

AGENDA
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
January 16, 2017
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 December 19, 2016

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- Community Development
- Human Resources and Finance
 - Investment Policy Authorized Financial Institution Changes
 - Ratification of Postage Machine Contract
- Public Works, Facilities and Capital Assets, and Engineering
- Building and Zoning
- Special Events
- Police
 - Surplus Property
- Administration
 - Northwest Lake County Wholesale Policy Advisory Committee Representatives
 - Prosecutor Appointment
 - False Alarm Fee Changes
 - Strategic Planning

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

7. ADJOURN

MINUTES
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
December 19, 2016
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 7:18 P.M.

1. ROLL CALL

Present: Trustees Foy, Frye, Newby

Absent: Trustees Kraly, Patel, Rodriguez

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of December 5, 2016

Trustee Foy moved, Seconded by Trustee Frye, to approve the Minutes of the Committee of the Whole Meeting of December 5, 2016. Upon a unanimous voice vote; the Mayor declared the motion carried

3. PUBLIC COMMENT

NONE

4. COMMITTEE OF THE WHOLE

- Community Development
- Human Resources and Finance
- Public Works, Facilities and Capital Assets, and Engineering
 - 2nd CLCJAWA Booster Station and Water Main Design
Public Works Director Adam Wedoff recommends accepting a work order from Baxter & Woodman, Inc. to design a second CLCJAWA pumping station. He stated the project will consist of the installation of the new pumping station on Raymond Park off of Chardon Road adjacent to the new CLCJAWA deliver structure. He mentioned that it will also include the design of the water main needed to connect to the existing Village Water System. It was mentioned that the design will be done by B&W although it had not been budgeted for, PWD Wedoff asked that the board's approval to accept for this fiscal year in order to move forward. The board also agreed to have B&W move forward prior to the next meetings approval - to get the project started. It was mentioned funds will come from a leak detection fund that is not being used to pay for this project

The Mayor and Board agreed to move to the next Consent Agenda

- Building and Zoning
- Special Events
- Police
- Administration

o Massage Establishment Village Code Changes

Village Administrator Shields stated that based on the review of the Villages Municipal Codes regarding massage establishments, staff revamped the entire message establishment section of the Village Code. Definitions were added, application provisions included, background investigation incorporated and other changes made.

The Mayor and Board agreed to move to the next Consent Agenda

o Wilson Road Site Access Agreement

VA Shields stated the agreement is for a vendor that would like to install a cellular antenna on a Village-owned tank located on Wilson Road. The purpose of the Agreement is to enter into a site access license governing the site investigations that may be conducted by the vendors authorized agents, contractors, consultant and or employees. These activities may include, environmental inspection, testing and sampling activities at the property.

The Mayor and Board agreed to move to the next Consent Agenda

o Water Tower Lease Agreement

VA Shields provided a draft water tower lease agreement for a vendor that would like to install a cellular antenna on a village owned water storage tank located on Wilson Road

5. SUGGESTED NEW TOPICS

The Mayor stated that due to Trustee Rodriguez resigning he will be recommended resident Jake Mandleman to fill his seat at the next board meeting. Mr. Mandleman's information has been sent to the board for reference.

Motion by Trustee Newby seconded by Trustee Frye cancel the January 3, 2017 board meeting.

Upon the call of the roll, the following voted:

Ayes: Trustees Foy, Frye, Newby, Mayor MacGillis

Nays: None

Abstain: None

Absent: Trustees Kraly, Patel

Mayor MacGillis Declared the Motion carried

6. EXECUTIVE SESSION

None

7. ADJOURN

Motion by Trustee Newby, Seconded by Trustee Frye to adjourn the Committee of the Whole meeting at 7:28 P.M. Upon a unanimous voice vote, the Mayor declared the motion carried.

APPROVED:

Patricia C. Blauvelt
Village Clerk

Daniel MacGillis
Village President



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: PROPOSED REVISIONS TO THE INVESTMENT POLICY

Agenda Item No. COTW

Executive Summary:

Changes to the policy are as follows:

Staff is not recommending any changes to the existing Investment Policy other than updating the current list of authorized financial institutions that the Village can deposit public funds or do business with.

On Exhibit 1:

Since the last adopted update to the authorized financial institution list in June of 2012, several institutions have changed or are going to change names as a result of mergers and acquisitions. Charter One has become Citizens Bank, JP Morgan Chase has been shortened to Chase Bank, First Merit is currently being acquired by and will change its name to Huntington National Bank. Additionally, Illinois National Bank has been added as a result of the State of Illinois using INB to facilitate all credit card transactions via the state's Epay program.

Attached is the existing Investment Policy with the updated list of authorized financial institutions, Exhibit 1.

Recommended Action:

Adopt a Resolution updating the list of authorized financial institutions included in Village of Round Lake's Investment Policy.

Committee: Human Resources and Finance		Meeting Date: 1/16/2017	
Lead Department: Administration		Presenter: Wayde Frerichs	
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



INVESTMENT POLICY

**VILLAGE OF ROUND LAKE
INVESTMENT POLICY**

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1. Policy

It is the policy of the Village of Round Lake to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village and conforming to all state and local statutes governing the investment of public funds.

2. Scope

This investment policy applies to the investment activities of all funds of the Village of Round Lake. The Illinois Compiled Statutes will take precedence except where this policy is more restrictive wherein this policy will take precedence.

3. Prudence

The standard of prudence to be used by the investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.

Investments shall be made with the judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

Investment officials of the Village of Round Lake acting in accordance with this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that material deviations from expectations are reported to the Village Human Resources and Finance Committee in a timely fashion, and appropriate action is taken to control adverse developments.

4. Investment Objectives

The primary investment objectives, in order of priority, shall be:

- Legality - The investment activities of the Village will conform to federal, state and local legal requirements.
- Safety - The preservation of capital and protection of investment principal shall be the primary concern of the investment officials in selecting depositories or investments.
- Liquidity- The investment portfolio shall remain sufficiently liquid to meet all operating requirements, which might be reasonably expected.
- Return - The investment officials shall seek to obtain a market average or better rate of return throughout budgetary and economic cycles, taking into account investment risk constraints, cash flow, and legal restrictions on investments.

The portfolio should be reviewed periodically as to its effectiveness in meeting the Village's needs for safety, liquidity, rate of return, diversification and its general performance.

5. Delegation of Authority

Management and administrative responsibility for the investment program is hereby delegated to the Village Finance Director/Treasurer who, under the delegation of the Board of Trustees, shall establish written procedures for the operation of the investment program.

6. **Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

7. **Authorized Investment Advisors, Broker/Dealers and Financial Institutions**

The Village Finance Director/Treasurer shall maintain a list of all investment advisors, broker/dealers and financial institutions authorized by the Village Board to provide investment services, attached hereto as Exhibit 1.

It shall be the policy of the Village of Round Lake to select financial institutions on the following basis:

- **Security:** The Village will not maintain funds in any financial institution that is not covered by the Federal Deposit Insurance Corporation. Furthermore, the Village will not maintain funds in any financial institution not willing or capable of posting required collateral for funds in excess of the FDIC limits.
- **Size:** The Village will not select as depository any financial institution in which the Village funds on deposit will exceed 50% of the institutions stated capital stock and surplus.
- **Location:** The Village will maintain operating and investment accounts in financial institutions located within the corporate boundaries of the Village of Round Lake whenever economically beneficial to the Village, and when not precluded by other standards of this policy. However, the Village Board may approve qualified depositories regardless of location.
- **Statement of Condition:** The Village will maintain for public and managerial inspection current statements of condition for each financial institution named as depository.

Fees for banking services shall be mutually agreed to by the depository bank and the Finance Director/Treasurer on an annual basis. Whenever possible, the Village shall cover fees for services by means of compensated balances.

Investment advisors and broker/dealers shall be selected based upon their overall experience with Illinois municipalities and the Illinois Compiled Statutes with regard to the Investment of Public Funds Act. Broker/dealers will also be selected on the basis of credit worthiness as well as their ability to obtain competitive prices on securities purchased and sold on behalf of the Village.

8. **Authorized and Suitable Investments**

Investments may be made in any type of security allowed for in the Public Funds Investment Act (30 ILCS 235/2). A summary of authorized investments follow:

- a.) Notes, bonds, certificates of indebtedness, treasury bills, or other securities, which are guaranteed by the full faith and credit of the United States of America.
- b.) Bonds, notes, debentures, or other similar obligations of the United States of America or its agencies.

- c.) Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
- d.) Short term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and which mature not later than 180 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations and (iii) no more than one-third of the Village's funds may be invested in short term obligations of corporations.
- e.) Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraphs (a) and (b) of this section.
- f.) Repurchase agreements, subject to the requirements and limitations set forth in 30 ILCS 235/2.
- g.) Illinois Funds, the investment pool administered by the Illinois State Treasurer, and
- h.) Illinois Metropolitan Investment Fund.

Investments shall be made that reflect the cash flow needs of the fund type being invested. The Village will specifically avoid any purchase of financial forwards or futures, any leveraged investments, and lending securities or reverse repurchase agreements.

9. Collateralization

Funds on deposit in checking accounts and certificates of deposit in excess of FDIC insurance limits must be secured by some form of collateral, witnessed by a written agreement and held in the name of the Village at an independent/third party institution. The Village will accept any of the following assets as collateral:

U.S. Government Securities;

- Obligations of Agencies or Instrumentalities of the U.S. Government;
- Obligations of the State of Illinois;
- Obligations of the Village of Round Lake;
- General Obligation Municipal Bonds rated "A" or better;
- Any other collateral acceptable for use by the Treasurer of the State of Illinois.

The amount of collateral provided will not be less than 100% of the fair value of the net amount of public funds being secured. The ratio of fair value of collateral to the amount of funds being secured will be reviewed at least quarterly.

10. Safekeeping and Custody

All security transactions, including collateral for repurchase agreements, entered into by the Village, shall be conducted on a delivery-verses-payment (DVP) basis. Securities will be held by an independent third party custodian designated by the Director of Finance/Treasurer and evidenced by safekeeping receipts and a written custodial agreement.

11. Diversification

The Village shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds. Diversification can be by type of investment, number of institutions invested in, and length of maturity.

In order to reduce the risk of default, the investment portfolio of the Village shall not exceed the following limits:

- No financial institution shall hold more than 50% of the Village's investment portfolio, exclusive of any securities held in safekeeping.
- Investment in the Illinois Funds shall not exceed 40% of the investment portfolio.
- Investment in the Illinois Metropolitan Investment Fund shall not exceed 10% of the investment portfolio.

12. Maximum Maturities

To the extent possible, the Village shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Village will not directly invest in securities maturing more than two (2) years from the date of purchase.

13. Internal Control

The Village Finance Director/Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Village are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points:

- Control of collusion;
- Separation of transaction authority from accounting and record keeping;
- Custodial safekeeping; and
- Written confirmation of telephone transactions for investments and wire transfers.

14. Performance Standards

The Village's investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a comparable rate of return during a market/economic environment of stable interest rates.

15. Reporting

The Village Finance Director/Treasurer shall prepare an investment report monthly, that may be submitted separately or combined with another report, and submit said report to the Board of Trustees. The report shall include a management summary that provides an analysis of the status of the current investment portfolio. The report will also include the following information:

- Listing of individual securities held at the end of the reporting period by fund;
- Listing of investments by maturity date including par value and interest rate;
- Portfolio diversification analysis;
- Collateral ratio by financial institution.

The report shall include a summary of investment transactions made over the last month. The portfolio performance should be compared to benchmarks with similar maturity, liquidity, and credit quality as the portfolio. The Village will use the ninety-day Treasury bill rate as its benchmark.

16. Investment Policy Adoption

The investment policy shall be reviewed annually. Any changes must be recommended to the Human Resources and Finance Committee and ultimately approved by the Village Board.

Exhibit 1

VILLAGE OF ROUND LAKE

INVESTMENT POLICY

Listing of Authorized Advisors, Brokers/Dealers & Financial Institutions

Authorized Financial Institutions

Chase Bank
NorStates Bank
PNC Bank
Citizens Bank
First American Bank
First Merit Bank
Fifth Third Bank
BMO Harris Bank
PMA Financial
Illinois Metropolitan Investment Fund
Illinois National Bank (Epay)
Huntington National Bank
US Bank (Illinois Funds)
Bank of New York Mellon
Amalgamated Bank

Authorized Investment Broker/Dealers

-None-

Authorized Investment Advisors

-None-



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: PITNEY BOWES POSTAGE METER RENTAL

Agenda Item No. COTW

Executive Summary

Staff is requesting the ratification of a signed contract with Pitney Bowes for the rental of the Village Hall postage meter. The current contract expired on December 31, 2016.

The new contract includes the following:

- 36 month lease term versus 60 month
- Price increased from \$123.00/quarter to \$134.58/quarter
- Equipment and service level remained the same
- Letter folder
- SMARTLINK connectivity

Recommended Action

Ratify new postage meter rental agreement with Pitney Bowes.

Committee: Human Resources & Finance		Meeting Date: January 16, 2017																																									
Lead Department: Administration		Presenter: Wayde Frerichs																																									
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.	<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: 20%;">Expenditure</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>Other Items</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$4,000.00</td> <td style="text-align: right;">\$538.32</td> <td></td> </tr> <tr> <td>YTD Actual</td> <td></td> <td style="text-align: right;">\$2,208.89</td> <td></td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">\$4,000.00</td> <td style="text-align: right;">\$2,747.21</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></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		Other Items				Item Requested	\$4,000.00	\$538.32		YTD Actual		\$2,208.89		Amount Encumbered		\$0.00							\$4,000.00	\$2,747.21		Request is over/under budget:				Under				Over	-		
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Over	-																																										



State and Local Fair Market Value Lease

Agreement Number

Your Business Information

VILLAGE OF ROUND LAKE

Table with 4 columns: Billing Address, City, State, ZIP+4. Rows include Full Legal Name of Lessee, Billing Address, Billing Contact Name, Installation Address, and Installation Contact Name.

Your Business Needs

Table with 3 columns: Qty, Item, Business Solution Description. Lists various equipment and services like EQCONV, 7P00, MP04, P700, FOLDER, DF10, STDSL, LVMADDON, and SL-US1.

Your Payment Plan

Table with 3 columns: Initial Term, Initial Payment Amount, Number of Months, Monthly Amount, Billed Quarterly at. Shows 36 months term, \$44.86 monthly, and \$134.58 quarterly.

- () Tax Exempt Certificate Attached
() Tax Exempt Certificate Not Required
(X) Purchase Power® transaction fees included
() Purchase Power® transaction fees extra

*Does not include any applicable sales, use, or property taxes which will be billed separately.

Your Signature Below

Non-Appropriations. You warrant that you have funds available to make all payments until the end of your current fiscal period, and shall use your best efforts to obtain funds to make all payments in each subsequent fiscal period through the end of your lease term. If your appropriation request to your legislative body, or funding authority ("Governing Body") for funds to make the payments is denied, you may terminate the lease on the last day of the fiscal period for which funds have been appropriated, upon (i) submission of documentation reasonably satisfactory to us evidencing the Governing Body's denial of an appropriation sufficient to continue the lease for the next succeeding fiscal period, and (ii) satisfaction of all charges and obligations under the lease incurred through the end of the fiscal period for which funds have been appropriated, including the return of the equipment at your expense.

By signing below, you agree to be bound by all the terms of this Agreement, including the Pitney Bowes Terms (Version 8/16), which are available at www.pb.com/statelocalfmvterms and are incorporated by reference. This lease will be binding on us after we have completed our credit and documentation approval process and have signed below. This lease requires you either to provide proof of insurance or participate in the ValueMAX® equipment protection program (see Section L9 of the Pitney Bowes Terms) for an additional fee. If software is included in the Order, additional terms apply which are available by clicking on the hyperlink for that software located at www.pitneybowes.com/us/license-terms-of-use/software-and-subscription-terms-and-conditions.html. Those additional terms are incorporated by reference.

E-Signed : 12/28/2016 02:29 PM EST

Wayde Frerichs

csellner@eroundlake.com
Title: Director of Finance
IP: 50.196.214.157

Sertifi Electronic Signature
DocID: 20161103122629612

Lessee Signature

Print Name

Title

Date

Email Address

Pitney Bowes Signature

Print Name

Title

Date

Sales Information

Account Rep Name 1	Split	Sales Rep ID	District Office	PBGFS Acceptance
Account Rep Name 2	Split	Sales Rep ID	District Office	PBGFS Acceptance



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: DISPOSAL OF SURPLUS PROPERTY

Agenda Item No. C.O.T.W.

Executive Summary:

The Police Department seeks permission to dispose of Village Owned surplus property through public on-line auction.

The Police and Building Departments would like to send THE FOLLOWING SURPLUS PROPERTY to auction:

- 1.) 2007 Ford Crown Victoria Vin # 2FAFP71W07X105334
- 2.) 2007 Ford Crown Victoria Vin # 2FAFP71W67X105337
- 3.) 2008 Ford Crown Victoria Vin # 2FAFP71V18X104489
- 4.) Riverside Self-Priming Trash Pump model TP3H with a Honda GX240 gas motor on a cart.

Our recommended auction service is:

OBENAUF AUCTION SERVICE, Inc.
 810 Magna Drive, Round Lake, IL 60073
 847-546-2095
obenaufauctions@comcast.net
www.obenaufauctions.com
 IL Licensed Auction Firm #444.000105

Recommended Action:

Approve the disposal through public on-line auction of the above captioned surplus property.

Committee: Police		Meeting Date: 01/16/2017																												
Lead Department: Police		Presenter: Michael Gillette																												
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.		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Account No(s):</th> <th style="text-align: center;">Budget:</th> <th style="text-align: center;">Actual Request:</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>YTD Actual</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Request</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;">\$0.00</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td style="text-align: right;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>	Account No(s):	Budget:	Actual Request:	N/A			YTD Actual		\$0.00	Encumbered		\$0.00	Request		\$0.00	Total:	\$0.00	\$0.00	Request is over/under budget:			Under	-		Over	-		
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Request is over/under budget:																														
Under	-																													
Over	-																													

Ordinance 17-ORD-__

A Ordinance Authorizing the Police Department to Dispose of Village Owned Surplus Property Through Public On-Line Auction.

BE IT RESOLVED by the Village President and Board of Trustees of the Village of Round Lake authorizes as follows:

The disposal of Village Owned Surplus property including

- 1.) 2007 Ford Crown Victoria Vin # 2FAFP71W07X105334
- 2.) 2007 Ford Crown Victoria Vin # 2FAFP71W67X105337
- 3.) 2008 Ford Crown Victoria Vin # 2FAFP71V18X104489
- 4.) Riverside Self-Priming Trash Pump model TP3H with a Honda GX240 gas motor on a cart.

and

1. Acceptance of the recommended auction service for this disposal of:

OBENAUF AUCTION SERVICE, Inc.

810 Magna Drive, Round Lake, IL 60073

847-546-2095

obenaufauctions@comcast.net

www.obenaufauctions.com

IL Licensed Auction Firm #444.000105 is hereby approved.

and

2. The Mayor, or his designee, is authorized to execute all necessary documents to carry out the purposes of this Ordinance.

APPROVED:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

AYES:

NAYS:

ABSENT:



VILLAGE OF ROUND LAKE

AGENDA ITEM SUMMARY

TITLE: SEWAGE DISPOSAL AGREEMENT - POLICY COMMITTEE

Agenda Item No. COTW

Executive Summary:

The Sewage Disposal Agreement with Lake County requires that the representative and alternate representative of each Member of the Northwest Lake County Wholesale Policy Advisory Committee be an elected official or administrative official from the Member and be approved by resolution.

Currently, Mayor Dan MacGillis is the primary representative and Village Administrator Steve Shields is the alternate representative of the Northwest Lake County Wholesale Policy Advisory Committee.

The attached resolution flips the representation and makes the Village Administrator the primary representative and the Mayor the alternate representative of the Northwest Lake County Wholesale Policy Advisory Committee.

Recommended Action:

Adopt a Resolution Appointing Representatives from the Village of Round Lake to the Northwest Lake County Policy Advisory Committee

Committee: -	Meeting Date: January 16, 2017		
Lead Department: Administration	Presenter: Steven J. Shields, Village Administrator		
<p>Item Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" 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>Notes:</p>	Account(s)	Budget	Expenditure
	xx-xx-xx-xxxxx		
	Item Requested		
	Encumbered		
	Actual		
	Total:	\$0.00	\$0.00
	Request is over/under budget:		
	Under	-	
	Over	-	

Resolution 2017-R-XX

**A Resolution Appointing Representatives from the Village of Round Lake
to the Northwest Lake County Policy Advisory Committee**

WHEREAS, the Sewage Disposal Agreement with Lake County requires that the Representative and Alternate Representative of each Member of the Northwest Lake County Wholesale Policy Advisory Committee be an elected official or administrative official from the Member and be approved by Resolution of the Member's corporate authorities; and

WHEREAS, in accordance with the terms of the Sewage Disposal Agreement with Lake County, it is necessary to appoint a Representative and Alternate Representative to serve the Northwest Lake County Wholesale Policy Advisory Committee as representatives of the Village of Round Lake; and

WHEREAS, all previous appointments to the Northwest Lake County Wholesale Policy Advisory Committee by the Village of Round Lake are hereby revoked by the approval and passage of this Resolution; and

NOW, THEREFORE, BE IT RESOLVED by the Village President and Board of Trustees of the Village of Round Lake as follows:

Section One: That Village Administrator Steven J. Shields is hereby appointed to serve as Representative and Mayor Daniel A. MacGillis is hereby appointed to serve as Alternative Representative of the Northwest Lake County Wholesale Policy Advisory Committee.

APPROVED:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

AYES:

NAYS:

ABSENT:



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: VILLAGE PROSECUTOR

Agenda Item No. COTW

Executive Summary:

As the Village Board may recall, staff recommended that the Village Board approve an interim Village Prosecutor until staff presents to the Village Board a suggestion for a new Village Prosecutor. Letters were sent out to qualified attorneys or firms for the role of Village Prosecutor in the summer of 2016. Unfortunately, due to other matters, the Village Prosecutor project was pushed to the side. Therefore, staff is recommending at this time to have the interim Village Prosecutor, LaLuzerne & Smith, LTD, become the Village Prosecutor. LaLuzerne & Smith, LTD served as the Village Prosecutor from 1989 to 2013. There have been no issues while LaLuzerne & Smith, LTD has served as interim Village Prosecutor. Attached is the proposal from LaLuzerne & Smith, LTD for additional information.

Recommended Action:

For Discussion Purposes and Future Action by Staff and the Village Board.

Committee: -	Meeting Date: January 16, 2017																															
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>Notes: The item requested is only an estimate based on an approximate monthly charge of \$3,000 for the remainder of the year (4 months of invoices remaining).</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>01-20-73-77311</td> <td style="text-align: right;">\$2,000.00</td> <td></td> </tr> <tr> <td>01-40-73-77311</td> <td style="text-align: right;">\$55,000.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$12,000.00</td> </tr> <tr> <td>Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Actual</td> <td></td> <td style="text-align: right;">\$28,231.75</td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">\$57,000.00</td> <td style="text-align: right;">\$40,231.75</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;">\$16,768.25</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	01-20-73-77311	\$2,000.00		01-40-73-77311	\$55,000.00		Item Requested	\$0.00	\$12,000.00	Encumbered		\$0.00	Actual		\$28,231.75	Total:	\$57,000.00	\$40,231.75	Request is over/under budget:			Under		\$16,768.25	Over	-		
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**PROPOSAL OF
LaLUZERNE & SMITH, LTD.
FOR POSITION OF
VILLAGE OF ROUND LAKE PROSECUTOR**

The members of the law firm of LaLuzerne & Smith, Ltd. have been municipal prosecutors since 1989. The firm and its predecessor served as Prosecutor for the Village of Round Lake from 1989 until 2013. All members of the firm have a familiarity with the ordinances of the Village of Round Lake and with the police officers and command staff, as well as the Police Department Records staff.

In the 24 years that members of LaLuzerne & Smith, Ltd. served as the prosecutors for the Village, they have handled thousands of cases involving all aspects of ordinance violations, building department citations, DUI enforcement, liquor control commission hearings, and representing the Chief of Police before the Board of Fire and Police Commissioners and the Police Pension Board. LaLuzerne & Smith, Ltd. is committed to the ethical prosecution of traffic and ordinance violation complaints consistent with the highest standards of the legal profession. The firm's resume demonstrates that few firms in the State of Illinois can match the depth and breadth of experience in municipal prosecution that LaLuzerne & Smith, Ltd. offers. The attorneys have authored briefs leading to published appellate opinions in dozens of municipal law cases, with the primary focus being on DUI enforcement, police discipline, and police disability. We have also argued numerous cases that resulted in Rule 23, or unpublished opinions, in the Second Appellate District.

The firm consists of three attorneys dedicated to prosecuting traffic and ordinance violation offenses. The two lead attorneys responsible for the Village of Round Lake would be, if selected, Lawrence R. LaLuzerne and Brian G. Smith. The resumes of the attorneys of LaLuzerne & Smith, Ltd. are included for your reference.

Included within the proposal is a list of the municipal clients represented by members of LaLuzerne & Smith, Ltd. The firm currently prosecutes for nine different municipalities in Lake County.

LaLuzerne & Smith, Ltd. would propose the following fee schedule to serve as the Village Prosecutor. A monthly branch court retainer of \$1,200 to cover the two half days of branch court and routine phone calls. Prosecution of DUI cases, liquor control commission hearings, and any other work would be billed at \$125.00 per hour, and paralegal services are charged at the rate of \$65 per hour. From 2009 to 2013, our firm charged a flat monthly retainer of \$2,800.00, at the Village's request. If the Village would like a similar arrangement, we would propose a flat, monthly retainer of \$3,000.00 for all prosecution work. The firm does not charge for faxes, copying, or computerized legal research costs. Expenses such as service of process, which is occasionally required on summons for building department cases, are advanced by the law firm and included in the monthly billing statement. The firm provides a monthly statement to the Village detailing all activities performed by the firm on behalf of the Village, including a disposition of all cases handled in the main courthouse.

A list of references is enclosed.

We also attach a copy of our coverage for professional liability so that the Village can be assured that the firm has professional liability insurance.

RESUME OF LaLUZERNE & SMITH, LTD.

The law firm of LaLuzerne & Smith, Ltd. consists of three attorneys, all of whom have experience in the representation of municipalities and the prosecution of municipal traffic and ordinance violations.

LAWRENCE R. LaLUZERNE

Lawrence R. LaLuzerne received his undergraduate degree from the University of Notre Dame, *cum laude*, in 1982, and his Juris Doctorate Degree from Loyola University of Chicago School of Law in 1985. Mr. LaLuzerne served in the United States Air Force Judge Advocate General Department from 1985-1989. Mr. LaLuzerne joined the firm of Rosing, Smith, Ericksen, Zeit & Stanczak, Ltd. in 1989, eventually being named a partner in 1997. He joined Charles Smith in forming Smith & LaLuzerne, Ltd. in 2002. When Charles W. Smith was appointed a circuit court judge in February of 2016, Mr. LaLuzerne became the senior partner in the firm of LaLuzerne & Smith, Ltd. Mr. LaLuzerne has prosecuted for 12 different municipalities and tried hundreds of DUI cases to verdict. In May 2007, Mr. LaLuzerne argued the case of Village of Mundelein v. Wisconsin Central Railroad before the Illinois Supreme Court. Mr. LaLuzerne has handled various matters of municipal law for the Village of Mundelein, City of North Chicago, and the Village of Indian Creek, including attending council and board meetings, Zoning Board of Appeals hearings, and Fire and Police Commission hearings. Mr. LaLuzerne has served as a Commissioner on the Village of Vernon Hills Fire and Police Commission since 1997, and also is Chairman of the Traffic Advisory Committee for the Village of Vernon Hills, having served since 1993.

BRIAN G. SMITH

Brian G. Smith graduated from Boston College in 2005 and received his Juris Doctor Degree from The Catholic University of America in 2008. While at Catholic University, he was the Managing Editor of the National Security Law Report. Mr. Smith has been responsible for prosecution of traffic, DUI, and ordinance violations, having tried numerous bench and jury trials to successful verdict. In 2015, Mr. Smith was a panelist at the statewide DUI conference in Peoria representing the prosecutor's perspective. Mr. Smith has also prosecuted matters of police discipline from the initial stages of investigation to final hearing before labor arbitrators and boards of Fire and Police Commissions. He has written multiple appellate briefs on traffic and DUI issues, as well as on police disability pension issues. Mr. Smith also has extensive experience with the Freedom of Information Act, serving as the attorney responsible for the City of Waukegan's FOIA responses

JOEL D. GINGISS

Joel D. Gingiss received his undergraduate degree from the United States Naval Academy, *cum laude*, in 1964, and his Juris Doctorate Degree from DePaul University Law School in 1993. Mr. Gingiss was President and CEO of Gingiss Formalwear from 1970-1989. While serving as a Lake County Assistant State's Attorney from 1993-2000, Mr. Gingiss prosecuted traffic, misdemeanor, and felony offenses. Mr. Gingiss was a member of the law firm of Rosing, Smith, Ericksen, Zeit & Stanczak, Ltd., from 2000-2001 and has been a member of LaLuzerne & Smith, Ltd., and its predecessor firm, from 2002 to present. He prosecutes traffic and ordinance violations, and has tried hundreds of DUI cases to verdict. Mr. Gingiss is the past President of the Chicago Crime Commission, a past member of the Illinois Judicial Inquiry Board, past President of the International Franchise Association, past Chairman of the Illinois Attorney General Franchise Advisory Board, and is Past Chairman of Senator Charles Percy Academy Selection Board.

RESUME OF LaLUZERNE & SMITH, LTD.

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REFERENCES FOR LaLUZERNE & SMITH , LTD.

Paul Shafer, Chief of Police
City of Highland Park
1677 Old Deerfield Road
Highland Park IL 60035
847/926-1082

Karl Walldorf, Chief of Police
City of Lake Forest
255 West Deerpath Road
Lake Forest IL 60045
847/615-4242

Clinton Herdegen, Chief of Police
Village of Libertyville
200 East Cook Avenue
Libertyville IL 60048
847/362-8310

Peter Kinsey, Chief of Police
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire IL 60089
847/883-9900

Eric J. Guenther, Chief of Police
Village of Mundelein
221 North Lake Street
Mundelein IL 60060
847/968-3775

Richard Wilson, Chief of Police
City of North Chicago
1850 Lewis Avenue
North Chicago IL 60064
847/596-8701

Wayne Walles, Chief of Police
City of Waukegan
101 N. West Street
Waukegan IL 60085
847/360-9000

MUNICIPAL CLIENTS FOR LaLUZERNE & SMITH , LTD.

City Prosecutor
City of Highland Park
1677 Old Deerfield Road
Highland Park IL 60035

City Prosecutor
City of Lake Forest
255 West Deerpath Road
Lake Forest IL 60045

Village Prosecutor
Village of Libertyville
200 East Cook Avenue
Libertyville IL 60048

Village Prosecutor
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire IL 60089

Village Prosecutor
Village of Long Grove
3110 Old McHenry Road
Long Grove IL 60047

Village Prosecutor
Village of Mettawa
26225 N. Riverwoods Boulevard
Mettawa IL 60045

Village Prosecutor
Village of Mundelein
221 North Lake Street
Mundelein IL 60060

City Prosecutor
City of North Chicago
1850 Lewis Avenue
North Chicago IL 60064
847/596-8701

City Prosecutor
City of Waukegan
101 N. West Street
Waukegan IL 60085

Village Attorney
Village of Indian Creek
PO Box 5944
Vernon Hills IL. 60061

Special Counsel
Village of Mundelein
300 Circle Plaza
Mundelein IL 60060

Waukegan 911 Board
City of Waukegan
100 Martin Luther King, Jr. Avenue
Waukegan IL 60085



800 473-4722
isbamutual.com

CERTIFICATION OF INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy listed below. The Insurer accepts no responsibility for any additions or changes made hereon that are not on record with the Insurer.

Name and Address of Insured:	Smith, LaLuzerne & Hartman, Ltd. One North County Street Waukegan, IL 60085
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This is to certify that the policy of insurance listed below has been issued to the Insured named above and is in force at this time.

Type of Insurance:	Lawyers' Professional Liability Insurance
Policy Number:	IL118515-4
Policy Period:	From 1/15/2016 to 1/15/2017
Limits of Liability:	\$1,000,000.00 Per Claim/\$2,000,000.00 Annual Aggregate
Deductible:	.\$5,000.00



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: FALSE ALARM FEES

Agenda Item No. COTW

Executive Summary:

Recently, a business inquired about the Village’s false alarm fee structure. The inquiry led staff to review the false alarm fees the Village charges. A survey was conducted of communities in Lake County to determine what others charge for false alarms and staff reviewed the Village Code Chapter 8.14 – Security Alarm Systems.

Attached is the following documents:

- False alarm fee information
- Current code
- Changes to current code
- Survey results – graph & table

Staff is recommending that the false alarm fees be lowered to more closely match those of the surrounding communities and make any other changes to the Village Code Chapter 8.14 – Security Alarm Systems as needed.

Recommended Action:

For Discussion Purposes and Future Action by Staff and the Village Board.

Committee: -	Meeting Date: January 16, 2017		
Lead Department: Administration	Presenter: Steven J. Shields, Village Administrator		
<p><u>Item Budgeted:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" 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>Notes:</p>	Account(s)	Budget	Expenditure
	xx-xx-xx-xxxxx		
	Item Requested		
	Encumbered		
	Actual		
	Total:	\$0.00	\$0.00
	Request is over/under budget:		
	Under	-	
	Over	-	

False Alarm Fee Information

Recently, a business inquired about the Village’s false alarm fee structure. The inquiry led staff to review the false alarm fees the Village charges.

Survey

A survey was conducted of communities in Lake County with a population range of 10,000 to 25,000 along with the immediate Round Lake area Village’s. Below are the communities surveyed with their population:

Lake County, Population 10,000-25,000:

Fox Lake	10,579	Beach Park	13,638	Wauconda	13,823
Antioch	14,430	Lindenhurst	14,462	Round Lake	18,289
Deerfield	18,408	Lake Forest	19,375	Lake Zurich	19,984
Libertyville	20,315	Grayslake	21,101	Zion	24,413

Round Lake Area:

Hainesville 3,597 RL Beach 28,093 RL Heights 2,773 RL Park 7,536

A total of fifteen communities were surveyed, the results are shown on the attached chart and table. As shown by the survey results, the Village of Round Lake’s false alarm fees are on the higher end of those surveyed.

Revenues

The average revenues collected on an annual basis for false alarms over the last 10 years (fiscal year end 2008 through 2017) is \$1,347.50.

Costs

Staff performed an analysis for the hourly cost of a Police Officer, which includes salary, employer taxes, insurance coverage (vision, dental, health, life), and a uniform allowance. The analysis is shown below:

Description	Starting Salary Single Coverage	Maximum Salary Family Coverage
	Low	High
Salary	\$54,882.00	\$77,415.00
Employer Taxes	\$4,198.47	\$5,922.25
Insurances	\$5,399.52	\$19,090.44
Uniform Allowance	\$600.00	\$600.00
Total Annual Cost	\$65,079.99	\$103,027.69
Work Hours in Year	2,080	2,080
Hourly Cost	\$31.29	\$49.53

Based on the above, a minimum charge of \$50 should be applied to a false alarm fee to cover the basic costs. However, the above doesn’t include items such as training cost, depreciation of equipment, and any other costs related to the position.

Chapter 8.14 - SECURITY ALARM SYSTEMS

Sections:

8.14.010 - False alarms defined.

Transmission to the police department of any alarm signal caused by human error or mechanical malfunction, whether or not the exact cause of the error or malfunction is identified when no actual emergency or threat to persons or property exists.

(Ord. 04-O-59 § 1 (part))

8.14.020 - False alarms prohibited.

No owner or user or agent of an owner or user of an alarm system or alarm signal shall cause or allow a false alarm to be transmitted or otherwise communicated to the village police department.

(Ord. 04-O-59 § 1 (part))

8.14.030 - Penalty.

- A. The first two false alarms in any six-month period shall not result in a penalty.
- B. False alarms in excess of two within any six-month period shall require penalty payments to the village as follows:

Third false alarm	\$150.00
Fourth false alarm	200.00
Fifth false alarm	250.00
Each additional false alarm	300.00

- C. Upon notice to the offending owner or user and a failure to pay the specified penalty within thirty (30) days, there shall be imposed a fine of not less than the specified penalty amount and not more than five hundred dollars (\$500.00) for each violation.

(Ord. 04-O-59 § 1 (part))

8.14.040 - Municipal/governmental agency exemption.

As an aspect of intergovernmental cooperation, municipal corporations, school districts and other agencies of federal, state and local government shall be exempt from the penalty provisions of this chapter.

(Ord. 05-O-23 § 1)

Chapter 8.14 - SECURITY ALARM SYSTEMS

Sections:

8.14.010 - False alarms defined.

Transmission to the police department of any alarm signal caused by human error or mechanical malfunction, whether or not the exact cause of the error or malfunction is identified when no actual emergency or threat to persons or property exists.

(Ord. 04-O-59 § 1 (part))

Severe weather, power outages, weather related transmission line malfunctions, acts of God, malicious acts of persons not under the control of the fire alarm permittee or burglar alarm user, or any other cause clearly beyond the control of the alarm user will be considered in determining if an alarm activation was false and whether or not any occurrence, fine, warning or other punitive action will be taken against the alarm permittee or burglar alarm user as provided for by this chapter.

8.14.020 - False alarms prohibited.

No owner or user or agent of an owner or user of an alarm system or alarm signal shall cause or allow a false alarm to be transmitted or otherwise communicated to the village police department.

(Ord. 04-O-59 § 1 (part))

8.14.030 - Penalty.

A. The first ~~two~~ **three** false alarms in any ~~six-month period~~ **calendar year** shall not result in a penalty.

B. False alarms in excess of ~~two~~ **three** within any ~~six-month period~~ **calendar year** period shall require penalty payments to the village as follows:

Third false alarm	\$150.00
Fourth false alarm	200.00 \$75.00
Fifth false alarm	250.00 \$75.00
Each additional false alarm	300.00 \$100.00

C. Upon notice to the offending owner or user and a failure to pay the specified penalty within thirty (30) days, there shall be imposed a fine of not less than the specified penalty amount and not more than five hundred dollars (\$500.00) for each violation.

(Ord. 04-O-59 § 1 (part))

	1	2	3	4	5	6	7	8	9	10+	13+	24+
Fox Lake	\$ -	\$ -	\$ -	\$ 25.00	\$ 35.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Beach Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wauconda	\$ -	\$ -	\$ -	\$ 25.00	\$ 25.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Antioch	\$ -	\$ -	\$ -	\$ 50.00	\$ 75.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Lindenhurst	\$ -	\$ -	\$ -	\$ 25.00	\$ 25.00	\$ 25.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 100.00	\$ 100.00	\$ 100.00
Deerfield	\$ 25.00	\$ 25.00	\$ 25.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 100.00	\$ 100.00	\$ 100.00
Lake Forest	\$ -	\$ -	\$ 50.00	\$ 50.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Lake Zurich	\$ -	\$ -	\$ -	\$ 50.00	\$ 50.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 100.00	\$ 100.00	\$ 100.00
Libertyville	\$ -	\$ -	\$ 50.00	\$ 75.00	\$ 100.00	\$ 125.00	\$ 150.00	\$ 175.00	\$ 200.00	\$ 500.00	\$ 500.00	\$ 500.00
Grayslake	\$ -	\$ -	\$ -	\$ 10.00	\$ 25.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Zion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Round Lake	\$ -	\$ -	\$ 150.00	\$ 200.00	\$ 250.00	\$ 300.00						
Hainsville	\$ -	\$ -	\$ -	\$ 10.00	\$ 25.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Round Lake Beach	\$ -	\$ -	\$ -	\$ 50.00	\$ 50.00	\$ 50.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 150.00	\$ 150.00
Round Lake Heights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 50.00	\$ 100.00
Round Lake Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

NOTES:

Beach Park No Police or Fire Department (all County Sheriff)



VILLAGE OF ROUND LAKE

AGENDA ITEM SUMMARY

TITLE: STRATEGIC PLANNING

Agenda Item No. COTW

Executive Summary:

The Comprehensive Plan, approved by the Village Board in January 2016 and Managements Overall Vision Evaluation (MOVE) memorandum serves as a foundation for the objectives and planning approaches of a strategic plan. A strategic vision is essential because it helps determine where an organization wants to go, how it will get there, and how it will measure progress towards that goal. A strategic plan also defines organizational values, establishes a mission, and sets goals to achieve. Rather than making ad-hoc decisions on an issue-by-issue basis, a strategic plan assists and guides the Village in determining its future as a community and government and provides a road map to its future. Attached is the following:

- Teska Associates Strategic Planning and Organizational Development Memorandum
- Comprehensive Plan, chapter 4, plan elements that list out goals, objectives and planning strategies
- Management’s Overall Vision Evaluation (MOVE) memorandum

The Village Planners, Teska Associates, compiled and prepared the Village’s comprehensive plan, and as such, staff would prefer to use Teska for the strategic planning process as it would provide a cohesive conduit between the two processes. The cost to provide the strategic planning process from Teska is \$5,000. Mike Blue, Principal, Teska Associates, will be at the COTW meeting to answer any questions the Village Board may have.

Recommended Action:

For Discussion Purposes and Future Action by Staff and the Village Board.

Committee: -	Meeting Date: January 16, 2017																											
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>Notes:</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 style="text-align: center;">01-20-73-77309</td> <td style="text-align: right;">\$37,500.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$7,500.00</td> <td style="text-align: right;">\$5,000.00</td> </tr> <tr> <td>Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Actual</td> <td></td> <td style="text-align: right;">\$2,180.00</td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">\$45,000.00</td> <td style="text-align: right;">\$7,180.00</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;">\$37,820.00</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	01-20-73-77309	\$37,500.00		Item Requested	\$7,500.00	\$5,000.00	Encumbered		\$0.00	Actual		\$2,180.00	Total:	\$45,000.00	\$7,180.00	Request is over/under budget:			Under		\$37,820.00	Over	-	
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Memorandum

To: Steve Shields – Village Administrator, Village of Round Lake
From: Michael Blue, FAICP – Principal, Teska Associates
Date: January 9, 2017
RE: Strategic Planning and Organizational Development

Completion of the Comprehensive Plan and the MOVE evaluation by the Village Management Team puts Round Lake in a good place to undertake a strategic planning process. Strategic planning is a focused effort to address key organizational objectives. It raises, considers, prioritizes and selects actions for fundamental Village issues. Most importantly, it sets a shared course for the community and ensures that all parts of the organization are working toward a common purpose. For example, if key directions from the strategic plan are about fiscal responsibility, core municipal services, and staff development – each department, board, and commission has those in mind and seeks to implement them as they conduct their regular work. Rather than having everyone doing their own thing, they are pulling in the same direction to achieve success.

A second value of preparing a strategic plan is that it builds consensus and a connection between members of the organization – particularly the Village Board and Management Team. The strategic plan is a common effort that all have ownership of, and will be more willing and able to support. There is a particular opportunity for this benefit in Round Lake given the relative newness of the Village Board and the Management Team.

Based on our discussion of the Village considering some type of strategic planning, our firm's experience in preparing strategic plans and the benefits noted above, I would suggest the Village consider a process along those lines of that described below.

Step 1: SWOT Analysis – The first step in a strategic plan is to evaluate the organization and understand its strengths, weaknesses, opportunities, and threats (SWOT). Between the Comprehensive Plan and MOVE, this step is nearly complete. The points need only to be compiled into a short memo so that there is a common list for all to work from.

Step 2: Board and Management Retreat – The leadership of the Village would meet in workshop format to consider needs, goals, and expectations of the Village. This event would be done jointly with the Village Board and the Management Team because it draws on experiences and insights from their differing perspectives, and allows for an action plan to be built on those understandings. Looked at another way, the approach builds a common understanding of organizational priorities and possibilities between those that set policy (the Board) and those that implement policy day to day (the Management Team).



To be successful, the retreat must be conducted away from the time and place of regular Village business. Enough time must be dedicated to allow for a relaxed atmosphere, open discussion, and thoughtful planning. The optimal option is to hold the retreat for half a day on Saturday, understanding that Saturday meetings are not always desired or feasible. In any event, scheduling requires that the maximum number of Board and Management members attend (100% is, of course, best) and that everyone be uninterrupted by their regular work responsibilities for several hours (many groups agree for all participants to leave their cell phones behind).

Having the retreat organized and run by us as third party facilitator is another benefit of this approach. The external leader allows each participant to contribute to the workshop and engage on an equal footing. The format is a combination of facilitated discussions in small groups and working as a whole. The topics discussed would be focused on the needs of the group; again, these largely have been defined by the Comprehensive Plan and MOVE. The group's work would all be aimed at preparing the strategic plan elements: Mission, Vision, Core Values, and Initiatives.

Step 3: Draft and Confirm Strategic Plan - Based on deliberation at the retreat, we would prepare a draft Strategic Plan. The document would be short and to the point. As noted above, it would include 1) a Mission Statement, 2) Organizational Vision, 3) Core Values, and 3) Initiatives. The first three are statements defining an underlying philosophy for Village undertakings. This is not meant to be a quaint or vague concept, but the guide for a set of questions the Board, Management Team, staff, and Village Commissions can ask as they deliberate on everything from budgets to development proposals; effectively asking, "OK, but how does this fit our mission and core values as a community?" Initiatives are the tasks to be conducted in pursuit of the community vision. As reflected in the MOVE memo, these might relate to securing top flight personnel, ensuring long term financial stability, and defining core service provision.

The draft plan would be reviewed with the Management Team and refined for consideration and adoption by the Village Board.

Step 4: Finalize and Adopt Strategic Plan - The draft strategic plan would be reviewed and discussed by the Village Board at a Committee of the Whole session or separate meeting if so desired. The Board would consider how well the principles of the mission and values reflect the community, the way in which the vision represents organizational goals, and the appropriateness of the initiatives moving forward. Based on the Board discussion, the draft plan would be revised and brought back for formal adoption.

Chapter



4

Plan Elements

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7 Community Buildings, Places, and Infrastructure	76

1. Land Use and Development

The strategy of the Village is to promote an active mix of land uses that advance a range of living options, retail, entertainment, office, government/institutional, and recreational related development. Providing Round Lake residents with a mix of uses fosters greater vitality in the Village and improves the overall quality of life. Residents have the option to live, work, and play in close proximity, while positively contributing to the local economy.

GOAL 1A

A development pattern that provides a range of options for housing, businesses, jobs, and community activities throughout the Village.

OBJECTIVES

- 1.1 Secure commercial development in appropriate areas of the Village to meet the needs of residents, attract visitors, and minimize adverse impacts (such as traffic) on the community.
- 1.2 Preserve and support the primarily family oriented development character of the Village.
- 1.3 Create a land use pattern in and around the downtown that reflects its current Transit Oriented Development pattern; emphasizing walkability, connectivity between activity centers, and access to public transportation, which all work to produce an enjoyable area for residents and visitors and a successful business environment.
- 1.4 Incorporate open spaces (such as the forest preserve) in and around the Village into overall planning to enhance attractiveness of the Village and as a recreational amenity for residents.
- 1.5 Consider connectivity in future development to ensure convenient pedestrian, bicycle, and vehicle access throughout the Village.

GOAL 1B

A land use pattern that incorporates the Village into the regional development system but maintains its character as a community for families and others to enjoy a strong quality of life.

OBJECTIVES

- 2.1 Consider potential benefits and impacts from future alignment of the Route 53 / Route 120 corridor on the Village and seek to attract revenue generating land uses where appropriate and minimize adverse impacts from the road on adjacent land uses.
- 2.2 Identify, plan for, and market optimal locations in the Village for new commercial and industrial development.
- 2.3 Facilitate new development that respects and preserves community assets and surrounding public open spaces, yet creates a thriving downtown and other activity centers in the Village.

Planning Strategies

DEFINITION

**Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs.*

- ✓ Apply sustainability* practices to all building and landscape developments.
- ✓ Promote higher-density residential and mixed-use development near the Metra station to create a vibrant mix of uses that improves the connections between development and transit, and adds vitality to the downtown area.
- ✓ Implement techniques like clustering development and conservation design, promoting open space conservation, and achieving proper integration of natural elements into site design, particularly for residential and business park settings.
- ✓ Promote Round Lake as a ‘green’ community to foster a healthy lifestyle due to the presence and ease of access to regional trails and extensive open spaces.
- ✓ Plan for commercial growth along major corridors and future growth expansions (Cedar Lake Road realignment and IL 53/120).

Planning Strategies



- ✓ Update the municipal zoning code to reflect appropriate housing and commercial design and density according to the future land use plan.
- ✓ Pursue annexation of properties to provide larger redevelopment sites for larger scale development.
- ✓ Ensure future developments incorporate open space elements that respect wetlands, forest preserves, parks, and trails into their designs.

TRANSIT ORIENTED DEVELOPMENT (TOD)

Planning for a Transit Oriented Development (TOD) creates better access to jobs, housing, and entertainment venues for residents and visitors alike. Benefits of a TOD include reduced commutes to work (resulting in lowered air pollution, greenhouse gas emission, and congestion), walkable communities (which encourage more healthy and active lifestyles), improved access to jobs (for people of all income ranges), and expanded mobility choices (that reduce the dependence on automobiles). By creating an environment that enhances businesses and transportation and promotes an enjoyable area for residents, the downtown will flourish with opportunity. The Village's zoning code should reflect TOD elements necessary to create this pedestrian-friendly environment in the downtown.

LAND USE & DEVELOPMENT RECOMMENDATIONS

MARKETING AND PROMOTION

Attract retailers by marketing residents' disposable income, the Village's potential for new stores, and traffic count numbers*. The Village should create attractive promotional materials to pique the interest of and encourage new commercial development in Round Lake. Promotional materials such as marketing brochures and site specific handouts, could be shared and advertised through Village Hall, at regional and state-wide conferences and events, local newspapers, and through the Village's website and other social media sites. Brochures can showcase local amenities, a location map, daily traffic counts on major roads, proximity of major highways, public transportation, home ownership, resident tenure, retail demand/gap, annual spending power, finance tools, current developments, and a map of development sites to inform developers of the opportunities in the Village. Site specific handouts might just include a map of development sites and specific sites with their zoning class and price.

**Daily Traffic Count on major roads includes: Belvidere Road (15,600-17,500 near Cedar Lake Road), Cedar Lake Road (16,800-18,300 between Main and Washington), and Fairfield Road (11,100-12,900).*



NEW DEVELOPMENTS AND ZONING

Ensure the zoning code is applied to all new developments so as to create a walkable environment promoting pedestrian-friendly and transit-oriented developments. The Village of Round Lake's zoning code contains language supporting environmental and pedestrian activity within the Village and subdivisions. Ensuring that these specific elements are followed appropriately with new developments (specifically those of a transit-oriented development nature) may be monitored more efficiently with the creation of a set of design guidelines. Design guidelines include criteria regarding site design, landscape standards, materials, signage, and open space. This can be used as a tool to provide developers with the Village's goals for design elements, while maintaining specific physical community characteristics that respect's Round Lake's future vision for itself.



LAND USE & DEVELOPMENT RECOMMENDATIONS

SANITARY SEWER AGREEMENT

The Village of Round Lake secures sanitary sewer services through Lake County, as outlined by a 2012 Sanitary Sewer Agreement. That agreement places limits on the density and number of dwelling units that can be served in areas annexed into the Village, but which currently are unincorporated; the agreement does not impact areas currently incorporated into the Village. The long range and uncertain nature of comprehensive planning makes it unproductive to determine how the agreement will correspond with overall community growth or any specific property. In some cases, the densities and number of units designated under the current sewer service agreement will correspond to fewer dwellings than indicated in the land use plan or that may be proposed for any specific development to be annexed to the Village.



The residential land use pattern designated in this comprehensive plan is intended to facilitate housing forms (Single-Family, townhomes, and multifamily) that meet a variety market segments and provide options to current and future residents of the Village. In this way Round Lake can continue to support a range of household types that create a strong and diverse community. The relatively low residential densities designated in the current sewer service agreement do not correspond to that objective. Therefore, in implementing this plan, the Village should continue to work with Lake County and other relevant local governments to consider how the land uses directed in this comprehensive plan can be achieved in light of the sewer service agreement. Such a compromise likely will require amending the current agreement through consultation with Lake County and other jurisdictions. In any event, discussions on this matter with parties to the agreement is an important implementation step for this plan.



Photo Source: Nippersink Forest Preserve

2. Transportation

Round Lake is located on the west side of Lake County and is bounded by municipalities to the north (Round Lake Beach), to the east (Round Lake Park), and unincorporated land to the west and south. Village residents have access to a collection of major roads (IL Route 120, Route IL 60, and Route 134), highways, and a rail line (Metra MD-N Line). With different modes of transportation traversing through the Village, residents have access to regional destinations such as its surrounding suburbs, the City of Chicago, College of Lake County, and O'Hare International Airport. Roads in Round Lake should provide residents with quick, safe, and efficient access in the Village and around the region. Future plans to realign Cedar Lake Road and expand Route 53/120 will play an important role in Round Lake by offering residents and visitors more efficient options for getting around, preserving open space, and attracting economic development.

GOAL 2A

A transportation system that strengthens the Village's connection to the region and supports local economic development.

OBJECTIVES

- 1.1 Work with State, Regional, County, and local units of government regarding planning for the Route 53 / Route 120 corridor in order to: provide quality access between Round Lake and the region, facilitate access that maximizes economic development opportunities, and minimizes adverse impacts of the road passing through the Village.
- 1.2 Encourage connectivity between existing and development subdivisions and other developments to support ease of access for residents by walking, biking, and driving.
- 1.3 Coordinate with Lake County on Cedar Lake Road enhancements to facilitate improved auto, bicycle, and pedestrian travel through the Village, and to support future downtown and community-wide land use objectives.

GOAL 2B

A transportation system that helps residents enjoy the family oriented aspects of the Village, provides easy access to activity centers and recreational amenities in the area.

OBJECTIVES

- 2.1 Support bicycle users and pedestrians by incorporating sidewalks and trails throughout the Village, especially connecting to downtown, activity centers, and regional trails.
- 2.2 Build on the locational advantages to the Village of Metra and Pace service by seeking opportunities to combine trips with other forms of travel such as walking or biking.
- 2.3 Maintain good and active working relationships with local and regional transit providers and transportation agencies in order to support Village transportation and land use objectives.

Planning Strategies



- ✓ Include design elements that better connect residential subdivisions to other developments such as sidewalks and high visibility crosswalks in all future developments and identify opportunities to include them in existing areas.
- ✓ Continue to collaborate with local, regional, and transportation entities such as Metra, CMAP, Lake County, Pace, IDOT, and surrounding municipalities regarding future transportation objectives.
- ✓ Ensure every housing subdivision has local streets connecting to collector roads or minor arterials to ensure quicker and more efficient access to developments outside of residents' subdivisions. An example includes connecting Wilson Road to Townline Road for quicker access to Fairfield Road.

Planning Strategies

- ✓ Use distinct pavement markings, colors, materials to clearly designate crosswalks, bike paths, and bus lanes.
- ✓ Utilize corner curb extensions and other street design elements to create safe crossing conditions for pedestrians and bicyclists, particularly at major community institutions, schools, and places of worship.
- ✓ Ensure that all bus stops and the Metra station are provided with safe and sufficient pedestrian and bicycle access.

ROADWAY CLASSIFICATION SYSTEM

Proper road classifications ensure safe and efficient movement of vehicles to accommodate current traffic volumes and anticipate future increase as Round Lake continues to experience growth and development. It also aids in capital improvements programming and in the designation of specialized traffic routes, including the designation of specific roads for truck traffic.

- Principal Arterial – Serves major centers of activity with the highest traffic volumes and longest trips.

Round Lake examples: Belvidere Road/Route 120, Route 134, Route 60, Wilson Road, Fairfield Road, Cedar Lake Road (between Hart Road and Rollins Road), and Gilmer Road.

- Minor Arterial – Trips of moderate length. May carry local bus routes and provide intra-community continuity but does not go into residential subdivisions or neighborhoods.

Round Lake examples: Cedar Lake Road (between Belvidere Road and Hart Road), Washington Street, Main Street.

- Collector – Provides traffic circulation by collecting and distributing traffic between neighborhoods or residential subdivisions and the arterial streets.

Round Lake examples: Nippersink Road, Curran Road, Long Lake Drive, and Townline Road.

- Local – Small streets within residential subdivisions and neighborhoods. Through traffic is usually discouraged.

TRANSPORTATION RECOMMENDATIONS

HOA-LED TRANSPORTATION ASSESSMENTS

Work in collaboration with the HOA's to assess access from subdivisions to other developments and develop plans for improvement if current conditions are not conducive to walking, biking, and driving. The Village of Round Lake holds Homeowners Association (HOA) summits biannually where updates are provided for Village residents regarding public works, transportation, safety and general administration. These summits can also be used as a place where HOA leaders communicate vehicular transportation and pedestrian mobility concerns within their neighborhoods. If leadership is provided with guidelines to assess transportation and infrastructure improvements on a regular basis, a more efficient process and real-time notification for repairs may take place. Village leaders should also create and share a timeline with infrastructure improvements that will be provided to the subdivisions. Keeping the lines of communication open between the HOA's and Village will strengthen relations and ensure residential quality of life remains a priority.



Photo Source: ValleyLakes.org

TRANSPORTATION RECOMMENDATIONS

PROPOSED ILLINOIS ROUTE 53/120 EXTENSION

Continue collaborating with participating municipalities, Lake County, and the Chicago Metropolitan Agency for Planning (CMAP) to plan for the Illinois Route 53/120 extension to ensure that economic development, transportation, and open space characteristics reflect the desires of Round Lake residents and businesses. The Illinois Route 53/120 project is a multi-jurisdictional effort to coordinate transportation, land use, economic development, and community character by extending Illinois Route 53 north to Illinois Route 120. With collaborating municipalities (Long Grove, Kildeer, Hawthorn Woods, Mundelein, Grayslake, Gurnee, Waukegan, Park City, Hainesville, Round Lake Park, and Round Lake), the project is being planned to preserve natural resources, increase connections by greenways, support business growth, improve travel times, and save on infrastructure costs. The proposed Illinois Route 53/120 extension plan project will benefit Round Lake by providing residents with efficient access to nearby regional destinations, enhance open space amenities that will encourage pedestrian activity along the road, and attract businesses seeking to locate along an enhanced corridor with more commuters. The Village should continue to attend meetings and work in coordination with surrounding municipalities participating in the project, Lake County, and CMAP to ensure Round Lake residents' and businesses' desires and concerns are brought to the table, and the final design benefits the Village.

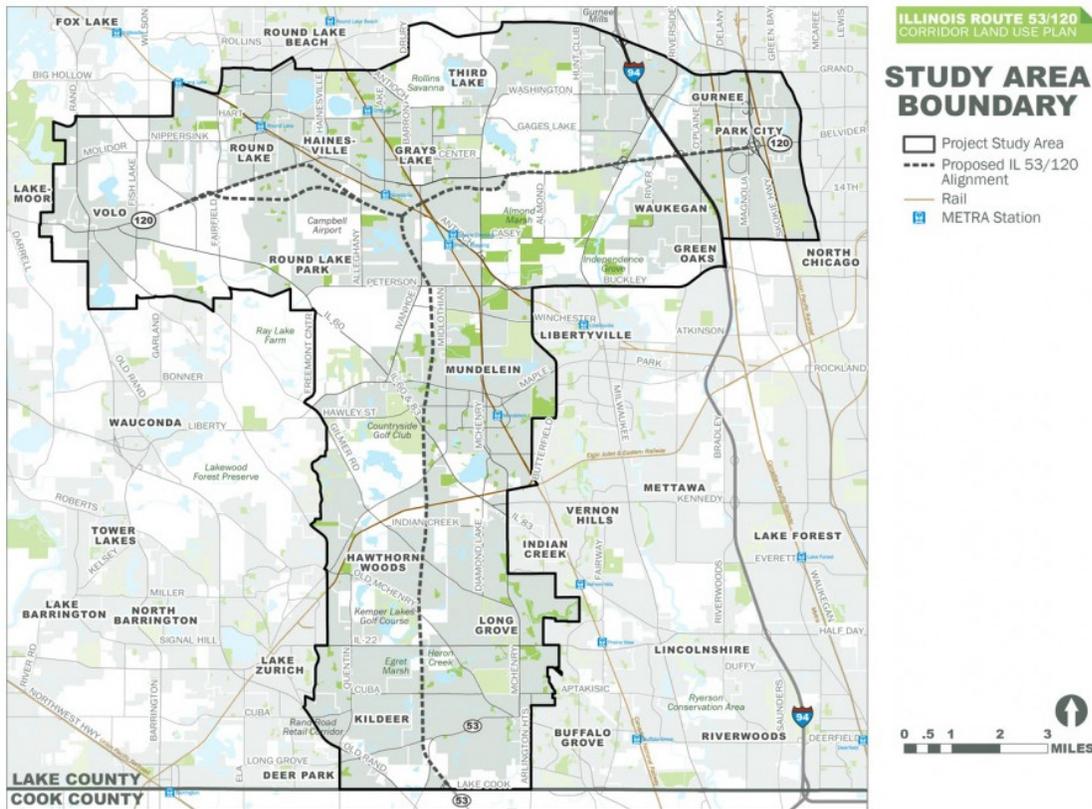


Photo Source: Interface Studio

TRANSPORTATION RECOMMENDATIONS

TRANSPORTATION IMPROVEMENT FUNDING SOURCES

Investigate funding opportunities through **Congestion, Mitigation and Air Quality Improvement (CMAQ), Surface Transportation Program, Illinois Pedestrian and Bicycle Safety Program, OSLAD, Active Transportation Alliance, Safe Routes to School, Community Development Block Grant, Illinois Transportation Enhancement Program, and Illinois Bicycle Path Program** grants to enhance pedestrian and vehicular mobility throughout the Village. Resources are available at a local and regional level that could assist with transportation projects in Round Lake such as Village-wide trail enhancement and expansion (connecting existing trails to one another and to the Downtown and Metra station), pedestrian mobility (adding wayfinding signage to direct bicyclists to local and regional destinations, improving sidewalks and crosswalks), road and infrastructure improvement and enhancement, and Metra station improvements.



- **The Congestion Mitigation and Air Quality Program** is available via the Federal Highway Administration (FHA) and IDOT. This program is intended to reduce traffic congestion, improve air quality, improve intersections, and increase and enhance multiple travel options, such as biking and walking. These funds are available locally through the Chicago Metropolitan Agency for Planning (CMAP).

Website: www.cmap.illinois.gov/mobility/strategic-investment/cmaq

- **The Surface Transportation Program** provides flexible funding that is used by states and localities on any Federal-aid highway, bridge projects on any public road, transit capital projects, and bus terminals and facilities. All selected projects must be submitted to CMAP for inclusion in the region's Transportation Improvement Program (TIP).

Website: www.cmap.illinois.gov/council-of-mayors

- **The Illinois Pedestrian and Bicycle Safety Program** is designed to aid public agencies in funding cost effective projects that will improve pedestrian and bicycle safety through education and enforcement. Applicants for this grant can apply for one or more of 3 grant categories: (1) enforcement efforts; (2) educational efforts, which can include pedestrian and bicycle master plans, distribution of education materials, walk and bike promotional programs, and distribution of protective equipment; and (3) research and training.

Website: www.trafficsafetygrantsillinois.org

- **Active Transportation Alliance** provides support services for local governments on bicycle and pedestrian programs and issues.

Website: www.activetrans.org

- **The Open Space Lands Acquisition and Development Program (OSLAD)** assists local government agencies in the acquisition and development of land for public parks and open space. This program has been used to fund bicycle/multi-use trail development.

Website: <http://dnr.state.il.us/ocd/newoslad1.htm>

TRANSPORTATION RECOMMENDATIONS

• **Safe Routes to School (SRTS)** is administered by the IDOT. SRTS uses a multidisciplinary approach to improve conditions for students who walk or bike to school. The purposes of the program and funding are:

1. To enable and encourage children, including those with disabilities, to walk and bicycle to school;
2. To make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and
3. To facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, air pollution in the vicinity of schools.

Website: saferoutespartnership.org/state/srts-in-your-state/illinois

• **Illinois Transportation Enhancement Program (ITEP)** is designed to promote alternative transportation options, including bike and pedestrian travel, along with streetscape beautification. The federal funds are awarded competitively, and any local or state government is eligible to apply. Local matching funds are required, and work must begin on the projects within three years.

Website: <http://idot.illinois.gov/transportation-system/local-transportationpartners/county-engineers-and-local-public-agencies/fundingopportunities/ITEP>

• **Illinois Bicycle Path Program** helps with the acquisition, construction and rehabilitation of public, non-motorized bicycle paths and directly related support facilities. Applications must be received by IDNR by March 1 of each calendar year. Applications are evaluated on a competitive basis according to criteria set by the Department. Grant awards are generally announced within six months following the application deadline date. Eligible project costs include:

- Linear corridor land acquisition costs, including associated appraisal fees; and
- Bicycle path development or renovation including site clearing and grading, drainage, surfacing, bridging, fencing, signage, and directly related support facilities such as potable water and restroom facilities.

Website: dnr.state.il.us/ocd/newbike2.htm

3. Downtown

An enhanced Downtown can serve as Round Lake's central gathering location while boasting some of its most desirable retail and dining establishments, and services. It has the opportunity to serve as the Village's anchor by providing an accessible and attractive location for many of the community's annual celebrations and events. With a Metra station and direct access to major routes, Round Lake's downtown is a unique opportunity to become a thriving, event-filled location that attracts regional visitors and tourists, local employees, and all of its residents. Enhancing the area with improved landscape elements, efficient road networks, pedestrian accessibility, and improved building facades can contribute to a thriving and unifying central business district.

GOAL 3A

A central business district that provides for the shopping, dining, entertainment, and living needs for Round Lake residents.

OBJECTIVES

- 1.1 Seek to expand the downtown area and make it an activity center (with commercial, residential, and community uses) that everyone in the Village, and those from the surrounding area, want to visit.
- 1.2 Develop and implement tools to support downtown development and aesthetic enhancements.
- 1.3 Maintain the transit oriented development form that exists in downtown and supports multiple forms of transportation including walking and bicycling.
- 1.4 Ensure that Village zoning requirement reflect and support desired development form in the downtown.
- 1.5 Install wayfinding signage to direct commuters to downtown businesses and activity centers.

GOAL 3B

A strong working relationship between the Village, downtown business / property owners, and others to supports a vibrant central district.

OBJECTIVES

- 2.1 Work with Lake County to secure a Cedar Lake Road realignment that maximizes potential for a strong downtown area.
- 2.2 Preserve and enhance the existing downtown business district along Cedar Lake Road.
- 2.3 Work with property and business owners to ensure adequate parking in the downtown for customers and employees.
- 2.4 Identify ways to attract Metra users to patronize businesses in and around downtown.
- 2.5 Support small businesses through actions such as ongoing communications, assistance through permitting processes, and grant/loan programs to facilitate building renovation.

Planning Strategies



- ✓ Re-brand the Downtown as an area for all residents in Round Lake with a variety of activities, restaurants, retail, and services.
- ✓ Consider providing financial incentives to address development financing gaps and/or building renovation assistance through funding tools such as tax increment financing, business district taxes, and revenue sharing agreements.
- ✓ Transform the Downtown into an attractive, lively, pedestrian-oriented, culturally diverse, area for all the users it serves.
- ✓ Attract uses to the Downtown that will serve as recreational/entertainment opportunities for residents and attract visitors.
- ✓ Improve recognition of and access to the Downtown through promotion and enhancement of routes the traverse the area, creation of wayfinding program, and marketing efforts.

Planning Strategies

DEFINITION

Complete Streets are for everyone, no matter how they travel. They include the consideration of more than just cars, and are safe, comfortable and convenient.

- ✓ Make all streets that pass through the Downtown “Complete Streets” that create pleasing environments for pedestrians as well as provide access to businesses.
- ✓ Study the need for more or improved parking in the Downtown.
- ✓ Assist existing businesses with increased marketing to the larger Round Lake community, with business education and support (ie. customer training, bookkeeping), and by improving storefront facades (ie. window signs, planters).



DOWNTOWN RECOMMENDATIONS

URBAN DESIGN & SIGNAGE

Strategically market and develop a coordinated design theme to strengthen the identity of the Downtown. Round Lake's downtown is centrally located off of Cedar Lake Road and Nippersink Road and in close proximity to Village Hall, Round Lake High School and other elementary schools, the Round Lake Metra station, local churches, and a cluster of local businesses. Enhancing the Downtown to reach its full potential and become a vibrant and heavily visited area requires an investment in strategic infrastructure improvements (such as the Cedar Lake Road realignment), improved building facades, increased marketing for businesses, flexible public gathering spaces, and unique and identifiable signage (including community directional signs throughout the Village, and distinguishable gateways in the Downtown area and at the Metra Station). The listed improvements will encourage visitors (specifically those traveling by Metra) and residents to see the area in a new light, and as a place to visit, shop, and dine in the Downtown, while creating an active space for community interaction.



DOWNTOWN RECOMMENDATIONS

DOWNTOWN SUBAREA

The Round Lake Downtown Subarea Plan focuses on the opportunity to expand the downtown into a vibrant community center that advances goals for community and economic development. The Village is well situated with the components of a successful downtown, giving it much to build on. While small, the current business area on Cedar Lake Road includes active businesses with established merchants. The district serves the entire Village and many of the businesses have a focus on the Latino community. The Village's Metra station provides residents with access to the City of Chicago and other parts of the region. Cedar Lake Road and Route 134 provide easy access by car. Lastly, two large tracts of land in the subarea are owned by the Village, which helps to facilitate logical and unified development.



Cedar Lake Road

A major component of the downtown subarea plan is the realignment of Cedar Lake Road. Lake County, which controls the roadway, is expanding the road's capacity through the County. The road's current zig-zag jog through the downtown connects its north and south legs via Nippersink Road and is not an effective way to move traffic. A more continuous route through the area is required and has been considered for many years. The realignment anticipated in this plan runs northeast from the intersection of Cedar Lake and Nippersink Roads and meets up with Routh 134 at approximately Goodnow Boulevard. It crosses the Metra tracks at grade and continues on to connect with the existing Cedar Lake alignment near the Village Hall. This alignment has been determined to be the most appropriate given thoughtful discussions with Lake County related to the project's benefits for and impacts on the Village, aesthetic factors, and cost.

This Cedar Lake Road realignment is projected to be constructed as a three lane road, with the potential to be expanded to five lanes; it will include a bike lane. The project is not yet in the formal Lake County road plan, making it likely that the improvement is at least seven to ten years out. However, the County is working to define the final path of the road and map out a right of way. These steps will allow the Village to proceed with planning and development in advance of the road being constructed. The bottom line is that whatever the precise future alignment of the roadway, the goals and benefits available to downtown Round Lake identified in this plan should continue to be pursued. Once that alignment is determined, a number of alternatives to the subarea plan (shown on page 62) can also be considered. These considerations are described on the following pages.

DOWNTOWN RECOMMENDATIONS

1. Round Lake Area Library

A new library building in the downtown would be desirable in attracting residents and visitors to the commercial core, creating opportunities for shared visits to existing and new businesses in the area. Discussions with the Library District to create such an opportunity are a recommended implementation step of this plan. As shown in the subarea plan, a library site is noted along Hart Road near Cedar Lake Road. This location presents an opportunity to create a community campus area with the adjacent school and a civic green for community events. However, should the final Cedar Lake Road alignment facilitate the idea, very strong consideration should be given to locating the Library and village green at the corner of Nippersink and Goodnow, south of the realigned road. This will bring the visitor and activity generating aspects of a new library and community gathering space close to the existing business district.

2. Village Green

A central place for local events and informal gathering help to create a sense of place and a “heart of the community” for Round Lake. A village green in the downtown would greatly advance this concept and is considered an essential aspect of the downtown plan. As noted above, while the village green is shown north of Route 134, locating this gathering space between the realigned Cedar Lake Road and Nippersink/Goodnow is highly desired.

3. New Neighbors

A residential element of the downtown will help to establish a vibrancy to the area, especially people visiting existing businesses in the area. As shown in the plan, new residential uses are townhomes or multiple family dwellings that are appropriate for a downtown with a Metra Station. In addition, this will expand the variety of housing types in the Village.

Multiple family dwellings are shown both north and south of Nippersink Road to encourage higher numbers of residents near local businesses and the new road. Townhome dwellings are located north of the railroad tracks and west of the current Village Hall property to create a small residential enclave.

The area benefits from close proximity to the downtown and includes housing formats more suited to young families are those looking to downsize. The plan can accommodate flexibility between the types of housing (for example, townhomes developed in the area south of Nippersink Road would also accomplish the desired objectives).

4. Connectivity

The road, pedestrian, and bicycle paths indicated in the study area reflect the importance of clear and easy connectivity. Existing businesses should be easily accessible from new development - particularly the library and residences. Likewise, existing residential uses around the downtown should be connected to new development. Part of this connectivity includes maintaining the current Cedar Lake Road (perhaps as “Old Cedar Lake Road”) to support access to existing businesses and options for traversing the downtown.

DOWNTOWN RECOMMENDATIONS

5. Commercial Development

Route 134 is a natural part of the subarea to include new commercial uses, which are generally attracted to and appropriate near roads carrying the most traffic.

6. Redevelopment

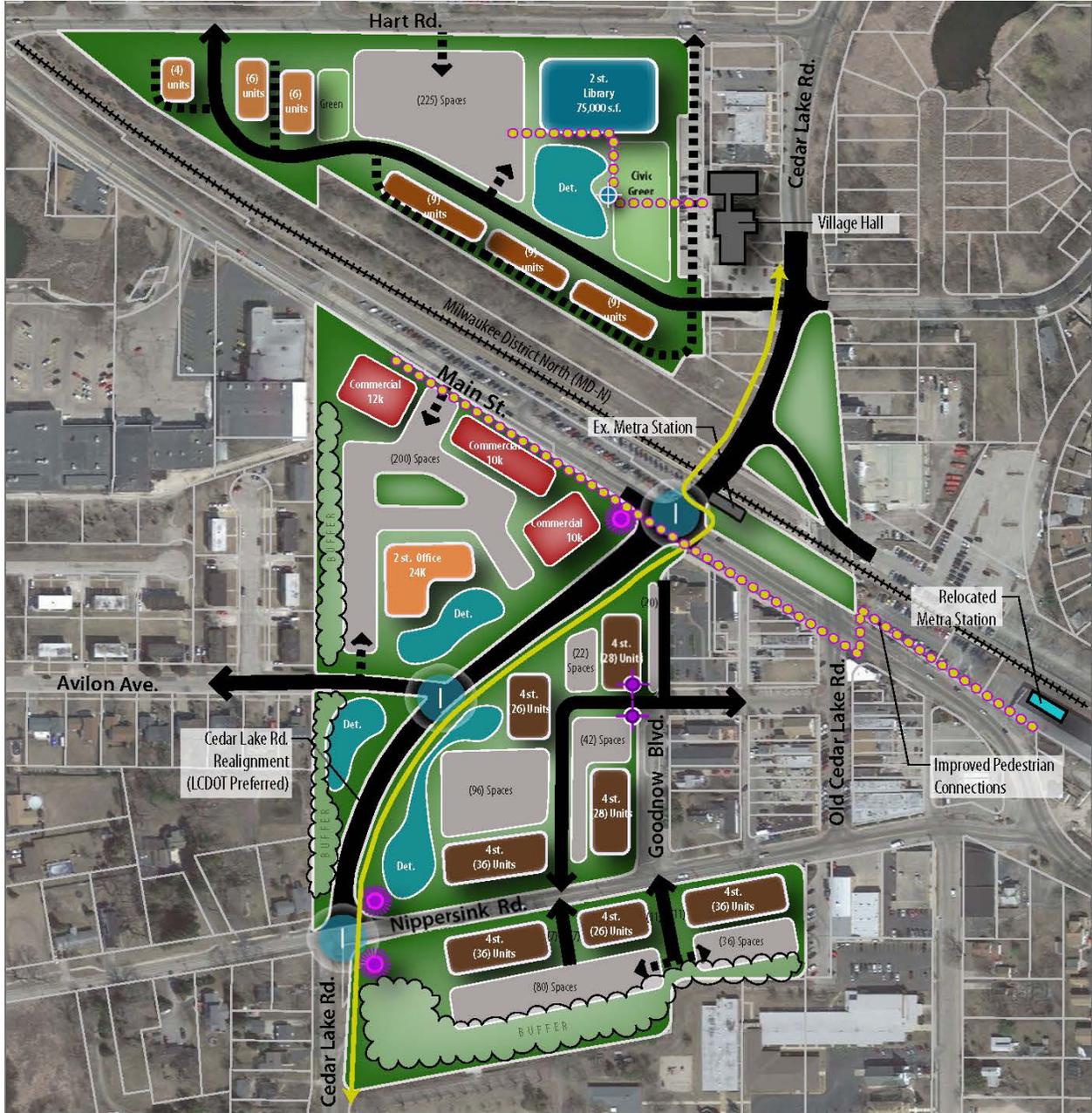
Renovation or redevelopment of existing commercial buildings and businesses on the existing Cedar Lake Road and Route 134 are consistent with this plan and encourage to the extent they support the goals of this plan.

7. Metra Station Relocation

The Metra station is shown as being relocated further east in order to keep stop trains from blocking the road crossing and to bring it closer to available commuter parking.

8. Gateways

Key entryways and focal points of the larger downtown area should be highlighted with urban design elements that announce and celebrate the district.



LEGEND

-  New Major Road Connections
-  Minor Road Connections
-  Gateways
-  Gateway Plazas
-  Pedestrian Intersection Improvements

-  Commercial Development
Total: 32,000 s.f.
Parking: 112 Spaces @
3.5 per 1,000 s.f.
-  Office (2-Story)
Total: 24,000 s.f.
Parking: 84 Spaces @
3.5 per 1,000 s.f.
-  Library (2-Story)
Total: 75,000 s.f.
Parking: 225 Spaces @
3 per 1,000 s.f.

-  Residential Development
4 Story (216) units
Parking: 324 Spaces @ 1.5 per 1,000 s.f.
-  Townhome Development (Tuck under)
(16 units)
-  Townhome Development
(27 units)



DOWNTOWN SUBAREA STUDY
MAP PREPARED BY: TESKA ASSOCIATES, INC.

JEWELRY

(847) 740-5784



JOYERIA

El Dorado
WESTERN WEAR

NOVEDA

4. Economic Development

Round Lake will strive to take advantage of opportunities that can enhance economic development, such as supporting the IL 53/120 and marketing to potential businesses the called residential demand for new retail and their spending power/disposable income. With opportunities to locate in a growing Downtown or enhanced corridor, incoming businesses will have the potential to flourish in Round Lake. Major arterials, Route 134, Route 120, and the proposed IL Route 53/120 carry the highest volumes of traffic through the Village and present special opportunities for commercial development that benefit from access to them. Additionally, supporting existing businesses through the use of business education materials, marketing, and financing mechanisms will help them grow by reaching more residents and visitors.

GOAL 4A

Advance and implement a supportive environment for business and development .

OBJECTIVES

- 1.1 Support the current and future needs of existing community businesses through Village programs and policies, and open and regular communications (such as the Business Summits).
- 1.2 Develop a marketing program for the Village that encourages commercial and industrial businesses to locate in Round Lake.
- 1.3 Ensure sound and predictable development approval and building permit processes in the Village.



Photo Source: Google

GOAL 4B

A local economy that helps provide for peoples' shopping and employment needs, and takes advantage of a strong tax base to generate revenue for resident services and amenities.

OBJECTIVES

- 2.1 Attract and retain commercial development that serves the needs of residents and supports the Village's tax base.
- 2.2 Identify and pursue opportunities for major roadway projects (such as the Cedar Lake Road realignment and construction of Route 53/120) to support a new development and a strong tax base in the Village.
- 2.3 Work with property owners in the Round Lake industrial park, as well as current and potential companies, to increase the number of businesses located there.
- 2.4 Make prudent use of Village owned properties to secure desirable development, support tax base growth, and encourage private development.

Planning Strategies



Photo Source: Round Lake Public Library

- ✓ Take advantage of local and regional transportation and development elements that can enhance economic development such as the proposed extension of Route 53/120 and the Cedar Lake Road realignment.
- ✓ Identify area partners to assist with helping businesses to expand and grow (Lake County Partners, Department of Commerce and Economic Opportunity).
- ✓ Survey major employers and governmental districts to learn what commercial development is desired by employees in the area.

ECONOMIC DEVELOPMENT RECOMMENDATIONS

BUSINESS SUMMITS

Continue to host business summits and discuss Village and regional plans that may affect local business owners. Round Lake's biannual business summits offer crucial opportunities to communicate and share information with all businesses. Summit leaders should also explore holding individual meetings with business owners to identify the most pressing needs for growing their business, and additionally identify programs or services that could address those needs. After identifying individual needs, the Village could combine the data and better coordinate future group discussions at the summit, distribute needed materials and resources, and accurately strategize for improvements.



BUSINESS IMPROVEMENT FUNDING SOURCES

Investigate funding opportunities and share resources at the summit that could be used to improve commercial districts, individual storefronts, or to organize internal management. Potential funding sources include Community Development Assistance Programs, Tax Increment Financing, Special Services Areas, and Business Districts.



- **Community Development Assistance Programs** provide affordable, low interest financing for public infrastructure improvements for economic development purposes. The mission of this program is to assist Illinois communities in meeting their greatest economic and community development needs, with an emphasis on helping communities with substantial low to moderate-income populations.

Website: www.illinois.gov/dceo/CommunityServices

- **Tax Increment Financing** is a special area designated by the Village to make public improvements within the district that will help generate private-sector development. Taxes derived from increases in assessed property values (i.e. the tax increment) resulting from new development and infrastructure improvements would either go into a special fund created to retire bonds issued to originate the development or leverage future growth in the TIF district.

- **Special Service Areas** can be used for infrastructure, maintenance, or area management purposes in a geography defined by Round Lake. Such revenues can support bonding or generate a revenue stream for specific projects for the defined geography.

- **Business Districts** can generate additional sales tax revenue for certain purposes, similar to the eligible uses for TIF. This approach may be appropriate for commercial and mixed use areas that redevelop for retail uses.

ECONOMIC DEVELOPMENT RECOMMENDATIONS

DEVELOPMENT APPROVAL AND BUILDING PERMIT PROCESS

Continue to improve the efficiency of the development approval and building permit process to expedite new businesses entering into the Village. Providing prospective developers with an efficient and easy-to-follow development approval/building permit process can help streamline the process and ensure everyone receives detailed and accurate information to move forward with business in the Village. Posting clear steps on the Village’s website and/or creating a guide for distribution may attract developers to the Village’s organized and transparent process. The approval process should clearly delineate all the steps entailed along with a range of time-frames and additional information for projects that are not approved at any particular stage.



PROMOTE LOCAL BUSINESSES

Promote businesses through the Village website and other social media and news venues. Local businesses, specifically smaller family-owned ones, will benefit from the added publicity that will be offered through the Village’s website and hard copy materials. The website could offer an interactive map with the location of businesses and a small description of their goods or services along with their phone number and website (if applicable). The website could also be used to highlight individual stores, services, or restaurants each month with unique stories or special discounts to familiarize residents and visitors with the business and encourage them to visit it. Additionally, developing a marketing brochure that highlights the location, consumer spending habits, retail gaps, and residential base of Round Lake can offer existing businesses another form of advertising while attracting new retail and dining opportunities (see Land Use and Development).



JUNE BUSINESS OF THE MONTH:

CHRISTIAN FAITH FELLOWSHIP CHURCH

Pastors Choice and Adriene Harris, along with the entire Christian Faith Fellowship Church Round Lake family, would like to invite the local community to join them for a great time of worship and fellowship in a friendly, loving family environment. CFFC meets at the Round Lake Beach Sports Center at 9:30 a.m. Sunday mornings.

CFFC has been, and continues to be a blessing to the local community in many ways. Each year they have given out over 100 backpacks stuffed with school supplies to local students. They've provided over 100 winter coats to a local elementary school during the bitter winter. During the Thanksgiving and Christmas holidays, CFFC has distributed turkey baskets to families in need and has teamed up with Angel Tree and provided Christmas toys to children that have an incarcerated parent. They minister to inmates at the Lake County Jail as well as visit the sick and the shut-in. The vision of CFFC is to show God's love in word, deed and signs.

2014 Board of Directors

President
Sherry Ridge
Lakeview Fishing Foundation

Vice President
Jeremy Harter
Harter & Schottland

Treasurer
Bill Johnston

SPONSORED BY:

CONSUMERS CREDIT UNION
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Multi-Chamber Business in the Park

Enjoy a picnic luncheon catered by Scotty's while participating in our largest networking event of the year!

R.S.V.P. to Chamber office by July 10th
RLA Chamber:
(847) 546-2002

- July 16th @ 11:30 AM
- Round Lake Area Park District Sports Center
2004 Municipal Way; Round Lake Beach
(Off of Hook Drive—Behind the Post Office)
- Luncheon fee only \$5.00 per person!
- Bring a guest & receive a free raffle ticket!

Participating Chambers: ROUND LAKE AREA CHAMBER OF COMMERCE & INDUSTRY, Chamber Commerce Lindenhurst & Lake Villa

Photo Source: Round Lake Area Chamber of Commerce

5. Community Character

The Village of Round Lake is a family-focused community with multiple transportation options, a centrally located Downtown, and in close proximity to various regional amenities. Advancing the Village’s character through promotion of its history and traditions, cultural diversity, and opportunities for young families will help keep the Village attractive to new families and visitors.

GOAL 5A

A family-oriented community whose residents benefit from readily available community centers (like the library and schools), recreation areas, local shopping centers, and regional access.

OBJECTIVES

- 1.1 Support new development that creates dining, shopping and other activity opportunities for both residents and visitors to enjoy.
- 1.2 Preserve the existing feeling of safety and security in the Village.
- 1.3 Celebrate the diversity of cultures in the community.



Photo Source: Round Lake Park District

GOAL 5B

A sense of place that extends to all residents and encourages them to take pride in their community.

OBJECTIVES

- 2.1 Cultivate a strong and unique identify for Round Lake that highlights its history, family oriented character, diverse population, transit oriented downtown, easy access to the Chicago region, and location in an area with attractive and usable open spaces.
- 2.2 Continue to plan and implement community events that encourage residents to meet and visit with their neighbors.
- 2.3 Work with local homeowners associations to include them and their residents in community-wide events and programs.
- 2.4 Develop urban design and landscape standards for future public and private developments that reflect the character envisioned for the community.

Planning Strategies



- ✓ Incorporate events or elements of different cultures to traditional Village events such as Latino Heritage Month and Asian Heritage celebrations to celebrate with and inform community residents.
- ✓ Market Round Lake as “More Than a Bedroom Community”, with strong employers, extensive open space, recreational opportunities, and attractive local businesses.
- ✓ Develop marketing materials promoting family-oriented living and activities in Round Lake such as the Village-wide and public library events (Arbor Day, Home Town Festival, National Night Out, Hispanic Heritage Month), park district/forest preserve amenities (trails, Nature Museum), quality schools, safe communities, and affordable housing.
- ✓ Design gathering spaces (public plazas, outdoor dining) in close proximity to activity centers (Downtown, Round Lake Senior High School, Village Hall) that will create opportunities for social gatherings and Village-wide events.

Planning Strategies

- ✓ Partner with local institutions (schools, churches, and Round Lake Public Library) to ensure appropriate services are being offered to support all members of the community.
- ✓ Design wayfinding and signage that reflects the Village's unique identity and guides visitors to Village activity centers.
- ✓ Encourage participation from local school students and residents to volunteer, showcase talent, or market at events.



Photo Source: Round Lake Public Library

COMMUNITY CHARACTER RECOMMENDATIONS

PROMOTIONAL MATERIALS AND SOCIAL MEDIA

Create marketing/promotional materials highlighting Round Lake's most prominent assets through the Village's website, social media pages, and brochures. The Village should create promotional materials that highlight Round Lake's assets through dynamic tag lines, modern graphics, and bold colors. Creating visually appealing and easy-to-read marketing materials could assist in the attraction of new families, development, and visitors. While marketing materials should be accessible online and in hard copy form, a strong internet presence will ultimately help disseminate the information to a larger audience. A website can list local attractions, annual events, shopping, dining, and visitor accommodations. Linking the website to social media pages such as Facebook and Twitter will increase views and allow residents and businesses to share with their broader networks. The Village should survey residents and business owners for community identity suggestions, which could include the vast open spaces, outstanding public institutions, quality homes, diversity, and vibrant community events.



Photo Source: Round Lake Events

HOA SUMMITS

Continue to host biannual HOA summits to enhance the lines of communication with all residential entities. HOA summits offer a plethora of advantages to both the Village and neighborhoods, including providing information on public works, transportation, safety and general administration. Possibilities to expand a traditional summit set-up includes offering educational sessions and community building/social gathering opportunities. Summits could be comprised of workshops that cover topics related to management, operations, best business practices, and services, while offering networking and community building opportunities (especially for residents of different subdivisions). HOA Summits could be used to enhance knowledge on running successful HOA's, while being used as a platform for creating community and strengthening the close-knit/familial identity.



COMMUNITY CHARACTER RECOMMENDATIONS

COMMUNITY EVENTS AND CELEBRATIONS

Continue to host community events that celebrate history, tradition, and diverse cultures of Round Lake in common and visible public settings such as Round Lake Senior High School and the downtown. Explore unique attractions that can be included at village-wide events to attract region-wide visitors (i.e. car show, fall festival, folkloric music/dances). Partner with HOA leadership to plan, host, and promote village-wide events and celebrations. Round Lake is filled with a growingly diverse population with unique traditions and histories. Creating public celebrations of the racial and cultural diversity in the Village will contribute to a sense of community amongst residents through educational initiatives and mutual residential support. These events will also attract visitors from throughout the region, creating opportunities for local businesses to promote their goods and services. The Village may partner with the Round Lake Public Library and others to host many of these events as they are already holding similar events. Working with the HOA's to organize and coordinate the events could help create stronger bonds and give a sense of ownership over their community. Representatives of different HOA's could contribute to brainstorming ideas, finding creative ways to raise funds, developing work plans, and marketing the event to their respective subdivisions and around town.



GROWING RACIAL DIVERSITY

Between 2000 and 2010, Round Lake's Hispanic/Latino and Asian populations have grown by 3% and 11% respectively. The Round Lake Public Library offers ESL and literacy classes at no cost for parents and children (ages 0-6). The library has also partnered with Mano a Mano Family Resources Center to offer the New American Initiative Program.



6. Housing

The Village of Round Lake offers families a variety of quality home types with access to open space and community amenities. All residential developments could maintain their high standards through the use of educational materials (owner and renters rights), Village summits, and financial assistance (or internal and external improvements) where applicable. Round Lake should ensure that all future developments continue to provide residents with the quality housing that the Village is known for, while also offering a range of housing types to attract new households. While the future land use map identifies residential locations in Round Lake, the map does not specifically identify the exact housing types. In some cases the housing market and development trends will dictate the location and amount of housing types, in other cases, a particular development proposal may include a mix of housing types, not all of one certain type.

GOAL 6A

Diverse range of housing in size, type, and architectural design.

OBJECTIVES

- 1.1 Maintain the quality of existing housing stock to preserve a variety of residential neighborhoods in the Village.
- 1.2 Encourage new residential developments that include a range of housing types (single family on varying lots sizes, townhomes, etc.).
- 1.3 Consider higher density housing such as townhomes and multiple-family dwellings where supported by transportation and community activity centers – such as in and around the downtown.
- 1.4 New residential development should be accessible to community activity centers and commercial resources.
- 1.5 Use Village Zoning and Subdivision Codes to ensure elements of desirable living are part of new residential developments (sidewalks, street trees, etc).

Planning Strategies



- ✓ Apply land use plans that preserve all existing housing types in various locations throughout the Village to ensure all residents have access to a diverse and quality housing stock.
- ✓ Offer a diverse housing stock to meet different housing needs and foster a community of long-term residents.
- ✓ Encourage appropriate property maintenance, specifically for aging structures, to maintain the quality housing character of the community.
- ✓ Promote high quality housing development through the use of sustainable building materials.
- ✓ Plan for higher density residential developments in close proximity to activity and commercial centers, such as the Downtown, Metra Station, and major roads.
- ✓ Implement recognition programs to homeowners that put forth the effort to keep well-maintained homes.
- ✓ List all the HOA's in Round Lake on the Village website to offer new residents a centralized location to view available homes and subdivision regulations.
- ✓ Support quality residential building conditions through homeownership education opportunities (particularly with multifamily buildings).
- ✓ Consider implementing periodic neighborhood inspections as a proactive manner to determine violations of municipal property standards.

HOUSING RECOMMENDATIONS

PROPERTY STANDARDS

Explore the creation of easy-to-follow public education pamphlets that inform residents of municipal property standards so they are aware of the Village's regulations and the community's expectations. Round Lake's housing stock is of varying ages and established standards or goals on proper maintenance will help guide individual property owners and subdivision leaders with instructional details for maintaining their buildings. Pamphlets could be made available via hard copy at subdivisions, local institutions (Village Hall, public works, Round Lake Public Library, police department), and online on the Village's website and social media pages. Informing residents on why it's important to establish property maintenance standards should be explained in the introduction with an emphasis on how premises not in compliance negatively impact the aesthetic value of the community and lower property values. Additionally contact information for all of the services should be included as reference. Pamphlets may also include information regarding protecting homes from storm water damage, recycling, and other factors that may affect residential buildings in the Village.



DESIGN GUIDELINES

Encourage developers with new residential developments to apply high quality products to all housing types, including condominiums, townhouses, single family homes, senior living facilities, rental apartments, and duplexes. All residential buildings should reflect the Village's desire for an aesthetically pleasing community with high quality homes. Creating a set of design guidelines would detail and provide examples of suggested building materials, building orientation, setbacks, pedestrian access, vehicular access, and parking designs.



HOUSING RECOMMENDATIONS

HOMES FOR A CHANGING REGION

Homes for a Changing Region is a project of the Chicago Metropolitan Agency for Planning's (CMAP), the Metropolitan Mayor's Caucus, in partnership with and with support from the Metropolitan Planning Council. The project provides technical assistance to municipal leaders to address current housing issues and plan for future needs in their communities. Homes for a Changing Region culminates with a subregional plan that recommends long-term housing policies to create a balanced mix of housing types, serve the needs of current and future residents and workers, and enhance livability. It also supports the goals of CMAP's GO TO 2040 Plan, the regional comprehensive plan for the Chicago metropolitan area, by fostering livable communities with diverse housing options and encouraging efficient governance through inter-juris-dictional collaboration.

*CMAP is working with the Lake County Community Foundation to provide a Homes plan for the communities of Hainesville, **Round Lake**, Round Lake Park, Round Lake Beach, and Round Lake Heights. Homes for a Changing Region will commonly supply each of these communities the following components:*

- Analysis of each community's **existing housing supply** that compares the type and price of housing stock to the age, income, and tenure (rental or owner-occupied) of the population.*
- A **subregional housing analysis** that identifies opportunities and gaps in the housing profile and looks for opportunities for collaboration between neighboring communities.*
- A **workforce housing analysis** that focuses on the match between the sub-region's key employment sectors and the existing housing stock.*
- A **market segmentation analysis** that uses industry standard data to separate each community's housing markets into key household types. Our recommendations will focus on meeting the current and future needs of each segment, along with strategies for attracting targeted segments.*
- Design, planning, and facilitation at a **public workshop** for each community and/or an interactive **online survey**.*
- A series of **policy and strategic recommendations** for creating a balanced, sustainable future housing supply, along with targeted goals that can be used to determine a community's future progress in implementing the plan.*
- Design **visualizations** for a focus area in each community.*

Source: Chicago Metropolitan Agency for Planning

7. Community Buildings, Places, and Infrastructure

Round Lake offers its residents a plethora of community amenities and infrastructure/utilities to meet daily needs. Existing facilities and infrastructure adequately and efficiently reach all residents. Existing amenities should be extended to connect to all future residential developments, while new community buildings (schools, library) should be explored to be placed in close proximity.

GOAL 7A

Community amenities and public buildings / places that support a good quality of life for all residents of Round Lake.

OBJECTIVES

- 1.1 Work with the Round Lake Area Public Library District to consider locating a new library building in downtown Round Lake.
- 1.2 Ensure that open spaces and recreational areas continue to be easily accessible to residents.
- 1.3 Identify opportunities to work with other taxing bodies to coordinate and share services and equipment in order to efficiently meet the needs of local residents and businesses.



GOAL 7B

A system of utilities and infrastructure that meet the needs of Round Lake residents and businesses.

OBJECTIVES

- 2.1 Phase growth and annexation to reflect existing and planned utility capacities.
- 2.2 New development should meet needs for public utilities without creating a tax or service burden on existing residents and businesses.
- 2.3 Continue coordination with public (CLCJAWA and Lake County) and private (Comcast, ComEd, etc.) utility providers to ensure quality service is available in the Village.

Planning Strategies



- ✓ Work with local utility and service providers to periodically monitor service capacities and adequacy of infrastructure to determine if updates/upgrades or repairs are needed, or will be needed to ensure services are able to meet the demands of a growing community.
- ✓ Explore pedestrian connections, such as green trails, connecting residents and visitors to the forest preserves and other parks via walking and biking.

COMMUNITY BUILDINGS, PLACES, AND INFRASTRUCTURE **RECOMMENDATIONS**

ROUND LAKE PUBLIC LIBRARY

Explore development scenarios showing the Round Lake Public Library relocating to the Downtown area and design the relocation of the library to be easily accessible to local students and residents through different modes of travel. Relocating the library to the Downtown will assist in revamping the Downtown's image by having one of the strongest community institutions serve as its anchor. The library regularly attracts residents and holds community-wide events which are in-line with the plan's vision for Downtown Round Lake. The relocation will also benefit students that assist the many schools in the area, and anyone commuting via Metra, therefore traveling to the library should be safe and accessible for all modes of transportation. Suggested elements include narrower street crossings (with curb bump-outs) and count down signals at Nippersink Road and Cedar Lake Road, accessible sidewalks and ramps leading into the building, buffered parking lot, and pedestrian lighting on all sides of the building.



Photo Source: Round Lake Public Library

COMMUNITY BUILDINGS, PLACES, AND INFRASTRUCTURE **RECOMMENDATIONS**

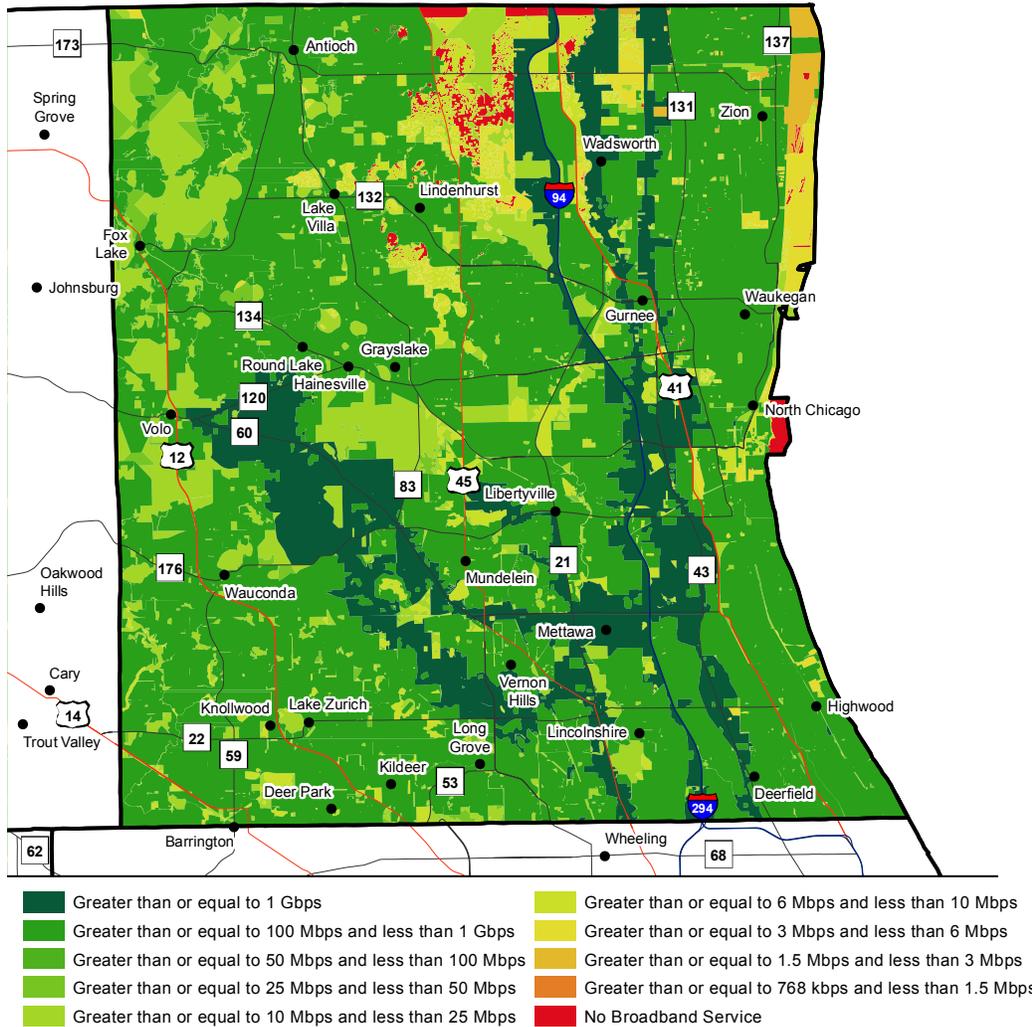
INTERNET/BROADBAND CONNECTION

Work with the private sector internet providers to offer high quality internet/broadband technology to the Village. Access to internet capabilities may attract new businesses who need the competitive advantage of this connectivity for its customers and suppliers. Offering indoor and outdoor wireless Internet access to businesses may assist them with a crucial tool to organize, manage, market, and communicate any changes to their business. Partnering with other local community institutions (ie. Round Lake Public Library, Round Lake High School) to extend this service to students, residents, and visitors/tourists will provide convenient access for all.

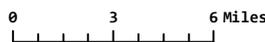


Lake County

Round Ten – Data Current as of June 30, 2014
(excluding Satellite and Cellular Data)



Partnership for a Connected Illinois
November 04, 2014





Village of Round Lake

442 N. Cedar Lake Road Round Lake, IL 60073

847-546-5400 fax 847-546-5405

www.eroundlake.com

November 12, 2015

To: Mayor and Board of Trustees

From: The Management Team

Subject: Management's Overall Vision Evaluation (MOVE)

Purpose of the Evaluation:

MOVE has been created to give substantive and comprehensive information about the state of our municipality. It will demonstrate strengths and weaknesses in administration, departments, elected officials, personnel, and the community. It will prioritize immediate concerns such as our financial forecast along with departmental goals. This will demonstrate where we are today and provide a vision for the future and how to get there.

Although staff is hopeful annexations will occur in the next few years to increase the property tax base and economic development will generate additional sales tax dollars up to the expected level for a Village our size, planning must occur now to address the serious financial distress the Village is projected to have.

With such planning a necessity, management has titled this memorandum Management's Overall Vision Evaluation, or the acronym MOVE. Management felt MOVE was symbolic as we need to move now into action.

Financial Information

The forecast shows operating revenues greater than operating expenses through fiscal year end 2019, however, contributions from the General Fund are needed to support replacement items (vehicles, technology, and building), street maintenance, and debt payments that reduce cash each year by \$1.2 to \$1.3 million between fiscal year end 2016 and 2021. The estimated cash from the 2016 General Fund Financial Forecast is as follows:

Description	Budget		Forecast			
	2016	2017	2018	2019	2020	2021
Unreserved Cash	1,395,095	365,864	(856,924)	(2,274,988)	(3,938,997)	(5,509,284)
Reserve for Operating (30%)	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
Reserve for Replacement Funds	372,983	381,255	389,704	393,610	397,711	342,381
Reserve for Debt Service	525,000	550,000	575,000	600,000	600,000	500,000
Restricted Escrow/Seizure Cash	145,000	130,000	115,000	100,000	85,000	70,000
	4,850,111	3,918,334	2,797,361	1,474,750	(122,689)	(1,783,821)

As shown by the financial forecast, the Village will not be meeting the 30% reserve for operating expenses by fiscal year end 2018 and by fiscal year end 2020 cash is NEGATIVE.

In the past, a reduction of expenses was the driving force behind the operating budget being balanced. However, with budgets at minimum levels this option will not work now or in the future. The Village has realized past savings through the following:

- Bond refinancing/refunding, approximately seven refundings in the past nine years
- Staff attrition: 62 full-time (FYE 2008) down to 47 full-time currently
 - Level of services are stagnant
- Expense reductions:
 - Significant expenses eliminated in all department budgets
 - Salaries were frozen or no step increases given
 - Capital deferred – vehicles, equipment, and building repairs

The financial forecasts in fiscal year end 2011 and 2012 had indications of cash falling short of the expected reserve balances. However, with the reduction in expenses and the economy rebounding, major revenues increased (income, sales, and use tax), resulting in adequate cash reserves in the financial forecast for fiscal year end 2013 and 2014. Starting with the fiscal year end 2015 budget, the financial forecast had cash reserves not meeting expected reserves. A number of items contributed to the significant decrease of reserves, including:

- Property tax revenues decreased significantly. A large reduction, approximately 1% of overall cash available in all funds, in the General Fund extension effective tax levy year 2011 (received in fiscal year end 2013) was approved by the Village Board. The following table shows the amounts not captured since that time:

Levy Year	Maximum Extension Amount	Actual Extension Amount	Amount Not Captured
2011	\$3,677,729	\$3,448,272	(\$229,456)
2012	\$3,788,061	\$3,422,388	(\$365,672)
2013	\$3,852,458	\$3,486,069	(\$366,388)
2014	\$3,910,244	\$3,553,463	(\$356,782)
			<u>(\$1,318,299)</u>

- A \$1.1 million one-time transfer to the Motor Fuel Tax and Capital Projects Funds to fund street maintenance and reconstruction in fiscal year end 2014
- The continued annual funding of \$325,000 for street replacement starting in fiscal year end 2015
- An increase of the debt service transfer from \$350,000 annually to over \$500,000 annually

Management believes a position of “status quo” or “government as usual” will not curtail the deficit looming in the future. If all departments reduced overall expenses in the General Fund by a total of \$500,000, the village would still have operating reserves under the 30% policy by fiscal year end 2019 of only 26.73%.

Description	Budget			Forecast		
	2016	2017	2018	2019	2020	2021
Unreserved Cash	2,066,509	1,475,412	707,544	0	0	0
Reserve for Operating (30%)	1,957,081	2,031,305	2,109,450	1,947,577	845,157	(144,104)
Reserve for Street Replacement	325,000	325,000	325,000	325,000	325,000	325,000
Reserve for Replacement Funds	372,983	381,255	389,704	393,610	397,711	342,381
Reserve for Debt Service	525,000	550,000	575,000	600,000	600,000	500,000
Restricted Escrow/Seizure Cash	145,000	130,000	115,000	100,000	85,000	70,000
Cash Available	5,391,573	4,892,971	4,221,699	3,366,188	2,252,869	1,093,277
Reserve for Operating %	30.00%	30.00%	30.00%	26.73%	11.23%	(1.85%)

However, the purpose of this memorandum is not to focus solely on the financial implications facing the Village in the near future, but to provide the Village Board an evaluation by management of the current status of the Village, along with guidance that will position us strategically in the future.

Positioning the Village

Over the last nine years there has been turnover in all key positions: two (2) Administrators, (2) Chiefs of Police, three (3) Director of Public Works, one (1) Director of Community Development, two (2) Office Manager’s (Full-time working Village Clerk’s), one (1) Human Resources Coordinator, and one (1) Building Commissioner. In addition, in that same time frame staff has experienced little consistency at the Village official level with three (3) Mayors, three (3) Village Clerks, and turnover from at least six (6) trustee positions.

In the past development has supported operations, but now permit activity is nonexistent. In fact the last annexation and Planned Unit Development was approved in October 2005 and the only major retailer in the Village was approved by the Village Board in March 2004, both over ten years ago.

A new culture was created when Mayor MacGillis was elected in 2013. The Village Board became cohesive, a business friendly environment started, and forming or mending past relationships was a priority. We also started to assemble a new management team, started the Comprehensive Plan update, strategically discussed Route 53/120 corridor impacts on the Village, and are working with the County to gain a centerline for Cedar Lake Road through the downtown for future development.

Management Team and Evaluation

The first step in implementing the new culture was assembling a team of professionals with both public and private sector experience with the necessary education and leadership skills required to run a local government in today's ever changing environment. In only 16 months, the current Village Administrator was promoted from Finance Director, a position that was held for the last eight (8) years. A new Finance Director was hired, which led to the additional title and responsibilities as Assistant Village Administrator/Director of Finance. An Accounting Manager position was created in the Finance Department and a new Director of Public Works took the helm in April 2015. The Chief of Police has been with the Village since April 2010.

The management team in place has the talent to MOVE the Village in the direction of the vision in this document. This cohesive team will be the critical component for a successful implementation process. We are a service industry and our employees are the most valued resources. Customer service is the biggest asset our employees can have. To truly succeed we must have the right people, with the right competencies, in the right positions. Our goal is to create an environment where employees want to stay. As a result, we should work hard to reward talent, identify employee motivators, and set expectations high for the management team and throughout the Village.

For the first time in the last decade the management team met in the same room for open and candid discussions. Topics discussed included operations of each department, the Village as a whole, and how a local government should operate based on previous experiences. The team was charged with the following:

- List of item/projects not getting done
- Ideas for future endeavors/department vision
- Wish list of projects, assignments, or other items if we had the financial capabilities
- Any other items regarding working together for savings, collaboration within the Village or with other municipalities, and other such subject matter

Based on the comments made by the management team, a current conditions list by department was formulated. The theme of the list is to show the Village Board the current organization of each department and make evident the service levels and responsibilities that need to be addressed. The current conditions list, by department, is included on Exhibit A, attached after this memo.

MOVE Implementation

There has been much discussion regarding costs and the reduction of reserves. However, to effectively implement MOVE money must be invested now in key expenditures/uses. For example, new positions will need to be created and costs for consultants and/or studies will have to be started to determine the optimum benefits to the village. Based on management's vision, from a Village-wide perspective, we found the following to be key initiatives to address NOW in order to set the Village up for success in the long term:

- Implement a Village organizational restructuring
 - Departments restructured based on talent, skill set, and customer service needs
 - Cross train staff members to meet the service needs of the community in a more effective manner
 - Explore part-time versus full-time positions
 - Hire a full-time Human Resources Professional
 - Support our most valued assets, our employees, in order to effectively serve our residents
 - Knowledge of complex rules and regulations in this area
 - Consider moving all staff and operations to the Public Works/Police facility
 - Centralized customer service
 - Gain staff efficiencies
 - Long-term cost reduction
- Implement a new pay-for-performance compensation policy
 - Complete and implement a compensation study
 - To remove instability
 - To acknowledge those employees that exceed expectations
 - Based on public and private sector salary data
 - Implement performance standards and goals to be reviewed on an annual basis
- Implement a downtown TIF area to spur development
 - Contract with consultants to study the feasibility of a TIF
 - Prepare a redevelopment report
 - Work with Metra to move the train station
 - To relieve traffic congestion and improve pedestrian safety
 - Work with the County for the Cedar Lake Road centerline
 - To plan development around the centerline
 - Investigate grants to support the downtown endeavors
- Maximize economic development
 - New Village Website rollout
 - Powerful communication tool
 - Focus on annexations and building a business base
 - To diversify and strengthen the Village's tax base.
 - Actively market Village owned sites and other locations that must be developed
 - Should staff and operations move, Village Hall/land available for prime downtown development

Management and Village Board Strategic Planning

The intent of the management meetings was to start the discussions of understanding our current situation. Although not specifically asked, much of management's discussions centered around questions such as the following:

- What is our Village culture like?
- What are our strengths and weaknesses?
- How does and has the economy impacted the Village?
- What are the core services we offer?

- How do our customers and demographics impact our services?
- What opportunities do we have and how best to capitalize with our resources?

As part of the overall evaluation, management understood our current situation, discussed what needs to be implemented now, and on where management wants their departments to be in the future, and in general, the Village. The intent of the discussions was to allow the management team to generate ideas that would benefit the Village, save the Village money, or move the Village into position to be a leader in the industry.

Management also identified an extensive list that must be prioritized via a partnership between the management team, Village Board, and our residents, defined by a strategic plan. Many communities have already implemented and continue to refine such plans and usually rely on hiring professionals in this field to help moderate and drive discussions of this importance.

Realizing the need of establishing a sound base for future financial and non-financial decision-making, management embarked on this exercise to create a formalized internal evaluation. As stated previously, a strategic vision is essential because it helps determine where an organization wants to go, how it will get there, and how it will measure progress towards that goal.

A strategic plan also defines organizational values, establishes a mission, and set goals to achieve. Then the next step would be to prepare objectives on how to attain such standards. These objectives will need to be measured, targets established, along with a process to review, evaluate, and refine. Again, this will need to be a collaborative transparent effort with both the management team and the Village Board.

Management will carry out the course, but the Village Board needs to be involved in defining the direction and making decisions on allocating its resources to pursue this vision, including its capital and people. Rather than making ad-hoc decisions on an issue-by-issue basis, a strategic plan assists and guides the Village in determining its future as a community and government and provides a road map to its future.

MOVE to Strategic Planning

- Management has made an assessment of the Village's current situation
- Management has identified an assortment of options to improve all facets of Village operations
- Define and refine, based on additional Village Board discussions:
 - A strategic planning initiative that integrates operational, financial, and long-term goals
 - Create a mission statement for the Village of Round Lake. At the most essential level, a mission statement defines why an organization exists, or its purpose
 - Establishment of values, which are what the Village actions and decisions are guided by – such items include customer focused, leadership, progressive, respect, integrity, and team orientated
 - Generate a vision statement that will help to illustrate the physical and social characteristics most important in the Village's landscape

- Institute goals - to truly become actionable, a vision statement needs to be turned into actionable goals
- Setup strategies - a way to obtain the goal
- Formulate action plans - the detailed steps to accomplish the goals

The Comprehensive Plan, which will be presented to the Village Board in the near future, will serve as a foundation for the objectives and planning approaches of a strategic plan.

Possible Barriers to Success

There may be several obstacles to overcome when implementing this new vision, as follows:

- All departments need to re-think government not as usual and focus on a customer service core business model
- Staff re-organization: there is much inefficiency inherited from past practices that needs to be remedied, staff will be fearful and stressed
- Many hours will need to be spent educating all those involved supporting the new culture for the Village
- Available capital resources

Concluding Remarks

This vision will challenge us to achieve:

- A stable financial condition by using our resources to balance our needs
- Foster an attractive and vital economic climate for people to shop and dine where they live
- A plan to maintain the Village's sound infrastructure, which will inspire community confidence
- Create a sense of community by adding value, ownership and well-being, adding to civic pride
- A government that has a clear vision, with a preminent leadership, offering outstanding customer service

Now is the time to run the Village like a business, following an entrepreneurial approach - no longer can we govern as usual. Knowing the challenges that are facing us, changes are necessary that will require difficult, but positive actions, with possible staff changes, attitude changes, and in general, running the Village in a non-traditional government approach.

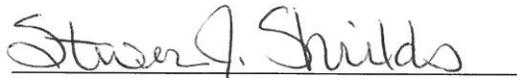
The initiatives in this memorandum will impact Village residents, Village staff, and community partners. However, in the end, implementation of this evaluation will result in an improved quality of life in and for the Village.

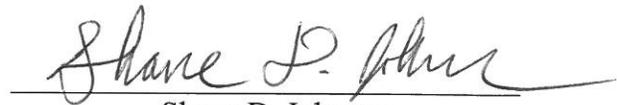
Management believes that we must show employees that the Village is not going to settle for *Government As Usual*. We need to hold people accountable, pay competitive salaries, watch undisciplined spending, stop favoritism, and have the management team handle all of the day-to-day operations and decisions. The vision change in this document will result in unparalleled success.

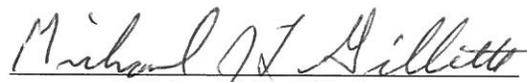
We are confident we will achieve success, guided by the Mayor and Village Board, and implemented by this management team. Clear and defined collaboration is a required component to move the Village of Round Lake forward.

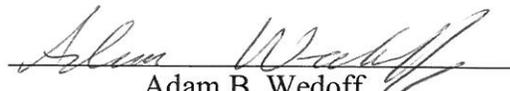
Village of Round Lake, Steeped in History, Surrounded with Opportunity.

Sincerely,
The Management Team


Steven J. Shields
Village Administrator


Shane D. Johnson
Assistant Village Administrator/
Director of Finance


Michael J.L. Gillette
Chief of Police


Adam B. Wedoff
Director of Public Works

Current Conditions - Exhibit A Department Areas

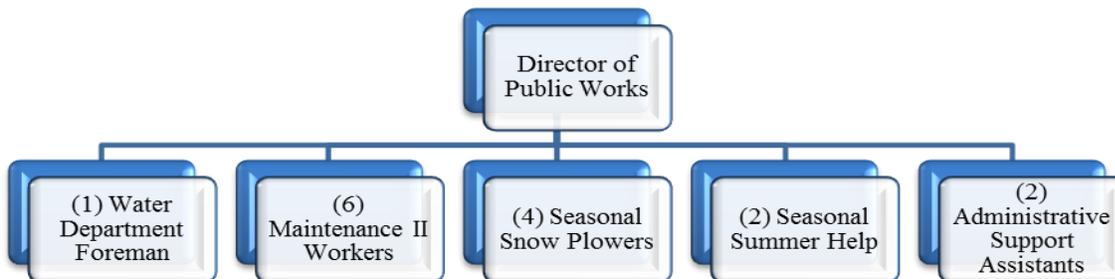
Public Works

The Public Works Department provides a broad base of services to the community in a prompt, courteous, safe, efficient, and cost-effective manner. The Public Works Department strives to plan, design, build, maintain, and operate public infrastructure in a sustainable manner that enhances the community and provides the Village with a quality foundation for generations to come. The primary responsibilities of the Public Works Department include:

- Water delivery and maintenance of the water system
- Sanitary sewer conveyance and maintenance of the sanitary sewer system
- Storm water conveyance and maintenance of the storm water system
- Maintenance of streets, storm drains, and street lighting
- Maintenance of Village grounds and facilities
- Maintenance of trees located within the public rights-of-way
- Engineering and contract administration of public improvements
- Review of design and construction of public development
- Environmental compliance and oversight
- Snow and ice mitigation operations

Number of Positions: Full-time: 10 Part-time: 0 Seasonal: 6

Current organizational Chart:



General Fund Budget and Five-Year Financial Forecast

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
Subtotal	\$998,549	\$995,808	\$1,004,867	\$1,035,833	\$1,067,052	\$1,099,186
Water & Sewer Fund**	\$5,490,513	\$5,249,052	\$6,463,447	\$4,299,480	\$4,180,248	\$4,278,935
Total	\$6,489,062	\$6,244,860	\$7,468,314	\$5,335,313	\$5,247,300	\$5,378,121

** - The Water and Sewer Fund is also included as it contains Public Works responsibilities.

Public Works: Service levels that need to be addressed:

Dead tree removal	Tree trimming
Jetting sanitary sewers	Televising sanitary sewers
Jetting storm sewers	FOG inspections
Exercise water valves	Inspect/repair lift station pumps
Replace broken water valves	Maintain ditches
Maintain shoulder gravel	Update utility atlases
Cleaning storm inlets & catch basins	Employee training

Public Works: Responsibilities that need to be addressed:

Clean lift stations	Fix broken B-Boxes
Fire hydrant flushing and repair	Pavement patching
Sign post replacements	Street sign replacements and upgrades
Maintenance of buildings	Street light conversions to LED fixtures
Maintenance Village property	Garbage pick-up throughout the Village
Roadway striping	Vehicle and equipment maintenance
Sidewalk replacements/trip hazard removal	

Building Department

The Building Department strives to ensure public safety, health, and welfare of all Village residents and the business community. The primary responsibilities of the Building Department include:

- Enforcement of all building and zoning codes
- Issuance of building permits, conducting inspections, plan reviews
- Monitoring all phases of construction and development within the Village

Number of Positions: Full-time: 3 Part-time: 0 Seasonal: 0

Current organizational Chart:



General Fund Budget and Five-Year Financial Forecast

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
Total	\$274,643	\$285,812	\$296,351	\$307,256	\$319,099	\$331,632

Building Department: Service levels that need to be addressed:

- Village and building codes changes
- Permit fee changes
- Policy changes

Building Department: Responsibilities that need to be addressed:

- Proactive code enforcement vs reactive

Administration

The Village Administrator serves as the Chief Administrative Officer of the Village and is responsible to the Village President and the Board of Trustees for the management and operation of all departments of the Village. The primary responsibilities of the Administration Department include:

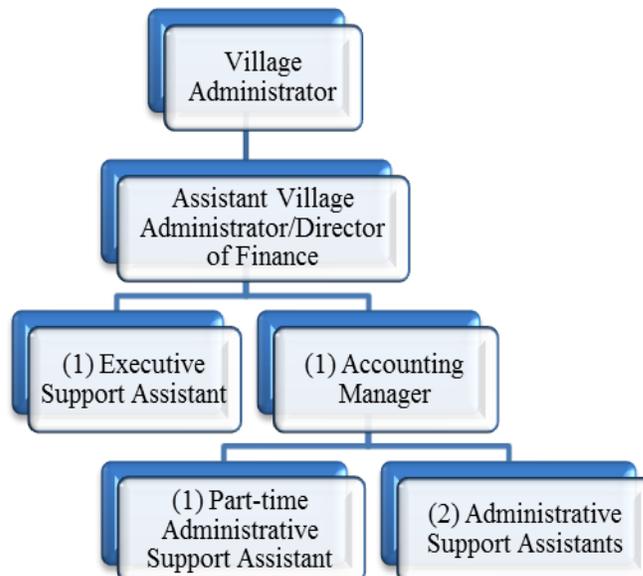
- Implementing and monitoring Village Board directives and programs
- Preparing the annual budget on behalf of all departments
- Compiling the agendas for the Committee of the Whole and the Board of Trustee meetings
- Economic Development
- Human Resources
- Information Technology
- Business and liquor licensing
- Freedom of Information requests

Included under Administration is finance operations comprised of financial management, accounting, and customer service. Responsibilities include:

- Village’s annual audit, budget, and tax levy
- Cash management and investing of Village funds
- Capital planning
- Debt administration
- Tax administration
- Payroll
- Accounts payable
- Utility billing
- Risk Management
- Benefits Administration

Number of Positions: Full-time: 6 Part-time: 1 Seasonal: 0

Current organizational Chart:



General Fund Budget and Five-Year Financial Forecast

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
Total	\$2,028,443	\$2,011,662	\$2,075,771	\$2,140,919	\$2,209,253	\$2,281,610

Administration: Service levels that need to be addressed:

- | | |
|---|-------------------------------------|
| Banking RFP | Banners - reestablish program |
| Business license renewal process changes | Comparable community survey |
| Contracts data base | Collection agencies |
| Demolition/reconstruction of certain property | Fee analysis |
| Economic development incentive package | Escrow account review |
| Entertainment licenses/process | Financial software (new) |
| Fixed asset inventory, including infrastructure | Garbage fee analysis |
| Home occupancies process & procedures | Motor fuel tax audit (IDOT) |
| MSI rollout - other departments | Park & Park land donation process |
| Recaptures: amounts paid & outstanding | Resolution & Ordinance database |
| Review and document internal controls | Unclaimed property process |
| Standard forms/forms review | Utility billing audit - Lake County |
| W-9 vendor project | Subdivision acceptance database |
| Water/sewer rate survey | Village code review |
| TIF: downtown study & redevelopment plan | Water billing outsourcing - RFP |
| Water/sewer code revisions | Police Pension state audit comments |
| Outsource police pension financial activity | Prepare a CAFR |
| Purchasing policy review & PO's | Revamp budget sheets/budget process |
| Rental licenses/crime free housing policies | |

Human Resources Items

Affordable Care Act impact/issues	Compensation study/survey
Employee policy manual updates	Job description updates/changes
Risk management pools & other options	Safety manual
Reestablish safety committee	Merit plans
Staff evaluation process/new forms	Training classes/database
Cross training programs	Wellness programs/health assessments
Payroll: emergency contacts update	Newsletter
Payroll: W-4 update	ROTHS/deferred comp plan research
Paid time-off plans (PTO)/research	FMLA training
Risk management inventory issues	

Administration: Responsibilities that need to be addressed:

In general, Administration needs to focus on executive level operations, such as capital planning, budget and other Village-wide initiatives. It is extremely difficult to focus on “bigger picture” items when there are several key areas (Finance, Information Technology, Human Resources, Zoning, Economic Development, Marketing) concentrated all in one Department.

Police Department

The Police Department strives to protect and care for the well-being of our community while providing excellence in police service. The Police Department is committed to the values of integrity, fairness, competency and professionalism through positive and meaningful police-citizen interactions and partnerships; these interactions and partnerships preserve the peace and safety of the Village of Round Lake, making the Village a very desirable place to live, work, and visit.

The primary responsibilities of the Police Department include:

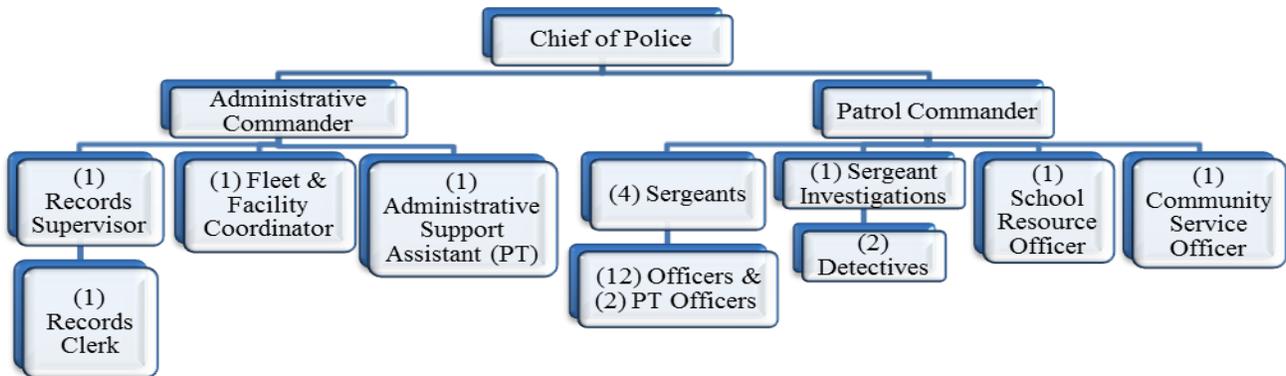
- Protecting and serving the residents of the Village of Round Lake
- Planning and budgeting of the department
- Improving the Department’s response to domestic violence
- Facilitating and coordinating Law Enforcement services to the community
- Planning police coverage
- Addressing legal and legislative matters
- Administering labor agreements
- Providing a liaison to the news media

Under the direction of the Chief of Police, the Police Department functions through two Divisions, Administration and Operations. Each Division is commanded by a Department Commander.

The Administration Division includes the records department, procurement, and professional standards, while the Operations Division of the Police Department includes the patrol and investigative operations.

Number of Positions: Full-time: 28 Part-time: 3 Seasonal: 0

Current organizational Chart:



Note: The 12 officer positions above does not include one vacant officer position.

General Fund Budget and Five-Year Financial Forecast

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
Total	\$3,573,228	\$3,683,495	\$3,843,727	\$4,014,593	\$4,175,023	\$4,316,231

