

AGENDA
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
November 7, 2016
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 October 17, 2016

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- Community Development
- Human Resources and Finance
 - 2016 Proposed Tax Levy
- Public Works, Facilities and Capital Assets, and Engineering
 - Nippersink Road Project – Additional Water Main Work
 - Lakewood Lift Station SCADA Integration
 - Verbal Discussion: Emerald Ash Borer Tree Removal Increased Costs
- Building and Zoning
- Special Events
- Police
 - School of Police Staff & Command Training
 - Verbal Discussion: Emergency Management
- Administration

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

6.1 Motion to move to Executive Session to discuss potential litigation pursuant to Section 2c(1) of the Illinois Open Meeting Act

7. ADJOURN

MINUTES
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
October 17, 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 7:38 P.M.

1. ROLL CALL

Present: Trustees Foy, Frye, Kraly, Triphahn

Absent: Trustees Newby, Rodriguez

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of October 3, 2016

Trustee Kraly moved, Seconded by Trustee Triphahn, to approve the Minutes of the Committee of the Whole Meeting of October 3, 2016. Under Discussion, Trustee Frye stated he will be abstaining from the vote, the rest of the board had 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
 - 2016 Estimated Tax Levy

Wayde Fredrichs, Finance Director, informed the Board that, excluding any new property equalized assessed valuation (EAV), the maximum extension for 2016 is estimated to be \$25,112 over the 2015 tax extension of \$3,587,384. For the current tax levy estimated calculation, for every \$250,000 in new property the maximum allowable extension would increase by approximately \$3,327. Estimates include a 5% decrease for existing property EAV and a new construction amount of \$300,000. He stated that staff is recommending an estimated levy of \$3,697,827 to capture the entire benefit of the CIP growth and new construction EAV; however, the limiting allowable extension is estimated at \$3,616,483. Due to the overall 2016 estimated levy increasing only 3.08% over last year, a public hearing is not necessary. It was asked during discussion what the increase per household would be, it was stated it would be approximately \$4.00 per household.

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

- Public Works, Facilities and Capital Assets, and Engineering
 - Water Tower Cathodic Protection Inspection
Public Works Director Wedoff recommends entering into a contract with Corpro Companies Inc. to perform an inspection and check of the cathodic protection systems on Village elevated water storage tanks. The cathodic protection system helps inhibit rust from forming on the metal and prolongs the life of the storage tanks and towers.

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

- Second CLCJAWA Delivery Structure Design
PWD Wedoff recommended accepting a proposal from CDM Smith Inc. to complete the design engineering for a second CLCJAWA receiving station located in Raymond Park off of Chardon Road. As a part of the new West Group expansion line serving Volo and Wauconda, CLCJAWA has agreed to provide a second connection point to the Village. In order to take advantage of this, the Village is required to build a receiving structure to tie into the transmission main. The second connection will provide added redundancy to the Village's water supply and better water pressure in the southern areas of the Village. PWD Wedoff also stated that this design will not include the proposed booster pumping station or any other water main improvements, that work will be brought forward separately next year.

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

- Public Works Surplus Items
PWD Wedoff stated that the department has a bumper and plow hitch assembly that had been taken off of truck #54 when it was refurbished and is requesting permission to dispose of the items through auction if possible or sold for recycled metal.

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

- Building and Zoning
- Special Events
- Police
- Administration
 - Computer & Server Quotes
Village Administrator Shields stated that there is a total of seventeen (17) computers budgeted in fiscal year end 2017 as well as one server to replace the Village Hall Server. Three vendors were contacted for quotes with Paragon Micro being the lowest for the seventeen (17) computers, excluding shipping, as well as the lowest quote for the Village Hall Server, excluding shipping. VA Shields also stated that in the past the computer installations were allotted to the normal Current Technologies maintenance day(s) to reduce labor charges, however, the installation of all the computers took considerable time and staff requested Current Technologies to complete the project on non-normal maintenance days. Therefore, in the current year, staff requested a labor quote from Current Technologies to perform the installation above the normal contracted hours.

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

5. SUGGESTED NEW TOPICS
NONE

6. EXECUTIVE SESSION
NONE

7. ADJOURN

Motion by Trustee Foy, Seconded by Trustee Triphahn to adjourn the Committee of the Whole meeting at 7:53 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: 2016 PROPOSED TAX LEVY

Agenda Item No. COTW

Executive Summary

Per 35 ILCS 200/18-60 not less than 20 days prior to the adoption of the aggregate levy, the corporate authorities of each taxing district shall determine the amounts of money estimated to be necessary to be raised by taxation for that year upon the taxable property in its district. Staff recommended an estimated levy of \$3,697,827, an increase of 3.08% over last year's extension. The estimate was presented at the October 17th Board meeting.

Staff is recommending a Proposed levy equal to the estimated levy of \$3,697,827 to capture the entire benefit of the CPI growth (0.70%) and any new construction EAV, however, the limiting allowable extension is estimated to be only \$3,619,150 once the Road and Bridge levy is reduced by the County. It should be noted that staff increased the new property EAV from the estimated \$300,000 to \$500,000. This increased the maximum allowable levy by \$2,667 from the amount presented previously.

The \$3,619,150 amount will result in a total increase of .89% or \$31,766 over the 2015 Actual Extension of which only 0.70% or \$25,112 affects current residents (CPI). The remaining 0.19% or \$6,654 will be from new construction and property that are new to the tax rolls.

Recommended Action

Discuss and Provide Additional Staff Guidance for Future Board Action.

Committee: Human Resources & Finance	Meeting Date: 11/7/16																														
Lead Department: Administration	Presenter: Wayde Frerichs, Director of Finance																														
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="width: 40%;">Account(s)</th> <th style="width: 20%;">Budget</th> <th style="width: 40%;">Expenditure</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr> <td style="text-align: right;">Grand Total</td> <td style="text-align: center;">\$0.00</td> <td style="text-align: center;">\$0.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td colspan="2">-</td> </tr> <tr> <td style="text-align: right;">Over</td> <td colspan="2">-</td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure																Grand Total	\$0.00	\$0.00	Request is over/under budget:			Under	-		Over	-	
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Village of Round Lake - Proposed 2016 Tax Levy

Collected in Fiscal Year 2018

Proposed Tax Levy

	2015 Information	2016 Information	Increase	%	Notes
New Property EAV	\$395,733	\$500,000	\$104,267	26.35%	Rounded up to \$500,000
Existing Property EAV	\$258,119,249	\$271,440,731	\$13,321,482	5.16%	Increased 5.0% from the total \$258,514,982
Total EAV	\$258,514,982	\$271,940,731	\$13,425,749	5.19%	

Consumer Price Index (CPI) 0.80% 0.70%

Description	2015 Actual Extension	2016 Proposed Levy	2016 Adjusted Levy	Maximum Amount	Limiting Rates	2016 Estimated Rates	2015 Year Rates	Proposed Levy Notes
Police Pension	\$456,196	\$468,693	\$468,693	N/A	N/A	0.1724	0.1765	State actuarial valuation amount of \$468,693
IMRF	\$100,500	\$109,000	\$109,000	N/A	N/A	0.0401	0.0389	General Fund budget of \$109,000
Police Protection	\$1,175,002	\$1,175,002	\$1,162,463	1,631,644	0.60000	0.4321	0.4545	Kept same as prior year
Street & Bridge (3)	\$53,862	\$120,000	\$53,862	271,941	0.10000	0.0441	0.0208	Kept same as prior year
Garbage	\$371,194	\$366,011	\$366,011	543,881	0.20000	0.1346	0.1436	Budget of \$971,011 less \$605,000 user fees: \$366,011
Civil Defense	\$4,573	\$4,572	\$4,572	4,572	\$.25 * Pop	0.0017	0.0018	Population of 18,289 x \$0.25
Liability Insurance	\$173,732	\$186,079	\$186,079	N/A	N/A	0.0684	0.0672	General Fund budget of \$186,079
Audit	\$20,025	\$23,022	\$23,022	N/A	N/A	0.0085	0.0077	General Fund budget of \$23,022
Social Security	\$246,202	\$259,350	\$259,350	N/A	N/A	0.0954	0.0952	General Fund budget of \$259,350
General Corporate	\$986,098	\$986,098	\$986,098	1,189,741	0.43750	0.3626	0.3814	Kept same as prior year
	\$3,587,384	\$3,697,827	\$3,619,150			1.3598	1.3877	

Maximum Allowable Extension to Adjusted Levy \$0

Estimated Levy Dollar Increase:	\$110,443.03	2016 Est. Limiting Rate (2):	1.3309	-0.0568	Estimated Rate Change from Prior Year
Percent Increase (1):	3.08%	Max. Allowable Ext. (4):	\$3,619,150	\$31,766	Dollar change between max allowed & last year's extension
		Est. Adjustment needed (4):	(\$78,677)	0.89%	Estimated 2016 levy from 2015 extension percent change

- (1) Public Hearing Required if greater than 5%.
- (2) Limiting rate calculation: (Last Year's Extension * Inflation) / (Total EAV - New Property - Annexations + Disconnections).
- (3) Due to county calculations the final actual extension for Street & Bridge tax is typically 1/2 the levy amount.
- (4) Estimated levy higher than the maximum allowable to capture all revenues. Adjustments to levy are done when county completes preliminary estimated extensions.

Fund	2015 Actual Extension	2016 Adjusted Levy	Dollar Change	Percent Change	FYE 2017 Estimated Collections	FYE 2018 Collection Forecast	Difference
General Fund	\$3,131,188	\$3,150,457	\$19,269	0.62%	\$3,099,876	\$3,118,952	\$19,077
Police Pension	\$456,196	\$468,693	\$12,497	2.74%	\$451,634	\$464,006	\$12,372
Total	\$3,587,384	\$3,619,150	\$31,766	0.89%	\$3,551,510	\$3,582,958	\$31,448

**VILLAGE OF ROUND LAKE
HISTORICAL INFORMATION**

HISTORICAL EQUALIZED ASSESSED VALUATION

NEW CONSTRUCTION

Levy Year	Dollar Amount	Dollar Change	Percent Change	Levy Year	Dollar Amount	Dollar Change	Percent Change
2000	\$75,241,760	\$11,686,401	18.39%	2000	\$9,465,549	\$4,613,740	95.09%
2001	\$93,873,302	\$18,631,542	24.76%	2001	\$11,660,335	\$2,194,786	23.19%
2002	\$122,024,880	\$28,151,578	29.99%	2002	\$19,653,945	\$7,993,610	68.55%
2003	\$177,037,387	\$55,012,507	45.08%	2003	\$33,373,505	\$13,719,560	69.81%
2004	\$243,920,458	\$66,883,071	37.78%	2004	\$55,538,267	\$22,164,762	66.41%
2005	\$319,702,385	\$75,781,927	31.07%	2005	\$57,068,520	\$1,530,253	2.76%
2006	\$377,475,750	\$57,773,365	18.07%	2006	\$38,540,064	(\$18,528,456)	(32.47%)
2007	\$407,703,238	\$30,227,488	8.01%	2007	\$14,532,309	(\$24,007,755)	(62.29%)
2008	\$421,556,835	\$13,853,597	3.40%	2008	\$3,153,583	(\$11,378,726)	(78.30%)
2009	\$404,464,351	(\$17,092,484)	(4.05%)	2009	\$2,548,079	(\$605,504)	(19.20%)
2010	\$363,428,091	(\$41,036,260)	(10.15%)	2010	\$1,329,445	(\$1,218,634)	(47.83%)
2011	\$321,967,538	(\$41,460,553)	(11.41%)	2011	\$969,459	(\$359,986)	(27.08%)
2012	\$275,111,595	(\$46,855,943)	(14.55%)	2012	\$806,734	(\$162,725)	(16.79%)
2013	\$252,282,627	(\$22,828,968)	(7.09%)	2013	\$762,471	(\$44,263)	(4.57%)
2014	\$242,779,911	(\$9,502,716)	(3.77%)	2014	\$1,436,534	\$674,063	88.41%
2015	\$258,514,982	\$15,735,071	6.48%	2015	\$395,733	(\$1,040,801)	(72.45%)
2016	\$271,440,731	\$12,925,749	5.00%	2016	\$500,000	\$104,267	26.35%

TAX RATES

FINAL EXTENSION

Levy Year	Rate	Rate Change	Percent Change	Levy Year	Dollar Amount	Dollar Change	Percent Change
2000	1.342	(0.026)	(1.90%)	2000	\$1,003,702	\$221,430	28.31%
2001	1.256	(0.086)	(6.41%)	2001	\$1,166,501	\$162,799	16.22%
2002	1.160	(0.096)	(7.64%)	2002	\$1,395,444	\$228,943	19.63%
2003	1.005	(0.155)	(13.36%)	2003	\$1,750,776	\$355,332	25.46%
2004	0.928	(0.077)	(7.66%)	2004	\$2,229,631	\$478,855	27.35%
2005	0.855	(0.073)	(7.87%)	2005	\$2,697,113	\$467,482	20.97%
2006	0.835	(0.020)	(2.34%)	2006	\$3,111,004	\$413,891	15.35%
2007	0.824	(0.011)	(1.32%)	2007	\$3,322,233	\$211,229	6.79%
2008	0.827	0.003	0.36%	2008	\$3,486,275	\$164,042	4.94%
2009	0.869	0.042	5.08%	2009	\$3,514,795	\$28,520	0.82%
2010	0.997	0.128	14.73%	2010	\$3,623,378	\$108,583	3.09%
2011	1.071	0.074	7.42%	2011	\$3,448,272	(\$175,106)	(4.83%)
2012	1.244	0.173	16.15%	2012	\$3,422,388	(\$25,884)	(0.75%)
2013	1.386	0.142	11.41%	2013	\$3,486,069	\$63,681	1.86%
2014	1.464	0.078	5.60%	2014	\$3,553,463	\$67,393	1.93%
2015	1.388	(0.076)	(5.18%)	2015	\$3,587,384	\$33,921	0.95%
2016	1.331	(0.057)	(4.09%)	2016	\$3,619,150	\$31,766	0.89%

**VILLAGE OF ROUND LAKE
HISTORICAL INFORMATION**

GENERAL LEVY

POLICE PENSION LEVY

Levy Year	Dollar Amount	Dollar Change	Percent Change	Levy Year	Dollar Amount	Dollar Change	Percent Change
2000	\$890,992	-	-	2000	\$112,710	-	-
2001	\$1,047,345	\$156,353	17.55%	2001	\$119,156	\$6,446	5.72%
2002	\$1,253,933	\$206,588	19.72%	2002	\$141,511	\$22,355	18.76%
2003	\$1,579,037	\$325,104	25.93%	2003	\$171,739	\$30,228	21.36%
2004	\$2,064,866	\$485,829	30.77%	2004	\$164,765	(\$6,974)	(4.06%)
2005	\$2,473,686	\$408,820	19.80%	2005	\$223,427	\$58,662	35.60%
2006	\$2,865,682	\$391,996	15.85%	2006	\$245,322	\$21,895	9.80%
2007	\$3,045,602	\$179,920	6.28%	2007	\$276,631	\$31,309	12.76%
2008	\$3,245,984	\$200,382	6.58%	2008	\$240,291	(\$36,340)	(13.14%)
2009	\$3,217,080	(\$28,904)	(0.89%)	2009	\$297,715	\$57,424	23.90%
2010	\$3,307,196	\$90,116	2.80%	2010	\$316,182	\$18,467	6.20%
2011	\$3,052,252	(\$254,944)	(7.71%)	2011	\$396,020	\$79,838	25.25%
2012	\$2,993,214	(\$59,038)	(1.93%)	2012	\$429,174	\$33,154	8.37%
2013	\$2,985,544	(\$7,670)	(0.26%)	2013	\$500,525	\$71,351	16.63%
2014	\$3,103,460	\$117,916	3.95%	2014	\$450,002	(\$50,523)	(10.09%)
2015	\$3,131,188	\$27,727	0.89%	2015	\$456,196	\$6,194	1.38%
2016	\$3,150,457	\$19,269	0.62%	2016	\$468,693	\$12,497	2.74%

OTHER INFORMATION

Fiscal Year End	CPI Year	Tax Levy Year	CPI For Tax Levy Dec. thru Dec. CPI	Police Pension Levy as a % of Overall Extension	Taxes as a % of General Fund Revenues		
					Dollar Amount	Percent of Total Revenues	
2002	1999	2000	2.70%	11.23%	\$785,683	23.30%	
2003	2000	2001	3.40%	10.21%	\$956,969	21.69%	
2004	2001	2002	1.60%	10.14%	\$1,163,490	25.14%	
2005	2002	2003	2.40%	9.81%	\$1,430,078	25.35%	
2006	2003	2004	1.90%	7.39%	\$1,584,478	28.62%	
2007	2004	2005	3.30%	8.28%	\$2,350,090	36.49%	
2008	2005	2006	3.40%	7.89%	\$2,839,983	36.69%	
2009	2006	2007	2.50%	8.33%	\$3,029,873	41.24%	
2010	2007	2008	4.10%	6.89%	\$3,233,625	52.83%	
2011	2008	2009	0.10%	8.47%	\$3,205,781	49.00%	
2012	2009	2010	2.70%	8.73%	\$3,283,408	49.18%	
2013	2010	2011	1.50%	11.48%	\$3,041,331	43.17%	
2014	2011	2012	3.00%	12.54%	\$2,974,339	42.50%	
2015	2012	2013	1.70%	14.36%	\$2,915,171	40.96%	
2016	2013	2014	1.50%	12.66%	\$3,093,960	41.13%	
2017	2014	2015	0.80%	12.72%	\$3,120,745	42.50%	Budget
2018	2015	2016	0.70%	12.95%	\$3,145,745	42.40%	Budget

**VILLAGE OF ROUND LAKE
HISTORICAL INFORMATION**

FINAL EXTENSION

Levy Year	Dollar Extension	Portion of Increase from CPI	%	Portion of Increase from Growth	%	Total Dollar Change	Percent Change
2000	\$1,003,702	\$21,121	2.70%	\$200,309	25.61%	\$221,430	28.31%
2001	\$1,166,501	\$34,126	3.40%	\$128,673	12.82%	\$162,799	16.22%
2002	\$1,395,444	\$18,664	1.60%	\$210,279	18.03%	\$228,943	19.63%
2003	\$1,750,776	\$33,491	2.40%	\$321,842	23.06%	\$355,332	25.46%
2004	\$2,229,631	\$33,265	1.90%	\$445,590	25.45%	\$478,855	27.35%
2005	\$2,697,113	\$73,578	3.30%	\$393,904	17.67%	\$467,482	20.97%
2006	\$3,111,004	\$91,702	3.40%	\$322,189	11.95%	\$413,891	15.35%
2007	\$3,322,233	\$77,775	2.50%	\$133,454	4.29%	\$211,229	6.79%
2008	\$3,486,275	\$136,212	4.10%	\$27,831	0.84%	\$164,042	4.94%
2009	\$3,514,795	\$3,486	0.10%	\$25,034	0.72%	\$28,520	0.82%
2010	\$3,623,378	\$94,899	2.70%	\$13,683	0.39%	\$108,583	3.09%
2011	\$3,448,272	-	-	-	-	(\$175,106)	(4.83%)
2012	\$3,422,388	-	-	-	-	(\$25,884)	(0.75%)
2013	\$3,486,069	\$58,181	1.70%	\$5,501	0.16%	\$63,681	1.86%
2014	\$3,553,463	\$52,291	1.50%	\$15,102	0.43%	\$67,393	1.93%
2015	\$3,587,384	\$28,428	0.80%	\$5,494	0.15%	\$33,921	0.95%
2016	\$3,619,150	\$25,112	0.70%	\$6,654	0.19%	\$31,766	0.89%

GENERAL FUND REVENUES & TRANSFERS IN

GENERAL FUND EXPENSES & TRANSFERS OUT

Fiscal Year End	Dollar Amount	Dollar Change	Percent Change	Fiscal Year End	Dollar Amount	Dollar Change	Percent Change
2001	\$2,694,615	-	-	2001	\$2,652,268	-	-
2002	\$3,371,406	\$676,791	25.12%	2002	\$3,082,691	\$430,423	16.23%
2003	\$4,411,068	\$1,039,662	30.84%	2003	\$3,675,653	\$592,962	19.24%
2004	\$4,628,490	\$217,422	4.93%	2004	\$4,326,895	\$651,242	17.72%
2005	\$5,641,238	\$1,012,748	21.88%	2005	\$5,178,589	\$851,694	19.68%
2006	\$5,535,669	(\$105,569)	(1.87%)	2006	\$5,095,161	(\$83,428)	(1.61%)
2007	\$6,439,555	\$903,886	16.33%	2007	\$6,488,071	\$1,392,910	27.34%
2008	\$7,741,519	\$1,301,964	20.22%	2008	\$6,978,994	\$490,923	7.57%
2009	\$7,346,617	(\$394,902)	(5.10%)	2009	\$6,181,698	(\$797,296)	(11.42%)
2010	\$6,120,939	(\$1,225,678)	(16.68%)	2010	\$6,432,694	\$250,996	4.06%
2011	\$6,543,072	\$422,133	6.90%	2011	\$6,194,942	(\$237,752)	(3.70%)
2012	\$6,675,773	\$132,701	2.03%	2012	\$5,909,554	(\$285,389)	(4.61%)
2013	\$7,044,609	\$368,836	5.52%	2013	\$5,961,274	\$51,720	0.88%
2014	\$6,998,599	(\$46,010)	(0.65%)	2014	\$7,483,364	\$1,522,090	25.53%
2015	\$7,116,530	\$117,931	1.69%	2015	\$7,143,914	(\$339,451)	(4.54%)
2016	\$7,522,323	\$405,793	5.70%	2016	\$7,467,525	\$323,611	4.53%
2017 (A)	\$7,342,115	(\$180,208)	(2.40%)	2017	\$8,673,406	\$1,205,881	16.15%
2018 (B)	\$7,418,866	\$76,751	1.05%	2018	\$8,637,343	(\$36,063)	(0.42%)

(A) - 2017 Budget amount.

(B) - 2018 Forecasted amount.



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: NIPPERSINK ROAD PROJECT – ADDITIONAL WATER MAIN WORK

Agenda Item No. COTW

Executive Summary

Staff recommends approving additional water main work to be completed as a part of the Nippersink Road Improvements Project. While exercising valves for the water main portion of the project, staff discovered a valve in Nippersink Road near Rte. 134 is broken in the closed position. The valve is approximately 85 feet east of the project limits. Given the poor condition of the existing water main and the knowledge that the valve is broken, staff feels it would be in the Village’s best interest to extend the water main replacement to the valve and replace the valve in conjunction with the planned work. The project as bid was under budget and the majority of this extra will be covered by the original funds allocated.

	MFT	Water & Sewer
Budgeted	\$461,199.00	\$120,055.00
As Bid	\$336,140.41	\$106,970.50
Amount Under Budget	\$125,058.59	\$13,084.50
Proposed Extra	\$14,489.00	\$16,919.00

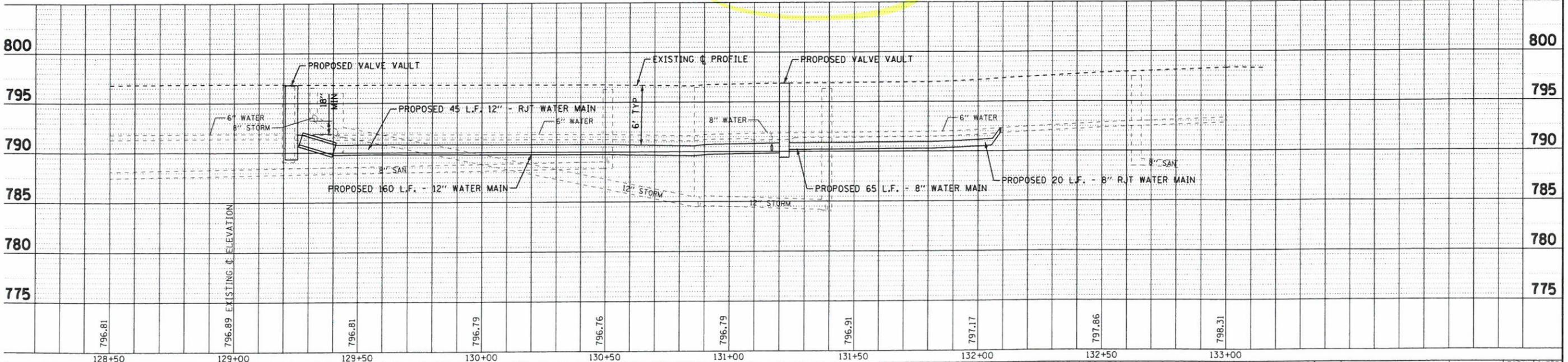
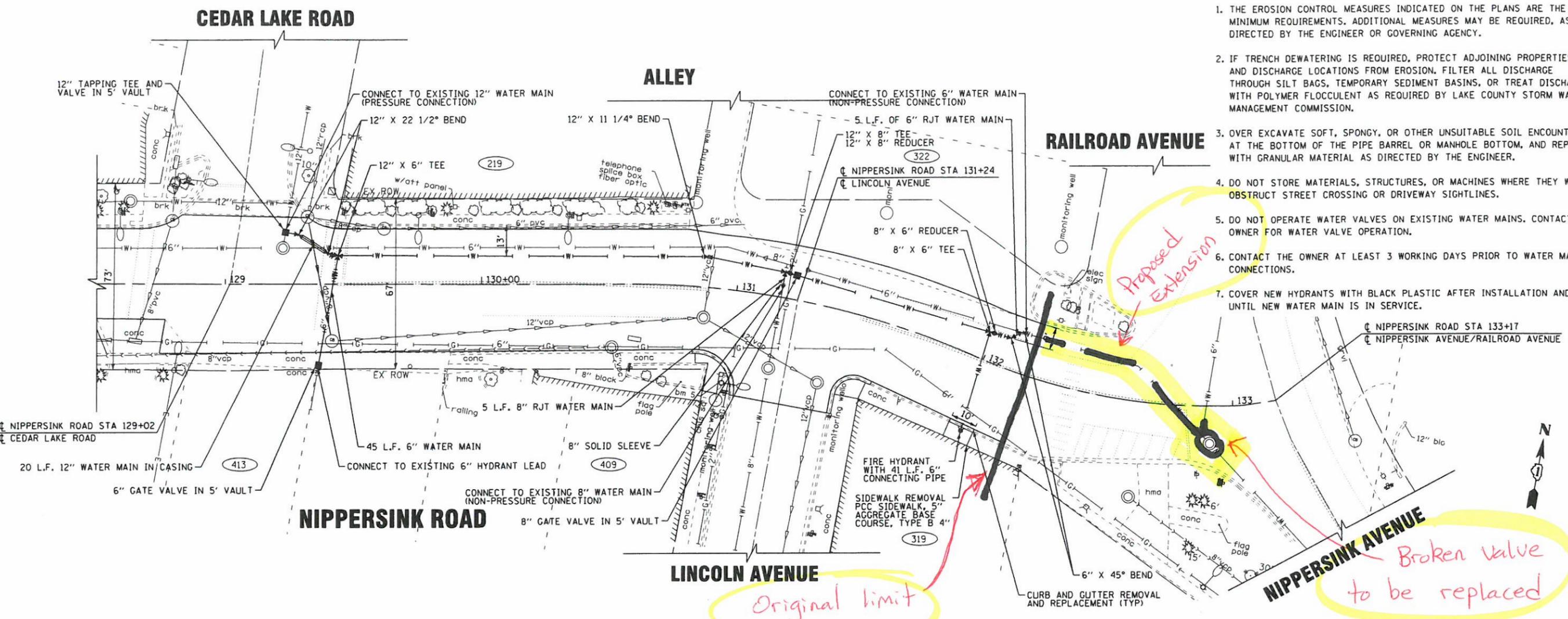
Recommended Action

Approve additional water main work to be completed as a part of the Nippersink Road Improvements Project.

Committee: PW/F&CA and Engineering		Meeting Date(s): 11/07/16	
Lead Department: Public Works		Presenter: Adam Wedoff, Director of Public Works	
Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.	Account(s)	Budget	Expenditure
	10-60-83-88301	\$722,480.00	
	Item Requested	\$515,000.00	\$14,489.00
	Y-T-D Actual		\$279,845.05
	Amount Encumbered		\$336,140.41
	Total	\$1,237,480.00	\$630,474.46
	50-60-81-88101	\$2,843,581.00	
	Item Requested	\$100,000.00	\$16,919.00
	Y-T-D Actual		\$62,734.37
	Amount Encumbered		\$106,970.50
	Total	\$2,943,581.00	\$186,623.87
	Grand Total	\$4,181,061.00	\$817,098.33
Request is over/under budget:			
	Under		\$3,363,962.67

WATER MAIN REPLACEMENT GENERAL NOTES

1. THE EROSION CONTROL MEASURES INDICATED ON THE PLANS ARE THE MINIMUM REQUIREMENTS. ADDITIONAL MEASURES MAY BE REQUIRED, AS DIRECTED BY THE ENGINEER OR GOVERNING AGENCY.
2. IF TRENCH DEWATERING IS REQUIRED, PROTECT ADJOINING PROPERTIES AND DISCHARGE LOCATIONS FROM EROSION. FILTER ALL DISCHARGE THROUGH SILT BAGS, TEMPORARY SEDIMENT BASINS, OR TREAT DISCHARGE WITH POLYMER FLOCCULENT AS REQUIRED BY LAKE COUNTY STORM WATER MANAGEMENT COMMISSION.
3. OVER EXCAVATE SOFT, SPONGY, OR OTHER UNSUITABLE SOIL ENCOUNTERED AT THE BOTTOM OF THE PIPE BARREL OR MANHOLE BOTTOM, AND REPLACE WITH GRANULAR MATERIAL AS DIRECTED BY THE ENGINEER.
4. DO NOT STORE MATERIALS, STRUCTURES, OR MACHINES WHERE THEY WILL OBSTRUCT STREET CROSSING OR DRIVEWAY SIGHTLINES.
5. DO NOT OPERATE WATER VALVES ON EXISTING WATER MAINS. CONTACT THE OWNER FOR WATER VALVE OPERATION.
6. CONTACT THE OWNER AT LEAST 3 WORKING DAYS PRIOR TO WATER MAIN CONNECTIONS.
7. COVER NEW HYDRANTS WITH BLACK PLASTIC AFTER INSTALLATION AND UNTIL NEW WATER MAIN IS IN SERVICE.





VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: LAKEWOOD LIFT STATION SCADA INTEGRATION

Agenda Item No. COTW

Executive Summary

Staff recommends accepting a proposal from BWCSI, LLC. to provide materials and installation services required to integrate the new Lakewood lift station control cabinet into the Village’s existing SCADA system. The Lakewood lift station control upgrades are currently being done by PW staff. The new controls will need to be connected to the existing SCADA system for full functionality and alarms. BWCSI will also install a new antenna because the old one is damaged beyond repair.

BWCSI, LLC. developed and has maintained the Village SCADA system since its inception. They have provided satisfactory results and they are familiar with Village equipment, staff and expectations.

Additional scope of services is described in the attached proposal.

Recommended Action

Accept a proposal from BWCSI, LLC. to provide materials and installation services required to integrate the new Lakewood lift station control cabinet into the Village’s existing SCADA system.

Committee: PW/F&CA and Engineering	Meeting Date(s): 11/07/16																																					
Lead Department: Public Works	Presenter: Adam Wedoff, Director of Public Works																																					
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: 40%;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>Other Items</td> <td style="text-align: right;">\$93,700.00</td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$9,780.00</td> </tr> <tr> <td>YTD Actual</td> <td></td> <td style="text-align: right;">\$9,557.55</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td>50-60-92-99208</td> <td style="text-align: right;">\$93,700.00</td> <td style="text-align: right;">\$19,337.55</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;">\$74,362.45</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	Other Items	\$93,700.00					Item Requested	\$0.00	\$9,780.00	YTD Actual		\$9,557.55	Amount Encumbered		\$0.00							50-60-92-99208	\$93,700.00	\$19,337.55	Request is over/under budget:			Under		\$74,362.45	Over	-		
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B&W Control Systems Integration
8678 Ridgely Road · Crystal Lake, IL 60012
815.788.3600 office · 815.455.0450 fax · www.bwcsi.com

October 31, 2016

Mr. Adam Wedoff
Director of Public Works
Village of Round Lake
751 West Townline Road
Round Lake, IL 60073

**Subject: Lakewood Lift Station SCADA Integration
BWCSI Job Number 161118.50**

Dear Mr. Wedoff:

The Village has updated the pump station controls at their Lakewood Lift Station which include a new Flygt Pump Controller and control panel. The Flygt Pump Controller cannot communicate directly to the Supervisory Control and Data Acquisition system (SCADA) so B&W Control Systems Integration (BWCSI) is proposing to install a new Allen-Bradley MicroLogix 1400 Programmable Logic Controller (PLC) that will be able to communicate to both the new Flygt Pump Controller and the SCADA radio system. In addition to the PLC, a new mast and antenna will be installed to improve communications. Following is BWCSI's proposal for the re-integration of the new Lakewood Lift Station into SCADA.

Scope of Services

Equipment

- One (1) Allen-Bradley MicroLogix 1400 Programmable Logic Controller
- One (1) 24V DC Power Supply
- One (1) Prosoft Technology Ethernet/IP to Modbus TCP/IP gateway
- Miscellaneous panel components to complete installation
- **NOTE:** Existing radio and Uninterruptible Power Supply (UPS) will be re-used in the new Pump Control Panel.

Sub-Contractor (Krueger Tower, Inc.)

- Provide and install new TY-900 antenna on new 10' mast attached to existing cabinet.
- Run cable into cabinet to new polyphaser installed in bottom of control cabinet.
- Perform sweep test on antenna and coax.
- Align antenna as directed.



Labor

Project Management

- Plan, schedule, and coordinate the activities that must be performed to complete the Project.
- Develop a Village staff approved parameter list of data that SCADA will read and write from the new Flygt MultiSmart Pump Controller prior to implementation in the field.

Installation Performed by Village Staff

- Village staff will perform the following work before BWCSI comes onsite to complete the integration:
 - Install and terminate wiring for a circuit breaker and single DIN-rail mountable outlet for UPS.
 - Install and terminate wiring for utility/UPS failover circuit.
 - **NOTE:** This will allow the control equipment on UPS power to remain powered by utility power in the event UPS power is no longer present.
 - Re-install existing radio along with a new fused, single DIN-rail mountable outlet.
 - Install and terminate power wiring to MicroLogix 1400.

Installation performed by BWCSI

- Connect serial cable between MicroLogix 1400 and Flygt Pump Controller.
- Provide PLC programming to allow the MicroLogix 1400 to read and write data from the Flygt Pump Controller over the serial Modbus Remote Terminal Unit (RTU) communication protocol.
 - NOTE: Read and write data will be agreed upon with Village staff prior to implementation in the field.
- Test radio communication to master radio site and confirm operation.
- Review and confirm, with help of Village staff, that all new and existing data and alarms are once again being monitored by SCADA iFIX and WIN-911.

Final Documentation

- Provide electronic copies of updated PLC program and a marked up PDF of existing drawings on flash drive or similar.

BWCSI Assumptions / Owner Responsibilities

- Owner will provide up to two (2) days of site access for installation, programming, and startup on normal business days between 7:00 am and 3:30 pm. Work past 3:30



pm can be agreed upon as needed, provided BWCSI can secure the site(s) upon departure.

- Owner understands that all existing equipment to remain is assumed to be in good, working order. In the event that any other equipment does not perform as-expected, BWCSI will work with the Owner to repair, as-needed, under a separate contract.
- Owner will dispose of/recycle any removed equipment.
- Owner understands that software/materials purchased outside BWCSI may require regular support, and it will coordinate directly with the manufacturer to identify support costs for future budgeting purposes.

Project Schedule

BWCSI is available to begin work upon notice to proceed.

Warranty

The warranty listed in the attached Standard Terms & Conditions document (Paragraph 13):

- DOES apply
- DOES NOT apply

Fee

Our fee for the above scope is a lump sum of \$9,780.

This agreement is valid for 90 days from the date of this proposal.

Terms & Conditions

Refer to attached Standard Terms & Conditions document.



Acceptance

If this proposal is acceptable, please sign one copy and return to us. Feel free to contact me if you have any questions.

Sincerely,

B&W CONTROL SYSTEMS
INTEGRATION, LLC

James R. Gramhofer
Automation Client Support Manager
JRG

Christopher T. Sosnowski, PE
President

I:\Crystal Lake\ROULK\161118 - Lakewood LS SCADA Integration\Contract\161118 Proposal - Lakewood LS SCADA Integration.Docx

AUTHORIZATION BY

Signature/Date: _____

Printed Name and Title: _____

*Above signature implies acceptance of the attached **STANDARD TERMS & CONDITIONS, Rev 4.***



Standard Terms and Conditions

(REV 4)

1. The submitted proposal and these Standard Terms & Conditions constitute and are herein referred to as the Agreement.
2. B&W Control Systems Integration, LLC is herein referred to as BWCSI, and the party with whom BWCSI is entering into this Agreement with is herein referred to as OWNER.
3. BWCSI may submit requests for periodic progress payments for services rendered. Payments shall be due and owing by the OWNER upon receipt of BWCSI's invoice for services. Payments to BWCSI after (60) consecutive calendar days from the date of BWCSI's invoice for services shall include an additional late payment charge computed at an annual rate of twelve percent (12%) from date of BWCSI's invoice; and BWCSI may, after giving seven (7) days written notice to the OWNER, suspend services under this Agreement until BWCSI has been paid in full all amounts due for services, expenses, and late payment charges.
4. This Agreement may be terminated, in whole or in part, by either party if the other party substantially fails to fulfill its obligations under this Agreement through no fault of the terminating party; or the OWNER may terminate this Agreement, in whole or in part, for its convenience. However, no such termination may be effected unless the terminating party gives the other party: (1) not less than ten (10) calendar days written notice by certified mail of intent to terminate, and (2) an opportunity for a meeting with the terminating party before termination. If this Agreement is terminated by either party, BWCSI shall be paid for services performed to the effective date of termination, including reimbursable expenses. In the event of contract termination, the OWNER shall receive reproducible copies of Drawings, Custom Developed Applications and other documents completed by BWCSI.
5. BWCSI agrees to hold harmless and indemnify the OWNER and each of its officers, agents and employees from any and all liability claims, losses, or damages, to the extent that such claims, losses, or damages are caused by BWCSI's negligence in the performance of the services under this Agreement, but not including liability that may be due to the sole negligence of the OWNER or other consultants, contractors or subcontractors working for the OWNER, or their officers, agents and employees. In the event claims, losses, or damages are caused by the joint or concurrent negligence of BWCSI and the OWNER they shall be borne by each party in proportion to its negligence.
6. The OWNER acknowledges that BWCSI is a Limited Liability Company and not a Professional Service Corporation, and further acknowledges that the corporate entity, as the party to this contract, expressly avoids contracting for individual responsibility of its officers, directors, or employees.
7. The OWNER and BWCSI agree that any claim made by either party arising out of any act of the other party, or any officer, director, or employee of the other party in the execution or performance of the Agreement, shall be made solely against the other party and not individually or jointly against such officer, director, or employees.
8. For the duration of the project, BWCSI shall procure and maintain insurance for protection from claims under worker's compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims or damages because of injury to or destruction of property including loss of use resulting therefrom, alleged to arise from BWCSI's negligence in the performance of services under this Agreement. The OWNER shall be named as an additional insured on BWCSI's general liability insurance policy. The limits of liability for the insurance required by this Subsection are as follows:

Workers Compensation:	Statutory Limits	Excess Umbrella Liability:	\$5,000,000 per claim and aggregate
General Liability:	\$1,000,000 per claim / \$2,000,000 aggregate	Professional Liability:	\$5,000,000 per claim
Automobile Liability:	\$1,000,000 combined single limit		\$5,000,000 aggregate
9. Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, the total liability, in the aggregate, of BWCSI and their officers, directors, employees, agents, and any of them, to the OWNER and anyone claiming by, through or under the OWNER, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract or warranty expressed or implied of BWCSI or their officers, directors, employees, agents or any of them, hereafter referred to as the "OWNER's Claims", shall not exceed the total insurance proceeds available to pay on behalf of or to BWCSI by their insurers in settlement or satisfaction of OWNER's Claims under the terms and conditions of BWCSI's insurance policies applicable thereto, including all covered payments made by those insurers for fees, costs and expenses of investigation, claims adjustment, defense and appeal.
10. BWCSI is responsible for the quality, technical accuracy, timely completion, and coordination of all Designs, Drawings, Custom Developed Applications and other services furnished or required under this Agreement, and shall endeavor to perform such services with the same skill and judgment which can be reasonably expected from similarly situated professionals.
11. The OWNER may, at any time, by written order, make changes within the general scope of this Agreement in the services to be performed by BWCSI. If such changes cause an increase or decrease in BWCSI's fee or time required for performance of any services under this Agreement, whether or not changed by any order, an equitable adjustment shall be made and this agreement shall be modified in writing accordingly. No service for which an additional compensation will be charged by BWCSI shall be furnished without the written authorization of the OWNER.
12. All Drawings, Custom Developed Applications, and other documents prepared or furnished by BWCSI pursuant to this Agreement are instruments of service in respect to the project, and BWCSI shall retain the right of reuse of said documents and electronic media by and at the discretion of BWCSI whether or not the project is completed. Electronic copies of BWCSI's documents for information and reference in connection with the use and occupancy of the project by the OWNER and others shall be delivered to and become the property of the OWNER; however, BWCSI's documents are not intended or represented to be suitable for reuse by the OWNER or others on additions or extensions of the project, or on any other project. Any such reuse without verification or adaptation by BWCSI for the specific purpose intended will be at the OWNER's sole risk and without liability or legal exposure to BWCSI, and the OWNER shall indemnify and hold harmless BWCSI from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom.
13. BWCSI warrants that the services provided for under this Agreement will be completed in a good and workmanlike manner in accordance with applicable codes, ordinances, regulations or other legal requirement. For a period of one (1) year after the OWNER receives beneficial use of the installation, BWCSI will provide a limited warranty to the OWNER for any defect due to improper materials or workmanship supplied by BWCSI. Any such warranty provided to OWNER shall be provided by BWCSI without expense to the OWNER for the one (1) year period described herein. BWCSI'S WARRANTY IS A LIMITED WARRANTY FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF BENEFICIAL USE OF THE INSTALLATION. This warranty is limited to only defects in material and workmanship on products purchased and fully installed by BWCSI and excludes defects caused by improper use, abuse, accident, acts-of-God (including but not limited to lightning), alteration, or other conditions beyond BWCSI's control, as determined by BWCSI, and all manufacturer's products or workmanship as covered by their respective warranties. For manufacturer's products or workmanship, BWCSI will deliver to OWNER all manufacturers' warranties of products. IN CONSIDERATION OF THE LIMITED WARRANTY CONTAINED HEREIN THE OWNER AGREES AND ACKNOWLEDGES THAT SUCH WARRANTY REPLACES ALL OTHER WARRANTIES EITHER EXPRESS OR IMPLIED INCLUDING BUT NOT LIMITED TO ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. BWCSI's warranty is limited to repair or replacement of a defective product without cost to the OWNER. OWNER WAIVES ALL CLAIMS TO INCIDENTAL OR CONSEQUENTIAL DAMAGES. This limited warranty extends only to the OWNER and not to subsequent buyers/owners. OWNER must give written notice of a defect within the one (1) year warranty period described above. In the event of any dispute between the OWNER and BWCSI, such dispute shall be resolved in accordance with these Standard Terms & Conditions and the Agreement.
14. Any provision or part thereof of this Agreement held to be void or unenforceable under any law shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the parties. The parties agree that this Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.
15. This Agreement contains and embodies the entire and integrated agreement between parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral.



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: SCHOOL OF POLICE STAFF & COMMAND TRAINING Agenda Item No. **COTW**

Executive Summary:

The Police Department seeks permission to enroll Sergeant Peter Marquardt in the Northwestern University’s Center for Public Safety 10 week, 350 Hour Police Staff & Command School.

This school, offered through Northwestern University’s Center for Public Safety will be presented at the universities Evanston Campus for ten weeks, beginning on March 13, 2017 through May 19, 2017.

The School of Police Staff & Command is a junior – senior level university-based education program intended for mid and upper-level police supervisory personnel. Some of the topics include Introduction to management, managers as effective leaders and motivators, administration of police agencies, establishing policy, and preparing effective procedures, proper use of discipline, planning skills, labor management relations, problem analysis and other topics.

Cost of this training program is \$3,800 for tuition and parking, plus \$600.00 for meal reimbursement over the ten-week period.

Recommended Action:

Approve enrollment and purchase of the Northwestern School of Police Staff & Command training for Sergeant Peter Marquardt through Northeast Multi-regional Training to take place at the Northwestern University Campus in Evanston from **March 13, 2017** through **May 19, 2017** for \$3,800.00 for tuition, books and parking, and up to \$600.00 for meal reimbursement for fifty days @ \$12.00 per day. Total = \$4,400.00

Committee: Police		Meeting Date: 11/07/2016		
Lead Department: Police		Presenter: Michael Gillette		
Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.	Account No(s):	Budget:	Actual Request:	
	01-40-72-67208	\$40,210.00	\$4,400.00	
	YTD Actual		\$5,675.00	
	Encumbered		\$0.00	
	Total:	\$40,210.00	\$10,075.00	
	Request is over/under budget:			
	Under		\$30,135.00	
Over	-			

Resolution 16-R-__

A Resolution Authorizing the enrollment of Police Sergeant Peter Marquardt in the Northwestern University's Center for Public Safety 10 week, 350 Hour Police Staff & Command School presented at the Northwestern Evanston Campus beginning on March 13, 2017 through May 19, 2017 for a cost of \$3,800.00 for tuition, books and parking, and up to \$600.00 for meal reimbursement for fifty days @ \$12.00 per day.

BE IT RESOLVED by the Village President and Board of Trustees of the Village of

Round Lake as follows:

1. Authorizes the enrollment of Police Sergeant Peter Marquardt in the Northwestern University's Center for Public Safety 10 week, 350 Hour Police Staff & Command School presented at Northwestern University Evanston Campus beginning on March 13, 2017 through May 19, 2017 for a cost of \$3,800.00 for tuition, books, and parking, and up to \$600.00 for meal reimbursement for fifty days @ \$12.00 per day is hereby approved.
2. Authorizes the expenditure of, and no greater than, \$4,400.00 from the 2016-17 Police Department Training Budget to facilitate this enrollment.
3. The Mayor, or his designee, is authorized to execute all necessary documents to carry out the purposes of this resolution.

APPROVED:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

AYES:

NAYS:

ABSENT:



426

School of Police Staff and Command

To learn more about hosting an SPSC on-site at the location of your choice, please click here.

The School of Police Staff and Command (SPSC) is an intensive ten-week program that prepares law enforcement managers for senior positions by uniquely combining academic principles with practical applications.

Since the program launched in 1983, the SPSC has received enthusiastic response from executives and participants throughout the country. In 2012, the program was redesigned and the course curriculum updated to better incorporate adult- and problem-based learning models.

In order to provide flexibility for departments, the revised School of Police Staff and Command is offered on-ground at locations throughout the U.S. and around the world and is also available online.

Areas of Focus

- Budgeting
- Contemporary Policing
- Decision Making and Problem Solving
- Employee Relations
- Evaluating Products and Services
- Executive Image
- Grant Writing
- Human Resources
- Leadership and Management
- Media Relations
- Organizational Behavior
- Planning and Policies
- Project Management
- Resource Allocation
- Statistics
- Traffic

Program Outcomes

Students who successfully complete SPSC are better prepared to:

- Think globally rather than remain task-oriented
- Deliver services effectively and efficiently
- Get things done with people
- Analyze the environment
- Mitigate legal exposure
- Develop systems of accountability

Why Register for SPSC?

Improve Your Agency

Research is a key component of SPSC, and all students are required to write an objective, well-documented staff study addressing a problem or issue currently affecting the student's organization. Because the student's research project comes directly from a timely and critical issue facing that student's agency, the knowledge gained can be put to use immediately.

Build Relationships

Student interaction is an important part of the SPSC experience. Fellow students are knowledgeable and experienced public safety professionals, and course activities are designed to allow for students to learn from one another's experiences and to build relationships and develop resources that will last long after the course has ended.

Earn College Credit

Graduates of SPSC are eligible to receive 6 units of credit under the Northwestern University quarter system.

Who Should Attend?

SPSC is a dynamic police management program designed to prepare today's progressive public safety managers for senior command positions and is intended for mid- and upper-level supervisory personnel.

It is expected that participating students have at least two years of supervisory experience and are prepared to complete upper-division (i.e., junior and senior level) university course work.

Upper division university course work presumes that a student has the ability to:

- Write a research paper
- Perform arithmetic operations and understand elementary algebraic notation
- Read, comprehend and retain assigned materials based on textbooks, professional journals, trade magazines and other sources
- Schedule time to complete out-of-class reading and writing assignments

SPSC is not appropriate for entry-level officers, deputies or troopers. It is recommended that personnel who have recently been appointed to their first supervisory position attend NUCPS's Supervision of Police Personnel on-ground or online.

To ensure that SPSC students have sufficient time to attend class and complete out-of-class assignments, students should be released from their normal job responsibilities. Students are required to have access to the Internet for grade retrieval and course communication.

Faculty

NUCPS courses are directed and taught by professional staff members of the Center for Public Safety.

Many instructors are former law enforcement officers with an aggregate of over 200 years of enforcement experience. Guest lecturers, including several NUCPS graduates, supplement the faculty and come from law enforcement agencies, educational institutions and national organizations.