part I, and all quantity/pricing/Bond IDOT, etc. documents are in Part II.

The bid opening for the Lake County Municipal League's crack sealing project was Wednesday, March 18th at the North Chicago Council Chambers. Three contractors submitted bids for the project with Patriot Pavement being the apparent low bidder. Attached is the crack sealing bid tabulation. The intent was to award the project by March 27th however, as of March 31st the awards have yet to be finalized.

Should the project be awarded to Patriot Pavement, staff will meet with the contractor to arrive at an overall estimate not to exceed the budget amount. Attached is the Bid Submittal Package, Part II: Pavement Marking and a list of street from Public Works that should be crack sealed.

Should the Village Board concur to move forward with Patriot Pavement and they are awarded the contract, staff will present at the next meeting the completed bid packet by Patriot Pavement and prepare a resolution. Once approved staff then will contact the vendor for the required contract, gather the necessary insurance and bond documents, and any other necessary information.

Recommended Action

Discuss the crack sealing LCML Cooperative low bid submitted by Patriot Pavement for future action to be taken by staff.

Committee: -	Meeting Date(s): 4/6/15																													
Lead Department: Administration	Presenter: Steven J. Shields, Village Administrator																													
<p>Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.</p> <p>Note: Budget amount is from the fiscal year end 2016 budget. The entire budget was used to maximize crack sealing for the year.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Account(s)</th> <th style="width: 20%;">Budget</th> <th style="width: 40%;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>10-60-74-77436</td> <td style="text-align: right;">\$26,775.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$50,000.00</td> <td style="text-align: right;">\$50,000.00</td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$76,775.00</td> <td style="text-align: right;">\$50,000.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td></td> <td style="text-align: right;">\$26,775.00</td> </tr> <tr> <td style="text-align: right;">Over</td> <td></td> <td style="text-align: right;">-</td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	10-60-74-77436	\$26,775.00		Item Requested	\$50,000.00	\$50,000.00	Y-T-D Actual		\$0.00	Amount Encumbered		\$0.00	Total	\$76,775.00	\$50,000.00	Request is over/under budget:			Under		\$26,775.00	Over		-		
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Lake County Municipal League 2015 Cooperative Purchasing Program
Crack Sealing Contract Bid Opening - 3/18/14 10:00am Bid Tabulation

Company	Item	Unit	Quantity	Total Price Proposal
Patriot Pavement	crack sealing	\$1.16	255,695 lbs	\$296,606.20
Behm Pavement Maintenance Inc.	crack sealing	\$1.18	255,695 lbs	\$301,720.10
SKC Construction Inc.	crack sealing	\$1.34	255,695 lbs	\$342,631.30

LAKE COUNTY MUNICIPAL LEAGUE COOPERATIVE PURCHASING PROGRAM



BID SUBMITTAL PACKAGE

PART II

CRACK SEALING

Sealed Bid Due: Defined in PART I

**Lake County Municipal League
Cooperative Purchasing Program**

CONTRACT FOR

CRACK SEALING

TABLE OF CONTENTS

1. Bid Submittal Cover Sheet and Check List
2. Bidder's Proposal
3. Bidder's Security
4. Attachment A - Special Provisions

**Lake County Municipal League
Cooperative Purchasing Program**

TAPE OR STAPLE THIS PAGE TO OUTSIDE OF BID ENVELOP

MANDATORY DOCUMENTS TO BE RETURNED WITH BID:

CHECK LIST

1. PART I DOCUMENTS
 - a. Bidder's Sworn Acknowledgement (Notary Required)
 - b. Bidder's Sworn Work History and Experience (Notary Required)

2. PART II DOCUMENTS
 - a. All Part II Documents (and Addenda) must be returned

COMMODITY CRACK SEALING

DUE DATE _____

CONTRACTOR _____

**Lake County Municipal League
Cooperative Purchasing Program**

BIDDER'S PROPOSAL

CRACK SEALING

Full Name of Bidder _____ (“Bidder”)

Principal Office Address _____

Local Office Address _____

Contact Person _____ Telephone _____

TO: Lake County Municipal League (“Owner”)
1937 Municipal Way
Round Lake Beach, IL 60073

Attention: LCML COOP REP

Bidder warrants and represents that Bidder has carefully examined the Work Site described below and its environs and has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, including Addenda Nos. _____, which are securely stapled to the end of this Bidder's Proposal [if none, write “NONE”] (“Bid Package”).

Bidder acknowledges and agrees that all terms capitalized in this Bidder's Proposal shall have the meaning given to them in the documents included in the Bid Package.

1. Work Proposal

A. Contract and Work. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will contract with Owner, in the form of the Contract included in the Bid Package: (1) to provide, perform and complete at the site or sites described in the Bid Package (“Work Site”) and in the manner described and specified in the Bid Package all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data and other means and items necessary for crack sealing; (2) to procure and furnish all permits, licenses and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in Attachment A to the Contract included in the Bid Package; (3) to procure and furnish all Bonds and all certificates and policies of insurance specified in the Bid Package; (4) to pay all applicable federal, state and local taxes; (5) to do all other things required of Contractor by the Contract; and (6) to provide, perform and complete all of the foregoing in a proper and workmanlike manner and in full compliance with, and as required by or pursuant to, the Contract; all of which is herein referred to as the “Work.”

B. Manner and Time of Performance. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will perform the Work in the manner and time prescribed in the Bid Package and according to the requirements of Owner pursuant thereto. OWNER will set START and COMPLETION dates.

C. General. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will do all other things required of Bidder or Contractor, as the case may be, by the Bid Package.

2. Contract Price Proposal

If this Bidder's Proposal is accepted, Bidder will, except as otherwise provided in Section 2.1 of the Contract, take in full payment for all Work and other matters set forth under Section 1 above, including overhead and profit; taxes, contributions, and premiums; and compensation to all subcontractors and suppliers, the compensation set forth on the following "Schedule of Prices" ("Price Proposal"), which Schedule of Prices Bidder understands and agrees will be made a part of the Contract:

7. Bid Security

Bidder herewith tenders a Cashier's Check, Certified Check, or Bid Bond as specified in Section 6 of the Invitation for Bidder's Proposals for the sum of _____ dollars (\$ _____), which is equal to at least five percent (5%) of Bidder's Price Proposal ("Bid Security").

10. Bidder's Obligations

In submitting this Bidder's Proposal, Bidder understands and agrees that it shall be bound by each and every term, condition or provision contained in the Bid Package, which are by this reference incorporated herein and made a part hereof.

DATED this _____ day of _____, 20____.

Attest/Witness: _____
Bidder

By: _____ By: _____

Title: _____ Title: _____

MUNICIPALITY INFORMATION (OWNER)

and

SCHEDULE OF QUANTITIES

I. SCOPE OF WORK

As directed by the Village Representative, Contractor shall complete Hot-Mix Asphalt Crack Sealing in the locations determined and laid out by the OWNER. Contractor will be provided a list of addresses and or map of all the work locations with quantities.

II. CRACK SEALING HOT-MIX ASPHALT PAVEMENT

This work shall be done in accordance with Section 451, 452 regardless of the type of pavement, and Section 701, Traffic Control, of the IDOT Standard Specifications for Road and Bridge Construction, adopted January 1, 2012, and IDOT Supplemental Specifications and Recurring Special Provisions, adopted January 1, 2015.

The sealing compound shall be of rubber-asphalt hot-poured type conforming to ASTM D6690, Type II and Federal Specification SS-S-164. The contractor shall submit the manufactures specifications for the hot-poured rubber-asphalt materials at least seven (7) days prior to the start of any work.

Primary transverse and/or longitudinal working cracks shall be routed, cleaned, dried and sealed. Any adjacent secondary cracks shall be only cleaned and sealed. Cracks shall be routed as nearly as possible in a straight line, approximately ¾" wide by ¾" deep as close to a one-to-one ratio as possible. After routing is completed and prior to filling, dust and debris shall be blown from the crack with compressed air and the crack area shall be exposed to a heat lance in order to ensure the crack is completely dry.

A cover material consisting of dry sand approved by the Engineer or his designee shall be applied immediately to the hot-poured rubber-asphalt sealant to minimize tracking by vehicular traffic. The cost of this work shall be considered incidental to the contract. No additional compensation will be paid for application of a cover coating.

Within 48-hours of completion of the roadway crack filling operations, the work areas shall be cleaned of any debris created from the crack routing and crack sealing process at no additional cost. A sweeper unit shall be utilized capable of sweeping and vacuuming any accumulated debris created from the contractors operations.

All material must be pre-approved by the State of Illinois and proof of approval shall be furnished to the OWNER.

III. CONTRACTOR PREQUALIFICATION

All contractors and subcontractors in evidence of their competence to perform the work in accordance with Check Sheet LRS6 shall furnish a certified or photostatic copy of an IDOT Certificate of Eligibility precedent to issuance of proposal documents.

IV. COORDINATION WITH THE OWNER

Contractor shall notify the OWNER at least forty-eight (48) hours prior to the commencement of all work.

V. CONTROL OF WORK

A. PRE-CONSTRUCTION NOTICES

The OWNER may request that the Contractor provide advance notice of planned work. If requested, the Contractor shall place signage or distribute notices per OWNER'S requirements.

VI. TRAFFIC CONTROL

The Contractor shall obtain, erect, maintain, and remove all signs, barricades, flagmen, and other traffic signal devices as may be necessary for the purpose of regulating, warning, or guiding traffic and pedestrians. Placement and maintenance of all traffic control devices shall be in accordance with the applicable parts of Article 107.14 of the SSRB and shall conform to all applicable sections of the Manual on Uniform Traffic Controls for Streets and Highway Construction, Maintenance, Utility and Incident Management Operations. All traffic protection will be considered incidental to the cost of the contract and will not be paid for separately.

VII. PAYMENT

Each request for payment of the Contract Price shall be itemized so as to indicate the portion of the requested payment that is allocable to Work performed by Contractor.

Once the OWNER has certified the completion and quality of the Work, payment will be made to Contractor.

The price for CRACK SEALING shall include routing, cleaning, drying the cracks, furnishing and pouring the sealant, cover coating, sweeping, and all incidentals necessary to complete the work as specified.

2015 LCML COOP CRACK FILLING

SCHEDULE OF QUANTITIES

The table below represents estimated quantities provided by each Owner. The quantities listed below are the quantities included in the Schedule of Prices. The approximate quantities set forth in the table below for each item are the Owner's estimate only and that Owner reserves the right to increase or decrease such quantities based on the Standard Specifications.

Name	Municipality	Email Address	Phone	Quantity	
				Pounds	Linear Ft.
Gene Gross	Beach Park	gene.gross@villageofbeachpark.com	847-878-4429	11740	
Elaine Palmer	Green Oaks	vilgrnoaks@aol.com	847-362-5363	12500	
David DePino	Gurnee	davidd@village.gurnee.il.us	847-599-7587	50000	
Mike Brown	Lake Zurich	mike.brown@lakezurich.org	847-540-5066	34280	
David Lothspeich	Long Grove	dlothspeich@longgrove.net	847-634-9440		
Joe De Vito	Mundelein	jdevito@mundelein.org	847-949-3270	5375	21500
Ed Wilmes	North Chicago	edwwil@northchicago.org	847-596-8690	8000	
Steven J Shields	Round Lake	sshields@eroundlake.com	847-546-5400	16000	58000
Chris Gheysen	Round Lake Beach	cgheysen@manhard.com	847-325-7319	32800	
Moses Amidei	Wadsworth	mamidei@villageofwadsworth.org	847-336-7771	25000	

195695 79500

CONTRACTOR'S 2015 SCHEDULE OF PRICES

COMPLETE TABLE AS INDICATED

	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL
1.	Crack Sealing	POUND		\$	\$



**Apprenticeship or Training
Program Certification**

Return with Bid

Route _____
County _____
Local Lead Lake County Municipal League
Section _____

All contractors are required to complete the following certification:

- For this contract proposal or for all groups in this deliver and install proposal.
- For the following deliver and install groups in this material proposal:

Illinois Department of Transportation policy, adopted in accordance with the provisions of the Illinois Highway Code, requires this contract to be awarded to the lowest responsive and responsible bidder. The award decision is subject to approval by the Department. In addition to all other responsibility factors, this contract or deliver and install proposal requires all bidders and all bidders' subcontractors to disclose participation in apprenticeship or training programs that are (1) approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training, and (2) applicable to the work of the above indicated proposals or groups. Therefore, all bidders are required to complete the following certification:

- I. Except as provided in paragraph IV below, the undersigned bidder certifies that it is a participant, either as an individual or as part of a group program, in an approved apprenticeship or training program applicable to each type of work or craft that the bidder will perform with its own employees.
- II. The undersigned bidder further certifies for work to be performed by subcontract that each of its subcontractors submitted for approval either (A) is, at the time of such bid, participating in an approved, applicable apprenticeship or training program; or (B) will, prior to commencement of performance of work pursuant to this contract, establish participation in an approved apprenticeship or training program applicable to the work of the subcontract.
- III. The undersigned bidder, by inclusion in the list in the space below, certifies the official name of each program sponsor holding the Certificate of Registration for all of the types of work or crafts in which the bidder is a participant and that will be performed with the bidder's employees. Types of work or craft that will be subcontracted shall be included and listed as subcontract work. The list shall also indicate any type of work or craft job category for which there is no applicable apprenticeship or training program available.

IV. Except for any work identified above, any bidder or subcontractor that shall perform all or part of the work of the contract or deliver and install proposal solely by individual owners, partners or members and not by employees to whom the payment of prevailing rates of wages would be required, check the following box, and identify the owner/operator workforce and positions of ownership.

The requirements of this certification and disclosure are a material part of the contract, and the contractor shall require this certification provision to be included in all approved subcontracts. The bidder is responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project is accounted for and listed. The Department at any time before or after award may require the production of a copy of each applicable Certificate of Registration issued by the United States Department of Labor evidencing such participation by the contractor and any or all of its subcontractors. In order to fulfill the participation requirement, it shall not be necessary that any applicable program sponsor be currently taking or that it will take applications for apprenticeship, training or employment during the performance of the work of this contract or deliver and install proposal.

Bidder: _____

By: _____
(Signature)

Address: _____

Title: _____



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: LCML PAVEMENT MARKING

Agenda Item No. COTW

Executive Summary

The Lake County Municipal League (LCML) Cooperative mailed bid documents to perspective bidders by February 13, 2015 for the joint bidding of certain commodities and/or services. Each community reviewed the documents prior to mailing and added quantities to the bid document. For the 2015 process, bid documents were revised into Part I and multiple Part II packages to enable better clarity and ease of modification for the multiple bid commodities for this year and years to come. All bidders received Part I (General Instructions) and Part II for the commodity that they want to bid on. There are mandatory return documents regarding the Company experience in Part I, and all quantity/pricing/Bond IDOT, etc. documents are in Part II.

The bid opening for the Lake County Municipal League's pavement marking project was Wednesday, March 18th at the North Chicago Council Chambers. Two contractors submitted bids for the project with Superior Road Striping being the apparent low bidder. Attached is the pavement marking bid tabulation. The intent was to award the project by March 27th however, as of March 31st the awards have yet to be finalized.

Should the project be awarded to Superior Road Striping, staff will meet with the contractor to arrive at an overall estimate not to exceed the budget amount. Public Works recently completed a database of all pavement markings, prioritizing which marking should be done in fiscal year end 2016. A very preliminary cost projection was calculated by staff at \$4,180.25 and if this holds true (i.e. - didn't include removal) more markings can be done in fiscal year end 2016. Attached is the Bid Submittal Package, Part II: Pavement Marking.

Should the Village Board concur to move forward with Superior Road Striping and they are awarded the contract, staff will present at the next meeting the completed bid packet by Superior Road Striping and prepare a resolution. Once approved staff then will contact the vendor for the required contract, gather the necessary insurance and bond documents, and any other necessary information.

Recommended Action

Discuss the Pavement Marking LCML Cooperative low bid submitted by Superior Road Striping for future action to be taken by staff.

Committee: -	Meeting Date(s): 4/6/15																												
Lead Department: Administration	Presenter: Steven J. Shields, Village Administrator																												
<p>Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.</p> <p>Note: Budget amount is from the fiscal year end 2016 budget. The entire budget was used to maximize the linear foot of pavement marking.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Account(s)</th> <th style="text-align: right;">Budget</th> <th style="text-align: right;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>10-60-74-77438</td> <td style="text-align: right;">\$1,500.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$17,500.00</td> <td style="text-align: right;">\$17,500.00</td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$19,000.00</td> <td style="text-align: right;">\$17,500.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td></td> <td style="text-align: right;">\$1,500.00</td> </tr> <tr> <td style="text-align: right;">Over</td> <td></td> <td style="text-align: right;">-</td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	10-60-74-77438	\$1,500.00		Item Requested	\$17,500.00	\$17,500.00	Y-T-D Actual		\$0.00	Amount Encumbered		\$0.00	Total	\$19,000.00	\$17,500.00	Request is over/under budget:			Under		\$1,500.00	Over		-	
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Over		-																											

**Lake County Municipal League 2015 Cooperative Purchasing Program
Pavement Marking Contract Bid Opening - 3/18/14 10:00am Bid Tabulation**

	Items	Unit	Quantity	Superior Road Striping		Precision Pavement Markings	
				Unit Price	Total	Unit Price2	Total2
1	Thermoplastic Pavement Marking - 4" lines	Linear Foot	95,416	\$0.50	\$47,708.00	\$0.50	\$47,708.00
2	Thermoplastic Pavement Marking - 6" lines	Linear Foot	14,442	\$0.70	\$10,109.40	\$0.75	\$10,831.50
3	Thermoplastic Pavement Marking - 12" lines	Linear Foot	3,951	\$1.40	\$5,531.40	\$1.50	\$5,926.50
4	Thermoplastic Pavement Marking - 24" lines	Linear Foot	3,714	\$3.75	\$13,927.50	\$3.75	\$13,927.50
5	Letters & Symbols	Sq. Ft.	1,816.5	\$3.75	\$6,811.88	\$3.60	\$6,539.40
6	Removal	Sq. Ft.	1,616.5	\$0.70	\$1,131.55	\$0.60	\$969.90
	TOTAL				\$85,219.73		\$85,902.80

Thermoplastic 2015-2016

Rating	Location	Stop Bar White 24"	White 12"	Crosswalk White 6"	Number of Linear Feet for Replacement					# of ONLY	White Arrows	Inspection Date
					White 6"	Skip dash 4"	Yellow 4"	Yellow 6"				
Lakewood												
1	Cedar Lake Rd. & Jonathon Dr.			311								2/25/15
1	Cedar Lake & Kristina Ln.			160								2/25/15
1	Arden Ln. & Norwell Ln. (W)			106								2/25/15
1	Arden Ln. & Olmsted Ln.			137								2/25/15
1	Amarias Dr. & Cedar Lake	45			290	714		203		4	4	2/25/15
1	Amarias Dr. & Caldwell Dr.			240								3/5/15
Bradford Place												
1	Bradford Ln & Wildspring Rd.			150								3/9/15
1	Bradford Ln & Curran Rd.			135								3/9/15
1	Curran Rd. & Bradford Ln.			120								3/9/15
1	Essington Dr. & Curran Rd. (N)			57								3/9/15
1	Curran Rd. & Essington Dr. (S)			57								3/9/15
1	Amberly Dr. & Essington Dr.			60								3/9/15
1	Chatham Ln. & Curran Rd.			64								3/9/15
1	Buckingham Dr. & Curran Rd.			56								3/9/15
Madrona												
1	Arlington Dr. & Newbridge Ln.			128								3/9/15
Old Town												
1	Forest Ave. & Cedar Lake Rd.	13										3/16/15
1	MacGillis Dr. & Rte. 134	20		95								3/16/15
1	Orchard St. & Rte. 134	19		85								3/16/15
Parkview												
1	Haywood Dr. & Hart Rd.	42										3/16/15
Valley Lakes NE												
3	Fox Trail & Turtle Creek Ln.			75								3/17/15
1	Town Center & Faifield Rd.	12										3/17/15
Village Hall												
1	VH Parking Lot	12		55		1,566					5 Handicap	3/19/15
Silver Leaf Glen												
1	Sunny Brook & Wilson Rd.	30			163			627	76	2	3	3/19/15
Totals		193	0	2,091	453	2,280	0	830	76	6	12	
Unit Price		\$3.75	\$1.40	\$0.70	\$0.70	\$0.50	\$0.50	\$0.50	\$0.70	\$3.75	\$3.75	
Total Cost		\$723.75	\$0.00	\$1,463.70	\$317.10	\$1,140.00	\$0.00	\$415.00	\$53.20	\$22.50	\$45.00	\$4,180.25

** Priority

LAKE COUNTY MUNICIPAL LEAGUE COOPERATIVE PURCHASING PROGRAM



BID SUBMITTAL PACKAGE

PART II

PAVEMENT MARKING

Sealed Bid Due: Defined in PART I

**Lake County Municipal League
Cooperative Purchasing Program**

CONTRACT FOR

PAVEMENT MARKING

TABLE OF CONTENTS

1. Bid Submittal Cover Sheet and Check List
2. Bidder's Proposal
3. Bidder's Security
4. Attachment A - Special Provisions

**Lake County Municipal League
Cooperative Purchasing Program**

TAPE OR STAPLE THIS PAGE TO OUTSIDE OF BID ENVELOP

MANDATORY DOCUMENTS TO BE RETURNED WITH BID:

CHECK LIST

1. PART I DOCUMENTS
 - a. Bidder's Sworn Acknowledgement (Notary Required)
 - b. Bidder's Sworn Work History and Experience (Notary Required)

2. PART II DOCUMENTS
 - a. All Part II Documents (and Addenda) must be returned

COMMODITY – PAVEMENT MARKING

DUE DATE _____

CONTRACTOR _____

**Lake County Municipal League
Cooperative Purchasing Program**

BIDDER'S PROPOSAL

PAVEMENT MARKING

Full Name of Bidder _____ (“Bidder”)

Principal Office Address _____

Local Office Address _____

Contact Person _____ Telephone _____

TO: Lake County Municipal League (“Owner”)
1937 Municipal Way
Round Lake Beach, IL 60073

Attention: **LCML COOP REP**

Bidder warrants and represents that Bidder has carefully examined the Work Site described below and its environs and has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, including Addenda Nos. _____, which are securely stapled to the end of this Bidder's Proposal [if none, write “NONE”] (“Bid Package”).

Bidder acknowledges and agrees that all terms capitalized in this Bidder's Proposal shall have the meaning given to them in the documents included in the Bid Package.

1. Work Proposal

A. Contract and Work. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will contract with Owner, in the form of the Contract included in the Bid Package: (1) to provide, perform and complete at the site or sites described in the Bid Package (“Work Site”) and in the manner described and specified in the Bid Package all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data and other means and items necessary for crack sealing; (2) to procure and furnish all permits, licenses and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in Attachment A to the Contract included in the Bid Package; (3) to procure and furnish all Bonds and all certificates and policies of insurance specified in the Bid Package; (4) to pay all applicable federal, state and local taxes; (5) to do all other things required of Contractor by the Contract; and (6) to provide, perform and complete all of the foregoing in a proper and workmanlike manner and in full compliance with, and as required by or pursuant to, the Contract; all of which is herein referred to as the “Work.”

B. Manner and Time of Performance. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will perform the Work in the manner and time prescribed in the Bid Package and according to the requirements of Owner pursuant thereto. Owner will define BEGIN and COMPLETION dates.

C. General. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will do all other things required of Bidder or Contractor, as the case may be, by the Bid Package.

2. Contract Price Proposal

If this Bidder's Proposal is accepted, Bidder will, except as otherwise provided in Section 2.1 of the Contract, take in full payment for all Work and other matters set forth under Section 1 above, including overhead and profit; taxes, contributions, and premiums; and compensation to all subcontractors and suppliers, the compensation set forth on the following "Schedule of Prices" ("Price Proposal"), which Schedule of Prices Bidder understands and agrees will be made a part of the Contract:

7. Bid Security

Bidder herewith tenders a Cashier's Check, Certified Check, or Bid Bond as specified in Section 6 of the Invitation for Bidder's Proposals for the sum of _____ dollars (\$ _____), which is equal to at least five percent (5%) of Bidder's Price Proposal ("Bid Security").

10. Bidder's Obligations

In submitting this Bidder's Proposal, Bidder understands and agrees that it shall be bound by each and every term, condition or provision contained in the Bid Package, which are by this reference incorporated herein and made a part hereof.

DATED this _____ day of _____, 20____.

Attest/Witness:

Bidder

By: _____

By: _____

Title: _____

Title: _____

MUNICIPALITY INFORMATION (OWNER)

and

SCHEDULE OF QUANTITIES

SCOPE OF WORK

As directed by the OWNER, Contractor shall complete PAVEMENT MARKING in the locations determined and laid out by the OWNER. Contractor will be provided a list of addresses and or map of all the work locations with quantities.

PAVEMENT MARKING

1. A list of locations will be supplied to the Contractor daily prior to start of work.
2. The Contractor shall, each day, inform the Village representative of the work scheduled for the next working day.
3. Two-way traffic or two certified flagmen shall be required for all arterial streets.
4. All work and materials shall comply with the latest edition of “Standard Specifications for Road and Bridge Construction”, “Section 780 Pavement Marking”, and Section 781 Raised Reflective Pavement Markers” and shall follow the latest edition of the “Manual on Uniform Traffic Control Devices” insofar as is applicable; and, all applicable local ordinances and requirements. Where there is a conflict between any of these documents, the most restrictive requirements shall prevail.
5. Stripe Removal shall consist of removal of existing striping by grinding or other means approved by the Village representative.
6. Contractor shall furnish a paint depth gauge, approved by the Village representative, for use throughout the project.
7. Turn Arrows – Turn Arrows shall be installed in accordance with the state specifications and will be paid for as Turn Arrows with a singly arrowhead, and Combination Turn Arrows with multiple arrowheads.

AWARD OF CONTRACT

The Contract shall be awarded to the lowest, responsible bidder for performance of the Work as listed in the Schedule of Prices.

CONTRACT TIME

Contractor shall complete the Work no later than September 30, 2015.

PAYMENT

Each request for payment of the Contract Price shall be itemized so as to indicate the portion of the requested payment that is allocable to the Work performed by Contractor.

Once the Village Representative has certified the completion and quality of the Work, payment will be made to Contractor.

Contractor shall be paid at the contract unit price per FOOT for THERMOPLASTIC PAVEMENT MARKING, and per SQUARE FOOT for LETTERS & SYMBOLS, as specified in the Schedule of Prices.

FUNDING SOURCE

This maintenance activity is funded by Motor Fuel Tax Revenues and is subject to all requirements set forth by the State of Illinois.

CONTRACTOR PREQUALIFICATION

All contractors and subcontractors in evidence of their competence to perform the work in accordance with Check Sheet LRS6 shall furnish a certified or photostatic copy of an IDOT Certificate of Eligibility precedent to issuance of proposal documents.

COORDINATION WITH THE OWNER

Contractor shall notify the OWNER at least forty-eight (48) hours prior to the commencement of all work.

CONTROL OF WORK

A. PRE-CONSTRUCTION NOTICES

The OWNER may request that the Contractor provide advance notice of planned work. If requested, the Contractor shall place signage or distribute notices per OWNER'S requirements.

TRAFFIC CONTROL

The Contractor shall obtain, erect, maintain, and remove all signs, barricades, flagmen, and other traffic signal devices as may be necessary for the purpose of regulating, warning, or guiding traffic and pedestrians. Placement and maintenance of all traffic control devices shall be in accordance with the applicable parts of Article 107.14 of the SSRB and Section 701 of the January 1, 2015 Supplemental Specifications and Recurring Special Provisions Manual, and shall conform to all applicable sections of the Manual on Uniform Traffic Controls for Streets and Highway Construction, Maintenance, Utility

and Incident Management Operations. All traffic protection will be considered incidental to the cost of the contract and will not be paid for separately.

PAYMENT

Each request for payment of the Contract Price shall be itemized so as to indicate the portion of the requested payment that is allocable to Work performed by Contractor.

Once the OWNER has certified the completion and quality of the Work, payment will be made to Contractor.

SPECIAL PROVISIONS

The following Special Provisions supplement the “Standard Specifications for Road and Bridge Construction”, adopted January 1, 2012 or latest edition, (hereinafter referred to as the Standard Specifications) and latest edition of the “Illinois Manual on Uniform Traffic Control Devices for Street and Highways” in effect on the date of invitations for bid. In case of conflict with any part or parts of said specifications, the said Special Provisions shall take precedence and shall govern.

LCML COOP 2015 PAVEMENT MARKING

SCHEDULE OF QUANTITIES

The table below represents estimated quantities provided by each Owner. The quantities listed below are the quantities included in the Schedule of Prices. The approximate quantities set forth in the table below for each item are the Owner's estimate only and that Owner reserves the right to increase or decrease such quantities based on the Standard Specifications.

Name	Municipality	Email Address	Phone	Pavement Marking					
				4" (lin')	6" (lin')	12" (lin')	24" (lin')	L & S (sq')	Remov al (sq')
Mike Brown	Lake Zurich	mike.brown@lakezurich.org	847-540-5066	8560	4750	810	780	1090	1090
Joe De Vito	Mundelein	jdevito@mundelein.org	847-949-3270	7568	2842	501	1449	80	80
Steven J Shields	Round Lake	sshields@eroundlake.com	847-546-5400	22000	1000				
Chris Gheysen	Round Lake Beach	cgheysen@manhard.com	847-325-7319	35000	1800	2000	450	350	350
Ed Wilmes	North Chicago	edwwil@northchicago.org	847-596-8690	5200	3150	450	800		
Elaine Palmer	Green Oaks	vilgrnoaks@aol.com	847-362-5363	15388		30	85	96.5	96.5
				93716	13542	3791	3564	1616.5	1616.5

CONTRACTOR'S 2015 SCHEDULE OF PRICES

COMPLETE TABLE AS INDICATED

ITEM NO.	ITEMS	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	Thermoplastic Pavement Marking 4" lines	FOOT	82,166		
2	Thermoplastic Pavement Marking 6" lines	FOOT	15,659		
3	Thermoplastic Pavement Marking 12" lines	FOOT	2,431		
4	Thermoplastic Pavement Marking 24" lines	FOOT	4,978		
5	Letters & Symbols	SQ. FT.	2,977		
TOTAL					\$



**Apprenticeship or Training
Program Certification**

Return with Bid

Route _____
County _____
Local Road _____
Section _____
Lake County Municipal League

All contractors are required to complete the following certification:

- For this contract proposal or for all groups in this deliver and install proposal.
- For the following deliver and install groups in this material proposal:

Illinois Department of Transportation policy, adopted in accordance with the provisions of the Illinois Highway Code, requires this contract to be awarded to the lowest responsive and responsible bidder. The award decision is subject to approval by the Department. In addition to all other responsibility factors, this contract or deliver and install proposal requires all bidders and all bidders' subcontractors to disclose participation in apprenticeship or training programs that are (1) approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training, and (2) applicable to the work of the above indicated proposals or groups. Therefore, all bidders are required to complete the following certification:

- I. Except as provided in paragraph IV below, the undersigned bidder certifies that it is a participant, either as an individual or as part of a group program, in an approved apprenticeship or training program applicable to each type of work or craft that the bidder will perform with its own employees.
- II. The undersigned bidder further certifies for work to be performed by subcontract that each of its subcontractors submitted for approval either (A) is, at the time of such bid, participating in an approved, applicable apprenticeship or training program; or (B) will, prior to commencement of performance of work pursuant to this contract, establish participation in an approved apprenticeship or training program applicable to the work of the subcontract.
- III. The undersigned bidder, by inclusion in the list in the space below, certifies the official name of each program sponsor holding the Certificate of Registration for all of the types of work or crafts in which the bidder is a participant and that will be performed with the bidder's employees. Types of work or craft that will be subcontracted shall be included and listed as subcontract work. The list shall also indicate any type of work or craft job category for which there is no applicable apprenticeship or training program available.

IV. Except for any work identified above, any bidder or subcontractor that shall perform all or part of the work of the contract or deliver and install proposal solely by individual owners, partners or members and not by employees to whom the payment of prevailing rates of wages would be required, check the following box, and identify the owner/operator workforce and positions of ownership.

The requirements of this certification and disclosure are a material part of the contract, and the contractor shall require this certification provision to be included in all approved subcontracts. The bidder is responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project is accounted for and listed. The Department at any time before or after award may require the production of a copy of each applicable Certificate of Registration issued by the United States Department of Labor evidencing such participation by the contractor and any or all of its subcontractors. In order to fulfill the participation requirement, it shall not be necessary that any applicable program sponsor be currently taking or that it will take applications for apprenticeship, training or employment during the performance of the work of this contract or deliver and install proposal.

Bidder: _____

By: _____
(Signature)

Address: _____

Title: _____



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: LCML STREET SWEEPING BID

Agenda Item No. COTW

Executive Summary

The Lake County Municipal League (LCML) Cooperative mailed bid documents to perspective bidders by February 13, 2015 for the joint bidding of certain commodities and/or services. Each community reviewed the documents prior to mailing and added quantities to the bid document. For the 2015 process, bid documents were revised into Part I and multiple Part II packages to enable better clarity and ease of modification for the multiple bid commodities for this year and years to come. All bidders received Part I (General Instructions) and Part II for the commodity that they want to bid on. There are mandatory return documents regarding the Company experience in Part I, and all quantity/pricing/Bond IDOT, etc. documents are in Part II.

The bid opening for the Lake County Municipal League's street sweeping project was Wednesday, March 18th at the North Chicago Council Chambers. Three contractors submitted bids for the project with TKG Environmental Services being the apparent low bidder. Attached is the street sweeping bid tabulation. The intent was to award the project by March 27th however, as of March 31st the awards have yet to be finalized.

Should the project be awarded to TKG Environmental, based on the unit price of \$35.00 per mile, if the streets are swept five (5) times in the upcoming fiscal year, the cost would be \$16,450 to the Village. The months that would be swept include May, July, October, November, and April. The curb miles and the number of times to perform street sweeping in the schedule of quantities were obtained from previous year's information. Attached is the Bid Submittal Package, Part II: Street Sweeping.

Should the Village Board concur to move forward with TKG Environmental and they are awarded the contract, staff will present at the next meeting the completed bid packet by TKG Environmental and prepare a resolution. Once approved staff then will contact the vendor for the required contract, gather the necessary insurance and bond documents, and any other necessary information.

Recommended Action

Discuss the Street Sweeping LCML Cooperative low bid submitted by TKG Environmental for future action to be taken by staff.

Committee: -	Meeting Date(s): 4/6/15																											
Lead Department: Administration	Presenter: Steven J. Shields, Village Administrator																											
Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail. Note: Budget amount is from the fiscal year end 2016 budget.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Account(s)</th> <th style="width: 20%;">Budget</th> <th style="width: 40%;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>01-60-75-77539</td> <td style="text-align: right;">\$17,400.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td></td> <td style="text-align: right;">\$16,450.00</td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$17,400.00</td> <td style="text-align: right;">\$16,450.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td></td> <td style="text-align: right;">\$950.00</td> </tr> <tr> <td style="text-align: right;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	01-60-75-77539	\$17,400.00		Item Requested		\$16,450.00	Y-T-D Actual		\$0.00	Amount Encumbered		\$0.00	Total	\$17,400.00	\$16,450.00	Request is over/under budget:			Under		\$950.00	Over	-	
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Under		\$950.00																										
Over	-																											

**Lake County Municipal League 2015 Cooperative Purchasing Program
Street Sweeping Contract Bid Opening - 3/18/14 10:00am Bid Tabulation**

Company	Item	Unit	Quantity	Unit Price	Total Price Proposal
TKG Environmental Services Group LLC	street sweeping	curb mile	2,678	\$35.00	\$93,730.00
Waste Management of Illinois, Inc.	street sweeping	curb mile	2,678	\$39.50	\$105,781.00
Hoving Clean Sweep	street sweeping	curb mile	2,678	\$40.78	\$109,208.84

**LAKE COUNTY MUNICIPAL LEAGUE
COOPERATIVE PURCHASING PROGRAM**



BID SUBMITTAL PACKAGE

PART II

STREET SWEEPING

Sealed Bid Due: Defined in PART I

**Lake County Municipal League
Cooperative Purchasing Program**

**CONTRACT FOR
STREET SWEEPING PROGRAM**

TABLE OF CONTENTS

1. Bid Submittal Cover Sheet and Check List
2. Bidder's Proposal
3. Bidder's Security
4. Attachment A - Special Provisions

**Lake County Municipal League
Cooperative Purchasing Program**

**TAPE OR STAPLE THIS PAGE TO OUTSIDE OF BID
ENVELOP**

MANDATORY DOCUMENTS TO BE RETURNED WITH BID:

CHECK LIST

1. PART I DOCUMENTS
 - a. Bidder's Sworn Acknowledgement (Notary Required)
 - b. Bidder's Sworn Work History and Experience (Notary Required)

2. PART II DOCUMENTS
 - a. All Part II Documents (and Addenda) must be returned

COMMODITY - STREET SWEEPING

DUE DATE _____

CONTRACTOR _____

**Lake County Municipal League
Cooperative Purchasing Program**

BIDDER'S PROPOSAL

STREET SWEEPING PROGRAM

Full Name of Bidder _____ (“Bidder”)

Principal Office Address _____

Local Office Address _____

Contact Person _____ Telephone _____

TO: Lake County Municipal League
1937 Municipal Way
Round Lake Beach, IL 60073

Attn: LCML COOP Rep

Bidder warrants and represents that Bidder has carefully examined the Work Site described below and its environs and has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, including Addenda Nos. _____, which are securely stapled to the end of this Bidder's Proposal [if none, write “NONE”] (“Bid Package”).

Bidder acknowledges and agrees that all terms capitalized in this Bidder's Proposal shall have the meaning given to them in the documents included in the Bid Package.

Work Proposal

A. Contract and Work. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will contract with Owner, in the form of the Contract included in the Bid Package: (1) to provide, perform and complete at the site or sites described in the Bid Package (“Work Site”) and in the manner described and specified in the Bid Package all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data and other means and items necessary for Street Sweeping; (2) to procure and furnish all permits, licenses and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in Attachment A to the Contract included in the Bid Package; (3) to procure and furnish all Bonds and all certificates and policies of insurance specified in the Bid Package; (4) to pay all applicable federal, state and local taxes; (5) to do all other things required of Contractor by the Contract; and (6) to provide, perform and complete all of the foregoing in a proper and

workmanlike manner and in full compliance with, and as required by or pursuant to, the Contract; all of which is herein referred to as the "Work."

B. Manner and Time of Performance. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will perform the Work in the manner and time prescribed in the Bid Package and according to the requirements of Owner pursuant thereto.

C. General. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will do all other things required of Bidder or Contractor, as the case may be, by the Bid Package.

Contract Price Proposal

If this Bidder's Proposal is accepted, Bidder will, except as otherwise provided in Section 2.1 of the Contract, take in full payment for all Work and other matters set forth under Section 1 above, including overhead and profit; taxes, contributions, and premiums; and compensation to all subcontractors and suppliers, the compensation set forth on the following "Schedule of Prices" ("Price Proposal"), which Schedule of Prices Bidder understands and agrees will be made a part of the Contract.

Bid Security

Bidder herewith tenders a Cashier's Check, Certified Check, or Bid Bond as specified in Section 6 of the Invitation for Bidder's Proposals for the sum of _____ dollars (\$_____), which is equal to at least five percent (5%) of Bidder's Price Proposal ("Bid Security").

Bidder's Obligations

In submitting this Bidder's Proposal, Bidder understands and agrees that it shall be bound by each and every term, condition or provision contained in the Bid Package, which are by this reference incorporated herein and made a part hereof.

DATED this _____ day of _____, 20__.

Attest/Witness:

Bidder

By: _____

By: _____

Title: _____

Title: _____

**Lake County Municipal League
Cooperative Purchasing Program
Street Sweeping**

SPECIAL PROVISIONS

These Special Provisions supplement the Contract and describe specific requirements singular to the Work under consideration. The Special Provisions set forth the final contractual intent as to the matter involved and shall take precedence in the event of conflict.

I. AWARD OF CONTRACT

The Contract shall be awarded to the lowest, responsible bidder for performance of the Work as listed in the Schedule of Prices.

The total Contract Price is defined as Bidder's Proposal for making Entire Improvements as in the Schedule of Prices.

II. CONTRACT TIME and START DATE

Contractor shall perform the Work between May 1, 2015 through April 30, 2016, or as otherwise defined by OWNER.

Upon receiving the Notice To Proceed, the contractor shall coordinate each of the Street Sweeping Rounds with the OWNER.

III. DESCRIPTION OF WORK

The Work described in these specifications consists of performing Street Sweeping for the municipalities listed in the SCHEDULE OF QUANTITIES.

IV. SCOPE OF WORK

Street lists for each municipality will be provided by the municipality at time of contract.

Street Sweeping shall be completed on weekdays between the hours of 7:00 AM and 3:30 PM, unless directed otherwise by OWNER.

Contractor shall sweep all streets within one day's time or a time mutually agreed upon by the OWNER and Contractor.

SPECIAL PROVISIONS

A. Special Request / Emergency Call-Out

Contractor shall provide street sweeping by special request and/or emergency call-out by the OWNER.

Contractor shall be guaranteed a ten (10) mile minimum per call-out.

OWNER shall give at least twenty-four (24) hours notice for a special request, except in an emergency.

V. CONTROL OF WORK

A. Coordination With the OWNER

During each Street Sweeping Round, Contractor is required to check-in before work is started and check-out with the OWNER once work is completed. Contractor is required to carry a copy of the Street Sweeping Map, provided by the OWNER at all times.

Contractor is required to notify the OWNER upon the completion of each Street Sweeping Round. Upon said notice, the OWNER will inspect the Work completed and the Contractor shall re-sweep any street(s) to satisfaction of the OWNER within twenty-four (24) hours of notification. This additional work shall be the responsibility of the contractor and will not be paid for separately but shall be considered as incidental to the cost of the project.

B. Water Supply

Contractor may obtain water, at no cost, only from the fixtures designated by the OWNER. No water shall be obtained except for use on those streets as part of the contract.

C. Sweeping Debris

Contractor may deposit debris, at no cost, at a designated dumpsite provided by the OWNER. No debris shall be deposited except that collected from those streets as part of the contract.

SPECIAL PROVISIONS

VI. FUNDING SOURCE

This maintenance function is funded by Motor Fuel Tax funds and is subject to all requirements set forth by the State of Illinois.

VII. PAYMENT

Each request for payment of the Contract Price shall be itemized so as to indicate the portion of the requested payment that is allocable to the Work performed by Contractor.

Once the OWNER has certified the completion and quality of the Work, payment will be made to Contractor.

Contractor shall be paid at the contract unit price per CURB MILE for STREET SWEEPING as specified in the Schedule of Prices.

LCML 2015 COOP

STREET SWEEPING

SCHEDULE OF QUANTITIES

The table below represents estimated quantities provided by each Owner. The quantities listed below are the quantities included in the Schedule of Prices. The approximate quantities set forth in the table below for each item are the Owner's estimate only and that Owner reserves the right to increase or decrease such quantities based on the Standard Specifications.

Name	Municipality	Email Address	Phone	Curb Miles	Times	Total Mileage
Moses Amidei	Wadsworth	mamidei@villageofwadsworth.org	847-336-7771	13.6	4	54.4
Joe De Vito	Mundelein	jdevito@mundelein.org	847-949-3270	200	8	1600
Steven J Shields	Round Lake	sshields@eroundlake.com	847-546-5400	94	5	470
Ed Wilmes	North Chicago	edwwil@northchicago.org	847-596-8690	65	8	520
Elaine Palmer	Green Oaks	vilgrnoaks@aol.com	847-362-5363	17.1	2	34.2

389.7

2678.6

CONTRACTOR'S 2015 SCHEDULE OF PRICES

COMPLETE TABLE AS INDICATED

ITEM NO.	ITEMS	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	Street Sweeping	CURB MILE			
TOTAL					\$