

AGENDA
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
November 18, 2013
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 November 4, 2013

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- **Community Development**
 - SBA Incubator Program
- **Human Resources and Finance**
 - 2013 Proposed Tax Levy
 - Risk Management Proposals
 - Harris Computer Annual Maintenance Agreement
- **Public Works, Facilities and Capital Assets, and Engineering**
 - MFT Resolution (Maintenance/Day Labor)
 - Purchase of Speed-Shoring Equipment in the amount of \$4,322
 - Purchase a Steel Chipper Box from Jack Frost Iron Works at a Cost of \$2,770
 - Hart Road Bid Opening Information
- **Special Events**
- **Building and Zoning**
 - Changes to Ordinance 8.40.10 – Open Burning
- **Police**
- **Administration**
 - Duct Cleaning for the Village Hall in the amount of \$3,000

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

7. ADJOURN

MINUTES
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
November 4, 2013
442 N. Cedar Lake Road
To Follow the Regular Board Meeting
The Regular Board Meeting is 7:00 P.M.

THE COMMITTEE OF THE WHOLE MEETING OF THE VILLAGE OF ROUND LAKE WAS CALLED TO ORDER BY DAN MACGILLIS, VILLAGE PRESIDENT AT 7:32 P.M.

1. ROLL CALL

Present: Trustees Clements, Frye, Newby, Simoncelli, Triphahn, Wicinski
Absent: None

2. APPROVAL OF MINUTES

- 2.1 Approve the Minutes of the Committee of the Whole Meeting of October 21, 2013
Trustee Wicinski moved, Seconded by Trustee Clements, to approve the Minutes of the Committee of the Whole Meeting of October 21, 2013. Upon a unanimous voice vote; the Mayor declared the motion carried

3. PUBLIC COMMENT

None

4. COMMITTEE OF THE WHOLE

- Community Development
 - SBA Incubator Program
Trustee Frye stated there was nothing new to report at this time
- Human Resources and Finance
 - 2013 Estimated Tax Levy
Trustee Triphahn stated that there are a couple of thoughts for the Estimated Tax Levy, the law allows you to take up to a certain limit, stating her own personal feeling is just because the law allows you to, is it necessary. Stating such, she said the Finance Director Steve Shields has been working on not having to take the maximum allowed but mentioned at some point we need to look at what is actually necessary. FD Shields gave a brief overview on the administrative side of a tax levy first, stating that the Village needs to do an Estimated Tax Levy first 20 days prior before filing and the intent here is the ETL and what the maximum is, if it's over 5%, since it's not, a public hearing is not necessary but this ETL does need to be approved at the next meeting. In the meantime he said the Finance Liaisons and himself will be meeting to come up with a final levy that would be brought to the Committee of the Whole and then the Regular Board. He went on to say that he is not looking at today or tomorrow or a month from now but looking at the financial viability for the Village 5 years from now and this impacts it 5 years from now, because of the compounding. Mayor MacGillis stated he and the board really wants to show that the Village is not tax hounds, even though there is a maximum amount that is available to us, we are looking at asking for the maximum and instead looking at what programs we will be

using the funds for so people know where there tax money is going. It's a fundamental approach at how we look at and what we are presenting to our residents.

Mayor MacGillis and the board agreed to move forward on this

- Public Works, Facilities and Capital Assets, and Engineering

- 1 ½ Ton Truck –Final Equipment Bids

Public Works Director Ron Kroop stated that the Chassis for the Truck had been approved and this is for the attachments for configuring the Truck (Dump Body, Plow, Salt Spreader, Warning Lights etc. Low bidder had been Monroe at \$33,639.00 which came in \$5,738.00 over the estimated total cost. Mr. Kroop stated that funding is available from cost avoidance on the Vactor Truck Purchase as well as forgoing of the purchase of a used trailer.

Mayor MacGillis and the board agreed to move forward on this

- Update on JAWA Agreement

Mayor MacGillis mentioned the update during the Regular Board Meeting

- Special Events

- Holiday Tree Lighting – December 6th 6:00 PM

Trustee Wicinski stated she would send out an email by Wednesday to the board on the items that are still needed for the event and if anyone is available to help. Public Works Director Ron Kroop asked if the scope of the work for the trees is the same as it was for last year – which was stated yes, and there would be no new lights purchased this year. Trustee Triphahn asked if the Village would be putting up the Holiday Banners this year but it was mentioned by Trustee Newby that due to sponsorship agreements with the businesses whose banners are up, there was uncertainty if they could be taken down and switched. Trustee Triphahn and Chief Gillette volunteered to contact the businesses involved for their approval to switch out the banners for the Holiday Season.

- Building and Zoning

- Police

Chief Gillette mentioned that there will be two part time officers starting on Wednesday

- Administration

Administrator Russ Kraly mentioned that we have a business that is going to expand which is located in the industrial park. It's a tortilla making factory which would hire an additional 8-10 more people with the expansion. He also stated that he turned down a business that wanted to purchase a lot in the industrial park to store their paving equipment. Mr. Kraly stated he turned down the business due to there was no tax benefit to the Village, their business is currently located in Round Lake Heights and this would only be for storing vehicles.

Trustee Wicinski asked Mr. Kraly what became of the company that wanted to place cell towers within the Village which Mr. Kraly stated he has emailed and called them numerous times with no response, so he is not sure what happened to him.

5. SUGGESTED NEW TOPIC

None

6. EXECUTIVE SESSION

None

7. ADJOURN

Trustee Triphahn moved, seconded by Trustee Clements to adjourn. Upon a unanimous voice vote, the Mayor declared the motion carried and the meeting adjourned at 7:55 P.M.

APPROVED:

Patricia C. Blauvelt
Village Clerk

Daniel MacGillis
Village President



VILLAGE OF ROUND LAKE

AGENDA ITEM SUMMARY

TITLE: 2013 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 \$3,578,052, an increase of only 4.55% over last year's extension. The estimate was presented at the November 18th Board meeting.

Attached are five (5) options for a final proposed tax levy. Any variation of the options could be done or other options such as a set dollar amount, a per capita amount, or a specific percent increase. In each case the proposed levy ordinance that needs to be passed will be higher than the final adjusted levy to adequately cover the road and bridge levy reduction. However, the amount cannot be set above the estimated levy of \$3,578,052.

Attached are the 5 different levy options, the original 2013 estimated tax levy memo for reference, the General Fund budget listing which expenses are supported by general dollars or tax levy monies, and a summary of the General Fund five-year financial forecast from the current year budget.

At the next COTW meeting (12/2/13) all tax levy and abatement ordinances will be prepared and reviewed and at the December 16th Village Board meeting such ordinances will need to be presented. Tax levy ordinances must be filed with the county clerk, on or before the last Tuesday in December (12/31/12).

Recommended Action

Discuss and Provide Additional Staff Guidance for Future Board Action.

Committee: Human Resources & Finance		Meeting Date: November 18, 2013	
Lead Department: Administration		Presenter: Steven J. Shields	
Item Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.			
	Account(s)	Budget	Expenditure
	Grand Total	\$0.00	\$0.00
Request is over/under budget:			
	Under	-	
	Over	-	

2013 Proposed Tax Levy Summary of Options

Total Levy

Option Description	Option #	2012		2013		Dollar Change	Percent Change	2013 Levy		2014/15	
		Actual	Adjusted	Adjusted	Estimated			Estimated Collections	Tax Levy Forecast	Tax Levy Forecast	Difference
Original Estimate	1	\$3,422,388	\$3,501,654	\$79,266	2.32%	\$3,466,637	\$3,455,639	\$10,998			
Flat Levy	2	\$3,422,388	\$3,362,388	(\$60,000)	(1.75%)	\$3,328,764	\$3,455,639	(\$126,875)			
New EAV Only	3	\$3,422,388	\$3,383,474	(\$38,914)	(1.14%)	\$3,349,639	\$3,455,639	(\$106,000)			
New EAV & Street Levy	4	\$3,422,388	\$3,443,474	\$21,086	0.62%	\$3,409,039	\$3,455,639	(\$46,600)			
Agree to Financial Forecast	5	\$3,422,388	\$3,484,105	\$61,717	1.80%	\$3,449,264	\$3,455,639	(\$6,375)			

General Fund Impact

Option Description	Option #	2012		2013		Dollar Change	Percent Change	2013 Levy		2014/15	
		Actual	Adjusted	Adjusted	Estimated			Estimated Collections	Tax Levy Forecast	Tax Levy Forecast	Difference
Original Estimate	1	\$2,984,961	\$3,002,797	\$17,836	0.60%	\$2,972,769	\$2,955,396	\$17,373			
Flat Levy	2	\$2,984,961	\$2,863,531	(\$121,430)	(4.07%)	\$2,834,896	\$2,955,396	(\$120,500)			
New EAV Only	3	\$2,984,961	\$2,884,617	(\$100,344)	(3.36%)	\$2,855,771	\$2,955,396	(\$99,625)			
New EAV & Street Levy	4	\$2,984,961	\$2,944,617	(\$40,344)	(1.35%)	\$2,915,171	\$2,955,396	(\$40,225)			
Agree to Financial Forecast	5	\$2,984,961	\$2,985,248	\$287	0.01%	\$2,955,396	\$2,955,396	\$0			

Village of Round Lake - Estimated 2013 Tax Levy

Collected in Fiscal Year 2014-2015

Proposed Tax Levy

Option #1

Original Proposed Estimate

	2012 Information	2013 Information	Increase	%	Notes
New Property EAV	\$806,734	\$1,500,000	\$693,266	85.93%	Based on a review of permits issued & value of such
Existing Property EAV	\$274,304,861	\$247,600,436	(\$26,704,426)	(9.74%)	Lowered 10.0% from the total \$275,111,595
Total EAV	\$275,111,595	\$249,100,436	(\$26,011,160)	(9.45%)	

Consumer Price Index (CIP) 3.00% 1.70%

Description	2012 Actual Extension	2013 Proposed Levy Ord.	2013 (Note A) Adjusted Levy	Maximum Amount	Limiting Rates	Estimated Rates	2012 Year Rates	Notes
Police Pension	\$429,174	\$498,857	\$498,857	N/A	N/A	0.2003	0.1560	Actuarial valuation amount
IMRF	\$121,049	\$109,150	\$109,150	N/A	N/A	0.0438	0.0440	General Fund budget of \$109,150
Police Protection	\$929,877	\$1,104,877	\$1,104,877	1,494,603	0.60000	0.4435	0.3380	Increased by \$175,000
Street & Bridge (3)	\$52,271	\$156,813	\$80,415	249,100	0.10000	0.0630	0.0190	Tripled last year's extension (will be cut in 1/2)
Garbage	\$346,641	\$348,277	\$348,277	498,201	0.20000	0.1398	0.1260	Budget of \$895,277 less \$547,000 user fees: \$348,277
Working Cash	\$8,253	\$0	\$0	124,550	0.05000	0.0000	0.0030	Eliminated
Civil Defense	\$5,502	\$4,572	\$4,572	4,572	\$.25 * Pop	0.0018	0.0020	Population of 18,289 x \$0.25
Liability Insurance	\$101,791	\$119,631	\$119,631	N/A	N/A	0.0480	0.0370	General Fund budget of \$119,631
Audit	\$22,009	\$20,625	\$20,625	N/A	N/A	0.0083	0.0080	General Fund budget of \$20,625
Social Security	\$214,587	\$215,250	\$215,250	N/A	N/A	0.0864	0.0780	General Fund budget of \$215,250
General Corporate	\$1,191,233	\$1,000,000	\$1,000,000	1,089,814	0.43750	0.4014	0.4330	Lowered due to limiting rate
	\$3,422,388	\$3,578,052	\$3,501,654			1.4364	1.2440	

Note A: The adjusted levy is reduced by the estimated amount of \$60,000 for the Township(s) Road & Bridger amounts.

Fund	2012 Actual	2013 Adjusted	Dollar Change	Percent Change	2013 Levy		2014/15 Forecast	Difference
					Estimated	Collections		
General Fund	\$2,984,961	\$3,002,797	\$17,836	0.60%	\$2,972,769	\$2,955,396	\$17,373	
Police Pension	\$429,174	\$498,857	\$69,683	16.24%	\$493,868	\$493,868	\$0	
Working Cash	\$8,253	\$0	(\$8,253)	(100.00%)	\$0	\$6,375	(\$6,375)	
Total	\$3,422,388	\$3,501,654	\$79,266	2.32%	\$3,466,637	\$3,455,639	\$10,998	

Village of Round Lake - Estimated 2013 Tax Levy

Collected in Fiscal Year 2014-2015

Proposed Tax Levy

Option #2

Flat Levy

	2012	2013	Information	Increase	%	Notes
New Property EAV	\$806,734	\$1,500,000		\$693,266	85.93%	Based on a review of permits issued & value of such
Existing Property EAV	\$274,304,861	\$247,600,436		(\$26,704,426)	(9.74%)	Lowered 10.0% from the total \$275,111,595
Total EAV	\$275,111,595	\$249,100,436		(\$26,011,160)	(9.45%)	

Consumer Price Index (CIP) 3.00% 1.70%

Description	2012 Actual Extension	2013 (Note A)		Maximum Amount	Limiting Rates	Estimated Rates	2012 Year Rates	Notes
		Proposed Levy Ord.	Adjusted Levy					
Police Pension	\$429,174	\$498,857	\$498,857	N/A	N/A	0.2003	0.1560	Actuarial valuation amount
IMRF	\$121,049	\$109,150	\$109,150	N/A	N/A	0.0438	0.0440	General Fund budget of \$109,150
Police Protection	\$929,877	\$1,104,877	\$1,104,877	1,494,603	0.60000	0.4435	0.3380	Increased by \$175,000
Street & Bridge (3)	\$52,271	\$96,813	\$36,813	249,100	0.10000	0.0389	0.0190	Tripled last year's extension (will be cut in 1/2)
Garbage	\$346,641	\$348,277	\$348,277	498,201	0.20000	0.1398	0.1260	Budget of \$895,277 less \$547,000 user fees: \$348,277
Working Cash	\$8,253	\$0	\$0	124,550	0.05000	0.0000	0.0030	Eliminated
Civil Defense	\$5,502	\$4,572	\$4,572	4,572	\$2.5 * Pop	0.0018	0.0020	Population of 18,289 x \$0.25
Liability Insurance	\$101,791	\$119,631	\$119,631	N/A	N/A	0.0480	0.0370	General Fund budget of \$119,631
Audit	\$22,009	\$20,625	\$20,625	N/A	N/A	0.0083	0.0080	General Fund budget of \$20,625
Social Security	\$214,587	\$215,250	\$215,250	N/A	N/A	0.0864	0.0780	General Fund budget of \$215,250
General Corporate	\$1,191,233	\$904,336	\$904,336	1,089,814	0.43750	0.3630	0.4330	Lowered due to limiting rate
	\$3,422,388	\$3,422,388	\$3,362,388			1.3739	1.2440	

Note A: The adjusted levy is reduced by the estimated amount of \$60,000 for the Township(s) Road & Bridger amounts.

Fund	2012 Actual	2013 Adjusted	Dollar Change	Percent Change	2013 Levy		2014/15 Forecast	Difference
					Estimated Collections	2014/15 Forecast		
General Fund	\$2,984,961	\$2,863,531	(\$121,430)	(4.07%)	\$2,834,896	\$2,955,396	(\$120,500)	
Police Pension	\$429,174	\$498,857	\$69,683	16.24%	\$493,868	\$493,868	\$0	
Working Cash	\$8,253	\$0	(\$8,253)	(100.00%)	\$0	\$6,375	(\$6,375)	
Total	\$3,422,388	\$3,362,388	(\$60,000)	(1.75%)	\$3,328,764	\$3,455,639	(\$126,875)	

Village of Round Lake - Estimated 2013 Tax Levy

Collected in Fiscal Year 2014-2015

Proposed Tax Levy

Option #3

New Property EAV Only (\$21,086)

	2012 Information	2013 Information	Increase	%	Notes
New Property EAV	\$806,734	\$1,500,000	\$693,266	85.93%	Based on a review of permits issued & value of such
Existing Property EAV	\$274,304,861	\$247,600,436	(\$26,704,426)	(9.74%)	Lowered 10.0% from the total \$275,111,595
Total EAV	\$275,111,595	\$249,100,436	(\$26,011,160)	(9.45%)	

Consumer Price Index (CIP) 3.00% 1.70%

Description	2012 Actual		2013 Proposed		2013 (Note A) Adjusted		Limiting Rates		Estimated Rates		2012 Year Rates		Notes
	Extension	Levy Ord.	Levy	Adjusted	Maximum Amount	Levy	Adjusted	Maximum Amount	Estimated Rates	Year Rates	Year Rates		
Police Pension	\$429,174	\$498,857	\$498,857	\$498,857	N/A	N/A	N/A	N/A	0.2003	0.1560	0.1560	Actuarial valuation amount	
IMRF	\$121,049	\$109,150	\$109,150	\$109,150	N/A	N/A	N/A	N/A	0.0438	0.0440	0.0440	General Fund budget of \$109,150	
Police Protection	\$929,877	\$1,104,877	\$1,104,877	\$1,104,877	1,494,603	1,494,603	1,494,603	0.60000	0.4435	0.3380	0.3380	Increased by \$175,000	
Street & Bridge (3)	\$52,271	\$140,415	\$140,415	\$80,415	249,100	249,100	249,100	0.10000	0.0564	0.0190	0.0190	Tripled last year's extension (will be cut in 1/2)	
Garbage	\$346,641	\$348,277	\$348,277	\$348,277	498,201	498,201	498,201	0.20000	0.1398	0.1260	0.1260	Budget of \$895,277 less \$547,000 user fees: \$348,277	
Working Cash	\$8,253	\$0	\$0	\$0	124,550	124,550	124,550	0.05000	0.0000	0.0030	0.0030	Eliminated	
Civil Defense	\$5,502	\$4,572	\$4,572	\$4,572	4,572	4,572	4,572	\$.25 * Pop	0.0018	0.0020	0.0020	Population of 18,289 x \$0.25	
Liability Insurance	\$101,791	\$119,631	\$119,631	\$119,631	N/A	N/A	N/A	N/A	0.0480	0.0370	0.0370	General Fund budget of \$119,631	
Audit	\$22,009	\$20,625	\$20,625	\$20,625	N/A	N/A	N/A	N/A	0.0083	0.0080	0.0080	General Fund budget of \$20,625	
Social Security	\$214,587	\$215,250	\$215,250	\$215,250	N/A	N/A	N/A	N/A	0.0864	0.0780	0.0780	General Fund budget of \$215,250	
General Corporate	\$1,191,233	\$881,820	\$881,820	\$881,820	1,089,814	1,089,814	1,089,814	0.43750	0.3540	0.4330	0.4330	Lowered due to limiting rate	
	\$3,422,388	\$3,443,474	\$3,443,474	\$3,383,474					1.3824		1.2440		

Note A: The adjusted levy is reduced by the estimated amount of \$60,000 for the Township(s) Road & Bridger amounts.

Fund	2012 Actual		2013 Adjusted		2013 Levy Estimated		2014/15 Forecast		Difference
	Actual	Adjusted	Dollar Change	Percent Change	Estimated Collections	Forecast	Difference		
General Fund	\$2,984,961	\$2,884,617	(\$100,344)	(3.36%)	\$2,855,771	\$2,955,396	(\$99,625)		
Police Pension	\$429,174	\$498,857	\$69,683	16.24%	\$493,868	\$493,868	\$0		
Working Cash	\$8,253	\$0	(\$8,253)	(100.00%)	\$0	\$6,375	(\$6,375)		
Total	\$3,422,388	\$3,383,474	(\$38,914)	(1.14%)	\$3,349,639	\$3,455,639	(\$106,000)		

Allow for Road & Bridge Reduction (\$60,000) and New Property EAV Only (\$21,086) from the 2012 Actual Extension

	2012 Information	2013 Information	Increase	%	Notes
New Property EAV	\$806,734	\$1,500,000	\$693,266	85.93%	Based on a review of permits issued & value of such
Existing Property EAV	\$274,304,861	\$247,600,436	(\$26,704,426)	(9.74%)	Lowered 10.0% from the total \$275,111,595
Total EAV	\$275,111,595	\$249,100,436	(\$26,011,160)	(9.45%)	

Consumer Price Index (CIP) 3.00% 1.70%

Description	2012 Actual Extension	2013 (Note A)		Maximum Amount	Limiting Rates	Estimated Rates	2012 Year Rates	Notes
		Proposed Levy Ord.	Adjusted Levy					
Police Pension	\$429,174	\$498,857	\$498,857	N/A	N/A	0.2003	0.1560	Actuarial valuation amount
IMRF	\$121,049	\$109,150	\$109,150	N/A	N/A	0.0438	0.0440	General Fund budget of \$109,150
Police Protection	\$929,877	\$1,104,877	\$1,104,877	1,494,603	0.60000	0.4435	0.3380	Increased by \$175,000
Street & Bridge (3)	\$52,271	\$112,271	\$52,271	249,100	0.10000	0.0451	0.0190	Tripled last year's extension (will be cut in 1/2)
Garbage	\$346,641	\$348,277	\$348,277	498,201	0.20000	0.1398	0.1260	Budget of \$895,277 less \$547,000 user fees: \$348,277
Working Cash	\$8,253	\$0	\$0	124,550	0.05000	0.0000	0.0030	Eliminated
Civil Defense	\$5,502	\$4,572	\$4,572	4,572	\$.25 * Pop	0.0018	0.0020	Population of 18,289 x \$0.25
Liability Insurance	\$101,791	\$119,631	\$119,631	N/A	N/A	0.0480	0.0370	General Fund budget of \$119,631
Audit	\$22,009	\$20,625	\$20,625	N/A	N/A	0.0083	0.0080	General Fund budget of \$20,625
Social Security	\$214,587	\$215,250	\$215,250	N/A	N/A	0.0864	0.0780	General Fund budget of \$215,250
General Corporate	\$1,191,233	\$1,000,000	\$969,964	1,089,814	0.43750	0.4014	0.4330	Lowered due to limiting rate
	\$3,422,388	\$3,533,510	\$3,443,474			1.4185	1.2440	

Note A: The adjusted levy is reduced by the estimated amount of \$60,000 for the Township(s) Road & Bridger amounts.

Fund	2012 Actual	2013 Adjusted	Dollar Change	Percent Change	2013 Levy		
					Estimated Collections	2014/15 Forecast	Difference
General Fund	\$2,984,961	\$2,944,617	(\$40,344)	(1.35%)	\$2,915,171	\$2,955,396	(\$40,225)
Police Pension	\$429,174	\$498,857	\$69,683	16.24%	\$493,868	\$493,868	\$0
Working Cash	\$8,253	\$0	(\$8,253)	(100.00%)	\$0	\$6,375	(\$6,375)
Total	\$3,422,388	\$3,443,474	\$21,086	0.62%	\$3,409,039	\$3,455,639	(\$46,600)

	2012 Information	2013 Information	Increase	%	Notes
New Property EAV	\$806,734	\$1,500,000	\$693,266	85.93%	Based on a review of permits issued & value of such
Existing Property EAV	\$274,304,861	\$247,600,436	(\$26,704,426)	(9.74%)	Lowered 10.0% from the total \$275,111,595
Total EAV	\$275,111,595	\$249,100,436	(\$26,011,160)	(9.45%)	

Consumer Price Index (CPI) 3.00% 1.70%

2012 Actual Extension

Description	2012 Actual Extension	2013 Proposed Levy Ord.	2013 (Note A) Adjusted Levy	Maximum Amount	Limiting Rates	Estimated Rates	2012 Year Rates	Notes
Police Pension	\$429,174	\$498,857	\$498,857	N/A	N/A	0.2003	0.1560	Actuarial valuation amount
IMRF	\$121,049	\$109,150	\$109,150	N/A	N/A	0.0438	0.0440	General Fund budget of \$109,150
Police Protection	\$929,877	\$1,104,877	\$1,104,877	1,494,603	0.60000	0.4435	0.3380	Increased by \$175,000
Street & Bridge (3)	\$52,271	\$112,271	\$52,271	249,100	0.10000	0.0451	0.0190	Triplec last year's extension (will be cut in 1/2)
Garbage	\$346,641	\$348,277	\$348,277	498,201	0.20000	0.1398	0.1260	Budget of \$895,277 less \$547,000 user fees: \$348,277
Working Cash	\$8,253	\$0	\$0	124,550	0.05000	0.0000	0.0030	Eliminated
Civil Defense	\$5,502	\$4,572	\$4,572	4,572	\$.25 * Pop	0.0018	0.0020	Population of 18,289 x \$0.25
Liability Insurance	\$101,791	\$119,631	\$119,631	N/A	N/A	0.0480	0.0370	General Fund budget of \$119,631
Audit	\$22,009	\$20,625	\$20,625	N/A	N/A	0.0083	0.0080	General Fund budget of \$20,625
Social Security	\$214,587	\$215,250	\$215,250	N/A	N/A	0.0864	0.0780	General Fund budget of \$215,250
General Corporate	\$1,191,233	\$1,010,595	\$1,010,595	1,089,814	0.43750	0.4057	0.4330	Lowered due to limiting rate
	\$3,422,388	\$3,544,105	\$3,484,105			1.4228	1.2440	

Note A: The adjusted levy is reduced by the estimated amount of \$60,000 for the Township(s) Road & Bridger amounts.

Fund	2012 Actual	2013 Adjusted	Dollar Change	Percent Change	2013 Levy		
					Estimated Collections	2014/15 Forecast	Difference
General Fund	\$2,984,961	\$2,985,248	\$287	0.01%	\$2,955,396	\$2,955,396	(\$0)
Police Pension	\$429,174	\$498,857	\$69,683	16.24%	\$493,868	\$493,868	\$0
Working Cash	\$8,253	\$0	(\$8,253)	(100.00%)	\$0	\$6,375	(\$6,375)
Total	\$3,422,388	\$3,484,105	\$61,717	1.80%	\$3,449,264	\$3,455,639	(\$6,375)

MEMORANDUM

#SS 12-13

Date: October 30, 2013
From: Steven Shields, Finance Director
Subject: 2013 Estimated Tax Levy

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. As such, attached is a 2013 estimated tax levy calculation.

The growth in a taxing district's aggregate extension is limited to 5 percent or the rate of inflation, whichever is less. The inflationary increase is equal to the percentage change in the Consumer Price Index (CPI), with the table below listing the CPI for the last ten years.

<u>Fiscal</u> <u>Year End</u>	<u>CPI</u> <u>Year</u>	<u>Tax Levy</u> <u>Year</u>	<u>CPI For</u> <u>Tax Levy</u> <u>Dec. thru</u> <u>Dec. CPI</u>
2006	2003	2004	1.90%
2007	2004	2005	3.30%
2008	2005	2006	3.40%
2009	2006	2007	2.50%
2010	2007	2008	4.10%
2011	2008	2009	0.10%
2012	2009	2010	2.70%
2013	2010	2011	1.50%
2014	2011	2012	3.00%
2015	2012	2013	1.70%

The average consumer price index over the last ten years is 2.42%. The 2008 4.10% CPI was the highest increase and the 2009 0.10% CPI the lowest increase since the Property Tax Extension Limitation Law (PTELL) was originally passed in 1991. The 2013 tax levy CPI of 1.70% is below the average over the past ten years.

Excluding any new property equalized assessed valuation (EAV), the maximum extension for 2013 is estimated to be only \$58,181 over the 2012 tax extension of \$3,422,388. However, an estimated amount for new property needs to be added to the overall EAV to be sure that the estimated tax levy captures all revenues that are allowable. Under PTELL, taxing districts receive an additional allowance in proportion to the new property in the district.

New property includes the assessed value of new improvements or additions to existing improvements on any parcel of real property that increased the assessed value of that real property during the levy year. For the current tax levy estimated calculation, for every \$250,000 in new property the maximum allowable extension would increase by slightly over \$3,500. Using an estimate of \$1,500,000 for new property, the increase related to growth would be \$21,086.

The CPI limits the aggregate extension to 1.7% of the prior year's extension while other assumptions used for the estimated tax levy have little impact on the overall 2013 allowable extension; they do have an impact on the estimated overall limiting rate and individual levy estimated rates. The limiting rate is the district's maximum aggregate tax rate for funds under PTELL, which is the sum of all tax rates for the individual levies subject to the PTELL.

Exception to Prior Year's Extension

As noted previously, the CPI limits the aggregate extension to 1.7% of the prior year's extension. However, 35 ILCS 200/18/-185 specifically states, " For those taxing districts that reduced their aggregate extension for the last preceding levy year, the highest aggregate extension in any if the last preceding levy years shall be used for computing the limiting rate." In other words, the prior three years are considered only if last year's extension was below the extension for the year before.

The Village of Round Lake falls under the above rule. Using the above rule, the maximum estimated extension would be \$3,707,300, \$284,911 8.32% over the 2012 actual extension. To be consistent with previous estimated tax levies presented to the Village Board, staff used the CPI of 1.7% of the prior year's extension (2012- \$3,422,388) versus the 2010 extension of \$3,623,378 that could have been used to arrive at the maximum allowable extension.

Equalized Assessed Valuation (EAV):

A 10.0% decrease was used for existing property EAV. The percent decrease Avon Township had for the Village owned Goodnow Avenue lot parcels was 7.3%; therefore, the overall estimate was round up to 10.0%. The table below lists the EAV with dollar and percent changes for the previous five tax extensions and the 2013 estimate.

Levy Year	Dollar Amount	Dollar Change	Percent Change
2008	\$421,556,835	\$13,853,597	3.40%
2009	\$404,464,351	(\$17,092,484)	(4.05%)
2010	\$363,428,091	(\$41,036,260)	(10.15%)
2011	\$321,967,538	(\$41,460,553)	(11.41%)
2012	\$275,111,595	(\$46,855,943)	(14.55%)
2013	\$247,600,436	(\$27,511,160)	(10.00%)

New Construction

The 2012 new construction amount of \$806,734 was increased to \$1,500,000 for the 2013 estimated tax levy based on an increase in permit activity in calendar year 2011 and 2012. The new construction amount has significantly decreased since the high of \$57,068,520 for tax levy year 2005. The table below lists the new construction with dollar and percent changes for the previous five tax extensions and the 2013 estimate.

Levy Year	Dollar Amount	Dollar Change	Percent Change
2008	\$3,153,583	(\$11,378,726)	(78.30%)
2009	\$2,548,079	(\$605,504)	(19.20%)
2010	\$1,329,445	(\$1,218,634)	(47.83%)
2011	\$969,459	(\$359,986)	(27.08%)
2012	\$806,734	(\$162,725)	(16.79%)
2013	\$1,500,000	\$693,266	85.93%

Due to the slow down of new development, the tax levy increase related to new growth has significantly decreased since the high of \$445,590 for tax levy year 2004. The table below lists the changes for the previous five tax extensions and the 2013 estimate.

Levy Year	Dollar Extension	Portion of Increase from CPI	Portion of Increase from Growth	Total Dollar Change	Percent Change
2008	\$3,486,275	\$136,212	\$27,831	\$164,042	4.94%
2009	\$3,514,795	\$3,486	\$25,034	\$28,520	0.82%
2010	\$3,623,378	\$94,899	\$13,683	\$108,583	3.09%
2011	\$3,448,272	-	-	(\$175,106)	(4.83%)
2012	\$3,422,388	-	-	(\$25,884)	(0.75%)
2013	\$3,501,655	\$58,181	\$21,086	\$79,267	2.32%

Estimated Individual Tax Levy Assumptions

Police Pension	Actuarial valuation amount
IMRF	General Fund budget of \$109,150
Police Protection	Increased by \$175,000
Street & Bridge	Tripled last year's extension (will be cut in half)
Garbage	Budget of \$895,277 less \$547,000 user fees: \$348,277
Working Cash	Eliminated
Civil Defense	Population x \$0.25
Liability Insurance	General Fund budget of \$119,631
Audit	General Fund budget of \$20,625
Social Security	General Fund budget of \$215,250
General Corporate	Lowered due to limiting rate

Tax Rates

Based on the EAV estimated reduction and to continue to capture all the revenue possible for the village, the table below lists the tax rates and changes for the previous five tax extensions and the 2013 estimate.

Levy Year	Rate	Rate Change	Percent Change
2008	0.827	0.003	0.36%
2009	0.869	0.042	5.08%
2010	0.997	0.128	14.73%
2011	1.071	0.074	7.42%
2012	1.244	0.173	16.15%
2013	1.406	0.162	13.00%

Police Pension Levy

The Police Pension levy included in the general corporate tax levy has increased \$334,092, 202.77% over the last ten years. The table below lists the annual Police Pension Fund extension with dollar and percent changes.

Levy Year	Dollar Amount	Dollar Change	Percent Change
2004	\$164,765	(\$6,974)	(4.06%)
2005	\$223,427	\$58,662	35.60%
2006	\$245,322	\$21,895	9.80%
2007	\$276,631	\$31,309	12.76%
2008	\$240,291	(\$36,340)	(13.14%)
2009	\$297,715	\$57,424	23.90%
2010	\$316,182	\$18,467	6.20%
2011	\$396,020	\$79,838	25.25%
2012	\$429,174	\$33,154	8.37%
2013	\$498,857	\$69,683	16.24%

The Police Pension extension increases impact the overall dollars to the General Fund. Since levy year 2009, the first year of a General extension decrease, the dollars collected for general government services decreased \$243,186. In the same time frame, the Police Pension Fund collected \$258,566 more dollars.

Levy Year	<u>GENERAL LEVY</u>		<u>POLICE PENSION LEVY</u>	
	Dollar Amount	Dollar Change	Dollar Amount	Dollar Change
2009	\$3,217,080	(\$28,904)	\$297,715	\$57,424
2010	\$3,307,196	\$90,116	\$316,182	\$18,467
2011	\$3,052,252	(\$254,944)	\$396,020	\$79,838
2012	\$2,993,214	(\$59,038)	\$429,174	\$33,154
2013	\$3,002,798	\$9,584	\$498,857	\$69,683
		<u>(\$243,186)</u>		<u>\$258,566</u>

Levy Reduction Impact

Both the 2011 and 2012 estimated levies were not at the maximum amount that could be extended. The table below shows the financial impact, \$563,357 over a two year tax levy process.

Levy Year	Maximum Extension Amount	Actual Extension Amount	Amount Not Captured
2011	\$3,689,748	\$3,448,272	\$241,476
2012	\$3,744,269	\$3,422,388	\$321,881
			<u>\$563,357</u>

Impact on Financial Forecast

The 2013 tax levy amount approved is collected in the following fiscal year, fiscal year end 2014/15. Currently, in the five-year financial forecast, fiscal year end 2014/15, the estimated amount to be collected from property taxes is \$2,955,396. The table below lists the amount that would be collected using the maximum levy amount with the estimated new growth, compared to currently what is in the financial forecast.

Maximum Levy Amount	\$3,501,654
Less: Police Pension Levy	<u>\$498,857</u>
General Fund Levy	\$3,002,797
Budgeted Collection Rate	<u>99.00%</u>
Estimated 2014/15 Collections	\$2,972,769
Financial Forecast Amount	<u>\$2,955,396</u>
Difference	<u>\$17,373</u>

Impacts of No Tax Levy Rate or Extension Increase

The 2012 tax rate is 1.244. If the rate was kept the same as the prior year, the revenue loss would be approximately \$402,845 for the 2013 tax levy year. The significant decrease is due to the 10% estimated decline in the EAV.

The 2012 extension is \$3,448,272. If the extension was the same as last year the revenue loss would be \$148,949 for general funds.

Finally, due to the overall 2013 estimated levy increasing only 4.55% over last year's extension, a public hearing is not necessary. Per 35 ILCS 200/18-70, a public hearing must be held if the estimated levy increased 5.0% or greater from the previous year's final extension.

Steven J. Shields

Steven J. Shields
Finance Director

Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2013 and Ending April 30, 2014

<u>Account No.</u>	<u>Description</u>	<u>Expense Budget Amount</u>	<u>Revenue Budget</u>		<u>Levy Type</u>
			<u>General Dollars</u>	<u>Estimated Levy Amount</u>	
General Fund					
Administration Department					
Payroll Expenses					
01-20-70-67001	Regular Salaries	\$291,000	\$16,000	\$275,000	General
01-20-70-67006	Elected Officials Salaries	\$45,600	\$45,600	\$0	
01-20-70-67011	Committee Member Salaries	\$6,120	\$6,120	\$0	
01-20-70-67021	Part-Time Salaries	\$8,954	\$8,954	\$0	
01-20-70-67031	Overtime	\$125	\$125	\$0	
01-20-70-67036	Transportation Allowance	\$2,750	\$2,750	\$0	
	Total Payroll Expenses	\$354,549	\$79,549	\$275,000	
Taxes, Pensions & Insurance					
01-20-71-67101	IMRF	\$35,100	\$0	\$35,100	IMRF
01-20-71-67107	Dental Insurance	\$2,600	\$2,600	\$0	
01-20-71-67108	Vision Insurance	\$300	\$300	\$0	
01-20-71-67109	Life Insurance	\$225	\$225	\$0	
01-20-71-67110	Health Insurance	\$30,500	\$30,500	\$0	
01-20-71-67111	Social Security	\$22,000	\$0	\$22,000	Social Security
01-20-71-67112	Medicare	\$5,150	\$0	\$5,150	Social Security
	Total Taxes, Pensions & Insurance	\$95,875	\$33,625	\$62,250	
Personnel Related					
01-20-72-67204	Dues & Memberships	\$7,085	\$7,085	\$0	
01-20-72-67208	Meetings, Travel, & Training	\$12,296	\$12,296	\$0	
01-20-72-67234	Hiring Process	\$300	\$300	\$0	
	Total Personnel Related	\$19,681	\$19,681	\$0	
Professional Services					
01-20-73-77301	Auditing Expense	\$20,625	\$0	\$20,625	Audit
01-20-73-77307	Engineering Expenses	\$12,317	\$12,317	\$0	
01-20-73-77309	Village Planner	\$3,905	\$3,905	\$0	
01-20-73-77313	Legal Services	\$58,750	\$58,750	\$0	
01-20-73-77314	Ordinance Review - Legal	\$2,639	\$2,639	\$0	
01-20-73-77315	Economic Development Marketing	\$862	\$862	\$0	
01-20-73-77319	Consultant Studies	\$10,000	\$10,000	\$0	
	Total Professional Services	\$109,098	\$88,473	\$20,625	
Commodities					
01-20-74-77430	Office Supplies	\$5,684	\$5,684	\$0	
01-20-74-77432	Postage	\$2,530	\$2,530	\$0	
01-20-74-77440	Printing	\$794	\$794	\$0	
	Total Commodities	\$9,008	\$9,008	\$0	

Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2013 and Ending April 30, 2014

<u>Account No.</u>	<u>Description</u>	<u>Expense Budget Amount</u>	<u>Revenue Budget</u>		<u>Levy Type</u>
			<u>General Dollars</u>	<u>Estimated Levy Amount</u>	
Contractual Services					
01-20-75-77512	Notification System	\$9,000	\$0	\$9,000	General
01-20-75-77515	Garbage Collection	\$895,277	\$547,000	\$348,277	Garbage
01-20-75-77519	Risk Management Ins. Premium	\$119,631	\$0	\$119,631	Liability Insurance
01-20-75-77537	Legal Notices/Recording Fees	\$3,021	\$3,021	\$0	
01-20-75-77541	SWALCO	\$7,758	\$7,758	\$0	
	Total Contractual Services	\$1,034,687	\$557,779	\$476,908	
Miscellaneous					
01-20-77-77704	Special Events	\$5,150	\$5,150	\$0	
01-20-77-77706	Miscellaneous Expense	\$6,169	\$6,169	\$0	
01-20-77-77716	Police & Fire Commission	\$8,925	\$8,925	\$0	
	Total Miscellaneous	\$20,244	\$20,244	\$0	
Building & Grounds					
01-20-79-77901	B&G Maintenance	\$1,200	\$1,200	\$0	
01-20-79-77903	B&G Contracts	\$13,751	\$13,751	\$0	
01-20-79-77905	B&G Repairs	\$3,000	\$3,000	\$0	
	Total Building & Grounds	\$17,951	\$17,951	\$0	
Capital Outlay					
01-20-80-88018	Office Equipment	\$5,303	\$5,303	\$0	
	Total Capital Outlay	\$5,303	\$5,303	\$0	
Utilities					
01-20-82-88202	Telephone Service	\$6,104	\$6,104	\$0	
01-20-82-88204	Cellular Service	\$3,288	\$3,288	\$0	
01-20-82-88208	Heating	\$500	\$500	\$0	
	Total Utilities	\$9,892	\$9,892	\$0	
Technology					
01-20-91-99105	Network Repairs	\$1,008	\$1,008	\$0	
01-20-91-99107	IT Maintenance Services	\$42,440	\$0	\$42,440	General
01-20-91-99117	IT Equipment	\$69,988	\$69,988	\$0	
01-20-91-99119	GIS Support	\$18,000	\$18,000	\$0	
	Total Technology	\$131,436	\$88,996	\$42,440	
	Total Administration Department	\$1,807,724	\$930,501	\$877,223	
Police Department					
Payroll Expenses					
01-40-70-67001	Regular Salaries	\$1,839,361	\$1,005,234	\$834,127	Police Protection
01-40-70-67021	Part-Time Salaries	\$54,996	\$54,996	\$0	
01-40-70-67031	Overtime	\$104,000	\$4,000	\$100,000	General
	Total Payroll Expenses	\$1,998,357	\$1,064,230	\$934,127	

Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2013 and Ending April 30, 2014

<u>Account No.</u>	<u>Description</u>	<u>Expense Budget Amount</u>	<u>Revenue Budget</u>		<u>Levy Type</u>
			<u>General Dollars</u>	<u>Estimated Levy Amount</u>	
Taxes, Pensions & Insurance					
01-40-71-67101	IMRF	\$22,000	\$0	\$22,000	IMRF
01-40-71-67107	Dental Insurance	\$16,500	\$16,500	\$0	
01-40-71-67108	Vision Insurance	\$1,700	\$1,700	\$0	
01-40-71-67109	Life Insurance	\$1,350	\$1,350	\$0	
01-40-71-67110	Health Insurance	\$187,500	\$187,500	\$0	
01-40-71-67111	Social Security	\$124,000	\$0	\$124,000	Social Security
01-40-71-67112	Medicare	\$29,000	\$0	\$29,000	Social Security
	Total Taxes, Pensions & Insurance	\$382,050	\$207,050	\$175,000	
Personnel Related					
01-40-72-67202	Uniforms	\$24,900	\$0	\$24,900	Police Protection
01-40-72-67204	Dues & Memberships	\$2,145	\$2,145	\$0	
01-40-72-67206	Medical/Psychological	\$900	\$900	\$0	
01-40-72-67208	Meetings, Travel, & Training	\$7,370	\$7,370	\$0	
01-40-72-67234	Hiring Process	\$4,150	\$4,150	\$0	
	Total Personnel Related	\$39,465	\$14,565	\$24,900	
Professional Services					
01-40-73-77311	Village Prosecutor	\$33,600	\$33,600	\$0	
01-40-73-77313	Legal Services	\$30,000	\$30,000	\$0	
	Total Professional Services	\$63,600	\$63,600	\$0	
Commodities					
01-40-74-77402	Ammo / Guns	\$6,400	\$6,400	\$0	
01-40-74-77430	Office Supplies	\$6,000	\$6,000	\$0	
01-40-74-77432	Postage	\$2,946	\$2,946	\$0	
01-40-74-77434	Operating Supplies	\$2,500	\$2,500	\$0	
01-40-74-77440	Printing	\$3,500	\$3,500	\$0	
	Total Commodities	\$21,346	\$21,346	\$0	
Contractual Services					
01-40-75-77501	MDT Lines	\$7,301	\$7,301	\$0	
01-40-75-77503	Animal Control	\$1,400	\$1,400	\$0	
01-40-75-77505	CenCom	\$245,850	\$0	\$245,850	Police Protection
01-40-75-77511	Publications & Subscriptions	\$6,074	\$6,074	\$0	
01-40-75-77525	Lake County MEG Membership	\$13,200	\$13,200	\$0	
01-40-75-77531	NIPAS	\$6,563	\$6,563	\$0	
	Total Contractual Services	\$280,388	\$34,538	\$245,850	

Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2013 and Ending April 30, 2014

<u>Account No.</u>	<u>Description</u>	<u>Expense Budget Amount</u>	<u>Revenue Budget</u>		<u>Levy Type</u>
			<u>General Dollars</u>	<u>Estimated Levy Amount</u>	
Miscellaneous Expenses					
01-40-77-77706	Miscellaneous Expense	\$3,120	\$3,120	\$0	
01-40-77-77710	Dare Fund Expenses	\$1,100	\$1,100	\$0	
01-40-77-77712	Senate 740 Expenses	\$15,450	\$15,450	\$0	
01-40-77-77714	Federal Seizure Fund Expenses	\$500	\$500	\$0	
01-40-77-77715	Computer Crime Expenses	\$4,000	\$4,000	\$0	
01-40-77-77720	Community Education	\$1,000	\$1,000	\$0	
01-40-77-77722	Bicycle Patrol Expenses	\$250	\$250	\$0	
	Total Miscellaneous	\$25,420	\$25,420	\$0	
Building & Grounds					
01-40-79-77901	B&G Maintenance	\$1,200	\$1,200	\$0	
01-40-79-77903	B&G Contracts	\$7,364	\$7,364	\$0	
01-40-79-77905	B&G Repairs	\$5,000	\$5,000	\$0	
01-40-79-77907	B&G Supplies	\$2,010	\$2,010	\$0	
	Total Building & Grounds	\$15,574	\$15,574	\$0	
Capital Outlay					
01-40-80-88018	Office Equipment	\$9,937	\$9,937	\$0	
01-40-80-88024	Vehicles Equipment	\$5,000	\$5,000	\$0	
	Total Capital Outlay	\$14,937	\$14,937	\$0	
Utilities					
01-40-82-88202	Telephone Service	\$4,065	\$4,065	\$0	
01-40-82-88204	Cellular Service	\$5,500	\$5,500	\$0	
01-40-82-88208	Heating	\$500	\$500	\$0	
	Total Utilities	\$10,065	\$10,065	\$0	
Vehicles & Equipment					
01-40-84-88402	Gas & Oil	\$86,000	\$0	\$86,000	General
01-40-84-88404	Vehicle Repairs	\$45,000	\$0	\$45,000	General
01-40-84-88406	Vehicle Maintenance	\$5,470	\$5,470	\$0	
	Total Vehicles & Equipment	\$136,470	\$5,470	\$131,000	
Technology					
01-40-91-99105	Network Repairs	\$4,500	\$4,500	\$0	
01-40-91-99107	IT Maintenance Services	\$3,275	\$3,275	\$0	
	Total Technology	\$7,775	\$7,775	\$0	
	Total Police Department	\$2,995,447	\$1,484,570	\$1,510,877	

Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2013 and Ending April 30, 2014

<u>Account No.</u>	<u>Description</u>	<u>Expense Budget Amount</u>	<u>Revenue Budget</u>		<u>Levy Type</u>
			<u>General Dollars</u>	<u>Estimated Levy Amount</u>	
Public Works Department					
Payroll Expenses					
01-60-70-67001	Regular Salaries	\$252,000	\$2,000	\$250,000	
01-60-70-67021	Part-Time Salaries	\$13,264	\$13,264	\$0	
01-60-70-67026	Seasonal	\$10,228	\$10,228	\$0	
01-60-70-67031	Overtime	\$20,000	\$20,000	\$0	
	Total Payroll Expenses	\$295,492	\$45,492	\$250,000	
Taxes, Pensions & Insurance					
01-60-71-67101	IMRF	\$32,750	\$0	\$32,750	IMRF
01-60-71-67107	Dental Insurance	\$3,150	\$3,150	\$0	
01-60-71-67108	Vision Insurance	\$250	\$250	\$0	
01-60-71-67109	Life Insurance	\$250	\$250	\$0	
01-60-71-67110	Health Insurance	\$35,000	\$35,000	\$0	
01-60-71-67111	Social Security	\$18,500	\$0	\$18,500	Social Security
01-60-71-67112	Medicare	\$4,300	\$0	\$4,300	Social Security
	Total Taxes, Pensions & Insurance	\$94,200	\$38,650	\$55,550	
Personnel Related					
01-60-72-67202	Uniforms	\$2,116	\$2,116	\$0	
01-60-72-67204	Dues & Memberships	\$228	\$228	\$0	
01-60-72-67206	Medical/Psychological	\$655	\$655	\$0	
01-60-72-67208	Meeting, Travel, & Training	\$1,232	\$1,232	\$0	
01-60-72-67234	Hiring Process	\$600	\$600	\$0	
	Total Personnel Related	\$4,831	\$4,831	\$0	
Professional Services					
01-60-73-77307	Engineering Expenses	\$9,710	\$9,710	\$0	
01-60-73-77313	Legal Services	\$5,000	\$5,000	\$0	
	Total Professional Services	\$14,710	\$14,710	\$0	
Commodities					
01-60-74-77418	Ice Control	\$104,800	\$24,385	\$80,415	Street & Bridge
01-60-74-77430	Office Supplies	\$1,534	\$1,534	\$0	
01-60-74-77432	Postage	\$78	\$78	\$0	
01-60-74-77452	Street Signs	\$9,450	\$9,450	\$0	
01-60-74-77458	Village Signs/Banners/Flags	\$1,789	\$1,789	\$0	
	Total Commodities	\$117,651	\$37,236	\$80,415	
Contractual Services					
01-60-75-77511	Publications & Subscriptions	\$150	\$150	\$0	
01-60-75-77527	Lakes Management	\$500	\$500	\$0	
01-60-75-77539	Street Sweeping	\$23,200	\$23,200	\$0	
01-60-75-77543	Traffic Signal Maint. Contracts	\$14,124	\$14,124	\$0	
	Total Contractual Services	\$37,974	\$37,974	\$0	

Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2013 and Ending April 30, 2014

<u>Account No.</u>	<u>Description</u>	<u>Expense Budget Amount</u>	<u>Revenue Budget</u>		<u>Levy Type</u>
			<u>General Dollars</u>	<u>Estimated Levy Amount</u>	
Building & Grounds					
01-60-79-77901	B & G Maintenance	\$12,500	\$12,500	\$0	
01-60-79-77903	B & G Contracts	\$4,370	\$4,370	\$0	
01-60-79-77905	B & G Repairs	\$13,501	\$13,501	\$0	
01-60-79-77907	B & G Building Supplies	\$12,425	\$12,425	\$0	
01-60-79-77911	Landscaping	\$29,000	\$29,000	\$0	
	Total Building & Grounds	\$71,796	\$71,796	\$0	
Capital Outlay					
01-60-80-88001	Equipment	\$18,500	\$18,500	\$0	
01-60-80-88002	Safety Equipment	\$516	\$516	\$0	
01-60-80-88004	Vehicles	\$51,250	\$51,250	\$0	
01-60-80-88018	Office Equipment	\$289	\$289	\$0	
01-60-80-88024	Vehicle Equipment	\$28,000	\$28,000	\$0	
	Total Capital Outlay	\$98,555	\$98,555	\$0	
Utilities					
01-60-82-88202	Telephone Service	\$2,184	\$2,184	\$0	
01-60-82-88204	Cellular Service	\$2,142	\$2,142	\$0	
01-60-82-88206	Electrical Service	\$1,000	\$1,000	\$0	
01-60-82-88208	Heating	\$500	\$500	\$0	
01-60-82-88216	Street Lights - Electrical	\$90,000	\$13,602	\$76,398	Street & Bridge
	Total Utilities	\$95,826	\$19,428	\$76,398	
Vehicles & Equipment					
01-60-84-88402	Gas & Oil	\$24,696	\$4,696	\$20,000	General
01-60-84-88404	Vehicle Repairs	\$20,075	\$10,075	\$10,000	General
01-60-84-88405	Equipment Repairs	\$13,571	\$13,571	\$0	
01-60-84-88406	Vehicle Maintenance	\$3,280	\$3,280	\$0	
01-60-84-88412	Equipment Rental	\$1,500	\$1,500	\$0	
	Total Vehicles & Equipment	\$63,122	\$33,122	\$30,000	
Technology					
01-60-91-99105	Network Repairs	\$1,596	\$1,596	\$0	
	Total Technology	\$1,596	\$1,596	\$0	
Infrastructure Maintenance					
01-60-92-99210	Street Light Repairs	\$18,076	\$5,516	\$12,560	General
01-60-92-99214	Storm Sewer Maintenance	\$4,000	\$4,000	\$0	
	Total Infrastructure Maintenance	\$22,076	\$9,516	\$12,560	
	Total Public Works Department	\$917,829	\$412,906	\$504,923	

Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2013 and Ending April 30, 2014

<u>Account No.</u>	<u>Description</u>	<u>Expense Budget Amount</u>	<u>Revenue Budget</u>		<u>Levy Type</u>
			<u>General Dollars</u>	<u>Estimated Levy Amount</u>	
Building Department					
Payroll Expenses					
01-70-70-67001	Regular Salaries	\$161,000	\$11,000	\$150,000	General
01-70-70-67031	Overtime	\$705	\$705	\$0	
	Total Payroll Expenses	\$161,705	\$11,705	\$150,000	
Taxes, Pensions, & Insurance					
01-70-71-67101	IMRF Expense	\$19,300	\$0	\$19,300	IMRF
01-70-71-67107	Dental Insurance	\$2,000	\$2,000	\$0	
01-70-71-67108	Vision Insurance	\$225	\$225	\$0	
01-70-71-67109	Life Insurance	\$160	\$160	\$0	
01-70-71-67110	Health Insurance	\$23,500	\$23,500	\$0	
01-70-71-67111	Social Security	\$10,000	\$0	\$10,000	Social Security
01-70-71-67112	Medicare	\$2,300	\$0	\$2,300	Social Security
	Total Taxes, Pensions & Insurance	\$57,485	\$25,885	\$31,600	
Personnel Related					
01-70-72-67202	Uniforms	\$310	\$310	\$0	
01-70-72-67204	Dues & Memberships	\$175	\$175	\$0	
01-70-72-67208	Meetings, Travel, & Training	\$1,270	\$1,270	\$0	
	Total Personnel Related	\$1,755	\$1,755	\$0	
Professional Services					
01-70-73-77305	Building Inspection Services	\$688	\$688	\$0	
01-70-73-77307	Engineering Expenses	\$4,558	\$4,558	\$0	
01-70-73-77310	Plan Reviews	\$1,200	\$1,200	\$0	
01-70-73-77313	Legal Expenses	\$3,176	\$3,176	\$0	
01-70-73-77321	Plumbing Inspector	\$11,286	\$6,714	\$4,572	General
	Total Professional Services	\$20,908	\$16,336	\$4,572	
Commodities					
01-70-74-77430	Office Supplies	\$1,521	\$1,521	\$0	
01-70-74-77432	Postage	\$416	\$416	\$0	
01-70-74-77440	Printing	\$139	\$139	\$0	
	Total Commodities	\$2,076	\$2,076	\$0	
Contractual Services					
01-70-75-77511	Publications & Subscriptions	\$100	\$100	\$0	
01-70-75-77537	Legal Notices/Recording Fees	\$100			
	Total Contractual Services	\$200	\$100	\$0	
Utilities					
01-70-82-88202	Telephone Service	\$1,118	\$1,118	\$0	
01-70-82-88204	Cellular Service	\$1,441	\$1,441	\$0	
	Total Utilities	\$2,559	\$2,559	\$0	

Village of Round Lake - Annual Budget
Fiscal Year Beginning May 1, 2013 and Ending April 30, 2014

<u>Account No.</u>	<u>Description</u>	<u>Expense Budget Amount</u>	<u>Revenue Budget</u>		<u>Levy Type</u>
			<u>General Dollars</u>	<u>Estimated Levy Amount</u>	
	Vehicles & Equipment				
01-70-84-88402	Gas & Oil	\$4,520	\$4,520	\$0	
01-70-84-88405	Vehicle Repairs	\$1,153	\$1,153	\$0	
01-70-84-88406	Vehicle Maintenance	\$323	\$323	\$0	
	Total Vehicles & Equipment	\$5,996	\$5,996	\$0	
	Technology				
01-70-91-99105	Network Repairs	\$750	\$750	\$0	
01-70-91-99107	IT Maintenance Services	\$757	\$757	\$0	
	Total Technology	\$1,507	\$1,507	\$0	
	Total Building Department	\$254,191	\$67,919	\$186,172	
	Other Financing Uses				
	Bond Service & Replacement Funding				
01-80-96-99610	Contribution to Motor Fuel Tax Fund	\$400,000	\$0	\$0	
01-80-96-99626	Transfer to 2010 Debt Service	\$350,000	\$350,000	\$0	
01-80-96-99635	Contribution to Capital Fund	\$700,000	\$132,739	\$0	
01-80-96-99660	Contribution to Vehicle Replace.	\$159,336	\$159,336	\$0	
01-80-96-99661	Contribution to Technology Replace.	\$60,900	\$60,900	\$0	
01-80-96-99662	Contribution to Building Replace.	\$70,945	\$70,945	\$0	
	Total Bond Service & Replacement Funding	\$1,741,181	\$773,920	\$0	
	General Fund Total	\$7,716,372	\$3,669,816	\$3,079,195	
	Police Pension Levy			\$498,857	
	2013 Estimated Tax Levy Amount			\$3,578,052	
	General Dollars	\$3,669,816			
	Estimated Levy Amount	\$3,079,195			
	Total Revenue Budget	\$6,749,011			
	Use of Reserves in Fiscal Year End 2014	\$967,361			

Account #	Description	Audit		Budget	Projected	Budget	Forecast			
		Actual	2011/12				2012/13	2013/14	2014/15	2015/16
Operating Revenues		\$6,543,072	\$6,693,340	\$6,470,382	\$6,736,341	\$6,749,011	\$6,772,911	\$6,956,122	\$7,056,896	\$7,158,899
Operating Expenditures		\$5,743,179	\$5,477,398	\$5,799,466	\$5,417,462	\$5,802,953	\$5,965,346	\$6,356,199	\$6,568,148	\$6,790,609
Total Items Moved & Carryovers		\$0	\$0	\$27,230	\$0	\$78,000	\$0	\$0	\$0	\$0
Total Capital Acquisitions		\$76,761	\$57,157	\$49,500	\$26,628	\$91,238	\$55,529	\$0	\$0	\$0
Bond Service & Replacement Funding										
01-80-96-99635 Contribution to Capital Fund		\$0	\$0	\$0	\$0	(\$700,000)	(\$325,000)	(\$325,000)	(\$325,000)	(\$325,000)
01-80-96-99610 Contribution to Motor Fuel Tax Fund		\$0	\$0	\$0	\$0	(\$400,000)	\$0	\$0	\$0	\$0
01-80-96-99660 Contribution to Vehicle Replace.		\$0	\$0	(\$126,018)	(\$126,018)	(\$159,336)	(\$159,336)	(\$159,336)	(\$159,336)	(\$159,336)
01-80-96-99661 Contribution to Technology Replace.		\$0	\$0	(\$58,000)	(\$58,000)	(\$60,900)	(\$63,945)	(\$70,499)	(\$74,024)	(\$77,726)
01-80-96-99662 Contribution to Building Replace.		\$0	\$0	(\$47,297)	(\$47,297)	(\$70,945)	(\$75,674)	(\$80,404)	(\$89,863)	(\$94,593)
01-80-96-99626 Transfer to 2010 Debt Service		(\$375,000)	(\$375,000)	(\$350,000)	(\$350,000)	(\$350,000)	(\$350,000)	(\$350,000)	(\$350,000)	(\$350,000)
Total Bond Service & Replacement Funding		(\$375,000)	(\$375,000)	(\$581,315)	(\$581,315)	(\$1,741,181)	(\$973,955)	(\$989,969)	(\$998,224)	(\$1,006,655)
Changes to Cash & Investment Balance										
Excess of Revenues over Expenditures		\$348,132	\$783,785	\$12,872	\$710,936	(\$964,361)	(\$221,920)	(\$390,047)	(\$509,475)	(\$638,365)
Increase (Decrease) in Liabilities		\$20,458	(\$1,139)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Increase (Decrease) in Due to Other Funds		(\$4,873)	(\$630,411)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Increase) Decrease in Due From Other Funds		\$201	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Adjustments		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Increase (Decrease) in Cash		\$363,918	\$152,235	\$12,872	\$710,936	(\$964,361)	(\$221,920)	(\$390,047)	(\$509,475)	(\$638,365)
Beginning Cash & Investment Balance		\$4,827,839	\$5,191,757	\$5,343,991	\$5,343,991	\$6,054,928	\$5,090,567	\$4,582,187	\$4,192,141	\$3,682,665
Ending Cash & Investment Balance		\$5,191,757	\$5,343,991	\$5,356,863	\$6,054,928	\$5,090,567	\$4,868,647	\$4,192,141	\$3,682,665	\$3,044,300

Unreserved Cash	\$2,333,521	\$3,068,847	\$2,965,005	\$3,502,861	\$2,172,008	\$1,898,414	\$1,113,472	\$543,828	\$58,459
Reserve for Operating (30% of Operating Expenses)	\$1,643,219	\$1,739,840	\$1,625,239	\$1,740,886	\$1,789,604	\$1,848,351	\$1,970,444	\$2,037,183	\$1,874,187
Due to Working Cash	\$630,411	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve for Replacement Funds (Contributions)	\$0	\$0	\$231,315	\$291,181	\$623,955	\$631,882	\$648,224	\$656,655	\$681,655
Reserve for Debt Service (Transfer Out)	\$375,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000
Restricted Escrow/Seizure Cash	\$209,605	\$185,305	\$185,305	\$170,000	\$155,000	\$140,000	\$125,000	\$95,000	\$80,000
Cash Available	\$5,191,757	\$5,343,991	\$5,356,863	\$6,054,928	\$5,090,567	\$4,868,647	\$4,192,141	\$3,682,665	\$3,044,300



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: CALENDAR YEAR 2014 RISK MANAGEMENT PROPOSALS Agenda Item No. COTW

Executive Summary

West Insurance Agency, for calendar year 2014, again sent out risk management information to a minimum of five (5) vendors. Overall, the risk management premium increased 16.27% from the previous year, the largest portion from an increase in the package policy. The \$162,114 premium is still less than the high of \$205,659 for the 2011 coverage year. The workers compensation premium increased 14.75% due to a refinement of the allocation of payroll based on the 2012 payroll audit performed by IPRF.

The vendors West Insurance Agency and staff are recommending are the same as last year: Trident - Package Program: Commercial, Auto, Crime, Etc.; The Illinois Public Risk Fund (IPRF) – Workers Compensation; and Liberty Mutual Surety - Public Officials Bonds.

West Insurance Agency representatives, Brad West and Geoff Raef will be in attendance at the COTW meeting for any questions. Should the Village Board decide to move forward with the three vendors above, resolutions will be provided for each insurance type along with proposed insurance binders at the next Board meeting.

Attached is brief historical and 2014 calendar year coverage information, a 2014 property/casualty insurance summary, and the IPRF grant information.

Recommended Action

Discuss and Provide Additional Staff Guidance, if Necessary, for Future Board Action.

Committee: Human Resources & Finance		Meeting Date: November 18, 2013																																												
Lead Department: Administration		Presenter: Steven J. Shields																																												
Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A																																														
<p>If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.</p> <p>Note: Both risk management accounts are over the annual budget. There is no specific account where the savings will come from; however, current projections indicate the General and Water/Sewer funds will be under budget overall.</p>	<table border="1"> <thead> <tr> <th>Account(s)</th> <th>Budget</th> <th>Expenditure</th> </tr> </thead> <tbody> <tr> <td>01-20-75-77519</td> <td></td> <td></td> </tr> <tr> <td>Item Requested</td> <td>\$119,631.00</td> <td>\$123,086.00</td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td>\$10,366.75</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Total</td> <td>\$119,631.00</td> <td>\$133,452.75</td> </tr> <tr> <td>50-60-75-77519</td> <td></td> <td></td> </tr> <tr> <td>Item Requested</td> <td>\$39,877.00</td> <td>\$41,028.00</td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td>\$7,459.93</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Total</td> <td>\$39,877.00</td> <td>\$48,487.93</td> </tr> <tr> <td>Grand Total</td> <td>\$159,508.00</td> <td>\$181,940.68</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td>Under</td> <td>-</td> <td></td> </tr> <tr> <td>Over</td> <td></td> <td>\$22,432.68</td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	01-20-75-77519			Item Requested	\$119,631.00	\$123,086.00	Y-T-D Actual		\$10,366.75	Amount Encumbered		\$0.00	Total	\$119,631.00	\$133,452.75	50-60-75-77519			Item Requested	\$39,877.00	\$41,028.00	Y-T-D Actual		\$7,459.93	Amount Encumbered		\$0.00	Total	\$39,877.00	\$48,487.93	Grand Total	\$159,508.00	\$181,940.68	Request is over/under budget:			Under	-		Over		\$22,432.68
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Historical Information

In the past, from 1981 through calendar year 2011, the village participated in the Illinois Municipal League Risk Management association (IMLRMA) for professional risk management services. Four years ago (2011 coverage year) staff requested proposals for risk management services all of which were higher than the premium amount paid to IMLRMA. Subsequently, in late summer of 2011, staff once again requested proposals for the 2012 coverage year.

At that time, three companies were contacted and provided information: Arthur J. Gallagher Risk Management Services, Inc., West Insurance Agency, Inc. and GCG Financial. Arthur J. Gallagher Risk Management Services, Inc. did not respond to staff's request and GCG Financial informed staff that they were not going to send a proposal. Therefore, staff recommended West Insurance Agency as the risk management broker for the Village, and has been the Village's risk management broker since that time.

Listed below is the annual premium amount for the last ten years and the proposed premium for calendar year 2014.

<u>Fiscal Year</u>	<u>Calendar Year Covered</u>	<u>Contribution Amount</u>	<u>Increase (Decrease)</u>	<u>Percent Inc. (Dec.)</u>	
2003/04	2004	\$83,035.72	\$11,275.55	15.71%	
2004/05	2005	\$91,053.91	\$8,018.19	9.66%	
2005/06	2006	\$98,230.20	\$7,176.29	7.88%	
2006/07	2007	\$118,922.02	\$20,691.82	21.06%	
2007/08	2008	\$145,150.74	\$26,228.72	22.06%	
2008/09	2009	\$169,643.88	\$24,493.14	16.87%	
2009/10	2010	\$179,732.00	\$10,088.12	5.95%	A
2010/11	2011	\$205,659.00	\$25,927.00	14.43%	
2011/12	2012	\$120,313.00	(\$85,346.00)	(41.50%)	B & C
2012/13	2013	\$141,151.00	\$20,838.00	17.32%	
2013/14	2014	\$164,114.00	\$22,963.00	16.27%	

A - First year of minimum/maximum contribution

B - Moved to a different provider. In the past used IMLRMA.

C - In addition to the annual premium, \$10,489 was paid as part of a Workers Compensation payroll audit. Amount paid in FYE 2013/14.

2014 Calendar Year Coverage

West Insurance Agency, for calendar year 2014, again sent out information and received proposals from a number of different vendors. Besides the incumbents, which are listed on the 2014 Property/Casualty Insurance Summary attached, requests for proposals on the Village's risk management program were also sent to Travelers, One Beacon, ICRMT, Brit Insurance, and Glatfelter.

Staff met with representatives from West Insurance Agency to review the proposals and to answer questions. The risk management package includes three main proposals; package policy (property, liability, crime, inland marine, excess), workers compensation, and public officials bonds.

The table below lists the three main proposals and the premium change for each.

<u>Description</u>	2013 Premium	2014 Premium	Dollar Variance	Percent Variance
Workers Compensation	\$65,933	\$75,661	\$9,728	14.75%
Package Policy	\$73,484	\$86,781	\$13,297	18.10%
Public Officials Bonds	\$1,734	\$1,672	(\$62)	(3.58%)
Total	\$141,151	\$164,114	\$22,963	16.27%

Overall, the risk management premium increased 16.27%.

The workers compensations premium increased 14.75%. Although there was only a 3.3% increase in the 2014 estimated payroll from calendar year 2013, staff changed the allocation based on the 2012 audit resulting in a 152% increase in the highest rated code. Below are the categories for the payroll estimates for 2013 and 2014 along with the 2014 rates per category.

<u>Description</u>	Clerical 8810	Street Maintenance 5506	Waterworks 7520	Sewer 7580	Street Cleaning 9402	Municipal Employees 9410	Policemen 7720
2014 Estimate	\$707,054	\$317,344	\$194,140	\$58,170	\$0	\$173,608	\$1,864,405
2013 Estimate	\$858,043	\$125,809	\$153,657	\$0	\$149,157	\$333,872	\$1,588,631
Dollar Change	(\$150,988)	\$191,535	\$40,483	\$58,170	(\$149,157)	(\$160,264)	\$275,774
Percent Change	-17.60%	152.24%	26.35%	100.00%	-100.00%	-48.00%	17.36%
2014 Rates	0.130	7.495	3.245	2.693	-	2.996	1.914

The package policy increased 18.10% due to a large increase in the value of assets insured along with general premium increases. The asset value increased due to purchases of a sewer vacuum truck, front end loader, and new squads. There was a minor decrease in the public officials bonds premium and the coverage is the same as the previous year.

The vendors West Insurance Agency and staff are recommending are the same as last year: Trident - Package Program: Commercial, Auto, Crime, Etc.; The Illinois Public Risk Fund (IPRF) – Workers Compensation; and Liberty Mutual Surety - Public Officials Bonds. Brad West and Geoff Raef will be in attendance at the COTW meeting for any questions. A brief summary of the vendors is as follows:

Trident

Founded by the Argonaut Group in March 2000, Trident is committed to servicing the insurance and risk management needs of governmental entities throughout the United States. Trident Insurance Services primary focus is Public Entity Insurance. Their coverage forms and terms are tailored specifically for the public entity market segment.

The Illinois Public Risk Fund

The Illinois Public Risk Fund (IPRF) is a self-funded workers compensation pool for public entities that was established to provide a cost-effective alternative to escalating workers compensation premiums and related costs. Participating public entities have pooled their workers compensation exposures and controlled costs through a unified loss prevention and claims management program. Over 500 public entities and governmental agencies rely on IPRF. With over 25 years in the public entity market, IPRF has become Illinois' largest self-insured risk pool for workers compensation coverage.

Liberty Mutual Surety

Liberty Mutual Surety is the second largest surety writer in the U.S. that provides bid and supply, court, license & permit, miscellaneous, notary, probate, public official, and regulatory bonds, just to name a few.

Should the Village Board decide to move forward with the three vendors above, resolutions will be provided for each insurance type along with proposed insurance binders at the next Board meeting.

Below is a table that lists the workers compensation and property claims, the dollar amount and number of claims each calendar year since year end 2000. For calendar year 2012 there is one claim that remains open and for the calendar year 2013 four remain open. Also included are averages for claims paid and number of claims filed.

<u>Claim Dates</u>		<u>Workers</u>		<u>Property/</u>		<u>Total</u>	
<u>Start</u>	<u>End</u>	<u>Compensation</u>	<u>#</u>	<u>Casualty</u>	<u>#</u>	<u>Claims</u>	<u>#</u>
12/31/1999	12/31/2000	\$0.00	1	\$7,086.31	13	\$7,086.31	14
12/31/2000	12/31/2001	\$3,231.60	7	\$12,261.79	7	\$15,493.39	14
12/31/2001	12/31/2002	\$544.64	1	\$9,659.75	4	\$10,204.39	5
12/31/2002	12/31/2003	\$26,305.92	10	\$9,112.33	5	\$35,418.25	15
12/31/2003	12/31/2004	\$40,587.77	7	\$85,971.97	6	\$126,559.74	13
12/31/2004	12/31/2005	\$1,991.40	7	\$65,727.00	8	\$67,718.40	15
12/31/2005	12/31/2006	\$110,783.07	7	\$14,652.51	9	\$125,435.58	16
12/31/2006	12/31/2007	\$300,050.11	6	\$33,305.49	12	\$333,355.60	18
12/31/2007	12/31/2008	\$5,052.77	6	\$23,984.64	15	\$29,037.41	21
12/31/2008	12/31/2009	\$30,637.40	2	\$8,025.96	10	\$38,663.36	12
12/31/2009	12/31/2010	\$4,468.46	5	\$18,915.29	8	\$23,383.75	13
12/31/2010	12/31/2011	\$74,837.13	11	\$35,763.24	10	\$110,600.37	21
12/31/2011	12/31/2012	\$7,448.62	10	\$28,836.51	6	\$36,285.13	16
12/31/2012	12/31/2013	\$1,763.92	1	\$11,348.90	10	\$13,112.82	11
Average Amount Paid		\$43,407.34		\$26,046.55		\$69,453.89	
Average No. of Claims		6		9		15	

The Village has also qualified for a grant through the IPRF in the amount of \$3,983, which is nearly three times the amount of \$1,400 received last year. Finally, West Insurance requested a Cyber Liability option at a cost of \$6,983. Staff recommends at this time to forego the Cyber liability option. However, should the Village migrate to the "cloud" for backup or other reasons, the insurance is available.

**Village of Round Lake
2014 Property/Casualty Insurance Summary**

Commercial Property Section:	Trident
Building	\$22,240,909
Business Personal Property	\$1,548,914
Blanket property coverage	Yes
Property valuation	Replacement Cost
Property policy deductible	\$1,000

Building and BPP limits were increased 3%.

Business Income and Extra Expense	\$250,000
Blanket Earthquake	\$1,000,000
EQ deductible	\$50,000
Blanket Flood	\$1,000,000
Flood deductible	\$50,000
Water backup of sewers and drains	Property limits
Equipment Breakdown coverage	Included
Accounts Receivable	\$100,000
Valuable Papers & Records	\$100,000
Computer Equipment	\$150,000
Property in Transit	\$50,000
Building Laws Coverage	\$100,000
Terrorism Coverage	Included

*** Additional limits can be found under the Property endorsement**

Commercial General Liability Section	Trident
General Aggregate	\$3,000,000
Products/Completed Operations Aggregate	\$3,000,000
Body Injury and Property Damage each occurrence	\$1,000,000
Personal & Advertising Injury each occurrence	\$1,000,000
Failure to Supply - Water	\$1,000,000
General Liability deductible	\$0
Law Enforcement Liability	\$1,000,000
Law Enforcement Liability Aggregate	\$1,000,000
Law Enforcement Liability deductible	\$2,500
Retroactive Date	12/31/2006
Public Officials Liability (POL)	\$1,000,000
POL Aggregate	\$1,000,000
Public Officials Liability deductible	\$2,500
Retroactive Date	12/31/2006
Employment Practices Liability (EPL)	\$1,000,000
EPL Aggregate	\$1,000,000
EPL deductible	\$10,000
Employee Benefits Liability	\$1million/\$1million
Employee Benefits deductible	\$1,000

**Village of Round Lake
2014 Property/Casualty Insurance Summary**

Automobile Liability Section **Trident**

48 vehicles/trailers were reported

Limit of liability	\$1,000,000
Physical Damage	\$841,637
Hired/Nonowned Liability	Included
UM/UIM	\$100,000
Medical payments	\$5,000
Comprehensive deductible	\$1,000
Collision deductible	\$1,000

Crime Section **Trident**

Employee Dishonesty	\$500,000
Theft, Disappearance and Destruction - Inside the premises	\$50,000
Theft, Disappearance and Destruction- Outside the premises	\$50,000
Forgery & Alteration	\$500,000
Crime deductible	\$2,500

Inland Marine Section **Trident**

Contractors Equipment (Scheduled)	\$1,982,400
Unscheduled Equipment	\$190,000-max \$1K/item
Hired, Leased, Borrowed equipment	\$100,000
Inland Marine Deductible	\$500
Inland Marine Equipment valuation	Actual Cash Value

The total IM equipment limit is up 16% from 2013.

Excess Liability Section **Trident**

Limit per occurrence/aggregate	\$10,000,000
Excess Liability deductible	\$0
General liability covered under excess policy	yes
Automobile liability covered under excess policy	yes
EPLI covered under excess policy	yes
EBL covered under excess policy	yes
PO liability covered under excess policy	yes
Law Enforcement liability covered under excess policy	yes

**Village of Round Lake
2014 Property/Casualty Insurance Summary**

Workers Compensation	IPRF
Employers Liability limit	\$2,500,000
Payroll Breakdown per class code	
5506 - Street Maintenance	\$317,344
7520 - Waterworks	\$194,140
7720 Policemen	\$1,864,405
8810 Clerical	\$707,054
9402 Street Cleaning	\$0
9410 Municipal Employees	\$173,608
* 7580 Sewage Disposal	\$58,170
Experience Modification	1.02

*The 7580 - Sewage Disposal class code was added following the 2013 payroll audit.

Public Officials Bonds	Liberty Surety First
Village President - Daniel MacGillis	\$50,000
Village Clerk - Patricia Blauvelt	\$50,000
Village Administrator - Russell Kraly	\$50,000
Village Finance Officer - Steven Shields	\$500,000
Village Treasurer - Steven Shields	\$500,000
Deputy Clerk - Martha Koechig	\$5,000
Fire & Policy Commissioner - Richard Crane	\$50,000
Fire & Policy Commissioner - Art Weber	\$50,000
Fire & Policy Commissioner - James Retis	\$50,000

Premium Breakdown

Package Policy (Property, GL , Crime, Inland Marine, Excess)	Trident
	\$86,781

* OneBeacon, ICRMT, Travelers, Brit and Glatfelter were asked to provide a competitive quotation but declined because they could not compete with Trident's renewal pricing.

Workers Compensation	IPRF
	\$75,661
Public Officials Bonds	Liberty Mutual Surety
	\$1,672
Total Estimated Annual Premium	Trident/IPRF/Liberty
	\$164,114

**Village of Round Lake
2014 Property/Casualty Insurance Summary**

Cyber Liability (Optional Consideration)	Beazley Insurance
Information Security and Privacy Liability	\$1,000,000
Regulatory Defense and Penalties	\$250,000
Website Media Content Liability	\$1,000,000
Policy Aggregate	\$1,000,000
Crisis Management and Public relations	\$100,000
Notification costs/aggregate	\$50,000/\$50,000
Legal & Forensic Expenses	\$100,000
Deductible	\$10,000/\$5,000
Cyber Liability Estimated Premium *	\$6,983

* The Cyber Liability premium is subject to a completed Beazley Breach Response App.

Illinois Public Risk Fund's Grant Program

Village of Round Lake

The Illinois Public Risk Fund has reserved

\$3,983*

**Congratulations*

*Your organization has qualified for a
Preferred Loss Ratio Grant of \$504.00 which is
included in the above amount.*

Please visit www.iprf.com for additional information and the Grant Application.

Grant deadline is March 14, 2014

(Subject to the programs terms and conditions)



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: HARRIS/MSI SOFTWARE MAINTENANCE INVOICE

Agenda Item No. COTW

Executive Summary

Annually the village receives a Harris/MSI maintenance invoice for software applications that the village purchased for use. The annual maintenance charges includes normal support from MSI representatives for the existing modules the village has purchased. Most descriptions/applications on the invoice are self explanatory. The following items include additional clarification for the maintenance charges.

Runtime is a third party product and is needed to run the MSI software applications across the village network. It assists the MSI programs in getting print jobs to the printer, having the programs shared across the network, and other such uses. The maintenance fee is included in case there is an error that develops between the MSI programs and the Runtime functioning on the network.

The laser gun maintenance is to be sure when a bar code (cash register) is read by the gun; it registers correctly in the MSI software. It is not maintenance on the laser gun itself, should the gun break or wears out for any reason, there would be a charge for a new laser gun.

Attached is a draft resolution, the Harris/MSI invoice, current maintenance costs versus the previous year, and a Software Support Maintenance Guidelines document. Staff decreased the invoice by \$975 as, at this time, the Gemini Data Backup & Recovery is not needed and can be added later.

Recommended Action

Adopt a Resolution for the Continued Participation with Harris/MSI for Software at a Cost of \$10,393.17.

Committee: Human Resources & Finance		Meeting Date: November 18, 2013																																												
Lead Department: Administration		Presenter: Steve Shields																																												
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 number 50-60-91-99107 is over budget as in fiscal year end 2014 the MSI invoice was split between the General Fund and the Water/Sewer Fund for the first time. The Water/Sewer Fund budget amount was missed as part of the budget process.	<table border="1"> <thead> <tr> <th>Account(s)</th> <th>Budget</th> <th>Expenditure</th> </tr> </thead> <tbody> <tr> <td>01-20-91-99107</td> <td>\$34,645.00</td> <td>\$0.00</td> </tr> <tr> <td>Item Requested</td> <td>\$7,795.00</td> <td>\$7,794.88</td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td>\$18,981.99</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Total</td> <td>\$42,440.00</td> <td>\$26,776.87</td> </tr> <tr> <td>50-60-91-99107</td> <td>\$2,000.00</td> <td>\$0.00</td> </tr> <tr> <td>Item Requested</td> <td>\$0.00</td> <td>\$2,598.29</td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Total</td> <td>\$2,000.00</td> <td>\$2,598.29</td> </tr> <tr> <td>Grand Total</td> <td>\$44,440.00</td> <td>\$29,375.16</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td>Under</td> <td></td> <td>\$15,064.84</td> </tr> <tr> <td>Over</td> <td>-</td> <td></td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	01-20-91-99107	\$34,645.00	\$0.00	Item Requested	\$7,795.00	\$7,794.88	Y-T-D Actual		\$18,981.99	Amount Encumbered		\$0.00	Total	\$42,440.00	\$26,776.87	50-60-91-99107	\$2,000.00	\$0.00	Item Requested	\$0.00	\$2,598.29	Y-T-D Actual		\$0.00	Amount Encumbered		\$0.00	Total	\$2,000.00	\$2,598.29	Grand Total	\$44,440.00	\$29,375.16	Request is over/under budget:			Under		\$15,064.84	Over	-	
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Resolution 13-R-__

A Resolution Authorizing Continued Participation with Harris/MSI for Software Support

WHEREAS, the Village of Round Lake uses Harris/MSI financial software for its daily operations; and

WHEREAS, Harris/MSI Computer Systems provides software maintenance support for the financial programs currently utilized.

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

1. The Harris/MSI Software maintenance invoice of \$10,393.17 for the period December 1, 2013 through November 30, 2014 is hereby approved. The invoice is attached hereto as Exhibit A.
2. 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:



Remit To: Harris Computer Systems
 62133 Collections Center Drive
 Chicago, IL 60693-0621

Invoice
 Date
 Page

MN00002286
 10/20/2013
 1 of 1

Bill To

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

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

PO Number	Customer No.	Salesperson ID	Shipping Method	Payment Terms
	ROU03		LOCAL DELIVERY	Net 30

Ordered	Item Number	Description	Unit Price	Ext Price
1.00	NOTE	MSI Software Maintenance: Dec.1/13 - Nov.30/14	US\$0.00	US\$0.00
1.00	MA-12-SW	Accounts Payable	US\$888.79	US\$888.79
1.00	MA-12-SW	Purchase Orders	US\$533.28	US\$533.28
1.00	MA-12-SW	Budget Planning	US\$711.03	US\$711.03
1.00	MA-12-SW	Business Licensing	US\$888.79	US\$888.79
1.00	MA-12-SW	Cash Register	US\$783.74	US\$783.74
1.00	MA-12-SW	Fixed Assets	US\$849.16	US\$849.16
1.00	MA-12-SW	General Ledger	US\$888.79	US\$888.79
1.00	MA-12-SW	Payroll	US\$985.76	US\$985.76
1.00	MA-12-SW	Utility Billing	US\$2,221.95	US\$2,221.95
1.00	MA-12-SW	Runtime	US\$597.92	US\$597.92
1.00	MA-12-SW	Receipt Printers	US\$234.31	US\$234.31
1.00	MA-12-SW	Laser Gun	US\$234.31	US\$234.31
1.00	MA-12-SW	Accounts Receivable	US\$575.34	US\$575.34
1.00	MA-12-SW	Gemini Data Backup & Recovery	US\$975.00	US\$975.00

**Do @ later date, if necessary*

RECEIVED
 NOV 06 2013
 VILLAGE OF ROUND LAKE

*

10,393.17

10,393.17

Subtotal	US\$11,368.17
Misc	US\$0.00
Tax	US\$0.00
Freight	US\$0.00
Trade Discount	US\$0.00
Total	US\$11,368.17

Invoice Questions? Please call Andrew Buckley, 613-226-5511 ext 2324 or e-mail
 Abuckley@harriscomputer.com

**Harris Computer
MSI Software Maintenance
Period Covered: 12/1/13 - 11/30/14**

Description	Current Year	Previous Year	Dollar Increase	(A) Percent Change
Accounts Payable	\$888.79	\$838.48	\$50.31	6.00%
Purchase Orders	\$533.28	\$503.09	\$30.19	6.00%
Budget Planning	\$711.03	\$670.78	\$40.25	6.00%
Business Licensing	\$888.79	\$838.48	\$50.31	6.00%
Cash Register	\$783.74	\$739.39	\$44.35	6.00%
Fixed Assets	\$849.16	\$801.09	\$48.07	6.00%
General Ledger	\$888.79	\$838.48	\$50.31	6.00%
Payroll	\$985.76	\$929.95	\$55.81	6.00%
Utility Billing	\$2,221.95	\$2,096.18	\$125.77	6.00%
Accounts Receivable	\$575.34	\$542.77	\$32.57	6.00%
Runtime	\$597.92	\$564.08	\$33.84	6.00%
Receipts Printers	\$234.31	\$221.05	\$13.26	6.00%
Laser Gun	\$234.31	\$221.05	\$13.26	6.00%
Total	\$10,393.17	\$9,804.87	\$588.30	6.00%

Notes

A - With respect to the rationale for the increases, they are usually commensurate with Harris annual costs, the majority of which revolve around maintaining internal support tools, ensuring that the Harris research and development group continues to receive proper funding, and making sure that they retain an experienced and knowledgeable support team. Past five year increases were:

Period Covered: 12/1/12 - 11/30/13	5.00%
Period Covered: 12/1/11 - 11/30/12	5.50%
Period Covered: 12/1/10 - 11/30/11	6.00%
Period Covered: 12/1/09 - 11/30/10	7.00%
Period Covered: 12/1/08 - 11/30/09	8.00%

Schedule A



2013 Harris Annual Software Support Maintenance Guidelines

Purpose

The purpose of this document is to provide our customers with information on our standard coverage, the services which are included as part of your annual software support, a listing of call priorities, an outline of our escalation procedures, and details on our current service rates. This document will serve as a guideline for the support department but may be superseded by an existing, signed software support contract where applicable.

Harris Local Government (“Harris”) reserves the right to make modifications to this document as required.

Standard Support and Maintenance Services

The services listed below are services that are included as part of your software support contract:

- 800 # toll free telephone support;
- Technical troubleshooting includes assessment, diagnosis, documentation, and ultimate resolution of issues that pertain specifically to the customer’s software. (troubleshooting does not extend to any hardware or operating system components);
- E-mail support call logging and notification of status and resolution;
- Free Harris e-Support access 24 x 7 with the following on-line benefits: e-Support is a 24x7 online portal for Harris customers, allowing them to log support issues, check for status updates on their open calls and to check for updates on open development trackers. Access to published documentation which pertains to a customer’s particular software line (if available) may be contained in the Knowledge Base article section within Clientele (which is Harris’s proprietary customer database). e-Support also enables the customer to log their own support issues and assign a specific priority based on the specific level of urgency for a particular circumstance. A support issue may be logged 24 hours a day, 7 days a week. In summary, e-Support benefits include access to the following:
 - Ability to log & close calls
 - Ability to view & update existing calls
 - Ability to update contact information
 - Ability to access published documentation
 - Ability to access available downloads
 - Access to support knowledge base;
- Standard software releases and updates
 - Defect corrections (as warranted)
 - Planned enhancements
 - Payroll regulated changes
 - Release notes;

- Limited training questions (15 minutes) – Questions pertaining to a customer’s software line that Harris deems as training related i.e.: information that has already been covered and/or reviewed with the customer will be considered training related in scope and are usually limited to a span of 15-25 minutes. Anything falling outside the aforementioned time frame may be classified as a billable service for which the customer will receive a quotation prior to the service being administered;
- Database tuning / optimization – Database tuning may include such services as insertion of rate codes/tax, custom report changes, customer file changes or anything involving global changes throughout the software maybe be considered a billable service for which a customer will receive a quotation prior to service being delivered;
- Customer Care Program
 - Technical support bulletins
 - Communication on new products and services;
- Outstanding Calls Report – Outstanding calls and the respective status of those calls are documented in Clientele, Harris’ priority customer database, to which the customer has 24x7 access;
- Design review for potential enhancements or custom modifications – Based on the customers needs and requests Harris will determine, document and program changes as needed. Customer will receive a quotation prior to service. Modifications that result from an inherent flaw in the customer’s software package will be rectified at no additional charge to the customer. Modifications which are performed as a result of a customer request and are not determined to be a result of an inherent flaw will be considered a billable service for which the customer will receive a quotation prior the to service being delivered; and
- Invitation to annual Customer Conferences – Harris will invite customers to any scheduled annual customer conference which pertain to the customer’s product line. Attendance, which includes registration, and/or travel and lodging, will be at the customer’s expense.

Billable Support Services

The services listed below are services that are outside the scope of your software support contract and are therefore considered billable services:

- Extended telephone training;
- Forms redesign or creation;
- Setup & changes to handheld interface or creation of new interface;
- Setup of new services or changes to services (PAP, ACH, etc.);
- File imports/exports - Interfaces to other applications;
- Setting up test areas, database refreshes, backups, restores;
- Setup of new printers, printer setup changes;
- Custom modifications (reports, bills, forms, software customizations);
- Reversal of custom code;
- Setting up new General Ledgers;
- Data conversions / global modification to setup table data;
- Integrity issues due to database updates by non-Harris personnel;
- Hardware & Operating System support;
- Upgrades of third party software; and
- Installations / re-installations (workstations, servers).

Rates

Our current standard hourly rate is \$150.00 / hour. Rates are subject to change on an annual basis; quotations will be provided for all billable services.

Our rates for non-maintenance clients are as follows:

\$500.00 / Call (Provides ability to log a support call & includes 1st hour)

\$400.00 / each subsequent hour (for the same issue)

HelpDesk Hours

Our standard hours of support across all product lines, are from 8:00 a.m. EST to 5:00 p.m. CST, Monday to Friday, excluding designated statutory company holidays. Support calls/issues may be logged via the toll-free support line between the hours of 8:00 a.m. and 8:00 p.m. EST or 24 hours day/7 days a week via e-Support.

Response Times

Response times will vary and are dependant on the priority of the call. We do our best to ensure that we deal with incoming calls in the order that they are received, however calls will be escalated based on the urgency of the issue reported. Our response times are as follows:

Priority 1: 1 - 4 hours

Priority 2: 1 - 8 hours

Priority 3: 1 - 24 hours

Holiday Schedule

Below is a listing of US Statutory Holidays. Please note that our US offices will be closed on designated days as outlined below. However, our call center will remain open in some cases to receive incoming calls where noted.

New Year's Day	Closed
President's Day	Closed
Memorial Day	Closed
Fourth of July	Closed
Labor Day	Closed
Columbus Day	Closed
Thanksgiving Day	Closed
Day After Thanksgiving	Closed
Christmas Day	Closed
Boxing Day (December 26 th)	Closed (Call Center open)

Call Priorities

In an effort to assign our resources to incoming calls as effectively as possible, Harris has identified three types of call priorities, 1, 2 & 3. A Priority 1 call is deemed by our support staff to be an Urgent or High Priority call, Priority 2 is classified as a Medium Priority and Priority 3 is deemed to be a Low Priority. The criteria used to establish guidelines for these calls are as follows:

Priority 1 – High

- System Down (Hardware, Operating System, Database, Application)
- Inability to process Payroll checks
- Inability to process Accounts Payable checks
- Inability to process bills
- Program errors without workarounds
- Incorrect calculation errors impacting a majority of records
- Aborted postings or error messages preventing data integration and update
- Performance issues of severe nature impacting critical processes
- Hand-held interface issues preventing billing

Priority 2 - Medium

- System errors that have workarounds
- Calculation errors impacting a minority of records
- Reports calculation issues
- Printer related issues (related to interfaces with our software and not the printer itself)
- Security issues
- Hand-Held interface issues not preventing billing
- Performance issues not impacting critical processes
- Usability issues
- Workstation connectivity issues (Workstation specific)

Priority 3 - Low

- Report formatting issues
- Training questions, how to, or implementing new processes
- Aesthetic issues
- Issues with workarounds for large majority of accounts
- Recommendations for enhancements on system changes
- Questions on documentation

Call Process

All issues or questions reported to Support Services are tracked via a Support Call; our analysts cannot provide assistance unless a support call is logged. Our current process for logging calls is as follows.

Place a support call through one of the following methods:

- 1) e-Support at <http://support.harriscomputer.com>
- 2) Email to: support@harriscomputer.com
- 3) Phone to: 866-450-6696
- 4) Fax to: 613-226-3377

- Your call must contain: Your company name, contact person, software product & version, module and/or menu selection, nature of issue, detailed description of your question or issue, Batch #, Journal #, Account # (if applicable), support call reference #
- Harris e-Support or one of our Administrative Support Call Coordinators will provide you with a Call ID to track your issue and your call will be logged into our support tracking database (Clientele).
- Your call will be stored in a queue and the first available support representative will be assigned to deal with your issue.
- As the support representative assigned to your call investigates your issue, you will be contacted and advised as to where the issue stands and the course of action that will be taken for resolution. If we require additional information, you will be contacted by the assigned support representative to supply the information required.
- All correspondence and actions associated with your call will be tracked against the call in our support database. At any time, you may log onto e-Support to see the status of your call.
- Once your issue has been resolved, you will receive an automated notification by email that your call has been closed. This email will contain the entire event history of the call from the time the call was created leading up to the resolution of the call. You also have the option of viewing both your open and closed calls on-line through e-Support.
- If the issue needs to be escalated to a programmer, your issue will be logged into our Development database and you will be provided with a Tracker # to track the progress of your development issue. At this time, your support call will be closed and the Tracker # provided will become your new reference #; your Tracker will remain open until your issue has been completely resolved. Issues escalated to Development will be scheduled for resolution and may not be resolved immediately based on the nature and complexity of the issue.

- Contact the support department at your convenience for a status update on your Development Tracker, or log onto e-Support to view your Trackers on-line.

Escalation Procedures

Our escalation process is defined below. This process has been put into place to ensure that issues are being dealt with appropriately. If at any time you not satisfied with the resolution of your issue or the response to your call, please contact our Support Coordinator and we will have the appropriate individual follow up.

Escalation Process

Your call is logged with Harris Support



If your call is a Priority 1 and it has not been responded to within 4 hours, the support resources responsible for your call are notified by email and your call is escalated internally to a level 1. Priority 2 calls will be escalated if not responded to within 8 hours and Priority 3 calls not responded to within 12 hours will be escalated.



If your Priority 1 call has not been responded to 4 hours after the designated timeframe, product line managers are notified and your call is escalated to a level 2.



If your Priority 1 call has not been responded to after 5 hours from the designated timeframe, the Vice President of Support Services is notified and your call is escalated to a level 3.



If your Priority 1 call has not been responded to after 6 hours from the designated timeframe, the Executive Vice President and President for Harris is notified and your call is escalated to a level 4.



If your Priority 1 call has not been responded to after 7 hours from the designated timeframe, senior members of the executive Management Team are notified and your call is escalated to a level 5, our final level of escalation.

Connection Methods

To ensure we can effectively support our clients, we ask that a communication link is established and maintained between our two sites. It is the client's responsibility to ensure the connection is valid at your location so that Harris can connect to your site and resolve the issue at hand. Our supported methods of connection are:

- VPN
- RAS
- Direct Connection (Modem)
- Remote Desktop Connection

Maintenance Contract Pricing and Terms

Annual maintenance fees are non-refundable. In order to keep pace with the annual costs of doing business within the industry (including but not limited to increased operating costs and research and development costs) Harris, as a standard practice, reviews the software maintenance of each client, every year. Harris reserves the right to raise annual maintenance charges in accordance with industry standards and resource utilization which may vary from year to year. Customers may review and voice any related concerns or disagreements with a senior member of the Harris management team. Maintenance agreements are renewable each year. Should any customer coming up for renewal choose not to renew their annual software maintenance with Harris, ***Harris requires at least 90 days written notice (prior to the new annual renewal date). This notice must be provided to our corporate office in Ottawa, Ontario.***



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

**TITLE: MOTOR FUEL TAX (MFT) MAINTENANCE RESOLUTION FOR
 FY 2013/2014**

Agenda Item No. COTW

Executive Summary

An annual Motor Fuel Tax (MFT) Resolution is required by the Village Board to obtain reimbursement for eligible Public Works expenses of various road related maintenance/repair activities. The Resolution is for our estimated MFT eligible maintenance expenses for FY 2013/2014. Refer to the attached IDOT formatted resolution and attachment for explanation and cost summaries.

Recommended Action

Approve the Resolution for reimbursement for the estimated MFT eligible Maintenance expenses for Fiscal Year 2013/2014.

Committee: PW, F&CA, & E	Meeting Date(s): Nov 18, 2013 COTW																																	
Lead Department: Public Works	Presenter: Kurt Baumann																																	
<p>Item Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Account(s)</th> <th style="width: 20%;">Budget</th> <th style="width: 20%;">Expenditure</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Item Requested</td> <td> </td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>YTD Actual</td> <td> </td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Encumbered</td> <td> </td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">\$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>-</td> <td> </td> </tr> <tr> <td style="text-align: right;">Over</td> <td>-</td> <td> </td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure							Item Requested		\$0.00	YTD Actual		\$0.00	Amount Encumbered		\$0.00				Total:	\$0.00	\$0.00	Request is over/under budget:			Under	-		Over	-	
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Amount Encumbered		\$0.00																																
Total:	\$0.00	\$0.00																																
Request is over/under budget:																																		
Under	-																																	
Over	-																																	



Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code

BE IT RESOLVED, by the President and Board of Trustees of the Village of Round Lake, Illinois, that there is hereby appropriated the sum of \$107,665.00 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of the Illinois Highway Code from May 1, 2013 to April 30, 2014

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that the Clerk shall, as soon a practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

I, Patricia C. Blauvelt Clerk in and for the Village of Round Lake, County of Lake

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by

the President and Board of Trustees at a meeting on December 2, 2013

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this day of

(SEAL) Village Clerk

Approved
Regional Engineer
Department of Transportation
Date



Municipality: Village of Round Lake

Maintenance Period 5/1/2013 to 4/30/2014

Section Number: 13 - 00000 - 00 - GM

Estimated Cost of Maintenance Operations

Maintenance Operation (No. Description)	Maint. Group	Insp. Req.	For Group I, IIA, IIB, or III					Est Total Operation Cost
			Item	Unit	Quantity	Unit Price	Item Cost	
1. Gravel	II		Gravel	Ton	250	20.00	5,000.00	5,000.00
2. Ice Control	II		Liquid Deicer	Gal	3000	1.00	3,000.00	3,000.00
3. Patching	II		Bituminous (Hot Mix)	Ton	166	70.00	11,620.00	11,620.00
			Bituminous (Cold Patch)	Ton	41	125.00	5,125.00	5,125.00
			Concrete	CY	61.16	125.00	7,645.00	7,645.00
4. Pavement Marking	IIB		Thermoplastic	LF	11500	1.00	11,500.00	11,500.00
5. Sidewalk	IIB		PCC (By Contract)	SF	5112	2.50	12,780.00	12,780.00
6. Day Labor	II		In-house Labor	Day	7	3,570.00	24,990.00	24,995.00
7. Crack Sealing	IIB		By Contract	LF	31250	0.80	25,000.00	25,000.00
Total Estimated Maintenance Operation Cost							106,665.00	
Preliminary Engineering							1,000.00	
Engineering Inspection								
Material Testing								
Advertising								
Bridge Inspections								
Total Estimated Maintenance Engineering Cost							1,000.00	
Total Estimated Maintenance Cost							107,665.00	

Submitted:

Approved:

Municipal Official Title

Regional Engineer

Date

Date



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: ALUMINUM HYDRAULIC VERTICAL SHORING

Item: COTW

Executive Summary:

1. Excavations as we all know are dangerous. To ensure our safety we rely on sloping or shoring to make the repair successful. Each excavation is different per the task at hand. We currently have a “trench box”. The problem with the existing trench box is that it has very limited adjustability and is difficult to transport. Because each job is completely different we find ourselves making a bigger excavation than needed to ensure our safety.
2. We are required by OSHA to properly protect all employees when the depth of excavation is five (5) feet or deeper. Speed shoring will provide this protection.
3. Shoring has evolved over the years and hydraulic vertical shoring is the most utilized because of it’s quick set-up time and ease of use and it’s relatively light weight. This type of shoring is used in a temporary excavation for the repair of underground utilities. Hydraulic shoring consists of different sizes of “finform” boards which are fiber compressed dense boards which make them secure and strong and because these boards come in different sizes it allows us to secure even the smallest of routine and emergency excavations.
4. Please see attached photos and quotes.

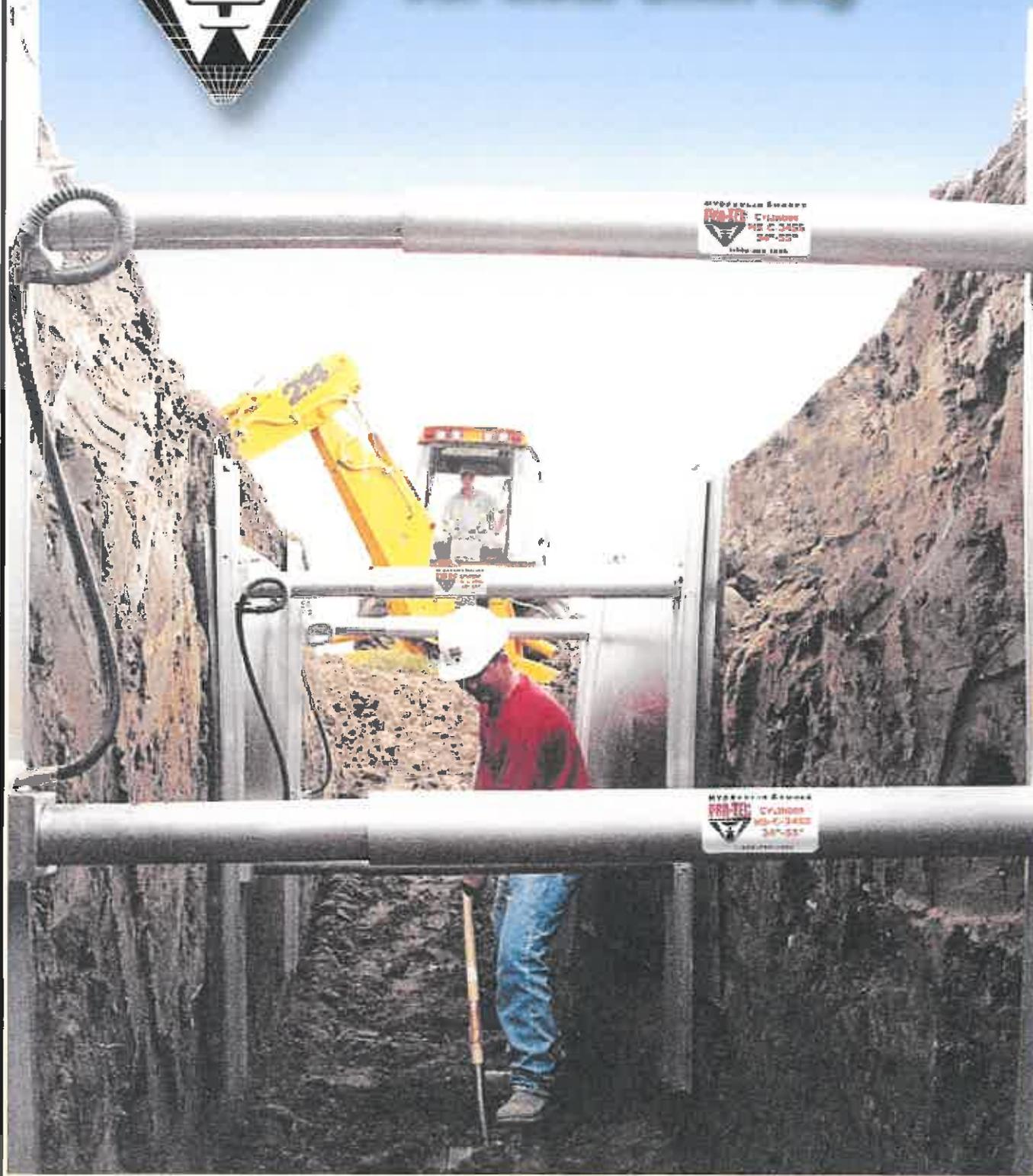
Recommended Action:

To come to an agreement that this item would better ensure our safety while working on routine and emergency excavations and to move forward with the purchase of Hydraulic Shoring.

Committee: PW		Meeting Date: November 18, 2013	
Lead Department: Public Works		Presenter: Mark Kilarski	
Item Budgeted: ___ Yes _X_ No ___ NA			
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:	Expenditures
	50-60-92-99204	\$19,070.00	\$5,938.11
	This Request		\$4,322.00
	Total:	\$19,070.00	\$10,260.11
	Request is over/under budget:		
Under		\$8,809.89	
Over	-		



Aluminum Hydraulic Vertical Shoring



PRO-TEC Lightweight Aluminum Vertical Shores:

exceptionally strong, durable, portable, versatile

- ▼ High yield aluminum alloy construction makes PRO-TEC shores light in weight yet extra strong for long lasting durability.
- ▼ Cylinder pads mount flush, providing even load distribution on side rails.
- ▼ One-piece cylinder extensions can be installed easily at the job site to accommodate a variety of trench widths.
- ▼ Cylinder oversleeves are standard, provide extra strength, protect cylinders.
- ▼ Bleed-off ports eliminate over-extension of cylinders to increase the safety factor.
- ▼ Hinged design allows for fast knock-down and transport.



Quick, easy, simple way to shore a trench; One-Person installation and removal from above ground

INSTALLATION IS FAST, EASY, SAFE



Position shore at edge of trench. Connect hydraulic hose line to fitting.



Drop shore into trench at desired height.



Pump to minimum pressure of 750 psi. Disconnect hose from fitting using release tool.

REMOVAL IS QUICK AND SIMPLE



Release hydraulic shoring fluid at fitting using release tool.



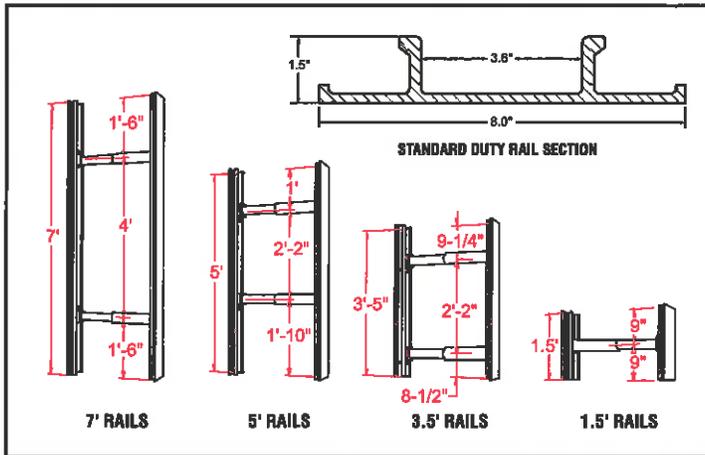
Pull shore assembly from trench using both release and removal hook.



Complete shore assembly folds flat for portability to next location.

Wide selection of cylinders and rails available to meet your needs

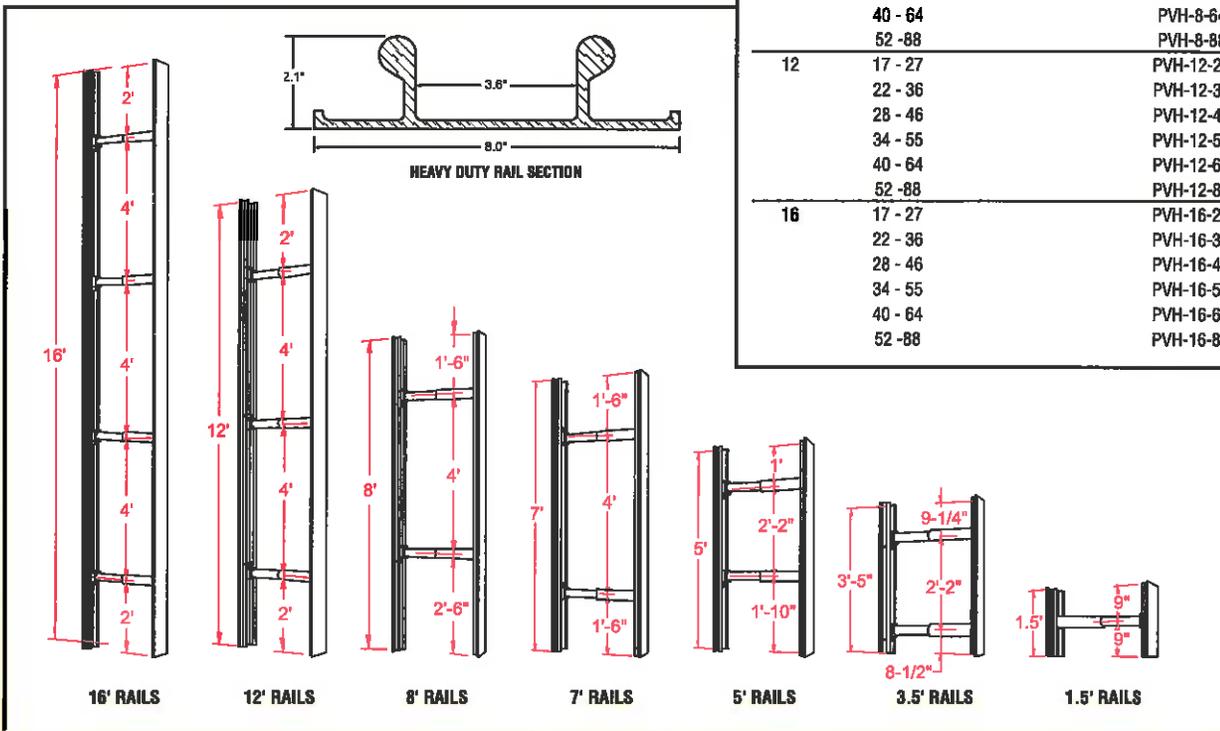
4 Sizes of Standard Duty Rails



Professional Engineer certified for use in A, B, and C-60 soil. Meets or exceeds OSHA requirements.



7 Sizes of Heavy Duty Rails



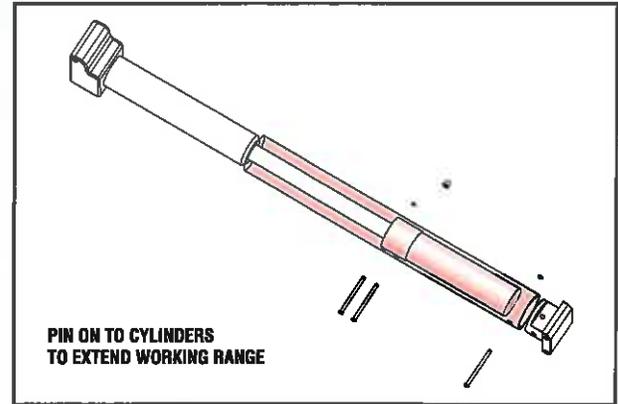
Standard and Heavy Duty Rails to suit job conditions

RAIL LENGTH FEET	CYLINDER WIDTH IN INCHES	STANDARD DUTY MODEL	WEIGHT POUNDS	HEAVY DUTY MODEL	WEIGHT POUNDS
1.5	17 - 27	PVS-1.5-27	20	PVH-1.5-27	28
	22 - 36	PVS-1.5-36	24	PVH-1.5-36	30
	28 - 46	PVS-1.5-46	26	PVH-1.5-46	32
	34 - 55	PVS-1.5-55	28	PVH-1.5-55	34
	40 - 64	PVS-1.5-64	30	PVH-1.5-64	40
	52 - 88	PVS-1.5-88	36	PVH-1.5-88	44
3.5	17 - 27	PVS-3.5-27	44	PVH-3.5-27	50
	22 - 36	PVS-3.5-36	50	PVH-3.5-36	54
	28 - 46	PVS-3.5-46	56	PVH-3.5-46	62
	34 - 55	PVS-3.5-55	60	PVH-3.5-55	66
	40 - 64	PVS-3.5-64	68	PVH-3.5-64	74
	52 - 88	PVS-3.5-88	76	PVH-3.5-88	82
5	17 - 27	PVS-5-27	54	PVH-5-27	62
	22 - 36	PVS-5-36	60	PVH-5-36	66
	28 - 46	PVS-5-46	64	PVH-5-46	72
	34 - 55	PVS-5-55	70	PVH-5-55	78
	40 - 64	PVS-5-64	76	PVH-5-64	85
	52 - 88	PVS-5-88	86	PVH-5-88	92
7	17 - 27	PVS-7-27	64	PVH-7-27	78
	22 - 36	PVS-7-36	70	PVH-7-36	82
	28 - 46	PVS-7-46	74	PVH-7-46	90
	34 - 55	PVS-7-55	80	PVH-7-55	100
	40 - 64	PVS-7-64	88	PVH-7-64	106
	52 - 88	PVS-7-88	98	PVH-7-88	110
8	17 - 27			PVH-8-27	90
	22 - 36			PVH-8-36	94
	28 - 46			PVH-8-46	98
	34 - 55			PVH-8-55	100
	40 - 64			PVH-8-64	110
	52 - 88			PVH-8-88	118
12	17 - 27			PVH-12-27	132
	22 - 36			PVH-12-36	138
	28 - 46			PVH-12-46	146
	34 - 55			PVH-12-55	152
	40 - 64			PVH-12-64	162
	52 - 88			PVH-12-88	176
16	17 - 27			PVH-16-27	174
	22 - 36			PVH-16-36	184
	28 - 46			PVH-16-46	196
	34 - 55			PVH-16-55	202
	40 - 64			PVH-16-64	216
	52 - 88			PVH-16-88	234

Cylinder Extension System broadens your work range

NORMAL CYLINDER RANGE IN INCHES	RANGE IN INCHES (WITH EXTENSION)	DESCRIPTION	MODEL NUMBER
17 - 27	28 - 38	11" EXTENSION	PEX 27-11
17 - 27	39 - 49	22" EXTENSION	PEX 27-22
17 - 27	50 - 60	33" EXTENSION	PEX 27-33
22 - 36	33 - 47	11" EXTENSION	PEX 36-11
22 - 36	44 - 58	22" EXTENSION	PEX 36-22
22 - 36	55 - 69	33" EXTENSION	PEX 36-33
28 - 46	43 - 61	15" EXTENSION	PEX 46-15
28 - 46	58 - 76	30" EXTENSION	PEX 46-30
28 - 46	73 - 91	45" EXTENSION	PEX 46-45
34 - 55	52 - 73	18" EXTENSION	PEX 55-18
34 - 55	70 - 91	36" EXTENSION	PEX 55-36
34 - 55	88 - 109	54" EXTENSION	PEX 55-54
40 - 64	61 - 85	21" EXTENSION	PEX 64-21
40 - 64	82 - 106	42" EXTENSION	PEX 64-42
40 - 64	96 - 120	56" EXTENSION	PEX 64-56
52 - 88	76 - 112	24" EXTENSION	*PEX 88-24
52 - 88	94 - 132	42" EXTENSION	*PEX 88-42
52 - 88	108 - 144	56" EXTENSION	*PEX 88-56

*REQUIRES STEEL OVERSLEEVES



See Your PRO-TEC distributor for details on these quality engineered products



Modular Trench Shields



Slide Rails



High Clearance Arch



Steel Trench Shields



AT5 Aluminum Shield

State-of-the-art manufacturing produce industry's strongest shielding and shoring

Modern manufacturing facilities equipped with state-of-the-art fabricating equipment help produce the industry's strongest shielding and shoring.

Dedicated shielding and shoring engineering services

PRO-TEC engineering and consulting services are available to help solve your shielding and shoring problems. CAD drawings are provided with special project quotations.



P.O. Box 130 • 1298 Lipsey Dr. • Charlotte, MI 48813
 Phone: (517) 541-0303 or 1-800-292-1225
 Fax: (517) 541-0329
www.pro-tecequipment.com

EFFICIENCY SHORING & SUPPLY

FACTORY - JIBS & RIGS & HOMES

EFFICIENCY SHORING & SUPPLY

1906 E. CASS ST.
JOLIET, IL 60432
Tel: 815-893-6700
Fax: 815-981-4441

Bill To: 34-0000010
Village of Round Lake
751 W Townline Road
Round Lake, IL 60073

Sales/Rental Order

Contract Number: C013077
Contract Date: 11/4/2013

Rental Period
11/4/2013 12/1/2013

Ship Date
11/04/2013

Ship To Address:

Village of Round Lake
751 W Townline Road
Round Lake, IL 60073

Customer PO:	Ship Via: EPI CHOICE	Confirm To: Keith Miller @ 847-627-0050	Terms: NET 30	
Item Number	Description	Ordered	Shipped	Amount



WAVE DELIVERY FEE
NO SALES TAX
WILL PROVIDE TRAINING

724 NORTH MERCER STREET • DECATUR, ILLINOIS 62522-1699
PHONE 217-428-4444 • FAX 217-428-7817
www.DunnCo.com

\$4322.00

REMIT TO:
Efficiency Shoring & Supply
685 Hull Road
Mason, MI 48854

Ship Weight: 610

Net Order: 5,127.00
Less Discount: 0.00
Freight: 150.00
Sales Tax: 358.90

Order Total: 5,635.90
USD



Contract Number: C013077
 Contract Date: 11/4/2013

Rental Period
 11/4/2013 12/1/2013

Ship Date
 11/04/2013

EFFICIENCY SHORING & SUPPLY

1906 E. CASS ST.
 JOLIET, IL 60432
 Tel: 815-893-6700
 Fax: 815-981-4441

Bill To: 34-0000010
 Village of Round Lake
 751 W Townline Road
 Round Lake, IL 60073

Ship To Address:
 Village of Round Lake
 751 W Townline Road
 Round Lake, IL 60073

Customer PO:	Ship Via: EPI CHOICE	Confirm To: Keith Miller @ 847-627-0050	Terms: NET 30
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Item Number	Description	Ordered	Shipped	Amount
S-3.5X3455	STANDARD EPI VERTICAL SHORE SY	2	0	682.50 1,365.00
			WHS: 340	Line Weight: 120
S-3.5X4269	STANDARD EPI VERTICAL SHORE SY	2	0	773.50 1,547.00
			WHS: 340	Line Weight: 136
AS510001	48" RELEASE TOOL	2	0	42.00 84.00
			WHS: 340	Line Weight: 14
AS510005	48" REMOVAL HOOK	2	0	42.00 84.00
			WHS: 340	Line Weight: 13
AS512001	5 GAL. HAND PUMP-STEEL	1	0	805.00 805.00
			WHS: 340	Line Weight: 25
AS512002	5 GAL. EPI GREEN PLASTIC PUMP	1	0	735.00 735.00
			WHS: 340	Line Weight: 24
59425	CHUDIFORM 3/4" x 4' x 8' drilled and	2	0	154.00 308.00
			WHS: 340	Line Weight: 180
59425	CHUDIFORM 3/4" x 4' x 8' drill and strap	1	0	154.00 154.00
			WHS: 340	Line Weight: 90
AS510028	ONE GALLON NO FREEZE SHORE FLU	1	0	45.00 45.00
			WHS: 340	Line Weight: 8



LUBY

EQUIPMENT SERVICES

SALES QUOTE

Date: 11/7/2013

⇒ To: Round Lake

REQUESTED QUOTE

Attn: Keith Miller

CUSTOMER PHONE: 847-627-0050

Request date: 11/5/2013	Quote date: 11/5/2013	Ship Date:
Requested by: Keith Miller	Quoted by: Andrew McDowell	Ordered by:
Terms: Net 30	Valid for: 30 Days	F.O.B.: UNION CITY, MI

QTY.	DESCRIPTION	UNIT WEIGHT	TOTAL WEIGHT	UNIT PRICE	TOTAL PRICE	
2	PVS-3.5-55 3.5' RAILS WITH 34-55" CYLINDERS	60	120	\$684	\$1,368	
2	PVS-3.5-64 3.5' RAILS WITH 40-64" CYLINDERS	68	136	\$742	\$1,484	
1	HS-RH-48 48" REMOVAL HOOK.	7	7	\$44	\$44	
1	HS-RT-48 48" RELEASE TOOL.	7	7	\$44	\$44	
1	HS-PCP 5 GALLON PLASTIC PUMP CAN	20	20	\$850	\$850	
1	HS-PCM 5 GALLON METAL PUMP CAN	25	25	\$533	\$533	
2	HS-FF-48 4' X 8' SHEET OF FIN FORM	90	180	\$173	\$346	
2	HS-FF-44 4' X 4' SHEET OF FIN FORM.	45	90	\$87	\$174	
4	FIN FORM HANDLE	10	40	\$36	\$144	
Comments:			Total Weight:	625	Sub Total:	\$4,987

ADD ALL SHIPPING FEES.

\$4454.00
+ shipping



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: FABRICATION OF A STEEL "CHIPPER BOX"

Item COTW

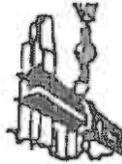
Executive Summary:

1. As discussed with the Board, we have embarked on a multi year "Urban Forest Management Initiative to improve the health and appearance of our 5946 Parkway Trees. One component of this initiative is to trim the branches of the "younger" trees to improve their health and appearance as well as to eliminate sight obstructions/ safety concerns of low hanging branches. We have three (3) employees who have been trained by Chuck Stewart (UFM Inc) on how to properly trim trees, and it is my intention to do tree trimming on a "filler" work basis over the next several years.
2. The most practical approach is to chip the removed branches on site to reduce the volume of "material" to haul. We have an adequate sized chipper that is in good condition; however we do not have a truck mountable "Chipper Box" to receive/retain the chipped wood. Absent using a Chipper Box, the chipped wood winds up "flying" out of the dump body creating a mess on the road.
3. We have looked for several months to purchase a used chipper box, but have not located any in reasonable condition that would fit on our 1 Ton Dump Bodies.
4. Fabrication of a Steel Box that would fit our 1 Ton Dump Bodies appears to be our best option. Bids were solicited with only two responses and these are attached. The only responsive bid, and the lowest cost bid, is from Jack Frost Iron Works Ins, Fox Lake at a cost of \$2,770.00.

Recommended Action:

Concur with the purchase of a Steel Chipper Box from Jack Frost Iron Works at a cost of \$2,770.00

Committee: PW/FAC/ENGR		Meeting Date: November 18, 2013		
Lead Department: Public Works		Presenter: Ron Kroop		
Item Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA		Account No(s):	Budget:	
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.		01-60-80-88024	\$28,000.00	
			\$816.99	
		Amt Encumbered		\$406.65
		This Request		\$2,770.00
		Total:	\$28,000.00	\$3,993.64
		Request is over/under budget:		
		Under		\$24,006.36
	Over	-		



Jack Frost Ironworks, Inc.

P.O. BOX 191 - 90 HONING ROAD - FOX LAKE, IL 60020 - (847) 587-6068
FAX (847) 587-5438

#20131080

November 12, 2013

Village of Round Lake

REVISED

ATTENTION: Keith
ESTIMATE: No. 20131080
SUBJECT: Truck Box

We propose to do the following steel work:

FURNISH MATERIAL & LABOR TO FABRICATE FOR PICK UP ONLY:

1. Steel box, 3 sides only and top, with removable supports mounted to your truck
Dimensions 8'-0" X 7'-0" X 6'-8"

NOTE: TRUCK MUST BE BROUGHT TO OUR SHOP FOR MEASURING.

NOTE: WE MUST HAVE CLEAR ACCESS TO SITE AND BUILDING, INSIDE AND OUTSIDE.

NOTE: OUR BID ATTACHMENT "A" IS INCLUDED IN THIS BID.

NOTE: JACK FROST IRONWORKS, INC. EXCLUDES ANY ITEMS NOT MENTIONED IN THIS PROPOSAL. STEEL MATERIALS ARE PRIME PAINTED, ONE COAT GRAY PRIMER. DUE TO THE STEADILY INCREASING STEEL PRICES, OUR PRICE IS GUARANTEED FOR 2 WEEKS ONLY. AFTER THAT TIME A QUOTE REVIEW IS NECESSARY. TERMS ARE NET 30 DAYS UNLESS CONTRACTED OTHERWISE.

EXCLUSIONS: FINISH OR TOUCH-UP PAINTING, ALLOWANCES, DEMO, INSURANCE OTHER THAN OUR ATTACHED CERT (ADDITIONAL COVERAGE IS AT GENERAL CONTRACTORS EXPENSE), GROUT, ENGINEER'S REVIEW OR STAMP, ALL UNLOADING OF DELIVERED ONLY ITEMS ARE TO BE BY THE RECIPIENT AT THE JOB SITE, ENGINEERING.

TOTAL COST: \$2,770.00 TAX EXEMPT

Thank you for the opportunity to quote this work.

Sincerely yours,

Steve A. Haas
Construction Manager

JACK FROST IRONWORKS "POLICY"	
NO WORK WILL BE PERFORMED PRIOR TO WRITTEN AUTHORIZATION!	
THIS PROPOSAL ACCEPTED	
DATE:	_____
BY:	_____
CO:	TITLE: _____
JOB#	P.O.# _____
Payment due upon work completion unless contracted otherwise.	

Keith Miller

From: brian esch [brianesch86@gmail.com]
Sent: Wednesday, October 23, 2013 6:54 AM
To: kmiller@eroundlake.com
Subject: Chipper box quote

Good morning Keith. This is Brian from Jay R's Steel and Welding. My estimate for your chipper box is \$5,300. If that price works for you give me a call at 847-949-9353. If I'm not available, just leave a message. Thanks.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE VILLAGE CODE REGARDING OPEN BURNING

WHEREAS, the Village of Round Lake ("Village") is an Illinois Municipal Corporation pursuant to the Illinois Constitution of 1970 and the Statutes of the State of Illinois;

WHEREAS, the Village President and Board of Trustees have determined that certain amendments to the ordinance regulating open burning are in the best interests of the citizens of Round Lake; and,

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

SECTION ONE: That the foregoing recitals are found to be true and correct and are hereby incorporated and made a part hereof of this Ordinance.

SECTION TWO: That Section 8.40.010 of the Round Lake Village Code, as amended, is hereby further amended with deletions shown in strike through text and additions shown in underlined text, so that the same shall be read as follows:

8.40.010 - ~~Allowed when~~ Open Burning Prohibited; Exceptions.

- A. It is unlawful for any person to allow open burning, including but not limited to trees, paper, grass clippings, rubbish or any other type of vegetable matter at any place within the corporate limits of the village with the following exceptions to be allowed:
1. The burning of fuels for legitimate campfires; recreational and cooking purposes, such as outdoor barbecues and grills; or in domestic fireplaces, in areas where such burning is consistent with other laws, provided that no garbage shall be burned in such cases. This exception is not to be abused by calling a burning refuse heap a bonfire;
 2. Small open flames for heating tar, for welding, acetylene torches, highway safety flares, and the like;
 3. The burning of leaves and twigs, ~~Monday through Saturday between nine a.m. and sunset and~~ provided (a) such burning shall be limited to leaves and twigs generated from vegetation upon the property; and (b) such burning must be attended by an adult.
- B. The allowed burning, as set forth in subsection A of this section, shall not be allowed on any village streets or within ~~twenty (20)~~ thirty (30) feet of any house or other building whatsoever; allowed burning as set forth in subsection A of this section, shall be further subject to restriction or disallowance as determined by the fire chief, chief of police or village building official in the interest of public safety and health.

SECTION THREE: That the Village Clerk is directed hereby to publish this Ordinance in pamphlet form, pursuant to the Statutes of the State of Illinois.

SECTION FOUR: That this Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

APPROVED:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

AYES:

NAYS:

ABSENT: