

AGENDA  
VILLAGE OF ROUND LAKE  
COMMITTEE OF THE WHOLE MEETING  
April 4, 2016  
442 N. Cedar Lake Road  
To Follow the Regular Board Meeting  
The Regular Board Meeting is 7:00 P.M.

CALL TO ORDER

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of March 21, 2016

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- Community Development
- Clerk's Office
- Human Resources and Finance
  - Fiscal Year End 2016 Audit Engagement Letter
  - 2016 Budget Amendments
- Public Works, Facilities and Capital Assets, and Engineering
  - Pump #2 Replacement for Arden Lift Station
  - Design Engineering for Sanitary Sewer Cleaning and Televising
- Special Events
- Building and Zoning
- Police
  - Part-Time CSO Positions
- Administration
  - SWALCO Contribution / WM Proposal
  - Capital Improvements Program Discussion
  - 2017 Budget Draft Discussion

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

7. ADJOURN

MINUTES  
VILLAGE OF ROUND LAKE  
COMMITTEE OF THE WHOLE MEETING  
March 21, 2016  
442 N. Cedar Lake Road  
To Follow the Regular Board Meeting  
The Regular Board Meeting is 7:00 P.M.

CALL TO ORDER

THE COMMITTEE OF THE WHOLE MEETING OF THE VILLAGE OF ROUND LAKE WAS CALLED TO ORDER BY DAN MACGILLIS, VILLAGE PRESIDENT AT 7:31 P.M.

1. ROLL CALL

Present: Trustees Foy, Frye, Kraly, Newby, Rodriguez, Triphahn  
Absent: None

2. APPROVAL OF MINUTES

- 2.1 Approve the Minutes of the Committee of the Whole Meeting of February 29, 2016  
Trustee Triphahn moved, Seconded by Trustee Frye, to approve the Minutes of the Committee of the Whole Meeting of February 29, 2016. Upon a unanimous voice vote; the Mayor declared the motion carried

3. PUBLIC COMMENT

NONE

4. COMMITTEE OF THE WHOLE

- Community Development
- Clerk's Office
- Human Resources and Finance
- Public Works, Facilities and Capital Assets, and Engineering
  - Permission to Sell Kubota Tractor & Attachments at Auction  
Public Works Director Adam Wedoff requested permission to sell a model year 2000 Kubota LA-681 garden tractor with front bucket and mower and plow blade attachments at auction on April 9<sup>th</sup>. PW Wedoff stated that the engine runs fine but the power take –off and three point rear hitch no longer work and feels the cost of repairing the tractor is not justified for what the department uses it for. He went on to say what the tractor is currently used for and what other options could be used in its place.

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

- Lake County Municipal League Contracts:  
Crack Seal, Street Sweep, Pavement Marking, Hydrant Painting  
PWD Wedoff stated Lake County Municipal League (LCML) Cooperative posted documents for perspective bidders on February 12, 2016 for the joint bidding of certain services. Bid opening for the crack sealing project was March 2, 2016 with Patriot Pavement Maintenance being the apparent low bidder of the three contractors

submitting bids for the project. A map was provided to the board showing the areas where the work is intended to be completed. Work will be scheduled in Fiscal Year 2017 with \$15,000 as the recommended proposed FY 2017 budget amount.

The bid opening for the LCML Street Sweeping project was March 2, 2016 with Program One being the apparent low bidder of the four contractors submitting bids for the project, however, Program One did not submit the required Illinois Department of Transportation (IDOT) certification form with their bid so staff recommends awarding the project to the second lowest bidder, TKG Environmental. TKG completed street sweeping for the Village last year and staff was generally satisfied with their work. This work will be scheduled in FY 2017 with \$17,400 as the recommended proposed FY 2017 budget amount.

The bid opening for the LCML Pavement Marking project was March 2, 2016 with Superior Road Striping being the apparent low bidder of the three contractors submitting bids for the project. Work will be scheduled in Fiscal Year 2017 with \$17,500 as the recommended proposed FY 2017 budget amount.

The bid opening for the LCML Hydrant Sandblasting and Painting project was March 2, 2016 with Alpha Paintworks being the apparent low bidder of the two contractors submitting bids for the project. Work will be scheduled in Fiscal Year 2017 with \$20,000 as the recommended proposed FY 2017 budget amount. It was mentioned in discussion if the Hydrants could be part of a project that encourages residents to paint the hydrants themselves similar to art projects that make them unique. It was mentioned by one of the Trustees that they believe the Fire Department code is that the tops of the units need to be red. It was also mentioned that since the units are being sandblasted down to the bare metal, the time and care it takes to make sure the paint is on properly so the elements, snow, salt, and water, do not penetrate and get to the metal thus risking the chance of rust, is to great of risk.

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

- Preliminary Design Engineering Report for Second CLCJAWA Receiving Structure  
PWD Wedoff recommended a work order submitted by Baster & Woodman to complete a preliminary design report for a second Central Lake County Joint Action Water Action (CLCJAWA) receiving station be approved. He stated that as part of the new West Group expansion line serving Volo and Wauconda, CLCJAWA has agreed to provide a second connection point to the Village. In order to take advantage of this, the Village is required to build a receiving structure to tie into the transmission main. The second connection will provide added redundancy to the Village's water supply and better water pressure in the southern areas of the Village. B&W will incorporate this new connection point to update the Village water system model along with a proposed additional water tower and possible future developments. They will provide findings and recommendation for design parameters, proposed site location and piping routes as well as probable costs for design and construction of the needed improvements. The report received will not include a final design of the receiving structure or any other improvements, just gathering information in order to do the design. B&W has submitted a work order detailing the scope of services with a fee not to exceed \$25,900. It was asked why B&W instead of going out for bid, PWD Wedoff stated that with the amount over \$25,000.00 it needs to have qualification and at this point he feels that B&W would provide the best value because they already

have a water system model for the Village and could easily plug in the new receiving station without having to start from scratch, they also have experience working in the Village and with Village staff and their previous work has been satisfactory

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

- Special Events

Trustee Triphahn stated that Vendors have been contacted for the Arbor Day Celebration. She also stated that ComEd reached out to them asking to have a booth at the event and that they will be providing 200 small trees to be handed out to the residents. Trustee Triphahn mentioned that since ComEd will be providing trees, she is looking to have additional Trees to Raffle at the event.

Village Administrator Shields also stated that the Village will be participating in the Round Lake Area Chamber Expo being held at the Round Lake Area Park Districts Sports Center April 2<sup>nd</sup> between the hours of 9am and 3pm

- Building and Zoning
- Police
- Administration

- Water & Sewer Code Changes Section 3.04.130 – Water and Sewer Rates

VA Shields recommended that the rate tables for the regional wastewater service charges be eliminated and general language regarding rates established by the agency be added, thus eliminating a new ordinance needing to be completed with every fee increase by Lake County Department of Public Works.

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

- Capital Improvements Program Discussion

Village Administrator Steve Shields discussed the CIP that includes all department capital item requests for the 2017 budget and for five years thereafter, ending in 2022. VA Shields stated that this CIP includes several missed items from before and does not include road reconstruction figures. He asked the board to review over the next few weeks when it would be brought back to the next COTW meeting on April 4<sup>th</sup> for further discussion. He stated that items in the plan will be reviewed and prioritized and are not automatically approved, every item still needs to go before the board for approval

- 2017 Budget Draft Presentation

Village Administrator Steve Shields provided a presentation of the 2017 budget draft along with assumptions used for compiling the data in the budget documents. The overview was divided into three areas; major revenues, expenses and specific funds. In addition, Appendix A lists all accounts by fund comparing the 2017 budget to the 2016 budget with dollar and percent changes. He stated again that items with the budget are not automatically approved; every item still needs to go before the board for approval. He also mentioned that he will do a broad overview tonight, if anyone had questions or want to discuss it with him please email him or he can meet with anyone on an individual basis or he can meet with up to two Trustees at a time. There will be a public hearing on April 4<sup>th</sup> as well as the budget coming back to the

COTW for discussion and then stated that the budget must be approved by April 30, 2016. A 34 page document that summarized the presentation was also provided.

5. SUGGESTED NEW TOPICS  
NONE

6. EXECUTIVE SESSION  
NONE

7. ADJOURN

Motion by Trustee Triphahn, Seconded by Trustee Kraly to adjourn the Committee of the Whole meeting at 8:34 P.M. Upon a unanimous voice vote, the Mayor declared the motion carried.

APPROVED:

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Patricia C. Blauvelt  
Village Clerk

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Daniel MacGillis  
Village President



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: FISCAL YEAR END 2016 AUDIT ENGAGEMENT LETTER      Agenda Item No. COTW**

*Executive Summary:*

At the May 5, 2014 Village Board meeting an audit proposal by Sikich, LLP to be retained by the Village to perform audit services for five fiscal years ending 2018 was approved.

The 2015 fiscal year end audit was performed in a satisfactory manner. Attached is an engagement letter for the fiscal year end 2016 audit. The fee in the attached engagement letter of \$24,401 for the village audit and \$2,652 for the single audit, if required, was verified to the original proposal.

The engagement letter essentially confirms the auditors understanding of the services they will provide to the village and by signing the letter the village sets forth our understanding. Staff has reviewed the engagement letter and it accurately summarizes our understanding of the terms of the audit engagement.

*Recommended Action:*

Adopt a Resolution for 2016 Audit Engagement Services with Sikich, LLP.

<b>Committee:</b> Human Resources & Finance		<b>Meeting Date:</b> April 4, 2016	
<b>Lead Department:</b> Finance		<b>Presenter:</b> Wayde Frerichs, Director of Finance	
<b>Item Budgeted:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <b>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.</b>  <b>Note:</b> Budget figures to the right represent the 2017 Budget.	<b>Account No(s):</b>	<b>Budget:</b>	<b>Actual Request:</b>
	xx-xx-73-77301	Auditing Expense	
	General Fund	\$23,022.00	\$16,908.00
	Water/Sewer	\$6,674.00	\$5,636.00
	Police Pension	\$1,875.00	\$1,857.00
	<b>Total:</b>	\$31,571.00	\$24,401.00
	<b>Request is over/under budget:</b>		
<b>Under</b>		\$7,170.00	
<b>Over</b>	-		



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**Certified Public Accountants & Advisors**  
*Members of American Institute of Certified Public Accountants*

March 25, 2016

Mr. Wayde Frerichs  
Director of Finance  
Village of Round Lake  
442 N. Cedar Lake Road  
Round Lake, Illinois 60073

Dear Wayde:

We are pleased to confirm our understanding of the services we are to provide the Village of Round Lake (the Village) for the year ended April 30, 2016. We will audit the modified cash basis financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Village as of and for the year ended April 30, 2016.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Village's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Schedule of Revenues Collected, Expenditures Paid and Changes in Fund Balance - Budget and Actual, for the General Fund and any major special revenue funds.
3. Schedule of Changes in the Employer's Net Pension Liability and Related Ratios for the Illinois Municipal Retirement Fund and Police Pension Fund.

4. Schedule of Employer Contributions for the Illinois Municipal Retirement Fund, Police Pension Fund, and Other Postemployment Benefit Plan.
5. Schedule of Funding Progress for the Other Postemployment Benefit Plan.
6. Schedule of Investment Returns for the Police Pension Funds.
7. Notes to Required Supplementary Information.

We have also been engaged to report on supplementary information other than RSI that accompanies the Village's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Combining and individual fund financial statements

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditor's report will not provide an opinion or any assurance on that other information.

1. Other Supplemental Information

#### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles on the cash and modified cash basis and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinions and to render the required report. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors and financial institutions. We will request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

### **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Village's compliance with provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Other Services**

We will also assist in preparing the financial statements and related notes of the Village in conformity with U.S. generally accepted accounting principles based on information provided by you.

Other nonattest services expected to be performed during our audit of the financial statements as of and for the year ended April 30, 2016 and other deliverables are as follows:

1. Prepare five (5) copies and one electronic copy (.pdf) of the annual financial report (AFR) of the Village (Management's Discussion and Analysis, other supplemental information and statistical section information to be provided by Village).
2. Prepare twelve (12) copies of the management letter.
3. Prepare two (2) copies and electronic filing of the Police Pension Funds' Annual Report to the Department of Insurance (interrogatories and census data completed by the Village).
4. Prepare six (6) copies and electronic filing of the Illinois Comptroller Annual Financial Report.

### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are also responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other non-audit services we provide; oversee the nonattest services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees and Other**

In accordance with professional standards, any discussions during the period of the engagement between any individual representing your Village and a member of the Sikich engagement team regarding potential employment or association with the Village creates an impairment of independence for the Sikich employee and possibly the firm. Such a situation could require us to temporarily or permanently remove that person from your engagement or to perform additional procedures or re-perform procedures, which would increase our fees. Should we not become aware of the impairment until after the conclusion of the engagement, the firm's independence would be deemed to have been impaired. Please inform appropriate personnel in your Village to refrain from any such discussions with any Sikich staff while the engagement is ongoing and notify Dan Berg immediately if you or anyone else in your Village becomes aware that any such discussions may have occurred.

In the event that you desire to hire a member of the Sikich LLP staff within one year of the completion of this engagement, a recruiting fee will be assessed at 30% of the first year salary per hire and paid to Sikich LLP upon our notification of such hiring.

We may from time-to-time and depending on the circumstances, use third party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your

information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third party service provider. Furthermore, we will remain responsible for the work provided by any such third party service providers.

The assistance to be supplied by Village personnel is described in the workpaper request lists for preliminary (interim) and final fieldwork, which outline the specific schedules and information we are requesting for this engagement. The workpaper request lists will be discussed with and coordinated with Wayne Frerichs, Director of Finance. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report. This engagement letter assumes that all records, documentation and information we requested in connection with our audit (and outlined in the workpaper request lists) are complete and available at the beginning of the respective phases of the engagement. It also assumes that key personnel are available to us during the duration of the audit. The accuracy of these assumptions will allow us to conduct our audit without any delays or inefficiencies for the fee noted in our engagement letter. If the assumptions are not accurate and you fail to provide the records, documentation, information and key personnel required, there may be additional fees to cover our cost for the delays and possible rescheduling of the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We understand that your employees will prepare all cash, accounts receivable and other confirmations we request and will locate any documents selected by us for testing.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter. Notwithstanding the foregoing, this engagement letter will not include any services related to the Affordable Care Act or consideration of taxable fringe benefits including those impacted by Affordable Care Act; in all circumstances, services related to the Affordable Care Act and other taxable fringe benefit reporting will be the subject of a separate engagement letter and will be billable under a separate hourly rate structure than the services provided hereunder.

We will provide copies of our reports to the Village; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our report are to be made available for public inspection.

The audit documentation for this engagement is the property of Sikich LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit and examination documentation and appropriate individuals will be made available upon request and in a timely manner to cognizant or oversight agency for audit or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the

supervision of Sikich LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, regulatory inquiry (other than that mentioned in the previous paragraph) or arbitration or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the cognizant or oversight agency for audit or its designee. Sikich LLP does not keep any original client records so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

Final reports will be issued upon your approval of the preliminary drafts. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service. Daniel A. Berg is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will not exceed \$21,748 for the Village, \$796 for the Comptroller's Annual Financial Report, \$1,857 for the Police Pension Department of Insurance Annual Financial Report, and \$2,652 for the single audit report, if required, which includes out-of-pocket costs such as report reproduction, postage, etc. In addition, we will have a one-time fee of \$1,000 to \$1,500 for the implementation of GASB Statement No. 68. Services will be invoiced to you from time to time as work progresses. Services will be invoiced to you from time-to-time as work progresses. In accordance with Illinois Compiled Statutes, payments for all services are due within sixty days of receipt of an invoice. Invoices not paid within sixty days are subject to finance charges of 1% per month (12% annually).

We reserve the right to suspend or terminate services for reasonable cause, such as failure to pay our invoices on a timely basis or failure to provide the information or cooperation necessary for successful performance of our services. Our engagement will be deemed to be completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for the time expended to that point and to reimburse us for all out-of-pocket expenditures through the date of termination.

You hereby agree to indemnify and hold harmless Sikich LLP and its partners, directors, employees, agents or subcontractors against all costs, expenses, losses, judgments, damages and liabilities (including reasonable attorneys' fees and expenses) associated with any third party claim,

threat or proceeding relating to the performance of any services by Sikich LLP under this engagement, other than as determined through mediation to have been caused by our own gross negligence or willful misconduct.

You agree that our maximum liability to you for any negligent errors or omissions committed by us in the performance of the engagement will be limited to the amount of fees we receive from you for this engagement, except to the extent determined to result from our gross negligence or willful misconduct. You agree that this limitation applies to any and all liability or cause of action against us, however alleged or arising, unless otherwise prohibited by law or professional standards. Additionally, our liability as auditors shall be limited to the period covered by our audit and shall not extend to later periods for which we are not engaged as auditors or prior periods before we were engaged as auditors. In no event will Sikich be liable to you or any third party, whether a claim be in tort, contract or otherwise, for any amount in excess of the total professional fees paid pursuant to this agreement to which the claim relates, or for any consequential, indirect, lost profit, punitive or similar damages relating to Sikich's services provided under this agreement.

If any dispute, controversy or claim arises in connection with the performance or breach of the agreement, either party may, on written notice to the other party, request that the matter be mediated. Such mediation will be conducted by a mediator appointed by and pursuant to the Mediation Rules of the American Arbitration Association. Both parties will exert their best efforts to discuss with each other in good faith their respective positions in an attempt to finally resolve such dispute or controversy.

Each party may disclose any facts to the other party or the mediator which it, in good faith, considers necessary to resolve the matter. All such discussions, however, will be for the purpose of assisting in settlement efforts and will not be admissible in any subsequent litigation against the disclosing party. Except as agreed by both parties, the mediator will keep confidential all information disclosed during negotiations.

The mediation proceedings will conclude within sixty days from receipt of the written notice unless extended or terminated sooner by mutual consent. Each party will be responsible for its own expenses. The fees and expenses of the mediator, if any, will be borne equally by the parties.

### **Acceptance**

You acknowledge having read this agreement in its entirety, have had full opportunity to consider its terms in consultation with your attorney, have had full and satisfactory explanation of the same and fully understand and agree to be bound by the terms of this agreement.

Please indicate your understanding and acceptance of this agreement and your intention to be legally bound by executing this agreement in the space provided below where indicated and return it to our offices, indicating your authorization for us to proceed on the above terms and conditions.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Very truly yours,

*Daniel A. Berg*  
Daniel A. Berg (Mar 25, 2016)

By: Daniel A. Berg, CPA  
Partner  
On behalf of Sikich LLP

RESPONSE:

This letter correctly sets forth the understanding of the Village of Round Lake.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: 2016 BUDGET AMENDMENTS**

**Agenda Item No. COTW**

*Executive Summary:*

On an annual basis, a review of actual expenses including the projection of such expenses through fiscal year end should be conducted to determine if any funds are estimated to be over the annual budget amount. As such, a review of the general ledger was done of all expense accounts. As of 3/29/16 the 2011 Debt Service Fund's and the Police Pension Fund's actual expenses will be over the budget amount. The 2011 Debt Service Fund's expenses are going to exceed the budget as a result of the Senior Citizen Utility Tax Rebate Program being more popular than expected. As of 3/28/16, 210 qualifying residents signed up for the program. We budgeted for 200. Since there are three days remaining before the program's registration deadline, staff is recommending that an additional \$2,000 be added to the 2016 budget.

In the Police Pension Fund there was one creditable service transfer request for \$185,356 and two refund requests totaling \$48,386.99. Therefore, staff is request a budget amendment to increase the Refund of Contributions account by \$250,000. Attached (Exhibit #1) lists the Funds that are estimated to be over the budget amount with a brief description of the reason each will go over. Also attached is the actual ordinance along with the attachment of the accounts that need to be adjusted.

The corporate authorities in municipalities may revise the annual budget by a vote of two-thirds (2/3) of the members of the corporate authorities then holding office. The annual budget for the Village may be revised by deleting, adding to, changing, or creating sub-classes within object classes and object classes themselves. There are funds available in each of the Funds to make the revision.

*Recommended Action:*

Recommend Approval of Ordinance 16-O-XX, An Ordinance Making Certain Amendments to the Annual Budget Adopted for the Fiscal Year Commencing May 1, 2015 and Ending April 30, 2016

<b>Committee:</b> Human Resources & Finance		<b>Meeting Date:</b> 4/4/16	
<b>Lead Department:</b> Finance		<b>Presenter:</b> Wayde Frerichs, Director of Finance	
<b>Item Budgeted:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
<b>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.</b>	<b>Account(s)</b>	<b>Budget</b>	<b>Expenditure</b>
	Y-T-D Actual		
	Amount Encumbered		
	Item Requested		
	Total:	\$0.00	\$0.00
	Request is over/under budget:		
	Under	-	
	Over	-	

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

Fund/Dept. & Account	Description	Budget Amendment	Reason
<b><u>DEBT SERVICE FUNDS</u></b>			
<b>2011 DEBT SERVICE FUND</b>			
<b>Utilities</b>			
28-20-82-88218	Senior Citizen Rebate	<u>\$2,000</u>	As of 3/28/16, 210 seniors applied for rebate - \$10,500.00
		<u>\$2,000</u>	
<b><u>FIDUCIARY &amp; AGENCY FUNDS</u></b>			
<b>POLICE PENSION FUND</b>			
<b>Payroll Expenses</b>			
70-20-70-67057	Refund of Contributions	<u>\$250,000</u>	Two refunds at \$48,386.99, one service transfer at \$185,356.00
		<u>\$250,000</u>	
	<b>Total Changes</b>	<u><u>\$252,000</u></u>	

**ORDINANCE NO. 16-O-\_\_\_**

**AN ORDINANCE MAKING CERTAIN AMENDMENTS TO THE  
ANNUAL BUDGET ADOPTED FOR THE FISCAL YEAR  
COMMENCING MAY 1, 2015 AND ENDING APRIL 30, 2016**

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

**WHEREAS**, the President and Board of Trustees of the Village of Round Lake passed and adopted Ordinance 15-O-12 on April 20, 2015, establishing the annual budget for the fiscal year ending April 30, 2016; and

**WHEREAS**, the President and Board of Trustees of the Village of Round Lake have determined to amend the budget for the fiscal year ended 2016; and

**WHEREAS**, the President and Board of Trustees of the Village of Round Lake have determined that additional revenue or existing fund equity is available to fund certain expenditures not anticipated at the time the annual budget ordinance was approved by the Board, and those expenditures have been determined to be necessary; and

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

**WHEREAS**, the President and Board of Trustees of the Village of Round Lake believe the amendments to the budget for fiscal year ended 2016 to be in the best interests of the Village of Round Lake.

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

**SECTION ONE:** That the fiscal year budget for May 1, 2015 through April 30, 2016 for the Village of Round Lake is hereby amended, as detailed on Budget Amendment No. 1 attached hereto.

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

**APPROVED:**

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Daniel A. MacGillis, Village President

**ATTEST:**

---

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

PUBLISHED IN  
PAMPHLET FORM:

AYES:

NAYS:

ABSENT:

**VILLAGE OF ROUND LAKE  
BUDGET AMENDMENT #1  
FISCAL YEAR BEGINNING MAY 1, 2015 AND ENDING APRIL 30, 2016**

<u>Fund/Dept./Account</u>	<u>Description</u>	<u>FYE 2016 Budget Amount</u>	<u>Increase (Decrease)</u>	<u>Amended FYE 2016 Budget Amount</u>
<b><u>DEBT SERVICE FUNDS</u></b>				
<b>2011 DEBT SERVICE FUND</b>				
<b>Utilities</b>				
	28-20-82-88218 Senior Citizen Rebate	\$10,000	\$2,000	\$12,000
		<b>\$10,000</b>	<b>\$2,000</b>	<b>\$12,000</b>
	All other 2011 Debt Service Fund Accounts	\$371,775	\$0	\$371,775
	<b>2011 Debt Service Fund Total</b>	<b>\$381,775</b>	<b>\$2,000</b>	<b>\$383,775</b>
<b><u>FIDUCIARY FUNDS</u></b>				
<b>POLICE PENSION FUND</b>				
<b>Payroll Expenses</b>				
	70-20-70-67057 Refund of Contributions	\$5,000	\$250,000	\$255,000
		<b>\$5,000</b>	<b>\$250,000</b>	<b>\$255,000</b>
	All other Police Pension Fund Accounts	\$413,546	\$0	\$413,546
	<b>Police Pension Fund Total</b>	<b>\$418,546</b>	<b>\$250,000</b>	<b>\$668,546</b>
<b><u>Total Budget</u></b>				
	Funds being changed	\$800,321	\$252,000	\$1,052,321
	All other Village Budgeted Funds	\$17,516,616	\$0	\$17,516,616
	<b>Total Village Budget Amount after Changes</b>	<b>\$18,316,937</b>	<b>\$252,000</b>	<b>\$18,568,937</b>



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: ARDEN L.S. PUMP REPLACEMENT**

**Agenda Item No. COTW**

*Executive Summary*

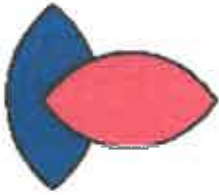
Staff is requesting permission to purchase a new Flygt model NP-3127.095 10 HP submersible pump from Xylem Water Solutions USA, Inc. The existing pump was installed in 2004 and has a bad lower seal and impeller. The cost of parts to repair the pump is \$2,961.00 and the cost to replace the pump is \$7,874.40. The other pump in the lift station was installed at the same time and had the lower seal replaced two years ago. Staff recommends installing a new pump instead of repairing it to reduce the likelihood of both pumps failing around the same time. If the pump is not in stock, it could be an 8-10 week lead time to get a replacement.

Xylem is the sole source for Flygt pumps. The Village has been purchasing Flygt pumps for all new or replacement pumps for the past few years. They have good performance and efficiency and work with our updated lift station controllers.

*Recommended Action*

Approve the purchase of a new Flygt model NP-3127.095 10 HP submersible pump from Xylem Water Solutions USA, Inc. for Arden Lift Station.

<b>Committee:</b> PW/F&CA and Engineering		<b>Meeting Date(s):</b> 04/04/16																												
<b>Lead Department:</b> Public Works		<b>Presenter:</b> Adam Wedoff, Director of Public Works																												
<b>Item Budgeted:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <b>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.</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Account(s)</th> <th style="text-align: center;">Budget</th> <th style="text-align: center;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>Other Items</td> <td style="text-align: right;">\$15,000.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$17,000.00</td> <td style="text-align: right;">\$7,874.40</td> </tr> <tr> <td>YTD Actual</td> <td></td> <td style="text-align: right;">\$6,240.00</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>50-60-92-99206</td> <td style="text-align: right;">\$32,000.00</td> <td style="text-align: right;">\$14,114.40</td> </tr> <tr> <td colspan="3"><b>Request is over/under budget:</b></td> </tr> <tr> <td style="text-align: right;">Under</td> <td></td> <td style="text-align: right;">\$17,885.60</td> </tr> <tr> <td style="text-align: right;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	Other Items	\$15,000.00		Item Requested	\$17,000.00	\$7,874.40	YTD Actual		\$6,240.00	Amount Encumbered		\$0.00	50-60-92-99206	\$32,000.00	\$14,114.40	<b>Request is over/under budget:</b>			Under		\$17,885.60	Over	-		
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Over	-																													



**Metropolitan Industries, Inc.**

37 Forestwood Drive  
Romeoville, IL 60446  
Phone: (815) 886-9200  
Fax: (815) 886-4573

**QUOTATION**

Quote No. Q0004446  
Customer ID 000964

BILL TO:	SHIP TO:
Village of Round Lake II Attn: Accounts Payable 442 N. Cedar Lake Road Round Lake, IL 60073	Village of Round Lake II 442 N. Cedar Lake Road Round Lake, IL 60073

Notes:

PAGE 1

F.O.B. POINT	SHIP VIA	ORDERED BY	
	BEST WAY	Kevin	
QUOTE DATE	TERMS	SALES PERSON	EXPIRATION DATE
3/16/2016	Net 30		3/16/2017

PART NUMBER	QUANTITY	UNITS	UNIT PRICE	DISC %	EXTENDED PRICE
51700-350-7 CARBIDE SEAL KIT Notes:	1.000	EACH	1,302.000	0.00	1,302.00
7071-005-2 IMPELLER DI 8.00 DIA S4M Notes:	1.000	EACH	1,442.000	0.00	1,442.00
7077-002-3 RING-CASING WEAR S4M & S4P Notes:	1.000	EACH	217.000	0.00	217.00

Merchandise Total 2,961.00

Shipping & Handling

Total Misc. Charges 0.00

Sales Tax 0.00

**TOTAL** 2,961.00



**Xylem Water Solutions USA, Inc.  
Flygt Products**

8402 183rd Street Suite A  
Tinley Park, IL 60487  
Tel (708) 342-0484  
Fax (708) 342-0491

March 14, 2016

VILLAGE OF ROUND LAKE  
442 CEDAR LAKE RD  
ROUND LAKE IL 60073

Quote # 2016-CHI-0172

Re: Village of Round Lake Arden lift station

Xylem Water Solutions USA, Inc. is pleased to provide a quote for the following Flygt equipment.

**Arden replacemnt pump**

Qty	Part Number	Description
1	3127.095-0096	Flygt Model NP-3127.095 4" volute Submersible pump equipped with a 230 Volt / 3 phase / 60 Hz 10 HP 1750 RPM motor, 488 impeller, 1 x 50 Ft. length of SUBCAB 4G6+2x1,5 submersible cable, FLS leakage detector, volute is prepared for Flush Valve
1	14-40 71 29	MINI-CASII/FUS 120/24VAC,24VDC
1	14-40 70 97	SOCKET,11 PIN OCTAL DIN MOUNT 12/02

**Total Project Price \$ 7,874.40**

**Incoterm:** 1 FCA - Free Carrier      **Named Placed:** 02 - US WH/ Factory  
Incoterms 2010 clarify responsibility for costs, risks, & tasks associated with the shipment of goods to the named place.

**Taxes:** State, local and other applicable taxes are not included in this quotation.

**Terms of delivery:** PP/Add Order Position

**Time of delivery:** Approx. 1-2 working weeks after receipt of order.

**Terms of payment:** Net 60 Days

**Validity:** This Quote will expire in ninety (90) days unless extended in writing by Xylem Water Solutions USA, Inc..

**Terms & Conditions:**

**TERMS AND CONDITIONS OF SALE - NORTH AMERICA Page 1 of 3 (January 2015)**

**1. Agreement, Integration and Conflict of Terms.** These terms and conditions, together with any special conditions expressly incorporated thereto in the quotation or sales form, are to govern any sale between the Seller and Buyer. The Seller shall mean the applicable affiliate of Xylem Inc. that is party to the Agreement ("Seller"). The Buyer shall mean the entity that is party to the Agreement with Seller. This writing is an offer or counteroffer by Seller to sell the goods and/or services set forth on the quotation or sales form subject to these terms and conditions and is expressly made conditional on Buyer's assent to these terms and conditions. Acceptance by Buyer is expressly limited to these terms and conditions. Any additional or different terms and conditions contained in Buyer's purchase order or other communication shall not be effective or binding upon Seller unless specifically agreed to in writing by Seller; Seller hereby objects to any such conditions, and the failure of Seller to object to specific provisions contained in any purchase order or other communication from Buyer shall not be construed as a waiver of these terms and conditions nor an acceptance of any such provisions. Neither Seller's commencement of performance nor delivery shall be deemed or construed as acceptance of Buyer's additional or different terms and conditions. Buyer agrees that these terms and conditions, together with any accompanying quotation and any special conditions or limited process guarantees or documents referred to or included within the quotation and expressly made a part of this agreement, (e.g., drawings, illustrations, specifications, or diagrams), is the complete and final agreement between Buyer and the Seller ("Agreement"). This Agreement supersedes all prior negotiations, representations, or agreements, either written or oral, between the parties and, further, can only be altered, modified or amended with the express written consent of Seller.



**2.Quotation, Withdrawal, Expiration.** Quotes are valid for thirty (30) calendar days from the date of issuance unless otherwise provided therein. Seller reserves the right to cancel or withdraw the quotation at any time with or without notice or cause prior to acceptance by Buyer. There is no Agreement if any conditions specified within the quotation or sales form are not completed by Buyer to Seller's satisfaction within thirty (30) calendar days of Seller's acknowledgement in writing of an order. Seller nevertheless reserves its right to accept any contractual documents received from Buyer after this 30-day period.

**3.Prices.** Prices apply to the specific quantities stated on the quotation or sales form. Unless otherwise agreed to in writing by Seller, all prices are FCA; Origin (as defined in accordance with the latest version of Incoterms), and do not include transportation costs or charges relating to transportation unless otherwise specified. Prices include standard packing according to Seller's specifications for delivery. All costs and taxes for special packing requested by Buyer, including packing for exports, shall be paid by Buyer as an additional charge. Prices are subject to change without notice.

**4.Taxes.** The price for the goods does not include any applicable sales, use, excise, GST, VAT, or similar tax, duties or levies. Buyer shall have the responsibility for the payment of such taxes if applicable.

**5.Payment Terms.** Seller reserves the right to require payment in advance or C.O.D. and otherwise modify credit terms should Buyer's credit standing not meet Seller's acceptance. Unless different payment terms are expressly set forth in the quotation or sales form or order acknowledgment or Sales Policy Manual, goods will be invoiced upon shipment. Payment shall be made in U.S. Dollars. Payment in full is due within thirty (30) days from the invoice date. In the event payment is not made when due, Buyer agrees to pay Seller a service or finance charge of the lesser of (i) one and one-half percent (1.5%) per month (18% per annum), or (ii) the highest rate permitted by applicable law, on the unpaid balance of the invoice from and after the invoice due date. Buyer is responsible for all costs and expenses associated with any checks returned due to insufficient funds. All credit sales are subject to prior approval of Seller's credit department. Export shipments will require payment prior to shipment or an appropriate Letter of Credit. If, during the performance of the contract with Buyer, the financial responsibility or condition of Buyer is such that Seller in good faith deems itself insecure, or if Buyer becomes insolvent, or if a material change in the ownership of Buyer occurs, or if Buyer fails to make any payments in accordance with the terms of its contract with Seller, then, in any such event, Seller is not obligated to continue performance under the contract and may stop goods in transit and defer or decline to make delivery of goods, except upon receipt of satisfactory security or cash payments in advance, or Seller may terminate the order upon written notice to Buyer without further obligation to Buyer whatsoever. If Buyer fails to make payments or fails to furnish security satisfactory to Seller, then Seller shall also have the right to enforce payment to the full contract price of the work completed and in process. Upon default by Buyer in payment when due, Buyer shall immediately pay to Seller the entire unpaid amounts for any and all shipments made to Buyer irrespective of the terms of said shipment and whether said shipments are made pursuant to this Agreement or any other contract of sale between Seller and Buyer, and Seller may withhold all subsequent shipments until the full amount is settled. Acceptance by Seller of less than full payment shall not be a waiver of any of its rights hereunder. Buyer shall not assign or transfer this Agreement or any interest in it, or monies payable under it, without the written consent of Seller and any assignment made without such consent shall be null and void.

**6.Delivery, Risk of Loss.** Delivery dates are estimates, and time is not of the essence. All shipments will be made FCA; Origin, unless otherwise specified. Seller shall not be responsible to Buyer for any loss, whether direct, indirect, incidental or consequential in nature, including without limitation loss of profits, arising out of or relating to any failure of the goods to be delivered by the specified delivery date. In the absence of specific instructions, Seller will select the carrier. Upon delivery to the common carrier, title and the risk of loss for the material shall pass to Buyer. Buyer shall reimburse Seller for the additional cost of its performance resulting from inaccurate or lack of delivery instructions, or by any act or omission on Buyer's part. Any such additional cost may include, but is not limited to, storage, insurance, protection, re-inspection and delivery expenses. Buyer further agrees that any payment due on delivery shall be made on delivery into storage as though goods had been delivered in accordance with the order.

Buyer grants to Seller a continuing security interest in and a lien upon the products and the proceeds thereof (including insurance proceeds), as security for the payment of all such amounts and the performance by Buyer of all of its obligations to Seller pursuant to the order and all such other sales, and Buyer shall have no right to sell, encumber or dispose of the products. Buyer shall execute any and all financing statements and other documents and instruments and do and perform any and all other acts and things which Seller may consider necessary, desirable or appropriate to establish, perfect or protect Seller's title, security interest and lien. In addition, Buyer authorizes Seller and its agents and employees to execute any and all such documents and instruments and do and perform any and all such acts and things, at Buyer's expense, in Buyer's name and on its behalf. Such documents and instruments may also be filed without the signature of Buyer to the extent permitted by law.

**7.Warranty.** For goods sold by Seller to Buyer that are used by Buyer for personal, family or household purposes, Seller warrants the goods to Buyer on the terms of Seller's limited warranty available on Seller's website. For goods sold by Seller to Buyer for any other purpose, Seller warrants that the goods sold to Buyer hereunder (with the exception of membranes, seals, gaskets, elastomer materials, coatings and other "wear parts" or consumables all of which are not warranted except as otherwise provided in the quotation or sales form) will be (i) be built in accordance with the specifications referred to in the quotation or sales form, if such specifications are expressly made a part of this Agreement, and (ii) free from defects in material and workmanship for a period of one (1) year from the date of installation or eighteen (18) months from the date of shipment (which date of shipment shall not be greater than thirty (30) days after receipt of notice that the goods are ready to ship), whichever shall occur first, unless an alternate period of time is provided by law or is specified in the product documentation from Xylem (the "Warranty").

Except as otherwise provided by law, Seller shall, at its option and at no cost to Buyer, either repair or replace any product which fails to conform with the Warranty; provided, however, that under either option, Seller shall not be obligated to remove the defective product or install the replaced or repaired product and Buyer shall be responsible for all other costs, including, but not limited to, service costs, shipping fees and expenses. Seller shall have complete discretion as to the method or means of repair or replacement. Buyer's failure to comply with Seller's repair or replacement directions shall

**TERMS AND CONDITIONS OF SALE - NORTH AMERICA Page 2 of 3 (January 2015)**

constitute a waiver of its rights and render all warranties void. Any parts repaired or replaced under the Warranty are warranted only for the balance of the



warranty period on the parts that were repaired or replaced. The Warranty is conditioned on Buyer giving written notice to Seller of any defects in material or workmanship of warranted goods within ten (10) days of the date when any defects are first manifest. Seller shall have no warranty obligations to Buyer with respect to any product or parts of a product that: (a) have been repaired by third parties other than Seller or without Seller's written approval; (b) have been subject to misuse, misapplication, neglect, alteration, accident, or physical damage; (c) have been used in a manner contrary to Seller's instructions for installation, operation and maintenance; (d) have been damaged from ordinary wear and tear, corrosion, or chemical attack; (e) have been damaged due to abnormal conditions, vibration, failure to properly prime, or operation without flow; (f) have been damaged due to a defective power supply or improper electrical protection; or (g) have been damaged resulting from the use of accessory equipment not sold by Seller or not approved by Seller in connection with products supplied by Seller hereunder. In any case of products not manufactured by Seller, there is no warranty from Seller; however, Seller will extend to Buyer any warranty received from Seller's supplier of such products.

**THE FOREGOING WARRANTY IS EXCLUSIVE AND IN LIEU OF ANY AND ALL OTHER EXPRESS OR IMPLIED WARRANTIES, GUARANTEES, CONDITIONS OR TERMS OF WHATEVER NATURE RELATING TO THE GOODS PROVIDED HEREUNDER, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WHICH ARE HEREBY EXPRESSLY DISCLAIMED AND EXCLUDED. EXCEPT AS OTHERWISE PROVIDED BY LAW, BUYER'S EXCLUSIVE REMEDY AND SELLER'S AGGREGATE LIABILITY FOR BREACH OF ANY OF THE FOREGOING WARRANTIES ARE LIMITED TO REPAIRING OR REPLACING THE PRODUCT AND SHALL IN ALL CASES BE LIMITED TO THE AMOUNT PAID BY THE BUYER HEREUNDER. IN NO EVENT IS SELLER LIABLE FOR ANY OTHER FORM OF DAMAGES, WHETHER DIRECT, INDIRECT, LIQUIDATED, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY OR SPECIAL DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFIT, LOSS OF ANTICIPATED SAVINGS OR REVENUE, LOSS OF INCOME, LOSS OF BUSINESS, LOSS OF PRODUCTION, LOSS OF OPPORTUNITY OR LOSS OF REPUTATION.**

**8. Inspection.** Buyer shall have the right to inspect the goods upon their receipt. When delivery is to Buyer's site or to a project site ("Site"), Buyer shall notify Seller in writing of any nonconformity of the goods with this Agreement within three (3) days from receipt by Buyer. For all other deliveries, Buyer shall notify Seller in writing of any nonconformity with this Agreement within fourteen (14) days from receipt by Buyer. Failure to give such applicable notice shall constitute a waiver of Buyer's right to inspect and/or reject the goods for nonconformity and shall be equivalent to an irrevocable acceptance of the goods by Buyer. Claims for loss of or damage to goods in transit must be made to the carrier, and not to Seller.

**9. Seller's Limitation of Liability.** EXCEPT AS OTHERWISE PROVIDED BY LAW, IN NO EVENT SHALL SELLER'S LIABILITY UNDER THIS AGREEMENT EXCEED THE AMOUNT PAID BY BUYER UNDER THIS AGREEMENT. SELLER SHALL HAVE NO LIABILITY FOR LOSS OF PROFIT, LOSS OF ANTICIPATED SAVINGS OR REVENUE, LOSS OF INCOME, LOSS OF BUSINESS, LOSS OF PRODUCTION, LOSS OF OPPORTUNITY, LOSS OF REPUTATION, INDIRECT, CONSEQUENTIAL, INCIDENTAL, PUNITIVE OR EXEMPLARY DAMAGES.

**10. Force Majeure.** Seller may cancel or suspend this Agreement and Seller shall have no liability for any failure to deliver or perform, or for any delay in delivering or performing any obligations, due to acts or omissions of Buyer and/or its contractors, or due to circumstances beyond Seller's reasonable control, including but not limited to acts of God, fire, flood or other natural disasters, war and civil disturbance, riot, acts of governments, terrorism, disease, currency restrictions, labor shortages or disputes, unavailability of materials, fuel, power, energy or transportation facilities, failures of suppliers or subcontractors to effect deliveries, in which case the time for performance shall be extended in an amount equal to the excused period, provided that Seller shall have, as soon as reasonably practicable after it has actual knowledge of the beginning of any excusable delay, notified Buyer of such delay, of the reason therefor and of the probable duration and consequence thereof. Seller shall use its best efforts to eliminate the cause of the delay, interruption or cessation and to resume performance of its obligations hereunder with the least possible delay.

**11. Cancellation.** Except as otherwise provided in this Agreement, no order may be cancelled on special or made-to-order goods or unless otherwise requested in writing by either party and accepted in writing by the other. In the event of a cancellation by Buyer, Buyer shall, within thirty (30) days of such cancellation, pay Seller a cancellation fee, which shall include all costs and expenses incurred by Seller prior to the receipt of the request for cancellation including, but not limited to, all commitments to its suppliers, subcontractors and others, all fully burdened labor and overhead expended by Seller, plus a reasonable profit charge." Return of goods shall be in accordance with Seller's most current Return Materials Authorization and subject to a minimum fifteen percent (15%) restocking fee.

Notwithstanding anything to the contrary herein, in the event of the commencement by or against Buyer of any voluntary or involuntary proceedings in bankruptcy or insolvency, or in the event Buyer shall be adjusted bankrupt, make a general assignment for the benefit of its creditors, or if a receiver shall be appointed on account of Buyer's insolvency, or if Buyer fails to make payment when due under this Agreement, or in the event Buyer does not correct or, if immediate correction is not possible, commence and diligently continue action to correct any default of Buyer to comply with any of the provisions or requirements of this Agreement within ten (10) calendar days after being notified in writing of such default by Seller, Seller may, by written notice to Buyer, without prejudice to any other rights or remedies which Seller may have, terminate its further performance of this Agreement. In the event of such termination, Seller shall be entitled to receive payment as if Buyer has cancelled the Agreement as per the preceding paragraph. Seller may nevertheless elect to complete its performance of this Agreement by any means it chooses. Buyer agrees to be responsible for any additional costs incurred by Seller in so doing. Upon termination of this Agreement, the rights, obligations and liabilities of the parties which shall have arisen or been incurred under this Agreement prior to its termination shall survive such termination.

**12. Drawings.** All drawings are the property of Seller. Seller does not supply detailed or shop working drawings of the goods; however, Seller will supply necessary installation drawings. The drawings and bulletin illustrations submitted with Seller's quotation show general type, arrangement and approximate dimensions of the goods to be furnished for Buyer's information only and Seller makes no representation or warranty regarding their accuracy. Unless expressly stated to the contrary within the quotation or sales form, all drawings, illustrations, specifications or diagrams form no part of this Agreement. Seller reserves the right to alter such details in design or arrangement of its goods which, in its judgment, constitute an improvement in

construction, application or operation. All engineering information necessary for installation of the goods shall be forwarded by Seller to Buyer to upon Buyer's acceptance of this Agreement. After Buyer's acceptance of this Agreement, any changes in the type of goods, the arrangement of the goods, or application of the goods requested by Buyer will be made at Buyer's expense. Instructions necessary for installation, operating and maintenance will be supplied when the goods are shipped.

**13. Proprietary Information, Injunction.** Seller's designs, illustrations, drawings, specifications, technical data, catalogues, "know-how", economic or other business or manufacturing information (collectively "Proprietary Information") disclosed to Buyer shall be deemed proprietary and confidential to Seller. Buyer agrees not to disclose, use, or reproduce any Proprietary Information without first having obtained Seller's express written consent. Buyer's agreement to refrain from disclosing, using or reproducing Proprietary Information shall survive completion of the work under this Agreement. Buyer acknowledges that its improper disclosure of Proprietary Information to any third party will result in Seller's suffering irreparable harm.

#### **TERMS AND CONDITIONS**

#### **OF SALE - NORTH**

**AMERICA Page 3 of 3**

**(January 2015)**

Seller may seek injunctive or equitable relief to prevent Buyer's unauthorized disclosure.

**14. Installation and Start-up.** Unless otherwise agreed to in writing by Seller, installation shall be the sole responsibility of Buyer. Where start-up service is required with respect to the goods purchased hereunder, it must be performed by Seller's authorized personnel or agents; otherwise, the Warranty is void. In the event Buyer has engaged Seller to provide an engineer for startup supervision, such engineer will function in a supervisory capacity only and Seller shall have no responsibility for the quality of workmanship of the installation. In any event, Buyer understands and agrees that it shall furnish, at Buyer's expense, all necessary foundations, supplies, labor and facilities that might be required to install and operate the goods.

**15. Specifications.** Changes in specifications requested by Buyer are subject to approval in writing by Seller. In the event such changes are approved, the price for the goods and the delivery schedule shall be changed to reflect such changes.

**16. Buyer Warranty.** Buyer warrants the accuracy of any and all information relating to the details of its operating conditions, including temperatures, pressures, and where applicable, the nature of all hazardous materials. Seller can justifiably rely upon the accuracy of Buyer's information in its performance. Should Buyer's information prove inaccurate, Buyer agrees to reimburse Seller for any losses, liabilities, damages and expenses that Seller may have incurred as a result of any inaccurate information provided by Buyer to Seller.

**17. Minimum Order.** Seller reserves the right to refuse to process any order that does not meet quantity requirements that Seller may establish for any given product or group of products.

**18. Quality Levels.** Prices are based on quality levels commensurate with normal processing. If a different quality level is required, Buyer must specify its requirements, as approved in writing by Seller, and pay any additional costs that may be applicable.

**19. Product Recalls.** In cases where Buyer purchases for resale, Buyer shall take all reasonable steps (including, without limitation, those measures prescribed by the seller): (a) to ensure that all customers of the Buyer and authorized repairers who own or use affected products are advised of every applicable recall campaign of which the Buyer is notified by the Seller; (b) to ensure that modifications notified to Buyer by Seller by means of service campaigns, recall campaigns, service programmes or otherwise are made with respect to any products sold or serviced by Buyer to its customers or authorized repairers. The reimbursement of Buyer for parts and labor used in making those modifications shall be as set forth in the campaign or program instructions. Without the prior consent of the Seller, the Buyer shall not disclose to any third party the information contained in service campaign, recall campaign or service programme literature. Should Buyer fail to perform any of the actions required under this section, Seller shall have the right to obtain names and address of the Buyer's customers and shall be entitled to get into direct contact with such customers.

**19. GOVERNING LAW.** THE TERMS OF THIS AGREEMENT AND ALL RIGHTS AND OBLIGATIONS HEREUNDER SHALL BE GOVERNED BY THE LAWS OF THE STATE OF SELLER'S OFFICE TO WHICH THIS ORDER HAS BEEN SUBMITTED (WITHOUT REFERENCE TO PRINCIPLES OF CONFLICTS OF LAWS). THE RIGHTS AND OBLIGATIONS OF THE PARTIES HEREUNDER SHALL NOT BE GOVERNED BY THE 1980 U.N. CONVENTION ON CONTRACTS FOR THE INTERNATIONAL SALE OF GOODS.

**20. Titles.** The section titles are for reference only, and shall not limit or restrict the interpretation or construction of this Agreement.

**21. Waiver.** Seller's failure to insist, in any one or more instances, upon Buyer's performance of this Agreement, or to exercise any rights conferred, shall not constitute a waiver or relinquishment of any such right or right to insist upon Buyer's performance in any other regard.

**22. Severability.** The partial or complete invalidity of any one or more provisions of this Agreement shall not affect the validity or continuing force and effect of any other provision.



**Customer Acceptance:** A signed facsimile copy of this quote is acceptable as a binding contract.

Signature: \_\_\_\_\_ Company/Utility: \_\_\_\_\_

Name : \_\_\_\_\_ Address: \_\_\_\_\_  
(PLEASE PRINT)

Email: \_\_\_\_\_

Date: \_\_\_\_\_ Phone \_\_\_\_\_

PO#: \_\_\_\_\_ Fax: \_\_\_\_\_

Thank you for the opportunity to provide this quotation. Please contact us if there are any questions.

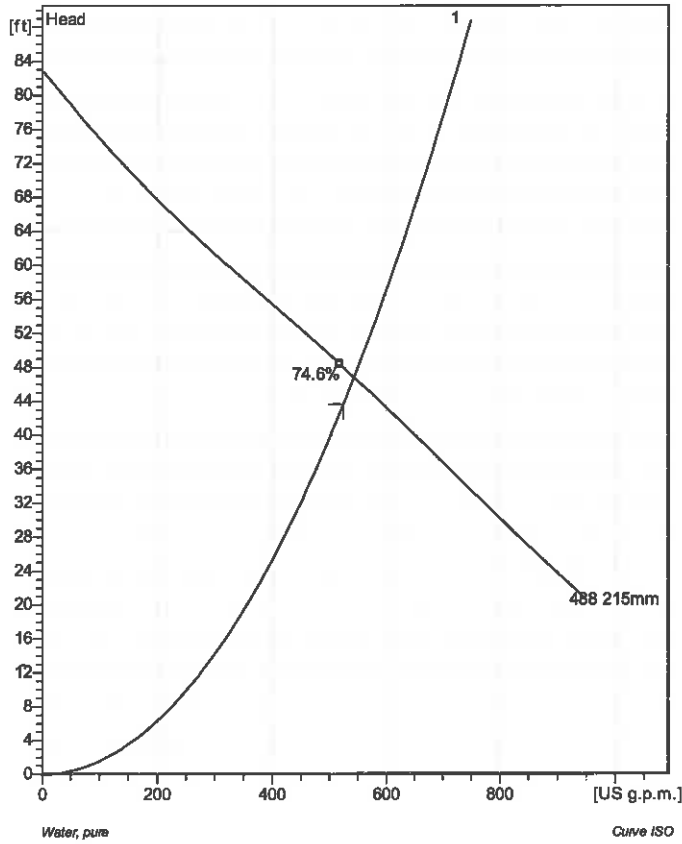
Sincerely,



Chris Tuinstra  
Direct Sales Representative  
Phone: 708-781-0177  
Cell: 708-990-4919  
christopher.tuinstra@xyleminc.com



## NP 3127 HT 3~ 488 Technical specification



Note: Picture might not correspond to the current configuration.

### General

Patented self cleaning semi-open channel impeller, ideal for pumping in waste water applications. Possible to be upgraded with Guide-pin® for even better clogging resistance. Modular based design with high adaptation grade.

### Impeller

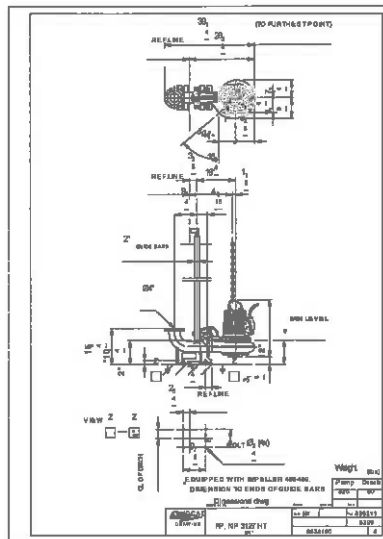
Impeller material	Hard-Iron™
Discharge Flange Diameter	3 15/16 inch
Inlet diameter	3 15/16 inch
Impeller diameter	215 mm
Number of blades	2

### Motor

Motor #	N3127.095 21-12-4AL-W 10hp
Stator variant	12
Frequency	60 Hz
Rated voltage	460 V
Number of poles	4
Phases	3~
Rated power	10 hp
Rated current	13 A
Starting current	68 A
Rated speed	1720 rpm
Power factor	
1/1 Load	0.85
3/4 Load	0.83
1/2 Load	0.75
Efficiency	
1/1 Load	82.0 %
3/4 Load	83.5 %
1/2 Load	83.0 %

### Configuration

Installation: P - Semi permanent, Wet



Project

Project ID

Created by

Created on

Last update

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## NP 3127 HT 3~ 488



### Performance curve

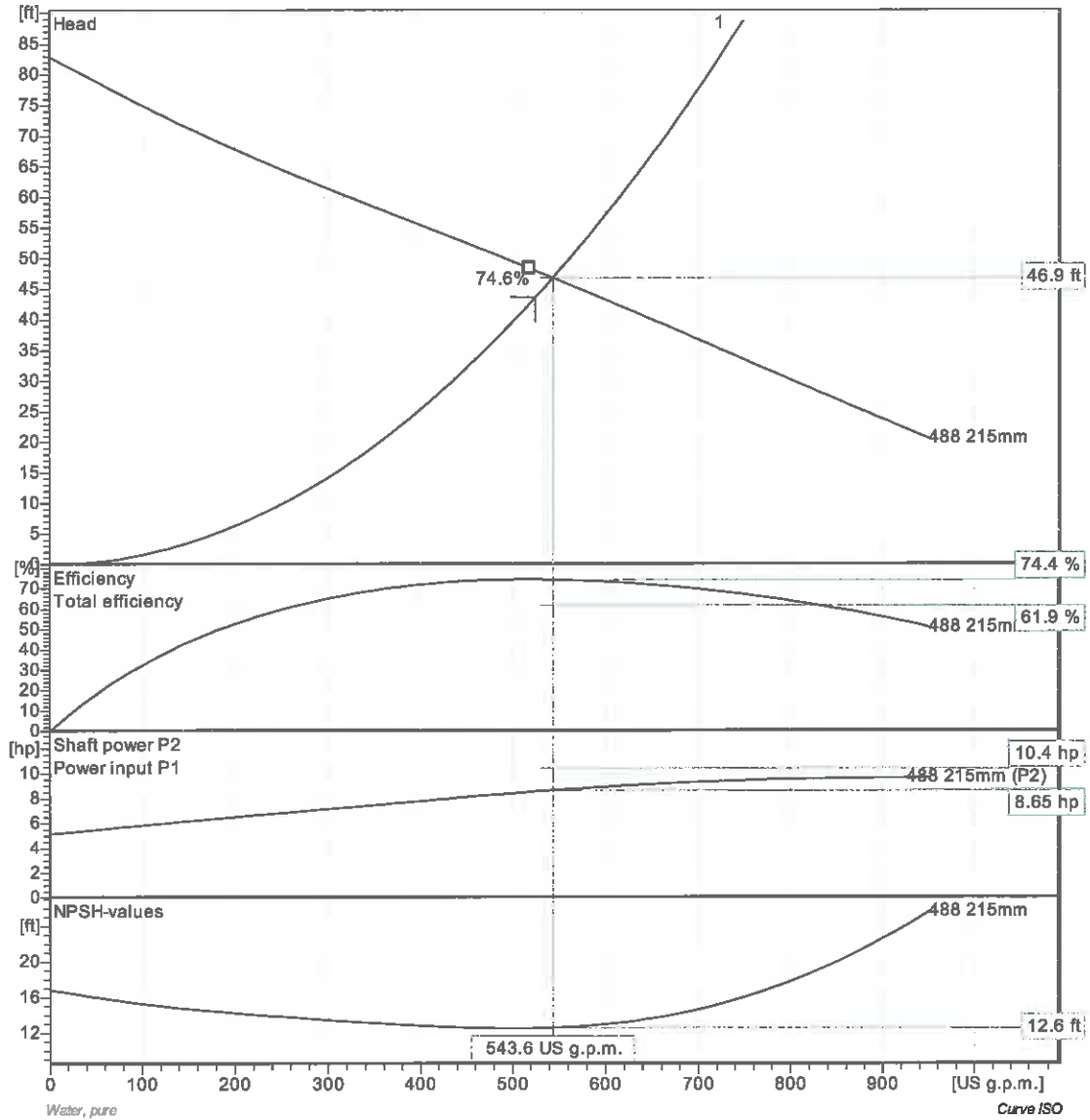
#### Pump

Discharge Flange Diameter 3 15/16 inch  
 Inlet diameter 100 mm  
 Impeller diameter 8 7/16"  
 Number of blades 2

#### Motor

Motor # N3127.095 21-12-4AL-W 10hp  
 Stator variant 12  
 Frequency 60 Hz  
 Rated voltage 460 V  
 Number of poles 4  
 Phases 3~  
 Rated power 10 hp  
 Rated current 13 A  
 Starting current 68 A  
 Rated speed 1720 rpm

Power factor  
 1/1 Load 0.85  
 3/4 Load 0.83  
 1/2 Load 0.75  
 Efficiency  
 1/1 Load 82.0 %  
 3/4 Load 83.5 %  
 1/2 Load 83.0 %



Project

Project ID

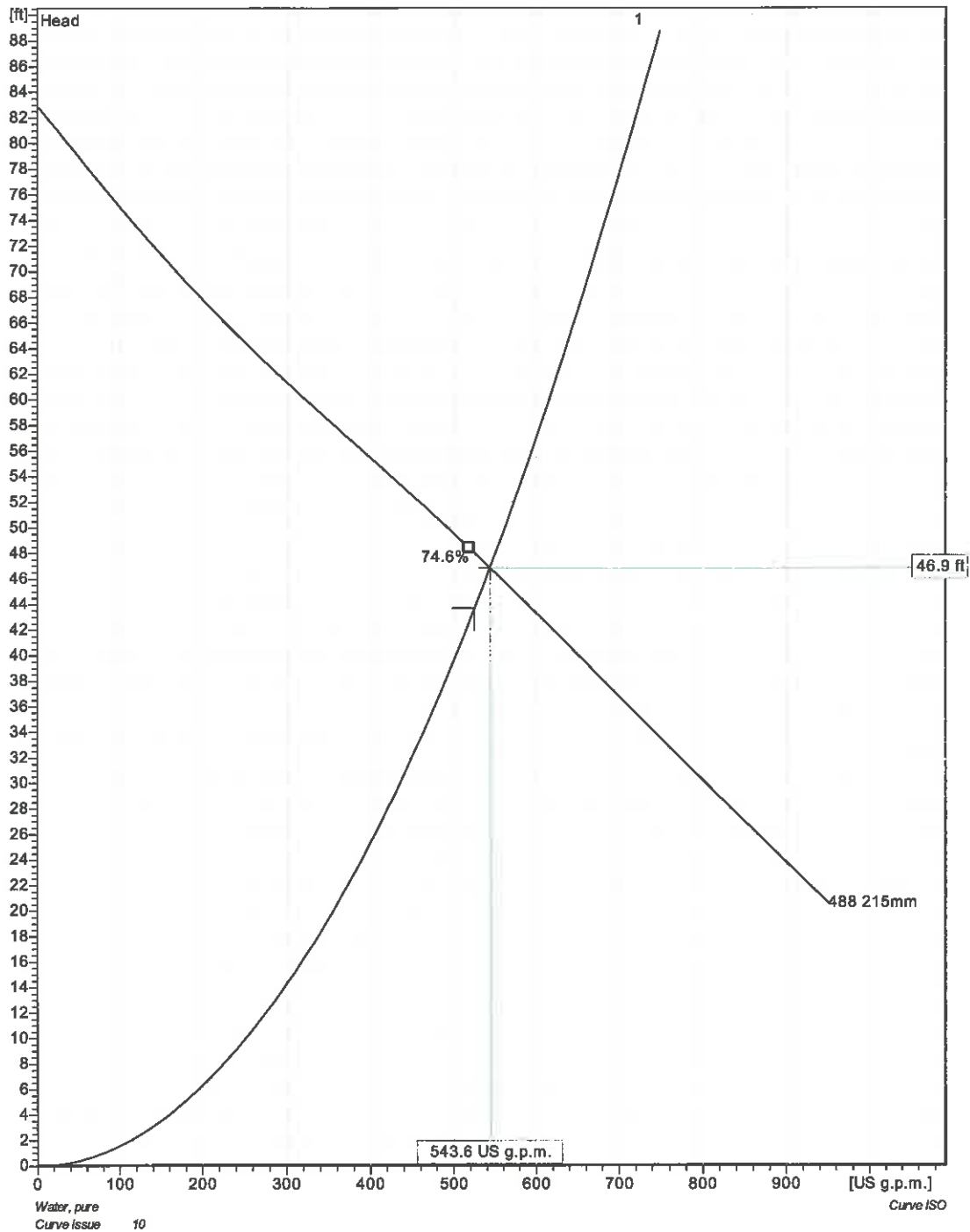
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## NP 3127 HT 3~ 488 Duty Analysis



Pumps running /System	Individual pump			Total			Pump eff.	Specific energy	NPSHre
	Flow	Head	Shaft power	Flow	Head	Shaft power			
1	544 US g.p.m.	46.9 ft	8.65 hp	544 US g.p.m.	46.9 ft	8.65 hp	74.4 %	238 kWh/US MG	12.6 ft

Project

Project ID

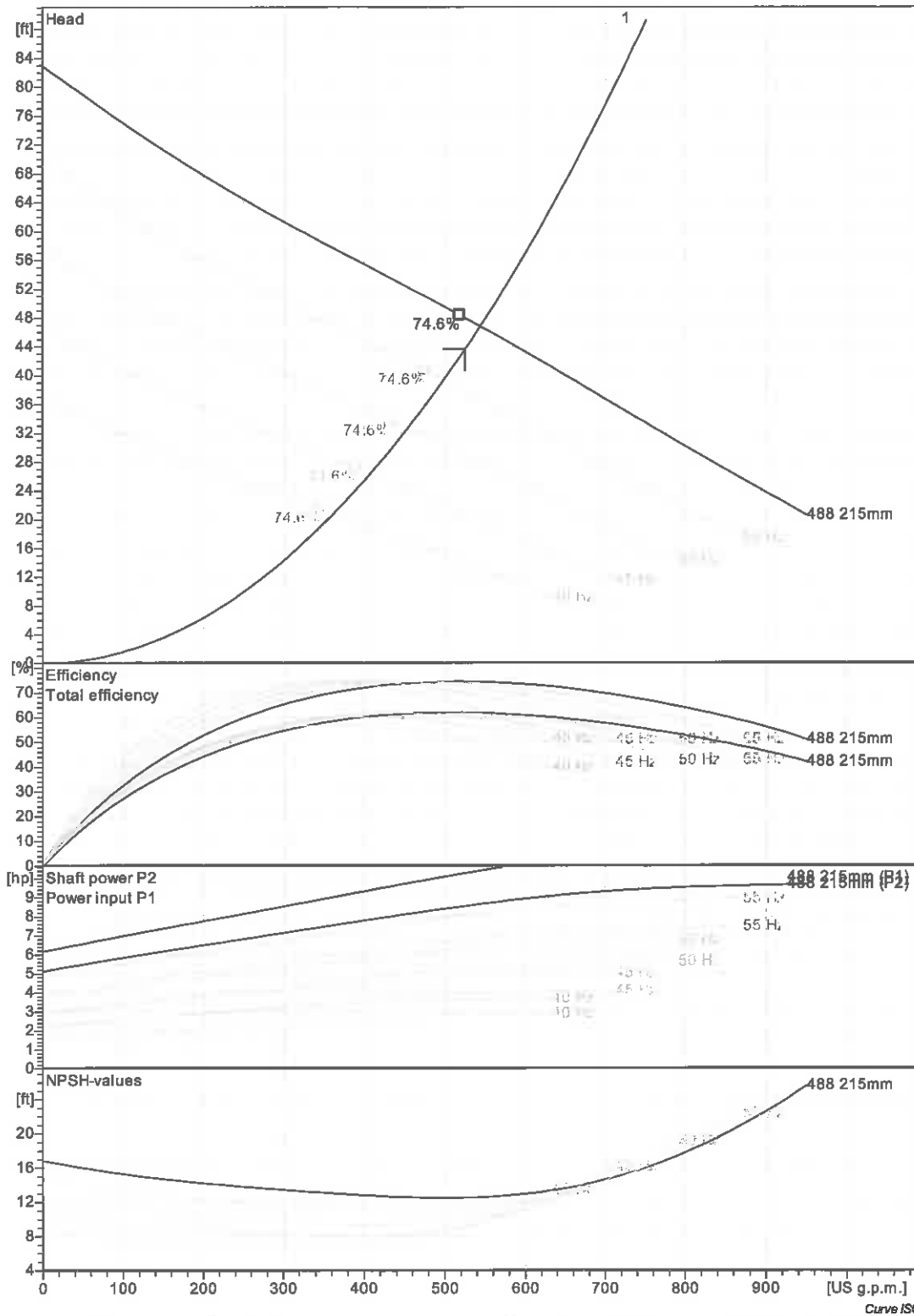
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## NP 3127 HT 3~ 488 VFD Curve



Project

Project ID

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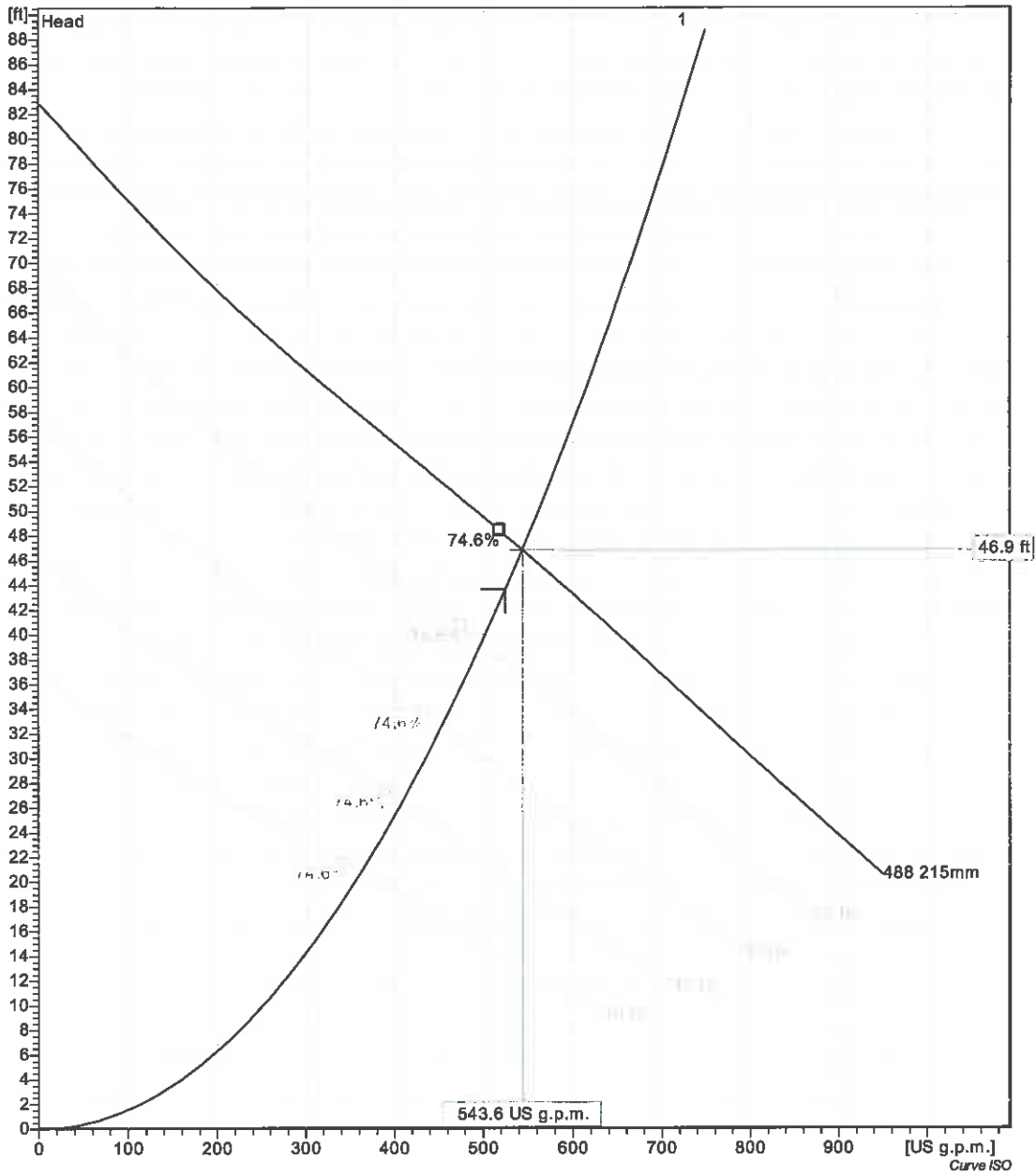
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Curve ISO

## NP 3127 HT 3~ 488 VFD Analysis



Pumps running /System	Frequency	Flow	Head	Shaft power	Flow	Head	Shaft power	Hyd eff.	Specific energy	NPSHre
1	60 Hz	544 US g.p.m.	46.9 ft	8.65 hp	544 US g.p.m.	46.9 ft	8.65 hp	74.4%	238 kWh/US MG	12.6 ft
1	55 Hz	498 US g.p.m.	39.4 ft	6.67 hp	498 US g.p.m.	39.4 ft	6.67 hp	74.4%	199 kWh/US MG	10.9 ft
1	50 Hz	453 US g.p.m.	32.6 ft	5.01 hp	453 US g.p.m.	32.6 ft	5.01 hp	74.4%	165 kWh/US MG	9.4 ft
1	45 Hz	408 US g.p.m.	26.4 ft	3.65 hp	408 US g.p.m.	26.4 ft	3.65 hp	74.4%	138 kWh/US MG	7.94 ft
1	40 Hz	363 US g.p.m.	20.8 ft	2.57 hp	363 US g.p.m.	20.8 ft	2.57 hp	74.4%	115 kWh/US MG	6.58 ft

Project

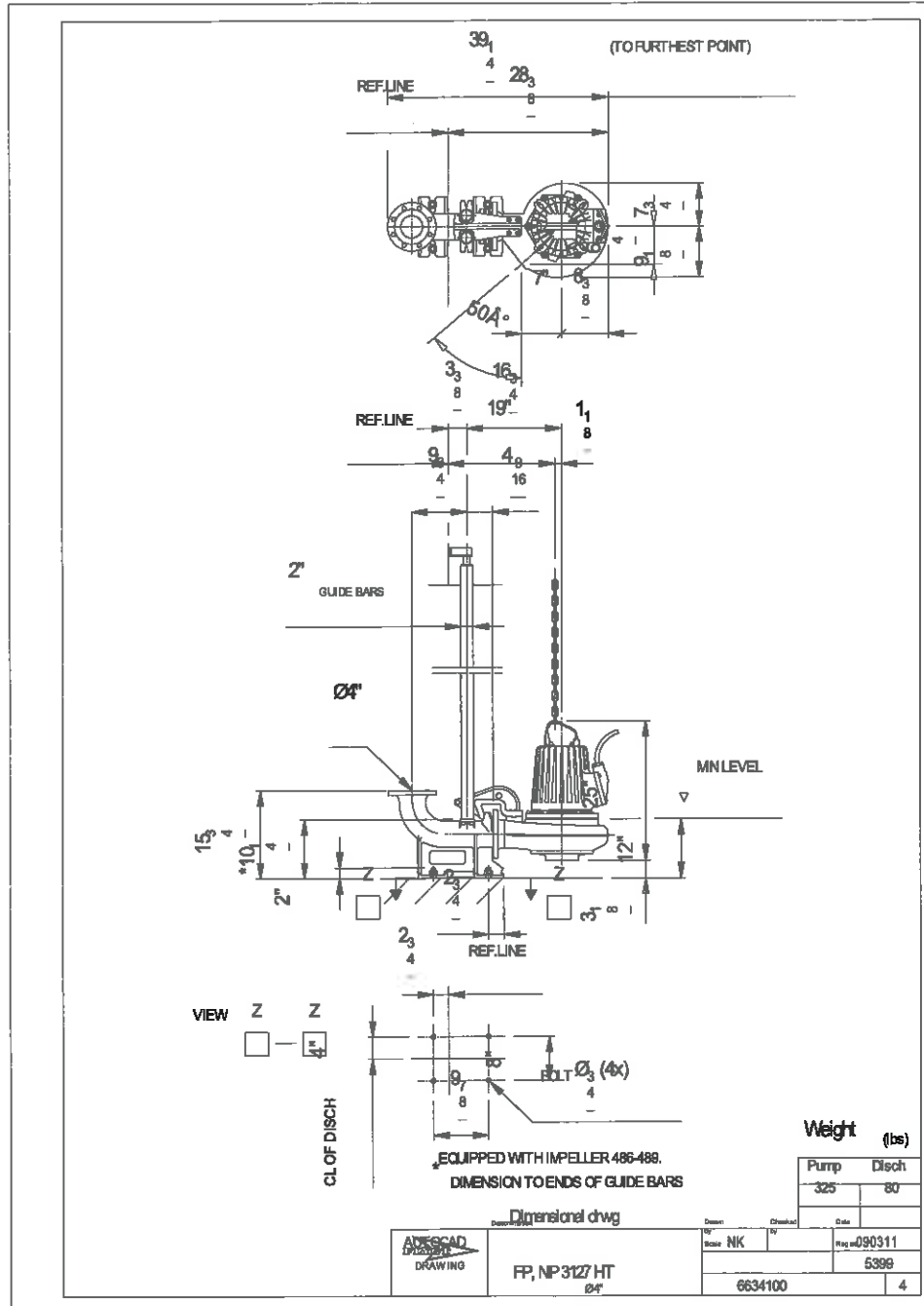
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VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: DESIGN ENGINEERING FOR SANITARY SEWER CLEANING AND TELEVISIONING**      **Agenda Item No. COTW**

*Executive Summary*

Staff is recommending Robinson Engineering LTD. to complete design and bid documents for Cleaning and Televising Sanitary Sewers be approved. As a part of the Northwest FPA CMOM program, the Village is required to clean and televise 10% of its sanitary sewer system annually. The attached RFP was sent to select engineering firms to decide on the areas that should be cleaned & televised, design the project, bid the project and provide a bid tab with recommendation to award. This work is in the proposed FY 2017 budget.

The response to the RFPs are as follows:

- Robinson Engineering LTD    \$5,600
- Baxter & Woodman, Inc.    \$6,900
- Manhard Consulting         \$8,100
- RHMG Engineers, Inc.       \$8,677
- Pearson, Brown & Associates, Inc. – declined to submit a proposal

*Recommended Action*

Approve Robinson Engineering LTD. to complete design and bid documents for Cleaning and Televising Sanitary Sewers.

<b>Committee:</b> PW/F&CA and Engineering		<b>Meeting Date(s):</b> 04/04/16																											
<b>Lead Department:</b> Public Works		<b>Presenter:</b> Adam Wedoff, Director of Public Works																											
<p>Item Budgeted: <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p><b>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.</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Account(s)</th> <th style="text-align: center;">Budget</th> <th style="text-align: center;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>Other Items</td> <td style="text-align: right;">\$2,913,581.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$30,000.00</td> <td style="text-align: right;">\$5,600.00</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>50-60-81-88101</td> <td style="text-align: right;">\$2,943,581.00</td> <td style="text-align: right;">\$5,600.00</td> </tr> <tr> <td colspan="3"><b>Request is over/under budget:</b></td> </tr> <tr> <td style="text-align: right;">Under</td> <td></td> <td style="text-align: right;">\$2,937,981.00</td> </tr> <tr> <td style="text-align: right;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	Other Items	\$2,913,581.00		Item Requested	\$30,000.00	\$5,600.00	YTD Actual		\$0.00	Amount Encumbered		\$0.00	50-60-81-88101	\$2,943,581.00	\$5,600.00	<b>Request is over/under budget:</b>			Under		\$2,937,981.00	Over	-		
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Over	-																												

# **Village of Round Lake**



## **Request for Proposals**

**To Provide:**

**Design Engineering Services for Cleaning and Televising  
Sanitary Sewers**

## TABLE OF CONTENTS

Invitation to Submit Proposal.....3  
Request for Proposal.....4-12  
General Requirements.....13  
Disqualification of certain Proposers.....14  
Appendix I – Insurance Requirements.....15  
Exhibit A – Base Proposal.....16

## INVITATION TO SUBMIT PROPOSAL

NOTICE IS HEREBY GIVEN that Request for Proposals (RFP's) are invited by the Village of Round Lake, Illinois to provide Design Engineering Services for Cleaning and Televising Sanitary Sewers. Engineering firms with experience and interest are encouraged to present their qualifications and capabilities.

Proposal forms will be sent via mail and email by invitation only.

Proposals will be accepted until **12:00 P.M. on March 18, 2016** with the following provisions:

1. Submit two (2) complete copies of the RFP
2. Proposals may be submitted by email, mail or in person
3. Faxed proposals will NOT be accepted

Proposals shall be submitted to: Village of Round Lake  
751 West Townline Rd.  
Round Lake, IL 60073  
Attn: Adam Wedoff  
[awedoff@eroundlake.com](mailto:awedoff@eroundlake.com)

Any Proposal submitted unsealed or unsigned, received via fax transmissions or received subsequent to the aforementioned date and time, may be disqualified and returned to the submitter.

The Village of Round Lake reserves the right to reject any and all proposals or parts thereof, to waive any irregularities or informalities in proposal procedures and to award the contract in a manner best serving the interest of the Village.

Proposals will not be opened in a public forum.

## REQUEST FOR PROPOSALS

### Engineering Services for Cleaning and Televising Sanitary Sewers

#### Services Summary

The Village of Round Lake is seeking proposals and project management plans from interested companies to provide design engineering services for cleaning and televising sanitary sewers within the Village.

#### Project Summary

The project consists of design engineering for internal sewer televising inspection of approximately 75,000 lineal feet of existing sanitary sewers (a minimum of 30% of the Village system).

#### A. GENERAL PROCESSING

Unless otherwise directed by the Village, the following general procedures are used in the selection of vendors to provide professional services:

1. The Village prepares a project description, criteria for selection and requirements for the specific contract. A proposal package is mailed to interested offerors and notice of the intent to contract for services is established.
2. The Village receives written proposals. The proposals should include a resume of the firm, references from past and present clients, similar experience.
3. The Village reviews and evaluates proposals based on established selection criteria and a comparison of all proposals. If necessary, the Village may request a meeting with one or more offerors to clarify and/or expand on the proposal in accordance with the requirements of the proposal, the Village may negotiate terms, conditions, and fees with one or more offerors.
4. The Village selects the proposal which, based on the ability to meet the criteria, appears to be the most advantageous selection for the Village.
5. The following table outlines the anticipated timeline for RFP proposal submission and selection:

Activity	Target Dates	Locations
RFP Issued	02/29/2016	VIA Email
Submission of Proposal	03/18/2016	Village of Round Lake
Final selection made	03/29/2016	Village of Round Lake
Contract awarded	04/18/2016	Village of Round Lake
Professional Services Start	05/02/2016	Village of Round Lake

**B. SELECTION PROCEDURES**

**Definition:**

Request for proposals (RFP) is a method of procurement permitting discussions with responsible offerors and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

**Familiarity with Conditions:**

Offerors are advised to become familiar with all conditions, instructions, and specifications governing this proposal. Once the award has been made, failure to have read all the conditions, instructions and specifications of this request for proposal, and any subsequent contract, shall not be cause to alter the original contract or request additional compensation.

**Discussion of Proposals:**

All offerors are advised that in the event of receipt of an adequate number of proposals, which in the opinion of the Village require no clarification and/or supplementary information, such proposals, may be evaluated without discussion. Hence, proposals should be initially submitted on the most complete and favorable terms which offerors are capable of offering the Village.

The Village may conduct discussions with any offerors who submits an acceptable or potentially acceptable proposal. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of such discussions, the Village shall not disclose any information derived from one proposal to any other offeror. The Village reserves the right to request the offeror to provide additional information during this process.

During discussions, the offeror shall be prepared to cover the following topics.

1. The specific services to be provided
2. Qualifications of the offeror, including work on similar projects, experience of personnel, etc.;
3. The working relationship to be established between the Village and the offeror, including, but not limited to what each party should expect from the other

**Negotiations:**

The Village of Round Lake reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The Village may require the RFP and the offeror's entire proposal be made an integral part of the resulting contract. This implies that all responses, supplemental information, and other submissions provided by the offeror during discussions or negotiations will be held by the Village of Round Lake as contractually binding on the successful offeror.

**Notice of Unacceptable Proposal:**

When the Village determines an offeror's proposal to be unacceptable, such offeror shall not be afforded an additional opportunity to supplement its proposal.

**Confidentiality:**

The Village shall examine the proposals to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified. After award of the contract, all responses, documents, and materials by the offeror pertaining to this RFP will be considered public information and will be made available for inspection, unless otherwise determined by the Village. All data, documentation and innovations developed as a result of these contractual services shall become the property of the Village. Based upon the public nature of these RFP's, an offeror must inform the Village, in writing, of the exact materials in the offer, which cannot be made a part of the public record in accordance with the Illinois Freedom of Information Act (5ILCS 140/1 *et seq*; hereinafter, the "Act").

Once a contract is awarded, the Contractor shall maintain full compliance with all provisions of the Act, including, but not limited to, providing any requested records subject to the Act within the deadlines provided by the Act. Failure by the Contractor to maintain compliance with any provisions shall result in the assessment of any and all penalties, damages, and/or costs incurred by the Village to the Contractor that shall be paid immediately by the Contractor upon demand of the same by the Village.

**C. TERMS AND CONDITIONS**

**Authority:**

This Request for Proposals is issued pursuant to applicable provisions of the Village of Round Lake. Responses to this RFP shall be opened in private, by Village officials, to avoid disclosure of contents that may contain confidential or proprietary information to competing Respondents.

**Error in Proposals:**

Offerors are cautioned to verify their proposals prior to submission. Negligence on the part of the offeror in preparing the proposal confers no right for withdrawal or modification of the proposal.

**Reserved Rights:**

The Village reserves the right, at its sole discretion, to use without limitation any and all information, concepts, and data submitted in response to this RFP, or derived by further investigation thereof. The Village further reserves the right at any time and for any reason to cancel this solicitation, to reject any or all proposals, to supplement, add to, delete from, or otherwise change this RFP if conditions dictate. The Village may seek clarifications from a Respondent at any time and failure to respond promptly may be cause for rejection. The Village also reserves the right to interview only those firms it determines shall provide the most advantageous services to the Village, and to negotiate with one or more Respondents acceptable to the Village.

**Reserved Rights:**

The Village of Round Lake will not be liable in any way for any costs incurred by respondents in replying to this RFP

**Award:**

Award shall be made by the Village of Round Lake to the responsible offeror whose proposal is determined to be the most advantageous to the Village, taking into consideration the evaluation criteria set forth herein. The Village of Round Lake reserves the right to accept the Proposal as a whole, or any component thereof, if it appears to be in the best interests of the Village.

**Evaluation Considerations:**

Selection criteria refer to the qualifications that the Village requires in order to award a contract for services, or qualifications that the Village intends on using to evaluate respondents in order to select the most qualified respondent for the project. At a minimum, respondents must provide all requested information in this request for proposal.

Evaluation Criteria is shown below. The Village of Round Lake shall consider the following when judging the ability of offerors to meet the requirements of this proposal

1. **Compliance with Request for Proposals**  
This refers to the adherence to all conditions and requirements of the Request for Proposals
2. **Quality of Responses**  
Clearly demonstrates an understanding of the work to be performed, project staff experience and ability to successfully work with other project team members.
3. **Completeness**  
Completeness and reasonableness of the offeror's proposal for accomplishing the tasks.
4. **Capability**  
Level of capability demonstrated by the offeror's proposed resources for meeting the requirements of this proposal; a demonstrated ability to complete projects on schedule and within budget.
5. **Competence**  
Level of competence in managing sensitive construction projects
6. **Services to be provided**  
Exact type and nature of offeror's proposed services and how it will accomplish the objectives of the project, as well as the ability to rapidly respond to the Village's needs, as defined in the Evaluation Criteria set forth.
7. **Qualifications of the Company**  
This refers to the offeror's capability in all respects to fully perform the contract requirements, including the tenacity, perseverance, experience, integrity and reliability, which will assure good faith performance, as well as satisfactory reference verification. This criterion includes:
  - a. The experience of the firm and its record on engagements of a similar nature, including the ability to serve in a similar capacity for other units of government or organizations: and,
  - b. Personnel to be assigned to the project, their education, capabilities, qualifications and experience with similar projects. Amount of proposed contract fees (please note that price is only one factor for consideration of award).

**Village of Round Lake  
Design Engineering Services for Cleaning and Televising Sanitary Sewers**

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**Taxes:**

The Village is exempt from paying Illinois Use Tax, Illinois Retailer's Occupation Tax, Federal Excise Tax, and Municipal Retailer's Occupation Tax.

**Hold Harmless Clause:**

To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the Village, its officials, agents, architects, contractors, and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgements, costs and expenses, which may in any way accrue against the Village, its officials, agents and employees, arising in whole or in part or in consequence of the performance of the work by the Contractor, its employees, or subcontractors, or which may in any way result therefore, except that arising out of sole legal cause of the Village, its agents or employees, The Contractor shall also be required, at its own expense arising therefore or incurred in connection therewith, and, if any judgement shall be rendered against the Village, its officials, agents and employees, in any such action, the Contractor will, at its own expense, satisfy and discharge the same.

Contractor shall acknowledge that it expressly understands and agrees that any performance bond or insurance policies required by contract, or otherwise provided by the Contractor, shall in no way limit the Contractor's responsibility to indemnify, keep and save harmless and defend the Village, its officials, agents and employees as provided by contract.

Contractor shall also agree to be solely liable for any fines or civil penalties that are imposed by any government or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Contractor's, or its subcontractors' or suppliers', performance of, or failure to perform, the work or any part thereof.

Contractor shall be permitted to contest any such fines or penalties in administrative or court proceedings; however, Contractor shall pay such fines or civil penalties prior to such protest if payment is required prior to making such protest. Contractor shall be held solely responsible for all costs, including attorney's fees and administrative expenses, of protesting any such fines or civil penalties.

**Insurance Requirements:**

Contractor shall maintain, for the duration of this contract and any extensions thereof, insurance as noted in Appendix I – Insurance Requirements.

**Meetings:**

Engineer will be required to meet with various Village staff and outside officials as needed throughout the project. A set schedule shall be defined by the respondent.

**Equal Employment Opportunity:**

Engineer shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to, the Equal Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference, Furthermore, the Consulting Engineer shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.

Village of Round Lake  
Design Engineering Services for Cleaning and Televising Sanitary Sewers

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**Responsibility & Default:**

The awarded offeror shall be required to assume responsibility for all times listed in this Request for Proposals. The successful offeror shall be considered the sole point of contact for purposes of this contract.

Time is of the essence and shall be considered in awarding this contract. If delivery of acceptable items or rendering of services is not completed by the time promised, the Village reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by written notice effective when received by the Consulting Engineer, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere in such a manner as the Village of Round Lake may deem appropriate, and charge the Consulting Engineer with any or all losses incurred. The Village shall be entitled to recover its attorney's fees and expenses in any successful action by the Village to enforce this contract.

**Payments:**

The Consulting Engineer shall furnish the Village with itemized invoices as required for the project.

All payments to be made in accordance with applicable provisions of the Local Government Prompt Payment Act.

**Consulting Engineer Responsibilities:**

The selected Consulting Engineer will be required to assume responsibility for all services offered in this proposal. The Village will consider the selected Consulting Engineer to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. Sub contracts will be permitted only upon specific, written permission of the Village of Round Lake.

**Interpretation or Correction of Request for Proposals:**

Offerors shall promptly notify the Village of any ambiguity, inconsistency or error, which they may discover upon examination of the Request for Proposals. Requests for interpretation of specifications may be in writing, and directed to the Village. All such requests must be delivered in a timely fashion.

Interpretations, corrections and changes to the Request for Proposals will be made by addendum. Interpretations, corrections or changes made in any other manner will not be binding.

**Governing Law:**

Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois.

**Compliance with Laws:**

The Consulting Engineer shall at all times observe and comply with all laws, ordinances and regulations of the federal, state, local and Village governments, which may in any manner affect the contract.

**Termination for the Lack of Funding:**

The Village reserves the right to terminate the whole or any part of this contract, upon written notice to the Consulting Engineer, in the event that sufficient funds to complete the contract are not appropriated by the Village of Round Lake; provided that in the event of such termination, the Consulting Engineer shall be paid promptly for all services rendered by the Consulting Engineer through the effective date of termination.

**Addenda:**

Addenda are written instruments issued by the Village prior to the date of receipt of proposals, which modify or interpret the RFP by addition, deletions, clarifications or corrections. Prior to the receipt of proposals, addenda shall be distributed to all who are known to have a complete RFP.

After receipt of proposals, addenda shall be distributed only to applicants who submitted proposals, and those offerors shall be permitted to submit new or amended proposals as detailed within the addenda.

Each offeror shall ascertain, prior to submitting a proposal, that all addenda issued have been received and, by submission of a proposal, such act shall be taken to mean that such offeror has received all addenda and that the offeror is familiar with the terms thereof and understands fully the content of the addenda. Offerors shall acknowledge receipt and understanding of the addenda in the area provided herein on the *Form of Proposal* page.

**Regulatory Compliance:**

Seller represents and warrants that the goods and services furnished hereunder (including all labels, packages and container for said goods) comply with all applicable standards, rules, and regulations as applicable including the Occupational Safety and Health Act as amended with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Consulting Engineer shall ensure all designs and operation will adhere to all applicable Village of Round Lake, IDOT, USEPA, IEPA and Clean Water Act guidelines and regulatory requirements.

**Guarantees and Warranties:**

All guarantees and warranties required shall be furnished by the Consulting Engineer and shall be delivered to the Village of Round Lake before final voucher on the contract is issued.

**Changes in Scope:**

Unless otherwise agreed by the Village in the original contract for professional services, any change in scope of services that increases the agreed contract price for professional or the aggregate of services and / or costs to be expended by the professional in an amount in excess of \$1,500 must be approved by the Village of Round Lake Board of Trustees. Any change in the scope of services that increases the agreed contract price for professional services and/or for costs to be expended by the professional in the amount of \$1,500 or less or the aggregate of, may be approved by the Village Administrator.

**Invoicing Requirements:**

Unless otherwise agreed to by the Village in the original contract for professional services, all invoices for professional services rendered must be itemized by the name of the individual doing the work, the date of the work, the time expended by the individual broken down into hour, with a description of the work. In addition, all costs must be itemized with a description of the purpose for which the cost was incurred. Unless otherwise agreed by the Village in the original contract for professional services, fee and cost invoices must be provided to the Village of Round Lake on a monthly basis.

**D. PROPOSAL FORMS AND CONTENT**

**Submission of Proposals:**

To be considered, proposal should be mailed or emailed to the address below or delivered to the Public Works window, 751 West Townline Rd. on or before the date and time specified in the Request for Proposals. Each respondent shall submit the number of proposals as enumerated on the cover page herein, one of which shall be the original.

Proposals should be submitted in two (2) parts: one including only the proposed services and a second with only proposed fees, in a sealed envelope or via email, addressed as follows:

Village of Round Lake  
Public Works Department  
751 W. Townline Rd.  
Round Lake, IL 60073  
Attn: Adam Wedoff  
[awedoff@eroundlake.com](mailto:awedoff@eroundlake.com)

Late proposals may be rejected and returned to sender

**Form of Proposal:**

The proposal forms included within this RFP shall be completed in full and signed by an officer, partner or principal with authority to execute contracts. Items to be submitted:

1. **Forms of Proposal:** See attached Proposal Forms. All attached forms must be completed
2. **Narrative Response:** The Narrative Response shall include:

**Work Overview:** state your understanding of the proposed project.

**Work Plan:** Describe in narrative and/or outline from your detailed work plan which indicates your firm's methodology for execution of this contract including a summary of the methodology to be used to perform the work specified, and a synopsis and review of other areas or considerations not addressed in the Statement of Work herein, which the offeror believes to be essential to the effective execution of the project.

**Cost and Price Analysis:** Contract shall be for services on a lump sum basis and as prescribed in "Exhibit A." An agreement or contract resulting from the acceptance of a

**Village of Round Lake**  
**Design Engineering Services for Cleaning and Televising Sanitary Sewers**

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proposal shall be on forms approved by the Village's legal counsel and shall contain, at a minimum, the applicable provisions of this request for proposal and the proposal itself. The Village reserves the right to reject any agreement or contract which does not conform to the request for proposal, the proposal of the firm concerned, or the Village's requirements for agreements and contracts.

**Terms and Conditions:** List any terms and conditions, which may apply to this contract that are not included in this RFP.

**Implementation Schedule:** Provide a complete schedule for implementation of the services, including all significant milestones.

**Additional Information and Comments:** Include any other information which may be requested in the "Statement of Work" herein, or which you believe to be pertinent to the Village's requirements.

## GENERAL REQUIREMENTS

### 1. INTENT

The Village of Round Lake desires to enter into an agreement with a single Engineering firm to provide design engineering services for cleaning and televising sanitary sewers within the Village as specified in the Scope of Services.

### 2. SCOPE OF SERVICES

The following Scope of Services details the anticipated tasks necessary to successfully complete this project.

- A. Plan, schedule, and control the activities that must be performed to complete the project. These activities include but are not limited to budget, schedule, and scope.
- B. Engineer shall provide for enough time in the proposal to meet with the Village to obtain the necessary information to conduct the required services. However, the Engineer shall not solely rely on Village provided data information.
- C. Determine the locations where the televising will be most advantageous to the Village with the goal of eliminating inflow/infiltration and preparing for future infrastructure projects that may impact sanitary sewers.
- D. Prepare drawings showing location and scope of the televising work to be completed by the contractor. Prepare construction contract documents, advertisement for bids, bidder instructions, bid forms, agreements, performance bond forms, payment bond forms, general conditions, and supplementary conditions based upon the Engineers Joint Contract Document Committee in the format of the Construction Specification Institute.
- E. Furnish copies of the above plans and documents and review with Village staff.
- F. Revise the plans and documents and any other deliverables in response to Village's comments, as appropriate, and furnish revised copies along with any other deliverables to the Village.
- G. Prepare an opinion of probable cost of the cleaning and televising contract work.
- H. Assist the Village with the bidding process including setting bid dates and creating and publicizing the advertisement for bids. Provide bid documents and assist with soliciting bids from qualified bidders. Attend the bid opening, review and check bid package submittals as required and create a bid tabulation of the results. Make a recommendation to the Village for Award of Contract.

### 3. ANTICIPATED SCHEDULE

The Professional Services are anticipated to start around May 2, 2016. The goal is to complete all work and open bids on or before June 15, 2016.

## DISQUALIFICATION OF CERTAIN PROPOSER

### PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or subcontract, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity has:

- A. been convicted of an act committed, within the State of Illinois or any state within the United States, of bribery or attempting to bribe an officer or employee in the State of Illinois, or any state in the United States in that officer's or employee's official capacity;
- B. been convicted of an act committed, within the State of Illinois or any state within the United States, of bid rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
- C. been convicted of bid rigging or attempting to rig bids under the laws of the State of Illinois, or any state in the United States;
- D. been convicted of an act committed, within the State of Illinois or any state within the United States, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and Clayton Act 15 U.S.C. Sec. 1, etc.;
- E. been convicted of price-fixing or attempting to fix prices under the laws of the State of Illinois, or any state in the United States;
- F. been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois or any state in the United States;
- G. made an admission of guilt of such conduct as set forth in subsection (A) through (F) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
- H. entered a plea of nolo contendere of bribery, price fixing, bid rigging, bid rotating, or fraud; as set forth in subparagraphs (A) through (F) above.

Business entity, as used herein, means a corporation, partnership, limited liability company, trust, association, sole proprietorship, unincorporated business or individually owned business.

## Appendix 1 – Insurance Requirements

### Village of Round Lake Certificate of Insurance Requirements

Contractor shall carry all insurance coverage required by law. In addition, the Contractor shall carry, at its own expense, at least the following insurance coverage with a duly licensed and registered insurance company in the State of Illinois having a minimum A.M. Best rating of A-VI:

- a. Worker’s Compensation & Occupational Diseases Insurance – Statutory amount for Illinois
- b. General Liability Insurance:
  - i. Bodily injury, with limits of not less than \$1,000,000 each occurrence/ \$2,000,000 aggregate;
  - ii. Property damage, with limits of not less than \$1,000,000 each occurrence/ \$2,000,000 aggregate;
  - iii. Contractual insurance – broad form, with limits of not less than \$1,000,000 each occurrence/ \$2,000,000 aggregate;
- c. Automotive Liability Insurance:
  - i. Bodily injury, with limits of not less than \$1,000,000 each occurrence/ \$2,000,000 aggregate;
  - ii. Property damage, with limits of not less than \$1,000,000 each occurrence/ \$2,000,000 aggregate. Property damage insurance coverage shall include non-owned, hired, leased, or rented vehicles, as well as owned vehicles.
- d. Umbrella or excess liability coverage of \$5,000,000.
- e. Contractor’s insurance policy shall name Village as an additional insured on the General Liability, Automotive Liability and Excess Liability insurance policies. The insurance coverage shall be written with insurance companies acceptable to Village. All insurance premiums shall be paid without cost to Village. The contractor shall furnish to Village a Certificate of Insurance attesting to the respective insurance coverage for the full contract term. Contractor shall submit satisfactory proof of insurance simultaneously with the execution of the contract.
- f. All insurance policies shall provide that the Village shall receive written notice of cancellation or reduction in coverage of any insurance policy thirty (30) days prior to the effective date of cancellation.

## **EXHIBIT A**

### **BASE PROPOSAL**

Proposers are required to submit a Lump Sum Cost for the project. Proposers will be awarded this procurement not necessarily based on least cost, but rather to the consultant whose proposal best meets the requirements of this RFP. It is understood that the consultant will be required to perform and complete the proposed work in a thorough and professional manner. The consultant shall provide all necessary labor, tools, implements, equipment, materials, and supplies to complete the contracted work.

Fee proposals shall be opened in private to avoid disclosure of proprietary or confidential information of competing submittals.

Fee proposals must be received on or before **12:00 P.M. March 18, 2016**. At the Village of Round Lake, 751 W. Townline Rd. Round Lake, IL 60073. The Village of Round Lake reserves the right to reject any and all submittals, to waive any informality in the submittals received and to accept any submittal which the owner deems most favorable and in the best interest of the Village of Round Lake.

All questions on the overall project and/or requests for interpretation of any part of the submittal form should be directed to Adam Wedoff (847-546-0962/ Email: [awedoff@eroundlake.com](mailto:awedoff@eroundlake.com))

All submittals shall become the property of the Village of Round Lake and will not be returned to the submitting engineering services firms.

All costs associated with the preparation of the proposal will be the full responsibility of the submitting engineering services firm.

The Submittal shall consist of one (1) original and one (1) copy, but all must have original signatures.

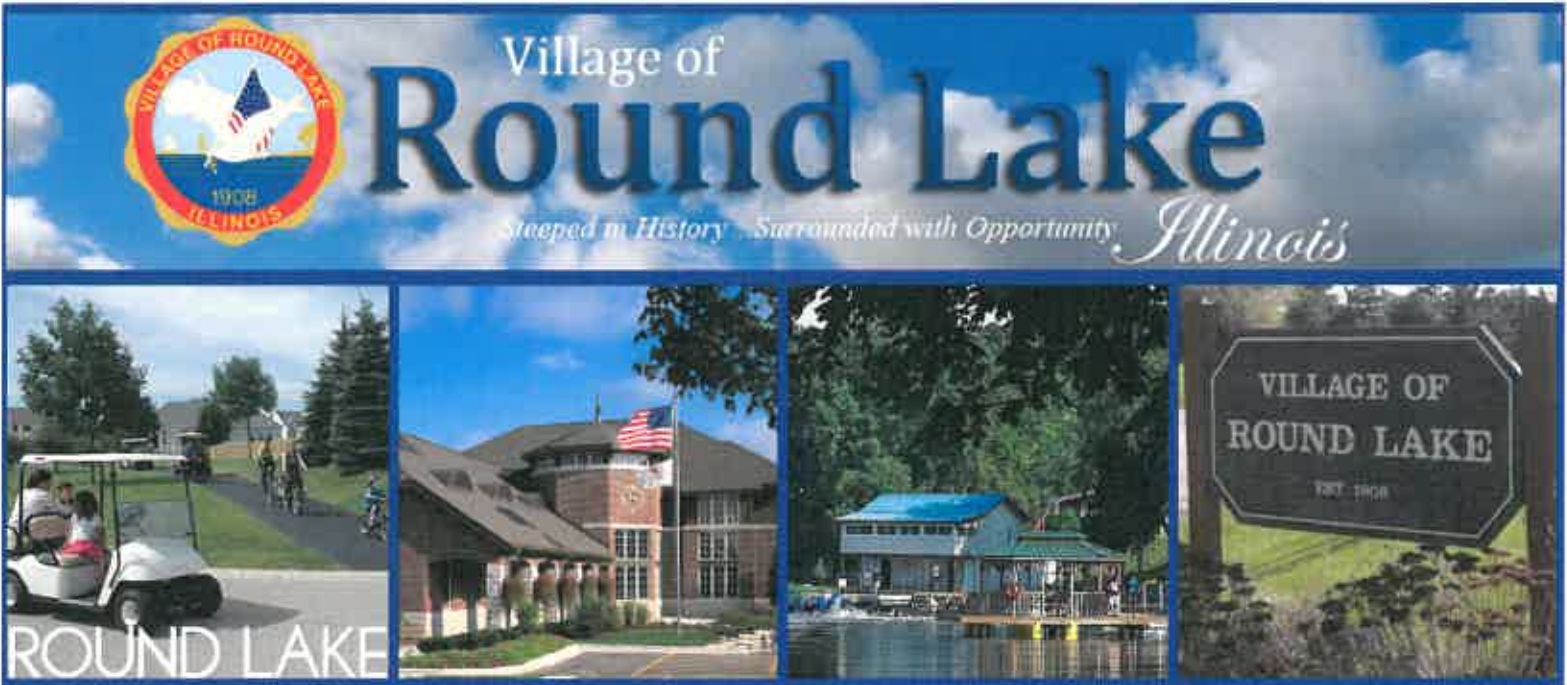
Submit your proposal documents in a sealed envelope.

**Deliver to:** Village of Round Lake  
Adam Wedoff, Director of Public Works  
751 West Townline Rd.  
Round Lake, Illinois 60073

**Or via email to:** [awedoff@eroundlake.com](mailto:awedoff@eroundlake.com)

# Proposal

Presented to the Village of Round Lake, IL  
Design Engineering Services for  
Cleaning and Televising Sanitary Sewers  
**Proposed Fees**



*Municipal Expertise. Community Commitment.*

26575 W. Commerce Drive, Suite 512

Volo, IL 60073

ph. 815-806-0300

f. 815-806-0301

Champaign, IL

Frankfort, IL

Itasca, IL

Kankakee, IL

South Holland, IL

Volo, IL

Merrillville, IN



THOMAS E. NAGLE, PE  
Direct: (708) 210-5690  
[Tnagle@RELtd.com](mailto:Tnagle@RELtd.com)

March 16, 2016

Village of Round Lake  
Public Works Department  
751 W. Townline Road  
Round Lake, IL 60073

Attention: Adam Wedoff, Director of Public Works

RE: Design Engineering Fee for Cleaning and Televising Sanitary Sewers

Dear Mr. Wedoff:

Robinson Engineering, Ltd. (REL) appreciates the opportunity to present this proposal and engineering fee for the professional engineering needed to prepare plans and specifications for cleaning and televising approximately 75,000' of sanitary sewer. Our fee for the attached proposal is a lump sum of \$5,600. We anticipate 51 work hours to complete the project. The breakdown of the hours are as follows:

Task	Hours
Data Collection, Preliminary Design Meeting with Round Lake.....	4
Review Atlas, Determine Sub-basins, Quantify 75,000 of Sewers .....	6
GIS Data Manipulation and Exhibits.....	9
Engineering, Plans, Specifications and Cost Estimate .....	9
QC/QA Plans and Specifications, Prepare Final Plans and Specifications .....	13
Advertisement and Attend the Bid Opening .....	4
Review Bids, Bid Tabulation and Recommendation Letter .....	6
<b>Total Hours .....</b>	<b>51</b>

Please do not hesitate to contact me at your convenience with any questions you may have.

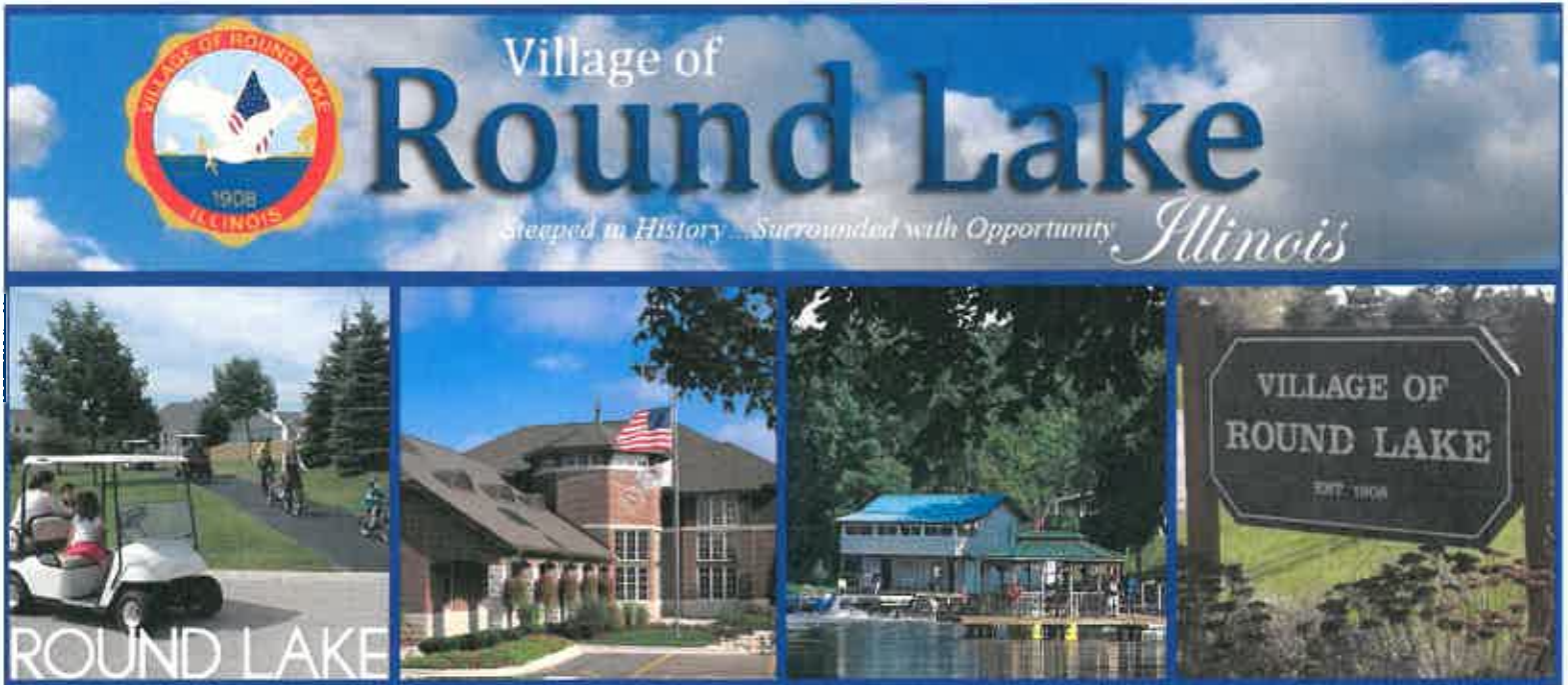
Very truly yours,

ROBINSON ENGINEERING, LTD.

Thomas E. Nagle, PE  
Vice President  
TEN:pc

# Proposal

Presented to the Village of Round Lake, IL  
Design Engineering Services for  
Cleaning and Televising Sanitary Sewers  
March 18, 2016  
12:00PM



*Municipal Expertise. Community Commitment.*

26575 W. Commerce Drive, Suite 512

Volo, IL 60073

ph. 815-806-0300

f. 815-806-0301

Champaign, IL

Frankfort, IL

Itasca, IL

Kankakee, IL

South Holland, IL

Volo, IL

Merrillville, IN



## PROFESSIONAL ENGINEERING SERVICES

CONTENTS	SECTION NO.
Cover Letter	
Company Profile	1
Project Understanding & Plan	2
Project Team	
Project Experience	3
Certificate of Insurance	4
Proposed Fees <i>(Provided in separate booklet)</i>	



THOMAS E. NAGLE, PE  
Direct: (708) 210-5690  
[Tnagle@RELtd.com](mailto:Tnagle@RELtd.com)

March 16, 2016

Village of Round Lake  
Public Works Department  
751 W. Townline Road  
Round Lake, IL 60073

Attention: Adam Wedoff, Director of Public Works

RE: Design Engineering Services for Cleaning and Televising Sanitary Sewers

Dear Mr. Wedoff:

Robinson Engineering, Ltd. (REL) appreciates the opportunity to present this proposal of professional engineering qualifications to the Village of Round Lake. Our technical expertise in all facets of municipal engineering is highlighted by decades of dedication to Illinois municipalities, counties and state agencies. Now in our 79<sup>th</sup> year, we are honored to serve as the appointed municipal engineers to more than 60 communities, including 23 municipalities continuously for over 40 years, and we believe that our ingrained municipal focus will prove beneficial to Round Lake with any project we may undertake. We are also currently the lead operators in 11 wastewater collection and treatment systems, which gives an intimate knowledge of the problems associated with increased inflow and infiltration and the issues it brings to a town like Round Lake. Our submittal reflects our firm's commitment to providing cost-effective services through engineering excellence in any or all of the technical disciplines outlined in the Village's Request for Proposal.

Our 170-member organization is fully dedicated to providing quality professional engineering services to Chicagoland municipalities. As your engineering professional, we consider the successful attainment of your objectives as our primary goal, and will focus our resources to achieve your satisfaction. Though Robinson Engineering is fairly new to Lake County in general and Round Lake in particular, our recent staff additions include several seasoned professional engineers with 20+ years of experience in the region, including the wastewater superintendent of the Northwest Regional Water Reclamation Facility (NWRWRF), from his prior employment. In January 2015, we opened a Lake County office in Volo, a mere 5 miles from Round Lake.

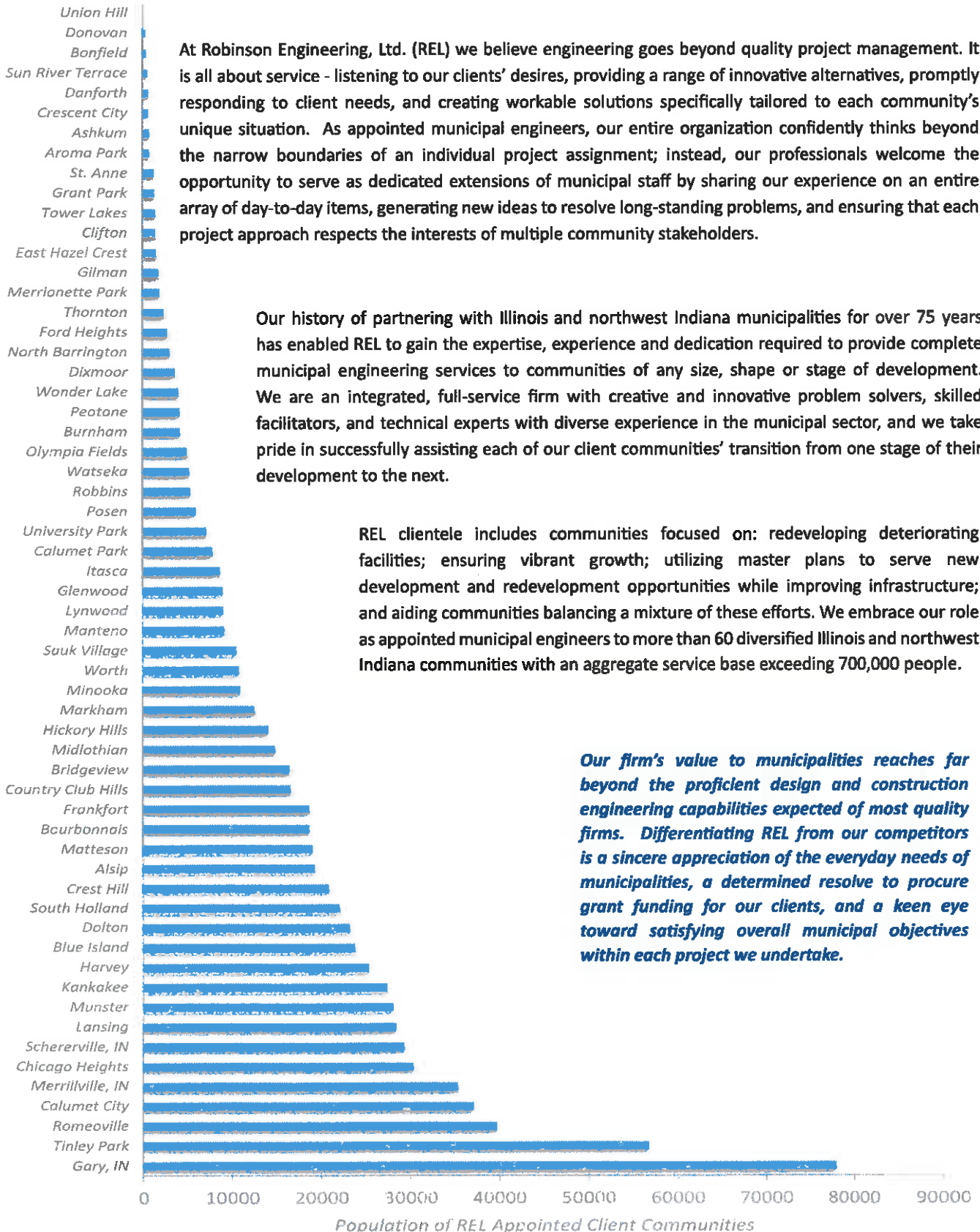
We thank you again for this opportunity to submit our proposal, and look forward to meeting with you to discuss how Robinson Engineering, Ltd. can assist the Village of Round Lake attain its objectives of televising and cleaning 75,000' of sanitary sewer with the ultimate goal of reducing Inflow and Infiltration. Please do not hesitate to contact me at your convenience with any questions you may have.

Very truly yours,

**ROBINSON ENGINEERING, LTD.**

Thomas E. Nagle, PE  
Vice President  
TEN:pc

# Company Profile



At Robinson Engineering, Ltd. (REL) we believe engineering goes beyond quality project management. It is all about service - listening to our clients' desires, providing a range of innovative alternatives, promptly responding to client needs, and creating workable solutions specifically tailored to each community's unique situation. As appointed municipal engineers, our entire organization confidently thinks beyond the narrow boundaries of an individual project assignment; instead, our professionals welcome the opportunity to serve as dedicated extensions of municipal staff by sharing our experience on an entire array of day-to-day items, generating new ideas to resolve long-standing problems, and ensuring that each project approach respects the interests of multiple community stakeholders.

Our history of partnering with Illinois and northwest Indiana municipalities for over 75 years has enabled REL to gain the expertise, experience and dedication required to provide complete municipal engineering services to communities of any size, shape or stage of development. We are an integrated, full-service firm with creative and innovative problem solvers, skilled facilitators, and technical experts with diverse experience in the municipal sector, and we take pride in successfully assisting each of our client communities' transition from one stage of their development to the next.

REL clientele includes communities focused on: redeveloping deteriorating facilities; ensuring vibrant growth; utilizing master plans to serve new development and redevelopment opportunities while improving infrastructure; and aiding communities balancing a mixture of these efforts. We embrace our role as appointed municipal engineers to more than 60 diversified Illinois and northwest Indiana communities with an aggregate service base exceeding 700,000 people.

*Our firm's value to municipalities reaches far beyond the proficient design and construction engineering capabilities expected of most quality firms. Differentiating REL from our competitors is a sincere appreciation of the everyday needs of municipalities, a determined resolve to procure grant funding for our clients, and a keen eye toward satisfying overall municipal objectives within each project we undertake.*

Population of REL Appointed Client Communities

### KEY SERVICES

- Transportation systems
- Water distribution, design & modeling
- Water storage & treatment systems
- Wastewater collection & treatment
- Floodplain & stormwater management
- Development reviews & inspections
- Geographic information systems (GIS)
- Professional land surveying services

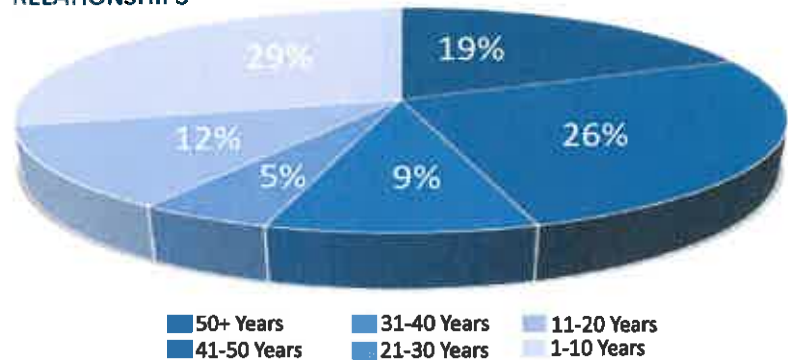
### RELATED SERVICES

- Grant applications & administration
- Letter-of-credit reviews
- Economic development initiatives
- Public safety issues
- Regulatory agency negotiations
- Public hearings
- Property owner consultation
- Annexation agreement negotiations
- Municipal ordinance updates
- Capital improvement plans
- Infrastructure O&M

*All of the services described above are performed in-house, with little or no reliance on sub-consultants, offering us the ability to quickly exert necessary project controls as needed to meet each client's schedule needs.*

Our strength in satisfying our clients is simple: the caliber of our people. We bring a lessons-learned background to every project that provides our clients with the ability to make informed choices, not just our preferences. Our experienced engineers, surveyors, planners, and resource specialists are committed to making a positive difference in the communities we serve by providing personalized service and expertise, recognizing that excellent work and integrity are mandatory for establishing the positive long-term relationships we seek.

### MUNICIPAL ENGINEERING RELATIONSHIPS



Our area history, project database and contact network serve as invaluable institutional resources for our client communities, as well as our dedication to verifying that all projects are implemented in accordance with municipal master plans. Technical expertise is supplemented by a 100% commitment to clients' best long-term interests via our long-standing policy of declining private sector work in communities we serve. Finally, we respect our clients' needs and fiscal realities by topping off all endeavors with **an extra dose of common sense**, a trait that our client communities have long respected about REL. These distinctive added value features have prompted dozens of client communities to continue retaining our services for decades, including 23 plus towns continuously for over 40 years.

Another REL hallmark is our active participation in the communities where we live, work, shop and worship. Nearly 90% of our current staff were raised and/or currently live in one of our client communities, and our firm offers a first-time homeowner benefit for employees who purchase their home in one of our client communities. Our professionals are personally involved in improving their local environments and quality of life for their families and neighborhoods, and this level of care is evident in the projects we manage. By personally valuing each and every client and project, REL aims to do more than just meet expectations; we strive to exceed them each and every day.



**MUNICIPAL ENGINEERING**

- Grant applications
- Development reviews
- Capital improvement plans
- Infrastructure master planning
- Ordinance updates

**TRANSPORTATION**

- Transportation planning
- Roadway reconstruction
- Traffic signals
- Street lighting
- Bike trails

**STORMWATER MANAGEMENT**

- Stormwater detention
- Floodplain management
- Storm sewer systems
- Hydraulic studies
- Best management practices

**WASTEWATER**

- Conveyance systems
- Treatment facilities
- Lift stations
- Infiltration/Inflow studies
- EPA/MWRD compliance

**WATER**

- Supply & distribution systems
- Storage facilities
- Pumping facilities
- Treatment facilities
- System modeling

**SITE DEVELOPMENT**

- Site grading
- Parking lots
- Parks & recreational facilities
- Wetlands mitigation
- Sustainable development

**LAND SURVEYING**

- ALTA surveys
- Plats of highway
- Easement/right-of-way plats

**GIS/MAPPING**

- Database management
- Community mapping
- Utility mapping

**CONSTRUCTION MANAGEMENT**

- Field staking & layout
- Construction inspection
- Project management

**ROBINSON PROFESSIONAL STAFF @ A GLANCE**

- 44 Professional Engineers (PE)
- 5 Leadership in Energy & Environmental Design Accredited Professionals (LEED AP)
- 1 Licensed Structural Engineer (SE)
- 1 Certified Planner (AICP)
- 5 Professional Land Surveyors (PLS)
- 4 Professional Engineering Interns (PEI)
- 13 Certified Floodplain Managers (CFM)
- 5 Certified Professionals in Erosion & Sediment Control (CPESC)
- 2 Professional Traffic Operations Engineers (PTOE)

**ROBINSON FIELD STAFF @ A GLANCE**

- 24 Resident Engineering Technicians
- 8 INDOT Certified Highway Inspectors
- 23 INDOT Documentation Certified Personnel
- 4 INDOT Certified Bridge Inspectors
- 4 Certified Erosion & Stormwater Inspectors (CESSWI)
- 9 Certified Public Infrastructure Inspectors
- 2 Certified Survey Technicians



PROFESSIONAL REGISTRATIONS

Registered Professional Engineers	AZ	CA	CO	IL	IA	IN	MI	WI	CFM	PTOE	CPESC	LEED AP
Geoff Aggen				.					.			
Erik M. Alvarez				.								
Patricia K. Barker				.					.			
John J. Beissel				.								
Kevin J. Biscan				.								
George D. Budwash				.		.						
Van Calombaris				.		.						
Joseph W. Cucio				.		.						
William J. Cussen	.			.	.	.	.	.				.
James M. Czarnik				.		.						
William P. Dolan				.					.			
Jason L. Douthett				.		.						
Jonathan D. Flowers				.								
Aaron E. Fundich				.		.						
Harry L. Gilmore, Jr.				.								
Troy A. Golem				.								
Gregory S. Gruen				.								
James P. Hus, Jr.				.		.						
Michael Johnson				.								
Sean P. Kelly				.					.		.	
Christopher J. King	.			.		.	.					
Jefferey A. Koza				.					.			
Dana E. Ludwig				.					.		.	.
James M. Mandon				.		.						
Amy S. McKenna				.								
Thomas E. Nagle				.				.				
Joseph M. Nordman				.		.			.			
Carrie A. Pintar				.		.			.		.	
Jeffrey C. Pintar				.		.			.			
Russ W. Prekwas				.		.		.				
Jennifer S. Prinz				.		.			.			
Ernest R. Roberts III				.		.						
David W. Shilling				.		.						
Michael R. Spolar				.					.	.	.	
Albert K. Stefan				.								
Michael B. Stone				.								
Lisa J. Taccola				.								
Edward J. Tunelius				.								
David Tyson			.	.		.						
Mark A. Wesolowski				.			.		.			
Ronald J. Wiedeman				.		.						
Sarah C. Winter				.								.
Jonathon A. Zabrocki		.	.	.	.				.		.	.
Steven G. Zehner				.				.				.
<b>Registered Structural Engineer</b>												
Christopher J. King				.								
<b>Professional Land Surveyors</b>												
Kevin J. Biscan				.								
John Barrett				.								
Randell E. Gann				.		.						
Brad K. Lueders				.								
David Tyson				.								

Floodplain Managers

Rick Clevenger                      Joel R. Drabicki                      Jonathan J. Dykstra                      Ronald E. Smith

Professional Engineer Interns

Robert W. Borchering                      Greg A. Kamplain                      Steven Kaminsky                      Jacob C. Wellbank

**Certified Erosion, Sediment and Storm Water Inspector (CESSWI)**

Douglas E. Breshock      John M. Fitzpatrick      Bruce A. Stone      David A. Webber

**Certified Planner (AICP)**

Maura A. Rigoni

**Certified Hazardous Materials Manager**

Steven G. Zehner

**Certified Public Infrastructure Inspector**

Joey Anderson	John M. Fitzpatrick	David A. Webber
Robert W. Borchering	Jay K. Lauritzen	
Doug E. Breshock	Michael B. Stone	
Joseph W. Cucio	Lisa J. Taccola	

**Certified Survey Technicians**

Robert J. Gamboa      Jay K. Lauritzen

**Geographic Information Systems Professional (GISP)**

Frank A. Bava      Edward K. Rudd

**ACI Concrete Field Testing Technician-Grade I**

Jason L. Douthett      Marc T. Mayotte      Michael B. Stone

**IDOT Certified Bridge Inspectors**

Douglas E. Breshock      Jefferey A. Koza      James P. Hus      Christopher J. King

**IDOT Documentation Certified Personnel**

Joey Anderson	John M. Fitzpatrick	Jay K. Lauritzen	Michael R. Spolar
John J. Beissel	Robert J. Gamboa	Marc T. Mayotte	Michael B. Stone
Robert W. Borchering	Adam Glens	David J. McGrath	Lisa J. Taccola
Douglas E. Breshock	Troy A. Golem	Carrie A. Pintar	Jason W. Vandercar
Joseph W. Cucio	James P. Hus	Scott E. Ranger	David E. Webber
Jason L. Douthett	Jefferey A. Koza	David W. Shilling	

**INDOT Certified Inspectors**

Robert W. Borchering	Lyle Hannigan	Steven J. King	David W. Shilling
Jason L. Douthett	James P. Hus	Jefferey A. Koza	Michael B. Stone

**US Army Corps of Engineers Construction Quality Management for Contractors**

Doug E. Vanderbilt

**IEPA Wastewater Treatment Plant Operator**

Terrence L. Grom, Classes 1, K      William L. Liszka, Class 1  
Richard A. Leber, Class 1      Donald L. Matthews, Class 1

**IEPA Wastewater Collection System Operator**

Robert W. Borchering      John M. Fitzpatrick      Thomas E. Nagle  
Robert J. Csanyi      Rodney D. Phillippi

**IEPA Water Supply Operator**

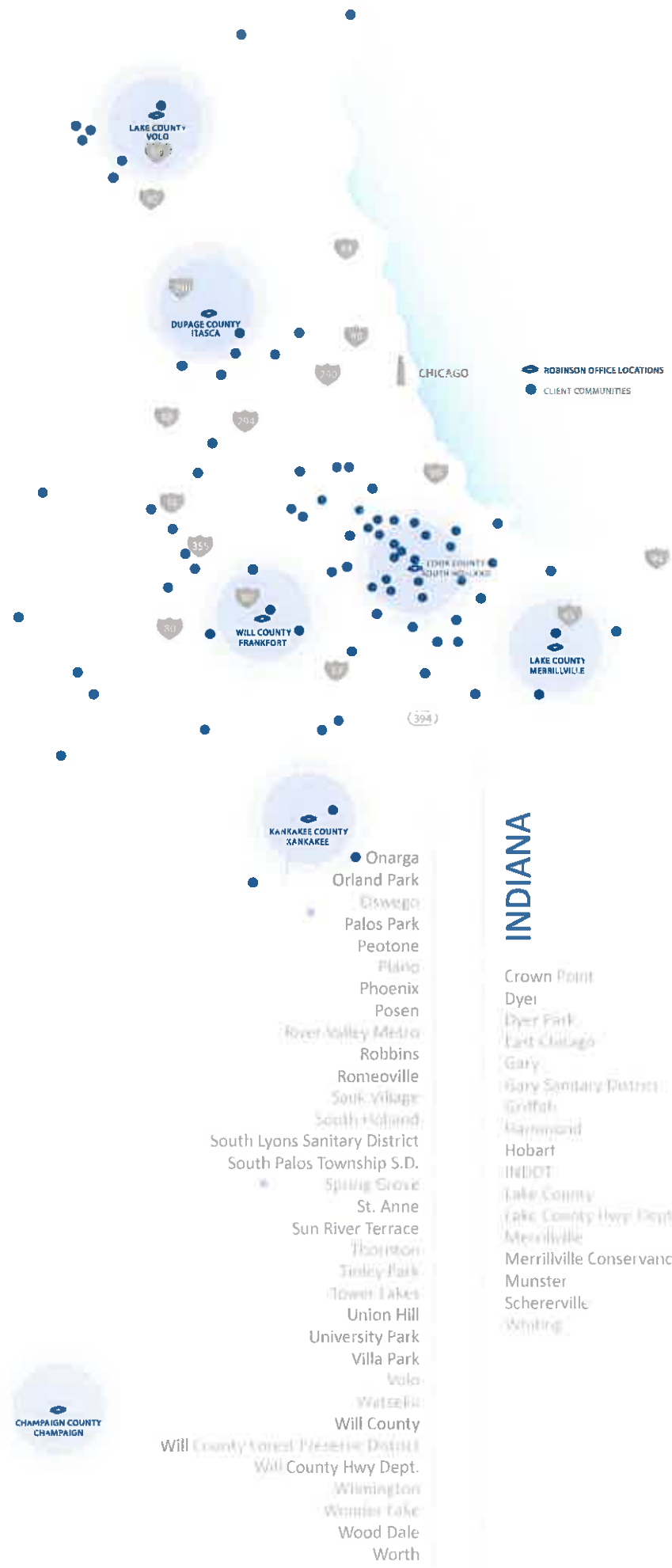
John M. Fitzpatrick, Class B      William L. Liszka, Class A      Thomas E. Nagle, Class C  
Richard A. Leber, Class A      Donald L. Matthews, Class A      Rodney D. Phillippi, Class C

**NACE Coating Level 1 Inspector**

Richard A. Leber

**ILLINOIS**

- Alsip
- Aroma Park
- Ashkum
- Bensenville
- Berkeley
- Blue Island
- Bonfield
- Bourbonnais
- Bridgeview
- Burnham
- Calumet City
- Calumet Park
- Calumet Township
- Channahon
- Chicago Heights
- Clifton
- Coal City
- Cook County Hwy Dept.
- Country Club Hills
- Crescent City
- Crest Hill
- Danforth
- Dixmoor
- Dolton
- Dolton Park District
- Donovan
- Downers Grove
- East Hazel Crest
- Elmhurst
- Elwood
- Forest Heights
- Frankfort
- Gilman
- Glenwood
- Hainesville
- Halvey
- Hazel Crest
- Hickory Hills
- Highland Park
- Homer Glen
- Homer Township
- IDOT
- Island Lake
- Itasca
- Kankakee
- Kankakee County
- Kimberly Heights S.D.
- Lithomops
- Lanning
- LaSalle
- Lombard
- Lynwood
- Manhattan
- Manteno
- Markham
- Matteson
- McHenry County
- Marysville Park
- Midlothian
- Milwaukee
- Melvin
- Momence
- Monroe
- Mount Prospect
- MWRD
- North Barrington
- Olympic Heights



**INDIANA**

- Onarga
  - Orland Park
  - Oswego
  - Palos Park
  - Peotone
  - Plain
  - Phoenix
  - Posen
  - River Valley Metro
  - Robbins
  - Romeoville
  - South Village
  - South Holland
  - South Lyons Sanitary District
  - South Palos Township S.D.
  - Spring Grove
  - St. Anne
  - Sun River Terrace
  - Taborton
  - Tinley Park
  - Tower Lakes
  - Union Hill
  - University Park
  - Villa Park
  - Volo
  - Waukegan
  - Will County
  - Will County Forest Preserve District
  - Will County Hwy Dept.
  - Wilmington
  - Woods Lake
  - Wood Dale
  - Worth
- 
- Crown Point
  - Dyer
  - Dyer Park
  - East Chicago
  - Gary
  - Gary Sanitary District
  - Griffith
  - Hammond
  - Hobart
  - INDOT
  - Lake County
  - Lake County Hwy Dept.
  - Merrillville
  - Merrillville Conservancy District
  - Munster
  - Schererville
  - Whiting

# Project Understanding & Plan



## Section 2

Robinson Engineering, Ltd. (REL) works to lead a rigorous, collaborative process with Round Lake to make sustainable, functional, and inspiring projects that serve the public interest while providing excess value to our client communities. Our experienced team is dedicated to assisting our public clients achieve their goals and is fully qualified and experienced in providing the entire array of wastewater planning and design engineering services using existing in-house personnel. Our 79-year history with Chicagoland municipalities has prepared our firm to assist communities such as Round Lake to meet today's challenges in the ever-changing and complex field of wastewater operations.



During the past decade, REL has master planned, designed, and managed the construction expansion and rehabilitation of wastewater facilities throughout several fast-growing municipalities in Northern Illinois and Northwest Indiana. In addition to the technical design and construction engineering aspects of wastewater treatment plant rehabilitations, expansions, or abandonments, our firm possesses, extensive experience with every facet of the wastewater facilities planning process including sewer system evaluations, environmental surveys, wastewater treatment plant upgrades, computerized receiving stream water quality models, anti-degradation analyses, National Pollutant Discharge Elimination System (NPDES) permit updates, negotiations with environmental groups over effluent limits, facilities planning area amendments, interceptor sewer and pump station projects, long-range population planning, Chicago Metropolitan Agency for Planning (CMAP) and Illinois Environmental Protection Agency (IEPA) public hearings and reviews, IEPA low-interest loan funding, and nearly every other project management aspect conceivable in the wastewater facilities planning and implementation process.

As much as land development fueled the growth in the wastewater treatment side of the industry over the past decade, we have still maintained our long-standing expertise in infrastructure rehabilitation programs for facilities that have neared the end of their service lifetimes. Collection system rehabilitation are common projects among many of our long-time client communities that have experienced a major growth, have lived with excessive inflow/infiltration(I/I), basement backups, and sanitary sewer overflows (SSO) for extended periods of time. Whereas many suburban communities were caught off-guard a generation ago by mandates from IEPA, we find that today many of them do a fine job of keeping up with infrastructure Operations and Maintenance (O & M) as they see operational cost savings resulting from their efforts. These factors have kept Robinson Engineering at the forefront of the latest in sewer rehabilitation technologies, energy efficiency capabilities for pumping stations, and supervisory control and data acquisition (SCADA) systems since the 1980's.



*Simply put, municipal engineering is what we do.* We understand the types of challenges confronted by local municipalities like Round Lake in balancing public infrastructure needs with limited resources during the challenging economic times we face together. As appointed professional engineers to nearly 60 suburban communities, we consider it our duty to provide practical, innovative, and cost-effective solutions to everyday problems with a “can-do” dedication to service, viewing no problem too small or too large for us to resolve. All sectors of our organization possess decades of experience approaching problems from an ingrained municipal perspective that consistently rejects short-term fixes in favor of providing the best long-term solutions. We also have a full-time grant writer who continuously monitors federal and state funding opportunities for our client communities for all types of grants, whether related to an engineering project or not, as well as an extensive network of local, state, and national contacts we share as resources to provide excessive value to municipalities beyond standard engineering services.

#### **SSES CAPABILITIES**

Robinson Engineering, Ltd. has been a recognized leader in the field of Sanitary Sewer System Evaluation and rehabilitation for over 40 years. A decade prior to the Capacity, Management, Operation and Maintenance (CMOM) acronym gaining momentum in the early 1990’s, REL had already been assisting nearly 25 south suburban communities tributary to the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC, formerly Metropolitan Sanitary District (MSD)) to isolate, identify and remove cost-effective sources of inflow/infiltration (I/I) into their sanitary sewer systems. In the mid-1980’s, faced with a lawsuit from USEPA for illicit discharges into Lake Michigan and other waterways, the MSD mandated the Inflow/infiltration Corrective Action Program (ICAP) throughout its roughly 125 tributary communities, requiring them to do comprehensive system investigations, cost-effective analyses, and rehabilitation of I/I sources in their separate sanitary sewer systems. Just recently (2015) the MWRD reinstated a new I/I reduction program. By virtue of its long-standing role as village/city engineers in roughly 20% of the communities facing the mandate, Robinson became extremely well-versed with the Sewer System Evaluation Survey (SSES) processes, as well as designing cost-effective rehabilitation programs, pioneering the use of trenchless technologies in the Chicago land region, and became very accustomed to negotiating on behalf of the suburban communities’ with MWRD officials regarding technical aspects of their programs, as well as with IEPA regarding securing federal Clean Water Act grant funding to defray the significant costs faced by local municipalities.

Robinson had successful engineered SSES projects such as sewer televising, flow monitoring, manhole inspections, smoke testing, dyed water flood testing, and building surveys investigations. The same is true for our design and construction engineering workload for sewer rehabilitation work. While many towns were unexpectedly forced into learning about repairing their sewer system a generation ago, many of those same communities now recognize that their continued Operation and Maintenance (O & M) efforts payed off in the form of lower pumping and treatment costs, less property damage from basement backups or sewer overflows, and a higher quality of life for their citizens.

Robinson owns, maintains, and leases 20 automated flow monitors for use by their client communities desiring to isolate areas containing high I/I. These are typically installed for 2-3 months until at least three significant storm readings can be obtained, and the data is downloaded and analyzed by Robinson technical staff with reports presented to the community. While most early mandated SSES activity was in communities that own and maintain only collection systems (MWRD treatment), the past decade has seen many more communities such as Round Lake with their own treatment



facilities take sincere interest in reducing I/I and finding that it costs far less to remove a certain amount of flow from the system than it does to unnecessarily expand their collection and treatment facilities.

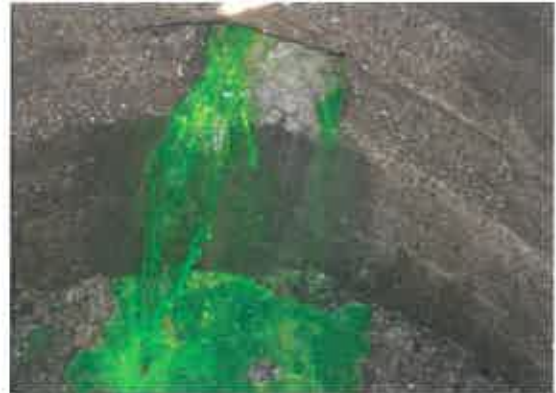
Similarly, Robinson owns, maintains, and conducts smoke testing and dyed water flood testing equipment to perform higher level investigations that further isolate and quantify I/I sources. We also perform manhole inspections and conduct Global Positioning System (GPS) to locate all facilities for purposes of linking spatial field data to community Geographic Information System (GIS)-based asset management programs. All of this work, with the exception of sewer televising, is performed in-house by Robinson personnel.

Our approach to SSES projects is generally methodical yet cost-effective. Some communities have the resources and the desire to pursue comprehensive system-wide investigative efforts (i.e. televise entire sewer system) while others simply don't have the resources. In these cases, we take a multi-tiered approach to work within a community's fiscal constraints to try to achieve the 'biggest bang for the buck', meaning we seek to isolate, identify, and remove the most I/I at the lowest cost.

Installation of automated flow meters at strategic points in the collection system can be a relatively inexpensive to quantify dry and wet weather flows for various areas. Rainfall records should also be analyzed to provide some type of comparison during similar storms. Areas identified to be the highest per capita or per foot of sewer length could be further subdivided for additional monitoring, or if prudent, scheduled for a pilot area of smoke testing to identify sources of extraneous flow connected to the sanitary sewer. Smoke testing is generally a very inexpensive means to perform at least preliminarily whether sewer pipes are in sufficiently poor condition to warrant more expensive cleaning and televising operations.

Similar to a flowchart, the results of one investigation typically leads to a "YES" or "NO" answer whether to perform another, more detailed, and more expensive test in certain areas. The objective of having a hierarchy of investigations is to conduct the most detailed, costly investigations in the fewest areas possible and by virtue of the lesser tests preceding them, being able to achieve positive results.

Our SSES capabilities and experience far exceed most other Illinois municipal engineering consultants. We are fully capable of exceeding the Village expectations in the sewer system rehabilitation area by essentially serving as a one-stop shop for the entire program other than televising work. In the past we've either subcontracted sewer televising work out to area contractors, or if a large enough scope of work exists, set up a separate televising contract to be bid competitively in accordance with municipal regulations.



Our Water Resource Department includes a half-dozen professional engineers who specialize in water and wastewater engineering. Water and wastewater treatment, pumping stations, conveyance, distribution, storage systems, pre-treatment systems, computerized hydraulic modeling, and inflow/infiltration studies are just a portion of what this team does. The group also includes two former municipal Utilities Directors who hold the top Illinois operator licenses in both water and wastewater and two other licensed water operators. Together with an SSES field team that has accredited personnel leading field investigations and system evaluations, our expert utility operations team is available to assist communities to troubleshoot all types of water and wastewater issues that may arise.

The following pages provide brief summaries of our firm's technical capabilities in the wastewater facilities planning, design and rehabilitation fields, and a snapshot of our recent sewer rehabilitation project experience. We thank the Village staff for taking the time to consider Robinson Engineering, Ltd.





### Approach

Our approach to the cleaning and televising project as outlined by the Village of Round Lake in its request for proposals (RFP) will draw upon our extensive SSES experience to provide Design Engineering Services for Cleaning and Televising approximately 75,000 sanitary sewers and to structure a work plan from which Round Lake can successfully and cost-effectively achieve its goals with the ultimate goal of finding I/I sources and cost effectively removing the I/I. Our approach to performing the tasks enumerated in the Request for Proposals will maintain an overriding sense of purpose *to provide the highest level of service to meet the objectives of the Village of Round Lake.*

### Work Plan

One of the cornerstones of our overall work plan will include following an effective communications protocol throughout the entire project duration which will be a priority to establish during the initial project kick-off meeting. We envision performance of the following other detailed activities:

### Project Initialization

Prior to the initial project meeting, REL will conduct a field visit to better familiarize ourselves with important features throughout Round Lake and review sanitary atlases, aerial topographic maps, GIS data, and other available information to enable our staff to quickly learn about the Village's sewer system, any "hot spots" prone to surcharging, overflows, and/or basement backups, and other pertinent details. Finally, we will verify that the Village's expectations regarding milestone dates, project schedule, and project deliverables are clarified and agreed to.



Our experience has been that local communities know their systems best as such we would seek to work together with Village staff to agree upon a detailed project approach.

### Recommended Plan

Plans and specification will be managed by Robinson with the physical work being performed by a contractor specializing in this area. We will develop plans, specifications, and contract documents to publicly bid the televising and cleaning work. We will also be preparing a probable cost estimate for the project. After bids are opened, we will review the bids to provide an award recommendation.

### Bidding Documents

The preparation of all plans, specifications, contract documents, and permit applications at Robinson undergo rigorous quality assurance reviews from our technical, municipal, and construction departments. Company policy requires that our Director of Engineering certifies that QA/QC reviews have taken place prior to plan reproduction activities taking place, ensuring that all plan sets reaching our valued clients regulatory agencies and prospective bidders meet the highest possible standards.



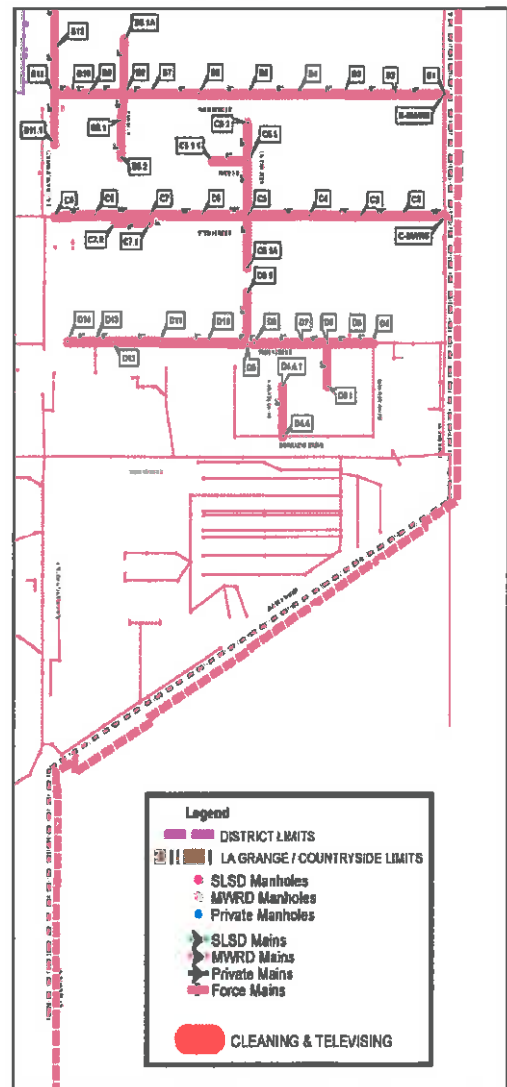


### Plans and Specifications

The plans and specifications will be prepared for approximately 75,000' sanitary sewer cleaning and televising. The bidding specifications will follow National Association Sewer Service Companies (NASSCO) standards. The contractor will be required to provide certified NASSCO employees for this project.

The contractor will be required to provide the following for each sewer segment investigated, high resolution video, digital spreadsheet as well as in PDF, and paper format that includes the following information:

- Date and Time televised
- Name of Inspection company and Name of TV control technician
- Project Number
- Sewer pipe ID (non-abbreviated structure-to-structure numbers in their entirety)
- Sewer line section location (street name, address nearest to each manhole)
- Sewer pipe size
- Sewer pipe material
- Sewer pipe length
- Depth of sewer in each manhole to within plus or minus 0.1 feet
- Manhole rating based on infiltration/deterioration (poor = 1, fair = 2, good = 3)
- Sewer section joint length
- Upstream Manhole ID (provided by the Owner or Authorized Representative)
- Downstream Manhole ID (provided by the Owner or Authorized Representative)
- Name of the inspection video file for the sewer pipe
- Direction of flow and direction of camera movement in sewer line
- Root intrusion and mineral deposit locations and descriptions
- Notes on changes in sewer line grades, sewer dips, sags, etc.
- Sewer service line locations (distance from the upstream manhole)\*
- Sewer service line connection type (Y or T)
- Position of the Sewer service line on the periphery of the sewer pipe\*
- Sewer service line status (active/capped)
- Pipe damage and character, type and location of such damage
- NASSCO overall pipe severity ranking
- Other problems or remarks



## Village of Round Lake

### Design Engineering Services for Cleaning and Televising Sanitary Sewers

Task	Start	Duration (Working Days)	Finish
Start Date	Mon 5/2/16		
Data Collection, Preliminary Design Meeting with Round Lake	Mon 5/2/16	2 days	Tue 5/3/16
Review Atlas, Determine Sub-basins, Quantify 75,000' of Sewers	Wed 5/4/16	5 days	Tue 5/10/16
GIS Exhibits	Wed 5/11/16	5 days	Tue 5/17/16
Client Review	Wed 5/18/16	2 days	Thu 5/19/16
Engineering, Plans, Specifications and Cost Estimate	Fri 5/20/16	2 days	Mon 5/23/16
Client Review	Tue 5/24/16	2 days	Wed 5/25/16
Prepare Final Plans and Specifications	Thu 5/26/16	2 days	Fri 5/27/16
Advertisement	Mon 5/30/16	10 days	Fri 6/10/16
Review Bids, Bid Tabulation and Recommendation	Mon 6/13/16	2 days	Tue 6/14/16

*June 15, 2016 is the RFP completion date*

## Project Experience

**CLIENT CONTACT**

Paul Burris,  
Utilities Director  
815-741-5123

**PROJECT MANAGER**

Aaron E. Fundich, PE

**PROJECT COST**

\$5,600,000

**PROJECT DURATION**

2008 - Present



## CITY OF CREST HILL, IL Sewer Lining - IEPA Loan 09-248

In the spring of 2009, the results of the previous year's sewer studies led to the systematic removal of infiltration and inflow through two sanitary manhole rehabilitation projects and then in 2011, a large scale sanitary sewer lining project.

The City and REL contacted IEPA and pursued a loan for this very important project. In October of 2011, the City awarded a \$5.6 million construction contract to Insituform Technologies USA, Inc. to complete the sanitary sewer rehabilitation work. The construction, being overseen by REL, began in December 2011 and was completed in January 2013.

The City and REL successfully secured project funding through a \$6,042,250 loan from IEPA which included a 25% principal forgiveness and an extremely low 1.25% interest rate over 20 years for the remaining \$4,531,688 principal amount, essentially resulting in a \$1.5 million grant toward the project.

The first phase in the construction project included preparatory cleaning and televising in preparation for sewer lining. This work was conducted by means of using a high pressure water jet nozzle to scour the insides of the clay sewer pipes with abrasive cleaning force up to 2000 psi.

Shortly thereafter, the CIPP process began with the insertion of a felt tube into an upstream manhole. The felt tube which had been impregnated with a specially formulated thermo-setting epoxy resin was inverted by use of water pressure and/or air pressure all the way through the sewer to the next downstream manhole.

This sewer lining project was unique in that it included mainline grouting of sewer joints in areas where truss & pvc pipe was found to be leaking. It also included service lateral grouting for close to 2,000 service lateral connections from the main up to a distance of 4 feet up the service lateral.

### KEY PROJECT ELEMENTS

- Phase 1 Preparatory Cleaning and Televising , Dye Testing
- Phase 2 Cured-in-place Pipelining and Mainline Joint Grouting
- Phase 3 Service Lateral Grouting

### RESULTS

- Close to 123,000 feet of Cured-in-Place Pipelining
- Close to 2,000 Service Laterals Grouted
- Over 1900 service lateral reinstatements
- Over 500 mainline joints air tested, 80 joints grouted
- Close to 150 protruding taps cut
- Installation of 4 new manholes
- Raising of 6 manholes previously buried
- Installation of 1 short liner and 1 transition liner, 8"-10"

**CLIENT CONTACT**

Paul Burris,  
Utilities Director  
815-741-5123

**PROJECT MANAGER**

Aaron E. Fundich, PE

**ENGINEERING FEE**

\$540,000

**YEAR COMPLETED**

2009



## CITY OF CREST HILL, IL

### East & West Basin Sewer Investigations

On October 6, 2008, after years of impacts ranging from sewer manhole overflows to basement backups, the Crest Hill City Council authorized a Sewer System Evaluation Survey (SSES) for the majority of its eastern sanitary sewer basin. The purpose of this multi-faceted investigation was to isolate and identify sources of extraneous flows, commonly referred to as infiltration and inflow (I/I) entering and overloading the sanitary sewer system, and to develop a plan of action for remedying these defects.

The first task in the project was to identify the sanitary sewer system's structural defects through field inspections. REL performed manhole inspections and Global Positioning System (GPS) locates on 898 sanitary manholes in the City's East and West Basins, to locate manhole defects that contribute I/I and to create a new sewer atlas. Next was smoke testing of 153,000 lineal feet of sewer, which located major I/I defects such as cross connected catch basins and directly connected downspouts. We followed up smoke testing with dyed water flooding in order to pinpoint and accurately quantify how much I/I was being contributed from each defect. Dyed water flooding was done in conjunction with Closed Circuit Televising (CCTV) of the sewer mains. CCTV data was reviewed and then recommendations for rehabilitation were made including cured-in-place pipelining and sewer point repairs.

Public relations was a big part of the success in the project as public notices were sent out to all residents affected by the fieldwork and a public informational meeting was held to address concerns raised by the general public.

Additionally seven (7) American Sigma model 910 flow meters and one electronic rain gauge were installed in the City's West Basin sewers to measure wet and dry weather flows for this area. Robinson Engineering, LTD collected metered data on a weekly basis and made analyses to balance the flows measured at the meters with the flows identified through the physical defects found in the system.

#### PROJECT COMPONENTS

- Phase 1 – Field Inspections, exhibits and mapping
- Phase 2 – Flow Monitoring & Analyses, CCTV data review
- Phase 3 – Report & Recommendations, New Atlas

#### PROJECT RESULTS

A final report and recommendations were made prioritizing rehabilitation efforts where the most amounts of inflow sources were found, allowing removal of this I/I and bringing the highest benefit to the sewer system users.

- East and West Basin Manhole Rehabilitation Project
- Sewer Point Repair Project
- East and West Basin Sewer Rehabilitation Project
- 4,821 GPM/6.94 MGD of Infiltration and Inflow identified
- Recommendations for Private Sector Defects
- A New Sanitary Sewer Atlas in GIS

**CLIENT CONTACT**

David Mekarski  
Village Administrator  
(708) 503-8000

**PROJECT MANAGER**

Thomas E. Nagle, PE

**CONSTRUCTION COST**

\$5,850,000

**YEAR COMPLETED**

1990-2010



## VILLAGE OF OLYMPIA FIELDS, IL 3-Year Sanitary Sewer Rehabilitation Plan

The purpose of this three-year program was to investigate and assess the condition of older clay sewers and precast manholes to determine and apply the most cost effective sewer rehabilitation methods to reduce stormwater infiltration and inflow (I/I) targeting older subdivisions. The Village of Olympia Fields owns and operates a separate sewer system consisting of about 181,000 feet of gravity sewer with about 860 manholes. They also have about 19,000 linear feet of force main and maintain 10 lift stations.

### KEY PROJECT ELEMENTS

- Reduce storm water I/I entering the sanitary sewer system, targeting older subdivisions within the Village of Olympia Fields, Illinois
- Flow Monitoring—determination of worst I/I locations
- Sewer Cleaning and Televising—restore capacity and examine physical condition
- Manhole Inspections—examine condition / determination of structural defects
- Smoke Testing—determine inappropriate storm water connections and assess infiltration potential of building connections
- House Inspections—determine inappropriate storm water connections to the sanitary sewer
- 81,000 of Cured-in-Place Pipe Lining to reduce infiltration and restore structural integrity
- 440 Manholes rehabilitated to reduce I/I and restore structural integrity
- Disconnections of inappropriate private sector connections through house inspections and smoke testing results

### PROJECT RESULTS

- Restored capacity to sewers with internal sewer cleaning and televising
- Reduced I/I and backups during storm events-village wide
- Rejuvenated an aging sewer system, increasing its useful life for an additional 50+ years

**CLIENT CONTACT**

David A. Mekarski, AICP  
Village Administrator  
(708) 503-8000

**PROJECT MANAGER**

Thomas E. Nagle, PE

**CONSTRUCTION COST**

\$1,500,000  
\$500,000 from Army Corps  
\$1,000,000 from Village Funds

**YEAR COMPLETED**

2015



## VILLAGE OF OLYMPIA FIELDS, IL Inflow and Infiltration Reduction Sewer Lateral Lining

Like most sewer systems this age, the existing sanitary sewer lines have severely deteriorated over time. Rain storms with high intensities and short durations have been occurring more frequently causing the sanitary sewer system to experience overflows and basement backups in the Graymoor subdivision.

All the public sewers were inspected and rehabilitated. It was determined that the defect was in the lateral lines. Therefore the Village elected to improve the laterals by installing a cured in place pipe liner. The Village of Olympia Fields partnered with the United States Army Corps of Engineers (USACE) to obtain funding to complete the sewer lateral lining project. The construction was phased with a USACE portion consisting of work within the public right-of-way and the Village funded construction that was occurring on private property.

Robinson Engineering, Ltd. (REL) designed the project according to the USACE standards as well as performed the construction engineering. A main component of the project was coordination with 141 property owners within the subdivision to sign a waiver allowing the Village, contractor and REL to enter private property to install the lateral liners from the main line sewer in the right-of-way to the home. This coordination took multiple public meetings and mailers. In the end over 94% of the home owners signed up for the lateral lining.

The lateral lining will be constructed utilizing trenchless technologies. The liners will be launched from within the sanitary sewer, minimizing excavation. This type of construction is very cost effective in fully developed areas with established landscape and large trees such as the Graymoor subdivision.

### KEY DESIGN COMPONENTS

- Phase 1 – Determine sewer basins tributary
- Phase 2 – Flow monitor and collect data
- Phase 3 – Analyze flow data
- Phase 4 – Prepare plans and specifications for lateral lining
- Phase 5 – Conduct public meetings to get community/stakeholder “buy-in”
- Phase 6 – Install liners
- Phase 7 – Analyze post rehabilitation flow data

### PROJECT RESULTS

This project will decrease the amount of rain water entering the sewer system. This will in turn reduce the number of sanitary sewage overflows and basement backups in the sewer system. It will also reduce the cost to operate the system with savings in electrical energy for pumping and treating rain water, public works call outs and potential claims for flooding.

**CLIENT CONTACT**

Kevin Workowski  
Assistant Public Works Director  
(708) 444-5540

**PROJECT MANAGER**

Jennifer S. Prinz, PE, CFM

**ENGINEERING FEE**

\$87,000

**YEAR COMPLETED**

2007

## VILLAGE OF TINLEY PARK, IL SSES Pilot Area

In December of 2006 a 4-block pilot area, bounded by 167th Street to 171st Street, between Ridgeland Avenue and Oak Park Avenue, was selected to do a full Sewer System Evaluation Survey (SSES). The area represents a cross-section of Tinley Park having single family and multi-family homes, as well as some commercial and light industrial buildings. Manhole Inspections, smoke testing, dyed water flooding, building inspections, flow monitoring, Global Positioning System (GPS) locates, and closed circuit televising (CCTV) of the sanitary sewer mains and private service laterals were performed.

The first task was to identify the sanitary sewer system's structural defects through field inspections. Manhole inspections and CCTV were performed to locate the defects that contribute to infiltration and inflow (I/I) as well as to locate manholes that were not previously shown on the sewer atlas. Next, private sewer service laterals were televised using a Lateral & Mainline Probe (LAMP) allowing for inspections of the lateral lines from the mainline without the need for access to private property. After lateral televising, smoke testing, and dyed-water flooding of the sanitary sewers was performed to locate major I/I defects. Public notices were sent to all residents affected by the fieldwork and a public informational meeting was held to address concerns raised by the general public. Building inspections were conducted to locate additional I/I coming from the private buildings, which typically included improper sump pump connections. The physical field inspections were followed with GPS locates on all storm and sanitary structures to produce an accurate map of the pilot area. Finally, two American Sigma model 910 flow meters were installed in the sewers to measure wet and dry weather flows for this area. Robinson Engineering collected metered data on a weekly basis and made analyses to balance the flows measured at the meters with the flows identified through the physical defects found in the system.

### KEY PROJECT ELEMENTS

The field inspections were completed in October of 2007 when the two flow meters were removed. The report and recommendations were made prioritizing rehabilitation efforts where the most amounts of I/I sources were found, allowing for removal of I/I and bringing the highest benefit to sewer system users.

- 23 Manholes inspected
- 3900 LF of sewer smoke tested
- 92 Building inspections completed
- GPS locates of all storm and sanitary structures
- 77 Private sewer laterals TV'd
- 3900 LF of CCTV
- Flow Meters Installed
- 8 Dyed water floods performed
- Restored capacity with internal sewer cleaning and televising
- Reduced I/I and backups during storm events-village wide
- Rejuvenated an aging sewer system, increasing its useful life for an additional 50+ years



## AARON E. FUNDICH, PE

Executive Vice President

### EDUCATION

**Master Degree, Project Management**  
Keller Graduate School of Management

**Bachelor of Science, Engineering**  
University of Illinois Urbana-Champaign

### PROFESSIONAL REGISTRATIONS

Registered Professional Engineer  
Illinois, Indiana, Arizona

### PROFESSIONAL AFFILIATIONS

Illinois Society of Professional Engineers  
(ISPE)

Illinois Association for Floodplain and  
Stormwater Management (IAFSM)

Will County Center for Economic Dev.  
Co-chair, Diplomat Committee  
Member, Gov't. Affairs Committee

South Holland Business Association  
Board of Directors, 2001-2005

### PUBLICATIONS

"Infiltration Reduction Using Trenchless  
Technology,"  
Mining Journal Ltd., May 1999

### EMPLOYMENT HISTORY

Robinson Engineering, Ltd.  
1989-Present

Mr. Fundich is the managing partner for the Robinson Engineering, Ltd. (REL) DuPage office in Itasca and the Will County office in Frankfort and oversees REL's Ottawa and Bourbonnais engineering/operations office managers. He serves as one of the firm's primary liaisons with clients and industry professionals while staying abreast of current regulatory issues and grant funding opportunities. Mr. Fundich also represents the firm in contract negotiations and public presentations for client communities.

### MUNICIPAL ENGINEERING

Has served as the firm's Village Engineer for the following communities, all of which continue to utilize Robinson today:

- |                 |              |                        |           |
|-----------------|--------------|------------------------|-----------|
| • Itasca        | 2012-present | • Homer Glen           | 2001-2005 |
| • Frankfort     | 1997-present | • South Palos Township | 1995-2001 |
| • Romeoville    | 2007-2009    | • Glenwood             | 1991-1999 |
| • Manhattan     | 2005-2007    | • East Hazel Crest     | 1990-1999 |
| • South Holland | 1999-2006    |                        |           |

### MASTER PLANNING

Project management or principal authorship of the following master planning efforts on behalf of client communities:

- |                                       |                         |
|---------------------------------------|-------------------------|
| • Downtown Infrastructure Master Plan | Manhattan               |
| • Water System Master Plan            | Manhattan               |
| • FPA Master Plan Update              | Frankfort               |
| • Iron Removal System Plan            | Frankfort               |
| • Facilities Planning Area Amendments | Frankfort               |
| • Wastewater Facilities Plan          | South Palos Township SD |
| • Manor & Estates Master Sewer Plan   | Glenwood                |

### PROJECT DESIGN & MANAGEMENT

Design and project management of more than \$100 million in local water/wastewater infrastructure projects, including:

- |                                   |            |             |
|-----------------------------------|------------|-------------|
| • City-Wide Sewer Rehabilitation  | Crest Hill | \$8,200,000 |
| • Sauk Trail Interceptor Sewer    | Frankfort  | \$1,500,000 |
| • Hickory Creek Interceptor Sewer | Frankfort  | \$2,500,000 |
| • US 30/US 45 Utility Relocations | Frankfort  | \$500,000   |
| • Various Watermain Replacements  | Frankfort  | \$2,400,000 |
| • Various Watermain Replacements  | Glenwood   | \$1,000,000 |
| • 1 MG Elevated Tank & Watermain  | Frankfort  | \$2,300,000 |
| • IL Route 53 Watermain Loop      | Romeoville | \$600,000   |

### MANAGER, ICAP SEWER REHABILITATION (1989-2000)

Prepared over 20 Sewer System Evaluation Surveys (SSES) including flow monitoring analyses, manhole inspections, smoke testing, dyed water flood testing, sewer televising, and private sector building inspections to isolate, identify, and quantify sources of infiltration/inflow (I/I) into separate sanitary sewer systems. He also designed more than 100 sewer rehabilitation projects totaling over \$85 million of infrastructure improvements, including \$20 million funded through the IEPA Water Pollution Control Revolving Fund.

## THOMAS E. NAGLE, PE

Vice President, Senior Project Manager

### EDUCATION

Bachelor of Science,  
Civil Engineering Technology  
Southern IL University

Master's Program Coursework  
Environmental Engineering  
Illinois Institute of Technology

### PROFESSIONAL REGISTRATION

Registered Professional Engineer  
Wisconsin

### CERTIFICATIONS

Illinois Environmental Protection Agency (IEPA)  
Public Water Supply Operator - Class C

Wastewater Collection System Operator

National Association of Sewer Service Companies  
(NASSCO)

Pipeline Assessment Certification (PACP)  
Manhole Assessment Certification (MACP)  
Lateral Assessment Certification (LACP)

### PROFESSIONAL AFFILIATIONS

American Water Works Association (AWWA)  
American Public Works Association (APWA)  
American Society of Civil Engineers (ASCE)-IL Sectn.  
Drinking Water Report Card Committee  
Illinois Water Environment Association  
South Suburban Water Works Association  
Scholarship Committee

### PUBLICATIONS

*"Reaching New Heights with Community  
Involvement," to appear in American  
Water Works Association Journal (2015)*

### PRESENTATIONS

*Reaching New Heights with Community  
Involvement by Adding 19' to elevated tank  
Matteson, IL*

Indiana AWWA Conference (2013)  
Illinois AWWA Conference (2013)  
National (Boston) AWWA Conference (2013)

*Elevated Tank & Reservoir Rehabilitation  
Blue Island, IL*

Illinois AWWA Conference (2012)

*Reaching New Heights;  
Raising Two Tanks St. John, IN  
Indiana AWWA Conference (2009)*

### EMPLOYMENT HISTORY

Robinson Engineering, Ltd.  
1987-Present

Mr. Nagle has over 28 years of experience designing and managing numerous municipal infrastructure improvements. He is a Vice President and Sr. Project Manager of the Operations Department, overseeing public works operation and wastewater projects, including Inflow and Infiltration (I/I) Reduction and sanitary sewer rehabilitation projects. He is also an IEPA Licensed Public Water Supply Operator, IEPA Certified Collection Systems Operator and NASSCO Certified in PACP, MACP and LACP.

He managed five American Public Works Association (APWA) *Project of the Year* award-winning projects; two Illinois Society of Professional Engineers (IPSE), *Excellence in Engineering* award-winning projects, two APWA Community Involvement Awards and has won the American Society of Civil Engineers Citizen Engineers Award for giving back to the community. All the awards were won between 2008-2016.

### MUNICIPAL ENGINEERING

Having served as Municipal Engineer for the past 28 years, Mr. Nagle's responsibilities span daily engineering consultation and assistance to major engineering projects.

• South Lyon Twnshp. SD	2013-Present	• Robbins	1990-2005
• Blue Island	1990-Present	• Romeoville	1994-1999
• Chicago Heights	1990-2008	• Bonnie Brae SD	1992-1998

### WASTEWATER INFRASTRUCTURE DESIGN & MANAGEMENT

Designer and/or Project Manager for wastewater projects, including designing sewers, lift stations, as well as Infiltration & Inflow (I/I) investigations and reduction, Sewer System Evaluation Studies (SSES), flow monitoring, system mapping, construction inspection and Geographic Information

• MWRD I/I Reduction	Various	1,000,000	2015-16
• Lateral Sewer Lining	USACE	\$1,500,000	2015
• Sanitary Sewer Lining Projects	Various	\$10,000,000+	2008-16
• Sanitary Sewer Point Repair Projects	Various	\$500,000+	2008-14
• Sanitary Sewer Manhole Projects	Various	\$400,000+	2008-14
• Lift Station Upgrades	Olympia Fields	\$306,000	2012
• Sanitary Sewers Design (6" to 42")	Various	\$12,000,000	1990-09
• Sanitary Sewer Lift Stations	Various	\$10,000,000	1990-09
• 36" - 42" Sanitary Sewer	Lockport	\$2,400,000	1995

### WATER DISTRIBUTION DESIGN & MANAGEMENT

A representation of projects, including water treatment plants, water pump stations, Supervisory Control and Data Acquisition (SCADA) systems, water main designs, elevated tank and reservoir design, water master plans and models.

• .5MG Hydrosphere Tank Raising	Matteson	\$1,000,000	2014
• Elevated Tank Repainting	Various	\$5,000,000	2005-14
• Water Main (6" to 36")	Various	\$50,000,000	1990-13
• SCADA Systems	Various	\$50,000-\$300,000	1990-13
• Shallow Well & Well House	Cherry Valley	\$1,500,000	2012
• Four Shallow Wells	Lockport	\$2,000,000	1990-12
• 10.3 MGD Pump Station	Calumet City	\$3,500,000	2008
• Six Iron Removal Filters & Buildings	Frankfort	\$4,000,000	2000-07
• 14.4 MGD Pump Station	Bridgeview	\$1,900,000	2005
• 1MG Hydrosphere & .5MG Multi-legged Tank Raising	St. John, IN	\$2,000,000	2005

**STEVEN G. ZEHNER, PE, LEED AP**  
Senior Project Manager

**EDUCATION**

**Bachelor of Science**  
Southern Illinois University

**PROFESSIONAL REGISTRATIONS**

**Professional Engineer**  
Illinois, Wisconsin

**PROFESSIONAL CERTIFICATIONS**

**Certified Hazardous Materials Manager (CHMM)**  
  
**Leadership in Energy and Environmental Design Accredited Professional (LEED AP)**

**PROFESSIONAL AFFILIATIONS**

**Central States Water Environment Association (CSWEA)**  
  
**DuPage River Salt Creek Workgroup (DRSCW)**  
  
**US Green Building Council (USGBBC)**  
  
**Water Environment Federation (WEF)**

**PUBLICATIONS & PRESENTATIONS**

**"Spray Irrigation: Not Putting the "E" in NPDES After All?", IWEA Annual Conference (2010)**  
  
**"Towards Illinois' first point-source expansion in an urbanized watershed with a TMDL in implementation", WEF TMDL Conference (2009)**  
  
**"Understanding Sustainability and its impact on Municipal Budgets", Illinois Municipal Treasurers Association Annual Conference (2008)**

**EMPLOYMENT HISTORY**

**Robinson Engineering, Ltd.**  
2011-Present  
  
**Baxter & Woodman**  
1987-2010  
  
**MECO**  
1986-1987

Mr. Zehner is an industry professional and technical specialist with an extensive background in environmental protection. He has managed internal departments (Environmental, and Industrial), and countless client projects, working closely with elected officials, residents, industries and contractors. Mr. Zehner has developed and managed numerous Pollution Prevention Programs. Most recently, he served as the City Engineer for the Wood Dale and as an interim Director of Public Works for Bensenville.

**PRE-TREATMENT ENGINEERING**

Mr. Zehner was the Romeoville Pretreatment Project Manager from 2003 to 2010. His environmental background includes surface and groundwater hydrology; water/wastewater pretreatment; industrial wastewater treatment systems, groundwater remediation technologies, watershed issues, and hazardous waste site closures. Well versed in the Impaired Waters and Total Maximum Daily Loads (US EPA Clean Water Act) Has tracked progress of the Total Maximum Daily Loads (TMDL) process in the State of Illinois to assist numerous clients with discharge to Salt Creek and the DuPage River. Served as Project Manager or had extensive involvement in these representative projects:

- Pretreatment Program Development Various \$400,000 annual & Management
- Pretreatment Program Development Bensenville \$70,000 - annual & Implementation \$120,000
- Pretreatment Program Development Romeoville \$100,000 2003-2010 and Implementation annually
- Wynstone Spray Irrigation System North 2008-2010 Redesign & Construction Barrington \$8,600,000
- Wastewater Treatment Plant Itasca \$2,100,000 2007 Expansion
- Underground Storage Tank Various N/A N/A Remediation

**ENVIRONMENTAL ENGINEERING**

Has provided numerous environmental site assessments to identify green solutions that include energy efficiency incentives, loan programs, and grant funding (e.g. LED lighting, control system improvements, variable frequency drive evaluations, energy recovery, renewable energy evaluations, high efficiency pumping and wastewater aeration energy efficiency improvements). Adept in associated environmental law and policy.

- Phase I & II Industrial & commercial environmental property assessments for numerous municipal and industrial clients.
- Wastewater treatment pond liner replacement & closure of 3 USTs/ remediation and LUST fund reimbursement for Bonosky Services, Inc.
- Underground Storage Tank & Hazardous Waste Site Closure Projects for over 30 clients in both the private and public sectors

**MUNICIPAL ENGINEERING**

**CITY OF WOOD DALE**

- Assisted with the development of 5-year capital improvement plan
- Project Manager for daily engineering operations, including design and construction oversight for all infrastructure projects
- Liaison between City and multiple consulting engineering firms

**RODNEY D. PHILLIPPI**  
Water Resources Operations Technician

**EDUCATION**

Wastewater Treatment Coursework  
Ivy Tech College, IN

**PROFESSIONAL CERTIFICATIONS**

Illinois EPA Class C Water Supply  
Operator

Illinois EPA Collection System Operator

Lateral Assessment Certification  
Program, NASSCO, Inc. (LACP)

Manhole Assessment Certification  
Program, NASSCO, Inc. (MACP)

National Association of Sewer Service  
Companies (NASSCO):

OSHA General Industry Safety & Health  
Training Certificate

Pipeline Assessment Certification  
Program, NASSCO, Inc. (PACP)

**PROFESSIONAL AFFILIATIONS**

American Waterworks Association  
(AWWA)

**EMPLOYMENT HISTORY**

Robinson Engineering, Ltd.  
2013-Present

Aqua Illinois  
2006-2012

Lafayette Indiana Water Works  
1997-2005

Lafayette Water Pollution Control  
Department  
1989-1996

Longdale Enterprises  
1980-1989

Mr. Phillippi, an industry professional with more than 30 years in management roles for the operations and controls of public water and wastewater systems. This experience covers construction, operations and maintenance departments as well as organizing systems and procedures for maximum productivity and safety. Mr. Phillippi has well established knowledge and experience in achieving and maintaining compliance with USEPA, IEPA, IDEM, DNR, ICC and local governing agencies.

**WATER & WASTEWATER**

He has performed all aspects of operations and maintenance in the water and wastewater utilities and provided primary oversight of the utility staff as well as project management of the contract work. He has managed over 30 water/wastewater utility field and office staff to safely and efficiently operate water systems with over 230 miles of watermain with pipe sizes ranging from 2" to 36", 25,000 service connections, 2 well fields consisting of 15 wells with a capacity of 20 MGD and one 18 MGD high service pumping station as well and a 5 million gallon ground storage reservoirs and 4 elevated storage tanks with a capacity totaling 5 million gallons. He also maintained wastewater systems with 250 miles of sewer mains ranging in sizes ranging from 6" to 60", 30 lift stations, 3 storm water stations, over 20,000 lateral connections and the Waste Water Treatment Plant (WWTP) with a maximum capacity of 22 MGD.

He has performed Sanitary Sewer Evaluation Surveys (SSES) including flow monitoring, manhole inspections, smoke testing, House to House (HTH) sewer connection inspections, and clean & televise sewer projects. He has overseen numerous sanitary sewer rehabilitation projects using the latest and most cost effective trenchless technologies for manhole, lateral and pipeline rehabilitation.

Having managed numerous projects in Water and Wastewater; through operations, maintenance, staff and resources Mr. Phillipi has a vast experience in the field in compliance, sampling and analysis and technical support.

• Flow Monitoring	Mokena	\$19,500	2015
• Manhole Inspections	Mokena	\$11,700	2015
• Smoke Testing	SLTSD	\$47,300	2015
• Clean & Televise San. Sewers	SLTSD	\$100,452	2015
• Manhole Inspections	Monee	\$48,200	2015
• Smoke Testing	Monee	\$73,900	2015
• Manhole Insptctns. & Smoke Testing	SLTSD	\$32,000	2014
• Bldng. San Sewer Connection Insptcn.	SLTSD	\$17,000	2014
• Clean & TV San Sewers	SLTSD	\$100,500	2014
• Manhole Rehabilitation	SLTSD	\$87,000	2014
• San Sewer Lining (CIPP)	SLTSD	\$302,300	2014
• Clean & Televise Sanitary Swrs.	SLTSD	\$85,300	2014
• San Sewer Flow Monitoring	Mokena, IL	\$19,700	2014
• San Sewer Flow Monitoring	Monee, IL	\$26,200	2014
• Sani Sewer Flow Monitoring	Bourbonnais, IL	\$30,000	2013
• SSES Investigation MH Inspections & Smoke Test	SLTSD	\$61,600	2013
• Water Meter Change Program	AQUA Illinois	\$1,200,000	2012
• Valve Maintenance Program	AQUA Illinois	\$150,000	2012
• Fire Hydrant Change Program	AQUA Illinois	\$750,000	2011

## MARTIN J. KING

*Water Resources Operations Technician*

### EDUCATION

**Bachelor of Arts, Geography**  
Augustana College

### PROFESSIONAL CERTIFICATIONS

OSHA CFR 1910 146

National Association of Sewer Service  
Companies (NASSCO):

Pipeline Assessment Certification  
Program, NASSCO, Inc. (PACP)

Manhole Assessment Certification  
Program, NASSCO, Inc. (MACP)

Lateral Assessment Certification  
Program, NASSCO, Inc. (LACP)

### EMPLOYMENT HISTORY

Robinson Engineering, Ltd.  
2014-Present

Urban GIS  
2013-2014

Mr. King serves as an Operations Technician in the Operations Department. As a technician, he assists with various water and sewer projects and recently served as the team leader on major valve exercising project. Mr. King also possesses Geographic Information Systems (GIS) education and experience and has served as a GIS Technician.

### WATER & WASTEWATER

He has served as an operations technician on various water and waste water projects. Lead and managed a team that exercised more than 700 water valves over 2 years. Was a part of a team that oversaw contracts such as sanitary sewer televising and cleaning, smoke testing, sewer lining, point repairs, and manhole rehabilitation. He has used his GIS expertise to help create maps both used in the field and in reports delivered to clients.

• Tank Painting	Chicago Heights	2015
• Building Inspection	South Lyons Township SD	2015
• Flow Monitoring	South Palos Township SD, Olympia Fields	2015
• Sewer Cleaning and TV	South Lyons Township SD	2015
• Sewer Lining	South Lyons Township SD	2015
• Valve Exercising Program	Romeoville, Lockport Township SD	2012-15
• Valve Exercising Program	Lockport	2014
• Manhole Inspection	South Lyons Township SD	2014
• Point Repairs	South Lyons Township SD	2014
• Smoke Testing	South Lyons Township SD	2014

### GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Created and edited field maps, exhibits for reports and utilized ArcMap (GIS Software) to get accurate measurements and representation of assets in a given municipality. Mr. King Converted paper and PDF maps into digital format that can utilize the GIS software and analysis capabilities. In addition to client projects, daily responsibilities includes:

- Coordinate with field crews and GIS department to provide detailed maps to crews for specific tasks
- Construct maps for flow monitoring reports that display project data as it correlates with each basin
- Utilize GIS's spatial capabilities to quickly acquire field measurements (length of sewer and sanitary pipes, areas of drainage basins and buildings)
- Digitize GIS data into electronic format to incorporate with existing data

Assisted in GIS client projects:

• Flow Monitoring	Mokena, Monee	2014-15
• Flow Monitoring (ongoing)	South Palos Township SD	2014-15
• Street Light Mapping	Chicago	2014
• Traffic Signal Mapping	Chicago	2014
• Chicago LRS Creation	City of Chicago	2014

**WILLIAM L. LISZKA**  
*Resident Engineering Technician*

**EDUCATION**

**Associates Degree Coursework  
Construction Technology and Electric  
Circuits**  
Joliet Junior College

**PROFESSIONAL CERTIFICATIONS**

IL Public Water Supply Operator - Class A

IL Wastewater Treatment Works  
Operator - Class 1

IL Wastewater Pretreatment Inspector

**EMPLOYMENT HISTORY**

Robinson Engineering, Ltd.  
2011-Present

Village of Manhattan  
2004-2011

Village of Channahon  
1994-2004

With 30 years of experience with municipal water systems, Mr. Liszka is a Resident Engineer Technician for Robinson Engineering. Having advanced his knowledge and level of responsibility through years of hands-on experience, Mr. Liszka has held positions with local municipalities including as Water Operator and, most recently, as Superintendent of Public Works, responsible for equipment, operation, scheduling, maintenance, and functioning of Village streets and utilities as well as overseeing street and utilities staff. He was awarded Illinois Water Operator of the Year (2009-2010) by the IL Potable Water Supply Operators Association.

**MUNICIPAL EXPERIENCE**

Water Operations Services 2012-2013

Technical assistance and training in daily operations of municipal water systems for the following communities: Burnham, Coal City, Dolton, Itasca, Manhattan, Merrionette Park, Posen, Romeoville and Thornton. Currently assists Romeoville with wastewater operations and Posen with water operations. (2013-14)

**CONSTRUCTION PROJECTS WATER/SEWER 2012-2013**

Resident Engineering service to determine that projects were built according to plans and specifications, reviewed payout requests for the following projects:

Wastewater operation assistance	Romeoville	2015
Wastewater operations; EPA regulatory documents and training	Manhattan	2015
(2) New treatment facilities for VOC and iron removal Construction and startup	Sauk Village	2015
Water Treatment Plants (2)	Sauk Village	2014
Wells (2) and Water Treatment Plant	Frankfort	2013-14
Water Tower Raising	Matteson	2013
Water Tower Painting	Various	2013
New Potable Water Pump Station	Alsip	2012
Water Tower Painting & Pump Station Upgrades	Merrionette Park	2012

**VILLAGE OF MANHATTAN (2004-2011)**

Superintendent of Public Works, responsible for Water Systems & Wastewater Plant department operations, staff, and maintenance of Village Water systems, including:

- Initiated repairs to the sanitary collection system to reduce infiltration
- Initiated a Hydrant Flushing Program & replaced over 40 fire hydrants and 450 water meters
- Conducted drainage study to correct chronic problems
- Administered the construction of two Radium removal facilities and one million gallon water tower
- Supervised the construction of wastewater plant expansion and Geographic Information Systems (GIS) implementation

**VILLAGE OF CHANNAHON (1994-2004)**

- Water Operator in charge of municipal water systems, including:
  - Three separate water systems and pressure zones, four wells, two water systems, and a booster station
  - Waste Water Treatment Plant, including the Maintenance of one .25 MGD wastewater treatment plant and four lift stations
  - Collaborated with engineers in the design of a .75 expansion of the existing waste water treatment plant, upholding NPEDS permit requirements

**VILLAGE OF ORLAND PARK (1987-1994)**

- Operated potable water plant operations of computer-controlled pump station, average 5.5 MGD and five elevated water tanks
- Conducted Field sampling of water quality
- Maintained underground utilities, including water main repairs, hydrant maintenance, sewer main and service repairs, new water turn-on and inspections, hydrant flushing, and manhole repairs
- Sewer operations maintenance for 15 sewage lift stations with generators

**EDWARD K. RUDD, GISP**  
*GIS Department Manager*

**EDUCATION**

**Bachelor of Science  
Mechanical Engineering**  
Purdue University

**PROFESSIONAL CERTIFICATIONS**

Geographic Information Systems  
Professional (GISP)

Spatial Data Engine Administration

Microsoft Database Administrator

**PROFESSIONAL ASSOCIATIONS**

Illinois Geographic Information Systems  
(ISACA)

Urban and Regional Information System  
(URISA)

**EMPLOYMENT HISTORY**

Robinson Engineering, Ltd.  
1989-Present

Mr. Rudd is the Manager of the firm's GIS Department responsible for all phases of GIS/mapping projects. His role includes implementation planning, estimating, project tracking and demonstration of GIS solutions. Mr. Rudd has managed over 100 GIS and Mapping projects and is experienced in GIS infrastructure management including, pavement, storm & sanitary sewer, water, signs and signals. Additionally, Mr. Rudd is experienced with parcel, permits and complaint management applications.

**DEPARTMENT MANAGEMENT**

Has served as Robinson Engineering's GIS Department Manager since 1996, overseeing a staff of four full-time employees and responsible for department operations; project assignments and resource management; budgeting and overall project management, demonstrations and marketing and workload for all phases of GIS/mapping projects.

**GEOGRAPHIC INFORMATION SYSTEM DESIGN**

A formal situation assessment and multi year GIS implementation plan & budget requiring detailed department level interviews culminating in a GIS that fits the clients specific needs.

- |  |         |           |
|--|---------|-----------|
| • Enterprise GIS System Design                     | Various | 2003-2010 |
| • GIS Situation Assessment and Implementation Plan | Various | 2002-2009 |

**GEOGRAPHIC INFORMATION SYSTEM IMPLEMENTATION**

Projects involve implementing and customizing a Geographic Information System to meet the client's specific need. Projects include work and infrastructure management, parcel and land management, and economic development tools. These systems have enabled clients to generate and track work orders, labor, materials and equipment, maintain and evaluate municipal infrastructure, track historical maintenance, manage flood incidents and produce utility atlases.

- |   |                 |           |
|---|-----------------|-----------|
| • MUTCD Traffic Sign Inventory & Retroreflectivity Assessment         | Lynwood         | 2013      |
| • Storm System GPS Locates/GIS Implementation                         | Merrillville    | 2013      |
| • Online Web Mapping  | Various         | 2012-2013 |
| • GIS Based Pavement Management Sys.                                  | Various         | 2003-2011 |
| • Asset Management & Historical Maintenance Tracking                  | Various         | 1999-2011 |
| • Enterprise Server Based GIS   | Various         | 2003-2010 |
| • Economic Development & Site Selection GIS Tool                      | Kankakee County | 2008      |
| • Work Order System   | Tinley Park     | 2008      |
| • Enterprise Server Based GIS (regional)                              | SSMMA           | 2006      |
| • Site Selection & Demographic Analysis of Toyota Park Soccer Stadium | Bridgeview      | 2004      |
| • GIS Integration with Existing Permitting Application                | Romeoville      | 2003      |
| • GIS based Building Permit System                                    | Lockport        | 2002      |
| • Flood Management  | South Holland   | 2001      |

## FRANK A. BAVA, GISP

*GIS Developer/Programmer*

### EDUCATION

Associates, CAD Technology  
ITT Technical Institute

### EMPLOYMENT HISTORY

Robinson Engineering, Ltd.  
1997-Present

### PROFESSIONAL CERTIFICATION

Geographic Information Systems  
Professional (GISP)

Mr. Bava is responsible for the development and management of GIS-based maps and spatial databases for use by public (municipal) and private sector clients. He maintains and updates GIS data (e.g. parcel details, street center lines, edge of pavement, and utilities). Mr. Bava is highly skilled with extensive experience using parcel, permits and complaint management applications and working in several database environments including SQL Server, MSDE, Foxpro, dBase and Access, and with ESRI's Spatial Data Engine (SDE). Mr. Bava is a certified GIS professional with the GIS Certification Institute.

### GEOGRAPHIC INFORMATION SYSTEM DESIGN

Designs Geographic Information System (GIS), which involves a formal situation assessment and multi-year system implementation plan and budget. Also requires detailed department-level interviews to ensure a customized GIS design that fits the clients specific needs.

- Smoke Test & Manhole Inspection System Design      Various      2009
- Work Order System Design      Tinley Park      2008
- Permit System Design & Configuration      Lockport      2002

### GEOGRAPHIC INFORMATION SYSTEM IMPLEMENTATION

Implements systems, which involves customizing a GIS to meet the client's specific need. Projects include work and infrastructure management, parcel and land management, and economic development tools. These systems enable clients to generate and track work orders, labor, materials and equipment, maintain and evaluate municipal infrastructure, track historical maintenance, manage flood incidents and produce utility atlases.

- GIS Based Pavement Management System      Various      2010-2016
- Sewer Management & Historical Maintenance Tracking      Various      2005-2010
- GIS Linked Work Order System      Tinley Park      2008
- Enterprise Server Based GIS      Various      2008
- Economic Development & Site Selection GIS tool      Kankakee County      2008
- Enterprise Server Based GIS (regional)      South Suburban Mayors & Managers Association      2006
- Site Selection & Demographic Analysis of Toyota Park Soccer Stadium      Bridgeview      2004
- GIS Based Pavement Management System      Various      2003-2010
- Enterprise Server Based GIS & Integration with Existing Permitting Application (includes Parcels, Water, Sewer, Pavement, Lights & Signs)      Romeoville      2003
- GIS Based Building Permit System      Lockport      2002

# Certificate of Insurance



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/05/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> The Horton Group, Inc. www.thehortongroup.com 10320 Orland Parkway Orland Park, IL 60467 Robert DeChene	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 708-845-3000		<b>FAX (A/C, No):</b>
	<b>E-MAIL ADDRESS:</b> Constructioncerts@thehortongroup.com		
<b>INSURER(S) AFFORDING COVERAGE</b>			<b>NAIC #</b>
<b>INSURER A :</b> Continental Casualty Company			
<b>INSURER B :</b> Progressive Northern Insurance			<b>21735</b>
<b>INSURER C :</b> National Fire Ins. Hartford			
<b>INSURER D :</b> Alterra Excess & Surplus Ins			
<b>INSURER E :</b>			
<b>INSURER F :</b>			

<b>INSURED</b> Robinson Engineering Ltd 17000 South Park Avenue South Holland, IL 60473	
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**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		6023587947	01/01/2016	01/01/2017	EACH OCCURRENCE \$ <b>1,000,000</b>
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b>
						MED EXP (Any one person) \$ <b>15,000</b>
						PERSONAL & ADV INJURY \$ <b>1,000,000</b>
						GENERAL AGGREGATE \$ <b>2,000,000</b>
						PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
						Emp Ben. \$ <b>1,000,000</b>
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		6023587933	01/01/2016	01/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ <b>10,000</b>		6023587916	01/01/2016	01/01/2017	EACH OCCURRENCE \$ <b>10,000,000</b>
						AGGREGATE \$ <b>10,000,000</b>
						\$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <b>N</b>	6023587897	01/01/2016	01/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
						E.L. EACH ACCIDENT \$ <b>1,000,000</b>
						E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b>
D	<b>Professional</b>		MAX7PL0001959	09/09/2015	09/09/2016	<b>2,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  <b>FORINFO</b>  <b>For Information Purposes Only</b>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  

COST AND PRICE ANALYSIS FOR

VILLAGE OF ROUND LAKE

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# Design Engineering Services for Cleaning and Televising Sanitary Sewers

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**BAXTER & WOODMAN**  
Consulting Engineers

*Submitted by:*  
**Baxter & Woodman, Inc.**  
Consulting Engineers  
[www.baxterwoodman.com](http://www.baxterwoodman.com)

March 18, 2016

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## EXHIBIT A: BASE PROPOSAL

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Village of Round Lake  
Design Engineering Services for Cleaning and Televising Sanitary Sewers

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### EXHIBIT A BASE PROPOSAL

Proposers are required to submit a Lump Sum Cost for the project. Proposers will be awarded this procurement not necessarily based on least cost, but rather to the consultant whose proposal best meets the requirements of this RFP. It is understood that the consultant will be required to perform and complete the proposed work in a thorough and professional manner. The consultant shall provide all necessary labor, tools, implements, equipment, materials, and supplies to complete the contracted work.

Fee proposals shall be opened in private to avoid disclosure of proprietary or confidential information of competing submittals.

Fee proposals must be received on or before **12:00 P.M. March 18, 2016**. At the Village of Round Lake, 751 W. Townline Rd. Round Lake, IL 60073. The Village of Round Lake reserves the right to reject any and all submittals, to waive any informality in the submittals received and to accept any submittal which the owner deems most favorable and in the best interest of the Village of Round Lake.

All questions on the overall project and/or requests for interpretation of any part of the submittal form should be directed to Adam Wedoff (847-546-0962/ Email: [awedoff@eroundlake.com](mailto:awedoff@eroundlake.com))

All submittals shall become the property of the Village of Round Lake and will not be returned to the submitting engineering services firms.

All costs associated with the preparation of the proposal will be the full responsibility of the submitting engineering services firm.

The Submittal shall consist of one (1) original and one (1) copy, but all must have original signatures.

Submit your proposal documents in a sealed envelope.

**Deliver to:** Village of Round Lake  
Adam Wedoff, Director of Public Works  
751 West Townline Rd.  
Round Lake, Illinois 60073

**Or via email to:** [awedoff@eroundlake.com](mailto:awedoff@eroundlake.com)

**LUMP SUM FEE**

Baxter & Woodman's fee for design engineering services for the Village's Sanitary Sewer Cleaning and Televising project will be a lump sum of **\$6,900**.

**BAXTER & WOODMAN, INC.**  
**2016 HOURLY BILLING RATES AND EXPENSE ITEMS**  
**FOR PROFESSIONAL SERVICES**

<b>EMPLOYEE CLASSIFICATION</b>	<b>HOURLY BILLING RATES</b>
Principal	\$180
Senior Engineer III to IV	\$150 to \$170
Senior Engineer I to II	\$125 to \$140
Engineer III to IV	\$115
Engineer I to II	\$80 to \$95
Engineering Technician III to V	\$110 to \$140
Engineering Technician I to II	\$70 to \$95
Senior Geologist	\$135
CAD / GIS / Survey Technician III to IV	\$105 to \$150
CAD / GIS / Survey Technician I to II	\$85 to \$95
Clerical II	\$90 to \$110
Clerical I	\$70
Support Manager	\$160

Hourly rates for inspection services do not include any overtime.

The Engineer may adjust the hourly billing rate and out-of-pocket expenses on or about January 1 of each subsequent year and will send the new schedule to the Owner.

Hourly Billing Rates include direct labor and indirect overhead expenses, readiness to serve, and profit, and are for 8 hours/day and 40 hours/week regularly scheduled work hours.

Personal-owned vehicle Mileage Charges will be reimbursed at the rate set by the U.S. Internal Revenue Service.

Company-owned/leased vehicle usage will be reimbursed at a rate of \$65.00 per diem or \$32.50 per half diem.

Traffic Counters \$50/day.

Miovision Traffic System usage will be reimbursed at a rate of \$600.00 per diem and \$24.00 per hour processing.

Sub-consultant costs will be reimbursed at their invoice costs plus 5%

NARRATIVE RESPONSE FOR

VILLAGE OF ROUND LAKE

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# Design Engineering Services for Cleaning and Televising Sanitary Sewers

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**BAXTER & WOODMAN**  
Consulting Engineers

*Submitted by:*

**Baxter & Woodman, Inc.**

Consulting Engineers

[www.baxterwoodman.com](http://www.baxterwoodman.com)

March 18, 2016

March 18, 2016

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

***Subject: Design Engineering Services for Cleaning and Televising Sanitary Sewers***

Dear Mr. Wedoff:

The Village's sanitary sewer system is in need of a cleaning and televising program to comply with an Agreement between the Village and Fox Lake which requires 10 percent of the system to be televised each year. With over 250,000 lineal feet of sanitary sewer, the Village needs a qualified firm to prioritize which sewers should be televised first.

We developed an approach that places the Village's goals at the forefront and emphasizes the core principles necessary to establish a successful program for cleaning and televising your sewer system:

- **Experienced Project Team** - Your project team is comprised of a familiar and experienced team which includes Project Advisor Eric Murauskas, PE. Eric assisted the Village complete your Flow Monitoring program and recently provided sewer assessments for Mount Prospect and La Grange.
- **Proper Planning** - Baxter & Woodman understands the importance of open and frequent communication. We will work closely with Village staff to gather your insight on existing operational problems and areas prone to backups in order to prioritize televising accordingly.
- **Efficient Coordination** - We recently completed the Village's 5-year pavement management program update and will coordinate any sewer excavation needs with scheduled roadwork so that underground work is completed before roads are resurfaced.

If you have any questions or need additional information regarding our proposal, please contact me at 815-444-3313. We look forward to working with the Village again.

Sincerely,

BAXTER & WOODMAN, INC.  
CONSULTING ENGINEERS



Lou Haussmann, PE  
Vice President/COO

jmp

**VILLAGE OF ROUND LAKE**

**Design Engineering Services for Cleaning and Televising Sanitary Sewers • 160223.10**

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**CONTENTS OF NARRATIVE RESPONSE**

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**Work Overview** ..... 4

**Work Plan** ..... 5

**Cost and Price Analysis** ..... under separate cover

**Terms & Conditions** ..... 8

**Implementation Schedule** ..... 9

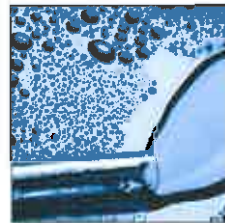
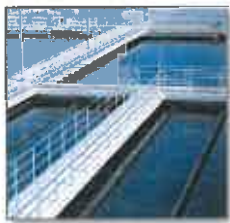
**Additional Information & Comments** ..... 10

**Project Team** ..... 10

**Similar Projects** ..... 11

**Appendix A: Resumes**

Baxter & Woodman continues to be ranked on the Engineering News-Record's Top 500 Design Firms list. We are also recognized by Public Works Magazine as one of the Top 50 leading firms in public works projects in the nation.



## WORK OVERVIEW

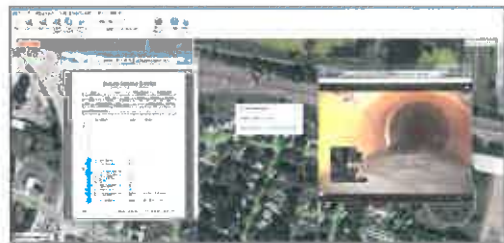
The Village of Round Lake is under an Agreement with Fox Lake to televise your sanitary sewer system (approximately 250,000 lineal feet) within a 10-year period. To meet this requirement, approximately 10% of the Village's sewer system should be televised each year. The Village is now seeking a qualified firm to provide design engineering services for cleaning and televising a minimum of 30% (75,000 lineal feet) of sanitary sewer.

The Village's project will help identify and subsequently remove defects and infiltration/inflow (I/I) sources within your sanitary sewer systems. The locations to televise sewers will be determined by a collaborative effort with our project team and Village staff. We will meet with the Village to determine which areas are suspected of having high wet-weather flows, identify which parts of the system are the oldest, and coordinate future improvements with the Village's 5-year pavement management plan recently completed by Baxter & Woodman. The latter criteria is the most important from a cost-effective standpoint to identify any repairs that will require under pavement excavation to be coordinated with planned street improvements.

Due to our experience assisting with the maintenance and development of Village-wide GIS, Baxter & Woodman has a strong understanding of the Village's infrastructure. This program provides an opportunity to update sanitary sewer attributes in the Village's GIS for a more comprehensive system. Information may include: sewer lengths, pipe materials, location of service connections, and condition assessments.



A combination of open and frequent communication with staff and a strong understanding of the Village's infrastructure and future improvements will result in a comprehensive sewer cleaning and televising program.



We can integrate information from the Village's sewer cleaning and televising program into your GIS for a more comprehensive system.

## WORK PLAN

Baxter & Woodman has a strong understanding of the Village's needs from assisting with the Village's Flow Monitoring Program, to preparing the Village's 5-year pavement management plan, to serving as the Village Engineer for more than 18 years, to facilitating the Village's GIS. Our familiarity with the Village's infrastructure combined with our extensive experience with sewer televising program development for other communities will result in a comprehensive plan that will initiate the Village's multi-year sewer system cleaning and televising program. Our work plan for the Village's project consists of:

1. Proper Planning Before Televising
2. Coordination with Planned Improvements
3. Assistance with the Bidding Process



We have a strong understanding of common I/I sources and will work with Village staff to create cleaning and televising program that meets your needs.

### PROPER PLANNING BEFORE TELEVISING

The first step in a successful program is proper planning. We will meet with Village staff to gather their input on where operational problems exist within your system. From our experience, many times chronic backups are caused by root intrusion, grease buildup, and/or accumulation of sediment. Prior to televising, the sewers will be cleaned and heavy root growth will be removed. Cleaning prior to televising will enable maximum carrying capacity of the existing sewers. Addressing problem areas sooner rather than later will also be beneficial to system users and will minimize operational problems.



Cleaning before televising will enable maximum carrying capacity of the existing sewers. An example of sewer grease buildup is shown on the left, whereas the image on the right is an example of root intrusion in sewers.

### **COORDINATION WITH PLANNED IMPROVEMENTS**

Coordination with planned road improvements is crucial to your project's success. Sewers located under roads that are scheduled for repair should be televised in advance, if possible, to identify any defects that will require excavation to repair. We will work with Village staff to avoid road patching after a road is resurfaced.

### **ASSISTANCE WITH THE BIDDING PROCESS**

The specifications will be prepared in compliance with the format of the Construction Specification Institute. The Village's GIS will be used to efficiently prepare exhibits to be used in the bidding documents which will identify locations of the sewers to be televised. The final documents will not be advertised for bidding until the Village reviews and provides comments. Our team will also assist with the bidding process including advertising bids, responding to questions from prospective bidders, attending the bid opening, tabulating bids, and preparing the recommendation for award letter.



We have a strong understanding of the Village's future improvements and coordinate sewer improvements needs with future resurfacing projects.



We will work with GIS in order to efficiently develop exhibits for the bidding documents and to properly identify the locations of sewers to be televised.

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## COST AND PRICE ANALYSIS

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Submitted as separate document.

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## TERMS & CONDITIONS

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### Page 8. Hold Harmless Clause

- First sentence, fifth line, add “negligent” before performance
- First sentence, seventh line, delete “sole legal cause” and replace with “the negligent”

A red line copy of the above deviations can be provided upon request.

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**IMPLEMENTATION SCHEDULE**

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<b>Activity</b>	<b>Completion Date</b>
<b>Contract Awarded</b>	April 18, 2016
<b>Professional Services Start</b>	May 2, 2016
<b>Draft Bidding Document to Village</b>	May 20, 2016
<b>Advertise for Bids</b>	May 30, 2016
<b>Open Bids, Tabulation, Recommendation Letter</b>	June 14, 2016

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## ADDITIONAL INFORMATION & COMMENTS

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### PROJECT TEAM



**Project Manager • Kurt Baumann, PE, CFM**

Kurt works closely with the Village of Round Lake on a wide range of improvement projects including the 2014 Sanitary Sewer Rehabilitation, Hart Road Reconstruction, and Lakewood Terrance Improvements, to name a few. Kurt's experience includes conducting drainage investigations and hydraulic reports for local communities. As a Certified Floodplain Manager, and a Lake County Stormwater Management Watershed Enforcement Officer, Kurt is knowledgeable of stormwater ordinances and various water resource solutions.



**Project Advisor • Eric Murauskas, PE**

Eric has over 27 years of experience and is well versed in sanitary sewer evaluation studies, sanitary sewer flow monitoring, sanitary sewer rehabilitation, sewer system design, and municipal services. He is very familiar with the Village's infrastructure from his previous experience developing and implementing the Village's Flow Monitoring Program. Eric has also provided sanitary sewer design services for many local communities in Lake County including Grayslake, Lake Villa, and Fox Lake.



**GIS Analyst • Andy Zaletel, GISP**

As the Manager of Baxter & Woodman's Geospatial Group, Andy leads the planning, design, and implementation of GIS and GPS-based services for municipal clients. Andy has served as Project Manager for numerous custom application developments, utility mapping, data collection and basemap development projects. He has been instrumental in assisting communities with data analysis and conversion, custom application development, web-based GIS solutions, and infrastructure system surveys.

### 200+ Support Staff

Our project team will be supported by Baxter & Woodman's staff of 200+ professionals which includes sanitary, water, civil, transportation, mechanical, structural, electrical, and environmental engineers, wetland specialists, water and wastewater operators, GIS specialists, control system integrators, and IT consultants. Our engineering personnel are supported by trained technicians, surveyors, CAD operators, construction manager and inspectors, and administrative assistants.

*Resumes of our project team are included in Appendix A.*

## SIMILAR PROJECTS

### Village of Round Lake, Illinois

#### Flow Monitoring

Baxter & Woodman conducted an investigation of the Village's sewer system as it relates to the North East Trunk Sewer region. The project included monitoring wastewater flows in key locations for a 30-day period. Baxter & Woodman also assisted the Village to **retain a reputable contractor to perform sewer televising in the area of the investigation.** The project consisted of flow monitoring sites evaluation, and installing 5 flow meters and one pumping station analyzer. The flow data was analyzed to calculate dry and wet weather flows from each basin as well as to determine compliance with a sewer use agreement with Lake County.



#### PROJECT HIGHLIGHTS

- Installation of 5 flow meters and one pumping station analyzer
- Calculated dry and wet weather flows
- Developed a report summarizing the results from the sewer investigation

### Lake County, Illinois

#### Northwest Regional SSES

Baxter & Woodman assisted the County with conducting a Sanitary Sewer Evaluation Survey (SSES) of the Northwest Region of Lake County, Illinois. The purpose of the SSES was to determine remediation strategies for reducing excess infiltration and inflow (I/I). The investigation included inspection of 560 manholes, smoke testing of 140,000 feet of sanitary sewer, wastewater flow monitoring of nine locations, and review of closed circuit television (CCTV) sewer inspections.

A technical report was prepared summarizing the findings, identified I/I sources and their estimated I/I contribution, and presented our recommendations for rehabilitation.



#### PROJECT HIGHLIGHTS

- Inspection of 560 manholes
- Smoke testing 140,000 feet of sanitary sewer
- Wastewater flow monitoring of 9 locations
- Review closed circuit television sewer inspections

#### Reference:

Arthur Malm  
Principal Civil Engineer  
847-377-7145  
amalm@lakecountyil.gov

### Village of Mount Prospect, Illinois

#### Preparatory Cleaning and Internal Sewer Inspection

Baxter & Woodman conducted a comprehensive assessment of the Village's combined sewer system. The scope of the project included an inventory and mapping of all sewer mains, manholes, inlets, catch basins, and other structures in the combined sewer area. In total, over **260,000 linear feet of Village-owned combined sewers were televised and evaluated.** Each sewer was given a condition score and a multi-year rehabilitation program was developed based on sewer ranking and the Village's annual financial capabilities.



Review of televised sewer tapes showed cracked pipes and grease build-up.



#### PROJECT HIGHLIGHTS

- 260,000 linear feet televised and evaluated
- Inventory and mapping of sewer mains, manholes, inlets, and catch basins

#### Reference:

Sean Dorsey  
Director of Public Works  
847-870-5640  
sdorsey@mountprospect.org

### Village of La Grange, Illinois

#### 2014 Sewer Televising Program

Baxter & Woodman assists the Village with its annual sewer televising program. The 2014 sewer televising program included reviewing approximately 44,000 feet of CCTV inspections of sanitary sewers. The project also included critical trunk sewers, 2015 MFT project locations, and planned portions of the separate sewer area. Once the program was complete, Baxter & Woodman prepared a report with the recommendations, costs, and summary spreadsheet detailing our analysis.



#### PROJECT HIGHLIGHTS

- 44,000 feet of CCTV sanitary sewer inspections

#### Reference:

Ryan Gillingham  
Director of Public Works  
708-579-2326 ext. 2423  
rgillingham@villageoflagrange.com

**City of Oak Forest, IL****2012 152nd St. Trunk Sewer Basin****SSES and Improvements**

The City of Oak Forest experiences between 2 and 4 sanitary sewer overflows (SSOs) during a 100-year storm event. During hydraulic modeling, it was determined that 2,500 gpm of I/I needed to be removed to alleviate SSOs.

In accordance with MWRD and Baxter & Woodman recommendations, they decided to complete a comprehensive SSES project which included both public and private property inspections and improvements.

As of January 2012, all field work has been completed. We have identified over 1,500 gpm of I/I that can be cost-effectively removed. The majority of the I/I was found to be on private property (1,200gpm) in the form of sump pump and foundation drain connections. The City is now progressing with the design of a \$1.5M rehab project and a private property sump pump disconnection program. They are also planning to increase the funding to the overhead sewer program because the benefits to the City much outweigh the costs.

**2009 Sanitary Sewer Rehabilitation**

Baxter & Woodman provided design and construction engineering services for the City's 2009 Sewer improvements. The project included the rehabilitation of approximately 10,000 feet of sanitary sewer and 100 sanitary sewer manholes. The sewer rehabilitation consisted of cured-in-place pipe lining, spot liners, open cut point repairs, and grinding of protruding laterals. The manhole rehabilitation included chimney seals, frames, lids, adjusting rings, steps, grouting, and lining. All areas disturbed during construction were restored to preconstruction conditions.

**PROJECT HIGHLIGHTS**

- Manhole Inspections and GPS of 600 Manholes
- Canvassing of 1,000 homes
- Smoke Testing 100,000 feet
- Flood Testing at 40 locations

**Reference:**

Troy Ishler  
City Administrator  
708-687-4050  
tishler@oak-forest.org

## Downers Grove Sanitary District

### Flow Monitoring Program

This project is an ongoing flow monitoring program which includes monitoring approximately 150 sites. In 1996, the District consulted with us to develop a sanitary sewer flow monitoring program. This program involved collecting flow data from approximately 150 sites to monitor the entire District over a three year period. In addition, we trained District staff to administer the program on a day-to-day basis including installing, calibrating, and maintaining the flow meters. This project led to an annual flow monitoring program that Baxter & Woodman has administered since 1996.

Our continuing assistance includes analysis of the flow data to calculate dry weather, wet weather, and I/I flow rates, and incorporating rain gauge data onto hydrograph plots. This analysis results in an I/I number that is a component of a rating system used to rank the flow basins based on the severity of I/I. The flow monitoring basin rating system incorporates the flow monitoring data, age of the sewer system, occurrence of sewer backups and frequency of sanitary sewer overflows to rank the basins. Flow monitoring basins with the highest ranking are targeted for Sewer System Evaluation Survey (SSES) methods including televising, manhole inspections, and flood testing of mainline sewers and building services. The flood testing is completed in conjunction with sewer televising to locate and quantify specific sources of I/I in both the mainline sewer and building service.

### I/I Removal and Sewer System Rehabilitation Project

In 2001, Baxter & Woodman and the District identified I-H-9 as a target flow basin for rehabilitation work under the District's I/I Removal and Sewer System Rehabilitation Policy. Rehabilitation of the I-H-9 flow basin consisted of sewer main and service lining and air testing, manhole grouting or replacement and vacuum testing, building service cleanout installation, and removal of I/I sources within the buildings. This basin consists of 8,284 lineal feet of 6-inch and 8-inch diameter public sewer, 32 manholes, and 188 building services. Flow data indicated that the peak flow during the ten year event was approximately 1,200 gpm; the average dry weather flow is 50 gpm.

All of the sewer mains were lined with cured-in-place pipe, all of the services were lined or replaced, six manholes had been grouted, and seven manholes had been replaced. To evaluate the effectiveness of the sewer lining on I/I, an analysis was performed using flow meter data. This data demonstrated that I/I has been reduced by approximately 30 percent by sewer main lining, and 60 percent after service lining. SSOs were reduced to less than one per year and no basement backups have been reported.



### PROJECT HIGHLIGHTS

As of 2010 I/I has been reduced 50% as a result of this rehabilitation program!

- Flood testing around the foundation of 189 houses
- Successful results were presented at 2009 Illinois American Water Works Association/Illinois Water Environment Association Joint Conference (IAWWA/IWEA)

#### Reference:

Nick Menninga  
General Manager  
630-969-0664  
nmenninga@dgssd.org

## Village of Hoffman Estates, IL Flow Monitoring, Inflow/Infiltration Study, & Sewer Rehabilitation

The project consisted of sanitary sewer rehabilitation, manhole inspections, smoke testing, external building inspections, and flow meter data analysis. Approximately 824 manholes were inspected and smoke tested. Approximately 500 exterior building inspections were conducted. A report was prepared and presented to the Village, along with recommendations for improvements to rehabilitate the defects located during the evaluation, their associated cost estimates, and prioritization of improvements.

This comprehensive study included flow monitoring of 22 sub-basins and dyed-water testing of selected sub-basins. The goal of this study was to identify sources of I/I and identify the scope of sanitary sewer rehabilitation needed to address operational issues (surcharging, basement backups).

The Village of Hoffman Estates had been plagued by continued sewer surcharging during wet weather periods. The Village wanted to identify major sources of I/I and then conduct rehabilitation. Baxter & Woodman's approach divided the study area into six large basins. Each basin was then divided into several smaller sub-basins. We then conducted flow monitoring followed by dyed-water testing (where warranted) to identify I/I sources.

During flow monitoring, inline flow meters were installed at the downstream end of each sub-basin to continuously monitor flow. After a flow monitoring period of 2 months, the data was analyzed to identify the sub-basins that received significant amounts of I/I. Dyed water testing was then performed in the identified sub-basins to pinpoint specific sources of I/I.

We presented our findings in a letter report which included a summary of the work completed, the results of the various inspections and tests, and our recommendations for improvements to rehabilitate the defects located during our evaluation. The recommendations included cost estimates and prioritizing of the improvements.



### PROJECT HIGHLIGHTS

**ELIMINATED BASEMENT BACKUPS!**  
The Village experienced 29 basement backups in the year prior to their 2001 rehabilitation. After rehabilitation between 2002 to 2007 they experienced 0!

**REDUCED FLOW!**  
Sub-basin HE-01B flow rates:  

- Pre-rehab: 21.1 gpd/ft
- Post-rehab: 12.2 gpd/ft

 Sub-basin HE-03A flow rates:  

- Pre-rehab: 30.3 gpd/ft
- Post-rehab: 18.1 gpd/ft

**Reference:**  
Haileng Xiao  
Water and Sewer Superintendent  
847-781-2703  
haileng.xiao@hoffmanestates.org



As part of the Village's Sewer Rehabilitation Project, select sewers were televised to assess current conditions and opportunities for improvements.

## Village of Glenview

### Sanitary Sewer Evaluation Study

Baxter & Woodman determined remediation strategies for reducing excess infiltration and inflow (I/I). The investigation included inspection of 272 manholes, smoke testing of approximately 75,000 feet of sanitary sewer, dyed-water testing of the storm sewer system, door-to-door canvassing (sump pump inspections) of approximately 12,000 homes and review of closed circuit television (CCTV) sewer inspections. A total of 68 storm-to-sanitary connections were found during the field investigation. In addition, 19 foundation drains were found to be connected to the sanitary system.

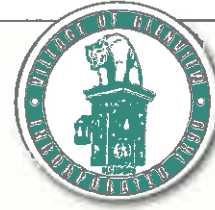
A technical report was prepared summarizing the findings, I/I sources, and their estimated I/I contribution, recommendations for rehabilitation, and cost estimates for the rehabilitation work.

### Colfax Avenue Sanitary Sewer Study

The Village of Glenview was seeking to eliminate sanitary sewer overflows and alleviate basement backups in the study area. The study area included the Park Manor neighborhood, which is bounded roughly by Shermer Road on the west, Golf Road on the south, Harlem Avenue on the east and Harrison Street on the north.

A key component of the project was monitoring flows in the sanitary sewer and overflow pipes in eight locations. This was done to determine the sanitary sewer system capacity and amount of I/I that must be removed to safely eliminate the by-passes to the storm sewer system.

A XP-SWMM model was prepared in order to perform a cost effective analysis which compared the costs for I/I identification and removal to temporary off-line storage. The flow data was extrapolated for the 3-year, 5-year, 10-year, and 100-year frequency events so that the Village could consider the costs vs. the level of protection.



### PROJECT HIGHLIGHTS

**SERVICES:** Sanitary Sewer Evaluation and I/I source identification

- Manhole inspections
- Smoke testing
- Dyed-water testing
- Canvassing
- CCTV inspection review

**Reference:**

Don Owen  
Deputy Village Manager  
847-998-9500  
down@glenview.il.us

**Education**

B.S., Civil Engineering  
Marquette University, 1985

Joined Firm in 2003

Years of Experience: 31

**Registrations**

Licensed Professional Engineer:  
Illinois

Licensed Professional Engineer:  
Wisconsin

Certified Floodplain Manager:  
Illinois

Certified Lake County  
Watershed Development  
Enforcement Officer

Qualified Engineer Review  
Specialist, Kane County  
Stormwater Management  
Commission

**Associations**

American Society of Civil  
Engineers

Illinois Association for  
Floodplain and Stormwater  
Management

**Continuing  
Education**

FHWA seminar "Stream Stability  
& Scour at Highway Bridges" by  
the National Highway Institute

IDOT seminar on "Bridge Scour  
Evaluation"

Kurt provides a wide range of engineering planning, design and construction services. His experience includes water resources, transportation, site development and municipal engineering projects. He is also adept in hydrologic and hydraulic stormwater modeling. Projects have included the use of FEQ. He has completed numerous hydraulic reports for bridge waterway projects; location drainage studies coinciding with highway improvements; drainage investigations; flood insurance studies as part of a Letter of Map Amendment or Letter of Map Revision; storm sewer design and analyses and numerous other stormwater projects.

Kurt earned a Certified Floodplain Manager designation from the Association of State Floodplain Managers. He is also a Lake County Stormwater Management Watershed Enforcement Officer. His focus in floodplain management, flood hazard mitigation, flood preparedness, and knowledge of associated stormwater ordinances allows him to serve municipalities with a variety of water resource solutions.

**Representative Projects****Round Lake, Illinois****2014 Sanitary Sewer Rehabilitation**

Baxter & Woodman provided design and construction engineering for the rehabilitation of approximately 1,000 lineal feet of existing sanitary sewers between Cedar Lake Road and Sunset Drive. This project consisted of the installation of 8-inch CIPP, 18-inch CIPP, pipe joint and lateral connection grouting, and other miscellaneous items of work.

**Grayslake, Illinois****Assistant Village Engineer and Watershed Enforcement Officer Duties**

The Village of Grayslake has teamed with Baxter & Woodman for many years to provide Village Engineering services out of the firm's Grayslake office. As a senior municipal engineer, Kurt provides backup duties for the Village. He attends regular project meetings and responds to requests from the Village Manager.

The Village of Grayslake is also a Certified Community for enforcement of the countywide Watershed Development Ordinance. Baxter & Woodman is responsible for review of all permit applications and enforcement of all provisions of the Ordinance. Kurt is the designated Watershed Enforcement Officer and coordinates reviews of stormwater permit applications, follows up on resident complaints, verifies projects for compliance and issues all Watershed Development Permits under the purview of the Village.

**CDBG Stormwater Improvements**

Project Engineer for the design of improvements to two locations in the village. A new storm sewer and inlet structures were designed through the rear yards of several lots at the southeast corner of Park Avenue and South Seymour Avenue. The new storm sewer was installed with inlet structures to convey the stormwater to an existing 54-inch storm sewer on Park Avenue. Portions of the storm sewer were directionally drilled to avoid impacting existing mature oak trees in the residential area. Also installed additional storm inlets east along

## Presentations

"Map Mod in Illinois: A Community's Perspective"  
Illinois Association for Floodplain and Stormwater Management Annual Conference (March, 2006)

NPDES Phase II Workshop  
Lake County Stormwater Management Commission/APWA Chicago Metro Chapter (May, 2007)

Designated Erosion Control Inspector (DECI) Workshop  
Lake County Stormwater Management Commission (March and June, 2007)

"Riverside Avenue Floodway – A Case Study in Creative Floodplain Management"  
Illinois Association for Floodplain and Stormwater Management Annual Conference (March, 2010)

"Regional Stormwater Storage for the Village of Round Lake – A Case Study"  
IAFSM Annual Conference (March, 2015)

Harvey Avenue. The storm sewer was also extended between 34 and 42 Harvey Avenue to help alleviate stormwater ponding in the rear of 42 Harvey Avenue. Erosion and sediment control measures were installed in accordance with the Lake County Watershed Development Ordinance.

### **Gurnee, Illinois Oakwood Drainage Study**

As Project Manager, Kurt assisted the Village in identifying possible improvements to alleviate neighborhood flooding in the sub-basin bounded by Grandview Avenue on the south, Delany Road on the west, and US Route 41 on the east; an area historically prone to shallow ponding in the streets and yards.

The study included an analysis of the watershed using HEC-HMS and the Village's contour mapping and GIS data to analyze the existing drainage system, quantify storage and conveyance deficiencies and identify and evaluate various alternatives. Recommendations of the study included upsizing a stormwater pumping station and modifications to detention basins to expand their capacity.

### **Des Plaines, Illinois Stormwater Master Plan – Problem Area #4**

As Project Manager Kurt was responsible for the preparation of design solutions to alleviate localized flooding related to the City's Stormwater Master Plan, Problem Area #4; a 470 acre highly developed urban residential area. Hydrologic analysis of Area #4 for both existing and proposed conditions using design storms of various lengths and standard frequencies were performed to identify the critical duration. Alternatives were screened for adverse impacts to Weller Creek using the WSP-2 regulatory model for storms of various frequency. The existing storm sewer system was analyzed using XP-SWMM to determine conveyance and storage deficiencies. Proposed alternates were similarly evaluated with XP-SWMM. Designed improvements included more than 18,400 linear feet of storm sewer including 6,000 linear feet of 72" storm sewer and 2,000 linear feet of 36" and 42" sewer. Detailed plans included utility relocation and full restoration.

Coordination was necessary with the U.S. Army Corps of Engineers, Illinois Environmental Protection Agency, Illinois Department of Natural Resources, the Cook County Highway Department, and the Metropolitan Water Reclamation District.

### **Illinois Department of Transportation Various Project Management, Phases I, II, III, Various Routes Various Counties, District One, PTB 151/26s**

Drainage Engineer to support IDOT staff in District One managing local agency federally funded projects. This ongoing work involves working directly with the local agency and their consulting firms, as well as other Bureaus in IDOT. Performs work similar to an IDOT Local Roads Project Engineer/Supervisor, typically on-site in the District offices. This work includes engineering, technical support, engineering management, utility coordination, administrative services and field assignments necessary in bringing expeditious completion to projects.

## Education

B.S. Civil Engineering, Iowa State University, 1989

Joined Firm in 1989

Years of Experience: 27

## Continuing Education

Annual courses conducted by Marsh-McBirney that include instruction ranging from site selection and flow meter installation to analysis of flow data

Training courses in the use of Visual-Modflow, a software package for modeling groundwater movement

Training courses for well design and rehabilitation

Training courses for the use of WaterCAD, a software package for modeling water distribution systems

## Registrations

Licensed Professional Engineer: Illinois

## Certifications

Manhole Assessment Certification Program, NASSCO, Inc.

Lateral Assessment Certification Program, NASSCO, Inc.

Pipeline Assessment Certification Program NASSCO, Inc.

## Associations

American Public Works

Eric is well versed in many areas including sanitary sewer evaluation studies, sanitary sewer flow monitoring, sanitary sewer rehabilitation, stormwater drainage studies, sewer system design, and municipal services.

Eric is knowledgeable in the application of various computer programs used for design and evaluation purposes. Some of these include: XP-SWMM, which is used to determine the capabilities of an existing storm water drainage system to handle current and future needs, and to evaluate alternative improvements to correct deficiencies; MODFLOW, which is used to model groundwater flow for Wellhead Protection Programs; and FLO-WARE, which is used for modeling water distribution systems.

Eric recently completed the CIPP Inspector Training and Certification Program from NASSCO, Inc. NASSCO's Inspector Training and Certification Program (ITCP) is a new standard national training and certification program that provides field construction professionals with comprehensive learning and tools to understand and inspect trenchless pipeline renewal technology.

## Representative Projects

### Round Lake, Illinois Flow Monitoring

Project Manager for the development and implementation of a flow monitoring program for the Village of Round Lake. The project consisted of flow monitoring sites evaluation, and installation of 5 flow meters and one pumping station analyzer. The flow data was analyzed to calculate dry and wet weather flows from each basin and well as to determine compliance with a sewer use agreement with Lake County.

### Mount Prospect, Illinois Combined Sewer Evaluation Study and Mapping Project

Project Engineer for the comprehensive assessment of the Village's combined sewer system. The scope of the project included an inventory and mapping of all sewer mains, manholes, inlets, catch basins, and other structures in the combined sewer area. In total, over 260,000 linear feet of Village-owned combined sewers were televised and evaluated. Each sewer was given a condition score and a multi-year rehabilitation program was developed based on sewer ranking and the Village's annual financial capabilities.

### La Grange, Illinois Sewer Televising Program

Project Engineer for the Village's annual sewer televising program. The 2014 sewer televising program included reviewing approximately 44,000 feet of CCTV inspections of sanitary sewers. The project also included critical trunk sewers, 2015 MFT project locations, and planned portions of the separate sewer area. Once the program was complete, Baxter & Woodman prepared a report with the recommendations, costs, and summary spreadsheet detailing our analysis.

### Lake County, Illinois Northwest Region SSES

Project Manager for a Sanitary Sewer Evaluation Study (SSES) of the northwest

<p>Association</p> <p>American Water Works Association</p> <p>National Groundwater Association</p> <p>Water Environment Federation</p>	<p>region of Lake County, Illinois. The purpose of the SSES was to determine remediation strategies for reducing excess infiltration and inflow (I/I). The investigation included inspection of 560 manholes, smoke testing of 140,000 feet of sanitary sewer, wastewater flow monitoring of nine locations, and review of closed circuit television (CCTV) sewer inspections. A technical report was prepared summarizing the findings, identified I/I sources and their estimated I/I contribution, and presented our recommendations for rehabilitation.</p> <p><b>Inverness, Illinois</b> <b>SSES in Four Neighborhoods</b> Project Manager for the Sanitary Sewer Evaluation Study (SSES) for the Village of Inverness. The purpose of the SSES was to determine remediation strategies for reducing excess infiltration and inflow (I/I). The investigation included inspection of 165 manholes, preparation of bidding documents for sewer televising and review of 22,000 feet of closed circuit television (CCTV) sewer inspections. Four technical reports were prepared in compliance with the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) requirements summarizing the findings, identified I/I sources and their estimated I/I contribution, presented our recommendations for rehabilitation, and provided a cost estimate for the rehabilitation work.</p> <p><b>South Barrington, IL</b> <b>Sanitary Sewer System Rehabilitation</b> Project Manager for internal sewer television inspection of approximately 7,000 feet of the Village's sanitary sewers. A condition assessment of the sewer pipes was made from review of the television inspection videos and a sanitary sewer rehabilitation program was developed. The rehabilitation program consisted of the design and construction engineering for the rehabilitation of the sanitary sewer system using cured-in-place pipe (CIPP). The construction included placement of approximately 1,650 feet of 10-inch and 16-inch diameter manhole-to-manhole sanitary sewer lining.</p> <p><b>Barrington, Illinois</b> <b>Sanitary Sewer Evaluation Study – Subareas 1 and 2</b> Project Manager for the Sanitary Sewer Evaluation Study (SSES) for the Village of Barrington. The purpose of the SSES was to determine remediation strategies for reducing excess infiltration and inflow (I/I). The investigation included inspection of 500 manholes, smoke testing of approximately 125,000 feet of sanitary sewer, dyed-water testing of the storm sewer system, and review of closed circuit television (CCTV) sewer inspections. A technical report was prepared summarizing the findings, identified I/I sources and their estimated I/I contribution, presented our recommendations for rehabilitation, and provided a cost estimate for the rehabilitation work.</p> <p><b>Mission Brook Sanitary District, Illinois</b> <b>Sanitary Sewer System Televising</b> Project Manager for the review of closed circuit television (CCTV) sewer inspections of all (approximately 73,200 feet) of the District's sanitary sewer system. A condition assessment of the sewer pipes was performed and a prioritized schedule for rehabilitation was developed.</p>
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## Education

M.S., Resource Analysis and GIS,  
Saint Mary's University of  
Minnesota, 2000

B.S., Biology (Ecology), Winona  
State University, 1999

Joined Firm in 2005

Years of Experience: 17

## Certifications

Geographic Information  
Systems Professional

## Relevant Coursework

"GIS Theory and Application"  
"GIS Analysis"  
"Advanced GIS"  
"Advanced Arcview"  
"Visual Basic Programming"  
"Avenue Programming"  
"Satellite Imagery/Photo  
Interpretation"  
"Fundamentals of Resource  
Analysis"  
"Access and SQL"  
"Statistical Analysis"  
"Spatial Data Methodology"

## Associations

Urban and Regional Information  
Systems Association

Illinois Geographical  
Information Systems  
Association

## Course

### Instructor

Introduction to GIS,  
College of Lake County

GPS Technologies,  
College of Lake County

As the Manager of Baxter & Woodman's Geospatial Group, Andy leads the planning, design, and implementation of GIS and GPS-based services for municipal clients. He supervises a staff of GIS specialists and mapping technicians with expertise in ESRI and Trimble software applications and Autodesk mapping. Andy has served as Project Manager for numerous custom application development, utility mapping, data collection and basemap development projects. He has been instrumental in assisting communities with data analysis and conversion, custom application development, web-based GIS solutions, infrastructure system surveys and educational workshop presentations and trainings.

## Representative Projects

### Village of Round Lake, Illinois GIS Enhancement

Project Manager for the development and deployment of a Web based mapping solution utilizing Esri's ArcGIS Online maps and apps technology.

### Lake County Department of Transportation, Illinois GIS Data Collection Project

Project Manager responsible for the design and implementation of the GPS data and all GIS processing of storm sewer system. Performed GPS data download and processing for upload into an ESRI Personal Geodatabase. Managed the assembling of storm mains to include the attribute data associated with the pipes. Utilized advanced tools in processing data with the Geodatabase to allow the County network trace and flow direction analysis capabilities. Provided digital photos of all outfall structures linked to the corresponding structure in GIS. Managed all GIS data processing and quality control to ensure project completeness and accuracy.

### Village of Berkeley, Illinois GIS Implementation and Development

Project Manager for the Village-wide GIS base development, storm sewer system development, zoning classification GIS development, address map GIS development, and water & sanitary sewer system map digitization.

### Village of Maple Park, Illinois Utility Mapping and GIS

Project Manager for the GPS survey of all storm and sanitary system structures within the Village Limits. Managed the assemblage of sewer piping and association of the attributes with the structures. Performed quality control on all data collected and processed and created utility atlas maps for Village staff. All data is being processed and analyzed utilizing ESRI ArcGIS software.

### City of Woodstock, Illinois Water/Sewer Master Plan Updates

Project Manager for the GPS survey of all water distribution system structures. Associated existing City water atlas data with the survey data collected to populate an ESRI Personal Geodatabase. Provided the City with complete utility network and basemap GIS to be utilized by staff.



Civil Engineering  
Surveying  
Water Resources Management  
Water & Wastewater Engineering  
Construction Management  
Environmental Sciences  
Landscape Architecture  
Land Planning

March 18, 2016

## **EXHIBIT A Base Proposal**

The following is Manhard Consulting, Ltd.'s proposed Lump Sum Cost to complete the work requested in the Village of Round Lake's "Request for Proposals to Provide: Design Engineering Services for Cleaning and Televising Sanitary Sewers." Manhard understands that the project will be awarded not necessarily based on least cost, but rather to the consultant whose proposal best meets the requirements of the Village's RFP. Manhard understands that the awarded consultant will be required to perform and complete the proposed work in a thorough and professional manner. All necessary labor, tools, implements, equipment, materials and supplies to complete the contracted work shall be provided by Manhard.

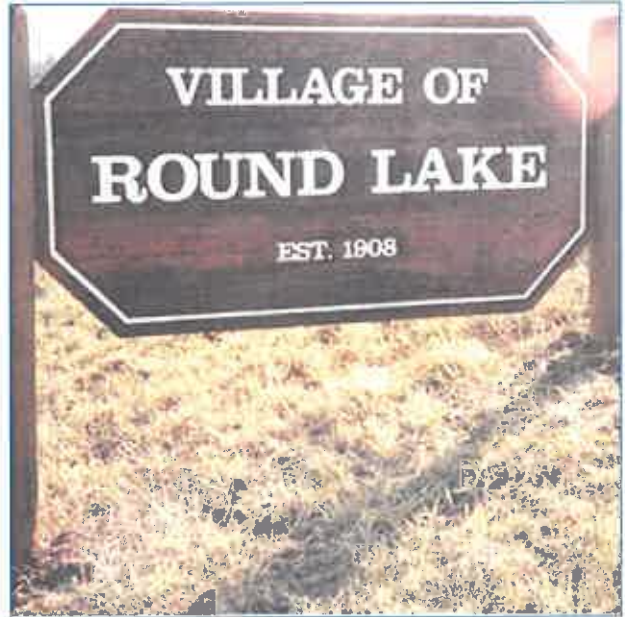
**TOTAL LUMP SUM BASE PROPOSAL:            \$8,100.00**  
**(Eight-Thousand One Hundred Dollars)**

If you should have any questions, please do not hesitate to contact me.

Very truly yours,  
MANHARD CONSULTING, LTD.

A handwritten signature in black ink, appearing to read 'Peter A. Stoehr', is written over a horizontal line.

Peter A. Stoehr, P.E.  
Manager of Government Services



# VILLAGE OF ROUND LAKE

Design Engineering Services for Cleaning and Televising Sanitary Sewers

Due: March 18, 2016



Civil Engineering

Surveying

Water Resources Management

Water & Wastewater Engineering

Construction Management

Environmental Sciences

Landscape Architecture

Land Planning

March 18, 2016

Adam Wedoff  
Village of Round Lake  
Public Works Department  
751 W. Townline Road  
Round Lake, IL 60073

**RE: Design Engineering Services for Cleaning and Televising Sanitary Sewers**

Dear Mr. Wedoff,

Manhard Consulting, Ltd. (Manhard) has the technical expertise and local project experience to provide the Village of Round Lake with the design engineering services for cleaning and televising sanitary sewers within the Village. We have recently completed similar design services for the Village of Lake Zurich which included cleaning and televising sewers prior to the performance of lining of existing sewers. Our experienced professionals are committed to preparing project documents and assisting the Village of Round Lake with the bidding and awarding of a contract for the cleaning and televising of sanitary sewers within the Village.

Manhard serves as the Village Engineer and Planner for multiple communities in northeastern Illinois. We understand the challenges municipalities face concerning the maintenance and management of their infrastructure and the importance of developing plans that fit within the available budget. Our focus on preparing plans is to provide a balance among maintenance, rehabilitation and reconstruction which is developed through detailed site observations and analyses of existing information.

The municipal staff at Manhard includes many professionals that reside in Lake County and are dedicated to servicing their local and neighboring communities. Our Vernon Hills office, which is only 14 miles from the project site, provides close proximity to the Village of Round Lake, allowing us to easily and quickly respond to any Village concerns.

We at Manhard believe that our professional skills, coupled with our core values, will provide the Village of Round Lake with the best possible path to complete this project.

Sincerely,  
Manhard Consulting

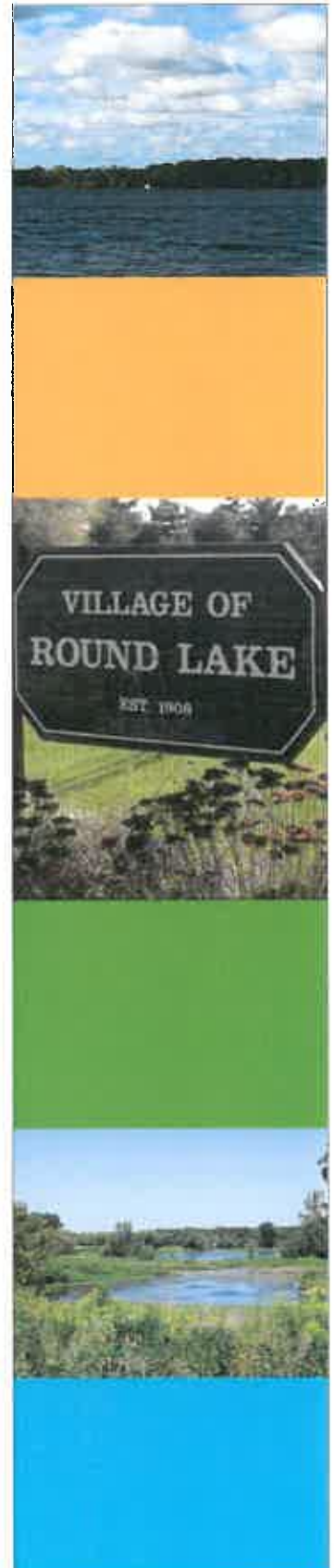
A handwritten signature in black ink that reads 'Peter A. Stoehr'.

Peter A. Stoehr, PE  
Manager of Government Services



# TABLE OF CONTENTS

Cover Letter	
Project Understanding, Work Plan & Schedule	1
Firm Resume	2
Personnel Resumes	3 - 5
Project Experience	6 - 8
Client References	9
Proposed Fees	Separate Email





## PROJECT UNDERSTANDING, WORK PLAN & SCHEDULE

### Project Understanding

The Village of Round Lake desires to clean and televise the existing sanitary sewers throughout the Village to assist with the evaluation of the current condition of this valuable asset and to help prioritize the Village's maintenance and capital improvement plans. To achieve this goal, the Village is seeking the services of Manhard Consulting to prepare a plan designating which sewers are in most need of review and to prepare bidding documents soliciting bids from qualified cleaning and televising contractors to perform these activities. The project documents will include the designation of approximately 75,000 lineal feet of existing sewers to clean and televise which will account for roughly 30% of the Village's sanitary sewer system.

### Work Plan

- The Manhard Consulting project team will professionally plan, schedule, and control the activities for this project to its successful completion.
- We will meet with Village staff to garner pertinent information that will help us determine the locations where the cleaning and televising will be most advantageous to the Village.
- Our team will request and review any previous inflow and infiltration (I/I) studies that have been performed by the Village and will incorporate any recommended areas in those studies into this project to help achieve the Village's goal of eliminating I/I and preparing for future infrastructure projects that may impact sanitary sewers.
- Once the areas of greatest benefit are identified, the Manhard team will prepare location maps using available GIS data and will incorporate these drawings into a professionally drafted contract document that will be used for the solicitation of bids from qualified contractors. The contract documents will include the necessary forms, specifications and supplementary conditions to administer the bidding of the cleaning and televising of sanitary sewers.
- The draft contract documents will be furnished and reviewed with Village Staff. Concurrent with the review of the draft contract documents, the Manhard team will prepare an Engineer's Opinion of Probable Cost and will review it with Village Staff for conformance to the Village's available project budget. Revisions identified as applicable during this review will be incorporated into the contract documents before the project is advertised.
- The Manhard team will assist the Village with the bidding process which will include the setting of the bid date and publicizing the advertisement for bids. The bidding documents will be provided to qualified bidders through the Manhard office and the project will be solicited through the electronic bid tool, QuestCDN.
- Upon attending the bid opening, our professionals will review the received bid packages for completeness and generate a tabulation of the results.
- We will provide the Village with a recommendation for award of the contract.

### Schedule

PROJECT TASK	DATE
Project Information / Data Collection	May 2, 2016 – May 6, 2016
Determine Sewer Locations to be Cleaned and Televised	May 9, 2016 – May 13, 2016
Prepare Location Maps, Draft Contract Documents and Prepare Opinion of Cost	May 16, 2016 – May 20, 2016
Submit, Review and Revise Draft Contract Documents	May 23, 2016 – May 31, 2016
Advertise and Administer Bidding of Project	June 1, 2016 – June 15, 2016
Attend and Open Bids	June 15, 2016
Review Bids, Prepare Bid Tabulation and Provide Award Recommendation	June 16, 2016 – June 17, 2016



## FIRM RESUME

### OVERVIEW

Employees: 215

Clients: Over 6,000

### National Locations

Vernon Hills, Illinois – Corporate Headquarters

Chicago, Illinois

Lombard, Illinois

Eureka, California

Centennial, Colorado

Westminster, Colorado

Carson City, Nevada

Reno, Nevada

Dickinson, North Dakota

### All Offices Offer

Civil Engineering

Surveying

Water Resources Management

Water-Wastewater Engineering

Environmental Sciences

Construction/Program Management

Land Planning

Landscape Architecture

LEED/Sustainable Solutions

### Location Performing Services

900 Woodlands Parkway  
Vernon Hills, Illinois 60061  
847.634.0095  
[www.manhard.com](http://www.manhard.com)

Manhard Consulting (Manhard) is a full-service consulting, civil engineering, surveying, water resources and land planning firm offering comprehensive professional services. Established in 1972, Manhard has been solving tough engineering challenges for over 43 years. Manhard Consulting is a Subchapter-S corporation licensed and registered as a Professional Engineering and Surveying firm in Illinois. The company is led by Donald and Peter Manhard, both registered professional engineers with more than 30 years of experience.

Our diverse client list ranges from local government entities to small, privately-held land developers throughout the United States. Manhard's current workload includes transportation, government and municipal, retail/commercial, mixed-use, industrial, residential, educational, healthcare and office developments across the country. More than 100 professional engineers, professional land surveyors, landscape architects, land planners, and LEED-accredited professionals contribute to Manhard Consulting's success.

Manhard is able to provide local project teams that are backed by a nationwide network of resources. These teams are familiar with local codes, requirements and procedures. Having a strong knowledge of each project area's conditions will help prevent bottlenecks, reduce costs and accelerate project timelines.

This knowledge, along with rigorous QA/QC procedures, will guarantee each client the highest quality work in the most efficient and cost-effective way. The experienced teams at Manhard offer engineering and surveying solutions for a wide variety of projects ranging from conceptual design, to final engineering design and construction/program management.

Whether we're designing flood controls for a major tributary, replacing 50-year-old water pipes, planning a community water park or widening roads to alleviate congestion, the engineering teams at Manhard Consulting never lose sight of the fact that the public comes first in public works. Our teams focus on the needs of the community, placing equal emphasis on operational as well as quality-of-life goals. So schedules, budgets and safety issues receive the same rigorous attention to detail as usability, capacity and functionality issues. We make it our job to ensure that the public is well served by public works facilities, and that community infrastructure is designed to meet current and future needs.



## PERSONNEL

### CHRIS R. GHEYSEN, PE

Senior Project Manager

Mr. Gheysen has more than 21 years of experience helping communities improve infrastructure and public services as both a developer and municipal engineer. As his experience expanded, Mr. Gheysen progressively assumed more direct leadership roles, managing and mentoring large and diverse groups of associates. In his current role, He is responsible for project development, client relations, total quality management, and supervision of project management and support staff.

#### RELEVANT EXPERIENCE

##### Municipal Engineer | Various Villages in Northern Illinois Village Engineer & Assistant Village Engineer

Mr. Gheysen provides Municipal Engineer assistance in the day-to-day engineering operations of several communities located in Lake County and McHenry Counties. Activities include plan review from conceptual to final design; review of plan revisions; plats of subdivision; permit plats; design specifications and details; review of annexation, development, and recapture agreements. His responsibilities also include the design of Capital Improvement Projects, including roadway projects using Motor Fuel Tax funding; resident engineering services for construction projects; and the review of plans for private development.

##### Lake County Stormwater Management Commission | Round Lake Beach, Illinois Stormwater Enforcement Officer

Certified Stormwater Enforcement Officer for the Lake County Stormwater Management Commission responsible for enforcement of the Watershed Development Ordinance, review of stormwater reports, grading and drainage plans, and floodplain management. Member of Municipal Advisory Committee.

##### Sidewalk Repair, Crack Sealing & Patching Program | Round Lake Beach, Illinois Project Manager

Project manager for the Village's Sidewalk Repair, Crack Sealing & Patching Program. This project included field evaluation to determine required streets and quantities, preparation of EOPC, preparation of contract documents for bidding by contractors, compiling and reviewing contractor bids, field observation of roadway conditions, and project documentation and closeout. The project used MFT funding, requiring preparation of authorizing resolutions, and coordination with IDOT.

##### Round Lake Drain Culvert Replacement Project | Round Lake Beach, Illinois Project Manager

A stormwater management improvement project using Stormwater Infrastructure Repair Funds from Lake County SMC and additional funding from Community Development Block Grants (CDBG). He was responsible for preparing construction drawings, bidding assistance, contract documents and specifications, and permit applications. He is also adept at all aspects of CDBG management and applicable laws and regulations governing the administration of Federal grants.



#### REGISTRATION

Illinois PE # 062-053715

Wisconsin PE # 34577-6

#### YEARS OF EXPERIENCE

21 years

#### EDUCATION

Bachelor of Science, Civil Engineering,  
Purdue University

#### AREAS OF EXPERTISE

Stormwater Management

Erosion Control

GIS Mapping

Project Management

Quality Control / Quality Assurance



## ANDREA LARSON, EIT

### Project Engineer

Mrs. Larson has over 10 years of experience in the civil engineering field. She has served in a variety of functions from municipal inspector to contractor construction manager to designer and value engineering consultant. Her experience working in both the field and office gives her a broad understanding of public projects ranging in size from \$25,000 to over \$440 million. She supports the project managers with preparations of detailed design and specifications, project documentation, grant funding applications, and field review and coordination.

### RELEVANT EXPERIENCE

#### Emergency Sanitary Repairs | Long Grove, Illinois

##### Project Engineer

The design, permitting and construction of 30-inch transmission sewer under collector and County roads. Scope of services included design engineering of sewer including 4.25-mile detour route, resident engineer services.

#### Illinois Route 53 at Illinois Route 56 | DuPage County, Illinois

##### Project Engineer & Construction Administration

Intersection reconstruction and widening of IL Route 53 at IL Route 56 including, 1.8 miles of pavement, culvert, curb and gutter and noisewall/retaining wall installation. Scope of services included Phase II design and preparation of plans, specifications, and cost estimates for P&P Sheets; maintenance of traffic; existing and proposed signage; pavement markings and stormwater drainage.

#### Illinois Route 56 at Hanks Road | Sugar Grove, Illinois

##### Project Engineer

Reconstruction and widening of Hanks Road at IL Route 56 including bridge replacement, embankment placement for a new interchange, interim drainage design, pavement marking and signage. Scope of services included Phase II design and preparation of plans, specifications and cost estimates for alignment; P&P Sheets; maintenance of traffic; existing and proposed signage; pavement markings; earthwork; grading and drainage (final and interim).

#### Washington Street Grade Separation | McHenry County, Illinois

##### Project Engineer

Roadway grade separation and reconstruction and widening of .3-mile of pavement including signal improvements, utility relocation, and drainage improvements. Scope of services included Phase II design, preparation of plans, specifications and cost estimates for P&P sheets, maintenance of traffic, detour route, pavement marking, landscaping and erosion control.

#### 2015 MFT Road Rehabilitation Program | Hainesville, Illinois

##### Project Engineer & Construction Inspection

Maintenance of local streets including milling/resurfacing, patching, curb/gutter repairs, ADA compliance, and drainage structure repairs. Scope of services included design engineering, construction observation/inspection services



### REGISTRATION

Illinois EIT # 061-032882

IDOT Documentation of Contract Quantities

OSHA 30-hour Certificate

### YEARS OF EXPERIENCE

10 years

### EDUCATION

Bachelor of Science, Civil Engineering, University of Illinois at Urbana-Champaign

### AREAS OF EXPERTISE

Construction/Project Management

Utility Coordination

IDOT Phase II Design

Value Engineering

Roadway Design

Potable Water System Design

Stormwater Collection Design

Erosion and Sediment Control Design and Inspection

NPDES II Compliance

### PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers



## PROJECT EXPERIENCE

### Emergency Sanitary Repair Services

Lake Zurich, Illinois



#### Client

Village of Lake Zurich

#### Expected Completion

May 2016



#### Scope of Services

- Surveying
- Sanitary Sewer Televising
- Final Engineering Design
- Bidding Assistance
- Construction Observation
- Presentation to Village of Lake Zurich

Manhard Consulting was contracted by the Village of Lake Zurich to act as the Owner's Representative for emergency sanitary repair and replacement of the wastewater transmission main along Cuba Road near Old McHenry Road. There are over four miles of sewer within the Village and seven miles outside Village limits. The sewer transports all of Lake Zurich's residential, commercial and industrial wastewater to the Lake County Public Works Treatment Facility in Buffalo Grove.

Scope of services this project included removal of approximately 40 L.F. of 36" and 868 L.F. of 30" Prestressed Concrete Cylinder Pipe (PCCP) and replacement with Polyvinyl Chloride (PVC) pipe, removal, replacement and epoxy lining of manholes, bypass pumping of waste stream, installation of casing pipe, and restoration of asphalt roadways and landscaping.

Manhard also provided surveying, civil engineering and bidding assistance for the installation of cured-in-place pipe (CIPP) lining in approximately 7,600 feet of the new 30" to 36" prestressed concrete cylinder pipe (PCCP).



## PROJECT EXPERIENCE

### Lifetime Fitness Investigative Services

Algonquin, Illinois



#### Client

LTF Real Estate Company

#### Project Completed

2015

#### Scope of Services

- Site Investigation
- Storm Sewer Televising
- Construction Documents

Manhard Consulting was retained by LTF Real Estate Company to perform an investigation of  $\pm$  1,200 feet of existing 48" storm sewer pipe within the parking lot of an existing LifeTime Fitness in Algonquin, Illinois.

Manhard observed the condition and integrity of the existing storm sewer joints and sink holes within the parking lot. Staff prepared a memorandum to outline the existing conditions and provide recommendations for correcting the joint issues.

The video files for the CCTV inspection performed revealed minor cracked joints, some longitudinal cracking and infiltration. The cracks were determined to be minor and not a cause for concern, but may worsen after a heavy rainfall. During the investigation Manhard encountered two additional storm sewer structures that did not appear on the plans. The team also encountered a storm sewer structure that had been placed in a location differing from the location on the plans.



## PROJECT EXPERIENCE IN ROUND LAKE

Manhard Consulting has completed the following projects in Round Lake, Illinois.

Prairie Walk Subdivision

Valley Lakes Commercial Outlots

Valley Lakes Subdivision

Madrona Village Subdivision

The Grove Subdivision

Bradford Place Subdivision

First American Bank

Remington Trails Subdivision





## REFERENCES

1. Mike Brown, Public Works Manager  
Village of Lake Zurich  
847.540.5066 | [mike.brown@lakezurich.org](mailto:mike.brown@lakezurich.org)
2. Todd Weihofen, Village President  
Village of Lakemoor  
815.385.1117 | [todd@lakemoor.net](mailto:todd@lakemoor.net)
3. Scott Hilts, Public Works Director  
Village of Round Lake Beach  
847.546.8752 | [shilts@rlbeach.org](mailto:shilts@rlbeach.org)





## **Section VI Project Fee**

Exhibit A on the following page presents a detailed summary of RHMG's estimated manpower and fee requirements for the Village of Round Lake's Design Engineering Services for Cleaning and Televising Sanitary Sewer project. RHMG will provide the described services on a lump sum basis with a fee of \$8,677, using a direct salary cost multiplier of 3.07. While this amount is a lump sum amount, the total expense to the Village may be less pending the level of multi-year planning and the permitting requirements from both Lake County Division of Transportation and the Illinois Department of Transportation.

It is our understanding that this fee proposal will be used as the basis for negotiations leading to the final contractual scope of services and contract fee. The anticipated scope of services can be further refined during the negotiation phase, if desired by the Village.



**Exhibit A**  
**Hour and Fee Estimate**  
**Village of Round Lake**  
**Design Engineering Services for Cleaning and Televising Sanitary Sewers**

Project Task	HOURS				Total
	Principal / Proj. Manager	Project Engineer	Drafter / Technician	Clerical	
1.0. Initial Project Meeting	3	3	-	-	6
2.0. Generating Bid Documents and Construction Specifications	2	12	-	-	14
3.0. Project Scope Identification and Exhibit Generation	2	8	16	-	26
4.0. Engineer's Opinion of Probable Cost	1	8	-	-	9
5.0. Village Review Meeting	3	6	3	-	12
6.0. Permitting	1	8	-	-	9
7.0. Bidding	1	4	-	4	9
<b>Total Hours</b>	13	49	19	4	85
<b>Billing Rate</b>	\$ 114.00	\$ 104.50	\$ 80.75	\$ 61.75	
<b>Labor Cost</b>	\$ 1,482	\$ 5,121	\$ 1,534	\$ 247	<b>\$8,384</b>
<b>Direct Expenses</b>					
Reproductions, travel, rental equipment, etc.					<b>\$293</b>
<b>Total Fee</b>					<b>\$8,677</b>

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# PROPOSAL

*for*

## PROFESSIONAL DESIGN ENGINEERING SERVICES FOR CLEANING AND TELEVISIONING SANITARY SEWERS

*prepared for*



**VILLAGE OF ROUND LAKE**

**MARCH 18, 2016**



**RHMG ENGINEERS, INC.**

Mundelein and Elgin, Illinois



## **Table of Contents**

<b>Section I</b>	<b>Introduction</b>
<b>Section II</b>	<b>Project Team</b>
<b>Section III</b>	<b>Related Experience</b>
<b>Section IV</b>	<b>Project Approach</b>
<b>Section V</b>	<b>Project Schedule</b>
<b>Section VI</b>	<b>Project Fee (Provided in Sealed Envelope)</b>
<b>Section VII</b>	<b>Reasons for Selecting RHMG</b>
<b>Section VIII</b>	<b>References</b>



# Section I

## Introduction

### **RHMG Engineers, Inc.**

RHMG Engineers, Inc. (RHMG) established in 1970, serves local, state and federal entities with professional engineering services. The company practices within the following areas of service:

- Wastewater Collection and Treatment
- Water Supply, Treatment and Distribution
- Stormwater Management
- Mapping and GIS
- Municipal Engineering
- Transportation
- Construction Engineer/Administration
- Site Engineering
- Industrial Wastewater

RHMG is part of the HMG Group via our affiliation with two other engineering organizations with offices located in Carlyle, Illinois and Arnold, Missouri. Through this affiliation we are able to offer comprehensive services to our clients in a more efficient manner and can draw upon a staff of highly competent specialists tailored to meet project needs. Each office is a self-sufficient consulting engineering organization managed by its major stockholders.

Among the staff within the HMG Group are registered professional engineers, structural engineers, electrical engineers, and land surveyors. The majority of our professional engineers possess a Master's Degree. Their professional abilities and experience establish the foundation on which the company and its reputation have been built. Additional information on RHMG can be found on our website at [www.rhmg.com](http://www.rhmg.com).

### **Staff Capabilities**

RHMG and its affiliated offices have a staff of 72 persons in all types of engineering disciplines plus appropriate support personnel. The general organizational thrust is to provide efficient, specific and personal service oriented engineering. The following is a summary of the staff by discipline.



	<u>HMG Group</u>	<u>RHMG</u>
Sanitary /Environmental Engineers	9	4
Civil Engineers	9	3
Structural Engineers	4	1
Electrical Engineers	10	1
Mechanical Engineers	1	0
Transportation Engineers	6	1
Land Surveyors	2	0
Designers/Technicians	2	6
<u>Administration Staff</u>	<u>8</u>	<u>3</u>
Total	72	19

## **Involvement of Principals of the Firm**

Our philosophy at RHMG is to have our principals involved in the day-to-day engineering design aspects of a project. Consequently, all of the owners are "hands-on" engineers. This philosophy is successful because all of our principals enjoy doing engineering work as opposed to being strictly managers or business developers.

A principal is assigned to each of our projects. This principal serves as the primary contact person with the client, and directs and coordinates the efforts of all of the other RHMG project team members.

We believe that our philosophy of having principals of the firm involved in the detailed engineering aspects of projects is one of the key features that differentiates RHMG from other firms.

Mr. Benjamin W. Metzler, PE, CFM is proposed to serve as the principal-in-charge for services provided to the Village of Round Lake. Mr. Christopher S. Bouchard, PE is RHMG's Associate who will oversee the daily activities associated with the project. His email address is [cbouchard@rhmg.com](mailto:cbouchard@rhmg.com).

## **Offices**

RHMG will provide service to the Village of Round Lake from its Mundelein, Illinois Office:

975 Campus Drive  
Mundelein, IL 60060  
Telephone: 847/362-5959  
Facsimile: 847/362-0864



## Professional Licenses

RHMG is licensed to practice in the states of Illinois and Florida. A copy our Illinois License is included below.





www.rhmg.com

RHMG ENGINEERS, INC.

975 Campus Drive  
Mundelein, IL 60060  
847.362.5959 | Fax 847.362.0864

535 Tollgate Road, Suite F  
Elgin, IL 60123  
847.742.5959 | Fax 847.742.0863

**RHMG** is a multi-disciplined engineering company offering a full range of civil and environmental engineering services. RHMG is part of the **HMG Group** of consulting engineers, comprised of



**HMG Engineers, Inc**  
Offices in Carlyle, Troy, Murphysboro,  
Metropolis, & Mt. Vernon, Illinois  
**BHMG Engineers, Inc.**  
Offices in Arnold, Missouri & Mt. Vernon, Illinois  
**RHMG Engineers, Inc.**  
Offices in Mundelein & Elgin, Illinois

**PUBLIC SECTOR CLIENTS  
(LAST 5 YEARS)**

- Village of Barrington
- Village of Beach Park\*
- City of Crystal Lake
- City of Elgin
- City of Freeport
- Fox River Water Reclamation District
- Village of Glen Ellyn
- Glenbrook Sanitary District
- Village of Green Oaks\*
- Kane County Department of Environmental Management
- Lake County Forest Preserve District
- Lake County Public Works Department
- Lakes Region Sanitary District\*
- City of LaSalle
- Village of Libertyville
- Village of Mundelein
- City of North Chicago
- North Shore Water Reclamation District
- Otter Creek Water Reclamation District\*
- Rock River Water Reclamation District
- Village of Rolling Meadows
- Village of Roselle
- Village of Round Lake Beach
- Village of Wauconda\*
- Wheaton Sanitary District
- Village of Wilmette
- Village of Winnetka

**AREAS OF SERVICE**

- Municipal Engineering
- Water Supply, Treatment and Distribution
- Wastewater Collection and Treatment
- Stormwater Management
- Industrial Wastewater
- Transportation
- Site Design
- Mapping and GIS

**SUMMARY OF PROFESSIONAL STAFF  
BY DISCIPLINE**

- Environmental 10
- Civil 9
- Structural 3
- Electrical 7
- Mechanical 1
- Transportation 4
- Land Surveying 3

\* Denotes clients for which RHMG serves as the Municipal Engineer or District Engineer

# Wastewater Collection And Treatment



**RHMG Engineering** has over 40 years of experience providing wastewater collection and treatment services to our clients. Having successfully completed wastewater system projects ranging in size from 50,000 gpd up to 300 mgd, RHMG team members bring not only the necessary design skills, but also the ability to communicate with our clients and to lead them through funding and regulatory challenges. Our experts are well-versed in the planning, design, construction, and operation of facilities such as advanced wastewater treatment systems, biological and enhanced nutrient removal facilities, wastewater reclamation and reuse systems, residuals management and handling systems, odor control systems, as well collection systems and lift stations. Whether it is regulatory challenges, aging infrastructure, increased growth, or operational issues, RHMG can provide the services you need.

## SERVICES

- Wastewater Flow and Comprehensive Management Plans / Facilities Plans
- Treatability Studies
- Preliminary Reports
- Sewer System Evaluation Studies
- Treatment Facility Evaluation Studies
- Rate Studies
- Purchase Feasibility Studies
- Design/Preparation of Plans and Specifications
- Design/Build
- Permitting
- Construction Administration and Inspection
- Operation and Maintenance Manuals
- Start-up Training and Assistance
- Operations Troubleshooting and Process Control
- Pretreatment

# Municipal Engineering



**RHMG Engineers** has been providing municipal engineering services to various entities since 1970. We are committed to assisting our clients in establishing and maintaining quality infrastructure, taking into account our client's short and long term needs and goals. RHMG works closely with our clients, taking into consideration current state and local standards, accepted engineering practices, unique circumstances related to the client and/or location, and our knowledge and experience related to the performance of materials, installation methods, equipment and systems. Our municipal engineering services are supported by our broad experience base in all of the civil engineering disciplines: including stormwater management; transportation engineering; erosion and sediment control; general civil and site engineering; street lighting; water supply treatment and distribution; wastewater collection and treatment; and GIS mapping and data base services.

## SERVICES

- Plan and Plat Reviews
- Construction Observation
- Ordinance and Procedures Development and Enforcement
- Public Meeting Presentations
- Intergovernmental Relations
- Expert Witness Testimony
- General Consultation Services
- Resident Communication and Coordination
- Site Investigations
- Motor Fuel Tax Program Administration
- NPDES Program Administration
- Stormwater Management and Drainage Engineering
- Capacity Evaluations
- Review of Legal Documents from an Engineering Perspective
- Testing Observation and Documentation
- Monthly and Special Project Reports
- Operations Consulting
- Planning Documents
- Detailed Design Plans and Specifications
- Capital Improvement Plans



## Section II

# Project Team

The organization chart on the page II-2 presents the key personnel proposed by RHMG to accomplish the engineering services associated with the Village of Round Lake's Design Engineering Services for Cleaning and Televising Sanitary Sewers project.

Overall management of the project will be provided by **Mr. Benjamin W. Metzler, PE, CFM**. Mr. Metzler is a Vice President of RHMG and as such will be able to direct the necessary personnel and other resources required to successfully complete the project. Mr. Metzler has over 11 years of professional experience in the execution of a wide variety of projects, including the evaluation, planning, design, and construction of wastewater collection systems for the Villages of Round Lake Beach and Green Oaks, as well as Glenbrook Sanitary District. Mr. Metzler is very much a hands on engineer who has a proven track record of effective client communication and on-time performance.

**Ms. Marcia A. McCutchan, P.E., BCEE** will serve as technical reviewer and backup to Mr. Metzler. Ms. McCutchan has over 27 years of experience in the planning, design, and construction of water and wastewater treatment facilities. Her recent, similar project experience includes projects for Lakes Region Sanitary District, the Fox River Water Reclamation District, and the Villages of Roselle and Round Lake Beach. Ms. McCutchan is also a Board Certified Environmental Engineer (BCEE) as certified by the American Academy of Environmental Engineers.

**Mr. Christopher S. Bouchard, PE** will be lead engineer for the project specifications, compilation of technical specifications, and bidding coordination. Mr. Bouchard will be responsible for compiling the bid results and providing a recommendation to the Director of Public Works for Village Board consideration. Mr. Bouchard has recently worked on similar projects with the Northwest Lake FPA Cooperative Bidding Group, Lakes Region Sanitary District, and the City of North Chicago.

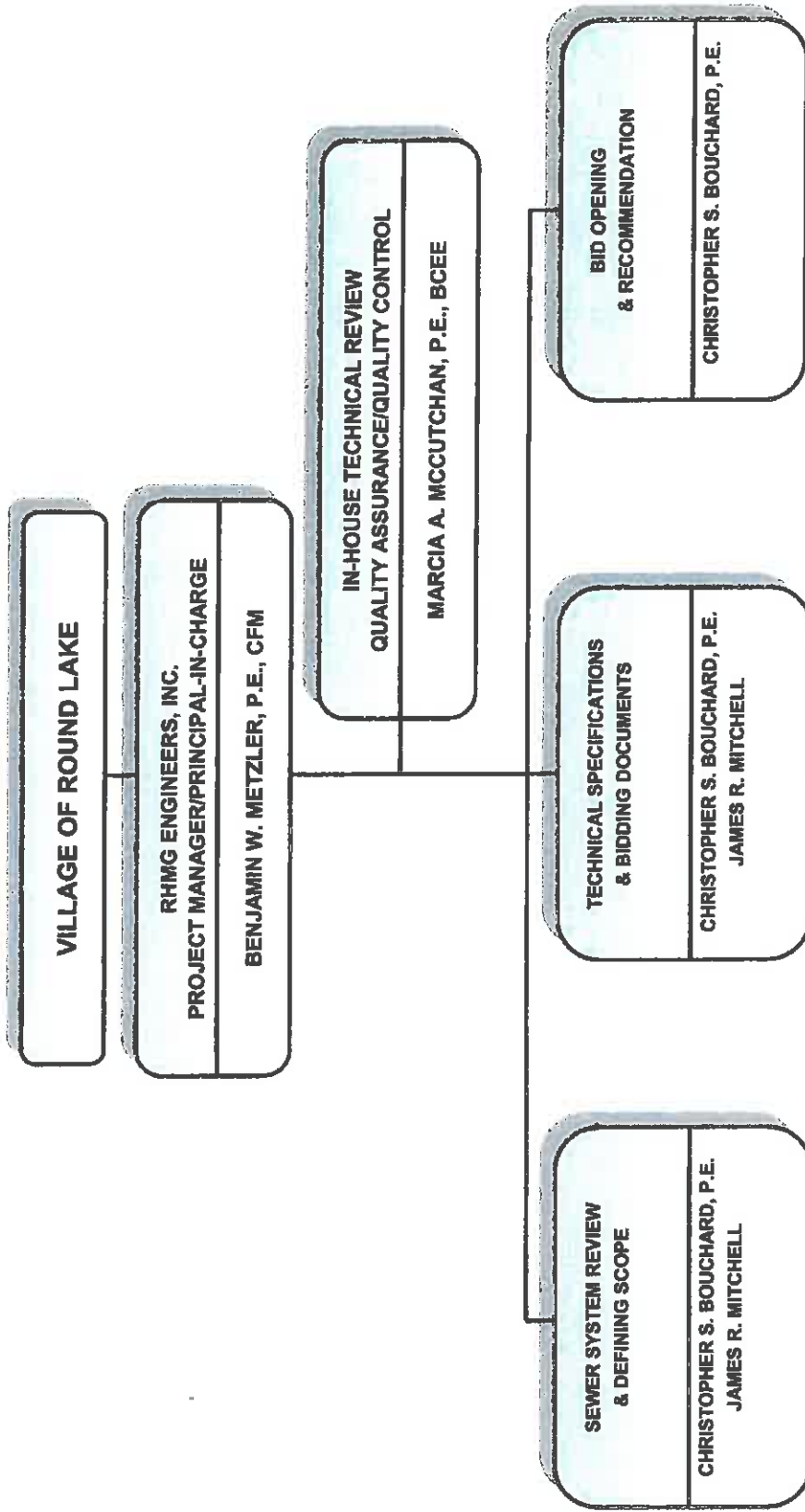
**Mr. James R. Mitchell** will serve as a technician to generate the intended project scope exhibits to include in the technical specifications and bidding documents to define the project scope. The maps will be generated from Mr. Mitchell's review of the Village's existing sanitary sewer atlas information. Mr. Mitchell is RHMG's senior GIS technician and is NASSCO Certified for sanitary sewer televising review and assessment.

Resumes for key team members are included on the pages immediately following the organization chart.



# ORGANIZATION CHART

## VILLAGE OF ROUND LAKE DESIGN ENGINEERING SERVICES FOR CLEANING AND TELEVISIONING SANITARY SEWERS





**RHMG ENGINEERS, INC.**

## **PROFESSIONAL OVERVIEW**

Mr. Metzler has experience modeling hydrologic and hydraulic systems using various models, including HEC-RAS, SWMM, TR-55, TR-20, HY-8, StormCAD and Hydraflow Hydrographs. He has experience working on a variety of modeling projects, including large scale modeling of urban watersheds, stream and BFE analysis using HEC-RAS, and site drainage and detention studies. Mr. Metzler also has worked on several sewer and water, roadway and site development projects: managing and coordinating permit requirements on the local and state level, performing hydrologic and hydraulic modeling of existing and proposed conditions, designing and preparing plans, contract documents and specifications, drafting plans and gathering information and data in the field, and providing construction observation and administration services.

## **REPRESENTATIVE EXPERIENCE**

### **Hydrologic and Hydraulic Modeling**

- Lake Ellyn Hydrologic and Hydraulic Study, Village of Glen Ellyn, Glen Ellyn, IL
- Vulcan Materials Feasibility Study, Vulcan Materials Company, Grayslake, IL
- Atkinson Road Flood Control Basin, Village of Green Oaks, Green Oaks, IL
- Western Rondout Drainage Study, Village of Green Oaks, Green Oaks, IL
- 15355 Rockland Road BFE Determination, Century Bay Builders, Libertyville, IL
- Doe Lake Enhancement Streambank and Wetlands Restoration, Green Oaks, IL
- Middlefork Tributary Upper Reaches Streambank Restoration, Green Oaks, IL
- Fuller Creek Forcemain Transient Surge Analysis, Rock River Water Reclamation District, Rockford, IL
- Riverside Park Siphon Sewer, Village of Libertyville, Libertyville, IL

### **Roadway and Pavement Projects**

- Chidester, Elm, Lenox and Linden Infrastructure Rehabilitation, Glen Ellyn, IL
- Beach Road Reconstruction, Village of Beach Park, Beach Park, IL
- Annual MFT Maintenance, Village of Green Oaks, Green Oaks, IL
- Duck Farm Dog Exercise Area, Lake County Forest Preserve District, Lake Villa, IL
- Brae Loch Golf Club Parking Lot Improvements, Lake County Forest Preserve District, Grayslake, IL
- 2013 MFT Maintenance, Village of Green Oaks, Green Oaks, IL
- 2012 MFT Maintenance, Village of Green Oaks, Green Oaks, IL

## **BENJAMIN W. METZLER**

**Title:** Principal/Project Engineer

**Years of Experience:** 12

**Education:** BS Civil Engineering, University of Illinois at Urbana-Champaign, May, 2007

Attended US Environmental Protection Agency Workshop on Sanitary Sewer Overflow Analysis and Prevention (SSOAP) Toolbox

Attended American Society of Civil Engineers Computer Workshop for HEC-RAS Computer Model Users

**Registrations:**  
Professional Engineer - IL

**Certifications:**  
Certified Floodplain Manager, IL Association for Floodplain and Stormwater Management

Lake County SMC—Enforcement Officer

Lake County SMC—DECI

**Employment History:**  
RHMG Engineers, Inc., Mundelein, IL  
2007 - Present, Civil Engineer

University of IL Urbana-Champaign, IL  
2006 - 2007- Undergraduate  
Research Assistant

RHMG Engineers, Inc., Libertyville, IL  
2003 - 2007, Intern/Surveyor

**Professional Affiliations:**  
Illinois Society of Professional Engineers - Secretary

American Society of Civil Engineers - Member

Illinois Association of State Floodplain Managers - Stormwater Committee

- 2011 MFT Maintenance, Village of Green Oaks, Green Oaks, IL
- 2010 MFT Maintenance, Village of Green Oaks, Green Oaks, IL
- Atkinson Road Phase II Reconstruction, Village of Green Oaks, Green Oaks, IL
- Prairie Wolf Dog Exercise Area, Lake County Forest Preserve District, Lake Forest, IL
- Fort Sheridan Cemetery Road Repaving, Lake County Forest Preserve District, Lake Forest, IL
- Pavement Replacement Projects, Townhomes of Country Place Condominium Association, Lindenhurst, IL
- Thompson School Parking Lot Improvements, Lake Villa Community Consolidated School District, Lake Villa, IL

#### **Site Design**

- Robert W. Rolek Community Center ADA Improvements, Round Lake Area Park District, Round Lake, IL
- Grand Dominion Golf Cart Path, Mundelein Area Park District, Mundelein, IL
- Gandhi Subdivision Preliminary Engineering, Lake Forest, IL

#### **Sewer and Water Projects**

- Oak Pond Lane Sanitary Sewer, Lake County Public Works, Libertyville, IL
- Hawthorn Woods Glennshire Water System, Lake County Public Works Department, Hawthorn Woods, IL
- 2009 Watermain Replacement Project, Lake County Public Works Project, Wildwood and Mettawa, Illinois
- 2008 Watermain Replacement Project, Lake County Public Works Project, Wildwood and Mettawa, Illinois
- Volo Historic Sanitary Sewer Extension, Phase I, Lakes Region Sanitary District, Volo, IL
- Inflow and Infiltration Evaluation, Lakes Region Sanitary District, Northwestern Lake County, IL
- Oak Street Lift Station Back-up Generator, Lakes Region Sanitary District, Round Lake, IL
- Terrace Oaks Watermain Extension, Marling Management, Knollwood, IL
- Highland Avenue Combined Sewer Separation Project, City of Elgin, Elgin, IL
- Bent Street Combined Sewer Separation Project, City of Elgin, Elgin, IL
- Lakes of the Four Seasons Lift Station E Replacement, Utilities, Inc., Crown Point, IN
- 2013 - 2015 Sanitary Sewer Assessment and Repair Projects, Village of Round Lake Beach, IL



**RHMGE ENGINEERS, INC.**

## PROFESSIONAL OVERVIEW

Ms. McCutchan has 27 years of experience in water and engineering services, and is a Board Certified Environmental Engineer as certified by the American Academy of Environmental Engineers. She has served as project engineer, project manager, and project director on a wide range of water and wastewater projects. She has provided master planning and design services for wastewater collection and treatment systems for municipal and industrial clients, including both liquid and solids process trains.

## REPRESENTATIVE EXPERIENCE

### Wastewater

- Owner's Representative Wastewater Excess Flow Storage Facilities, Design-Build Project, Village of Wilmette, IL
- Northwest Lake Excess Flow Facilities IEPA Funding, Round Lake County Public Works Department, Round Lake Beach, IL
- Sewer User Charge Studies—Lakes Region Sanitary District, Hainesville, IL, Beach Park, IL, Libertyville, IL
- Financial Analysis and Special Connection Fees Development, Lakes Region Sanitary District, Ingleside, IL
- Wastewater Collection System Master Plan, Lake Region Sanitary District, Ingleside, IL
- Wastewater Collection and Treatment System Master Plan, Village of Wonder Lake, IL and Wonder Lake Master Property Owners Association
- South Trunk Sewer, Lakes Region Sanitary District, Ingleside, IL, **2008 ACEC Engineering Excellence Special Achievement Award**
- Happy Valley Lift Station and Randolph Street/123<sup>rd</sup> Avenue Forcemain, Twin Lakes Utilities, Inc., Lake County, IN
- Volo Historic Sanitary Sewer, LRSD, Volo, IL
- Inflow and Infiltration Evaluations: Harbor Ridge Utilities, Inc., Lakes Region Sanitary District, Village of Hainesville, IL
- Caine's Woods/Wilkinson's/Blackcherry Sanitary Sewer, Lakes Region Sanitary District, Ingleside, IL
- CMOM, I&I Study, Annual Repairs Program, Lakes Region Sanitary District, Ingleside, IL
- Nippersink Corridor Sanitary Sewer, Lakes Region Sanitary District, Ingleside, IL
- Emergency Response Plan, Lakes Region Sanitary District, Ingleside, IL
- Wastewater Collection System Master Plan, Village of Volo, IL
- Annual Televising and Repairs Program, Lakes Region Sanitary District, Ingleside, IL
- Blackberry Creek Lift Stations and Off-Site Forcemain, Elburn, IL

## MARCIA A. MCCUTCHAN

**Title:** Executive Vice President

**Years of Experience:** 27

**Education:** BS Agricultural Engineering, University of Illinois, Champaign-Urbana, IL, 1986; Concentration Area - Soil and Water Resources

Master of Science Agricultural Engineering, Virginia Polytechnic Institute, Blacksburg, VA, 1989; Concentration Area - Water and Wastewater, Environmental Engineering

### Registrations:

Professional Engineer - IL  
Kane County Qualified Engineer Review Specialist #E-077  
Lake County Certified Stormwater Enforcement Officer

### Certifications:

Board Certified Environmental Engineer,  
American Academy of Environmental Engineers

### Employment History:

RHMGE Engineers, Inc. Mundelein, IL  
2000 - Present, Executive Vice President  
1995 - 2000, Vice President  
1991 - 1995, Project Manager/Engineer

USDA Natural Resources Conservation Service,  
Fairfield, IA  
1990 - 1991, Civil Engineer

Applied Technology and Engineering,  
Charlottesville, VA  
1988 - 1990, Project Engineer

### Professional Affiliations:

American Water Works Association  
Water Environment Federation  
Illinois Society of Professional Engineers  
National Society of Professional Engineers  
American Public Works Association  
Illinois Association for Floodplain and Stormwater Management

### Significant Achievements:

#### Publications and Presentations

"City of Freeport Pressure Zone Separation", presentable at Watercon, March 2015

"Addressing NPDES Permit CMOM Requirements", presented at CSWEA Government Affairs Conference, February 2015

"Rainfall Erosion Index (R) Values for Virginia", ASAE Paper No. 87-2030, 1987, (J.W. Stephens, S. Mostaghimi, V.O. Shanholtz, and M.M. Deizman (a.k.a. M.A. McCutchan))

"Size Distribution of Eroded Sediment from Tillage Systems", ASAE Paper No. 87-2068, Presented at the 1987 ASAE Summer Meeting, Baltimore, MD, 1987, (M.M. Deizman, S. Mostaghimi, and T.A. Dillaha)

**Wastewater (Cont.)**

- CMOM, Northwest Lake FPA, IL
- CMOM, Village of Wauconda, Wauconda, IL
- CMOM, Fox River Water Reclamation District, Elgin, IL
- CMOM, North Shore Water Reclamation District, Gurnee, IL



**RHMG ENGINEERS, INC.**

### **PROFESSIONAL OVERVIEW**

Mr. Bouchard has worked on numerous general civil/site development projects: managing and coordinating permit requirements on the local and state level, modeling hydrologic and hydraulic systems, designing and preparing plans, contract documents and specifications, drafting plans and gathering information and data in the field, surveying, and providing construction observation and administration services. Specific design expertise includes underground utilities, site grading and layout, roadways and trails, earthwork analysis and stormwater facilities. His general civil engineering experience base also serves well in providing general municipal services to our clients.

### **REPRESENTATIVE EXPERIENCE**

#### **Municipal**

- Assistant Village Engineer, Beach Park, IL
- Assistant City Engineer, North Chicago

#### **General Civil and Underground**

- Beach Road Reconstruction, Design and Construction Engineering, Beach Park, IL
- East Troy Grove Road Intersection Improvements, Design Engineering, La Salle, IL
- ELOG Waterman, Storm Drainage and Roadway Improvements, Construction Engineering, Glen Ellyn, IL
- CELL Roadway Improvements, Design Engineering, Glen Ellyn, IL
- LaSalle Rotary Park, Design and Construction Oversight, LaSalle, IL
- Herons Landing Watermain, Lake County Public Works Department, Design and Construction Engineering, Long Grove, IL
- Harper and Waldo Watermain Extensions, Design Engineering, Beach Park, IL
- SSA's 9 - 12 Watermain Extensions, Design Engineering, Beach Park, IL
- 2012-2015 MFT Field Assessment and Design Engineering, Green Oaks, IL
- 2011-2016 MFT Field Assessment and Design Engineering, Beach Park, IL
- Village-Wide Street Evaluation Field Assessment and Report, Beach Park, IL
- Northwest Lake FPA Cooperative Bidding Televising & Cleaning and Smoke Testing, IL
- FY2016 Televising & Cleaning and Smoke Testing Programs, Lakes Region Sanitary District, Ingleside, IL
- FY2015 Televising & Cleaning Program, City of North Chicago, North Chicago, IL

#### **Hydrologic and Hydraulic Modeling**

- Water System WaterCAD Modeling, Freeport, IL
- Water System WaterCAD Hydraulic Modeling, Wauconda, IL
- Yorkhouse and Chestnut Drainage Study, Beach Park, IL
- Yorkhouse and Dewoody Drainage Study, Beach Park, IL
- Maple Manor Green Bay Terrace Drainage Study, Beach Park, IL
- Beach Road Reconstruction StormCAD Modeling, Beach Park, IL
- Vulcan Industries Drainage Study, Grayslake, IL
- Affiliated Foods Midwest StormCAD Modeling, Kenosha, WI
- Sunset Grove Commercial Development Storm CAD Modeling, Long Grove, IL

### **CHRISTOPHER S. BOUCHARD**

**Title:** Project Engineer

**Years of Experience:** 8

**Education:**  
BS Civil Engineering, University of Evansville,  
IN, 2007

**Registrations:**  
Professional Engineer - IL

**Certifications:** IDOT Documentation of  
Contract Quantities Cert. #12-0441

**Employment History:**  
RHMG Engineers, Inc., Mundelein, IL  
2011 - Present, Project Engineer

Carpet One, Lindenhurst, IL  
2009 - 2011

Manhard Consulting, Ltd., Vernon Hills  
2007 - 2008, Staff Engineer



**RHMGE ENGINEERS, INC.**

### **PROFESSIONAL OVERVIEW**

Mr. Mitchell has 10 years of extensive experience in the planning, design, drafting, of a wide range of municipal and civil engineering projects. His expertise includes the preparation of design plans and specifications for water, sewer, gas, roadway, and recreational projects. Geographic Information Systems experience includes developing utility atlases for municipal governments, design and production of various GIS maps and cartographic exhibits, and acquiring and maintaining GIS databases. In addition, Mr. Mitchell has authored portions of several transportation planning studies and assisted in the collection of traffic counts and data for detailed transportation models.

### **REPRESENTATIVE EXPERIENCE**

- Northern Indiana Public Service Company (NIPSCO) Aetna—Tassinong 16" Transmission Gas Line Replacement, Lake and Porter County, IN
- Willow Road Watermain Replacement, Northfield, IL
- Hawley Street Roadway Reconstruction, Mundelein, IL
- Buffalo Grove Road Reconstruction, Lake County Division of Transportation, Buffalo Grove, IL
- Countryside Lake Watermain Replacement, Lake County Public Works Department, Lake County, IL
- Orland Park Transportation Plan, Orland Park, IL
- Village of Mundelein Comprehensive Plan, Mundelein, IL 2011
- Village of River Forest Transportation Corridor Plans, River Forest, IL
- Our Lady of Perpetual Help (OLPH) Parish Parking Lot Reconstruction, Glenview, IL
- Abovenet Fiber Optic Installation, Lake County, IL
- Village of Riverwoods Utility Atlases and Municipal GIS Services, Riverwoods, IL
- Village of Barrington Hills Utility Atlases and Municipal GIS Services, Barrington Hills, IL
- IDOT Traffic Data Collection- Districts 1&2, 2011-2014.
- Village of Barrington Hills Utility Atlases and Municipal GIS Services, Barrington Hills, IL
- Village of Roselle Inflow & Infiltration Control Plan, Roselle, IL
- CMOM, Fox River Water Reclamation District, Elgin, IL
- Annual Sanitary Sewer Televising Review, Lakes Region Sanitary District, Ingleside, IL

### **JAMES R. MITCHELL**

**Title:** Civil Drafter / GIS Specialist

**Years of Experience:** 10

**Education:** MS Urban Planning, University of Illinois at Chicago, IL 2011

BA Geography, Ohio State University, Columbus, OH 2004

**Certifications:** NASSCO Certified PACP Inspector, 2016

**Employment History:**  
RHMGE Engineers, Inc., Mundelein, IL, 2015-Present, Senior Designer

EN Engineering, Warrenville, IL 2014-2015, Senior Drafter

Gewalt Hamilton Associates Inc., Vernon Hills, IL, 2005-2014, GIS and CAD Technician, Transportation Planner

O'Neill Properties Group, King of Prussia, PA, 2004-2005, Land Planning Assistant

Navteq Corp, Timonium, MD, 2004, Associate Field Analyst



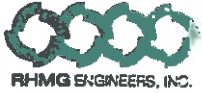
## **Section III**

# **Related Experience**

RHMG has provided similar engineering services for numerous clients and projects. We recognize the importance of identifying defects in subsurface infrastructure that can contribute to excess flows and potential adverse health impacts as a result of sanitary sewer blockages and overflows. Additionally, as part of the adopted CMOM program, RHMG understands the importance behind understanding and cataloging the condition of the Village's sanitary sewer system.

The descriptions on the following pages present some of RHMG's representative project experiences that are similar to the Village of Round Lake's Sanitary Sewer Televising and Cleaning project. As evidenced in the following project descriptions, RHMG has the necessary experience to successfully execute the identified project scope.

RHMG is also National Association of Sewer Service Companies (NASSCO) certified to review and assess the conditions of the sanitary sewer televising results. The results and identified improvements are what makes the televising activity worth the Village's time and resources. In conjunction with the video results, the Contractor will be required to provide Pipe Assessment & Certification Program (PACP) data that can be integrated into the Village's GIS database. This integration provides exact locations of defects, services, etc. along the length of the sewer pipe.



**PROJECT:** 2013-16 Sewer Repair Program

**CLIENT:** Village of Round Lake Beach  
1937 Municipal Way  
Round Lake Beach, IL 60073

**CLIENT CONTACT:** Mr. Dave Kilbane  
Village Administrator  
Phone: 847/546-2351  
Email: [dkilbane@rlbeach.org](mailto:dkilbane@rlbeach.org)

**PROJECT DESCRIPTION:**

The Village of Round Lake Beach owns approximately 70 miles of sanitary sewer. RHMG worked with the Village and within the constraints of their roadway master plan (operating independently of the sewer repair program) to identify and prioritize sewer lines to be televised. Once televised, RHMG reviewed the televising data and prepared a prioritized list of recommended repairs.

RHMG prepared plans and specifications, obtained the necessary permits, and provided construction administration and observation services for the recommended repair/ rehabilitation work. As work is occurring in advance of road repairs, the repairs were primarily performed using open-cut construction. The Village will line repaired sewers in the future after roads are repaved, as lining is a non- invasive rehabilitation technique.

RHMG continues to manage and maintain the Village's televising schedule and repair queue, maintaining compliance with CMOM requirements (i.e. televising the entire sewer system within a 10-year time frame).





**PROJECT:** CMOM Program/Annual Sanitary Sewer Inspection and Repairs

**CLIENT:** Lakes Region Sanitary District  
25700 W. Old Grand Avenue  
Ingleside, IL 60041  
Phone: 847/973-8940

**CLIENT CONTACT:** Mr. Mohammed Haque  
District Manager

**PROJECT DESCRIPTION:**

Lakes Region Sanitary District is part of the Northwest Lake Sewer System Advisory Committee, comprised of a total of eleven service providers including sanitary districts, Villages, a private utility company and the County. Marcia McCutchan chaired the Technical Advisory CMOM Subcommittee which was tasked with developing the CMOM Program to be implemented throughout the area. Consensus was achieved and RHMGE drafted the CMOM Plan which was adopted by the NW Lake Policy Committee in December 2013. Among other milestones, the CMOM Plan requires TV inspection of the entire gravity sanitary sewer system on a 10-year cycle.

This CMOM objective is consistent with LRSD's practice of televising a portion of their 66 mile system each year. RHMGE develops the scope and administers the annual televising contract for the District. System defects are identified and repairs prioritized based on the severity of the defect(s) and available funding. Repair contracts have been reviewed annually since 2011.

RHMGE provides preliminary evaluation, design, permitting, bidding and construction engineering services for the associated repair contracts. The projects typically include both repair and replacement components and utilize both open-cut and trenchless construction techniques. Significant coordination is required with the applicable roadway agencies (County, Township and/or Villages), utility companies, property owners (including the Lake County Forest Preserve), and the various other permitting agencies.

The current Sanitary Sewer Repairs Project includes the replacement of approximately 725 feet of existing defective sewer and is being funded with a loan from the IEPA's Water Pollution Control Loan Program. RHMGE completed the requisite Facility Plan, Financial Evaluation and other loan documentation to procure loan approval.



**PROJECT:** North Shore Water Reclamation District  
Capacity, Management, Operations, and Maintenance  
(CMOM) Plan

**CLIENT:** North Shore Water Reclamation District  
PO Box 750  
14770 W. Wm. Koepsel Drive  
Gurnee, IL 60031  
Phone: 847/623-6060

**CLIENT CONTACT:** Brian Dorn, P.E.  
Executive Director

**PROJECT DESCRIPTION:**

NSWRD owns and operates three water reclamation facilities which provide service to over 300,000 residents within its service area in the eastern portion of Lake County, Illinois. In 2015, NSWRD received draft NPDES permit renewals for its Gurnee, Waukegan, and Clavey WRF's. The special conditions of the draft NPDES permits require that NSWRD develop a Capacity, Management, Operations, and Maintenance (CMOM) plan within 12 months of the effective date of the permit.

The goals of the CMOM program are to prevent sanitary sewer overflows and basement backups, and to ensure that any overflows or backups, when they do occur, do not cause any violations or impairments of adjacent waters. The CMOM program is also a tool which is to be used to assist in the managing of the assets associated with a sanitary sewer collection system to ensure adequate capacity and financial resources are being maintained.

Although a common framework will be used as the basis of the CMOM plans for NSWRD's three plants, a separate plan will be developed (and measures will be documented) for each plant service area separately to allow for accounting of program effectiveness. The CMOM plan is a "living" document that will be reviewed and updated as improvements, enhancements, and expansions are made to the sanitary sewer collection system.

The CMOM plans prepared for NSWRD also include the development of an asset management strategy for each of the service areas. The asset management programs include: asset inventory and condition assessment, level of service requirements, critical asset identification, life cycle cost analysis, and long term funding strategies.

Sanitary sewers owned by others are tributary to both NSWRD's WRFs. While IEPA encourages coordination with other contributing agencies, the NPDES permit only requires that the CMOM program cover the infrastructure owned by NSWRD. The asset management strategy developed as part of the CMOM plan will be limited to NSWRD infrastructure. Participation of satellite communities will be voluntary initially, with mandatory participation required in the near future. The development of the CMOM plan takes into consideration the application of the CMOM plan to NSWRD infrastructure, as well as its satellite communities.

**PROJECT COMPLETION DATE:** On-going



**PROJECT:** Fox River Water Reclamation District  
Capacity, Management, Operations, and Maintenance  
(CMOM) Program

**CLIENT:** Fox River Water Reclamation District  
P.O. Box 328  
Elgin, IL 60121-0328  
Phone: 847/742-2068

**CLIENT CONTACT:** Ms. Beth Vogt, P.E.  
Technical Services Director

**PROJECT DESCRIPTION:**

The Fox River Water Reclamation District (FRWRD) owns and operates three water reclamation facilities which provide service to over 150,000 people within the communities of Elgin, South Elgin, West Dundee, and portions of Sleepy Hollow, Streamwood, Hoffman Estates and unincorporated St. Charles Township. In 2014, FRWRD received notification for NPDES permit renewals for its North and West WRF's. The special conditions of the NPDES permits required that FRWRD develop a CMOM plan within 12 months of the effective date of the permit. In 2015, the NPDES permit renewal for FRWRD's South (Pagorski) plant was issued, which also requires the development of a CMOM plan, with newly added USEPA requirements including the development of an asset management program.

The goals of the CMOM program are to prevent sanitary sewer overflows and basement backups, and to ensure that any overflows or backups, when they do occur, do not cause any violations or impairments of adjacent waters. The CMOM program is a tool which will assist FRWRD in the managing of the assets associated with a sanitary sewer collection system to ensure adequate capacity and financial resources are being maintained for the community.

The CMOM Plans for the North and West plants prepared by RHMGE included:

- Collection System Mapping
- Schedules, Checklists and Preventative Maintenance Measures
- System Capacity Assessment
- Identification and Prioritization of Structural Deficiencies
- Effectiveness Monitoring of the CMOM Plan
- CMOM Plan Updating Procedures
- Summary of CMOM Activities
- Sanitary Sewer Overflow (SSO) Historical Records
- SSO Response Plan
- System Evaluation Plan
- Reporting and Monitoring Requirements
- Third Party Notification Plan



In addition to the above, the CMOM plan for the South Plant will incorporate new additional NPDES permitting requirements for the CMOM program including:

- Additional documentation regarding the District organizational structure, budgeting, training, and legal authority
- Documentation of unplanned maintenance
- Development of an asset management program, including asset inventory and condition, identification of critical assets, life cycle costs, and long term funding strategies
- A more detailed System Evaluation Plan, including provisions for I/I reduction and SSO elimination, construction plans, and schedules

Sanitary sewers owned by others are also tributary to FRWRD's water reclamation facilities. While IEPA encourages coordination with other contributing agencies, the NPDES permit only requires that the CMOM program cover the infrastructure owned by FRWRD. FRWRD is implementing the CMOM program only for their own infrastructure at this time. Satellite communities are not presently included in the FRWRD CMOM program.

PROJECT COMPLETION DATE: On-going



**PROJECT:** Wauconda CMOM Plan

**CLIENT:** Village of Wauconda  
101 North Main Street  
Wauconda, IL 60084

**CLIENT CONTACT:** Mr. Brad Fink  
Director of Public Works  
Phone: 847/526-9610

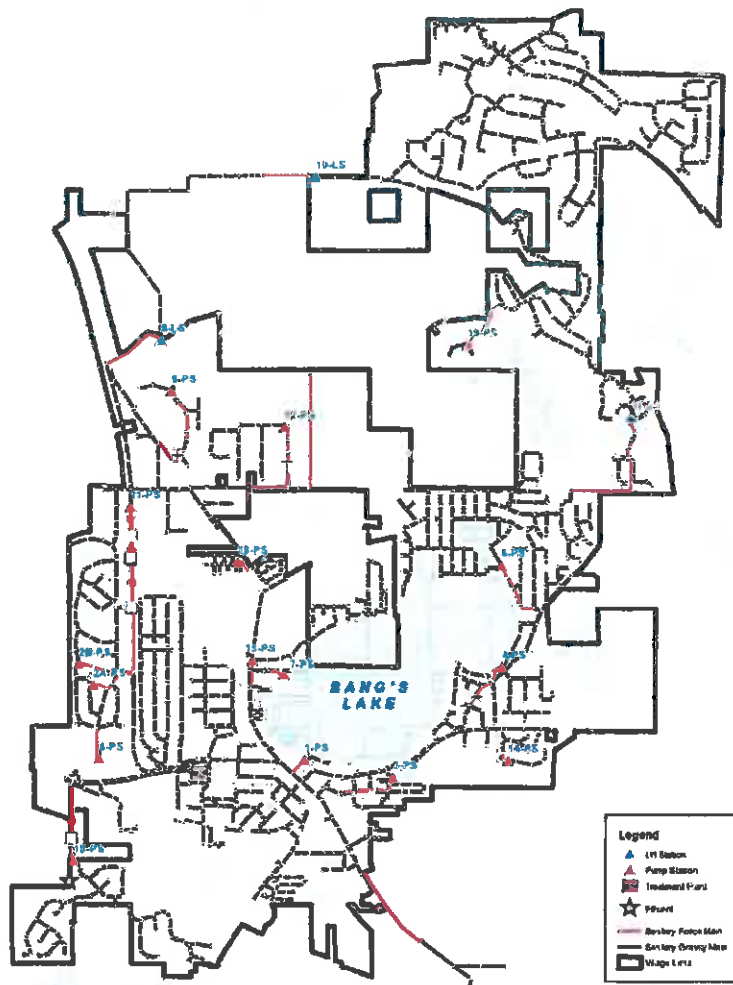
**PROJECT DESCRIPTION:**

The Village of Wauconda is a community of approximately 13,600 people and is served by a sanitary sewer collection system and Water Reclamation Facility. Wastewater is collected and conveyed to the Village's Water Reclamation Facility via a sanitary sewer system that is comprised of approximately 113 miles of sanitary sewer, 1,409 manholes and nineteen (19) pumping stations. The Village's Water Reclamation Facility has a design capacity to treat 1.5 million gallons of wastewater per day.

A Capacity, Management Operations and Management (CMOM) Plan was required to comply with the Village's new NDPEs permit for the Water Reclamation Facility. The CMOM Plan was developed to incorporate the standard operation and management activities that are routinely performed by the Village. The overall intent of the CMOM Plan is to assure that sufficient sanitary sewer capacity is available and to reduce sanitary sewer overflows (SSOs) and backups.

The goals of the CMOM Plan contribute to the overall mission and address issues of health and safety, cost-efficient operation, enhance and optimize collection system performance and compliance with applicable laws.

**COMPLETION DATE:** 2012





**PROJECT:** 2015 & 2016 Northwest Lake FPA Cooperative Purchasing  
Televising & Cleaning Program  
Smoke Testing Program

**CLIENT:** Lakes Region Sanitary District  
25700 W. Old Grand Avenue  
Ingleside, IL 60041  
Phone: 847/973-8940

**CLIENT CONTACT:** Mr. Mohammed Haque  
District Manager

**PROJECT DESCRIPTION:**

RHMG Engineers, Inc., acting as the consultant to the Northwest Lake FPA Cooperative Workgroup, generated bid documents and technical specifications for the following entities for the purpose of sanitary sewer televising & cleaning and smoke testing: Lakes Region Sanitary District, Lake County Public Works Department, Villages of Round Lake Beach, Round Lake Heights, Round Lake Park, Round Lake and Lake Villa. Each entity was responsible for providing RHMG with their respective scope of work, however, RHMG was then required to consolidate the information for bidding. Of the entities listed, RHMG collaborated with two of the entities (Lakes Region Sanitary District and the Village of Round Lake Beach) to identify their project scope and generate the exhibits necessary for submittal. Permitting was required through Lake County Division of Transportation, the Illinois Department of Transportation, and the Townships of Grant, Avon and Freemont.

RHMG conducted the bid openings for the Cooperative Purchasing Program on both programs and supplied recommendation to the Lakes Region Sanitary District to award the contract.

**COMPLETION DATE:** On-going



## Section IV Project Approach

### A. Project Understanding

The Village of Round Lake is seeking engineering services to generate bid documents and technical specifications for the purpose of soliciting bids and awarding a contract for calendar year 2016. The Village anticipates televising and cleaning 75,000 LF of their sewer system, which equates to approximately 30% of the sewer system. As part of this process, RHMG will work with Village staff to review known problem areas within the Village's sewer system, analyze those locations, generate a project scope, generate bid documents, and provide full bidding services.

The Village may be able to join an existing cooperative bidding group and take advantage of specifications and bid prices already established. This would save the Village time and expense and focus more effort on defining the project scope and long term planning.

The following is our detailed project approach, in-line with the Village's identified general requirements.

### B. Detailed Project Approach

The proposed project approach is detailed below.

- 1.0. **Initial Project Meeting** – RHMG Engineers, Inc. will meet with key Village staff to review the existing system and discuss known issues within the Village's sewer system. RHMG will also discuss future street capital improvement plans with the Village to ensure that no street be improved until all available sub-surface monitoring can be accomplished. The meeting will be a benchmark for generating the calendar year 2016 proposed scope.
- 2.0. **Generating Bidding Documents and Technical Specifications** – RHMG will compile bid documentation and technical specifications as follows:
  - Bid Advertisement
  - Instructions to Bidders
  - Bid Form
  - Bid Bond Form
  - Agreement Form
  - Performance Bond Form
  - Labor and Materials Payment Bond Form
  - General Conditions
  - Supplementary Conditions
  - Lake County Division of Transportation Requirements, as necessary



- Illinois Department of Transportation Requirements, as necessary
- Project Requirements
- Contract Closeout

- 3.0. Project Scope Identification and Exhibit Generation** – RHMG will utilize existing Village sanitary sewer atlas exhibits and information gathered from the initial project meeting to identify the project scope and to generate location exhibits and quantities for use in the bid documents. The proposed scope will be defined based on known problem locations within the sanitary sewer network, age and material of infrastructure, planned roadway rehabilitation, and an effort to keep the project footprint condensed for future monitoring efficiency. RHMG will also review the Village's Capital Improvement Plans in preparing the project scope. This effort will occur to minimize future impact to currently planned improvements.
- 4.0. Engineer's Opinion of Probable Cost (EOPC)** – An EOPC will be generated based on the identified scope and utilizing bid results from recent comparable projects and service line items.
- 5.0. Village Review Meeting** – Copies of the draft bid documents will be distributed to the Village with a follow-up meeting scheduled to review and discuss the final project scope. The meeting will be held to review the project scope, review the EOPC with regards to the Village's budget, and to address any changes the Village deems necessary to the bid documents. Any changes requested by the Village will be updated in preparation for bidding.
- 6.0. Permitting** – RHMG will work to advance all permits from the governing street authorities to a point that necessitates awarding of the contract. (Lake County Division of Transportation will require finalization of permit once the contractor is known and documentation is sent to them from the contractor.)
- 7.0. Bidding** – RHMG will distribute bid documents from our Mundelein, IL office. We will also contact area vendors qualified to provide services to the Village and solicit bids on behalf of the Village. RHMG will respond to bidder inquiries and issue any addenda as appropriate. RHMG will conduct a bid opening for the proposed project, tabulate and review bid results, and make a recommendation to the Director of Public Works for his use at the Village Board.

## **C. Additional Services**

RHMG offers the following additional services for consideration by the Village.

- 1.0. Geographic Information System (GIS)** – Incorporate the Pipe Assessment & Certification Program (PACP) database included as part of the televising deliverable into the Village's GIS database.
- 2.0. NASSCO Certified Pipeline Assessment** – Utilize a trained NASSCO pipeline inspector to review and assess the televised data.



- 3.0. **Capital Improvement Planning (CIP) and Cost Estimating** – Our professional staff will provide rehabilitation recommendations and cost estimates, based on the assessed video results, to be utilized for capital improvement planning.
  
- 4.0. **Design of Recommended Improvements** – RHM's engineering staff will generate final engineering plans and specifications for rehabilitation of the Village's infrastructure, as appropriate. These methods include replacement or CIPP lining.



## Section V Project Schedule

It is our company philosophy to only pursue projects if we can dedicate the necessary resources and provide the high quality of service that our clients expect and deserve. RHMGE has the staff and resources available to proceed with the Village's project immediately and is committed to dedicating those resources through project completion.

The exhibit on the following page illustrates RHMGE's proposed schedule for the Village of Round Lake's Design Engineering Services for Cleaning and Televising Sanitary Sewers project. ***Based on our projected scope of work and identified project schedule, we anticipate meeting the June 15, 2016 bid opening date.***

The project schedule identifies the major project tasks and the proposed sequencing of the work. Project workshop meetings have also been identified to be held with Village staff as key milestones to review the project progress.

We would like to emphasize that communication has been identified as a separate task on the project schedule. Our philosophy is that this is your project and, consequently, we will maintain close communication with the Village staff throughout all phases of the project. This communication will be accomplished via:

- Meetings: Formal scheduled meetings and workshop meetings as noted on the schedule
- Status Reports: Monthly written project status reports as appropriate
- Telephone & Email Contact On a day-to-day basis as appropriate
- Correspondence Emails, letters, and memos confirming key design decisions and issues

With close contact, important input from and requirements of the Village are discussed and considered throughout the project. Just as important, the Village is aware at all times of how the project is progressing and also understands and concurs with the final recommendations as they are developed. As a result of this close communication, there will be no surprises throughout the course of the project.

**PROJECT SCHEDULE  
 DESIGN ENGINEERING SERVICES FOR  
 CLEANING AND TELEVISIONING SANITARY SEWERS  
 VILLAGE OF ROUND LAKE**

Task #	TASK DESCRIPTION	WEEKS	
		May	June
1.0.	Preliminary Meeting	■	
2.0.	Prepare Bid Documents & Technical Specifications	■	
3.0.	Project Scope Identification and Exhibit Generation	■	
4.0.	Engineer's Opinion of Probable Cost	■	
5.0.	Village Review Meeting	■	
6.0.	Permitting	■	
7.0.	Bidding	■	
8.0.	Communication With Village of Round Lake	■	■
		On-Going	



## **Section VI Project Fee**

Please find the project fee submitted under separate cover.



## Section VII

# Reasons for Selecting RHMG

RHMG Engineers, Inc. offers the following:

- **Active Involvement of Principals on Projects**
- **Extensive Related Experience**
- **Experienced Project Team** - with the perfect balance of big-picture planning and detailed design experience
- **Application of Appropriate Technologies** - new and/or traditional
- **Sound, Customized Project Approach**
- **Commitment to Service and Quality**
- **High Ethical Standards**

With the following benefits to the Village of Round Lake

- **High Quality Product**
- **Timely Performance**
- **Effective Communications** - There will be no surprises!
- **Results** – Prudent cost effective evaluation of Village's Sanitary Sewer Collection System



## Section VIII References

We encourage the Village of Round Lake to contact the following RHMG clients for additional information regarding our qualifications. Additional references are available upon request.

Lakes Region Sanitary District  
25700 West Old Grand Avenue  
Ingleside, IL 60041  
Mr. Mohammed Haque, P.E.  
District Manager  
Telephone: 847/973-8940  
Email: mhaque@lrsanitary.com

Village of Round Lake Beach  
1937 N. Municipal Way  
Round Lake Beach, IL 60073  
Mr. David Kilbane  
Village Administrator  
Telephone: 847/740-6011  
Email: dkilbane@rlbeach.org

Village of Beach Park  
11270 W. Wadsworth Road  
Beach Park, IL 60099  
Mr. Gene Gross  
Public Works Superintendent  
Telephone: 847/746-1770  
Email: gene.gross@villageofbeachpark.org

Village of Roselle  
474 Congress Circle North  
Roselle, IL 60172  
Mr. Phil Cotter  
Director of Public Works  
Telephone: 630/980-2020  
Email: pcotter@roselle.il

Village of Green Oaks  
2020 O'Plaine Rd  
Green Oaks, Illinois 60048  
Ms. Denise Kafkis  
Village Administrator  
Telephone: 847/362-5363  
Email: denise.kafkis@greenoaks.org

Lake County Department of Public Works  
650 West Winchester Road  
Libertyville, IL 60048  
Mr. Peter Kolb, P.E.  
Director  
Telephone: 847/377-7125  
Email: pkolb@lakecountyil.gov



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: PART-TIME COMMUNITY SERVICE OFFICER(S)**

**Agenda Item No. COTW**

*Executive Summary:*

The Police Department requests Authorization to adjust the Village of Round Lake employee salary ordinance to substitute the current unfilled full-time Police Department Community Service Officer (CSO) position with three (3) part-time Police Department Community Service Officers.

This adjustment will create twenty (20) additional hours of Community Service Officer coverage to assist in servicing the current needs of the Village. Examples of these needs include tasks at multiple school locations that need attention at the same time of day, Metra Lot parking, citizen requests for service, animal control, and traffic direction at accident scenes.

Salary and equipment for these positions will be drawn from the associated and current Community Service Officer line items and if necessary from the part-time police officer position budgeted salary and the department uniform account as needed.

*Recommended Action:*

Staff recommends authorization to adjust the Village of Round Lake employee salary ordinance to substitute the current unfilled full-time Police Department Community Service Officer (CSO) position with three (3) part-time Police Department Community Service Officers, and staff and equip these three part-time CSO positions after April 18, 2016.

<b>Committee:</b> Police		<b>Meeting Date:</b> April 4, 2016																														
<b>Lead Department:</b> Police		<b>Presenter:</b> Michael Gillette; Chief of Police																														
<b>Item Budgeted:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.	<table border="1"> <thead> <tr> <th>Account(s)</th> <th>Budget</th> <th>Expenditure</th> </tr> </thead> <tbody> <tr> <td>01-40-70-67001</td> <td>\$75,325.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td></td> <td>\$66,390.00</td> </tr> <tr> <td>YTD Actual</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total:</td> <td>\$75,325.00</td> <td>\$66,390.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td></td> <td>\$8,935.00</td> </tr> <tr> <td style="text-align: right;">Over</td> <td>-</td> <td></td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	01-40-70-67001	\$75,325.00		Item Requested		\$66,390.00	YTD Actual		\$0.00	Amount Encumbered		\$0.00				Total:	\$75,325.00	\$66,390.00	Request is over/under budget:			Under		\$8,935.00	Over	-		
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**Resolution 2016-R-\_\_\_**

**A Resolution Authorizing the Village of Round Lake Police**

**Department to staff and equip three part-time Community Service Officer positions after April 18, 2016.**

**WHEREAS**, the Police Department staffing compliment includes the use of civilian Community Service personnel to assist in the service of police department essential functions; and

**WHEREAS**, the Round Lake Police Department has found that employing civilian Community Service personnel is a viable option for which to maintain a reliable Village wide service delivery levels; and

**WHEREAS**, the Village President and Board of Trustees find that making this adjustment to the Village Salary Ordinance of replacing one full-time Community Service Officer with three part-time community service officers limited to 1000 hours each, or less per year @ \$20.00 per hour is fiscally prudent and in the interest of public health, safety and welfare; and

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

1. Adjust the Village of Round Lake Employee Salary Ordinance to substitute the current unfilled full-time Police Department Community Service Officer (CSO) position with three (3) part-time Police Department Community Service Officers is hereby authorized.
2. Staffing and equipping these three part-time Community Service Officer positions after April 18, 2016.is hereby approved.
3. The Mayor, or his designee, is authorized to perform such other actions required to carry out the Village's direction, and to otherwise implement this resolution.

**APPROVED:**

---

Daniel A. MacGillis, Village President

**ATTEST:**

---

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

AYES:

NAYS:

ABSENT:



VILLAGE OF ROUND LAKE

**AGENDA ITEM SUMMARY**

**TITLE: SWALCO ELECTRONICS RECYCLING PROGRAM**

**Agenda Item No. COTW**

*Executive Summary:*

At the February 29, 2016 COTW meeting a discussion was held regarding the electronic collection program. The current recycler, Vintage Tech, gave notice on November 17, 2015 that it intends to terminate the contract with SWALCO in 180 days or May 15, 2016, which prompted SWALCO staff to look at other options. SWALCO had an emergency meeting and all members but one voted to discontinue the Agency's electronics recycling program.

After that meeting, the Village of Grayslake Village Board decided to donate \$20,000 to continue the electronics program thru the end of the year. See attached for information sent from Walter Willis, SWALCO Executive Director to the members of SWALCO regarding the electronics recycling issue. In addition, staff requested a proposal from Waste Management for their recycling program, which is attached.

*Recommended Action:*

As an Agency Member, Discuss the Future of the Electronics Recycling Program for Additional Guidance/Direction to SWALCO and Review the Proposal from Waste Management.

<b>Committee:</b> -	<b>Meeting Date:</b> April 4, 2016																														
<b>Lead Department:</b> Administration	<b>Presenter:</b> Steven J. Shields, Village Administrator																														
<b>Item Budgeted:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Account(s)</th> <th style="text-align: center;">Budget</th> <th style="text-align: center;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>XX-XX-XX-XXXXX</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td>Item Requested</td> <td></td> <td></td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td></td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: center;">\$0.00</td> <td style="text-align: center;">\$0.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td colspan="2">-</td> </tr> <tr> <td style="text-align: right;">Over</td> <td colspan="2">-</td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	XX-XX-XX-XXXXX	-		Item Requested			Y-T-D Actual			Amount Encumbered						Total:	\$0.00	\$0.00	Request is over/under budget:			Under	-		Over	-	
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# Village of Round Lake

442 N. Cedar Lake Road Round Lake, IL 60073

847-546-5400 fax 847-546-5405

[www.eroundlake.com](http://www.eroundlake.com)

March 30, 2016

**To:** Mayor and Board of Trustees

**From:** Steven J. Shields, Village Administrator

**Subject:** SWALCO Electronics Recycling Program

Below is information sent out from Walter Willis, SWALCO Executive Director via email on March 18, 2016, to members of the agency regarding the electronic recycling program update asking if the electronics program be continued through December 31, 2016 through additional contributions from the members.

*Dear Board of Directors,*

*At the request of the Executive Committee, which met yesterday, I was asked to send the Board members an email to update you on yesterday's discussion and to get your feedback.*

*There was much discussion of the electronics situation and the efforts being made to find a recycler who can keep the program going, and to find a legislative remedy to the problem. Mike Ellis, village manager of Grayslake, explained that his Village Board had discussed the problem at length and decided that it was willing to contribute \$20,000 toward the estimated \$62,000 we need to keep the program going through the calendar year (the Village Board also confirmed its support for funding the costs associated with keeping its drop off site in operation). The rationale was that while the Village supports the position the SWALCO Board took on March 3<sup>rd</sup> (that local governments should not be responsible for covering costs that were never envisioned by the electronics law), there is a real concern that the alternative to shutting down the SWALCO program may more costly to local government and the residents than keeping it going. In addition, the Village Board felt that more time was needed to work out a legislative fix, and to further investigate collection options being developed and offered by your residential franchise haulers (The Executive Committee asked they I reach out to the haulers to have them develop generic collection options and costs that you could consider adding to your contracts. I do have a call set up with WMI to further evaluate its At Your Door program and will be calling the others to have them develop options for your consideration).*

*So the question that I was asked to pose is are there other SWALCO members who would be willing to contribute to keep the program going through 2016? Typically SWALCO would ask all members to contribute equally but in this case we are very short on time and already have a start of \$20,000 from Grayslake. It is understood this would be a one-time event, asking for donations as opposed to equal payments by all members.*

*A second important topic discussed was what happens after 2016 if we do decide to provide funding to keep the program running through the year. The Executive Committee stressed we cannot fall into the trap of continuing to fund the electronics program beyond 2016. Either the law is amended to bring back a no cost program to SWALCO or the landfill ban on 18 electronic devices (most notably TVs) should be rescinded until such time as effective programs can be put in place.*

*We have a very important Board of Directors meeting on April 14<sup>th</sup> in Hainesville. At the meeting I will be updating you on the status of ongoing talks with recyclers to bring us a no cost program, the legislative effort, and our request to meet with IEPA regarding more rigorous enforcement of the existing law. But most importantly, based on yesterday's Executive Committee meeting, we will need to discuss and determine if we want to fund the program to keep it running through 2016. By then I should have received your feedback on whether you want to offer a donation and how much, and if we have enough to cover the estimated costs.*

*I look forward to your feedback,*

*Walter S. Willis, Executive Director*

Below is a response from Mike Ellis, from the Village of Grayslake on March 22, 2016

*Hi Walter,*

*Thanks for relaying the message to the members on our offer to assist SWALCO and its members on electronic recycling. As you note the Village certainly supports the SWALCO position that these costs should not be borne by local governments and that legislative action in Springfield is needed to provide these services beyond 2016. As all of the members know SWALCO has been pushing for a legislative solution for some time and hopefully at some point one will be forthcoming.*

*You have also relayed the practical reasons why our Village Board was willing to make a financial contribution toward continuing the program through 2016 and continue to bear the costs of operating one of the SWALCO collection sites. If we can raise enough dollars from SWALCO members the continuation of the program would give SWALCO time to investigate alternative arrangements that the members could choose to use if the program concludes at the end of the year. Having SWALCO investigate these options for all of us presents a greater opportunity for more cost effective methods for all the members versus negotiating individually.*

*In addition to the practical considerations our Board made its offer because it feels that we can accomplish much more when we act together through SWALCO than individually. It is in this spirit that the financial support is offered but it will take contributions from other members to accumulate the needed additional \$45,000 to keep the program going for the rest of 2016. If our members agree that there are benefits to their residents from keeping the program a bit longer, together, they will be able to meet the challenge by contributing what they can offer to the effort. Grayslake's offer of one third of the costs up to \$20,000 reflects an optimism that our members are again up to the task. Hopefully SWALCO members will be contacting you soon.*

*Thanks for your efforts on all of this.*

*Mike*

In summary, the Village Board discussions will be:

- Contribute an additional amount to SWALCO or not
- Review and discuss the Waste Management proposal

Sincerely,  
Village of Round Lake

*Steven J Shields*

Steven J. Shields  
Village Administrator



# At Your Door Special Collection<sup>SM</sup>

A service of Waste Management

Proposal for Extension of your recycling program for  
***Village of Round Lake, IL***

Date: March 15, 2016



**At Your Door**  
Special Collection

## Table of Contents

Introduction.....	1
Safety.....	1
Statement of Work.....	1
A Resident Contacts Our Call Center.....	1
Collection Is Scheduled.....	1
Packaging.....	1
Collection.....	2
Transport.....	2
Eligible Material.....	3
Ineligible Material.....	4
Public Education.....	5
Program Evaluation.....	5
Participant Surveys.....	5
Reports.....	5
Pricing.....	5

## Introduction

Waste Management is pleased to submit this proposal for the At Your Door Special Collection<sup>SM</sup> service. Waste Management’s At Your Door Special Collection<sup>SM</sup> is a service provided to residents to collect the difficult, sometimes hazardous and hard-to-recycle items that almost every household accumulates. We make it easy for residents to dispose of these items, by collecting the materials at their door– safely, easily and responsibly. Experience is key- This program has served hundreds of thousands of homes since 1995<sup>1</sup> and currently manages programs for dozens of public agencies in many states.

Our mission is to provide quality and convenient special material management services to public agencies. Waste Management’s At Your Door Special Collection<sup>SM</sup> service is focused on the collection and proper management of home generated special materials.

## Statement of Work

The program begins when the public is informed about how to participate. Following are the elements of the At Your Door Special Collection service and how it works.

<sup>1</sup> Includes when the company was under different ownership.

## Resident Initiates Collection

To participate, residents call our toll free number 1-800-449-7857, e-mail [ATYOURDOOR@WM.COM](mailto:ATYOURDOOR@WM.COM) or go to [www.WMATYOURDOOR.COM](http://www.WMATYOURDOOR.COM) and request a collection at their home. A Customer Service Representative from our U.S. based call center answers the call or online request. The participant is asked for basic information: name, address, phone number, how they learned of the program, single or multi-family home and an inventory of the material. The representative discusses the program guidelines with the participant, including the placement of the material on collection day. The call center is available from 5 am- 5pm Pacific Time, Monday through Friday. Both English and Spanish speaking representatives are available. There is an automated call system available after hours and on holidays.

## Collection Is Scheduled

The participant is provided with a date when they must place their material at the entrance door or in front of their garage or if multi-family, in a safe location. That predetermined location is noted by the Customer Service Representative for use by the Service Technician.

The frequency of collection routes will vary depending upon demand. When programs first start and during seasonal peaks such as spring and fall cleaning times, there is usually a higher demand resulting in longer periods between the call and the collection.

## Packaging

A collection kit will be sent via U.S. mail (or other method) to the participant, who will package the materials and place it out on the designated collection date. The kit consists of a plastic bag, bag tie, survey card, labels (for use as needed by resident) and an instruction sheet. The instruction sheet reiterates the collection date and items discussed with the Call Center Customer Service Representatives. Residents collect their items and place them inside the kit bag per the instruction sheet.

Should the Customer Service Representative determine that the resident requires more than one bag, the resident will, depending upon the schedule, be offered the opportunity to have all items collected at the same time. In the event the schedule is too heavily booked at the time of the request, the resident will be offered alternative days for collection of their materials. After a resident receives their kit, they may contact our program again if they have more items than will fit inside a single bag. The Customer Service Representative will provide the resident with two options. The first option is to keep the collection date as scheduled for the single kit. Then, a second collection date will be scheduled and a second kit will be mailed to the resident. The second option is to cancel the first collection date and mail the resident another collection kit. Then schedule the collection at a later date when all of the materials can be collected at the same time. Participants will be discouraged from requesting a collection of very small quantities, i.e., a single can of paint or only used motor oil. Residents with only used motor oil will be directed to local collection centers. Residents with very small quantities will be directed to combine their items with neighbors, if possible.

All containers must be labeled and they cannot leak. If a container leaks, participants are instructed to transfer it to a non-leaking container and label it. If a container is not labeled, participants are provided labels to place on the container. Additional instructions may apply based on applicable regulations. Leaking containers or containers without labels will not be collected.

## Collection

On the established pickup date, a Service Technician will arrive at the home during the day, inspect the material for eligible items, and package the material based upon hazard classification. All materials must be placed outside of the home. Waste Management employees will not enter the premises to gather or remove any material.

For multifamily dwellings, materials should be collected at a central, mutually agreed upon ground level location. Multi-family participants can designate a safe place at their building where the bags can be collected (never at the curb or on public property).

For single family homes, materials are to be placed near the front door area or garage area, but never on public property, at the curb, street or alleyway.

In the event the materials are ineligible, e.g., unlabeled, leaking, commercial material, or listed on the unacceptable list, the resident will be contacted and/or a door hanger will be left with instructions. Residents are not required to be present during the collection.

## Transport

Acceptable materials are transported to a transfer facility and then sent to various recycling and processing facilities. Once the items are collected, Service Technicians work to responsibly manage it and recycle as much as possible. Emphasis is placed on recycling, then treatment, followed by incineration, then secure landfills.

## Safety

At Waste Management, safety is a core value, a cornerstone of operational excellence. It is a philosophy that is embedded in the way we work, the decisions we make, and the actions we take. With thousands of trucks on the road every day, we recognize the responsibility to hold ourselves to the highest standards to protect our customers, our employees and our communities. Waste Management's goal is to maintain our world-class safety record. The program has been designed with safety in mind. Each aspect of this program has been reviewed for potential health and safety implications. This includes the materials we do not accept and the reason on why we cannot pick up unknown items and leaking containers.

## Eligible Items

In general, most ordinary household chemicals and many electronics are eligible for collection. Only items originating from households are eligible, no business materials are allowed. Console TV's and similar consumer electronics, in limited amounts, are eligible unless they originate from a business. This list is not all-inclusive and may vary depending on state and local regulations. We reserve the right to modify the list.

The quantity of material that can be collected at any one time is limited to the items that can be placed inside the kit bag along with designated items that may be placed outside the bag. Materials that can be placed outside the kit bag include:

- Up to 1 television, 4 vehicle batteries, 5 fluorescent tubes and/or compact florescent lamps (CFL)
- One computer system consisting of one each: CPU/tower, laptop, monitor, keyboard, mouse, and desktop printer
- Up to 25 pounds of electronics with circuit boards such, as a CD ROM, VCR, DVD/CD/tape player, cell phone, MP3 player, desktop scanner, fax machine, microwave and related cords.

### Garden Chemicals

- Insect sprays/Insecticides
- Weed killers
- Other poisons, rat poison
- Fertilizer

➤ Herbicides

➤ Pesticides

### Swimming Pool Chemicals

➤ Pool acid

- Chlorine: tablets, liquid
- Stabilizer

#### **Automotive Material**

- Motor oil
- Antifreeze
- Waxes/Polishes
- Cleaners
- Brake fluid
- Used oil filters
- Transmission fluid
- Windshield washer fluid
- Hydraulic fluid
- Vehicle batteries
- Gasoline and Diesel fuel (must be placed in containers designed and sold for the containment and transportation of fuel. 10 gal. max.)

#### **Flammable & Combustible Materials**

- Kerosene
- Solvent

#### **Misc. Household**

- Household batteries
- Florescent tubes/ Compact florescent bulbs
- High intensity lamps
- Hobby glue
- Driveway sealer (max. 5 gal.)

#### **Mercury Containing Devices**

- Thermostats
- Thermometers
- Switches

#### **Paint Products**

- Oil based paint
- Latex paint
- Stripper and thinner
- Related cords

- Caulking
- Wood preservative and stain
- Sealer
- Spray paint
- Artist paint

#### **Household Cleaners**

- Ammonia
- Floor stripper
- Drain cleaner
- Floor cleaner
- Tile/shower cleaner
- Carpet/upholstery cleaner
- Rust remover
- Naval jelly

#### **Sharps**

(must be placed into a rigid, sealed, puncture resistant container)

- Needles
- Lancets

#### **Electronics with Circuit Boards**

- Televisions
- Computer monitors
- CPU/computer tower
- Laptop compute
- Tablet computer
- Keyboard
- Mouse
- Fax machine
- Desktop printer/scanner
- CD ROM
- DVD/CD/tape player
- VCR
- Cell phone
- MP3 player, iPod
- Microwave oven

## **Ineligible Materials**

Commercial material, material from businesses, and unusually large quantities of the same material are not eligible for this program. List is not all-inclusive and will vary depending on state and local regulations. We reserve the right to modify the list.

- Biological Waste
- Ammunition and Explosives
- Appliances
- Asbestos
- Commercial chemicals
- Construction related materials
- Containers over 5 gallons
- Fire Extinguishers

- Food Waste and cooking oil
- Gas cylinders/pressurized cylinders
- Items that are not hazardous
- Liquid mercury/Elemental mercury and broken items that contain mercury
- Materials improperly packaged for transportation
- Materials in leaking containers
- Medicines/pharmaceuticals
- Radioactive materials, including smoke detectors
- Tires
- Trash, including bulky items (example: washers, dryers, and refrigerators)
- Unknown or unlabeled materials

The At Your Door program reserves the right to refuse collection of additional items not listed here. The At Your Door service reserves the right to refuse acceptance of any items it deems excluded, a hazard or out of the scope of the program, which is designed for the collection of home generated special materials.

## Recycling of Collected Materials

Thanks to our company's vast infrastructure and affiliated entities, we are able to recycle most of the materials collected. Thus, reclaiming valuable resources for the benefit of your community and the environment. The following are some methods used to recycle or treat some of these materials.

- Lamps/CFL's are accepted and managed by WM LampTracker®
- Recyclables (bottles, empty containers) to WM MRF when available
- Used oil and Antifreeze – recycling into new products or used as fuel
- Household/vehicle batteries -- recycling
- Mercury to WM Mercury Solutions, Inc.'s mercury retort facility
- Flammables to fuel blending (paints, solvents)
- Electronics are managed by WM Recycle America and affiliates

## Public Education

The At Your Door team can provide a recommended public education strategy for your community. The purpose of providing this program is to insure an effective communication effort to achieve our mutual goals, which are to insure that *every resident understands that they can use the program when it is convenient to them*. While not every household will utilize the program, all residents should understand that they have the ability to contact us at anytime. Our public education program recommendations are designed to maintain a respectable level of participation and a high degree of participant satisfaction within the pricing provided for this program.

The At Your Door Special Collection service is committed to the successful implementation of the program proposed in this document. This is a service offered by Waste Management and should be referred to as Waste Management's At Your Door Special Collection<sup>SM</sup> service, the At Your Door Special Collection service or the At Your Door service. Please do not refer to it simply as "At Your Door" or "AYD".

## Natural Disaster

In the event of a natural disaster affecting the community e.g. a hurricane, the At Your Door Special Collection program will be suspended for a period of six months or other period upon mutual agreement. The At Your Door program is designed for the ordinary collection of home generated special materials, a natural disaster changes the nature of that need. A natural disaster is defined as a community wide event including but not limited to a tornado, hurricane, earthquake, fires and floods.

## Participant Surveys

A postage-paid card addressed to the sponsoring agency program manager will be included in the kit sent to participants. The card lists several questions and is considered a "report card" mailed directly to the public agency's designee. In an effort to continually improve our service, we request copies of survey cards or consolidated reports be sent to Shannon Pollacchi, At Your Door Special Collection<sup>SM</sup> Marketing Manager at [hpollacc@wm.com](mailto:hpollacc@wm.com).

## Reports

Items collected are entered into our proprietary database management system (*AYDNet*) by our Service Technicians. This data assists with monitoring the program. You may request a report that provides a summary of the materials collected, then provide that to the public agency. Your customer can track the contents of the waste streams that are collected. Additional data can be provided in Microsoft Excel.

## Pricing

The pricing offer stated below in this proposal will remain for a period of 90 days from 3/15/2016 provided however, that **WM of Illinois** and **Village of Round Lake, IL** must enter into a written contract.

The program is as follows:

Single and Multi- family homes (including electronics collection) = \$1.25 per home, per month

CPI Annual Adjustment 2% min-5.0% max

At Your Door Special Collection<sup>SM</sup> is a service of Waste Management. Collection services will be provided by a properly licensed/permitted subsidiary of Waste Management.  
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VILLAGE OF ROUND LAKE

**AGENDA ITEM SUMMARY**

**TITLE: CAPITAL IMPROVEMENTS PLAN**

**Agenda Item No. COTW**

*Executive Summary:*

Attached is the Capital Improvements Plan that includes all department capital item requests for the 2017 budget and for five years thereafter, ending in 2022. The plan provides for a procedure and structure for managing capital requirements for the Village and the implementation of a financial forecast for the requested capital needs. The document contains capital requests summaries by departments and funds and also includes the individual capital requests by department.

*Recommended Action:*

Review and Discuss the Round Lake Capital Improvement Plan Fiscal Year End 2017 - 2022.

<b>Committee:</b> -	<b>Meeting Date:</b> 3/21 & 4/4/16																											
<b>Lead Department:</b> Administration	<b>Presenter:</b> Steven J. Shields, Village Administrator																											
<b>Item Budgeted:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  <b>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.</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Account(s)</th> <th style="text-align: center;">Budget</th> <th style="text-align: center;">Expenditure</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">XX-XX-XX-XXXXX</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td>Item Requested</td> <td></td> <td></td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td></td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;"><b>\$0.00</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td style="text-align: right;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	XX-XX-XX-XXXXX	-		Item Requested			Y-T-D Actual			Amount Encumbered			Total:	<b>\$0.00</b>	<b>\$0.00</b>	Request is over/under budget:			Under	-		Over	-	
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Request is over/under budget:																												
Under	-																											
Over	-																											



# **Village of Round Lake**

## **Capital Improvement Plan**

**Fiscal Year Ended 2017 – 2022**

**Village of Round Lake  
Capital Improvement Plan  
Table of Contents**

<b><u>Introduction</u></b>	Intro A - C
<b><u>Summaries</u></b>	
Capital Requests By Fund	1-2
Capital Requests By Department	3-4
<b><u>Capital Projects/Acquisition Requests</u></b>	
<b>Police</b>	
Community Service Vehicle	5
Police Vehicles	6
Police Vehicle Mobile Data Computers	7
Carpet Repairs	8
Community Room Technology	9
Community Room Furniture & Carpeting	10
Office Furniture Repair and Replacement	11
Building Video Surveillance System	12
Interview Room Hi-Definition Video Recording System	13
NIPAS Ballistic Vest and Equipment Replacement	14
Radar Trailer	15
UPS Batteries Replacement and Maintenance	16
Building Upkeep	17
Patrol Ballistic Shields	18
Evidence Drying Cabinet	19
Automated External Defibrillator Replacements	20
Replacement Patrol Vehicle Radar Unit(s)	21
<b>Public Works</b>	
Smoke Test Sanitary Sewer System Program	22
Heavy Storage Racking	23
Refurbish Trucks	24
Upgrade Controls & Install Back Up Power Generator	25
Replace Non-Operative Water Main Valves & Fire Hydrants	26
Liquid Anti-Icing, Deicing Distributor	27
Pickup Truck Replacements	28
Large Dump Trucks	29
Heavy Equipment	30
Conversion to LED Street Lights Program	31
Parkway Tree Replacement Program	32
Parkway Tree Pruning Program	33
Lift Station Repairs	34
Lightning Protection System	35
Fire Hydrant Painting	36
Traffic Sign Replacement	37
Traffic Sign Inventory	38
Valve Exercise	39
Storage Building	40
Water Storage Tank Cleaning	41
Water Tower Painting	42
Salt Barn Repairs	43
MXU Replacements	44

**Village of Round Lake  
Capital Improvement Plan  
Table of Contents**

<b>Engineering</b>	
Crack Sealing Program	45
2017 Resurfacing - Madrona Village Neighborhoods 1 & 2	46
2018 Resurfacing - Madrona Village Neighborhood 5	47
2019 Resurfacing - Wildspring Road Resurfacing	48
Pavement Maintenance - Pavement Patching	49
Pavement Management Report Update	50
Fairfield & Route 134 Water Main Improvements	51
Cedar Valley Park Pond Public Flood Control Project	52
Water Main Leak Detection Assessment	53
Emergency Water Interconnect	54
750,000 Gallon Elevated Tank	55
Midland Drive Water Main Replacement	56
Rehabilitate Nippersink Road	57
METRA Main Parking Lot Paving	58
Village Hall Parking Lot Resurfacing	59
PW & Police Dept. Parking Lot Resurfacing	60
Second CLCJAWA Delivery Structure	61
Cedar Lake Road Lift Station/Squaw Creek Bank Stabilization	62
Geographic Information System (GIS) Software	63
Sanitary Sewer System Inspecting, Cleaning and Maintenance	64
Well No. 3 Rehabilitation	65
Cambridge Lift Station and Force Main Replacement	66
Concrete Curb and Gutter and Sidewalk Repair Program	67
SCADA Server Phone Line Upgrade	68
Commuter Lot Maintenance and Paving	69
Drainage Improv./Wetland Maintenance - 700 Railroad Ave.	70
Nippersink Lift Station Remodel/Replacement	71
Hillendale Drive Water Main Replacement	72
Capri/Avilon Water Main Replacement	73
Orchard St/Ravine Ave/Cranberry Ct Water Main Replacement	74
North Rosedale Pavement Rehabilitation	75
<b>Administration</b>	
Carpet Repairs	76
Welcome Signs	77
Villaged Owned Building for Rent	78
Old Village Hall Property	79
Office Furniture Repair and Replacement	80
Back-up Generator	81
Temperature Control Systems	82
Insulate Exposed Attic	83
Building Equipment Replacement	84
Village Hall Vestibule	85
Replace Village Computers/Server	86
Replace Technology Equipment	87
Financial Management System	88
Tear Downs	89

## Village of Round Lake Capital Plan

### **Introduction**

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

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

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

### **Background**

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

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

### **Plan Development**

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

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

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

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

### Overall Financial Highlights

The Village uses eight funds to account for capital items, which are listed below along with the amounts for the 2017 budget and five years thereafter.

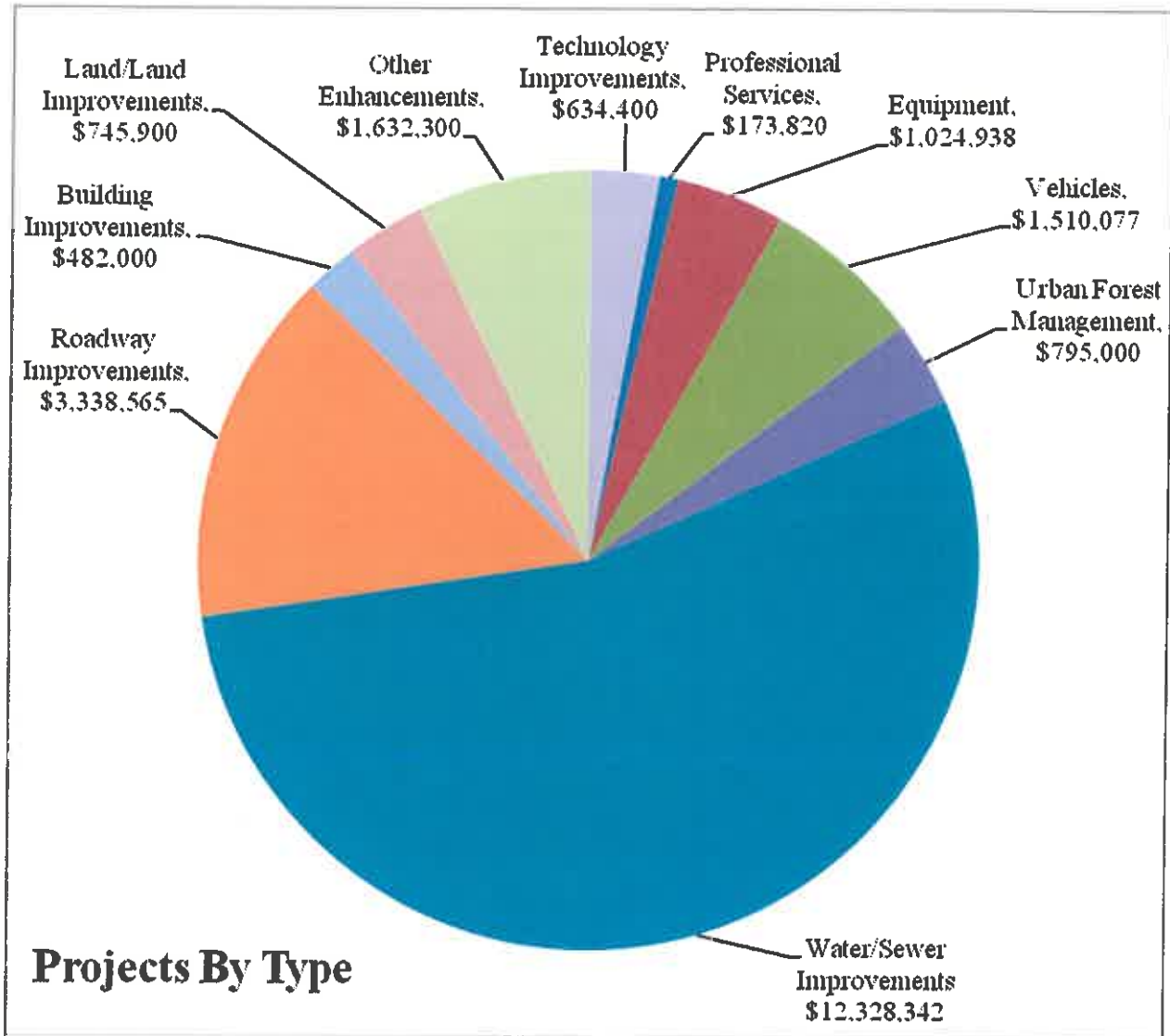
Fund	Budget	Forecast					Totals
	2017	2018	2019	2020	2021	2022	
General Fund (01)	\$59,250	\$31,250	\$119,250	\$111,250	\$16,250	\$16,250	\$353,500
Motor Fuel Tax Fund (10)	\$570,000	\$566,500	\$520,340	\$867,925	\$110,700	\$15,000	\$2,650,465
Capital Projects Fund (35)	\$816,260	\$764,260	\$537,800	\$596,400	\$276,300	\$507,200	\$3,498,220
Water & Sewer Fund (50)	\$3,112,692	\$2,311,350	\$1,344,550	\$3,976,550	\$983,650	\$867,050	\$12,595,842
Parking Lot Fund (51)	\$215,200	\$193,200	\$24,800	\$282,700	\$0	\$0	\$715,900
Vehicle Replacement Fund (60)	\$392,486	\$316,471	\$327,544	\$156,711	\$146,972	\$206,831	\$1,547,015
Technology Replacement Fund (61)	\$157,700	\$146,200	\$136,500	\$51,000	\$43,500	\$126,500	\$661,400
Building Replacement Fund (62)	\$183,000	\$114,000	\$129,000	\$74,000	\$74,000	\$69,000	\$643,000
<b>Grand Total</b>	<b>\$5,506,588</b>	<b>\$4,443,231</b>	<b>\$3,139,784</b>	<b>\$6,116,536</b>	<b>\$1,651,372</b>	<b>\$1,807,831</b>	<b>\$22,665,342</b>

The detail projects included in each fund are listed on page 1 and 2 of this document. General Fund capital requests are supported by normal operating revenues. In the Motor Fuel Tax Fund motor fuel tax allotments are the major revenue source supporting projects. Gas utility tax and contributions from the General Fund supports the Capital Projects Fund projects and user charges in the Water and Sewer Fund and the Parking Lot Fund. Replacement Funds are supported by annual contributions from the General and Water/Sewer Funds.

As noted previously, the Department Heads identified the necessary projects and project costs. The chart that follows is a summary of department requests for capital requests that includes amounts for the 2017 budget and five years thereafter. The detail projects by department are listed on page 3 and 4 of this document.

Department	Budget	Forecast					Totals
	2017	2018	2019	2020	2021	2022	
Administration	\$270,500	\$126,500	\$161,500	\$32,500	\$34,500	\$138,500	\$764,000
Police Department	\$204,186	\$198,671	\$198,044	\$168,711	\$163,472	\$253,331	\$1,186,415
Public Works	\$985,500	\$801,500	\$1,618,500	\$511,500	\$950,500	\$281,500	\$5,149,000
Engineering	\$4,037,402	\$3,309,560	\$1,154,740	\$5,396,825	\$493,900	\$1,127,500	\$15,519,927
Building Department	\$9,000	\$7,000	\$7,000	\$7,000	\$9,000	\$7,000	\$46,000
<b>Grand Total</b>	<b>\$5,506,588</b>	<b>\$4,443,231</b>	<b>\$3,139,784</b>	<b>\$6,116,536</b>	<b>\$1,651,372</b>	<b>\$1,807,831</b>	<b>\$22,665,342</b>

Finally, the following graph lists the total \$22,665,342 in the plan by type.



# Capital Projects Summary

## By Fund

**CAPITAL IMPROVEMENTS PROGRAM  
FISCAL YEAR END 2017 - 2022 CIP DOCUMENT  
BY FUND**

Project	Account No.	2017	2018	2019	2020	2021	2022
<b>General Fund (01)</b>							
<b>Police Department</b>							
NIPAS Blistic Vest and Equipment Replacement	01-40-75-77531			\$8,000			
Evidence Drying Cabinet	01-40-80-88001	\$10,000					
Patrol Ballistic Shields	01-40-80-88001	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
<b>Public Works</b>							
Traffic Sign Replacement	01-60-74-77452	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Heavy Equipment - Sidewalk Machine & Fork Lift	01-60-80-88001	\$15,000	\$15,000				
Liquid Anti-Icing, Deicing Distributor	01-60-80-88001	\$18,000					
Large Dump Trucks (New)	01-60-80-88004			\$95,000	\$95,000		
Geographic Information System (GIS) Software	01-60-91-99107	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250
<b>Total General Fund (01)</b>		<b>\$59,250</b>	<b>\$31,250</b>	<b>\$119,250</b>	<b>\$111,250</b>	<b>\$16,250</b>	<b>\$16,250</b>
<b>Motor Fuel Tax Fund (10)</b>							
Crack Sealing Program	10-60-74-77436	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
2017 Resurfacing - Madrona Village Neighborhoods 1 & 2	10-60-83-88301		\$551,500				
2018 Resurfacing - Madrona Village Neighborhood 5	10-60-83-88301			\$505,340			
2019 Resurfacing - Wildspring Road Resurfacing	10-60-83-88301				\$852,925		
Pavement Maintenance - Pavement Patching	10-60-83-88301					\$95,700	
Rehabilitate Nippersink Road	10-60-83-88301	\$540,000					
<b>Total Motor Fuel Tax Fund (10)</b>		<b>\$555,000</b>	<b>\$566,500</b>	<b>\$520,340</b>	<b>\$867,925</b>	<b>\$110,700</b>	<b>\$15,000</b>
<b>Capital Projects Fund (35)</b>							
2017 Resurfacing - Madrona Village Neighborhoods 1 & 2	35-20-73-77307	\$31,360					
2018 Resurfacing - Madrona Village Neighborhood 5	35-20-73-77307		\$32,160				
2019 Resurfacing - Wildspring Road Resurfacing	35-20-73-77307			\$49,000			
Pavement Maintenance - Pavement Patching	35-20-73-77307				\$4,300		
Pavement Management Report Update	35-20-73-77307					\$25,000	
Traffic Sign Inventory	35-20-73-77319	\$32,000					
Back-up Generator	35-20-80-88001						\$85,000
Parkway Tree Pruning Program	35-20-80-88028	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$45,000
Parkway Tree Replacement Program	35-20-80-88028	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Capri/Avilon Water Main Replacement	35-20-83-88301			\$19,800	\$258,100		
Hillandale Drive Water Main Replacement	35-20-83-88301	\$6,200	\$85,100				
Midland Drive Water Main Replacement	35-20-83-88301	\$180,900					
North Rosedale Pavement Rehabilitation	35-20-83-88301	\$90,000					
Storage Building	35-20-85-88501			\$150,000			
Old Village Hall Property	35-20-86-88601	\$10,000					
Cedar Valley Park Pond Public Flood Control Project	35-20-88-88801	\$75,000	\$83,400	\$75,000	\$75,000		
Concrete Curb and Gutter and Sidewalk Repair Program	35-20-88-88801	\$59,000	\$59,000	\$59,000	\$59,000	\$59,000	\$59,000
Conversion to LED Street Lights Program	35-20-88-88801	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	
Drainage Improv./Wetland Maintenance - 700 Railroad Ave.	35-20-88-88801	\$53,000	\$5,000		\$5,000		\$5,000
Heavy Storage Racking	35-20-88-88801	\$20,000					
Orchard St/Ravine Ave/Cranberry Ct Water Main Replacement	35-20-88-88801					\$17,300	\$238,200
PW & Police Dept. Parking Lot Resurfacing	35-20-88-88801	\$16,800	\$231,000				
Tear Downs	35-20-88-88801	\$10,000	\$10,000	\$10,000			
Village Hall Parking Lot Resurfacing	35-20-88-88801	\$6,000	\$83,600				
Welcome Signs	35-20-88-88801	\$51,000					
Fairfield & Route 134 Water Main Improvements (Sidewalk)	35-20-88-88802				\$20,000		
<b>Total Capital Projects Fund (35)</b>		<b>\$816,260</b>	<b>\$764,260</b>	<b>\$537,800</b>	<b>\$596,400</b>	<b>\$276,300</b>	<b>\$507,200</b>
<b>Water / Sewer Fund (50)</b>							
MXU Replacements	50-60-74-77428	\$100,000	\$100,000				
Fire Hydrant Painting	50-60-79-77901	\$20,000		\$20,000		\$20,000	
Valve Exercise	50-60-79-77901	\$30,000	\$30,000	\$12,000	\$12,000	\$12,000	\$12,000
Water Storage Tank Cleaning	50-60-79-77901	\$25,000		\$25,000		\$25,000	
Heavy Equipment - Sidewalk Machine & Fork Lift	50-60-80-88001	\$15,000	\$15,000				
Large Dump Trucks (New)	50-60-80-88004			\$95,000	\$95,000		
750,000 Gallon Elevated Tank	50-60-81-88101			\$55,000	\$2,345,000		
Cambridge Lift Station and Force Main Replacement	50-60-81-88101	\$465,000					
Capri/Avilon Water Main Replacement	50-60-81-88101			\$78,300	\$1,092,300		
Cedar Lake Road Lift Station/Squaw Creek Bank Stabilization	50-60-81-88101	\$211,442					
Emergency Water Interconnect	50-60-81-88101		\$147,000				
Fairfield & Route 134 Water Main Improvements	50-60-81-88101			\$33,000	\$147,000		
Hillandale Drive Water Main Replacement	50-60-81-88101	\$39,400	\$542,100				
Midland Drive Water Main Replacement	50-60-81-88101	\$582,600					
Nippersink Lift Station Remodel/Replacement	50-60-81-88101	\$440,000					
Orchard St/Ravine Ave/Cranberry Ct Water Main Replacement	50-60-81-88101					\$41,400	\$569,800
Rehabilitate Nippersink Road	50-60-81-88101	\$110,000					
Replace Non-Operative Water Main Valves & Fire Hydrants	50-60-81-88101	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Sanitary Sewer System Inspecting, Cleaning and Maintenance	50-60-81-88101	\$375,000	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000
Second CLCJAWA Delivery Structure	50-60-81-88101	\$75,000	\$1,041,000				
Smoke Test Sanitary Sewer System Program	50-60-81-88101	\$25,000					
Upgrade Controls & Install Back Up Power Generator	50-60-81-88101	\$73,000	\$83,000	\$93,000			
Water Main Leak Detection Assessment	50-60-81-88101	\$84,000					
Water Tower Painting	50-60-81-88101		\$32,000	\$600,000		\$600,000	

**CAPITAL IMPROVEMENTS PROGRAM  
FISCAL YEAR END 2017 - 2022 CIP DOCUMENT  
BY FUND**

Project	Account No.	2017	2018	2019	2020	2021	2022
Well No. 3 Rehabilitation	50-60-81-88101	\$325,000					
SCADA Server Phone Line Upgrade	50-60-91-99101	\$16,000					
Geographic Information System (GIS) Software	50-60-91-99107	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250
Lift Station Repairs	50-60-92-99208	\$46,000	\$36,000	\$48,000			
<b>Total Water / Sewer Fund (50)</b>		<b>\$3,112,692</b>	<b>\$2,311,350</b>	<b>\$1,344,550</b>	<b>\$3,976,550</b>	<b>\$983,650</b>	<b>\$867,050</b>
<b>Commuter Parking Lot Fund (51)</b>							
Commuter Lot Maintenance and Paving	51-60-86-88601	\$12,200	\$193,200	\$24,800	\$282,700		
METRA Main Parking Lot Paving	51-60-86-88601	\$203,000					
<b>Total Commuter Lot Fund (51)</b>		<b>\$215,200</b>	<b>\$193,200</b>	<b>\$24,800</b>	<b>\$282,700</b>	<b>\$0</b>	<b>\$0</b>
<b>Vehicle Replacement Fund (60)</b>							
Radar Trailer	60-40-80-88001	\$18,000					\$20,000
Community Service Vehicle	60-40-80-88004						\$31,500
Police Vehicles	60-40-80-88004	\$84,036	\$84,557	\$89,153	\$91,828	\$94,583	\$97,420
Community Service Vehicle	60-40-80-88024						\$5,000
Police Vehicles Equipment	60-40-80-88024	\$15,450	\$15,914	\$16,391	\$16,883	\$17,389	\$17,911
Heavy Equipment - Backhoe	60-60-80-88001			\$175,000			
Large Dump Trucks	60-60-80-88004	\$185,000	\$170,000				
Pickup Truck Replacements	60-60-80-88004	\$30,000	\$33,000	\$34,000	\$35,000	\$35,000	\$35,000
Refurbish Trucks	60-60-80-88024	\$60,000	\$13,000	\$13,000	\$13,000		
<b>Total Vehicle Replacement Fund (60)</b>		<b>\$392,486</b>	<b>\$316,471</b>	<b>\$327,544</b>	<b>\$156,711</b>	<b>\$146,972</b>	<b>\$206,831</b>
<b>Technology Replacement Fund (61)</b>							
Financial Management System	61-20-91-99103	\$85,000	\$85,000	\$85,000			
Replace Technology Equipment	61-20-91-99117	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Replace Village Computers/Server	61-20-91-99117	\$22,000			\$1,000	\$3,000	\$22,000
Automated External Defibrillator Replacements	61-40-80-88024	\$5,000					\$5,000
Police Vehicle Mobile Data Computers	61-40-80-88024	\$15,000	\$15,000	\$9,000	\$9,000	\$9,000	\$9,000
Replacement Patrol Vehicle Radar Unit(s)	61-40-80-88024	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Building Video Surveillance System	61-40-91-99117	\$3,000	\$3,000	\$3,000	\$3,000	\$5,000	\$20,000
Community Room Technology	61-40-91-99117	\$1,500	\$3,000	\$1,500	\$6,000	\$1,500	\$1,500
Interview Room Hi-Definition Video Recording System	61-40-91-99117	\$1,200	\$1,200				\$15,000
Replace Technology Equipment (From Admin.)	61-40-91-99117	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Replace Village Computers/Server (From Admin.)	61-40-91-99117	\$6,000	\$6,000	\$21,000	\$6,000	\$6,000	\$6,000
UPS Batteries Replacement and Maintenance	61-40-91-99117				\$6,000		
Replace Technology Equipment (From Admin.)	61-60-91-99117	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Replace Technology Equipment (Water/Sewer - From Admin.)	61-60-91-99117	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Replace Village Computers/Server (From Admin.)	61-60-91-99117	\$2,000	\$9,500	\$2,000	\$2,000	\$2,000	\$2,000
Replace Village Computers/Server (Water/Sewer - From Admin.)	61-60-91-99117		\$8,500		\$3,000		\$31,000
Replace Technology Equipment (From Admin.)	61-70-91-99117	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Replace Village Computers/Server (From Admin.)	61-70-91-99117	\$2,000				\$2,000	
<b>Total Technology Replacement Fund (61)</b>		<b>\$157,700</b>	<b>\$146,200</b>	<b>\$136,500</b>	<b>\$51,000</b>	<b>\$43,500</b>	<b>\$126,500</b>
<b>Building Replacement Fund (62)</b>							
Building Equipment Replacement	62-20-80-88001	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Temperature Control Systems	62-20-80-88001			\$35,000			
Office Furniture Repair and Replacement	62-20-80-88018	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Carpet Repairs	62-20-85-88501	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Insulate Exposed Attic	62-20-85-88501	\$18,500					
Painting	62-20-85-88501	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500
Village Hall Vestibule	62-20-85-88501	\$12,500					
Villaged Owned Building for Rent	62-20-85-88501	\$30,000					
Office Furniture Repair and Replacement	62-40-80-88018	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Building Upkeep	62-40-85-88501	\$25,000	\$15,000	\$10,000	\$10,000	\$10,000	\$10,000
Carpet Repairs	62-40-85-88501		\$10,000	\$10,000	\$5,000	\$5,000	
Community Room Furniture & Carpeting	62-40-85-88501	\$5,000	\$30,000	\$15,000			
Building Equipment Replacement (From Admin.)	62-60-80-88001	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Lightning Protection System	62-60-80-88001	\$21,000					
Office Furniture Repair and Replacement (From Admin.)	62-60-80-88018	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Painting (From Admin.)	62-60-85-88501	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500
Salt Barn Repairs	62-60-85-88501	\$12,000					
Office Furniture Repair and Replacement (From Admin.)	62-70-80-88018	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
<b>Total Building Replacement Fund (62)</b>		<b>\$183,000</b>	<b>\$114,000</b>	<b>\$129,000</b>	<b>\$74,000</b>	<b>\$74,000</b>	<b>\$69,000</b>
<b>Grand Total</b>		<b>\$5,491,588</b>	<b>\$4,443,231</b>	<b>\$3,139,784</b>	<b>\$6,116,536</b>	<b>\$1,651,372</b>	<b>\$1,807,831</b>

# Capital Projects Summary

By Department

**CAPITAL IMPROVEMENTS PROGRAM  
FISCAL YEAR END 2017 - 2022 CIP DOCUMENT  
BY DEPARTMENT**

Project	Account No.	2017	2018	2019	2020	2021	2022
<b>Administration</b>							
Back-up Generator	35-20-80-88001						\$85,000
Building Equipment Replacement	62-20-80-88001	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Carpet Repairs	62-20-85-88501	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Financial Management System	61-20-91-99103	\$85,000	\$85,000	\$85,000			
Insulate Exposed Attic	62-20-85-88501	\$18,500					
Office Furniture Repair and Replacement	62-20-80-88018	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Old Village Hall Property	35-20-86-88601	\$10,000					
Painting	62-20-85-88501	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500
Replace Technology Equipment	61-20-91-99117	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Replace Village Computers/Server	61-20-91-99117	\$22,000			\$1,000	\$3,000	\$22,000
Tear Downs	35-20-88-88801	\$10,000	\$10,000	\$10,000			
Temperature Control Systems	62-20-80-88001			\$35,000			
Village Hall Vestibule	62-20-85-88501	\$12,500					
Villaged Owned Building for Rent	62-20-85-88501	\$30,000					
Welcome Signs	35-20-88-88801	\$51,000					
<b>Total Administration</b>		<b>\$270,500</b>	<b>\$126,500</b>	<b>\$161,500</b>	<b>\$32,500</b>	<b>\$34,500</b>	<b>\$138,500</b>
<b>Police Department</b>							
Automated External Defibrillator Replacements	61-40-80-88024	\$5,000					\$5,000
Building Upkeep	62-40-85-88501	\$25,000	\$15,000	\$10,000	\$10,000	\$10,000	\$10,000
Building Video Surveillance System	61-40-91-99117	\$3,000	\$3,000	\$3,000	\$3,000	\$5,000	\$20,000
Carpet Repairs	62-40-85-88501		\$10,000	\$10,000	\$5,000	\$5,000	
Community Room Furniture & Carpeting	62-40-85-88501	\$5,000	\$30,000	\$15,000			
Community Room Technology	61-40-91-99117	\$1,500	\$3,000	\$1,500	\$6,000	\$1,500	\$1,500
Community Service Vehicle	60-40-80-88004						\$31,500
Community Service Vehicle	60-40-80-88024						\$5,000
Evidence Drying Cabinet	01-40-80-88001	\$10,000					
Interview Room Hi-Definition Video Recording System	61-40-91-99117	\$1,200	\$1,200				\$15,000
NIPAS Ballistic Vest and Equipment Replacement	01-40-75-77531			\$8,000			
Office Furniture Repair and Replacement	62-40-80-88018	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Patrol Ballistic Shields	01-40-80-88001	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Police Vehicle Mobile Data Computers	61-40-80-88024	\$15,000	\$15,000	\$9,000	\$9,000	\$9,000	\$9,000
Police Vehicles	60-40-80-88004	\$84,036	\$84,557	\$89,153	\$91,828	\$94,583	\$97,420
Police Vehicles Equipment	60-40-80-88024	\$15,450	\$15,914	\$16,391	\$16,883	\$17,389	\$17,911
Radar Trailer	60-40-80-88001	\$18,000					\$20,000
Replace Technology Equipment (From Admin.)	61-40-91-99117	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Replace Village Computers/Server (From Admin.)	61-40-91-99117	\$6,000	\$6,000	\$21,000	\$6,000	\$6,000	\$6,000
Replacement Patrol Vehicle Radar Unit(s)	61-40-80-88024	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
UPS Batteries Replacement and Maintenance	61-40-91-99117				\$6,000		
<b>Total Police Department</b>		<b>\$204,186</b>	<b>\$198,671</b>	<b>\$198,044</b>	<b>\$168,711</b>	<b>\$163,472</b>	<b>\$253,331</b>
<b>Building Department</b>							
Office Furniture Repair and Replacement (From Admin.)	62-70-80-88018	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Replace Village Computers/Server (From Admin.)	61-70-91-99117	\$2,000					\$2,000
Replace Technology Equipment (From Admin.)	61-70-91-99117	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
<b>Total Building Department</b>		<b>\$9,000</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$9,000</b>	<b>\$7,000</b>
<b>Public Works</b>							
Building Equipment Replacement (From Admin.)	62-60-80-88001	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Conversion to LED Street Lights Program	35-20-88-88801	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	
Fire Hydrant Painting	50-60-79-77901	\$20,000		\$20,000		\$20,000	
Heavy Equipment - Backhoe	60-60-80-88001			\$175,000			
Heavy Equipment - Sidewalk Machine & Fork Lift	01-60-80-88001	\$15,000	\$15,000				
Heavy Equipment - Sidewalk Machine & Fork Lift	50-60-80-88001	\$15,000	\$15,000				
Heavy Storage Racking	35-20-88-88801	\$20,000					
Large Dump Trucks	60-60-80-88004	\$185,000	\$170,000				
Large Dump Trucks (New)	01-60-80-88004			\$95,000	\$95,000		
Large Dump Trucks (New)	50-60-80-88004			\$95,000	\$95,000		
Lift Station Repairs	50-60-92-99208	\$46,000	\$36,000	\$48,000			
Lightning Protection System	62-60-80-88001	\$21,000					
Liquid Anti-Icing, Deicing Distributor	01-60-80-88001	\$18,000					
MXU Replacements	50-60-74-77428	\$100,000	\$100,000				
Office Furniture Repair and Replacement (From Admin.)	62-60-80-88018	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Painting (From Admin.)	62-60-85-88501	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500
Parkway Tree Pruning Program	35-20-80-88028	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$45,000
Parkway Tree Replacement Program	35-20-80-88028	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Pickup Truck Replacements	60-60-80-88004	\$30,000	\$33,000	\$34,000	\$35,000	\$35,000	\$35,000
Refurbish Trucks	60-60-80-88024	\$60,000	\$13,000	\$13,000	\$13,000		
Replace Non-Operative Water Main Valves & Fire Hydrants	50-60-81-88101	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Replace Technology Equipment (From Admin.)	61-60-91-99117	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Replace Technology Equipment (Water/Sewer - From Admin.)	61-60-91-99117	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Replace Village Computers/Server (From Admin.)	61-60-91-99117	\$2,000	\$9,500	\$2,000	\$2,000	\$2,000	\$2,000
Replace Village Computers/Server (Water/Sewer - From Admin.)	61-60-91-99117		\$8,500		\$3,000		\$31,000
Salt Barn Repairs	62-60-85-88501	\$12,000					
Smoke Test Sanitary Sewer System Program	50-60-81-88101	\$25,000					

**CAPITAL IMPROVEMENTS PROGRAM  
FISCAL YEAR END 2017 - 2022 CIP DOCUMENT  
BY DEPARTMENT**

Project	Account No.	2017	2018	2019	2020	2021	2022
Storage Building	35-20-85-88501			\$150,000			
Traffic Sign Inventory	35-20-73-77319	\$32,000					
Traffic Sign Replacement	01-60-74-77452	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Upgrade Controls & Install Back Up Power Generator	50-60-81-88101	\$73,000	\$83,000	\$93,000			
Valve Exercise	50-60-79-77901	\$30,000	\$30,000	\$12,000	\$12,000	\$12,000	\$12,000
Water Storage Tank Cleaning	50-60-79-77901	\$25,000		\$25,000		\$25,000	
Water Tower Painting	50-60-81-88101		\$32,000	\$600,000		\$600,000	
<b>Total Public Works</b>		<b>\$985,500</b>	<b>\$801,500</b>	<b>\$1,618,500</b>	<b>\$511,500</b>	<b>\$950,500</b>	<b>\$281,500</b>
<b>Engineering</b>							
2017 Resurfacing - Madrona Village Neighborhoods 1 & 2	10-60-83-88301		\$551,500				
2017 Resurfacing - Madrona Village Neighborhoods 1 & 2	35-20-73-77307	\$31,360					
2018 Resurfacing - Madrona Village Neighborhood 5	10-60-83-88301			\$505,340			
2018 Resurfacing - Madrona Village Neighborhood 5	35-20-73-77307		\$32,160				
2019 Resurfacing - Wildspring Road Resurfacing	10-60-83-88301				\$852,925		
2019 Resurfacing - Wildspring Road Resurfacing	35-20-73-77307			\$49,000			
750,000 Gallon Elevated Tank	50-60-81-88101			\$55,000	\$2,345,000		
Cambridge Lift Station and Force Main Replacement	50-60-81-88101	\$465,000					
Capri/Avilon Water Main Replacement	35-20-83-88301			\$19,800	\$258,100		
Capri/Avilon Water Main Replacement	50-60-81-88101			\$78,300	\$1,092,300		
Cedar Lake Road Lift Station/Squaw Creek Bank Stabilization	50-60-81-88101	\$211,442					
Cedar Valley Park Pond Public Flood Control Project	35-20-88-88801	\$75,000	\$83,400	\$75,000	\$75,000		
Commuter Lot Maintenance and Paving	51-60-86-88601	\$12,200	\$193,200	\$24,800	\$282,700		
Concrete Curb and Gutter and Sidewalk Repair Program	35-20-88-88801	\$59,000	\$59,000	\$59,000	\$59,000	\$59,000	\$59,000
Crack Sealing Program	10-60-74-77436	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Drainage Improv./Wetland Maintenance - 700 Railroad Ave.	35-20-88-88801	\$53,000	\$5,000		\$5,000		\$5,000
Emergency Water Interconnect	50-60-81-88101		\$147,000				
Fairfield & Route 134 Water Main Improvements	50-60-81-88101			\$33,000	\$147,000		
Fairfield & Route 134 Water Main Improvements (Sidewalk)	35-20-88-88802				\$20,000		
Geographic Information System (GIS) Software	01-60-91-99107	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250
Geographic Information System (GIS) Software	50-60-91-99107	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250
Hillandale Drive Water Main Replacement	35-20-83-88301	\$6,200	\$85,100				
Hillandale Drive Water Main Replacement	50-60-81-88101	\$39,400	\$542,100				
METRA Main Parking Lot Paving	51-60-86-88601	\$203,000					
Midland Drive Water Main Replacement	35-20-83-88301	\$180,900					
Midland Drive Water Main Replacement	50-60-81-88101	\$582,600					
Nippersink Lift Station Remodel/Replacement	50-60-81-88101	\$440,000					
North Rosedale Pavement Rehabilitation	35-20-83-88301	\$90,000					
Orchard St/Ravine Ave/Cranberry Ct Water Main Replacement	35-20-88-88801					\$17,300	\$238,200
Orchard St/Ravine Ave/Cranberry Ct Water Main Replacement	50-60-81-88101					\$41,400	\$569,800
Pavement Maintenance - Pavement Patching	10-60-83-88301					\$95,700	
Pavement Maintenance - Pavement Patching	35-20-73-77307				\$4,300		
Pavement Management Report Update	35-20-73-77307					\$25,000	
PW & Police Dept. Parking Lot Resurfacing	35-20-88-88801	\$16,800	\$231,000				
Rehabilitate Nippersink Road	10-60-83-88301	\$540,000					
Rehabilitate Nippersink Road	50-60-81-88101	\$110,000					
Sanitary Sewer System Inspecting, Cleaning and Maintenance	50-60-81-88101	\$375,000	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000
SCADA Server Phone Line Upgrade	50-60-91-99101	\$16,000					
Second CLCJAWA Delivery Structure	50-60-81-88101	\$75,000	\$1,041,000				
Village Hall Parking Lot Resurfacing	35-20-88-88801	\$6,000	\$83,600				
Water Main Leak Detection Assessment	50-60-81-88101	\$84,000					
Well No. 3 Rehabilitation	50-60-81-88101	\$325,000					
<b>Total Engineering</b>		<b>\$4,022,402</b>	<b>\$3,309,560</b>	<b>\$1,154,740</b>	<b>\$5,396,825</b>	<b>\$493,900</b>	<b>\$1,127,500</b>
<b>Grand Total</b>		<b>\$5,491,588</b>	<b>\$4,443,231</b>	<b>\$3,139,784</b>	<b>\$6,116,536</b>	<b>\$1,651,372</b>	<b>\$1,807,831</b>

# Police Department

Capital Projects/Acquisition Requests

**Capital Project/Acquisition Request**

**Department:** Police

**Requested By:** Michael Gillette

**Title:** Community Service Vehicle

**FYE:** 2017

**Project Description/ Capital Request:** Acquisition and deployment of one Community Service Officer light SUV or truck, which also includes vehicle equipment. The vehicle will replace the 2015 Ford Explorer that is currently in service.

**Anticipated Benefits:** The anticipated benefits of the purchase of a new vehicle for the police department Community Service Officer includes a reduction in maintenance costs associated with the 2015 Ford Explorer that will be near or at its workable service life end after 7 years.

**Existing Condition:** The total cost for equipment reflects any new equipment that will have to be bought to outfit the model vehicle that replaces the 2015 Ford Explorer that may not change over, or that which is simply outdated or worn out. Installation is included by use of the Facility and Fleet Coordinator who can install the equipment in vehicles. That may reduce the overall cost estimate.

**Fiscal Year End Needed:** 2022      **Lead Time in months:** 3 mos.      **Priority:** 3

Account Number	Description	<u>Total Project Costs</u>							Total
		2017	2018	2019	2020	2021	2022		
60-40-80-88024	Equipment	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000	
60-40-80-88004	Vehicles	\$0	\$0	\$0	\$0	\$0	\$31,500	\$31,500	
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$36,500	\$36,500	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>Total</b>	\$0	\$0	\$0	\$0	\$0	\$36,500	\$36,500	

**Fund(s) Supporting Cost:** Vehicle Replacement Fund

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

**Other Revenue Source(s):**

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Police

**Requested By:** Michael Gillette

**Title:** Police Vehicles

**FYE:** 2017

**Project Description/** Acquisition and deployment of 3 police vehicle(s), which includes vehicle equipment. This includes 2 marked patrol  
**Capital Request:** squad cars and 1 unmarked vehicle.

**Anticipated Benefits:** The anticipated benefits of the acquisition of new vehicles for the police department include reduced maintenance costs associated with older vehicles and a reasonable rotation of vehicles to ensure the maximum life and deployment of police vehicles dependent upon the function of the vehicle. The actual price of the 2016/17 model vehicles has not been released at time of report. The price considered is last years price with the addition of a 3% inflation estimate.

**Existing Condition:** The 2016 model year will be the fourth year of the current product line of Ford Police Interceptors and Explorers. We know that some equipment can successfully be recycled from the remaining Ford Crown Victoria's and any transfer overs from the current line; however, it is not clear what current equipment will be have a serviceable life and as well as be compatible with the new model. Installation is included in the estimate; however, if the Facility & Fleet Coordinator can install the equipment in, then the installation costs will be less than stated.

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

Account Number	Description	Total Project Costs						
		2017	2018	2019	2020	2021	2022	Total
60-40-80-88024	Equipment	\$15,450	\$15,914	\$16,391	\$16,883	\$17,389	\$17,911	\$99,938
60-40-80-88004	Vehicles	\$84,036	\$84,557	\$89,153	\$91,828	\$94,583	\$97,420	\$541,577
-	<b>Fund subtotal</b>	\$99,486	\$100,471	\$105,544	\$108,711	\$111,972	\$115,331	\$641,515
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	\$99,486	\$100,471	\$105,544	\$108,711	\$111,972	\$115,331	\$641,515

**Fund(s) Supporting Cost:** Vehicle Replacement Fund

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

**Other Revenue Source(s):**

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Police

**Requested By:** Michael Gillette

**Title:** Police Vehicle Mobile Data Computers

**FYE:** 2017

**Project Description/** Acquisition of a police vehicle Mobile Data Computers. Each MDC costs approximately \$3,000.

**Capital Request:**

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

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

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

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
61-40-80-88024	Equipment	\$15,000	\$15,000	\$9,000	\$9,000	\$9,000	\$9,000	\$66,000
		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Fund subtotal</b>	\$15,000	\$15,000	\$9,000	\$9,000	\$9,000	\$9,000	\$66,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	\$15,000	\$15,000	\$9,000	\$9,000	\$9,000	\$9,000	\$66,000

**Fund(s) Supporting Cost:** Technology Replacement

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

**Other Revenue Source(s):**

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Police

**Requested By:** Michael Gillette

**Title:** Carpet Repairs

**FYE:** 2017

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

**Anticipated Benefits:** The Police Station will be about 11 years old in FYE 2017. There will be upkeep needs including carpet repair and replacement needs in the most traveled sections of the building if not the entire building.

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

**Fiscal Year End Needed:** 2018      **Lead Time in months:** 3 mos.      **Priority:** 3

Account Number	Description	2017	2018	Total Project Costs				Total
				2019	2020	2021	2022	
62-40-85-88501	Carpet Repairs	\$0	\$10,000	\$10,000	\$5,000	\$5,000	\$0	\$30,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$10,000	\$10,000	\$5,000	\$5,000	\$0	\$30,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$0	\$10,000	\$10,000	\$5,000	\$5,000	\$0	\$30,000

**Fund(s) Supporting Cost:** Building Replacement Fund

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

**Identify Annual Costs:** This was a capital project is scheduled for the FYE 2018 and years thereafter, if needed due to regular or unexpected (personnel, equipment, building maintenance and age issues. This project will be economics driven and may be adjusted on an as needed subscriptions, utilities, basis to conserve and make due if repairs are only minor and the floor coverings remain in good repair. and other items.)

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Police

**Requested By:** Michael Gillette

**Title:** Community Room Technology

**FYE:** 2017

**Project Description/** Replacement of Projector, DVD, Blue Ray or comparable Video playing device, Sound system and/or other  
**Capital Request:** technology as modern science changes through time or wear.

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

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

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

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
61-40-91-99117	Installation	\$1,500	\$3,000	\$1,500	\$6,000	\$1,500	\$1,500	\$15,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$1,500	\$3,000	\$1,500	\$6,000	\$1,500	\$1,500	\$15,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$1,500	\$3,000	\$1,500	\$6,000	\$1,500	\$1,500	\$15,000

**Fund(s) Supporting Cost:** Technology Replacement

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

**Identify Annual Costs:** Replacement of Community Room Technology  
 (personnel, equipment,  
 subscriptions, utilities,  
 and other items.)

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Police

**Requested By:** Michael Gillette

**Title:** Community Room Furniture and Carpeting

**FYE:** 2017

**Project Description/** Replacement of chairs in the 2018 budget year. Replacement of Carpeting in the 2019 budget year if needed.

**Capital Request:** Cleaning of carpet and chairs in the 2017 budget year.

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

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

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

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
62-40-80-88018	Installation	\$0	\$30,000	\$15,000	\$0	\$0	\$0	\$45,000
62-40-80-88018	Cleaning	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
-	Fund subtotal	\$5,000	\$30,000	\$15,000	\$0	\$0	\$0	\$50,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$5,000</b>	<b>\$30,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>

**Fund(s) Supporting Cost:** Building Replacement Fund

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

**Identify Annual Costs:** Cleaning, and replacement of furniture and carpeting over a three year span.  
 (personnel, equipment, subscriptions, utilities, and other items.)

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Police

**Requested By:** Michael Gillette

**Title:** Office Furniture Repair and Replacement

**FYE:** 2017

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

**Capital Request:**

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

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

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

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
62-40-80-88018	Installation	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000

**Fund(s) Supporting Cost:** Building Replacement Fund

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Police

**Requested By:** Michael Gillette

**Title:** Building Video Surveillance System

**FYE:** 2017

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

**Anticipated Benefits:** The Building Video Surveillance System is an original tool in place when the building was first opened. It runs 24 hours a day, 7 days per week. The system is no different than personal home video recording devices except that the machine uses a hard drive to record on rather than a removable disc. It was updated in year end 2016. Wear and dating is an issue to deal with concerning this machine.

**Existing Condition:** The system will have been upgraded in year end 2016. The DVR, cameras, and especially monitors are have a finite working life. Parts of this system is required by statute. Therefore we need to plan for part failures and technology upgrades as time passes to avoid rendering the system unserviceable..

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

Account Number	Description	Total Project Costs						Total
		2017	2018	2019	2020	2021	2022	
61-40-91-99117	Purchase	\$3,000	\$3,000	\$3,000	\$3,000	\$5,000	\$20,000	\$37,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$3,000	\$3,000	\$3,000	\$3,000	\$5,000	\$20,000	\$37,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$5,000</b>	<b>\$20,000</b>	<b>\$37,000</b>

**Fund(s) Supporting Cost:** Technology Replacement Fund

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

**Identify Annual Costs:** The system is relatively inexpensive once installed. It demands little maintenance, and periodic checks. The system (personnel, equipment, that we currently have requires computer technology that could require updated software or mechanical parts for the subscriptions, utilities, recording device into the future. and other items.)

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Police

**Requested By:** Michael Gillette

**Title:** Interview Room Hi-Definition Video Recording System

**FYE:** 2017

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

**Anticipated Benefits:** The Interview Room Video Recording system was updated in year end 2016. The system is conjoined with the building system. It was purchased from Current Technologies in Dec. 2015. It does run 24 hours a day, 7 days per week when motion is detected in the interview room. The system is subject to electronics failure and aging it is different from personal home video recording devices in that it must be kept up to date and is required by law to have. Wear and dating is an issue to deal with concerning this machine.

**Existing Condition:** The system is new as of January 2016. However some old parts were incorporated in the new system. Specifically the camera and microphone in the interview room.

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

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
61-40-91-99117	<b>Purchase</b>	\$1,200	\$1,200	\$0	\$0	\$0	\$15,000	\$17,400
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$1,200	\$1,200	\$0	\$0	\$0	\$15,000	\$17,400
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$1,200	\$1,200	\$0	\$0	\$0	\$15,000	\$17,400

**Fund(s) Supporting Cost:** Technology Replacement Fund

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

**Identify Annual Costs:** The system is relatively inexpensive once installed. It demands little maintenance, and periodic checks. The system (personnel, equipment, that we currently have requires updated software for the recording device. This system is required in cases of First & subscriptions, utilities, Second Degree Murder, manslaughter, DUI involving death, and several other criminal interviews. This piece of the and other items.) recording system is only used in the interview room.

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Police

**Requested By:** Michael Gillette

**Title:** NIPAS EST Ballistic Vest and Equipment Replacement

**FYE:** 2017

**Project Description/** Replacement of the NIPAS EST member Ballistic Vest and Equipment is required through product expiration. The  
**Capital Request:** NIPAS vest was last purchased in 2014.

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

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

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

Account Number	Description	2017	2018	Total Project Costs				Total
				2019	2020	2021	2022	
01-40-75-77531	Purchase	\$0	\$0	\$8,000	\$0	\$0	\$0	\$8,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$8,000	\$0	\$0	\$0	\$8,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$0	\$0	\$8,000	\$0	\$0	\$0	\$8,000

**Fund(s) Supporting Cost:** Vehicle Replacement Fund

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Police

**Requested By:** Michael Gillette

**Title:** Radar Trailer

**FYE:** 2017

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

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

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

**Existing Condition:** As of October 2015, the current Radar Trailer is out of service. The Radar component of the trailer has failed. In July of 2010 the trailer was outside when a sudden violent windstorm struck the Round Lake area and surrounding suburbs. The trailer was blown over onto its side. In the fall the solar panel that helps keep the trailer batteries charged was destroyed. The manufacturer no longer supplies parts to replace the solar panel. The current trailer is 13 years old.

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

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
60-40-80-88001	Purchase	\$18,000	\$0	\$0	\$0	\$0	\$20,000	\$38,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$18,000	\$0	\$0	\$0	\$0	\$20,000	\$38,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$18,000	\$0	\$0	\$0	\$0	\$20,000	\$38,000

**Fund(s) Supporting Cost:** Vehicle Replacement Fund

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Police

**Requested By:** Michael Gillette

**Title:** UPS Batteries and Maintenance

**FYE:** 2017

**Project Description/ Capital Request:** The uninterrupted power supply at the police station is 11 years old. It was serviced and all of the 40 batteries that make up the device have were replaced in August of 2015. By 2020 if the device is still in working order the batteries will likely need to be replaced once again. As of 2016, the device is meeting the need for which it was installed and the system has been maintained.

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

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

**Fiscal Year End Needed:** 2020      **Lead Time in months:** 3 mos.      **Priority:** 3

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
61-40-91-99117	Purchase	\$0	\$0	\$0	\$6,000	\$0	\$0	\$6,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$6,000	\$0	\$0	\$6,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$0	\$0	\$0	\$6,000	\$0	\$0	\$6,000

**Fund(s) Supporting Cost:** Technology Replacement Fund

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Police

**Requested By:** Michael Gillette

**Title:** Building Upkeep

**FYE:** 2017

**Project Description/ Capital Request:** The Police, Public Works Building and Community Room are 11 years old. The building is beginning to show signs of wear and is in need of painting in many locations inside and outside.

**Anticipated Benefits:** This project is to develop a plan to address building needs as the needs for grounds repair, plumbing, minor remodeling, painting and wall repairs are presented.

**Existing Condition:** The building is eleven years old. As such, there are many locations inside and on the exterior that need some attention in regards to chalking, window replacement, painting, plumbing, crack sealing, pothole repair, sealcoating, fence repair and other general repairs. In 2017 we will seek to paint and repair the community room and make parking lot repairs for potholes and striping.

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

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
62-40-85-88501	Purchase	\$25,000	\$15,000	\$10,000	\$10,000	\$10,000	\$10,000	\$80,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$25,000	\$15,000	\$10,000	\$10,000	\$10,000	\$10,000	\$80,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	<b>\$25,000</b>	<b>\$15,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$80,000</b>

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

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Police

**Requested By:** Michael Gillette

**Title:** Patrol Ballistic Shields

**FYE:** 2017

**Project Description/** The Police Patrol division uses two ballistic shields for calls where a tactical approach is necessary. These shields

**Capital Request:** have a life expectancy of 5 years. We last purchased two ballistic shields in March, 2013. The cost then was a negotiated price of \$1,200 each, Pricing in 2016 averages \$1,450.00 each.

**Anticipated Benefits:** This project is to develop a replacement plan for these ballistic shields.

**Existing Condition:** The current shields will be four years old at the end of the 2017 budget year end.

**Fiscal Year End Needed:** 2018      **Lead Time in months:** 3 mos.      **Priority:** 1

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
01-40-80-88001	Purchase	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$18,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$18,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$18,000

**Fund(s) Supporting Cost:** General Fund

**Funding Sources:** General Revenues

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Police

**Requested By:** Michael Gillette

**Title:** Evidence Drying Cabinet

**FYE:** 2017

**Project Description/** The durable, stainless steel-lined Protector Evidence Drying Cabinet provides a secure ventilated area to dry evidence

**Capital Request:** such as clothing, bedding and marijuana. The cabinet's HEPA and carbon filtered exhaust protects personnel from exposure to biohazards while eliminating nuisance odors. The key-activated ultraviolet light provides secondary disinfection of the interior between cases to prevent cross contamination, ensuring integrity of samples for DNA

**Anticipated Benefits:** The benefits include greater security of the evidence and absolute OSHA Compliance for Blood borne pathogens and other bio-hazards.

**Existing Condition:** The Round Lake Police Department currently uses the police station garage to dry evidence (clothes wet with blood and/or other bodily fluids, wet plant material such as fresh marijuana). Although we have used the garage for this purpose over a number of years, it is not a best practice to protect the integrity of the evidence or a safe method to handle items with potential blood Borne pathogens hazards.

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

Account Number	Description	<u>Total Project Costs</u>							Total
		2017	2018	2019	2020	2021	2022		
01-40-80-88001	Purchase	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>

**Fund(s) Supporting Cost:** General Fund

**Funding Sources:** General Revenues

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

**Identify Annual Costs:** Annual cost \$300.00 for filter replacement dependent on how often the device is used.  
 (personnel, equipment,  
 subscriptions, utilities,  
 and other items.)

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Police

**Requested By:** Michael Gillette

**Title:** Automated External Defibrillator Replacements (two devices).

**FYE:** 2017

**Project Description/ Capital Request:** When a 911 call is placed, police are typically first on scene to a sudden heart attack - a condition that kills more than 369,000 a year in the USA. The only effective treatment is an immediate shock from an AED. AED's can also help to protect police officers and other employees. Law enforcement is among the highest risk occupations for sudden heart attacks.

**Anticipated Benefits:** The anticipated benefits are having rescue ready technology available to render immediate assistance to people in need in an effort to save a life. The devices proposed will replace one device that has recently failed an another that is over 11 years old.

**Existing Condition:** The Round Lake Police Department uses AED's which we carry with us in patrol vehicles. We have 2 AED's one of which has recently failed and the second is well over 13 years old.

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

Account Number	Description	<u>Total Project Costs</u>							Total
		2017	2018	2019	2020	2021	2022		
61-40-80-88024	Purchase	\$5,000	\$0	\$0	\$0	\$0	\$5,000	\$10,000	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	<b>Fund subtotal</b>	\$5,000	\$0	\$0	\$0	\$0	\$5,000	\$10,000	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	<b>Total</b>	\$5,000	\$0	\$0	\$0	\$0	\$5,000	\$10,000	

**Fund(s) Supporting Cost:** Technology Replacement

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

**Identify Annual Costs:** Annual cost could include up to \$300.00 for battery and pad replacement dependent on how often the device is used. (personnel, equipment, subscriptions, utilities, and other items.)

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Police

**Requested By:** Michael Gillette

**Title:** Replacement Patrol Vehicle Radar Unit(s)

**FYE:** 2017

**Project Description/** Replace Patrol Vehicle Radar Units

**Capital Request:**

**Anticipated Benefits:** The anticipated benefits are having current radar technology available to replace old outdated or worn out equipment.

**Existing Condition:** The Round Lake Police Department uses radar devices in each patrol vehicle. This is a plan to replace older units.

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

Account Number	Description	Total Project Costs						Total
		2017	2018	2019	2020	2021	2022	
61-40-80-88024	Purchase	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fund subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$30,000</b>

**Fund(s) Supporting Cost:** Technology Replacement

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

# Public Works

Capital Projects/Acquisition Requests

**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

**Title:** "Smoke Test" Sanitary Sewer System Program

**FYE:** 2017

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

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

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

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 2 mos.      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>							Total
		2017	2018	2019	2020	2021	2022		
50-60-81-88101	Smoke testing	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000

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

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

**Title:** Heavy Storage Racking

**FYE:** 2017

**Project Description/** Build tall racking in the Public Works garage along the east wall.

**Capital Request:**

**Anticipated Benefits:** The racking will take advantage of the tall ceilings in the garage and provide much needed storage space for plows, spreaders and other items.

**Existing Condition:** Plows and spreaders are stored outside where they are exposed to the elements. This causes fittings and hoses to deteriorate and require time consuming and costly repairs every fall to get them back into useable condition.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 3      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>							Total
		2017	2018	2019	2020	2021	2022		
35-20-88-88801	Racking	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	<b>Fund subtotal</b>	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	<b>Total</b>	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	

**Fund(s) Supporting Cost:** Capital Projects Fund

**Funding Sources:** Capital Projects Fund

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

**Title:** Refurbish Trucks

**FYE:** 2017

**Project Description/** Send truck #44 to Monroe Truck to replace dump body, front and wing plows and upgrade liquids system. Send F-  
**Capital Request:** 550 trucks (three of them) to Monroe to add liquid anti-icing capabilities and upgrade the plow assembly to a heavier duty plow.

**Anticipated Benefits:** More efficient snow removal and salting. By adding anti-icing equipment it would allow a driver to add liquids to the salt for better salt conservation at lower temperatures. Also less of a chance of the roads becoming hard packed. The stainless steel dump body would not rust and can be transferred to a new chassis when the time comes.

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

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 10      **Priority:** 2

Account Number	Description	Total Project Costs						
		2017	2018	2019	2020	2021	2022	Total
60-60-80-88024	Truck Refurbish	\$60,000	\$13,000	\$13,000	\$13,000	\$0	\$0	\$99,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$60,000	\$13,000	\$13,000	\$13,000	\$0	\$0	\$99,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$60,000	\$13,000	\$13,000	\$13,000	\$0	\$0	\$99,000

**Fund(s) Supporting Cost:** Vehicle Replacement Fund

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

**Title:** Upgrade Controls and Install Back Up Power Generator

**FYE:** 2017

**Project Description/** Contractor to build and install a new control panel (Village specs) and new back up power generator.

**Capital Request:**

**Anticipated Benefits:** This is a long term initiative to increase the number of lift stations with installed back up power to provide reliable operation in the event of a power outage. This will also eliminate the need for staff to travel to the lift station with a portable generator.

**Existing Condition:** The Village has several lift stations which do not have a dedicated back up power generator to allow for continued operation in a power outage. In an extended power outage, staff's ability to activate the lift station pumps with a portable generator on a continuous (24 hr./day) basis by traveling from site to site is extremely labor intensive and questionable as to being sustainable.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 4      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
50-60-81-88101	Generator &	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Control Panel	\$73,000	\$83,000	\$93,000	\$0	\$0	\$0	\$249,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$73,000	\$83,000	\$93,000	\$0	\$0	\$0	\$249,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$73,000	\$83,000	\$93,000	\$0	\$0	\$0	\$249,000

**Fund(s) Supporting Cost:** Water & Sewer

**Funding Sources:** Water & Sewer Operating Revenue

**Other Revenue Source(s):**

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

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

**FYE:** 2017

**Project Description/** Replace non-operative Water Main Valves and Fire Hydrants.

**Capital Request:**

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

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

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 4 mos.      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
50-60-81-88101	Valves and	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Fire hydrants	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000

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

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

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

**Title:** Liquid Anti-Icing, Deicing Distributor

**FYE:** 2017

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

**Capital Request:**

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

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

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 10      **Priority:** 2

Account Number	Description	2017	2018	Total Project Costs		2021	2022	Total
				2019	2020			
01-60-80-88001	Slip in Deicer	\$18,000	\$0	\$0	\$0	\$0	\$0	\$18,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$18,000	\$0	\$0	\$0	\$0	\$0	\$18,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$18,000	\$0	\$0	\$0	\$0	\$0	\$18,000

**Fund(s) Supporting Cost:** General Fund

**Funding Sources:** General Fund Operating Revenues

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

**Title:** Pickup Truck Replacements

**FYE:** 2017

**Project Description/** Replace existing fleet as pickup trucks begin to break down. In FYE 2018 replace truck #40, in FYE 2019 replace truck #52, in FYE 2020 replace truck #55, and in FYE 2021 replace truck #45.

**Anticipated Benefits:** As trucks get older they become more expensive to maintain and repair and it becomes more cost effective to replace them with new trucks. A new plow and assembly may also be purchased with each new truck depending on the stock on hand at the time so the truck can be used for plowing.

**Existing Condition:** Existing truck #40 will be 13 years old at time of replacement, truck #52 will be 13 years old at time of replacement, truck #55 will be 11 years old at time of replacement and truck #45 will be 10 years old at time of replacement.

**Fiscal Year End Needed:** 2018      **Lead Time in months:** 3      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
60-60-80-88004	Truck	\$30,000	\$33,000	\$34,000	\$35,000	\$35,000	\$35,000	\$202,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$30,000	\$33,000	\$34,000	\$35,000	\$35,000	\$35,000	\$202,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$30,000	\$33,000	\$34,000	\$35,000	\$35,000	\$35,000	\$202,000

**Fund(s) Supporting Cost:** Vehicle Replacement Fund

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

**Title:** New large Trucks

**FYE:** 2017

**Project Description/ Capital Request:** Replace existing fleet as trucks begin to break down. In FYE 2017 replace truck #56 (10 yd) with a new 5 yard dump truck, in FYE 2018 replace bucket truck, in FYE 2019 add a new 5 yard dump truck, and in FYE 2020 purchase a new 5 yard dump truck.

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

**Existing Condition:** Existing truck #56 needs a new mold board for the plow; cannot keep putting money into this 15 year old truck. It is too large to efficiently plow Village streets.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 10      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
60-60-80-88004	Truck	\$185,000	\$170,000	\$0	\$0	\$0	\$0	\$355,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$185,000	\$170,000	\$0	\$0	\$0	\$0	\$355,000
01-60-80-88004	Truck (New)	\$0	\$0	\$95,000	\$95,000	\$0	\$0	\$190,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$95,000	\$95,000	\$0	\$0	\$190,000
50-60-80-88004	Truck (New)	\$0	\$0	\$95,000	\$95,000	\$0	\$0	\$190,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$95,000	\$95,000	\$0	\$0	\$190,000
-	<b>Total</b>	\$185,000	\$170,000	\$190,000	\$190,000	\$0	\$0	\$735,000

**Fund(s) Supporting Cost:** Vehicle Replacement Fund

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

**Other Revenue Source(s):** New Vehicles are charged to the General & Water/Sewer Funds

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

**Title:** Heavy Equipment

**FYE:** 2017

**Project Description/** Large equipment items. For FYE 2017, a sidewalk machine for winter ops. In FYE 2018, a fork lift. For FYE 2019, **Capital Request:** a new combination backhoe.

**Anticipated Benefits:** The sidewalk machine will speed up snow removal on Village sidewalks and reduce damage to adjacent parkways. The fork lift will be used for storing equipment and supplies on tall indoor racking. The combination backhoe is necessary for repairs to Village utilities.

**Existing Condition:** Staff currently uses snow blowers to clear sidewalks which is labor intensive and time consuming. The Village does not have equipment that will reach higher than 11 feet to store something. The current backhoe is a 1996 model and is beginning to wear out.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 6      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
01-60-80-88001	SW Machine	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
-	Fork Lift	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
-	<b>Fund subtotal</b>	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$30,000
50-60-80-88001	SW Machine	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
-	Fork Lift	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
-	<b>Fund subtotal</b>	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$30,000
60-60-80-88001	Backhoe	\$0	\$0	\$175,000	\$0	\$0	\$0	\$175,000
-		\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$175,000	\$0	\$0	\$0	\$175,000
	<b>Total</b>	\$30,000	\$30,000	\$175,000	\$0	\$0	\$0	\$235,000

**Fund(s) Supporting Cost:** General Fund and Water & Sewer Fund

**Funding Sources:** General Fund and Water & Sewer Operating Revenue

**Other Revenue Source(s):** Backhoe is a replacement - purchased out of the Vehicle Replacement Fund

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

**Title:** Conversion to LED Street Lights Program

**FYE:** 2017

**Project Description/** Convert existing Decorative Street Lights from metal halide bulbs to LED

**Capital Request:**

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

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

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 4      **Priority:** 2

Account Number	Description	2017	2018	Total Project Costs		2021	2022	Total
				2019	2020			
35-20-88-88801	Purchase	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$0	\$200,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$0	\$200,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$0	\$200,000

**Fund(s) Supporting Cost:** Capital Projects Fund

**Funding Sources:** Capital Project Revenues

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

**Title:** Parkway Tree Replacement Program

**FYE:** 2017

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

**Capital Request:**

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

**Existing Condition:** Approximately 550 Parkway Trees need replacement based on 2012/2013 Tree survey

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 3      **Priority:** 2

Account Number	Description	2017	2018	Total Project Costs				Total
				2019	2020	2021	2022	
35-20-88-88801	Remove dead parky trees (EAB)	\$65,000	\$65,000	\$65,000	\$0	\$0	\$0	\$195,000
-	-	-	-	-	-	-	-	\$0
35-20-88-88801	Replant parkway trees (EAB)	\$5,000	\$5,000	\$5,000	\$65,000	\$65,000	\$65,000	\$210,000
-	-	-	-	-	-	-	-	\$0
35-20-88-88801	Hazard Trees	\$5,000	\$5,000	\$5,000	\$10,000	\$10,000	\$10,000	\$45,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$450,000</b>
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$450,000</b>

**Fund(s) Supporting Cost:** Capital Projects Fund

**Funding Sources:** Capital Project Revenues

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

**Title:** Parkway Tree Pruning Program

**FYE:** 2017

**Project Description/** Prune Village parkway trees

**Capital Request:**

**Anticipated Benefits:** By pruning trees, the shape of the tree can be controlled and the overall health of the tree is improved. Visibility on roadways and sidewalks will improve and storm damage from falling branches will be reduced. The parkway trees also need to be pruned to provide clearance for vehicles on the roadways and pedestrians on the sidewalks

**Existing Condition:** The Village does not have a tree pruning program other than reacting to resident calls. Many trees are overgrown, hanging into roadways. The Public Works department has had to repair or replace side mirrors and light bars on trucks because they get hit by low hanging branches.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 6      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						
		2017	2018	2019	2020	2021	2022	Total
35-20-88-88801	Tree pruning	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$45,000	\$345,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$45,000	\$345,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$45,000	\$345,000

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

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

**Title:** Lift Station Repairs

**FYE:** 2017

**Project Description/ Capital Request:** Install deflector plates in sanitary lift stations that don't have them. Replace pumps and controller at Curran Lift station.

**Anticipated Benefits:** The deflector plates direct sanitary flow coming into the lift station so it does not dump on top of the lift station pumps or floats. This will reduce wear on the pumps and floats and reduce unnecessary call-outs created by floats being knocked around. The pumps in Curran lift station repeatedly get clogged and need to be replaced with pumps that can chop up material to avoid clogging.

**Existing Condition:** There are currently seven lift stations that would benefit from having a deflector plate installed. Rosewood lift station also needs repairs to the float bracket, guide rails and guide rail brackets. Curran lift station will periodically go into high wet well or motor overload and then the pumps have to get pulled and cleaned.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 4      **Priority:** 2

Account Number	Description	2017	2018	Total Project Costs				Total
				2019	2020	2021	2022	
50-60-92-99208	Deflector install	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	& misc. repairs	\$46,000	\$0	\$48,000	-	-	-	\$94,000
50-60-92-99208	Pump Repl.	\$0	\$36,000	\$0	\$0	\$0	\$0	\$36,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$46,000	\$36,000	\$48,000	\$0	\$0	\$0	\$130,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$46,000	\$36,000	\$48,000	\$0	\$0	\$0	\$130,000

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

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

**Title:** Lightning Protection

**FYE:** 2017

**Project Description/** Design and installation of lightning protection and grounding system for the Public Works Building.

**Capital Request:**

**Anticipated Benefits:** Protect devices, such as SCADA from surges

**Existing Condition:** Existing lightning protection system is damaged

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 3      **Priority:** 2

Account Number	Description	Total Project Costs						Total
		2017	2018	2019	2020	2021	2022	
62-60-80-88001	Installation	\$21,000	\$0	\$0	\$0	\$0	\$0	\$21,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$21,000	\$0	\$0	\$0	\$0	\$0	\$21,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$21,000	\$0	\$0	\$0	\$0	\$0	\$21,000

**Fund(s) Supporting Cost:** Building Replacement

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

**Title:** Fire Hydrant Painting

**FYE:** 2017

**Project Description/** Re-paint existing fire hydrants throughout the Village. The paint lasts about 10 years so a 10 year rotation should be

**Capital Request:** used to re-paint all hydrants.

**Anticipated Benefits:** A full coat of paint protects the hydrant from rust and extends the life of the hydrant. Bright red paint makes fire hydrants easier for emergency responders to find and improves the appearance of the Village.

**Existing Condition:** The Village has approximately 960 fire hydrants, many of which have peeling, chipped or missing paint.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 4      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
50-60-79-77901	Hydrant Painting	\$20,000	\$0	\$20,000	\$0	\$20,000	\$0	\$60,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$20,000	\$0	\$20,000	\$0	\$20,000	\$0	\$60,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$20,000	\$0	\$20,000	\$0	\$20,000	\$0	\$60,000

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

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

**Title:** Traffic Sign Replacement

**FYE:** 2017

**Project Description/ Capital Request:** Continue to replace traffic signs with new signs meeting the retro-reflective requirements of the MUTCD

**Anticipated Benefits:** Compliance with Federal Highway Administration guidelines and better night time visibility of signs

**Existing Condition:** The Village has replaced stop signs but needs to continue replacing other signs such as crosswalk, school zone, speed limit, street name signs, etc.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 2      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
01-60-74-77452	Traffic Sign	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Replacement	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$48,000
-	<b>Fund subtotal</b>	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$48,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$48,000

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

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

**Annual Operating Costs:** -

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

**Project Number:** -



**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

**Title:** Valve Exercise

**FYE:** 2017

**Project Description/** Have a contractor come in to open and close all the water valves in the Village. Get every valve exercised in the next **Capital Request:** two years and then establish a maintenance plan so every valve is exercised on a four rotation.

**Anticipated Benefits:** Determine which water valves are in need of repair so they can be fixed. When valves are broken, they can leak water. If a valve doesn't work properly, a larger area will be affected by a water shut down in the event of water main work being done or a main break. If a valve is not exercised, it is more likely to seize up.

**Existing Condition:** The last time the valves were exercised was in 2006.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 4      **Priority:** 2

Account Number	Description	Total Project Costs						Total
		2017	2018	2019	2020	2021	2022	
50-60-79-77901	Valve Exercise	\$30,000	\$30,000	\$12,000	\$12,000	\$12,000	\$12,000	\$108,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$30,000	\$30,000	\$12,000	\$12,000	\$12,000	\$12,000	\$108,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$30,000	\$30,000	\$12,000	\$12,000	\$12,000	\$12,000	\$108,000

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

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

**Title:** Storage Building

**FYE:** 2017

**Project Description/** Build a 40 foot by 80 foot cold storage building behind the Public Works garage

**Capital Request:**

**Anticipated Benefits:** The storage facility would allow trailers and material such as pipe, frames and lids, sign posts, etc. to be stored out of the elements. This would reduce fading, dry rot, rust and UV deterioration.

**Existing Condition:** Village trailers and supplies sit outside in the open air.

**Fiscal Year End Needed:** 2019      **Lead Time in months:** 3      **Priority:** 2

Account Number	Description	2017	2018	Total Project Costs		2021	2022	Total
				2019	2020			
35-20-85-88501	Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Building	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
-	<b>Fund subtotal</b>	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000

**Fund(s) Supporting Cost:** Capital Projects Fund

**Funding Sources:** General and Water & Sewer Operating Revenues

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -



**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

**Title:** Water Tower Painting

**FYE:** 2017

**Project Description/** Clean and paint the inside or outside of the elevated water towers as needed.

**Capital Request:**

**Anticipated Benefits:** The paint on a tower helps keep the metal from rusting and corroding, prolonging the life of the tower.

**Existing Condition:** The Village has two elevated water tanks. Panther tower currently needs some interior paint work; the existing paint is beginning to chip off from ice wear. Wilson tower will likely need an exterior paint job by FYE 2019 and Panther tower will need it by FYE 2020.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 2      **Priority:** 2

Account Number	Description	2017	2018	<u>Total Project Costs</u>				Total
				2019	2020	2021	2022	
50-60-81-88101	Paint Elevated	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Water Tower	\$0	\$32,000	\$600,000	\$0	\$600,000	\$0	\$1,232,000
-	<b>Fund subtotal</b>	\$0	\$32,000	\$600,000	\$0	\$600,000	\$0	\$1,232,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$0	\$32,000	\$600,000	\$0	\$600,000	\$0	\$1,232,000

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

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

**Title:** Salt Barn Repairs

**FYE:** 2017

**Project Description/** Replace rotting and broken siding and trim. Repaint all of the siding.

**Capital Request:**

**Anticipated Benefits:** The siding needs to be painted every 5-7 years to maintain a waterproof coating to protect the wood from rotting.

**Existing Condition:** The siding has not been painted since it was installed in 2005.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 2      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>							Total
		2017	2018	2019	2020	2021	2022		
62-60-85-88501	Paint Salt Barn	\$12,000	\$0	\$0	\$0	\$0	\$12,000	\$24,000	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	<b>Fund subtotal</b>	\$12,000	\$0	\$0	\$0	\$0	\$12,000	\$24,000	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	<b>Total</b>	\$12,000	\$0	\$0	\$0	\$0	\$12,000	\$24,000	

**Fund(s) Supporting Cost:** Building Replacement

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Public Works

**Requested By:** Adam Wedoff

**Title:** MXU Replacements

**FYE:** 2017

**Project Description/** Replace MXU's that are beyond the life expectancy of the unit.

**Capital Request:**

**Anticipated Benefits:** New MXU's will be more reliable, have a stronger radio signal and will be under warranty for the next 20 years.

**Existing Condition:** The Village has approximately 1700 MXU's that are between 13-15 years old. The life expectancy of those units was only 7-8 years. The units have begun to fail, especially in colder weather, requiring them to be read manually.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 4      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
50-60-74-77428	MXU's	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$200,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$200,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$200,000

**Fund(s) Supporting Cost:** Water & Sewer Fund

**Funding Sources:** Water & Sewer Operating Revenue

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

# Engineering

Capital Projects/Acquisition Requests

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** Crack Sealing Program

**FYE:** 2017

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

**Anticipated Benefits:** Prolong the life of Village owned roads.

**Existing Condition:** -

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 3 months      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
10-60-74-77436	Crack Sealing	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$90,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$90,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$90,000

**Fund(s) Supporting Cost:** Motor Fuel Tax Fund  
**Funding Sources:** MFT Operating Revenues

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** 2017 Resurfacing - Madrona Village Neighborhoods 1 & 2

**FYE:** 2017

**Project Description/ Capital Request:** Resurface Beacon Lane, Cambria Drive, Concord Drive, Fielding Lane, Huntington Drive and Savoy Drive.

**Anticipated Benefits:** Resurfacing streets will restore the integrity of the roadway, preventing accelerated deterioration and more costly reconstruction.

**Existing Condition:** Residential neighborhood streets are exhibiting normal wear, with moderate raveling and pavement cracking. Overall the pavement is structurally sound.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 3 months      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						
		2017	2018	2019	2020	2021	2022	Total
35-20-73-77307	Roadway Design	\$31,360	\$0	\$0	\$0	\$0	\$0	\$31,360
10-60-83-88301	Roadway Const.	\$0	\$501,000	\$0	\$0	\$0	\$0	\$501,000
10-60-83-88301	Rdwy Const. Eng.	\$0	\$50,500	\$0	\$0	\$0	\$0	\$50,500
	<b>Fund subtotal</b>	\$31,360	\$551,500	\$0	\$0	\$0	\$0	\$582,860
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	\$31,360	\$551,500	\$0	\$0	\$0	\$0	\$582,860

**Fund(s) Supporting Cost:** MFT and Capital Projects Fund

**Funding Sources:** MFT and Capital Project Revenues

**Other Revenue Source(s):**

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

**Annual Operating Costs:**

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

**Project Number:**

**Capital Project/Acquisition Request**

Department: Engineering

Requested By: Kurt Baumann P.E.

Title: 2018 Resurfacing - Madrona Village Neighborhood 5

FYE: 2017

Project Description/ Resurface Aldridge Lane, Amberly Drive, Amberly Lane and Providence Lane.

Capital Request:

**Anticipated Benefits:** Resurfacing streets will restore the integrity of the roadway, preventing accelerated deterioration and more costly reconstruction.

**Existing Condition:** Residential neighborhood streets are exhibiting normal wear, with moderate raveling and pavement cracking. Overall the pavement is structurally sound.

Fiscal Year End Needed: 2018      Lead Time in months: 3 months      Priority: 2

Account Number	Description	Total Project Costs						
		2017	2018	2019	2020	2021	2022	Total
35-20-73-77307	Roadway Design	\$0	\$32,160	\$0	\$0	\$0	\$0	\$32,160
10-60-83-88301	Roadway Const.	\$0	\$0	\$459,400	\$0	\$0	\$0	\$459,400
10-60-83-88301	Rdwy Const. Eng.	\$0	\$0	\$45,940	\$0	\$0	\$0	\$45,940
	<b>Fund subtotal</b>	\$0	\$32,160	\$505,340	\$0	\$0	\$0	\$537,500
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	\$0	\$32,160	\$505,340	\$0	\$0	\$0	\$537,500

Fund(s) Supporting Cost: MFT and Capital Projects Fund

Funding Sources: MFT and Capital Project Revenues

Other Revenue Source(s):

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

Annual Operating Costs: -

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

Project Number: -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** 2019 Resurfacing - Wildspring Road Resurfacing

**FYE:** 2017

**Project Description/** Resurface Wildspring Road from Townline Road to Cedar Lake Road  
**Capital Request:**

**Anticipated Benefits:** Resurfacing Wildspring Road will restore the integrity of the roadway, preventing accelerated deterioration and more costly reconstruction.

**Existing Condition:** Classified as a collector/distributor, Wildspring Road is exhibiting normal wear, with moderate raveling, pavement cracking and minor rutting. Overall the pavement is structurally sound.

**Fiscal Year End Needed:** 2019      **Lead Time in months:** 3 months      **Priority:** 2

Account Number	Description	2017	2018	Total Project Costs		2021	2022	Total
				2019	2020			
35-20-73-77307	Roadway Design	\$0	\$0	\$49,000	\$0	\$0	\$0	\$49,000
10-60-83-88301	Roadway Const.	\$0	\$0	\$0	\$772,725	\$0	\$0	\$772,725
10-60-83-88301	Rdwy Const. Eng.	\$0	\$0	\$0	\$80,200	\$0	\$0	\$80,200
	<b>Fund subtotal</b>	\$0	\$0	\$49,000	\$852,925	\$0	\$0	\$901,925
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	\$0	\$0	\$49,000	\$852,925	\$0	\$0	\$901,925

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

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** 2020 Pavement Maintenance - Pavement Patching

**FYE:** 2017

**Project Description/** Village-wide patching of localized pavement failures.

**Capital Request:**

**Anticipated Benefits:** Combining smaller, annual street patching programs will likely result in more competitive bid prices due to economies of scale. Patching will restore the pavement integrity, providing additional years of service until streets can be resurfaced.

**Existing Condition:** Localized pavement failures consisting of alligator cracking, major ravelling and severe rutting, will be patched.

**Fiscal Year End Needed:** 2020      **Lead Time in months:** 3 months      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>							Total
		2017	2018	2019	2020	2021	2022		
35-20-73-77307	Roadway Design	\$0	\$0	\$0	\$4,300	\$0	\$0	\$4,300	
10-60-83-88301	Roadway Const.	\$0	\$0	\$0	\$0	\$87,000	\$0	\$87,000	
10-60-83-88301	Rdwy Const. Eng.	\$0	\$0	\$0	\$0	\$8,700	\$0	\$8,700	
	<b>Fund subtotal</b>	\$0	\$0	\$0	\$4,300	\$95,700	\$0	\$100,000	
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>Total</b>	\$0	\$0	\$0	\$4,300	\$95,700	\$0	\$100,000	

**Fund(s) Supporting Cost:** MFT and Capital Projects Fund

**Funding Sources:** MFT and Capital Project Revenues

**Other Revenue Source(s):**

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

**Annual Operating Costs:** -

Identify Annual Costs:

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** 2020 Pavement Management Report Update

**FYE:** 2017

**Project Description/ Capital Request:** Update the 2015 Pavement Management Report, including pavement condition assessment and five year plan of pavement maintenance and rehabilitation.

**Anticipated Benefits:** Updating the Pavement Management Report will ensure optimal use of Village resources to maintain existing roadways and miscellaneous pavements.

**Existing Condition:** The 2015 Pavement Management Report includes prioritized recommendations through 2020. The rate of pavement deterioration varies from location to location, based upon traffic volume and composition, subsurface conditions and environmental factors. Using condition ratings more than five years old to prioritize pavement rehabilitation projects, will not likely be the most cost effective use of Village resources.

**Fiscal Year End Needed:** 2021      **Lead Time in months:** 3 months      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>				2021	2022	Total
		2017	2018	2019	2020			
35-20-73-77307	Design Eng.	\$0	\$0	\$0	\$0	\$25,000	\$0	\$25,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$25,000	\$0	\$25,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$0	\$0	\$0	\$0	\$25,000	\$0	\$25,000

**Fund(s) Supporting Cost:** Capital Projects Fund

**Funding Sources:** Capital Project Revenues

**Other Revenue Source(s):**

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** Fairfield & Route 134 Water Main Improvements

**FYE:** 2017

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

**Anticipated Benefits:**

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

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

Account Number	Description	Total Project Costs						Total
		2017	2018	2019	2020	2021	2022	
50-60-81-88101	Design Eng.	\$0	\$0	\$18,000	\$0	\$0	\$0	\$18,000
50-60-81-88101	Construction	\$0	\$0	\$0	\$132,000	\$0	\$0	\$132,000
50-60-81-88101	Const. Eng.	\$0	\$0	\$0	\$15,000	\$0	\$0	\$15,000
50-60-81-88101	Investigation	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
-	<b>Fund subtotal</b>	\$0	\$0	\$33,000	\$147,000	\$0	\$0	\$180,000
35-20-88-88802	Our Share S/W	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,000</b>	<b>\$167,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>

**Fund(s) Supporting Cost:** Water/Sewer Fund

**Funding Sources:** Water/Sewer Fund Revenues

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

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

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

**FYE:** 2017

**Project Description/** Develop a Public Flood Control project and fee-in-lieu stormwater storage program for the downtown business district

**Capital Request:** to better utilize development area and provide for regional stormwater detention. This project includes acquisition of undeveloped property adjacent to Cedar Valley Park Pond as well as easement and topo survey.

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

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

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 12 months      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>				2021	2022	Total
		2017	2018	2019	2020			
35-20-88-88801	Property Acq.	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
35-20-88-88801	Plats of easement	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
35-20-88-88801	Topo survey	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
35-20-88-88801	Permit fees	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$10,000
35-20-88-88801	Basin Plans	\$0	\$78,400	\$0	\$0	\$0	\$0	\$78,400
35-20-88-88801	Convnc. Impvmts	\$0	\$0	\$75,000	\$0	\$0	\$0	\$75,000
35-20-88-88801	Det. Impvts	\$0	\$0	\$0	\$75,000	\$0	\$0	\$75,000
-	<b>Fund subtotal</b>	\$75,000	\$83,400	\$75,000	\$75,000	\$0	\$0	\$308,400
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$75,000</b>	<b>\$83,400</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$308,400</b>

**Fund(s) Supporting Cost:** Capital Project Fund

**Funding Sources:** Capital Project Fund Revenues

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

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** Water Main Leak Detection Assessment

**FYE:** 2017

**Project Description/ Capital Request:** Retain Professional service to determine presence and severity of water main leaks via ultrasonic detection method.

**Anticipated Benefits:** Reduce unaccounted water loss which costs the Village approximately \$10,000 per year and reduce number of main breaks.

**Existing Condition:** The Village's water system consists of mechanical parts - valves, hydrants, pipes and service connections. Some of these, especially in older neighborhoods, have been in place over 50 years. Leaks in these areas may go unnoticed without systematic and methodical investigation.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 3 months      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>					2021	2022	Total
		2017	2018	2019	2020	2020			
50-60-81-88101	Design Eng.	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000
50-60-81-88101	Leak Detection	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
50-60-81-88101	Repairs	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
50-60-81-88101	Const. Eng.	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
	<b>Fund subtotal</b>	<b>\$84,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$84,000</b>
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$84,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$84,000</b>

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

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

**FYE:** 2017

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

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

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

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

**Fiscal Year End Needed:** 2018      **Lead Time in months:** 3 months      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
50-60-81-88101	Design	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
50-60-81-88101	Construction	\$0	\$120,000	\$0	\$0	\$0	\$0	\$120,000
50-60-81-88101	Const. Eng.	\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000
-	<b>Fund subtotal</b>	\$0	\$147,000	\$0	\$0	\$0	\$0	\$147,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$0</b>	<b>\$147,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$147,000</b>

**Fund(s) Supporting Cost:** Water & Sewer Fund

**Funding Sources:** Water & Sewer Operating Revenue

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** 750,000 Gallon Elevated Tank

**FYE:** 2017

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

**Capital Request:**

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

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

**Fiscal Year End Needed:** 2018      **Lead Time in months:** 12 months      **Priority:** 2

Account Number	Description	2017	2018	Total Project Costs				Total
				2019	2020	2021	2022	
50-60-81-88101	Design	\$0	\$0	\$55,000	\$0	\$0	\$0	\$55,000
50-60-81-88101	Construction	\$0	\$0	\$0	\$2,300,000	\$0	\$0	\$2,300,000
50-60-81-88101	Const. Eng.	\$0	\$0	\$0	\$45,000	\$0	\$0	\$45,000
	<b>Fund subtotal</b>	\$0	\$0	\$55,000	\$2,345,000	\$0	\$0	\$2,400,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	\$0	\$0	\$55,000	\$2,345,000	\$0	\$0	\$2,400,000

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

**Other Revenue Source(s):**

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** Midland Drive Water Main Replacement

**FYE:** 2017

**Project Description/** Replace approximately 1,500 feet of 6-inch water main with 8-inch water main.

**Capital Request:**

**Anticipated Benefits:** Improve reliability of this aging water main as well as water quality in the area. Fire flow will also increase with replacement of the old 6-inch water main to a new 8-inch water main.

**Existing Condition:** There have been water main breaks on this section due to the age of the pipe.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 3 months      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>							Total
		2017	2018	2019	2020	2021	2022		
35-20-83-88301	Roadway Design	\$12,200	\$0	\$0	\$0	\$0	\$0	\$0	\$12,200
35-20-83-88301	Roadway Const.	\$153,400	\$0	\$0	\$0	\$0	\$0	\$0	\$153,400
35-20-83-88301	Rdwy Const. Eng.	\$15,300	\$0	\$0	\$0	\$0	\$0	\$0	\$15,300
-	<b>Fund subtotal</b>	<b>\$180,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$180,900</b>
50-60-81-88101	Design	\$39,600	\$0	\$0	\$0	\$0	\$0	\$0	\$39,600
50-60-81-88101	Construction	\$493,600	\$0	\$0	\$0	\$0	\$0	\$0	\$493,600
50-60-81-88101	Const. Eng.	\$49,400	\$0	\$0	\$0	\$0	\$0	\$0	\$49,400
-	<b>Fund subtotal</b>	<b>\$582,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$582,600</b>
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	<b>\$763,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$763,500</b>

**Fund(s) Supporting Cost:** Water & Sewer Fund

**Funding Sources:** Water & Sewer Operating Revenue

**Other Revenue Source(s):**

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

**Annual Operating Costs:** -

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

**Project Number:** -



**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** METRA Main Parking Lot Paving

**FYE:** 2017

**Project Description/** METRA Main Parking Lot Resurfacing  
**Capital Request:**

**Anticipated Benefits:** Resurfacing the main parking lot will restore the condition of the pavement, improving motorist and pedestrian safety, and enhance the overall appearance of the lot. Design services done in fiscal year end 2015.

**Existing Condition:** Pavement is in poor condition and continues to deteriorate.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 3 months      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
51-60-86-88601	Construction	\$189,000	\$0	\$0	\$0	\$0	\$0	\$189,000
51-60-86-88601	Const Eng.	\$14,000	\$0	\$0	\$0	\$0	\$0	\$14,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	<b>\$203,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$203,000</b>
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	<b>\$203,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$203,000</b>

**Fund(s) Supporting Cost:** Commuter Lot Fund

**Funding Sources:** Commuter Lot Fund Operating Revenues & Reserves

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** Village Hall Parking Lot Resurfacing

**FYE:** 2017

**Project Description/** Maintain existing parking lot and driveway pavement at Village Hall. Resurfacing of alley (driveway) from Hart  
**Capital Request:** Road to Cedar Lake Road is included.

**Anticipated Benefits:** Periodic maintenance extends the useful life of pavements, preventing accelerated deterioration and minimizing the life cycle cost of pavements. Resurfacing in a timely manner will avoid the need for premature reconstruction.

**Existing Condition:** The existing pavement is in fair condition.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 3 months      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						
		2017	2018	2019	2020	2021	2022	Total
35-20-88-88801	Design	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000
35-20-88-88801	Construction	\$0	\$76,000	\$0	\$0	\$0	\$0	\$76,000
35-20-88-88801	Const Eng.	\$0	\$7,600	\$0	\$0	\$0	\$0	\$7,600
	<b>Fund subtotal</b>	<b>\$6,000</b>	<b>\$83,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$89,600</b>
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$6,000</b>	<b>\$83,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$89,600</b>

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** Public Works & Police Department Parking Lot Resurfacing

**FYE:** 2017

**Project Description/ Capital Request:** Maintain existing parking lot and driveway pavement at Public Works and Police Department facility.

**Anticipated Benefits:** Periodic maintenance extends the useful life of pavements, preventing accelerated deterioration and minimizing the life cycle cost of pavements. Resurfacing in a timely manner will avoid the need for premature reconstruction.

**Existing Condition:** The existing pavement is generally in fair condition.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 3 months      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						
		2017	2018	2019	2020	2021	2022	Total
35-20-88-88801	Design	\$16,800	\$0	\$0	\$0	\$0	\$0	\$16,800
35-20-88-88801	Construction	\$0	\$210,000	\$0	\$0	\$0	\$0	\$210,000
35-20-88-88801	Const Eng.	\$0	\$21,000	\$0	\$0	\$0	\$0	\$21,000
	<b>Fund subtotal</b>	\$16,800	\$231,000	\$0	\$0	\$0	\$0	\$247,800
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	\$16,800	\$231,000	\$0	\$0	\$0	\$0	\$247,800

**Fund(s) Supporting Cost:** Commuter Lot Fund

**Funding Sources:** Commuter Lot Fund Operating Revenues & Reserves

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** CLCJAWA South Delivery Structure

**FYE:** 2017

**Project Description/ Capital Request:** Provide second connection point to CLCJAWA transmission main, including pressure adjusting and booster pumping facilities.

**Anticipated Benefits:** Supply redundancy will provide entire Village's water needs if the current supply to Cedar Lake Road pumping station is interrupted. CLCJAWA recommends redundancy. The West Group transmission line will provide a connection tee at no cost. This second connection is also recommended in the Village's 2007 Water Master Plan.

**Existing Condition:** The entire Village's current water demand is delivered by CLCJAWA to the Cedar Lake Road Pumping Station. The only other water supply source for the Village is backup Well #3 which, in conjunction with existing water storage, could only supply average demand for the Village for a period of several days.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 12 months      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
50-60-81-88101	Design	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000
50-60-81-88101	Construction	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
50-60-81-88101	Const. Eng.	\$0	\$41,000	\$0	\$0	\$0	\$0	\$41,000
-	<b>Fund subtotal</b>	<b>\$75,000</b>	<b>\$1,041,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,116,000</b>
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$75,000</b>	<b>\$1,041,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,116,000</b>

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

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

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

**FYE:** 2017

**Project Description/** Stabilize eroding banks of Squaw Creek in the vicinity of the Cedar Lake Road Sanitary Sewer Lift Station in  
**Capital Request:** conjunction with LCDOT improvements to Cedar Lake Road.

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

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

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 12 months      **Priority:** 1

Account Number	Description	Total Project Costs							Total
		2017	2018	2019	2020	2021	2022		
50-60-81-88101	Design Eng.	\$12,650	\$0	\$0	\$0	\$0	\$0	\$0	\$12,650
50-60-81-88101	Construction	\$180,720	\$0	\$0	\$0	\$0	\$0	\$0	\$180,720
50-60-81-88101	Const. Eng.	\$18,072	\$0	\$0	\$0	\$0	\$0	\$0	\$18,072
-	<b>Fund subtotal</b>	\$211,442	\$0	\$0	\$0	\$0	\$0	\$0	\$211,442
-		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	\$211,442	\$0	\$0	\$0	\$0	\$0	\$0	\$211,442

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

**Other Revenue Source(s):**

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** Geographic Information System (GIS) Software

**FYE:** 2017

**Project Description/** Develop and host a web-based computer application to help Village staff manage infrastructure.

**Capital Request:**

**Anticipated Benefits:** Updated GIS platform and capability will enable staff to more efficiently manage Village assets (sanitary sewers, water mains, storm sewers, parkway trees, etc.) as well as facilitate ongoing maintenance. Additional users may be added without installing software or data sets.

**Existing Condition:** Existing GIS software is installed on individual work stations. Updating of data sets (parcel maps, zoning changes, water main -, sanitary sewer - and storm sewer improvements, and parkway trees removed or added) must be done on each individual work station. Similarly software updates must be installed on each individual work station.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 12      **Priority:** 1

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
50-60-91-99107	Design Eng.	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$9,000
50-60-91-99107	Licensing	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$7,500
50-60-91-99107	New Applications	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$15,000
-	<b>Fund subtotal</b>	<b>\$5,250</b>	<b>\$5,250</b>	<b>\$5,250</b>	<b>\$5,250</b>	<b>\$5,250</b>	<b>\$5,250</b>	<b>\$31,500</b>
-	-	-	-	-	-	-	-	-
01-60-91-99107	Design Eng.	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$9,000
01-60-91-99107	Licensing	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$7,500
01-60-91-99107	New Applications	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$15,000
-	<b>Fund subtotal</b>	<b>\$5,250</b>	<b>\$5,250</b>	<b>\$5,250</b>	<b>\$5,250</b>	<b>\$5,250</b>	<b>\$5,250</b>	<b>\$31,500</b>
	<b>Total</b>	<b>\$10,500</b>	<b>\$10,500</b>	<b>\$10,500</b>	<b>\$10,500</b>	<b>\$10,500</b>	<b>\$10,500</b>	<b>\$63,000</b>

**Fund(s) Supporting Cost:** General & Water/Sewer Funds

**Funding Sources:** General & Water/Sewer Fund Revenues

**Other Revenue Source(s):**

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** Sanitary Sewer System Inspecting, Cleaning and Maintenance

**FYE:** 2017

**Project Description/** Televis Village's sanitary sewer system, approximately 10% per year, and address system defects.

**Capital Request:**

**Anticipated Benefits:** Compliance with Sanitary Sewer Agreement requirements will reduce infiltration and inflow, as well as sewer surcharges and overflows. It will also ensure the Village avoids fines stipulated in the Sewer Agreement.

**Existing Condition:** Recent televising and sewer rehabilitation has focused on areas of known concern. Systemwide televising and rehabilitation should resume.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 12      **Priority:** 1

Account Number	Description	<u>Total Project Costs</u>						
		2017	2018	2019	2020	2021	2022	Total
50-60-81-88101	Design Eng.	\$30,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$80,000
50-60-81-88101	Televising	\$300,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$800,000
50-60-81-88101	Video Review	\$45,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$120,000
50-60-81-88101	Design Eng.	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
50-60-81-88101	Construction	\$0	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000
50-60-81-88101	Const Eng.	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
-	<b>Fund subtotal</b>	<b>\$375,000</b>	<b>\$230,000</b>	<b>\$230,000</b>	<b>\$230,000</b>	<b>\$230,000</b>	<b>\$230,000</b>	<b>\$1,525,000</b>
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$375,000</b>	<b>\$230,000</b>	<b>\$230,000</b>	<b>\$230,000</b>	<b>\$230,000</b>	<b>\$230,000</b>	<b>\$1,525,000</b>

**Fund(s) Supporting Cost:** Water/Sewer Funds

**Funding Sources:** Water/Sewer Fund Revenues

**Other Revenue Source(s):**

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

Department: Engineering

Requested By: Kurt Baumann P.E.

Title: Well No. 3 Rehabilitation

FYE: 2017

**Project Description/** Rehabilitate Well No. 3 to maximize the benefit of this well for use as back-up supply. Rehabilitation will follow the **Capital Request:** Option 2 graduated approach outlined in the Well No. 3 Rehabilitation Feasibility Study.

**Anticipated Benefits:** Create the ability to provide water during an emergency situation such as a short-term interruption of water supply.

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

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 3 months      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>							Total
		2017	2018	2019	2020	2021	2022		
50-60-81-88101	Design	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000
50-60-81-88101	Construction	\$260,000	\$0	\$0	\$0	\$0	\$0	\$0	\$260,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	<b>\$325,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$325,000</b>
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	<b>\$325,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$325,000</b>

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

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

**Annual Operating Costs:** -

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

**Project Number:** -



**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** Concrete Curb and Gutter and Sidewalk Repair Program

**FYE:** 2017

**Project Description/** Repair cracked and broken sections of concrete curb and gutter and sidewalks.

**Capital Request:**

**Anticipated Benefits:** Eliminate trip hazards, drainage problems and unsightly conditions on Village streets and in the public right of way.

**Existing Condition:** Normal deterioration of infrastructure results in cracked sidewalk and curb and gutter which may create drainage problems and trip hazards.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 3 months      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>							Total
		2017	2018	2019	2020	2021	2022		
35-20-88-88801	Design Eng.	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$24,000	
35-20-88-88801	Construction	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	
35-20-88-88801	Const. Eng.	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000	
-	<b>Fund subtotal</b>	\$59,000	\$59,000	\$59,000	\$59,000	\$59,000	\$59,000	\$354,000	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>Total</b>	\$59,000	\$59,000	\$59,000	\$59,000	\$59,000	\$59,000	\$354,000	

**Fund(s) Supporting Cost:** Capital Projects Fund

**Funding Sources:** Capital Project Revenues

**Other Revenue Source(s):**

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** SCADA Server Phone Line Upgrade

**FYE:** 2017

**Project Description/** Purchase, install and configure mobile 911 SCADA alarm notification software.

**Capital Request:**

**Anticipated Benefits:** Allow smart phone alarm notifications and alert management, improving efficiency.

**Existing Condition:** Current system relies on analog dialer and is limited to recorded voice messages.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 3 months      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
50-60-91-99101	Installation	\$16,000	\$0	\$0	\$0	\$0	\$0	\$16,000
		\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Fund subtotal</b>	\$16,000	\$0	\$0	\$0	\$0	\$0	\$16,000
		\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$16,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,000</b>

**Fund(s) Supporting Cost:** Water & Sewer Fund

**Funding Sources:** Funding is through contributions from the General and Water & Sewer Funds.

**Other Revenue Source(s):**

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

**Annual Operating Costs:**

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** Commuter Lot Maintenance and Paving

**FYE:** 2017

**Project Description/** Maintain existing commuter parking lots in accordance with recommendations of the 2015 Pavement Management

**Capital Request:** Report. The lots at Goodnow Boulevard and Avilon Ave (GA), and east of Cedar Lake Road south of the railroad tracks (E134), will be resurfaced. The east lot north of the railroad and east of Cedar Lake Road will be reconstructed in FYE 2020.

**Anticipated Benefits:** Periodic maintenance extends the useful life of pavements, preventing accelerated deterioration and minimizing the life cycle cost of pavements. Resurfacing in a timely manner will avoid the need for premature reconstruction.

**Existing Condition:** Lots vary from Very Poor to Poor condition.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 3 months      **Priority:** 2

Account Number	Description	Total Project Costs						Total
		2017	2018	2019	2020	2021	2022	
51-60-86-88601	Design	\$12,200	\$0	\$24,800	\$0	\$0	\$0	\$37,000
51-60-86-88601	Construction	\$0	\$174,000	\$0	\$248,000	\$0	\$0	\$422,000
51-60-86-88601	Const Eng.	\$0	\$19,200	\$0	\$34,700	\$0	\$0	\$53,900
	<b>Fund subtotal</b>	<b>\$12,200</b>	<b>\$193,200</b>	<b>\$24,800</b>	<b>\$282,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$512,900</b>
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$12,200</b>	<b>\$193,200</b>	<b>\$24,800</b>	<b>\$282,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$512,900</b>

**Fund(s) Supporting Cost:** Commuter Lot Fund

**Funding Sources:** Commuter Lot Fund Operating Revenues & Reserves

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** Drainage Improvements and Wetland Maintenance - 700 Railroad Avenue

**FYE:** 2017

**Project Description/** Grading and drainage improvements as well as wetland maintenance activities, for the Village-owned parcel south of  
**Capital Request:** IL 134 in the 700 Block of Railroad Avenue.

**Anticipated Benefits:** Reinstating drainage patterns will result in better stormwater management, reducing the frequency, depth and duration of flooding. Treatment of invasive species will increase visibility of adjacent commercial properties and enhance the area visually. Obtaining a permit from the Army Corps of Engineers will enable the Village to properly maintain the area on an ongoing basis.

**Existing Condition:** Erosion and excessive growth of invasive plants has resulted in poor drainage of this area.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 12 months      **Priority:** 1

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
35-20-88-88801	Design & Permit	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
35-20-88-88801	Construction	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
35-20-88-88801	Const. Eng.	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
-	Maintenance	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000	\$15,000
-	<b>Fund subtotal</b>	<b>\$53,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$68,000</b>
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$53,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$68,000</b>

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

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** Nippersink Lift Station Remodel/Replacement

**FYE:** 2017

**Project Description/** Remodel/Replace existing lift station, controls and monitoring system.

**Capital Request:**

**Anticipated Benefits:** New lift station will include backup generator (providing continued operation during power outages), new pumps (replacing aging, deteriorating pumps), above ground control cabinet (improving safety of personnel) and monitoring system upgrades (SCADA).

**Existing Condition:** Station doesn't have a standby generator so Public Works staff must connect a shared generator during extended power outages. One of the pumps does not operate and needs to be rebuilt/replaced. Public Works staff follow confined space requirements because existing controls are below ground.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 12 months      **Priority:** 2

Account Number	Description	Total Project Costs						Total
		2017	2018	2019	2020	2021	2022	
50-60-81-88101	Design Eng.	\$33,000	\$0	\$0	\$0	\$0	\$0	\$33,000
50-60-81-88101	Construction	\$330,000	\$0	\$0	\$0	\$0	\$0	\$330,000
50-60-81-88101	Const. Eng.	\$37,000	\$0	\$0	\$0	\$0	\$0	\$37,000
50-60-81-88101	Property Aq.	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
-	<b>Fund subtotal</b>	<b>\$440,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$440,000</b>
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$440,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$440,000</b>

**Fund(s) Supporting Cost:** Water/Sewer Fund  
**Funding Sources:** Water/Sewer Fund Revenues

**Other Revenue Source(s):**

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

**Annual Operating Costs:** =

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** Hillendale Drive Water Main Replacement

**FYE:** 2017

**Project Description/** Replace approximately 1,650 feet of 6-inch water main with 8-inch water main.

**Capital Request:**

**Anticipated Benefits:** Improve reliability of this aging water main as well as water quality in the area. Fire flow will also increase with replacement of the old 6-inch water main to a new 8-inch water main.

**Existing Condition:** The existing water main does not meet current Village standards and is in poor condition due to the age of the pipe.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 3 months      **Priority:** 2

Account Number	Description	2017	2018	Total Project Costs		2021	2022	Total
				2019	2020			
35-20-83-88301	Roadway Design	\$6,200	\$0	\$0	\$0	\$0	\$0	\$6,200
35-20-83-88301	Roadway Const.	\$0	\$77,400	\$0	\$0	\$0	\$0	\$77,400
35-20-83-88301	Rdwy Const. Eng.	\$0	\$7,700	\$0	\$0	\$0	\$0	\$7,700
-	<b>Fund subtotal</b>	\$6,200	\$85,100	\$0	\$0	\$0	\$0	\$91,300
50-60-81-88101	Design	\$39,400	\$0	\$0	\$0	\$0	\$0	\$39,400
50-60-81-88101	Construction	\$0	\$492,800	\$0	\$0	\$0	\$0	\$492,800
50-60-81-88101	Const. Engineering	\$0	\$49,300	\$0	\$0	\$0	\$0	\$49,300
-	<b>Fund subtotal</b>	\$39,400	\$542,100	\$0	\$0	\$0	\$0	\$581,500
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	\$45,600	\$627,200	\$0	\$0	\$0	\$0	\$672,800

**Fund(s) Supporting Cost:** Capital Projects/Water & Sewer Fund  
**Funding Sources:** Capital Projects/Water & Sewer Operating Revenue

**Other Revenue Source(s):**

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** Capri/Avilon Water Main Replacement

**FYE:** 2017

**Project Description/** Replace approximately 1,700 feet of 6-inch water main, updated to current standards.

**Capital Request:**

**Anticipated Benefits:** Improve reliability of this aging water main as well as water quality in the area. Fire flow will also increase with replacement of the old 6-inch water main.

**Existing Condition:** There have been water main breaks on this section due to the age of the pipe.

**Fiscal Year End Needed:** 2018      **Lead Time in months:** 3 months      **Priority:** 2

Account Number	Description	2017	2018	Total Project Costs		2021	2022	Total
				2019	2020			
35-20-83-88301	Roadway Design	\$0	\$0	\$19,800	\$0	\$0	\$0	\$19,800
35-20-83-88301	Roadway Const.	\$0	\$0	\$0	\$234,600	\$0	\$0	\$234,600
35-20-83-88301	Rdwy Const. Eng.	\$0	\$0	\$0	\$23,500	\$0	\$0	\$23,500
-	<b>Fund subtotal</b>	\$0	\$0	\$19,800	\$258,100	\$0	\$0	\$277,900
50-60-81-88101	Design	\$0	\$0	\$78,300	\$0	\$0	\$0	\$78,300
50-60-81-88101	Construction	\$0	\$0	\$0	\$993,000	\$0	\$0	\$993,000
50-60-81-88101	Const. Engineering	\$0	\$0	\$0	\$99,300	\$0	\$0	\$99,300
-	<b>Fund subtotal</b>	\$0	\$0	\$78,300	\$1,092,300	\$0	\$0	\$1,170,600
-		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	\$0	\$0	\$98,100	\$1,350,400	\$0	\$0	\$1,448,500

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

**Funding Sources:** Capital Projects/Water & Sewer Operating Revenue

**Other Revenue Source(s):**

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Engineering

**Requested By:** Kurt Baumann P.E.

**Title:** Orchard St/Ravine Ave/Cranberry Ct Water Main Replacement

**FYE:** 2017

**Project Description/** Replace approximately 1,700 feet of 6-inch water main with 8-inch water main.

**Capital Request:**

**Anticipated Benefits:** Improve reliability of this aging water main as well as water quality in the area. Fire flow will also increase with replacement of the old 6-inch water main to a new 8-inch water main.

**Existing Condition:** The existing water main does not meet current Village standards and is in poor condition due to the age of the pipe.

**Fiscal Year End Needed:** 2019      **Lead Time in months:** 3 months      **Priority:** 2

Account Number	Description	2017	2018	Total Project Costs		2021	2022	Total
				2019	2020			
35-20-83-88301	Roadway Design	\$0	\$0	\$0	\$0	\$17,300	\$0	\$17,300
35-20-83-88301	Roadway Const.	\$0	\$0	\$0	\$0	\$0	\$216,500	\$216,500
35-20-83-88301	Rdwy Const. Eng.	\$0	\$0	\$0	\$0	\$0	\$21,700	\$21,700
	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$17,300	\$238,200	\$255,500
50-60-81-88101	Design	\$0	\$0	\$0	\$0	\$41,400	\$0	\$41,400
50-60-81-88101	Construction	\$0	\$0	\$0	\$0	\$0	\$518,000	\$518,000
50-60-81-88101	Const. Engineering	\$0	\$0	\$0	\$0	\$0	\$51,800	\$51,800
	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$41,400	\$569,800	\$611,200
		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	\$0	\$0	\$0	\$0	\$58,700	\$808,000	\$866,700

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

**Funding Sources:** Capital Projects/Water & Sewer Operating Revenue

**Other Revenue Source(s):**

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

**Annual Operating Costs:** -

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

**Project Number:** -



# Administration

Capital Projects/Acquisition Requests

**Capital Project/Acquisition Request**

**Department:** Administration

**Requested By:** S. Shields

**Title:** Carpet Repairs/Painting

**FYE:** 2017

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

**Anticipated Benefits:** The Village Hall will be about 17 years old in FYE 2017. There will be upkeep needs including carpet repair and replacement needs in the most traveled sections of the building if not the entire building. In addition, the need for painting certain walls will need to be done as the building ages.

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

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

Account Number	Description	Total Project Costs							Total
		2017	2018	2019	2020	2021	2022		
62-20-85-88501	Carpet Repl.	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$45,000	
62-20-85-88501	Painting	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$27,000	
62-60-85-88501	Painting	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$27,000	
	<b>Fund subtotal</b>	<b>\$16,500</b>	<b>\$16,500</b>	<b>\$16,500</b>	<b>\$16,500</b>	<b>\$16,500</b>	<b>\$16,500</b>	<b>\$99,000</b>	
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>Total</b>	<b>\$16,500</b>	<b>\$16,500</b>	<b>\$16,500</b>	<b>\$16,500</b>	<b>\$16,500</b>	<b>\$16,500</b>	<b>\$99,000</b>	

**Fund(s) Supporting Cost:** Building Replacement Fund

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Administration

**Requested By:** S. Shields

**Title:** Welcome Signs

**FYE:** 2017

**Project Description/** Purchase install new Welcome Signs

**Capital Request:**

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

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

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 3      **Priority:** 2

Account Number	Description	2017	2018	Total Project Costs		2021	2022	Total
				2019	2020			
35-20-88-88801	Purchase/Install	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	13 Signs	\$26,000	\$0	\$0	\$0	\$0	\$0	\$26,000
35-20-88-88801	Village Hall	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Electronic Sign	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
-	<b>Fund subtotal</b>	<b>\$51,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$51,000</b>
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	<b>\$51,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$51,000</b>

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

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Administration

**Requested By:** S. Shields

**Title:** Village Owned Building for Rent

**FYE:** 2017

**Project Description/** Repair building at 545 W. Railroad Avenue

**Capital Request:**

**Anticipated Benefits:** Ability to generate rent/revenue at building site.

**Existing Condition:** Building in poor condition. Masonry wall have peeling paint, roof needs to be reshingled, tuck pointing and masonry repairs need to be completed, parking lot area needs some work, hydraulic lifts are leaking, and other interior items need to be fixed.

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

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
62-20-85-88501	Building	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	Repairs	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000

**Fund(s) Supporting Cost:** Building Replacement Fund

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Administration

**Requested By:** S. Shields

**Title:** Old Village Hall Property

**FYE:** 2017

**Project Description/** Old Village Hall Property Clean-up  
**Capital Request:**

**Anticipated Benefits:** With route 134 at the location, the site needs a better appearance.

**Existing Condition:** Weeds, shrubs that need to be cut back, and trees that need pruning or taken down.

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

Account Number	Description	2017	2018	Total Project Costs		2021	2022	Total
				2019	2020			
30-20-86-88601	Land Improv.	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>

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

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Administration

**Requested By:** S. Shields

**Title:** Office Furniture Repair and Replacement

**FYE:** 2017

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

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

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

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

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
62-20-80-88018	Office Furniture	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$45,000
62-60-80-88018	Office Furniture	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000
62-70-80-88018	Office Furniture	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000
-	<b>Fund subtotal</b>	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500	\$105,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$105,000</b>

**Fund(s) Supporting Cost:** Building Replacement Fund

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Administration

**Requested By:** S. Shields

**Title:** Village Hall back-up electrical generator

**FYE:** 2017

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

**Capital Request:**

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

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

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 6-12 months      **Priority:** 3

Account Number	Description	<u>Total Project Costs</u>					2021	2022	Total
		2017	2018	2019	2020	2021			
35-20-80-88001	Design & Install	\$0	\$0	\$0	\$0	\$0	\$85,000	\$85,000	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	<b>Fund subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$85,000	\$85,000	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	<b>Total</b>	\$0	\$0	\$0	\$0	\$0	\$85,000	\$85,000	

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

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

**Annual Operating Costs:** \$1,500

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Administration

**Requested By:** S. Shields

**Title:** Over Hauling Existing Temperature Control Systems

**FYE:** 2017

**Project Description/** Replace existing system and install remote sensors in all offices. Was in the fiscal year 2016 budget, moved to fiscal year  
**Capital Request:** end 2017.

**Anticipated Benefits:** Manage temperature controls more effectively

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

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

Account Number	Description	2017	2018	Total Project Costs				Total
				2019	2020	2021	2022	
62-20-80-88001	Design & Install	\$0	\$0	\$35,000	\$0	\$0	\$0	\$35,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$0	\$0	\$35,000	\$0	\$0	\$0	\$35,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	\$0	\$0	\$35,000	\$0	\$0	\$0	\$35,000

**Fund(s) Supporting Cost:** Building Replacement Fund

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:**

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Administration

**Requested By:** S. Shields

**Title:** Insulate Exposed Attic

**FYE:** 2017

**Project Description/** Insulate attic. This capital item was moved form fiscal year end 2016 to fiscal year end 2017.

**Capital Request:**

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

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

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

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
62-20-85-88501	Installation	\$16,000	\$0	\$0	\$0	\$0	\$0	\$16,000
-	Heating Wire	\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500
-	<b>Fund subtotal</b>	\$18,500	\$0	\$0	\$0	\$0	\$0	\$18,500
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$18,500	\$0	\$0	\$0	\$0	\$0	\$18,500

**Fund(s) Supporting Cost:** Building Replacement Fund

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:**

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Administration

**Requested By:** S. Shields

**Title:** Building Equipment Replacement

**FYE:** 2017

**Project Description/** Heating/air and other building equipment

**Capital Request:**

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

**Existing Condition:** Both buildings/all units are aging.

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

Account Number	Description	Total Project Costs							Total
		2017	2018	2019	2020	2021	2022		
62-20-80-88001	Replacement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000	
62-60-80-88001	Replacement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	<b>Fund subtotal</b>	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	<b>Total</b>	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000	

**Fund(s) Supporting Cost:** Building Replacement Fund

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:**

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Administration

**Requested By:** S. Shields

**Title:** Village Hall Vestibule

**FYE:** 2017

**Project Description/** Replace Village Hall entrance items with customer friendly and visually appealing décor. This could include display

**Capital Request:** cases, an area for the flags, and additional space for informational material that is well organized and easy to review. This project also includes replacement of the area between the two bathrooms with a customer friendly counter area. This project was moved from fiscal year end 2016 to fiscal year end 2017.

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

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

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

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
62-20-85-88501	Office Furniture	\$12,500	\$0	\$0	\$0	\$0	\$0	\$12,500
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$12,500	\$0	\$0	\$0	\$0	\$0	\$12,500
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$12,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,500</b>

**Fund(s) Supporting Cost:** Building Replacement Fund

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Administration

**Requested By:** S. Shields

**Title:** Replace Village Computers

**FYE:** 2017

**Project Description/** Replace existing desktop systems and servers.

**Capital Request:** Other: PW server 2022 - SCADA, PW computer 2020 - tough book (Water/Sewer Fund), Admin computer 2020 - laptop

**Anticipated Benefits:** Improved interoffice communication, calendar monitoring, email routing, etc. Keep up with IT changes to ensure efficiently operating computers. Each computer budgeted at \$1,000 and servers are budgeted at \$15,000 (equipment & labor).

**Existing Condition:** IT replacement plan

**Fiscal Year End Needed:** 2017      **Lead Time in months:** -      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
61-70-91-99117	Computers: Bldg	\$2,000	\$0	\$0	\$0	\$2,000	\$0	\$2,000
61-40-91-99117	Computers: PD	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$36,000
61-60-91-99117	Computers: PW	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$12,000
61-20-91-99117	Computers: Adm	\$7,000	\$0	\$0	\$1,000	\$3,000	\$7,000	\$18,000
61-60-91-99117	Server (1): PW	\$0	\$7,500	\$0	\$0	\$0	\$0	\$7,500
61-20-91-99117	Server (1): VH	\$15,000	\$0	\$0	\$0	\$0	\$15,000	\$30,000
61-40-91-99117	Server (1): PD	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
	<b>Fund subtotal</b>	<b>\$32,000</b>	<b>\$15,500</b>	<b>\$23,000</b>	<b>\$9,000</b>	<b>\$13,000</b>	<b>\$30,000</b>	<b>\$122,500</b>
61-60-91-99117	Computer: Water	\$0	\$1,000	\$0	\$3,000	\$0	\$1,000	\$5,000
61-60-91-99117	Server (1): Water	\$0	\$7,500	\$0	\$0	\$0	\$30,000	\$37,500
	<b>Fund subtotal</b>	<b>\$0</b>	<b>\$8,500</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$31,000</b>	<b>\$42,500</b>
	<b>Total</b>	<b>\$32,000</b>	<b>\$24,000</b>	<b>\$23,000</b>	<b>\$12,000</b>	<b>\$13,000</b>	<b>\$61,000</b>	<b>\$165,000</b>

**Fund(s) Supporting Cost:** Technology Replacement Fund

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

**Other Revenue Source(s):** -

**Other Resources Needs:** Municipal Staff      Contractor(s)  
    Other

**Annual Operating Costs:**

**Identify Annual Costs:** No annual operating costs, with the exception of normal cleaning and IT support maintenance.

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Administration

**Requested By:** S. Shields

**Title:** Replace Village Technology Equipment

**FYE:** 2017

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

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

**Existing Condition:** Equipment as needed.

**Fiscal Year End Needed:** 2017      **Lead Time in months:** -      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>					Total	
		2017	2018	2019	2020	2021		2022
61-70-91-99117	Equipment: Bldg	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$12,000
61-40-91-99117	Equipment: PD	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$12,000
61-60-91-99117	Equipment: PW	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$12,000
61-20-91-99117	Equipment: Adm	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$12,000
-	<b>Fund subtotal</b>	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$48,000
61-60-91-99117	Equipment: Water	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$12,000
-	<b>Fund subtotal</b>	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$12,000
	<b>Total</b>	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000

**Fund(s) Supporting Cost:** Technology Replacement Fund

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:** -

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Administration

**Requested By:** S. Shields

**Title:** Financial Management Software

**FYE:** 2017

**Project Description/** Installation of a comprehensive financial management system.

**Capital Request:**

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

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

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 6 months      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>							Total
		2017	2018	2019	2020	2021	2022		
61-40-91-99103	Installation	\$85,000	\$85,000	\$85,000	\$0	\$0	\$0	\$255,000	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	<b>Fund subtotal</b>	\$85,000	\$85,000	\$85,000	\$0	\$0	\$0	\$255,000	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
-	<b>Total</b>	\$85,000	\$85,000	\$85,000	\$0	\$0	\$0	\$255,000	

**Fund(s) Supporting Cost:** Technology Replacement Fund

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

**Other Revenue Source(s):** -

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

**Annual Operating Costs:**

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

**Project Number:** -

**Capital Project/Acquisition Request**

**Department:** Administration

**Requested By:** S. Shields

**Title:** Tear Downs

**FYE:** 2017

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

**Capital Request:** Village's legal authority, a policy in place, grant funds available, or a combination of such factors. \$30,000 was budgeted as a place holder should the need arise to tear down a property. The house owned by the Village (525 Hart) was torn down for approximately \$10,000 in fiscal year end 2015.

**Anticipated Benefits:** Improved appearance of the neighborhood.

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

**Fiscal Year End Needed:** 2017      **Lead Time in months:** 6 months      **Priority:** 2

Account Number	Description	<u>Total Project Costs</u>						Total
		2017	2018	2019	2020	2021	2022	
35-20-88-88801	Tear Down	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$30,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Fund subtotal</b>	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$30,000
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-	<b>Total</b>	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$30,000

**Fund(s) Supporting Cost:** Capital Projects Fund

**Funding Sources:** Capital Projects Fund Revenues

**Other Revenue Source(s):** -

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

**Annual Operating Costs:**

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

**Project Number:** -

**RESOLUTION NO. 2016-R-XX**

**A RESOLUTION ADOPTING THE VILLAGE OF ROUND LAKE  
CAPITAL IMPROVEMENT PLAN FISCAL YEAR END 2017 THROUGH 2022**

**WHEREAS**, the Mayor and Finance Director in conjunction with the recommendations of all Village Departments and the Committee of the Whole’s review and recommendations has developed a comprehensive assessment of current and future long-term capital project needs and requirements for the Village of Round Lake, hereafter referenced as the “Village of Round Lake Capital Plan Fiscal Year End 2017 Through 2022”; and

**WHEREAS**, the Board of Trustees deems the “Village of Round Lake Capital Plan Fiscal Year End 2017 Through 2022” appropriate for adoption by the Village for present and future use for capital planning and implementation of capital projects by Village Staff, Departments and all other planning agencies and committees of the Village.

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

**SECTION 1:** That the “Village of Round Lake Capital Plan Fiscal Year End 2017 Through 2022” as attached hereto is hereby adopted as stating and encompassing Village policy and guidelines for present and future capital plans within the Village as therein specified.

**SECTION 2:** That as set out in the “Village of Round Lake Capital Plan Fiscal Year End 2017 Through 2022”, the Board states the policy that such Capital Plan shall be the continuing guideline for the stated Capital Plan projects, their financing, implementation and completion, provided nothing herein is intended to constitute a pre-approval or formal authorization by the Board of Trustees for any capital project, or funding or expenditures for such projects.

**APPROVED:**

---

Daniel A. MacGillis, Village President

**ATTEST:**

---

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

AYES:

NAYS:

ABSENT:



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: 2017 BUDGET DISCUSSION**

**Agenda Item No. COTW**

*Executive Summary:*

As per state statutes, a tentative annual budget for the Village of Round Lake for the fiscal year beginning May 1, 2016 and ending April 30, 2017 was prepared by the Budget Officer of the Village, placed on file in the office of the Village Treasurer on March 21, 2016 for public inspection, as provided by a notice published on March 15, 2016. The notice also stated a public hearing would be held, which on April 4, 2016. The tentative annual budget was reviewed and discussed by the Village Board at the COTW meeting of March 21, 2016.

Within thirty days following the adoption of the attached ordinance, state statutes requires a certified ordinance be filed with the county clerk along with an estimate of revenues by source anticipated to be received by the Village in the fiscal year beginning May 1, 2016 and ending April 30, 2017.

Attached is an ordinance adopting the annual budget. Also attached is the 2016 budget draft & assumptions handed out at the last COTW meeting should there be a specific questions regarding the document.

*Recommended Action:*

Adopt Ordinance 16-O-XX, An Ordinance Adopting the Annual Budget for the Village of Round Lake for the Fiscal Year Commencing May 1, 2016 and Ending April 30, 2017

<b>Committee:</b> Human Resources & Finance		<b>Meeting Date:</b> 3/21 & 4/4/2016	
<b>Lead Department:</b> Administration		<b>Presenter:</b> Steven J. Shields, Village Administrator	
<b>Item Budgeted:</b> <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.	<b>Account(s)</b>	<b>Budget</b>	<b>Expenditure</b>
	Y-T-D Actual		
	Amount Encumbered		
	Item Requested		
	Total:	\$0.00	\$0.00
	Request is over/under budget:		
	Under	-	
Over	-		

# Village of Round Lake Building Department

442 North Cedar Lake Road • Round Lake, IL 60073 • 847-546-0963 • Fax 847-546-1872

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## INTEROFFICE MEMO

**TO:** Martha Koechig  
**FROM:** William Donovan, Code Compliance Officer  
**DATE:** 03/23/16  
**SUBJECT:** 740 Sunset Dr 'Round Lake Pallets'

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1. Height of stored materials cannot exceed 20' per code. Materials should be screened from view (no higher than fence).
2. Should be some limitation on maximum amount of materials stored (the amount of pallets has increased considerable since the business started). Past experience has shown that without stated limits businesses will proceed with what is best for business and not necessarily what meets the code.
3. Should be some limitation on number and types of vehicles stored on property. Again past experience has shown that without clear limitations on the number and types of vehicles stored it can turn into an overcrowded junk yard.
4. Should provide wording that clearly defines are of storage (for example no storage within 10 feet of all property lines).

**ORDINANCE NO. 16-O-\_\_\_\_\_**

**AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE  
VILLAGE OF ROUND LAKE FOR THE FISCAL YEAR  
COMMENCING MAY 1, 2016 AND ENDING APRIL 30, 2017**

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

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

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

**WHEREAS**, the President and Board of Trustees of the Village of Round Lake have reviewed the budget for fiscal year end 2017 as presented by the Village Budget Officer; and

**WHEREAS**, the President and Board of Trustees of the Village of Round Lake believe that the aforesaid budget proposed for fiscal year end 2017 to be in the best interests of the Village of Round Lake.

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

**SECTION ONE:** The Annual Budget for the Village of Round Lake for the fiscal year beginning May 1, 2016 and ending April 30, 2017, a copy of which is attached hereto as Exhibit A and made a part hereof, is hereby approved and adopted.

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

**APPROVED:**

---

Daniel A. MacGillis, Village President

**ATTEST:**

---

Patricia C. Blauvelt, Village Clerk

**PASSED:**

**APPROVED:**

**PUBLISHED IN  
PAMPHLET FORM:**

**AYES:**

**NAYS:**

**ABSENT:**

**Village of Round Lake - Annual Budget**  
**Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017**

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
<b>General Fund</b>		
<b>Administration Department</b>		
<b>Payroll Expenses</b>		
01-20-70-67001	Regular Salaries	\$330,000
01-20-70-67006	Elected Officials Salaries	\$45,600
01-20-70-67011	Committee Member Salaries	\$4,425
01-20-70-67021	Part-Time Salaries	\$12,500
01-20-70-67031	Overtime	\$250
	<b>Total Payroll Expenses</b>	<u>\$392,775</u>
<b>Taxes, Pensions &amp; Insurance</b>		
01-20-71-67101	IMRF	\$34,250
01-20-71-67107	Dental Insurance	\$3,225
01-20-71-67108	Vision Insurance	\$400
01-20-71-67109	Life Insurance	\$245
01-20-71-67110	Health Insurance	\$54,000
01-20-71-67111	Social Security	\$24,300
01-20-71-67112	Medicare	\$5,700
	<b>Total Taxes, Pensions &amp; Insurance</b>	<u>\$122,120</u>
<b>Personnel Related</b>		
01-20-72-67204	Dues & Memberships	\$8,055
01-20-72-67208	Meetings, Travel, & Training	\$19,250
01-20-72-67234	Hiring Process	\$600
	<b>Total Personnel Related</b>	<u>\$27,905</u>
<b>Professional Services</b>		
01-20-73-77301	Auditing Expense	\$23,022
01-20-73-77307	Engineering Expenses	\$19,000
01-20-73-77309	Village Planner	\$45,000
01-20-73-77311	Village Prosecutor	\$2,000
01-20-73-77313	Legal Services	\$85,250
01-20-73-77314	Ordinance Review - Legal	\$2,000
01-20-73-77315	Economic Development Marketing	\$25,000
01-20-73-77319	Consultant Studies	\$50,000
	<b>Total Professional Services</b>	<u>\$251,272</u>
<b>Commodities</b>		
01-20-74-77420	Village Publications	\$7,500
01-20-74-77430	Office Supplies	\$6,100
01-20-74-77432	Postage	\$4,000
01-20-74-77440	Printing	\$1,100
	<b>Total Commodities</b>	<u>\$18,700</u>

**Village of Round Lake - Annual Budget**  
**Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017**

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	<b>Contractual Services</b>	
01-20-75-77511	Publications & Subscriptions	\$500
01-20-75-77512	Notification System	\$9,000
01-20-75-77515	Garbage Collection	\$971,011
01-20-75-77519	Risk Management Ins. Premium	\$186,079
01-20-75-77537	Legal Notices/Recording Fees	\$3,000
01-20-75-77541	SWALCO	\$7,758
	<b>Total Contractual Services</b>	<u>\$1,177,348</u>
	<b>Miscellaneous</b>	
01-20-77-77704	Special Events	\$6,250
01-20-77-77706	Miscellaneous Expense	\$9,000
01-20-77-77710	Beautification Program	\$5,000
01-20-77-77716	Police & Fire Commission	\$6,675
	<b>Total Miscellaneous</b>	<u>\$26,925</u>
	<b>Building &amp; Grounds</b>	
01-20-79-77901	B&G Maintenance	\$1,250
01-20-79-77903	B&G Contracts	\$16,630
01-20-79-77905	B&G Repairs	\$4,750
	<b>Total Building &amp; Grounds</b>	<u>\$22,630</u>
	<b>Capital Outlay</b>	
01-20-80-88018	Office Equipment	\$6,750
	<b>Total Capital Outlay</b>	<u>\$6,750</u>
	<b>Utilities</b>	
01-20-82-88202	Telephone Service	\$9,500
01-20-82-88204	Cellular Service	\$4,810
01-20-82-88208	Heating	\$500
	<b>Total Utilities</b>	<u>\$14,810</u>
	<b>Technology</b>	
01-20-91-99105	Network Repairs	\$3,500
01-20-91-99107	IT Maintenance Services	\$63,654
01-20-91-99117	IT Equipment	\$5,000
	<b>Total Technology</b>	<u>\$72,154</u>
	<b>Total Administration Department</b>	<u>\$2,133,389</u>
	<b>Police Department</b>	
	<b>Payroll Expenses</b>	
01-40-70-67001	Regular Salaries	\$2,282,889
01-40-70-67021	Part-Time Salaries	\$82,870
01-40-70-67031	Overtime	\$105,000
	<b>Total Payroll Expenses</b>	<u>\$2,470,759</u>

**Village of Round Lake - Annual Budget**  
**Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017**

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	<b>Taxes, Pensions &amp; Insurance</b>	
01-40-71-67101	IMRF	\$22,750
01-40-71-67107	Dental Insurance	\$21,100
01-40-71-67108	Vision Insurance	\$2,800
01-40-71-67109	Life Insurance	\$1,700
01-40-71-67110	Health Insurance	\$320,000
01-40-71-67111	Social Security	\$153,250
01-40-71-67112	Medicare	\$36,000
01-40-71-67116	Unemployment Insurance	\$2,500
	<b>Total Taxes, Pensions &amp; Insurance</b>	<u>\$560,100</u>
	<b>Personnel Related</b>	
01-40-72-67202	Uniforms	\$60,900
01-40-72-67204	Dues & Memberships	\$2,945
01-40-72-67206	Medical/Psychological	\$1,000
01-40-72-67208	Meetings, Travel, & Training	\$40,210
01-40-72-67234	Hiring Process	\$17,692
	<b>Total Personnel Related</b>	<u>\$122,747</u>
	<b>Professional Services</b>	
01-40-73-77311	Village Prosecutor	\$55,000
01-40-73-77313	Legal Services	\$10,000
	<b>Total Professional Services</b>	<u>\$65,000</u>
	<b>Commodities</b>	
01-40-74-77402	Ammo / Guns	\$17,000
01-40-74-77430	Office Supplies	\$6,000
01-40-74-77432	Postage	\$2,946
01-40-74-77434	Operating Supplies	\$2,500
01-40-74-77440	Printing	\$3,500
	<b>Total Commodities</b>	<u>\$31,946</u>
	<b>Contractual Services</b>	
01-40-75-77501	MDT Lines	\$7,325
01-40-75-77503	Animal Control	\$1,200
01-40-75-77505	CenCom	\$286,675
01-40-75-77511	Publications & Subscriptions	\$13,279
01-40-75-77525	Lake County MEG Membership	\$15,600
01-40-75-77531	NIPAS	\$9,169
	<b>Total Contractual Services</b>	<u>\$333,248</u>
	<b>Miscellaneous Expenses</b>	
01-40-77-77706	Miscellaneous Expense	\$9,620
01-40-77-77710	Dare Fund Expenses	\$1,100
01-40-77-77712	Senate 740 Expenses	\$7,775

*Village of Round Lake - Annual Budget  
Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017*

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
01-40-77-77714	Federal Seizure Fund Expenses	\$6,500
01-40-77-77715	Computer Crime Expenses	\$0
01-40-77-77720	Community Education	\$13,500
01-40-77-77722	Bicycle Patrol Expenses	\$250
	<b>Total Miscellaneous</b>	<u>\$38,745</u>
	<b>Building &amp; Grounds</b>	
01-40-79-77901	B&G Maintenance	\$2,200
01-40-79-77903	B&G Contracts	\$14,590
01-40-79-77905	B&G Repairs	\$5,000
01-40-79-77907	B&G Supplies	\$2,000
	<b>Total Building &amp; Grounds</b>	<u>\$23,790</u>
	<b>Capital Outlay</b>	
01-40-80-88001	Equipment	\$13,000
01-40-80-88018	Office Equipment	\$12,740
01-40-80-88024	Vehicles Equipment	\$35,000
	<b>Total Capital Outlay</b>	<u>\$60,740</u>
	<b>Utilities</b>	
01-40-82-88202	Telephone Service	\$3,400
01-40-82-88204	Cellular Service	\$6,600
01-40-82-88208	Heating	\$500
	<b>Total Utilities</b>	<u>\$10,500</u>
	<b>Vehicles &amp; Equipment</b>	
01-40-84-88402	Gas & Oil	\$65,000
01-40-84-88404	Vehicle Repairs	\$28,000
01-40-84-88406	Vehicle Maintenance	\$5,000
	<b>Total Vehicles &amp; Equipment</b>	<u>\$98,000</u>
	<b>Technology</b>	
01-40-91-99105	Network Repairs	\$4,500
01-40-91-99107	IT Maintenance Services	\$61,977
	<b>Total Technology</b>	<u>\$66,477</u>
	<b>Total Police Department</b>	<u>\$3,882,052</u>
	<b>Public Works Department</b>	
	<b>Payroll Expenses</b>	
01-60-70-67001	Regular Salaries	\$290,000
01-60-70-67021	Part-Time Salaries	\$5,500
01-60-70-67026	Seasonal	\$5,500
01-60-70-67031	Overtime	\$25,000
	<b>Total Payroll Expenses</b>	<u>\$326,000</u>

*Village of Round Lake - Annual Budget*  
*Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017*

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	<b>Taxes, Pensions &amp; Insurance</b>	
01-60-71-67101	IMRF	\$33,000
01-60-71-67107	Dental Insurance	\$3,350
01-60-71-67108	Vision Insurance	\$450
01-60-71-67109	Life Insurance	\$300
01-60-71-67110	Health Insurance	\$65,000
01-60-71-67111	Social Security	\$21,000
01-60-71-67112	Medicare	\$5,000
	<b>Total Taxes, Pensions &amp; Insurance</b>	<u>\$128,100</u>
	<b>Personnel Related</b>	
01-60-72-67202	Uniforms	\$3,000
01-60-72-67204	Dues & Memberships	\$419
01-60-72-67206	Medical/Psychological	\$715
01-60-72-67208	Meeting, Travel, & Training	\$1,100
01-60-72-67234	Hiring Process	\$600
	<b>Total Personnel Related</b>	<u>\$5,834</u>
	<b>Professional Services</b>	
01-60-73-77307	Engineering Expenses	\$17,000
01-60-73-77313	Legal Services	\$15,000
	<b>Total Professional Services</b>	<u>\$32,000</u>
	<b>Commodities</b>	
01-60-74-77418	Ice Control	\$116,600
01-60-74-77430	Office Supplies	\$1,500
01-60-74-77432	Postage	\$75
01-60-74-77452	Street Signs	\$15,000
01-60-74-77458	Village Signs/Banners/Flags	\$3,000
	<b>Total Commodities</b>	<u>\$136,175</u>
	<b>Contractual Services</b>	
01-60-75-77511	Publications & Subscriptions	\$150
01-60-75-77527	Lakes Management	\$500
01-60-75-77539	Street Sweeping	\$17,400
01-60-75-77543	Traffic Signal Maint. Contracts	\$15,000
	<b>Total Contractual Services</b>	<u>\$33,050</u>
	<b>Building &amp; Grounds</b>	
01-60-79-77901	B & G Maintenance	\$5,000
01-60-79-77903	B & G Contracts	\$33,754
01-60-79-77905	B & G Repairs	\$95,775
01-60-79-77907	B & G Building Supplies	\$15,500
01-60-79-77911	Landscaping	\$34,000
	<b>Total Building &amp; Grounds</b>	<u>\$184,029</u>

*Village of Round Lake - Annual Budget  
Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017*

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	<b>Capital Outlay</b>	
01-60-80-88001	Equipment	\$43,000
01-60-80-88002	Safety Equipment	\$825
01-60-80-88018	Office Equipment	\$1,000
01-60-80-88024	Vehicle Equipment	\$18,500
	<b>Total Capital Outlay</b>	<u>\$63,325</u>
	<b>Utilities</b>	
01-60-82-88202	Telephone Service	\$3,000
01-60-82-88204	Cellular Service	\$2,220
01-60-82-88206	Electrical Service	\$2,000
01-60-82-88208	Heating	\$500
01-60-82-88216	Street Lights - Electrical	\$87,000
	<b>Total Utilities</b>	<u>\$94,720</u>
	<b>Vehicles &amp; Equipment</b>	
01-60-84-88402	Gas & Oil	\$22,000
01-60-84-88404	Vehicle Repairs	\$25,000
01-60-84-88405	Equipment Repairs	\$17,000
01-60-84-88406	Vehicle Maintenance	\$3,000
01-60-84-88408	Equipment Maintenance	\$3,000
01-60-84-88412	Equipment Rental	\$1,500
	<b>Total Vehicles &amp; Equipment</b>	<u>\$71,500</u>
	<b>Technology</b>	
01-60-91-99105	Network Repairs	\$1,500
01-60-91-99107	IT Maintenance Services	\$6,000
	<b>Total Technology</b>	<u>\$7,500</u>
	<b>Infrastructure Maintenance</b>	
01-60-92-99210	Street Light Repairs	\$20,000
01-60-92-99214	Storm Sewer Maintenance	\$10,000
	<b>Total Infrastructure Maintenance</b>	<u>\$30,000</u>
	<b>Total Public Works Department</b>	<u>\$1,112,233</u>
	<b>Building Department</b>	
	<b>Payroll Expenses</b>	
01-70-70-67001	Regular Salaries	\$182,000
01-70-70-67031	Overtime	\$2,000
	<b>Total Payroll Expenses</b>	<u>\$184,000</u>
	<b>Taxes, Pensions, &amp; Insurance</b>	
01-70-71-67101	IMRF Expense	\$19,000
01-70-71-67107	Dental Insurance	\$1,750
01-70-71-67108	Vision Insurance	\$250
01-70-71-67109	Life Insurance	\$170
01-70-71-67110	Health Insurance	\$32,000

**Village of Round Lake - Annual Budget**  
**Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017**

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
01-70-71-67111	Social Security	\$11,400
01-70-71-67112	Medicare	\$2,700
	<b>Total Taxes, Pensions &amp; Insurance</b>	<b><u>\$67,270</u></b>
	<b>Personnel Related</b>	
01-70-72-67202	Uniforms	\$510
01-70-72-67204	Dues & Memberships	\$225
01-70-72-67208	Meetings, Travel, & Training	\$1,510
	<b>Total Personnel Related</b>	<b><u>\$2,245</u></b>
	<b>Professional Services</b>	
01-70-73-77305	Building Inspection Services	\$1,300
01-70-73-77307	Engineering Expenses	\$4,000
01-70-73-77310	Plan Reviews	\$1,000
01-70-73-77313	Legal Expenses	\$1,500
01-70-73-77321	Plumbing Inspector	\$10,000
	<b>Total Professional Services</b>	<b><u>\$17,800</u></b>
	<b>Commodities</b>	
01-70-74-77430	Office Supplies	\$1,000
01-70-74-77432	Postage	\$250
01-70-74-77440	Printing	\$100
	<b>Total Commodities</b>	<b><u>\$1,350</u></b>
	<b>Contractual Services</b>	
01-70-75-77511	Publications & Subscriptions	\$150
01-70-75-77537	Legal Notices/Recording Fees	\$100
	<b>Total Contractual Services</b>	<b><u>\$250</u></b>
	<b>Utilities</b>	
01-70-82-88202	Telephone Service	\$400
01-70-82-88204	Cellular Service	\$1,200
	<b>Total Utilities</b>	<b><u>\$1,600</u></b>
	<b>Vehicles &amp; Equipment</b>	
01-70-84-88402	Gas & Oil	\$4,000
01-70-84-88405	Vehicle Repairs	\$1,500
01-70-84-88406	Vehicle Maintenance	\$300
	<b>Total Vehicles &amp; Equipment</b>	<b><u>\$5,800</u></b>
	<b>Technology</b>	
01-70-91-99105	Network Repairs	\$750
01-70-91-99107	IT Maintenance Services	\$19,400
	<b>Total Technology</b>	<b><u>\$20,150</u></b>
	<b>Total Building Department</b>	<b><u>\$300,465</u></b>

*Village of Round Lake - Annual Budget  
Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017*

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	<b>Other Financing Uses</b>	
	<b>Bond Service &amp; Replacement Funding</b>	
01-80-96-99626	Transfer to 2010 Debt Service	\$525,000
01-80-96-99635	Contribution to Capital Fund	\$325,000
01-80-96-99660	Contribution to Vehicle Replace.	\$217,000
01-80-96-99661	Contribution to Technology Replace.	\$70,841
01-80-96-99662	Contribution to Building Replace.	\$79,533
	<b>Total Bond Service &amp; Replacement Funding</b>	<u>\$1,217,374</u>
	<b>General Fund Total</b>	<u>\$8,645,513</u>
	<b>Special Revenue</b>	
	<b>Motor Fuel Tax Fund</b>	
	<b>Commodities</b>	
10-60-74-77436	Crack sealing/Patching	\$15,000
	<b>Total Commodities</b>	<u>\$15,000</u>
	<b>Roadway Improvements</b>	
10-60-83-88301	Roadway Improvements	\$1,237,480
	<b>Total Roadway Improvements</b>	<u>\$1,237,480</u>
	<b>Motor Fuel Tax Fund Total</b>	<u>\$1,252,480</u>
	<b>SSA #1 Bright Meadows Fund</b>	
	<b>Professional Services</b>	
16-20-73-77313	Legal Services	\$500
	<b>Total Professional Services</b>	<u>\$500</u>
	<b>Miscellaneous</b>	
16-20-77-77706	Miscellaneous Expense	\$10
	<b>Total Miscellaneous</b>	<u>\$10</u>
	<b>Buildings &amp; Grounds</b>	
16-20-79-77911	Landscaping	\$31,840
	<b>Total Buildings &amp; Grounds</b>	<u>\$31,840</u>
	<b>SSA #1 Bright Meadows Fund Total</b>	<u>\$32,350</u>
	<b>Debt Service</b>	
	<b>2005 Debt Service Fund</b>	
	<b>Debt Service</b>	
24-20-94-99426	2005 Refunding Bonds Int.	\$21,806
24-20-94-99428	2005 Refunding Bonds Principal	\$260,000

*Village of Round Lake - Annual Budget  
Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017*

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
24-20-94-99432	Bond Admin & Disclosure Fees	\$550
	<b>Total Debt Service</b>	<b><u>\$282,356</u></b>
	<b>2005 Debt Service Fund Total</b>	<b><u>\$282,356</u></b>
	<b>2010 Debt Service Fund</b>	
	<b>Debt Service</b>	
26-20-94-99432	Bond Admin & disclosure Fees	\$1,250
26-20-94-99460	2010A Bond Interest	\$390,975
26-20-94-99462	2010A Bond Debt Principal	\$50,000
26-20-94-99464	2010B Bond Interest	\$20,080
26-20-94-99466	2010B Bond Debt Principal	\$115,000
	<b>Total Debt Service</b>	<b><u>\$577,305</u></b>
	<b>2010 Debt Service Fund Total</b>	<b><u>\$577,305</u></b>
	<b>2011 Debt Service Fund</b>	
	<b>Utilities</b>	
28-20-82-88218	Senior Citizen Rebate	\$10,000
	<b>Total Utilities</b>	<b><u>\$10,000</u></b>
	<b>Debt Service</b>	
28-20-94-99432	Bond Admin & disclosure Fees	\$750
28-20-94-99470	2011 Bonds Principal	\$300,000
28-20-94-99472	2011 Bonds Interest	\$73,775
	<b>Total Debt Service</b>	<b><u>\$374,525</u></b>
	<b>2011 Debt Service Fund Total</b>	<b><u>\$384,525</u></b>
	<b>Capital Projects</b>	
	<b>Capital Projects Fund</b>	
	<b>Professional Services</b>	
35-20-73-77307	Engineering Expenses	\$36,360
35-20-73-77313	Legal Services	\$500
35-20-73-77319	Consultant Studies	\$32,000
	<b>Total Professional Services</b>	<b><u>\$68,860</u></b>
	<b>Contractual Services</b>	
35-20-75-77517	Mosquito Management	\$30,000
	<b>Total Contractual Services</b>	<b><u>\$30,000</u></b>
	<b>Capital Outlay</b>	
35-20-80-88028	Urban Forest Management	\$135,000
	<b>Total Contractual Services</b>	<b><u>\$135,000</u></b>

*Village of Round Lake - Annual Budget  
Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017*

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	<b>Roadway Improvements</b>	
35-20-83-88301	Roadway Improvements	\$318,700
	<b>Total Roadway Improvements</b>	<u>\$318,700</u>
	<b>Land/Land Improvements</b>	
35-20-86-88601	Land/Land Improvements	\$10,000
	<b>Total Roadway Improvements</b>	<u>\$10,000</u>
	<b>Other Enhancements</b>	
35-20-88-88801	Other Enhancements	\$330,800
	<b>Total Other Enhancements</b>	<u>\$330,800</u>
	<b>Capital Projects Fund Total</b>	<u><u>\$893,360</u></u>
	<b>Enterprise</b>	
	<b>Water and Sewer Fund</b>	
	<b>Payroll Expenses</b>	
50-60-70-67001	Regular Salaries	\$506,000
50-60-70-67021	Part-time Salaries	\$18,000
50-60-70-67026	Seasonal	\$5,500
50-60-70-67031	Overtime	\$25,250
	<b>Total Payroll Expenses</b>	<u>\$554,750</u>
	<b>Taxes, Pensions &amp; Insurance</b>	
50-60-71-67101	IMRF Expense	\$55,000
50-60-71-67107	Dental Insurance	\$5,100
50-60-71-67108	Vision Insurance	\$600
50-60-71-67109	Life Insurance	\$500
50-60-71-67110	Health Insurance	\$92,000
50-60-71-67111	Social Security	\$34,500
50-60-71-67112	Medicare	\$8,100
	<b>Total Taxes, Pensions &amp; Insurance</b>	<u>\$195,800</u>
	<b>Personnel Related</b>	
50-60-72-67202	Uniforms	\$3,000
50-60-72-67204	Dues & Memberships	\$750
50-60-72-67206	Medical/Psychological	\$415
50-60-72-67208	Meeting, Travel, & Training	\$3,100
50-60-72-67234	Hiring Process	\$600
	<b>Total Personnel Related</b>	<u>\$7,865</u>
	<b>Professional Services</b>	
50-60-73-77301	Auditing Expense	\$6,674
50-60-73-77307	Engineering Expenses	\$18,000
50-60-73-77313	Legal Services	\$46,250
	<b>Total Professional Services</b>	<u>\$70,924</u>

**Village of Round Lake - Annual Budget**  
**Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017**

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	<b>Commodities</b>	
50-60-74-77428	Water Meters	\$130,350
50-60-74-77430	Office Supplies	\$2,000
50-60-74-77432	Postage Expense	\$32,000
	<b>Total Commodities</b>	<u>\$164,350</u>
	<b>Contractual Services</b>	
50-60-75-77519	Risk Management Ins. Premium	\$65,360
50-60-75-77529	Metra Easements	\$1,575
50-60-75-77535	Outsourcing Water Bills	\$30,750
50-60-75-77537	Legal Notices	\$600
50-60-75-77545	Water Meter Testing	\$5,000
50-60-75-77547	Water Samples	\$7,100
	<b>Total Contractual Services</b>	<u>\$110,385</u>
	<b>Building &amp; Grounds</b>	
50-60-79-77901	B&G Maintenance	\$80,000
50-60-79-77903	B&G Contracts	\$43,934
50-60-79-77905	B&G Repairs	\$14,000
50-60-79-77907	B&G Supplies	\$14,350
50-60-79-77911	Landscaping	\$9,400
	<b>Total Building &amp; Grounds</b>	<u>\$161,684</u>
	<b>Capital Outlay</b>	
50-60-80-88001	Equipment	\$24,243
50-60-80-88002	Safety Equipment	\$1,500
50-60-80-88018	Office Equipment	\$1,000
50-60-80-88024	Vehicle Equipment	\$2,500
	<b>Total Capital Outlay</b>	<u>\$29,243</u>
	<b>Water/Sewer Improvements</b>	
50-60-81-88101	Water/Sewer Improvements	\$2,934,338
	<b>Total Water/Sewer Improvements</b>	<u>\$2,934,338</u>
	<b>Utilities</b>	
50-60-82-88202	Telephone Charges	\$2,850
50-60-82-88204	Cellular Service	\$2,800
50-60-82-88206	Electrical Service	\$55,000
50-60-82-88208	Heating	\$5,051
50-60-82-88210	JAWA Expense	\$1,093,000
50-60-82-88212	Lake County Sewer	\$1,150,000
50-60-82-88214	Excess Facility Charges	\$110,000
	<b>Total Utilities</b>	<u>\$2,418,701</u>
	<b>Vehicles &amp; Equipment</b>	
50-60-84-88402	Gas & Oil	\$23,000
50-60-84-88404	Vehicle Repairs	\$20,000
50-60-84-88405	Equipment Repairs	\$10,000
50-60-84-88406	Vehicle Maintenance	\$3,500

**Village of Round Lake - Annual Budget**  
**Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017**

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
50-60-84-88408	Equipment Maintenance	\$1,000
50-60-84-88410	Radio Read System	\$4,000
50-60-84-88412	Equipment Rental	\$1,000
	<b>Total Vehicles &amp; Equipment</b>	<b><u>\$62,500</u></b>
	<b>Charges for Services</b>	
50-60-90-99005	J.U.L.I.E.	\$2,500
	<b>Total Charges for Services</b>	<b><u>\$2,500</u></b>
	<b>Technology</b>	
50-60-91-99101	SCADA Maintenance	\$17,500
50-60-91-99105	Network Repairs	\$1,000
50-60-91-99107	IT Maintenance Services	\$17,000
50-60-91-99117	IT Equipment	\$8,350
	<b>Total Technology</b>	<b><u>\$43,850</u></b>
	<b>Infrastructure Maintenance</b>	
50-60-92-99202	Repairs to Sewers	\$6,000
50-60-92-99204	Repair to Water Lines	\$30,000
50-60-92-99208	Repairs to Lift Stations	\$93,700
	<b>Total Infrastructure Maintenance</b>	<b><u>\$129,700</u></b>
	<b>Debt Service</b>	
50-60-94-99418	2010C Bonds Principal	\$115,000
50-60-94-99420	2010C Bonds Interest	\$20,458
50-60-94-99432	Bond Admin & Disclosure Fees	\$600
	<b>Total Debt Service</b>	<b><u>\$136,058</u></b>
	<b>Replacement Funding</b>	
50-80-96-99660	Contribution to Vehicle Repl.	\$98,450
50-80-96-99661	Contribution to Technology Repl.	\$18,454
50-80-96-99662	Contribution to Building Repl.	\$22,770
	<b>Total Replacement Funding</b>	<b><u>\$139,674</u></b>
	<b>Water and Sewer Fund Total</b>	<b><u>\$7,162,322</u></b>
	<b>Commuter Parking Lot Fund</b>	
	<b>Professional Services</b>	
51-60-73-77307	Engineering Expenses	\$750
51-60-73-77313	Legal Services	\$500
	<b>Total Professional Services</b>	<b><u>\$1,250</u></b>
	<b>Commodities</b>	
51-60-74-77434	Operating Supplies	\$750
51-60-74-77440	Printing	\$600
51-60-74-77452	Street Signs	\$500
	<b>Total Commodities</b>	<b><u>\$1,850</u></b>

**Village of Round Lake - Annual Budget**  
**Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017**

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	<b>Contractual Services</b>	
51-60-75-77507	Commuter Parking Rent	\$4,800
	<b>Total Contractual Services</b>	<u>\$4,800</u>
	<b>Miscellaneous</b>	
51-60-77-77706	Miscellaneous Expense	\$2,884
	<b>Total Miscellaneous</b>	<u>\$2,884</u>
	<b>Buildings &amp; Grounds</b>	
51-60-79-77903	B&G Contracts	\$23,500
51-60-79-77905	B&G Repairs	\$1,250
51-60-79-77911	Landscaping	\$9,500
51-60-79-77915	Parking Lot Maintenance	\$5,000
	<b>Total Buildings &amp; Grounds</b>	<u>\$39,250</u>
	<b>Utilities</b>	
51-60-82-88206	Electrical Service	\$6,000
	<b>Total Utilities</b>	<u>\$6,000</u>
	<b>Land/Land Improvements</b>	
51-60-86-88601	Land/Land Improvements	\$215,200
	<b>Total Land/Land Improvements</b>	<u>\$215,200</u>
	<b>Commuter Parking Lot Fund Total</b>	<u><u>\$271,234</u></u>
	<b>Internal Service Funds</b>	
	<b>Vehicle Replacement Fund</b>	
	<b>Capital Outlay</b>	
60-40-80-88001	Equipment	\$18,000
60-40-80-88004	Vehicles	\$84,036
60-40-80-88024	Vehicle Equipment	\$15,450
60-60-80-88004	Vehicles	\$269,537
60-60-80-88024	Vehicle Equipment	\$60,000
	<b>Total Capital Outlay</b>	<u>\$447,023</u>
	<b>Vehicle Replacement Fund Total</b>	<u><u>\$447,023</u></u>
	<b>Technology Replacement Fund</b>	
	<b>Technology</b>	
61-20-91-99103	Computer Upgrades/Software	\$85,000
61-20-91-99117	IT Equipment	\$24,000
61-40-80-88024	Vehicle Equipment	\$25,000

*Village of Round Lake - Annual Budget  
Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017*

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
61-40-91-99117	IT Equipment	\$13,700
61-60-91-99117	IT Equipment	\$11,000
61-70-91-99117	IT Equipment	\$4,000
	<b>Total Technology</b>	<u>\$162,700</u>
	<b>Technology Replacement Fund Total</b>	<u><u>\$162,700</u></u>
	<b>Building Replacement Fund</b>	
	<b>Building Improvements &amp; Equipment</b>	
62-20-80-88001	Equipment	\$10,000
62-20-80-88018	Office Equipment	\$7,500
62-20-85-88501	Building Improvements	\$73,000
62-40-80-88001	Office Equipment	\$5,000
62-40-85-88501	Building Improvements	\$30,000
62-60-80-88001	Equipment	\$31,000
62-70-80-88018	Office Equipment	\$5,000
62-60-85-88501	Building Improvements	\$16,500
62-70-80-88018	Office Equipment	\$5,000
	<b>Total Building Improvements &amp; Equipment</b>	<u>\$183,000</u>
	<b>Building Replacement Fund Total</b>	<u><u>\$183,000</u></u>
	<b>Fudiciary</b>	
	<b>Police Pension Fund</b>	
	<b>Payroll Expenses</b>	
70-20-70-67050	Retirement Benefits	\$254,700
70-20-70-67055	Disability Benefits	\$91,900
70-20-70-67056	Surviving Spouse	\$29,496
70-20-70-67057	Refund of Contributions	\$5,000
	<b>Total Payroll Expenses</b>	<u>\$381,096</u>
	<b>Personnel Related</b>	
70-20-72-67204	Dues & Memberships	\$800
70-20-72-67206	Medical / Psychological	\$5,000
70-20-72-67208	Meetings, Travel, & Training	\$4,250
	<b>Total Personnel Related</b>	<u>\$10,050</u>
	<b>Professional Services</b>	
70-20-73-77301	Auditing Expense	\$1,875
70-20-73-77313	Legal Services	\$10,000
70-20-73-77325	Actuarial Services	\$2,500
70-20-73-77331	Accounting Services	\$18,000
	<b>Total Professional Services</b>	<u>\$32,375</u>

***Village of Round Lake - Annual Budget***  
***Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017***

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	<b>Commodities</b>	
70-20-74-77430	Office Supplies	\$350
70-20-74-77432	Postage	\$100
	<b>Total Commodities</b>	<u>\$450</u>
	<b>Charges For Services</b>	
70-20-90-99001	Bank/Investment Fees	\$24,000
70-20-90-99003	DOI Compliance Fee	\$1,250
	<b>Total Charges For Services</b>	<u>\$25,250</u>
	<b>Police Pension Fund Total</b>	<u>\$449,221</u>
	<b>Summary</b>	
	General Fund	\$8,645,513
	Motor Fuel Tax Fund	\$1,252,480
	SSA #1 Bright Meadows Fund	\$32,350
	2005 Debt Service Fund	\$282,356
	2010 Debt Service Fund	\$577,305
	2011 Debt Service Fund	\$384,525
	Capital Projects Fund	\$893,360
	Water/Sewer Fund	\$7,162,322
	Commuter Parking Lot Fund	\$271,234
	Vehicle Replacement Fund	\$447,023
	Technology Replacement Fund	\$162,700
	Building Replacement Fund	\$183,000
	Police Pension Fund	\$449,221
	<b>Total</b>	<u>\$20,743,389</u>



# Village of Round Lake

442 North Cedar Lake Road Round Lake, IL 60073

847-546-5400 fax 847-546-5405

www.eroundlake.com

March 21, 2016

**To:** Mayor and Board of Trustees

**From:** Steven J. Shields, Village Administrator

**Subject:** 2017 Budget Draft & Assumptions

This memorandum provides an overview of the 2017 budget draft along with assumptions used for compiling the data in the budget document. This document is divided into three main areas; major revenues, expenses, and specific funds. In addition, Appendix A lists all accounts by fund comparing the 2017 budget to the 2016 budget with dollar and percent changes.

A change from previous years, budget books were compiled for Department Heads, the Village Administrator and one for the Public only. The budget books contain the detailed information that is abridged in this memorandum. The books contain a one-page overview of all funds, a detail section by fund that includes highlights, a budget comparison summary, and detailed budget information by account. Also included are the major revenues analysis, financial forecasts, and the 2017 through 2022 capital improvements plan.

## Major Revenues

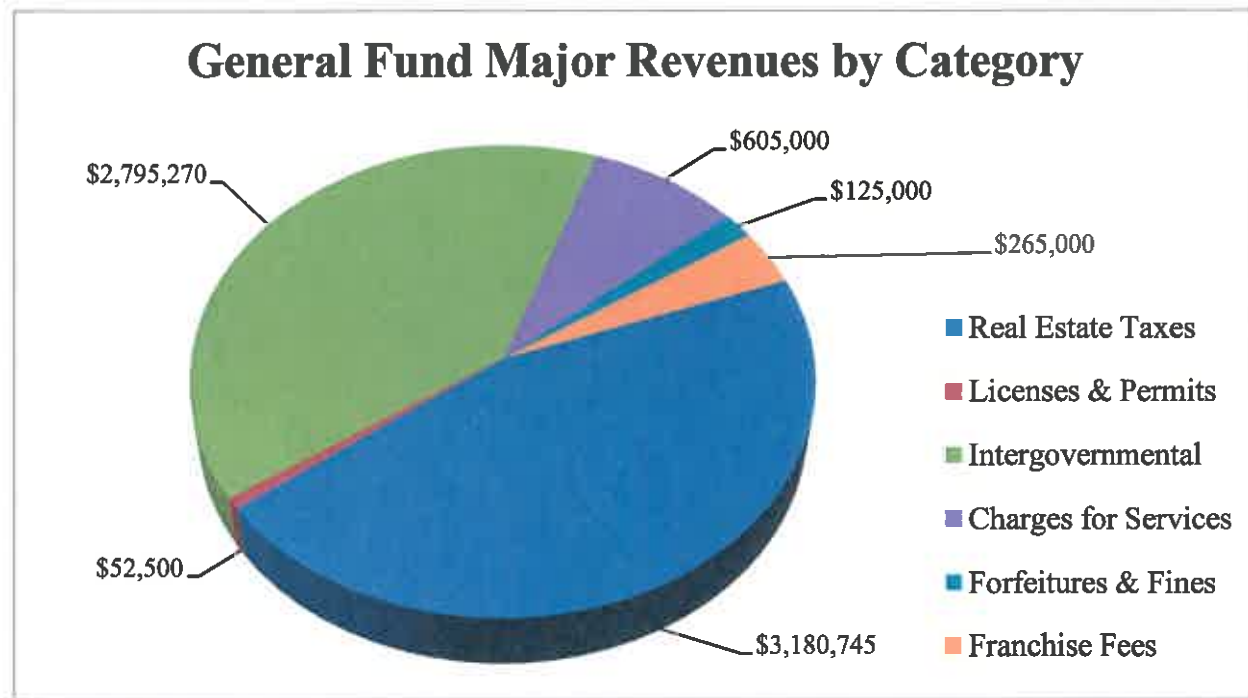
### *General Fund*

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

Description	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017
Real Estate Taxes	\$2,974,339	\$2,983,396	\$3,068,769	\$3,093,488	\$3,120,745
Road & Bridge Tax	\$56,957	\$59,139	\$58,410	\$62,765	\$60,000
State Use Tax	\$312,211	\$352,192	\$354,807	\$406,016	\$429,792
Sales Tax	\$469,299	\$494,977	\$500,000	\$494,044	\$500,000
State Income tax	\$1,768,456	\$1,775,961	\$1,810,611	\$1,920,345	\$1,865,478
Building Permits	\$119,672	\$91,087	\$52,500	\$53,500	\$52,500
Garbage Fees	\$553,405	\$593,947	\$600,000	\$605,957	\$605,000
Circuit Court Fines	\$152,724	\$120,946	\$115,000	\$129,162	\$125,000
Cable/Video Franchise	\$232,075	\$253,197	\$255,000	\$272,566	\$265,000
<b>Total</b>	<b>\$6,639,138</b>	<b>\$6,724,842</b>	<b>\$6,815,097</b>	<b>\$7,037,843</b>	<b>\$7,023,515</b>

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

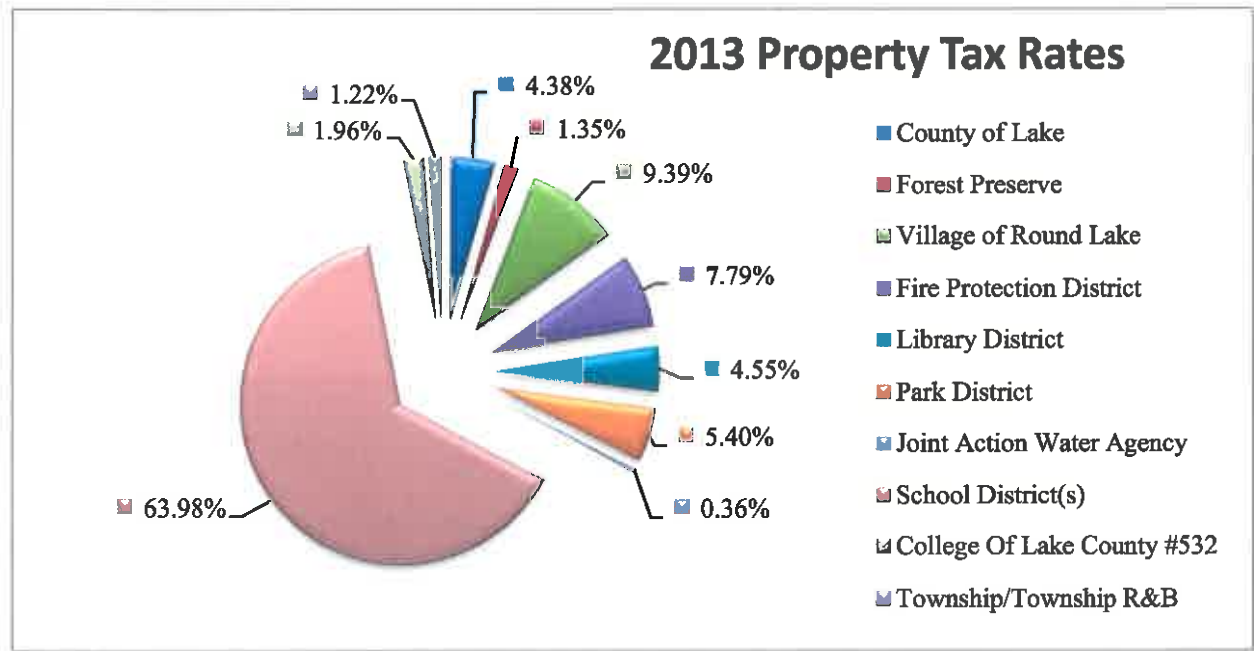
The graph that follows lists the major revenues by category, with property taxes and intergovernmental revenues representing 85.00% of the total major revenues in the General Fund.



The following major revenues are listed along with the assumptions used for the 2017 budget amount.

<u>Type</u>	<u>Assumption</u>
Real Estate Taxes	Anticipated extension of \$3,152,268 X 99% collection rate
Road & Bridge Tax	2015 Road & Bridge levy of \$63,019 (assumed same levy as 2014)
State Use Tax	IML estimate of \$23.50 per capita
Sales Tax	Current year estimate of \$494,044, 1% growth, rounded to \$500,000
State Income tax	IML estimate of \$102.00 per capita
Building Permits	Used same \$52,500 budget as last year - miscellaneous permits only
Garbage Fees	Current year estimate of \$605,957, no growth
Circuit Court Fines	Current year estimate of \$129,162, no growth, lowered to \$125,000
Cable/Video Franchise	Current year estimate of \$272,566, no growth, lowered to \$265,000

Below is the percentage breakdown of a typical Round Lake property tax bill (Avon Township) for 2014 property taxes received in the 2016 budget year. Historically, approximately 10% of the tax bill relates to the Village of Round Lake.



The chart below shows the previous five (5) years tax extensions along with the 2015 estimated levy. As shown by the graph, the overall tax levy has never been over the highest levy of \$3,623,378 for tax year 2010. At the same time the Police Pension levy as a percent of the total levy has increased from 8.75% for the 2010 levy to 12.66% for the 2014 levy.



***Debt Service Funds***

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

<b>Description</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Budget 2016</b>	<b>Projected 2016</b>	<b>Budget 2017</b>
Utility Tax Electric	\$370,458	\$354,300	\$355,000	\$345,705	\$345,000
Utility Tax - Gas	\$121,416	\$94,901	\$117,500	\$94,901	\$95,000
Utility Tax Telephone	\$330,485	\$262,943	\$255,000	\$262,466	\$260,000
Transfers From General	\$350,000	\$475,000	\$525,000	\$525,000	\$525,000
<b>Total</b>	<b>\$1,172,359</b>	<b>\$1,187,144</b>	<b>\$1,252,500</b>	<b>\$1,228,072</b>	<b>\$1,225,000</b>

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

<b><u>Type</u></b>	<b><u>Assumption</u></b>
Utility Tax Electric	Current year estimate of \$345,705, no growth
Utility Tax - Gas (1)	Used current year estimate of \$189,802, no growth
Utility Tax Telephone	Used current year estimate of \$262,466, no growth
Transfers From General	Used \$525,000, same as the prior year

The gas utility tax is allocated between the debt service and capital projects. The fiscal year end 2017 budget splits the utility tax 50/50 between both fund types.

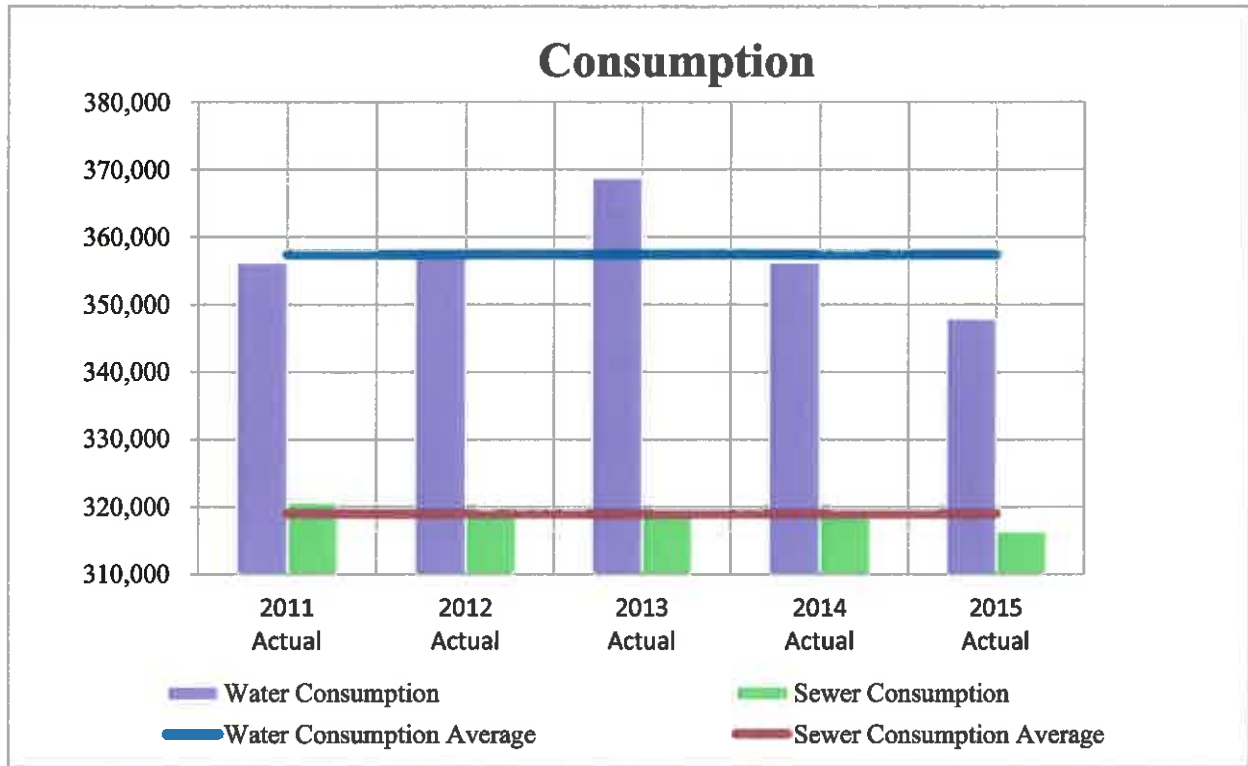
***Water & Sewer Fund***

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

<b>Description</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Budget 2016</b>	<b>Projected 2016</b>	<b>Budget 2017</b>
Village Fees	\$1,694,031	\$1,764,635	\$1,775,000	\$1,822,594	\$1,790,000
Water Fees	\$907,647	\$911,882	\$950,000	\$926,808	\$975,000
Sewer Fees	\$1,114,085	\$1,106,852	\$1,100,000	\$1,129,616	\$1,150,000
<b>Total</b>	<b>\$3,715,763</b>	<b>\$3,783,369</b>	<b>\$3,825,000</b>	<b>\$3,879,018</b>	<b>\$3,915,000</b>

<b><u>Type</u></b>	<b><u>Assumption</u></b>
Village Fees	Average consumption x current rates in effect
Water Fees	5 year average consumption X JAWA \$2.75 estimated rate
Sewer Fees	5 year average consumption X rate of \$3.67 per thousand

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



**Other Major Revenue Sources**

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

Description	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017
Motor Fuel Tax	\$449,251	\$439,391	\$435,278	\$461,056	\$473,685
Commuter Parking	\$86,166	\$84,492	\$84,000	\$75,555	\$75,000

**Type**

**Assumption**

Motor Fuel Tax	IML estimate of \$25.90 per capita
Commuter Parking	Used current year estimate of \$75,555, no growth

**Other Revenue Information**

The five-year financial forecasts, fiscal year end 2018 through 2022 budget, include revenues flat or increasing 1.5% over the five-year time frame.

**Expenses**

Overall, when there is no specific information or other data, the budget year 2017 expenses will be either forecasted flat or with a 1.5% increase, consistent with the current year. The following are specific assumptions that are utilized in the budget and in the long-term forecast.

***Personnel Related Expenses***

- 3.0% COLA increase May 1st and 3.5% step increase on anniversary date
  - Public Works contract: 2.75% COLA increase May 1st and 3.5% step
  - Police contracts: 3.0% COLA and normal step increases
- IMRF – January 2016 rate 10.27%, January 2017 rate used 10.50%
- Insurance:
  - Health – 15% increase 2017, 10.0% forecasted
  - Dental – 7.5% increase 2017, 7.5% forecasted
  - Life – 5.0% increase 2017, 3.0% forecasted
  - Vision – 0.0% increase 2017, 3.0% forecasted

Nearly 60.00% of the General Fund expenses are related to payroll and personnel related items.

***Other Expense Items***

- Risk Management – 15% increase for workers compensation and liability insurance in 2017, thereafter, forecasted at 10% overall. The last four risk management premium increases have averaged 11.84%.
- All other expenses mainly used a 1.5% increase or flat depending on the type of account

***Other Assumptions/Details***

- Service reductions: currently – none
- Staffing levels stay the same as they currently exist
  - One Human Resources Position was added
  - One Public Works Maintenance II position was eliminated
- Staffing levels stay the same as they currently exist
- 30% operating reserve for most funds
- Carry-over costs/revenue for on-going projects
- Studies were added that reflect management's overall vision evaluation (MOVE) memorandum presented to the Village Board in November 2015.

**Fund Status**

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

### Summary of All Funds

Fund Types	Estimated 5/1/2016 Cash & Investments	Operating Revenues	Operating Expenses	Operating Surplus/ (Deficit)	Capital With Carryovers	Debt Srv. & Replacement Funding	Estimated 4/30/2017 Cash & Investments
General Fund	\$5,814,148	\$7,342,115	\$7,238,639	\$103,476	\$189,500	(\$1,217,374)	\$4,510,750
Special Revenue	\$927,630	\$668,787	\$32,350	\$636,437	\$1,252,480	\$0	\$311,587
Debt Service	\$132,041	\$710,013	\$1,244,186	(\$534,173)	\$0	\$525,000	\$122,868
Capital Projects	\$1,388,517	\$100,139	\$35,500	\$64,639	\$857,860	\$325,000	\$920,296
Enterprise	\$7,295,215	\$4,247,729	\$3,877,851	\$369,878	\$3,416,031	(\$139,674)	\$4,109,388
Internal Service	\$645,184	\$15,065	\$0	\$15,065	\$792,723	\$507,048	\$374,574
Fiduciary	\$6,188,494	\$779,014	\$449,221	\$329,793	\$0	\$0	\$6,518,287
<b>Total All Funds</b>	<b>\$22,391,229</b>	<b>\$13,862,862</b>	<b>\$12,877,747</b>	<b>\$985,115</b>	<b>\$6,508,594</b>	<b>\$0</b>	<b>\$16,867,750</b>

### General Fund

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

Description	Budget 2017	Forecast 2018	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022
Operating Revenues	\$7,342,115	\$7,418,866	\$7,530,114	\$7,643,093	\$7,757,830	\$7,874,352
Operating Expenditures	7,238,639	7,361,008	7,650,523	7,939,640	8,235,800	8,549,636
Excess (Deficiency)	\$103,476	\$57,858	(\$120,408)	(\$296,546)	(\$477,970)	(\$675,284)
Capital Outlay	\$189,500	\$26,000	\$106,000	\$106,000	\$11,000	\$11,000
Bonds & Replacement Funding	\$1,217,374	\$1,250,335	\$1,283,472	\$1,312,377	\$1,316,478	\$1,320,783
<b>Net Inflow (Outflow)</b>	<b>(\$1,303,398)</b>	<b>(\$1,218,477)</b>	<b>(\$1,509,880)</b>	<b>(\$1,714,924)</b>	<b>(\$1,805,448)</b>	<b>(\$2,007,067)</b>

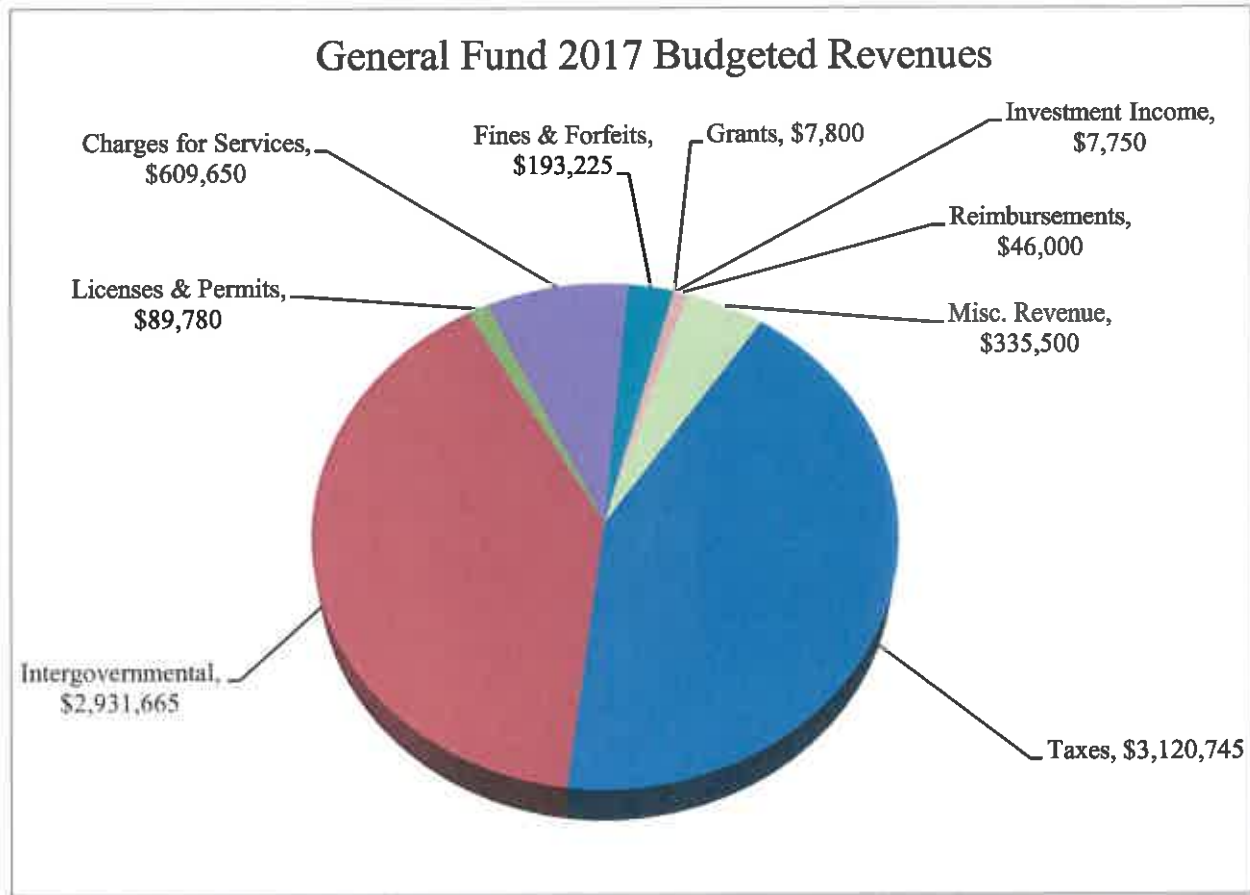
The chart above shows that the Village is covering operating expenses with operating revenues until 2019. However, with bond servicing and replacement funding in each year there is a total outflow. Bond servicing and replacement funding are monies moved to other Village funds to support such activities in those funds.

#### ***General Fund Revenues***

**Major Revenue Sources:** See revenue section of this memorandum

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

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

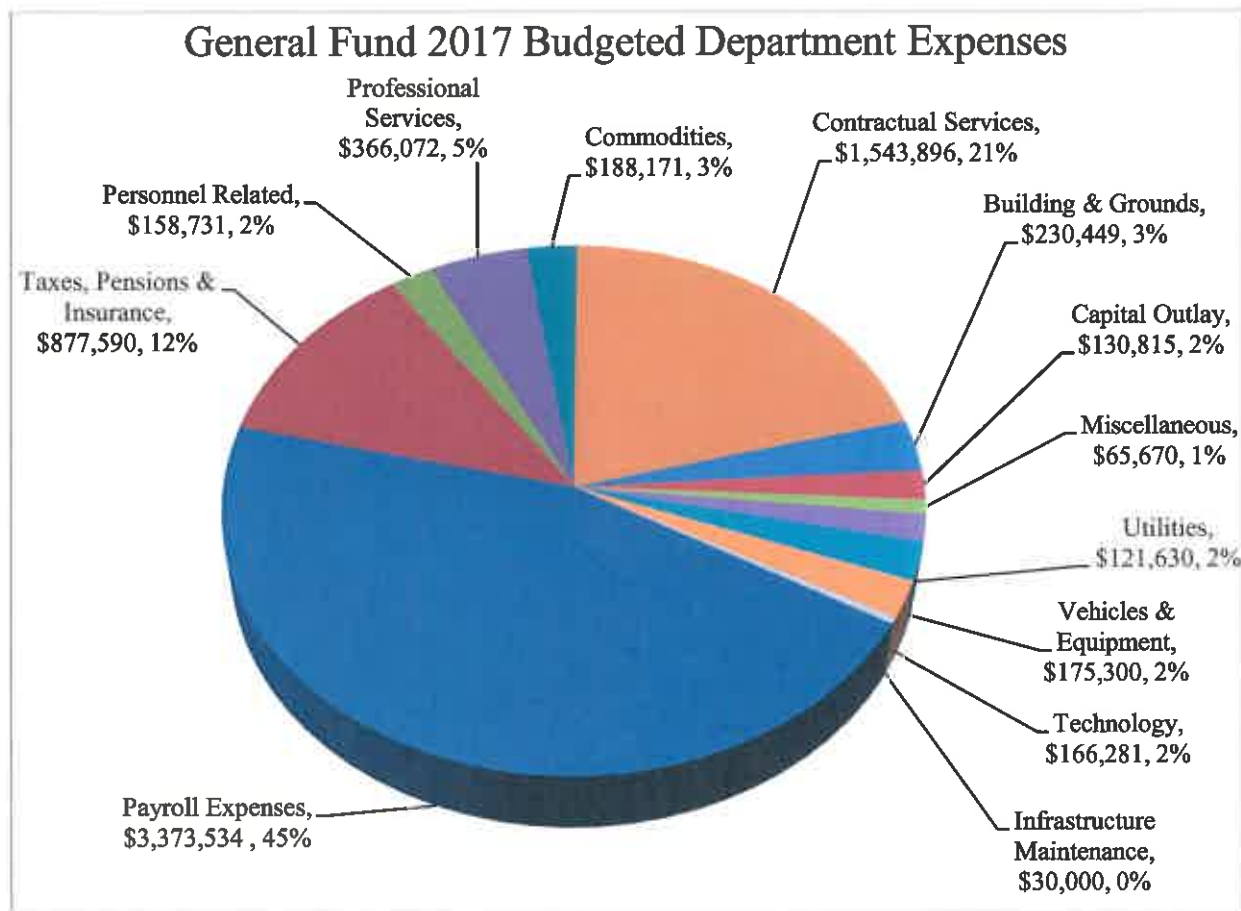


- 2017 budgeted revenues of \$7,342,115 are \$148,056 (or 2.06%) higher than the 2016 budgeted revenues of \$7,194,059. A few highlights include:
  - Real estate taxes are projected at \$3,120,745 which is an increase of \$51,976, or 1.69%. The increase is the result of two items: the 2016 budget estimate was low and the Village Board approved a 2015 tax levy increase of 0.80%.
  - State use tax increased \$74,985 based on the IML 2017 per capita projection of \$23.50 versus the per capita amount of \$19.40 used in the 2016 budget.
  - State income tax increased \$54,867 based on the IML 2017 per capita projection of \$102.00 versus the per capita amount of \$99.00 used in the 2016 budget.
  - Video gaming tax increased \$22,000 based on current trends.
  - The labor/Equipment Reimbursement MFT account decreased \$25,000 as the MFT Fund is now only used for capital projects, thus the account was eliminated.
  - Circuit court fines increased \$10,000 due to 2016 trends of \$129,162, adding no growth for the 2017 budget.
  - Miscellaneous receipts decreased \$35,000 as the 2016 budget of \$29,250 for salt usage through Round Lake School District #116 was eliminated from the budget.
  - AT&T video franchise fees increased \$10,200 based on current year trends.
  - The recycling rebate SWALCO decreased \$14,500 as commodity prices have plunged leaving no margins for any revenues to be generated and paid to the Village.

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

Department	Budget 2017	Forecast 2018	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022
Administration	\$2,133,389	\$2,117,025	\$2,183,897	\$2,258,148	\$2,336,943	\$2,420,669
Public Works	\$1,112,233	\$1,075,481	\$1,186,998	\$1,220,438	\$1,159,905	\$1,198,111
Police	\$3,882,052	\$3,902,750	\$4,083,303	\$4,253,250	\$4,424,261	\$4,603,581
Building Dept.	\$300,465	\$291,752	\$302,324	\$313,805	\$325,691	\$338,274
<b>Total Disbursements</b>	<b>\$7,428,139</b>	<b>\$7,387,008</b>	<b>\$7,756,523</b>	<b>\$8,045,640</b>	<b>\$8,246,800</b>	<b>\$8,560,636</b>

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



**Administration**

**Major Expenditures:** Any account over 5.0% of the total department expenses were selected as major. The following three items, account for nearly 70.00% of total Administrative expenses: regular salaries 15.47%, risk management insurance premium 8.72%, and garbage collection 45.51%. Below is a chart that lists all categories for the 2017 budget and the forecast over the next five years.

Category	Budget	Forecast				
	2017	2018	2019	2020	2021	2022
Payroll Expenses	\$392,775	\$408,692	\$422,429	\$440,073	\$458,687	\$478,344
Taxes, Pensions & Insurance	\$122,120	\$131,136	\$140,210	\$150,247	\$161,134	\$172,953
Personnel Related	\$27,905	\$28,315	\$28,730	\$29,152	\$29,581	\$30,015
Professional Services	\$251,272	\$180,586	\$182,856	\$185,169	\$187,526	\$189,928
Commodities	\$18,700	\$18,868	\$19,039	\$19,212	\$19,387	\$19,566
Contractual Services	\$1,177,348	\$1,213,929	\$1,254,237	\$1,296,988	\$1,342,396	\$1,390,693
Miscellaneous	\$26,925	\$27,154	\$27,386	\$27,622	\$27,861	\$28,104
Building & Grounds	\$22,630	\$22,969	\$23,314	\$23,664	\$24,019	\$24,379
Capital Outlay	\$6,750	\$6,851	\$6,954	\$7,058	\$7,164	\$7,272
Utilities	\$14,810	\$15,025	\$15,243	\$15,464	\$15,688	\$15,916
Technology	\$72,154	\$63,500	\$63,500	\$63,500	\$63,500	\$63,500
<b>Total</b>	<b>\$2,133,389</b>	<b>\$2,117,025</b>	<b>\$2,183,897</b>	<b>\$2,258,148</b>	<b>\$2,336,943</b>	<b>\$2,420,669</b>

**Highlights:**

- 2017 budgeted expenses of \$2,133,389 are \$104,946 (or 5.17%) higher than 2016 budgeted expenses of \$2,028,443. A few highlights include:
  - Regular salaries increased \$40,000 due to the addition of a Human Resources Manager position.
  - Health insurance increased \$16,500 based on trends and the addition of the Human Resources Manager position.
  - Consultant studies increased \$42,500 for a space needs (consolidation of the Police/PW facilities and the Village Hall), compensation, and staffing analysis studies that were identified in the Management's Overall Vision Evaluation (MOVE) memorandum.
  - The risk management insurance premium account increased \$12,348 based on the current year charges and adding projected increases for public official bonds (2.0%), workers compensation (15%), and liability/property/casualty (15%) insurance categories.
  - IT maintenance services decreased \$24,897 due to the completion of the Village's Website update and design budgeted at \$30,000 in the prior year.

**Police Department**

**Major Expenditures:** Any account over 5.0% of the total department expenses were selected as major. The following three items, account for 74.43% of total Police Department expenses: regular salaries 58.81%, CenCom 7.38%, and health insurance 8.24%. Below is a chart that lists all categories for the 2017 budget and the forecast over the next five years.

Category	Budget			Forecast		
	2017	2018	2019	2020	2021	2022
Payroll Expenses	\$2,470,759	\$2,575,302	\$2,690,875	\$2,807,818	\$2,914,534	\$3,024,702
Taxes, Pensions & Insurance	\$560,100	\$600,289	\$646,881	\$697,220	\$750,811	\$809,098
Personnel Related	\$122,747	\$111,616	\$113,200	\$114,808	\$116,440	\$118,097
Professional Services	\$65,000	\$65,825	\$66,662	\$67,512	\$68,375	\$69,251
Commodities	\$31,946	\$32,425	\$32,912	\$33,405	\$33,906	\$34,415
Contractual Services	\$333,248	\$333,373	\$346,374	\$343,569	\$348,723	\$353,954
Miscellaneous Expenses	\$38,745	\$22,141	\$22,314	\$22,489	\$22,668	\$22,849
Building & Grounds	\$23,790	\$24,147	\$24,509	\$24,877	\$25,250	\$25,629
Capital Outlay	\$60,740	\$15,931	\$16,125	\$16,322	\$16,522	\$16,725
Utilities	\$10,500	\$10,650	\$10,802	\$10,957	\$11,114	\$11,273
Vehicles & Equipment	\$98,000	\$99,470	\$100,962	\$102,476	\$104,014	\$105,574
Technology	\$66,477	\$11,582	\$11,688	\$11,796	\$11,905	\$12,016
<b>Total</b>	<b>\$3,882,052</b>	<b>\$3,902,750</b>	<b>\$4,083,303</b>	<b>\$4,253,250</b>	<b>\$4,424,261</b>	<b>\$4,603,581</b>

### Highlights:

- 2017 budgeted expenses of \$3,882,052 are \$308,824 (or 8.64%) higher than 2016 budgeted expenses of \$3,573,228. A few highlights include:
  - Regular salaries increased by \$160,763 due to a normal contractual step and cost of living increases along with the addition of one Officer that was not included in the prior year budget.
  - Part-time salaries decreased \$14,687 as one part-time records clerk budgeted at \$17,000 in 2016 was removed.
  - Health insurance increased \$57,000 based on trends and the addition of the one officer mentioned above.
  - CenCom increased \$26,463 based on the budget information received from CenCom.
  - Gas and oil decreased \$22,500 based on current year trends.
  - Capital items include:
    - The equipment account has patrol ballistic shields budgeted at \$3,000 and an evidence drying cabinet at \$10,000.
    - The community education account includes two pole mounted radar display signs at \$12,000.
    - The vehicle maintenance account includes \$24,000 for e-citation and crash reporting software/printers and \$6,000 for software kits that allow squad and body cameras to be turned on automatically in the vicinity of an accident.
    - The records management charges of \$55,000 were moved from fiscal year end 2016. The records management system is a multi-year capital improvement item to replace the antiquated PIPS system.

### **Public Works**

**Major Expenditures:** Any account over 5.0% of the total department expenses were selected as major. The following four items, account for 58.83% of total Public Works Department expenses: health insurance 5.84%, street lights – electrical 7.82%, ice control 10.48%, B&G repairs 8.61%, and regular salaries 26.07%. Below is a chart that lists all categories for the 2017 budget and the forecast over the next five years.

Category	Budget	Forecast				
	2017	2018	2019	2020	2021	2022
Payroll Expenses	\$326,000	\$334,709	\$350,557	\$367,341	\$384,241	\$403,483
Taxes, Pensions & Insurance	\$128,100	\$135,468	\$145,788	\$157,014	\$169,069	\$182,439
Personnel Related	\$5,834	\$5,922	\$6,010	\$6,100	\$6,192	\$6,285
Professional Services	\$32,000	\$22,255	\$22,514	\$22,777	\$23,043	\$23,314
Commodities	\$136,175	\$134,749	\$134,925	\$135,104	\$135,285	\$135,470
Contractual Services	\$33,050	\$33,536	\$34,029	\$34,530	\$35,038	\$35,554
Building & Grounds	\$184,029	\$186,789	\$189,591	\$192,435	\$195,322	\$198,251
Capital Outlay	\$63,325	\$16,852	\$96,880	\$96,908	\$1,937	\$1,966
Utilities	\$94,720	\$94,828	\$94,938	\$95,050	\$95,163	\$95,278
Vehicles & Equipment	\$71,500	\$72,573	\$73,661	\$74,766	\$75,887	\$77,026
Infrastructure Improvements	\$0	\$0	\$0	\$0	\$0	\$0
Technology	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Infrastructure Maintenance	\$30,000	\$30,300	\$30,605	\$30,914	\$31,227	\$31,546
<b>Total</b>	<b>\$1,112,233</b>	<b>\$1,075,481</b>	<b>\$1,186,998</b>	<b>\$1,220,438</b>	<b>\$1,159,905</b>	<b>\$1,198,111</b>

### Highlights:

- 2017 budgeted expenses of \$1,112,233 are \$113,684 (or 11.38%) higher than the 2016 budgeted expenses of \$998,549. A few highlights include:
  - Regular salaries decreased \$26,000 as one of the two vacant positions was eliminated from the budget.
  - Legal services increased \$10,000 for union negotiations as the contract expires April 30, 2017.
  - Ice control decreased \$27,450 as the budgeted tons to purchase were reduced.
  - B&G contracts increased \$28,684 due to the new utility locates contract budgeted at \$25,200.
  - B&G repairs increased \$80,519 as the Motor Fuel Tax Fund (MFT) operating accounts were moved to the General Fund. The MFT Fund now only includes capital projects. A few of the items moved include:
    - Paint lines on roads & parking lots \$19,000
    - Gravel for road and shoulder repair \$ 7,500
    - UPM cold patch \$11,250
    - Hot-mix asphalt for patching \$12,375
  - In addition to the above, other large repair items added include:
    - Replace heater in PW generator room \$ 1,600
    - Repairs to War Memorial and Fountain \$ 9,000
    - Add 2" water line drop in PW garage \$ 3,000
    - Extend fence at PW to enclose salt barn \$13,700
  - Capital items include:
    - Traffic sign replacement \$ 8,000
    - Liquid anti-icing, deicing distributor \$18,000
    - Sidewalk machine \$15,000
    - Sign post puller/pounder \$10,000

***Building***

**Major Expenditures:** Any account over 5.0% of the total department expenses were selected as major. The following three items, account for 84.00% of total Building Department expenses: IMRF expense 6.32%, health insurance 10.65%, IT maintenance services 6.46%, and regular salaries 60.57%. Below is a chart that lists all categories for the 2017 budget and the forecast over the next five years.

Category	Budget	Forecast				
	2017	2018	2019	2020	2021	2022
Payroll Expenses	\$184,000	\$188,500	\$194,000	\$200,000	\$206,000	\$212,000
Taxes, Pensions, & Insurance	\$67,270	\$70,434	\$75,029	\$80,025	\$85,420	\$91,504
Personnel Related	\$2,245	\$2,279	\$2,313	\$2,348	\$2,383	\$2,419
Professional Services	\$17,800	\$18,052	\$18,308	\$18,567	\$18,831	\$19,098
Commodities	\$1,350	\$1,370	\$1,391	\$1,412	\$1,433	\$1,454
Contractual Services	\$250	\$254	\$258	\$261	\$265	\$269
Utilities	\$1,600	\$1,624	\$1,648	\$1,673	\$1,698	\$1,724
Vehicles & Equipment	\$5,800	\$5,887	\$5,975	\$6,065	\$6,156	\$6,248
Technology	\$20,150	\$3,352	\$3,403	\$3,454	\$3,505	\$3,558
<b>Total</b>	<b>\$300,465</b>	<b>\$291,752</b>	<b>\$302,324</b>	<b>\$313,805</b>	<b>\$325,691</b>	<b>\$338,274</b>

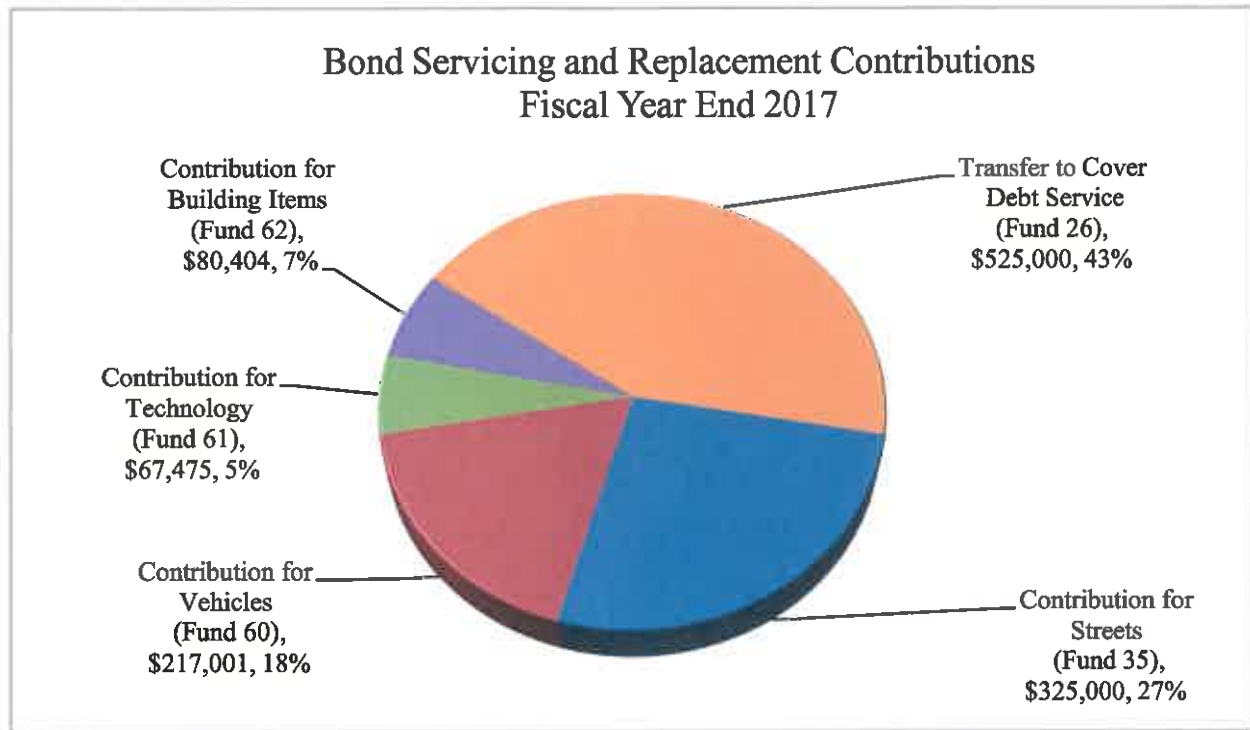
**Highlights:**

- 2017 budgeted expenses of \$300,465 are \$25,822 (or 9.40%) higher than 2016 budgeted expenses of \$274,643. A few highlights include:
  - The IT maintenance services account increased \$18,622 for a BS&A software conversion and increased annual service charges. BS&A went with a different platform and will no longer provide any new features or upgrades to the software we have now.

***Other Financing Use – Bond Servicing and Replacement Funding*****Major Expenditures: Capital & Infrastructure Replacement and Bond Servicing**

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

The chart below shows the 2017 budgeted contributions. Forty three percent of the cash moved to another fund relates to debt service to cover such payments. The remaining contributions all relate to capital items, with the first year of funding for replacement items starting in fiscal year end 2013.



**General Fund Cash Reserves**

The chart below shows the reserve balances in the General Fund. As shown by the chart, by fiscal year end 2018 the unreserved cash balance will be eliminated and there will only be a 25.43% operating reserve by the end of that year.

Description	2016	2017	2018	2019	2020	2021	2022
Unreserved Cash	\$1,218,990	\$899,313	(\$448,156)	(\$2,058,676)	(\$3,823,049)	(\$5,711,953)	(\$7,635,368)
Reserve for Operating	\$2,228,442	\$2,216,102	\$2,326,957	\$2,413,692	\$2,474,040	\$2,568,191	\$2,652,941
Reserve for Street Replacement	\$325,000	\$325,000	\$325,000	\$325,000	\$325,000	\$325,000	\$325,000
Reserve for Replacement Funds	\$367,374	\$375,335	\$383,472	\$387,377	\$391,478	\$395,783	\$342,381
Reserve for Debt Service	\$525,000	\$550,000	\$575,000	\$600,000	\$600,000	\$600,000	\$500,000
Restricted Escrow/Seizure Cash	\$185,305	\$145,000	\$130,000	\$115,000	\$100,000	\$85,000	\$70,000
<b>Cash Available</b>	<b>\$4,850,111</b>	<b>\$4,510,750</b>	<b>\$3,292,273</b>	<b>\$1,782,393</b>	<b>\$67,469</b>	<b>(\$1,737,979)</b>	<b>(\$3,745,046)</b>

**Special Revenue Funds**

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

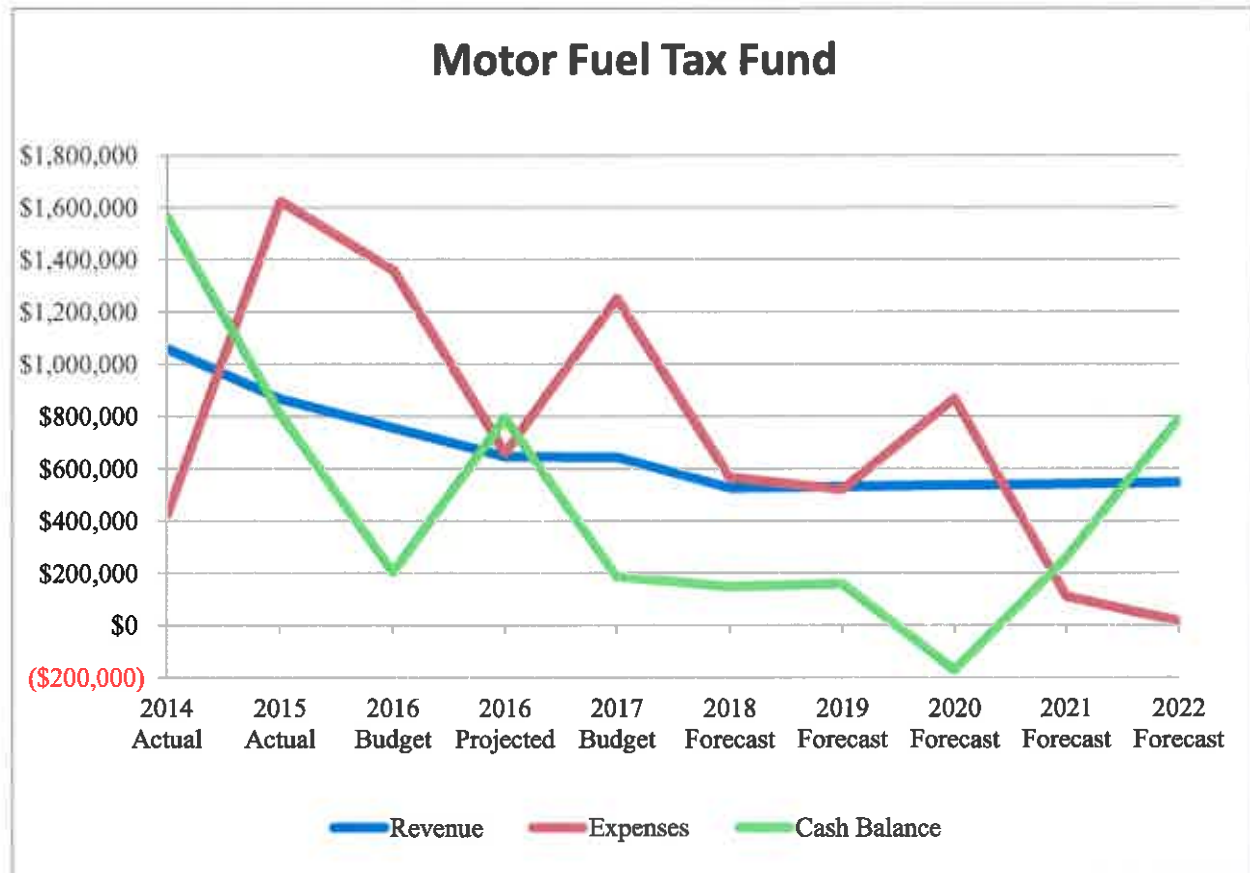
**Motor Fuel Tax (MFT) Fund**

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

**Major Revenue Sources:** Motor Fuel Taxes

**Major Expenditures:** Roadway Capital Projects

**Comments:** Cash projected at a negative \$173,205 at the end of 2020 due to roadway resurfacing project expenses higher than motor fuel tax allotments. Cash increases significantly thereafter, mainly due to no roadway projects programmed in the capital program. There are no roadway reconstruction projects in this fund, only maintenance such as resurfacing.



**Highlights:**

- 2016 budgeted revenues of \$645,043 are \$110,431 (or 14.62%) lower than 2016 budgeted revenues of \$755,474.
  - Motor fuel tax allotments increased \$38,407 based on the IML 2017 per capita projection of \$25.90 versus the per capita amount of \$23.80 used in the 2016 budget.
  - CDBG Revenues decreased \$85,000 as the application for Forest Avenue was not accepted as a CDBG eligible project.
  - The reimbursement for the Hart Road construction engineering services decreased 64.50% from the 2016 budget. The reimbursement is at 70% of the \$477,247 cost, of which \$276,628 has already been received.
- 2017 budgeted expenses of \$1,252,480 are \$109,546 (or 8.04%) lower than the 2016 budgeted expenses of \$1,362,027.
  - All operating expenses have been moved to the General Fund., Public Works Department.

- Capital items include the following:
  - Crack Sealing Program \$ 15,000
  - Rehabilitate Nippersink Road \$555,000
- The following capital items are carryovers from the previous year:
  - Forest Avenue Construction \$ 50,951
  - MacGillis Bridge Construction \$327,118
  - Hart/Sunset Reconstruction \$304,412

The yearend cash balance is reserved at 100% for capital. The fund balance policy does not specifically allocate reserve balances. However, if the same policy as that used for the Capital Projects Fund, the fund balance policy reserves should be maintained at 50% of the five-year average for capital expenditures supported by this fund. As shown by the following chart, the reserves for capital are below the five-year average throughout the forecast with the exception on year end 2022.

Description	Budget		Forecast			
	2017	2018	2019	2020	2021	2022
Motor Fuel Tax	\$187,008	\$147,229	\$158,390	(\$173,201)	\$257,281	\$788,435
Operating	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$187,008	\$147,229	\$158,390	(\$173,201)	\$257,281	\$788,435
5-Year Ave. in 2017	\$527,093	\$527,093	\$527,093	\$527,093	\$527,093	\$527,093

**Bright Meadows SSA#1 Fund**

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

**Major Revenue Sources:** Property Taxes

**Major Expenditures:** Landscaping Charges

**Comments:** Should cash balances be projected to increase, the ability may exist to possibly abate more property taxes per address. Maximum amount per address is \$233; current tax levy per address is \$85.

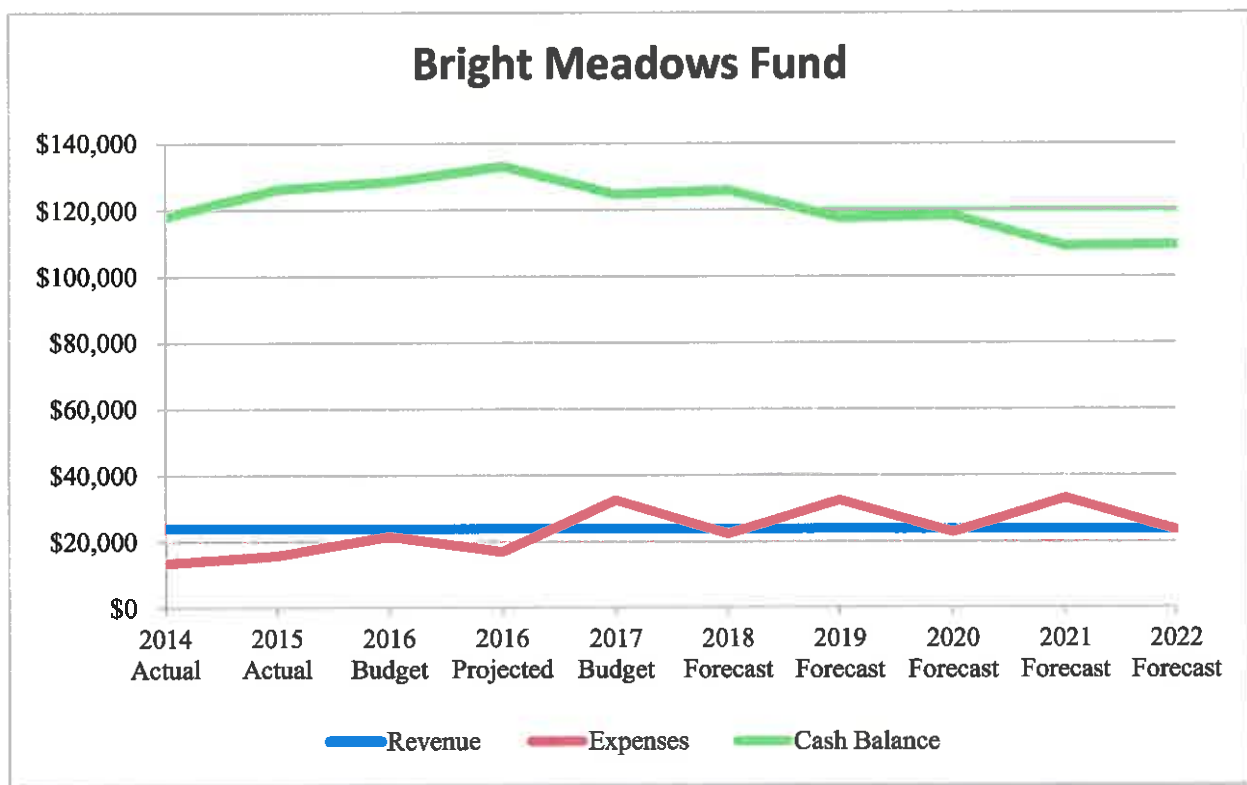
**Highlights:**

- 2017 budgeted revenues of \$23,744 are \$50 (or 0.21%) lower than 2016 budgeted revenues of \$23,793.
  - Real estate taxes were kept the same, with an abatement of \$55 per address, the same as the 2014 abatement amount.
  - Interest income decreased based on a rate of 0.01% versus 0.05% used in the previous year.
- 2017 budgeted expenses of \$32,350 are \$10,772 (or 49.92%) higher than the 2016 budgeted expenses of \$21,578.
  - Landscaping increased by \$10,772 as \$10,000 was added to the normal contract amount for additional Special Service Area (SSA) expenses. Such expenses include sign restoration, detention issues, and any other common area expense that would be included in an SSA.

The yearend cash balance is reserved at 30% for the following year operating expenses with the remaining cash balance reserved for maintenance items and/or capital. The following chart depicts the reserve balances for the yearend 2017 budget and over the following five years through 2022.

Description	Budget			Forecast		
	2017	2018	2019	2020	2021	2022
SSA #1 Bright Meadows	\$124,578	\$125,971	\$117,364	\$118,353	\$109,084	\$109,402
Operating	\$6,705	\$9,705	\$6,826	\$9,903	\$7,027	\$7,133
Capital	\$117,873	\$116,266	\$110,538	\$108,450	\$102,057	\$102,269

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



### Debt Service Funds

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

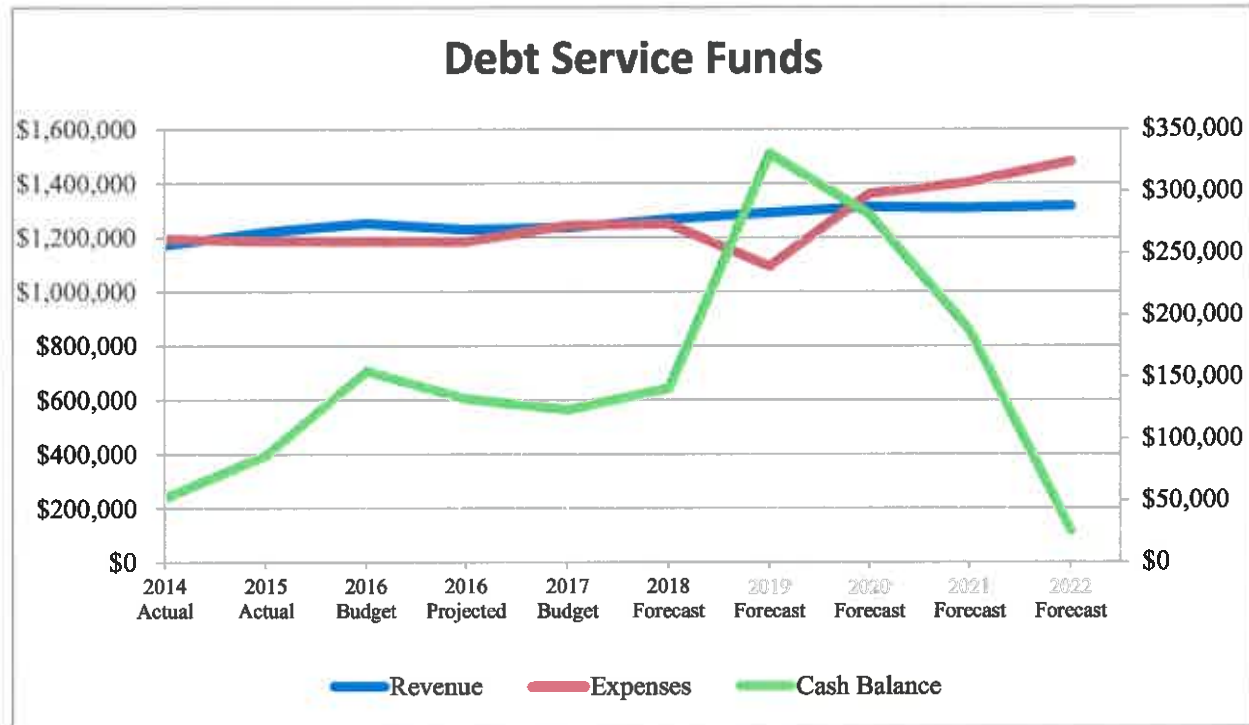
Description	Principal	Interest	Total	Maturity
2005 Bonds Debt Service	\$535,000	\$33,080	\$568,080	1/1/2018
2010A Bonds Debt Service	\$9,100,000	\$3,661,060	\$12,761,060	1/1/2029
2010B Bonds Debt Service	\$610,000	\$63,820	\$673,820	1/1/2021
2011 Bonds Debt Service	\$2,075,000	\$292,350	\$2,367,350	1/1/2022
<b>Total</b>	<b>\$12,320,000</b>	<b>\$4,050,310</b>	<b>\$16,370,310</b>	

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

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

**Major Expenditures:** Principal and Interest Payments

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

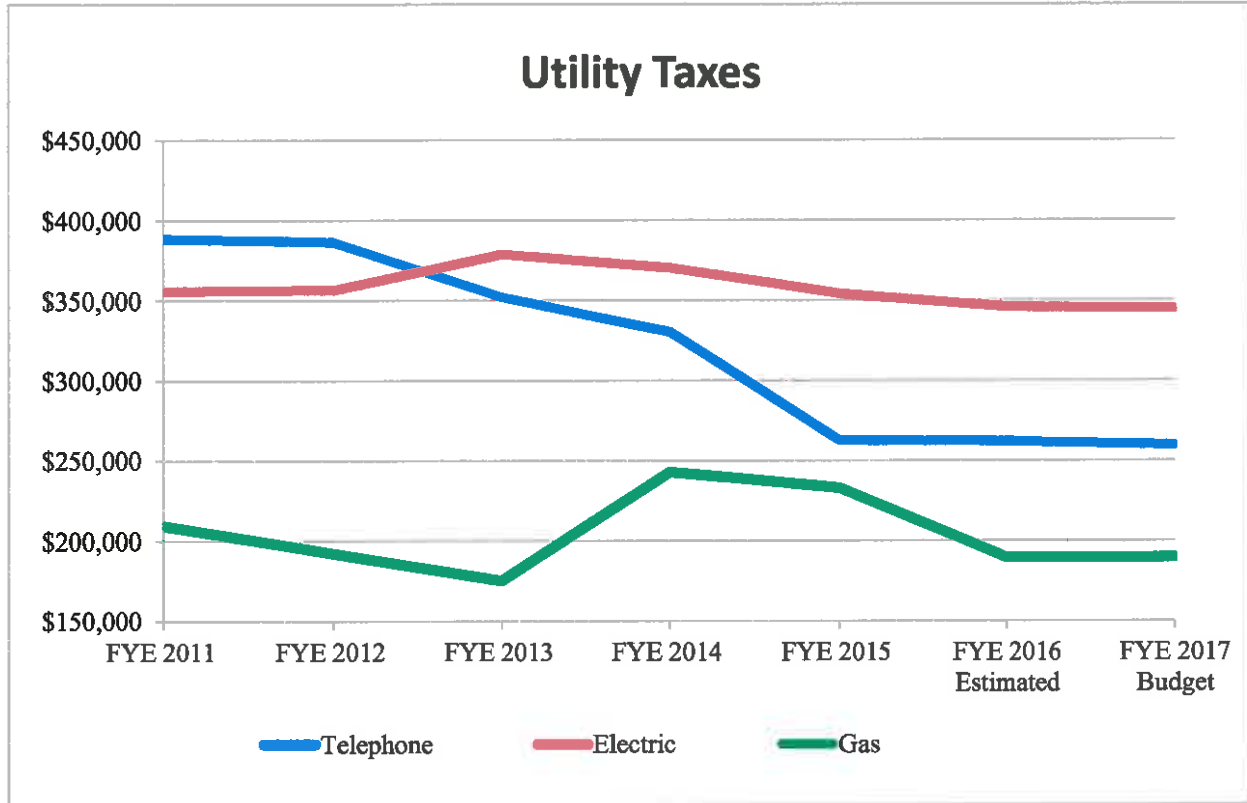


The column on the right is the revenues and expenses each year and the column on the left shows the corresponding fiscal year end cash balance. The dip in expenses in 2019 is due to the 2005 debt series maturing in 2018.

The following table lists the year end necessary reserves, the estimated reserves through 2022 and the amount over/under the minimum reserve.

Description	Budget	2018	2019	Forecast	2021	2022
	2017			2020		
<b>Principal payment reserve</b>						
4 months of next year's payment	\$251,667	\$208,333	\$305,000	\$330,000	\$368,333	\$368,333
<b>Interest payment reserve</b>						
4 four months of July 1st payment	\$160,629	\$151,928	\$144,627	\$133,523	\$120,758	\$120,758
<b>Yearend reserve necessary</b>	<b>\$412,295</b>	<b>\$360,262</b>	<b>\$449,627</b>	<b>\$463,523</b>	<b>\$489,092</b>	<b>\$489,092</b>
Debt Service Cash	\$122,868	\$140,545	\$330,077	\$281,167	\$187,799	\$24,806
General Fund Reserve of Cash	\$550,000	\$575,000	\$600,000	\$600,000	\$600,000	\$600,000
<b>Total</b>	<b>\$672,868</b>	<b>\$715,545</b>	<b>\$930,077</b>	<b>\$881,167</b>	<b>\$787,799</b>	<b>\$624,806</b>
<b>Over/(Under) Reserve</b>	<b>\$260,573</b>	<b>\$355,283</b>	<b>\$480,450</b>	<b>\$417,645</b>	<b>\$298,708</b>	<b>\$135,715</b>

Utility taxes account for the majority of the operating revenues, with a transfer from the General Fund accounting for the remaining revenue. The chart below shows that utility taxes have gone from approximately \$955,000 in fiscal year 2011 to the budget amount of \$795,000 for 2017, a nearly 17% drop in six years. It should be noted that the gas utility tax is split between debt service funds and the Capital Projects Fund.



Due to the drop in utility taxes the contribution from the General fund is expected to increase in future years.

### Capital Funds

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

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

**Major Expenditures:** Capital Projects

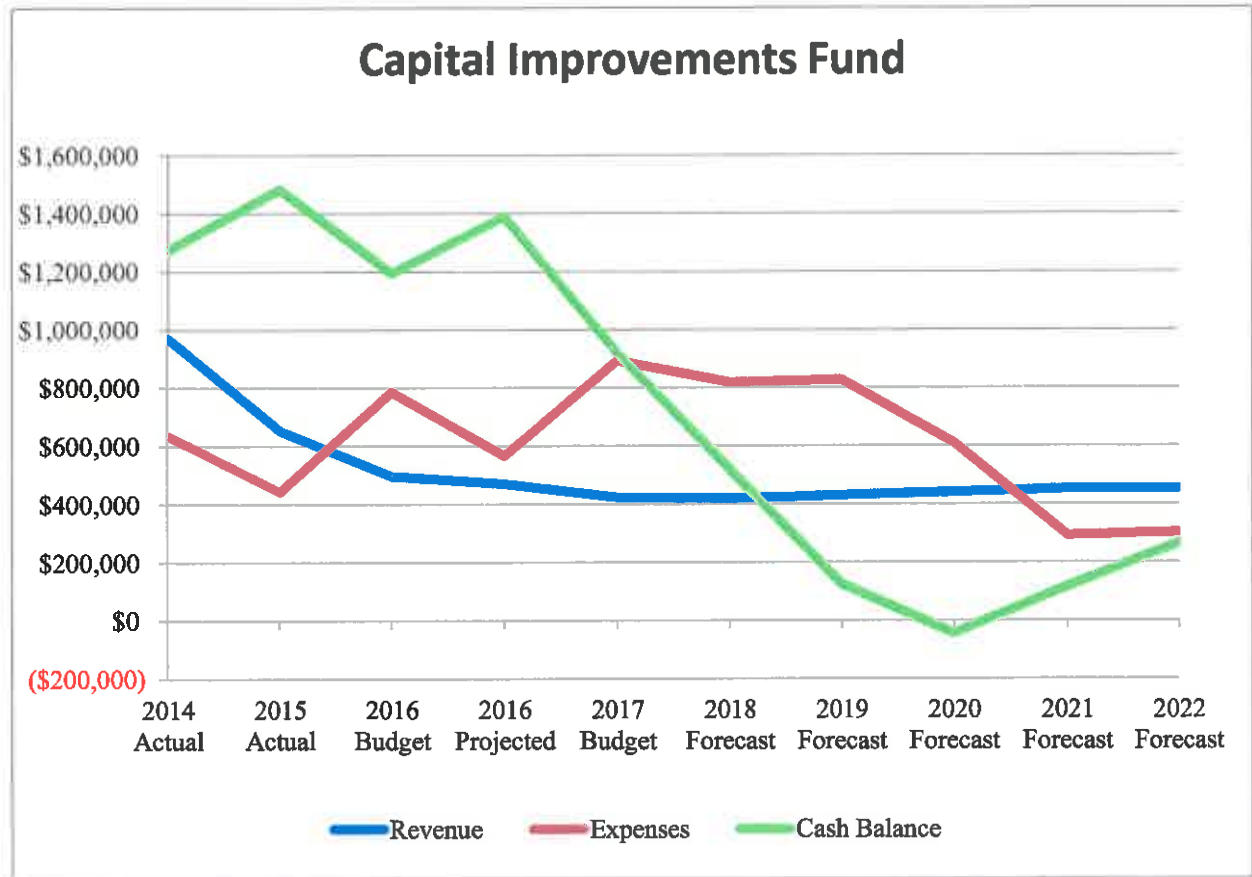
**Comments:** There is no long-term high growth revenue source for this fund.

#### Highlights:

- 2017 budgeted revenues of \$425,139 are \$71,950 (or 41.81%) lower than 2016 budgeted revenues of \$497,089.
  - Fifty percent of the gas utility tax received by the village provides a recurring revenue source to support capital projects. The 2017 budgeted gas tax receipts are nearly 20% lower than the 2016 budget based on current year trends.

- Grants are lower by \$14,250 as the LED grant was received in fiscal year end 2016.
- The capital projects reimbursement includes amounts for Long Lake Drive construction engineering (70% reimbursement). \$28,500 was received in fiscal year end 2016 with the remaining amount collected in 2017.
- 2017 budgeted expenses of \$893,360 are \$105,874 (or 13.44%) higher than the 2016 budgeted expenses of \$787,486. Projects include:
  - Professional Services
    - Design for Resurfacing – Madrona
      - Village Neighborhoods1 & 2 \$ 31,600
      - Traffic Sign Inventory \$ 32,000
  - Contractual services:
    - Mosquito Management \$ 30,000
  - Urban Forest Management
    - Parkway Tree Pruning Program \$ 60,000
    - Parkway Tree Replacement Program \$ 75,000
  - Roadway improvements:
    - Hillandale Drive Design \$ 6,200
    - Midland Drive \$180,900
    - North Rosedale Pavement Rehab. \$ 90,000
  - Land/Land Improvements:
    - Old Village Hall Property \$ 10,000
  - Other Enhancements:
    - Cedar Valley Park Pond Project \$ 75,000
    - Conversion LED Street Lights Program \$ 40,000
    - Heavy Storage Racking \$ 20,000
    - Curb/Gutter and Sidewalk Program \$ 59,000
    - Drainage Improvements 700 Railroad \$ 53,000
    - PW/Police Dept. Lot Resurfacing Design \$ 16,800
    - Tear Downs \$ 10,000
    - Village Hall Lot Resurfacing Design \$ 6,000
    - Welcome Signs \$ 51,000

As the graph on the next page shows, there is a significant reduction of cash due to programmed capital projects through fiscal year end 2020 (negative \$45,000). Cash increases quickly starting in fiscal year end 2021 as there is very little capital programmed thereafter.



Per policy the yearend cash balance should be maintained at 50% of the five-year average for capital expenditures supported by this fund. As shown by the following chart, the reserves for capital are below the five-year average with the exception of the current budget year of 2017.

Description	Budget	2018	2019	Forecast	2021	2022
	2017			2020		
Ending Cash	\$920,296	\$521,778	\$124,530	(\$45,004)	\$114,011	\$264,322
5-Year Ave. in 2017	\$654,164	\$654,164	\$654,164	\$654,164	\$654,164	\$654,164
Over (Under)	\$266,132	(\$132,386)	(\$529,634)	(\$699,168)	(\$540,153)	(\$389,842)

### Enterprise Funds

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

#### Water and Sewer Fund

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

**Major Revenue Sources:** User Fees

**Major Expenditures:** Utility Payments and Capital Projects

**Comments:** In the fall of 2010 a rate structure was approved with increases from that time through November 2014 (annually in November). A new rate structure will need to be done in the future to facilitate cash flow projections for planned operating and capital items .

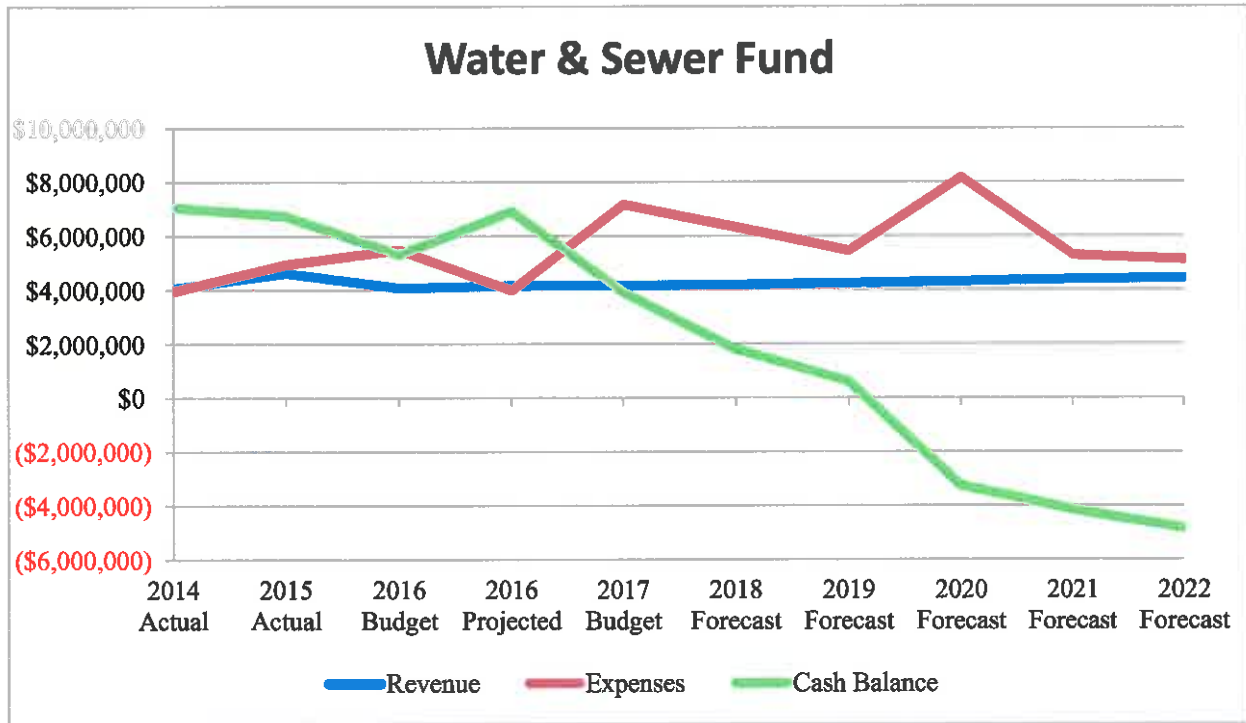
**Highlights:**

- 2016 budgeted revenues of \$4,172,692 are \$94,333 (or 2.31%) higher than 2016 budgeted revenues of \$4,078,359.
  - The water and sewer maintenance fee increased \$15,000 based on trends.
  - Water fees increased \$25,000 based on the anticipated JAWA rate increase of 2.61% effective May 1, 2016.
  - Sewer fees increased \$50,000 based on the Lake County Sewer rate increasing 5.0% effective January 1, 2016.
- 2016 budgeted expenses of \$7,162,322 are \$1,671,089 (or 30.45%) higher than the 2016 budgeted expenses of \$5,490,513.
  - Health insurance increased \$13,000 based on trends and the addition of the Human Resources position in Administration that is allocated 25% to the Water and Sewer Fund.
  - Water meters increased due to new requests to purchase a 2 and a 6 inch large meter at a costs of \$16,350.
  - B&G contracts increased \$27,853 due to the new utility locates contract budgeted at \$25,000.
  - B & G repairs increased \$10,000 based on trends and \$6,000 was added for b-box repairs.
  - Sewer fees increased \$50,000 based on the Lake County Sewer rate increasing 5.0% effective January 1, 2016.
  - The repairs pumps/telemet account (#99206) was combined with the repairs to pumps/lift stations account (#99208).
  - A few of the larger dollar capital requests include:
 

▪ MXU Replacements	\$100,000
▪ Cambridge Lift Station and Force Main	\$465,000
▪ Cedar Lake Rd. Lift Station Stabilization	\$211,442
▪ Midland Drive Water Main Replacement	\$582,600
▪ Nippersink Lift Station Replacement	\$440,000
▪ Rehabilitate Nippersink Road	\$110,000
▪ Sanitary Sewer System Maintenance	\$375,000
▪ Well No. 3 Rehabilitation	\$325,000
  - Carryovers include:
 

▪ Cambridge Lift Station Design	\$ 9,243
▪ Dorothy Water Main Replacement	\$ 40,000
▪ Washington Street Main Improvements	\$ 38,896

- Three replacement funds receive contributions from the General and Water/Sewer Funds based on an inventory of items and the annual depreciation amount to fund such items in the future. The three funds with 2017 depreciation amounts are:
  - Vehicle Replacement Fund, contribution of \$98,540
  - Technology Replacement Fund, contribution of \$18,454
  - Building Replacement Fund, contribution of \$22,770



The chart above includes all operating expenses, capital, and contributions to other funds. The decrease in cash is the result of adding a number of new projects supported by this fund. These projects will need to be prioritized based on cash availability.

The table below shows the levels of reserves of each category. The reserve for capital and in general, overall cash decreased significantly due to nearly \$12.6 million in water and sewer infrastructure improvements between fiscal year end 2017 and 2022.

Reserve Description	Budget			Forecast		
	2017	2018	2019	2020	2021	2022
Operating Cash (30% of Expenses)	1,118,733	1,146,158	1,174,304	1,203,434	1,234,394	1,234,394
Debt Service Reserve	137,583	138,683	134,620	139,995	0	0
Reserve for Replacement Funds	141,862	144,096	145,113	146,181	147,302	148,433
Reserve for Capital	2,535,955	369,454	(856,856)	(4,752,956)	(5,551,619)	(6,241,493)
<b>Cash Available</b>	<b>3,934,133</b>	<b>1,798,391</b>	<b>597,181</b>	<b>(3,263,346)</b>	<b>(4,169,923)</b>	<b>(4,858,666)</b>

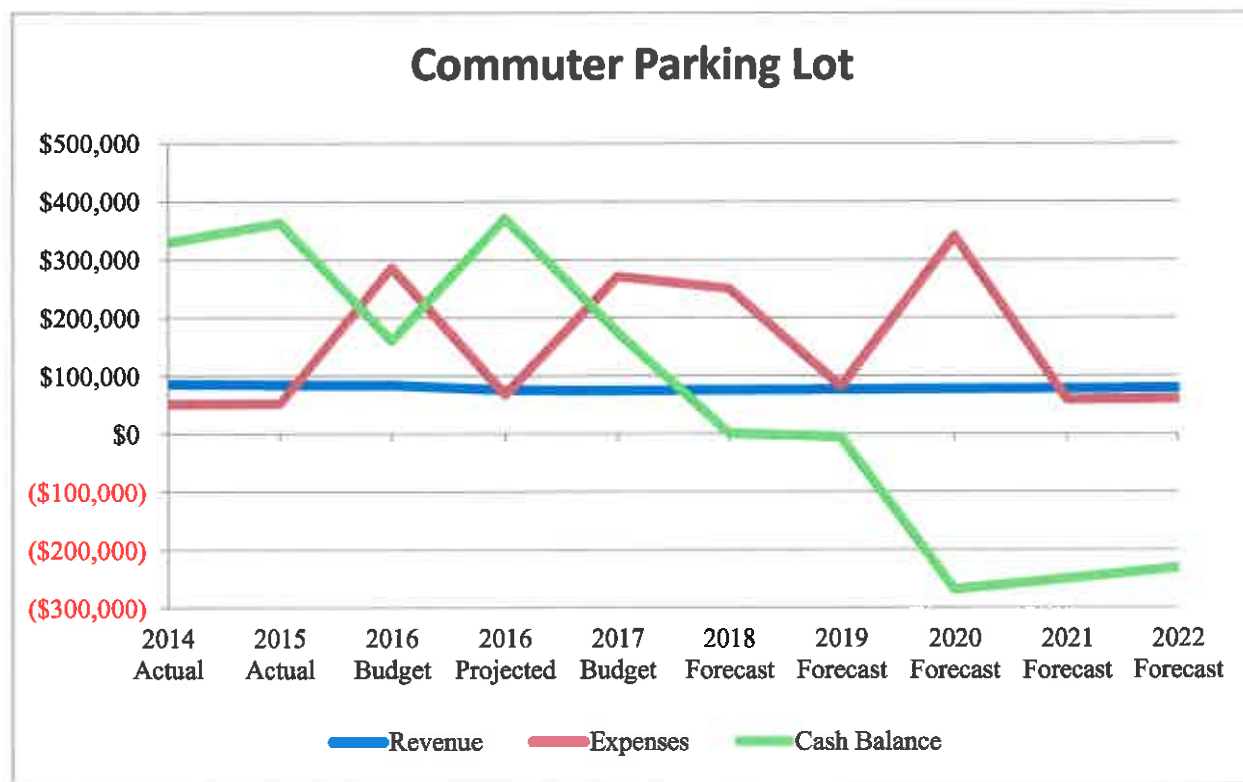
**Commuter Parking Lot Fund**

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

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

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

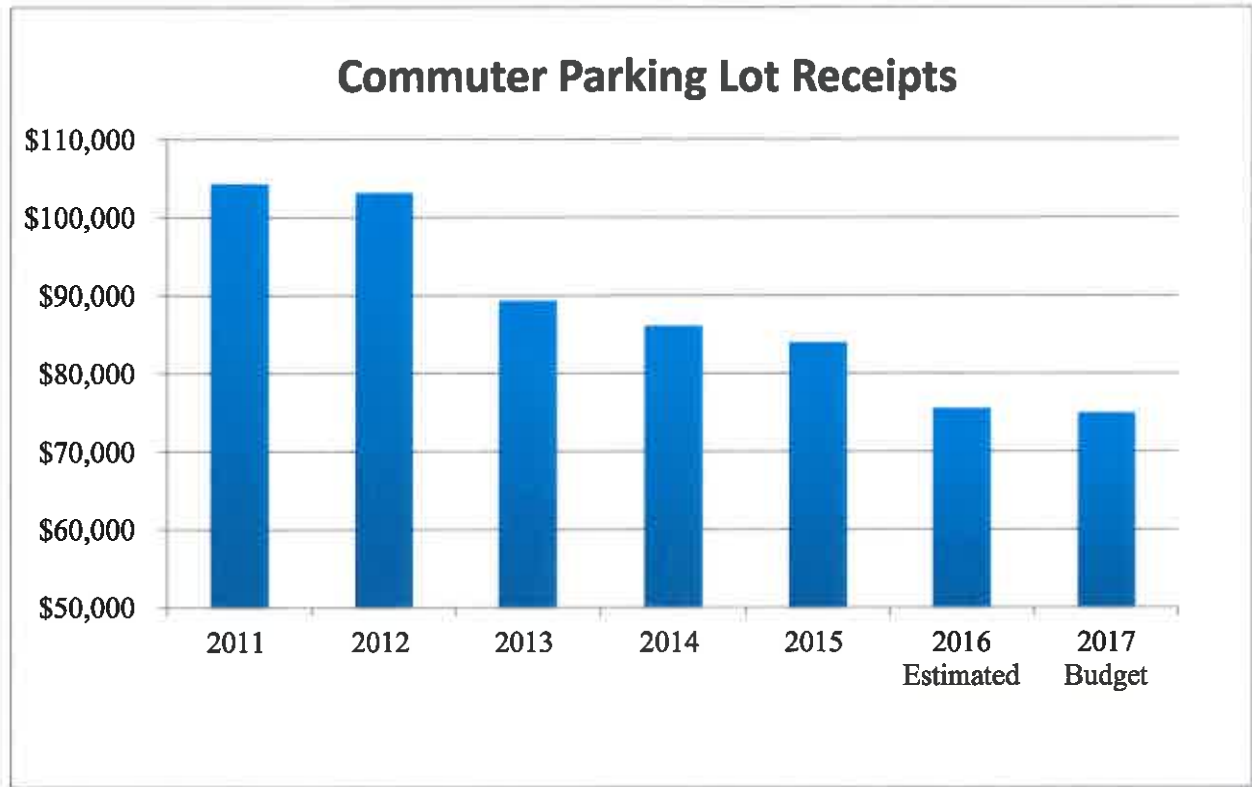
**Comments:** One large project is scheduled for 2017 – repaving the main commuter lot. The project, along with resurfacing the other two main lots (in 2018 & 2020) creates a negative position in this fund. These projects will need to be prioritized based on cash availability.



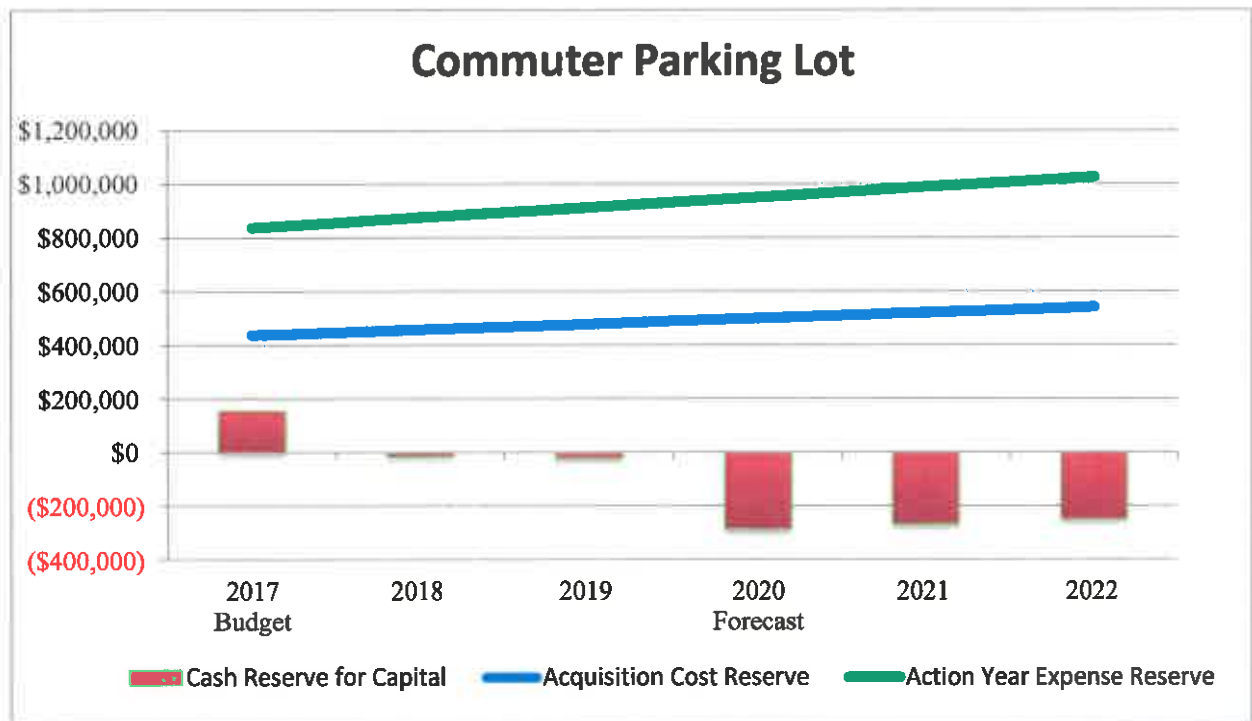
**Highlights:**

- 2017 budgeted revenues of \$75,037 are \$9,141 (or 10.86%) lower than 2016 budgeted revenues of \$84,178.
  - Parking lot income decreased \$9,000 based in current year 2016 trends, with no projected increase for next year.
- 2017 budgeted expenses of \$271,234 are \$15,518 (or 5.41%) lower than the 2016 budgeted expenses of \$286,752.
  - The land/land improvements account includes \$203,000 for the main parking lot repaving, which was moved from fiscal year end 2016. In addition, \$12,200 was budgeted for engineering services for the lot south of the tracks/east of Cedar Lake Road.

Since fiscal year end 2011 when receipts were at \$104,355, annual commuter lot receipts have decreased \$29,355, 28.13% to the 2017 budget amount of \$75,000.



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



The line that starts at slight above \$400,000 shows what the reserve cash balance should be if money was placed aside since the asset was put into service at original cost, based on the useful life of the asset. The top line, starting slightly under \$800,000 shows what the reserve cash balance should be if money was placed aside since the asset was put into service, but based on the action year replacement value, which includes an inflation figure of 2%. Each year the acquisition cost reserve should increase by \$20,659 and the action year expense reserve by \$37,102.

**Internal Service Funds**

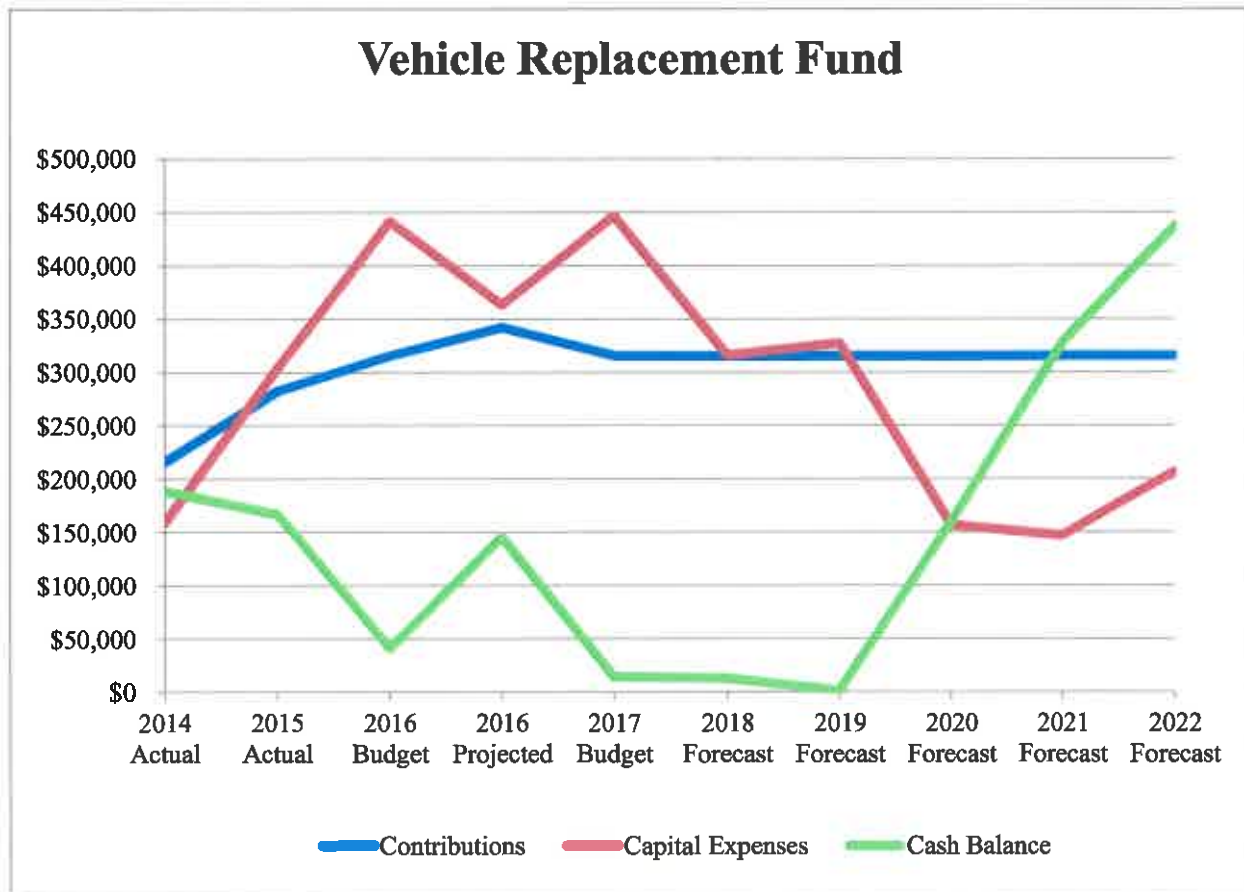
Internal service funds are used for operations serving other funds or departments within a government on a cost-reimbursement basis.

**Vehicle Replacement Fund**

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

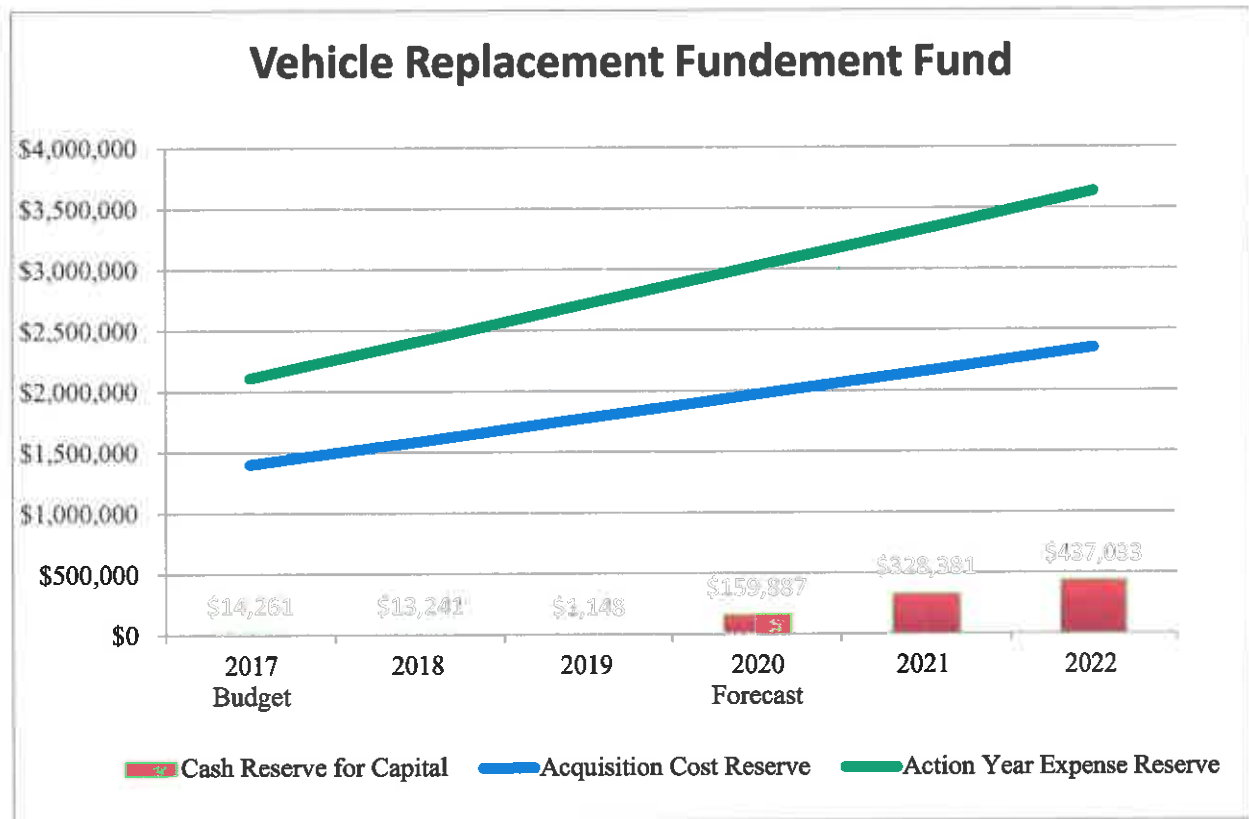
**Major Expenditures:** Capital plan expenses – vehicles and related equipment, large equipment purchases.

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



**Highlights:**

- Current annual depreciation amounts are \$134,725 and \$52,895 for General and Water/Sewer, respectively. In the prior year annual depreciation amounts were \$144,667 and \$65,693 for General and Water/Sewer, respectively, with a 150% markup to build fund balance. Staff kept contributions same as last year to build fund balance.
- The annual depreciation funding levels also include any equipment purchases necessary for the asset to be placed in service.
- 2017 capital items include:
  - Radar Trailer \$ 18,000
  - Police Vehicles \$ 84,036
  - Police Vehicles Equipment \$ 15,450
  - Large Dump Trucks \$185,000
  - Pickup Truck Replacements \$ 30,000
  - Refurbish Trucks \$ 60,000
  - Dump Body (carryover) \$ 54,537
- Based on the cost in the acquisition year, useful life, and the current age of the asset, the reserve balance for the vehicle replacement items should be \$1,407,022. The projected 2017 ending cash balance is \$14,261.



The line that starts around \$1.5 million shows what the reserve cash balance should be if money was placed aside since the asset was put into service at original cost, based on the useful life of the asset. The top line, starting around \$2.0 million shows what the reserve cash balance should be if money was placed aside since the asset was put into service, but based on the action year

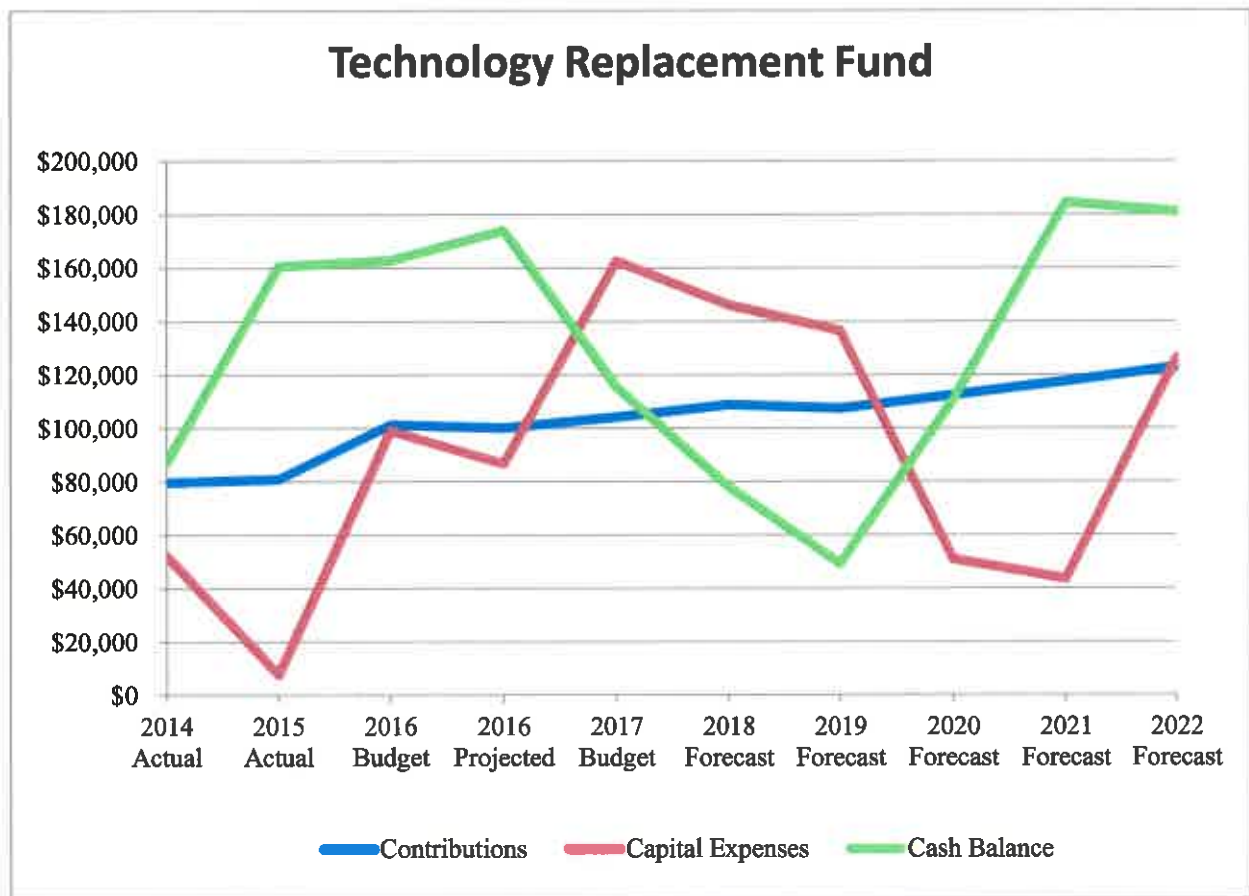
replacement value, which includes an inflation figure of 2%. Each year the acquisition cost reserve should increase by \$187,620 and the action year expense reserve by \$303,910.

**Technology Replacement Fund**

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

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

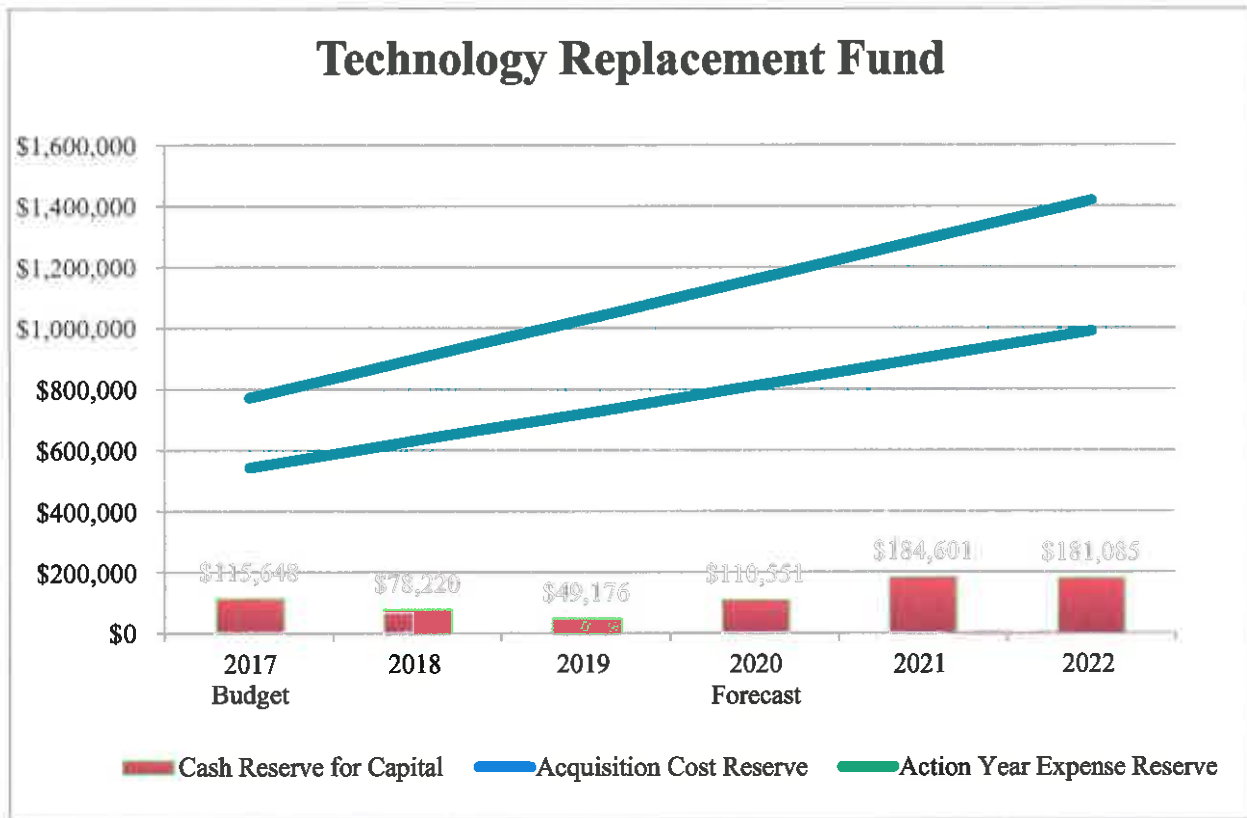
**Comments:** Keeping up with technology is critical to be sure staff has the tools to be effective and efficient in the delivery of work products and in general, customer service. Adequate cash reserve will be important for timely and/or emergency replacements. Increasing the cash reserve will be determined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



**Highlights:**

- Contributions from the General Fund are budgeted at \$70,841, which is 4.99% over the 2016 budget amount of \$67,475.
- Contributions from the Water/Sewer Fund are budgeted at \$18,454, which is 2.41% under the 2016 budget amount of \$18,909.

- 2017 capital items include:
  - Seven (7) computers for Administration
  - Financial Management System
  - Village Hall server
  - Six (6) computers for Police
  - New Mobile Data Computers for Police Squads
  - Automated External Defibrillator Replacements
  - Replacement Patrol Vehicle Radar Unit(s)
  - Two (2) computers for Building Department
  - Two (2) computers for Public Works
- monies set aside for emergency replacement items
- Based on the cost in the acquisition year, useful life, and the current age of the asset, the reserve balance for the technology replacement items should be \$554,610. The projected fiscal year ended 2017 ending balance is \$115,648.



The line that starts around \$600,000 shows what the reserve cash balance should be if money was placed aside since the asset was put into service at original cost, based on the useful life of the asset. The top line, starting around \$800,000 shows what the reserve cash balance should be if money was placed aside since the asset was put into service, but based on the action year replacement value, which includes an inflation figure of 2%. Each year the acquisition cost reserve should increase by \$89,295 and the action year expense reserve by \$129,247.

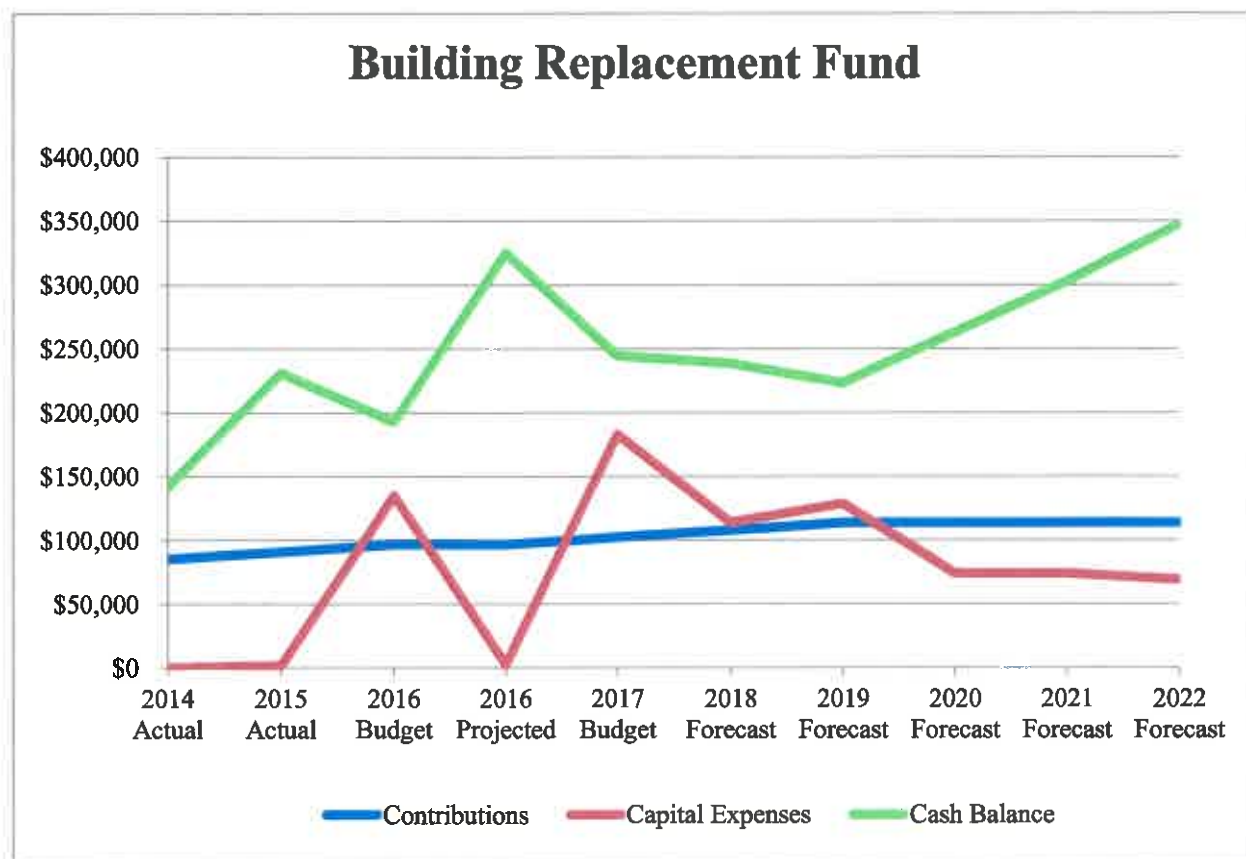
**Building Replacement Fund**

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

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

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

The graph that follows shows the contributions, capital expenses, and cash balance through 2022.



**Highlights:**

- Contributions from the General Fund are budgeted at \$79,533, which represents 90% of the annual depreciation funding levels. This is an increase from the 85% used for fiscal year end 2016.
- Contributions from the Water/Sewer Fund are budgeted at \$22,770, which also represents 90% of the annual depreciation funding levels. This is an increase from the 85% used for fiscal year end 2016.

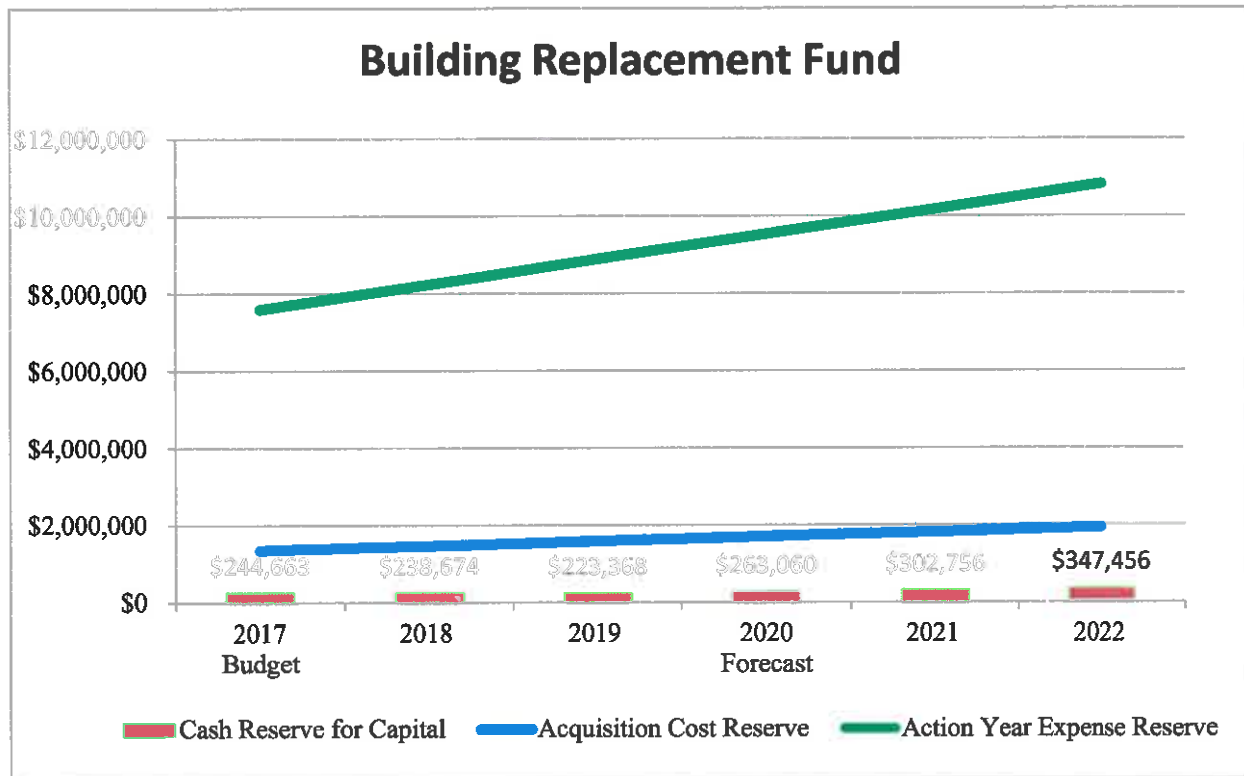
- Capital items of \$183,000 are included in the 2017 budget. A few of the capital items included in budget year 2017 are:

○ Salt Barn Repairs	\$12,000
○ Village Hall Vestibule	\$12,500 (Moved From 2016)
○ Insulate Exposed Attic	\$18,500 (Moved From 2016)
○ Lightning Protection System	\$21,000
○ Village Owned Building for Rent	\$30,000

The remaining capital items are contingency amounts for painting, furniture, and large equipment replacement.

- Based on the cost in the acquisition year, useful life, and the current age of the asset, the reserve balance for building replacement items should be \$1,347,943. The projected 2017 ending cash balance is \$244,663.

The line that starts around \$1 million shows what the reserve cash balance should be if money was placed aside since the asset was put into service at original cost, based on the useful life of the asset. The top line, starting around \$7.6 million shows what the reserve cash balance should be if money was placed aside since the asset was put into service, but based on the action year replacement value, which includes an inflation figure of 2%. Each year the acquisition cost reserve should increase by \$113,671 and the action year expense reserve by \$644,552.



## Fiduciary Funds

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

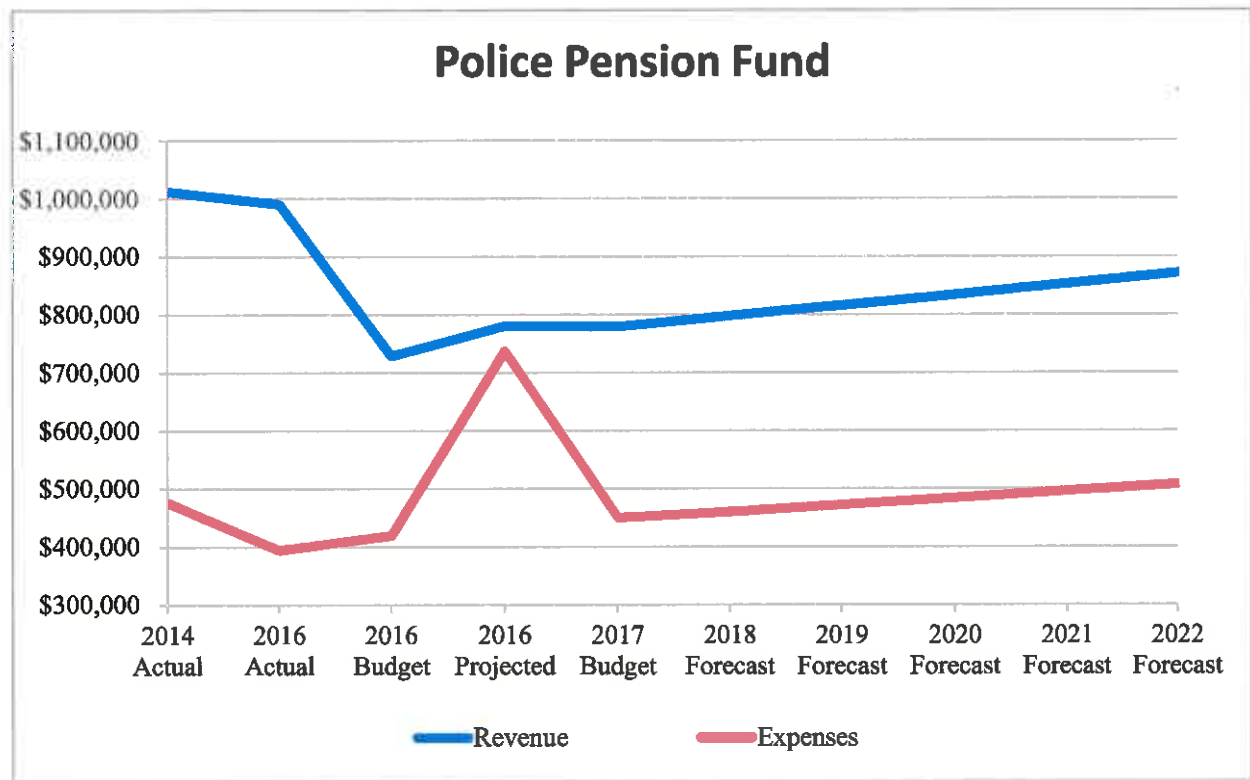
### Police Pension Fund

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

**Major Revenue Sources:** Property Taxes and Employee Contributions

**Major Expenditures:** Retirement, Disability and Surviving Spouse Benefits

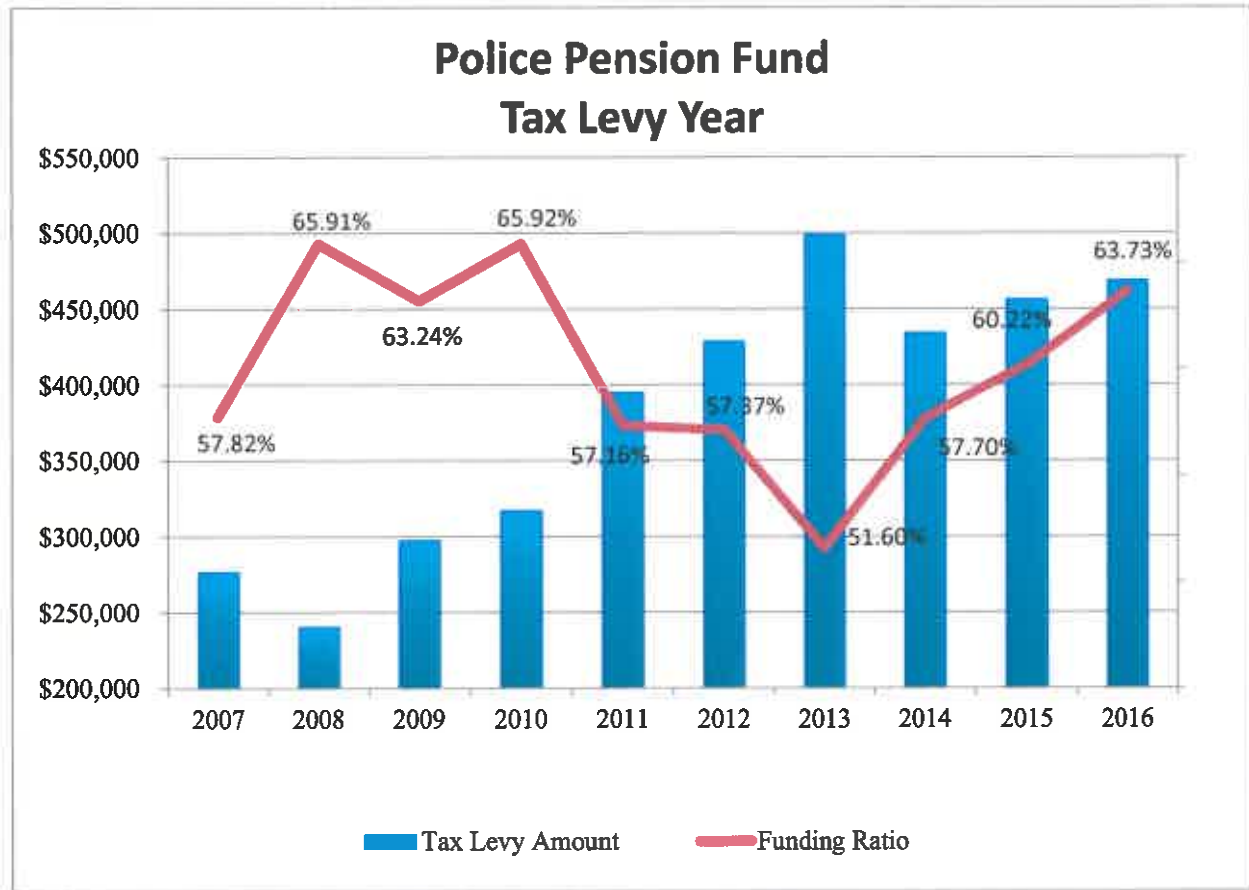
**Comments:** The increase in the Police Pension levy has reduced the General Fund levy supporting general services.



There is no specified reserve balance for the Police Pension Fund. The Village’s Fund Balance Policy states that net assets shall be adequate to fully fund the Police Pension Fund by the date required by state statute. An annual actuarial study will be performed to determine the appropriate level of funding. Therefore, the following chart depicts cash balances for the yearend 2017 budget and over the following five years through 2022 for benefit payments, other operating expenses, and obligated for future annuity payments.

Description	Budget			Forecast		
	2017	2018	2019	2020	2021	2022
Police Pension Fund	\$6,518,287	\$6,855,688	\$7,199,381	\$7,549,571	\$7,906,398	\$8,270,686
Benefit Payments	\$376,096	\$385,796	\$395,796	\$405,996	\$416,421	\$426,421
Other Operating	\$55,125	\$55,802	\$56,832	\$57,858	\$58,932	\$60,028
Future Annuity Payments	\$6,087,066	\$6,414,090	\$6,746,754	\$7,085,717	\$7,431,046	\$7,784,237

The graph below shows the tax levy amounts, including the upcoming 2016 tax levy. Over the past ten (10) years the Police Pension levy has increased \$192,062, a 69.43% increase since the 2007 tax levy of \$276,631. The line graph with the percentages shown is the percent funded each year. Although the tax levy has increased dramatically since 2007, the funding percentage has averaged 60.07% and as of the last State (Department of Insurance) actuarial review the funded percentage was 63.73%.



***Agency Funds***

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

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

No budgets are completed for the above funds and for audit purposes there is no profit (loss) statement due to the nature of the Agency Fund type.

***Permanent Funds***

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

Account #	Description	Budget 2017	Budget 2016	Dollar Change	Percent Change
<b><u>General Fund - Revenues</u></b>					
01-05-50-55001	Real Estate Taxes	\$3,120,745	\$3,068,769	\$51,976	1.69%
01-05-52-55201	Road & Bridge Tax	\$60,000	\$58,410	\$1,590	2.72%
01-05-52-55203	State Use Tax	\$429,792	\$354,807	\$74,985	21.13%
01-05-52-55205	Sales Tax	\$500,000	\$500,000	\$0	0.00%
01-05-52-55207	State Income tax	\$1,865,478	\$1,810,611	\$54,867	3.03%
01-05-52-55209	Replacement Tax	\$24,395	\$23,684	\$711	3.00%
01-05-52-55211	Video Gaming Tax	\$52,000	\$30,000	\$22,000	73.33%
01-05-54-55401	Business License	\$7,500	\$7,500	\$0	0.00%
01-05-54-55403	Vendor License	\$2,080	\$2,100	(\$20)	(0.95%)
01-05-54-55405	Liquor License	\$26,400	\$27,600	(\$1,200)	(4.35%)
01-05-54-55409	Building Permits	\$52,500	\$52,500	\$0	0.00%
01-05-54-55411	Inspection Fees	\$1,300	\$1,300	\$0	0.00%
01-05-56-55605	Labor / Equip Reimb. - MFT	\$0	\$25,000	(\$25,000)	(100.00%)
01-05-56-55613	Garbage Fees	\$605,000	\$600,000	\$5,000	0.83%
01-05-56-55615	Zoning Hearing Fees	\$2,750	\$2,000	\$750	37.50%
01-05-56-55619	Off / Accident Receipts	\$1,900	\$1,900	\$0	0.00%
01-05-60-56001	Fines	\$35,000	\$32,000	\$3,000	9.38%
01-05-60-56003	Circuit Court Fines	\$125,000	\$115,000	\$10,000	8.70%
01-05-60-56005	Senate 740 Revenues	\$14,775	\$16,775	(\$2,000)	(11.92%)
01-05-60-56007	Seizure: Computer Crime	\$0	\$3,000	(\$3,000)	(100.00%)
01-05-60-56009	Federal Seizures	\$18,450	\$16,850	\$1,600	9.50%
01-05-62-56200	Grant Income	\$7,800	\$10,400	(\$2,600)	(25.00%)
01-05-64-56401	Interest Income	\$7,750	\$12,353	(\$4,603)	(37.26%)
01-05-65-56520	School Resource Officer Fees	\$46,000	\$47,000	(\$1,000)	(2.13%)
01-05-66-56601	Miscellaneous Receipts	\$60,000	\$95,000	(\$35,000)	(36.84%)
01-05-66-56607	Comcast Cable Franchise	\$177,550	\$178,000	(\$450)	(0.25%)
01-05-66-56608	AT&T Video Franchise	\$74,200	\$64,000	\$10,200	15.94%
01-05-66-56609	AT&T Franchise	\$4,000	\$3,500	\$500	14.29%
01-05-66-56610	AT&T PEG Fees	\$13,250	\$13,000	\$250	1.92%
01-05-66-56611	Recycling Rebate SWALCO	\$500	\$15,000	(\$14,500)	(96.67%)
01-05-66-56617	Rent Payment	\$6,000	\$6,000	\$0	0.00%
	<b>Total</b>	<b>\$7,342,115</b>	<b>\$7,194,059</b>	<b>\$148,056</b>	<b>2.06%</b>
<b><u>General Fund - Administration Department</u></b>					
01-20-70-67001	Regular Salaries	\$330,000	\$290,000	\$40,000	13.79%
01-20-70-67006	Elected Officials Salaries	\$45,600	\$45,600	\$0	0.00%
01-20-70-67011	Committee Member Salaries	\$4,425	\$5,310	(\$885)	(16.67%)
01-20-70-67021	Part-Time Salaries	\$12,500	\$8,250	\$4,250	51.52%
01-20-70-67031	Overtime	\$250	\$125	\$125	100.00%
01-20-71-67101	IMRF Expense	\$34,250	\$29,000	\$5,250	18.10%
01-20-71-67107	Dental Insurance	\$3,225	\$2,100	\$1,125	53.57%
01-20-71-67108	Vision Insurance	\$400	\$250	\$150	60.00%
01-20-71-67109	Life Insurance	\$245	\$225	\$20	8.89%
01-20-71-67110	Health Insurance	\$54,000	\$37,500	\$16,500	44.00%
01-20-71-67111	Social Security Expense	\$24,300	\$21,750	\$2,550	11.72%
01-20-71-67112	Medicare	\$5,700	\$5,100	\$600	11.76%
01-20-72-67204	Dues & Memberships	\$8,055	\$7,450	\$605	8.12%
01-20-72-67208	Meetings, Travel, & Training	\$19,250	\$19,250	\$0	0.00%
01-20-72-67234	Hiring Process	\$600	\$400	\$200	50.00%

Account #	Description	Budget 2017	Budget 2016	Dollar Change	Percent Change
<b>General Fund - Administration Department Continued</b>					
01-20-73-77301	Auditing Expense	\$23,022	\$20,022	\$3,000	14.98%
01-20-73-77307	Engineering Expenses	\$19,000	\$19,000	\$0	0.00%
01-20-73-77309	Village Planner	\$45,000	\$40,000	\$5,000	12.50%
01-20-73-77311	Village Prosecutor	\$2,000	\$0	\$2,000	-
01-20-73-77313	Legal Services	\$85,250	\$77,750	\$7,500	9.65%
01-20-73-77314	Ord. Review - Legal	\$2,000	\$3,000	(\$1,000)	(33.33%)
01-20-73-77315	Economic Dev. Marketing	\$25,000	\$20,000	\$5,000	25.00%
01-20-73-77319	Consultant Studies	\$50,000	\$7,500	\$42,500	566.67%
01-20-74-77420	Village Publications	\$7,500	\$7,500	\$0	0.00%
01-20-74-77430	Office Supplies	\$6,100	\$6,314	(\$214)	(3.39%)
01-20-74-77432	Postage	\$4,000	\$4,286	(\$286)	(6.67%)
01-20-74-77440	Printing	\$1,100	\$1,100	\$0	0.00%
01-20-75-77511	Publications & Subscriptions	\$500	\$500	\$0	0.00%
01-20-75-77512	Notification System	\$9,000	\$9,000	\$0	0.00%
01-20-75-77515	Garbage Collection	\$971,011	\$971,192	(\$181)	(0.02%)
01-20-75-77519	Risk Management Ins. Premium	\$186,079	\$173,731	\$12,348	7.11%
01-20-75-77537	Legal Notices/Recording Fees	\$3,000	\$2,990	\$10	0.33%
01-20-75-77541	SWALCO	\$7,758	\$7,758	\$0	0.00%
01-20-77-77704	Special Events	\$6,250	\$14,900	(\$8,650)	(58.05%)
01-20-77-77706	Miscellaneous Expense	\$9,000	\$8,720	\$280	3.21%
01-20-77-77710	Beautification Program	\$5,000	\$5,000	\$0	0.00%
01-20-77-77716	Police & Fire Commission	\$6,675	\$7,675	(\$1,000)	(13.03%)
01-20-79-77901	B&G Maintenance	\$1,250	\$3,750	(\$2,500)	(66.67%)
01-20-79-77903	B&G Contracts	\$16,630	\$14,948	\$1,682	11.25%
01-20-79-77905	B&G Repairs	\$4,750	\$6,461	(\$1,711)	(26.48%)
01-20-80-88018	Office Equipment	\$6,750	\$6,485	\$265	4.09%
01-20-82-88202	Telephone Service	\$9,500	\$8,940	\$560	6.26%
01-20-82-88204	Cellular Service	\$4,810	\$4,560	\$250	5.48%
01-20-82-88208	Heating	\$500	\$500	\$0	0.00%
01-20-91-99105	Network Repairs	\$3,500	\$2,750	\$750	27.27%
01-20-91-99107	IT Maintenance Services	\$63,654	\$88,551	(\$24,897)	(28.12%)
01-20-91-99117	IT Equipment	\$5,000	\$3,750	\$1,250	33.33%
01-20-91-99119	GIS Support	\$0	\$7,500	(\$7,500)	(100.00%)
	<b>Total Disbursements</b>	<b>\$2,133,389</b>	<b>\$2,028,443</b>	<b>\$104,946</b>	<b>5.17%</b>
<b>General Fund - Police Department</b>					
01-40-70-67001	Regular Salaries	\$2,282,889	\$2,122,126	\$160,763	7.58%
01-40-70-67021	Part-Time Salaries	\$82,870	\$97,557	(\$14,687)	(15.05%)
01-40-70-67031	Overtime	\$105,000	\$104,000	\$1,000	0.96%
01-40-71-67101	IMRF	\$22,750	\$20,000	\$2,750	13.75%
01-40-71-67107	Dental Insurance	\$21,100	\$16,500	\$4,600	27.88%
01-40-71-67108	Vision Insurance	\$2,800	\$2,250	\$550	24.44%
01-40-71-67109	Life Insurance	\$1,700	\$1,650	\$50	3.03%
01-40-71-67110	Health Insurance	\$320,000	\$263,000	\$57,000	21.67%
01-40-71-67111	Social Security	\$153,250	\$144,500	\$8,750	6.06%
01-40-71-67112	Medicare	\$36,000	\$34,000	\$2,000	5.88%
01-40-71-67116	Unemployment Insurance	\$2,500	\$2,500	\$0	0.00%
01-40-72-67202	Uniforms	\$60,900	\$59,350	\$1,550	2.61%
01-40-72-67204	Dues & Memberships	\$2,945	\$2,965	(\$20)	(0.67%)

Account #	Description	Budget 2017	Budget 2016	Dollar Change	Percent Change
<b>General Fund - Police Department Continued</b>					
01-40-72-67206	Medical/Psychological	\$1,000	\$1,000	\$0	0.00%
01-40-72-67208	Meetings, Travel, & Training	\$40,210	\$30,410	\$9,800	32.23%
01-40-72-67234	Hiring Process	\$17,692	\$12,405	\$5,287	42.62%
01-40-73-77311	Village Prosecutor	\$55,000	\$51,000	\$4,000	7.84%
01-40-73-77313	Legal Services	\$10,000	\$10,000	\$0	0.00%
01-40-74-77402	Ammo / Guns	\$17,000	\$17,300	(\$300)	(1.73%)
01-40-74-77430	Office Supplies	\$6,000	\$6,000	\$0	0.00%
01-40-74-77432	Postage	\$2,946	\$2,946	\$0	0.00%
01-40-74-77434	Operating Supplies	\$2,500	\$2,500	\$0	0.00%
01-40-74-77440	Printing	\$3,500	\$3,500	\$0	0.00%
01-40-75-77501	MDT Lines	\$7,325	\$7,325	\$0	0.00%
01-40-75-77503	Animal Control	\$1,200	\$1,200	\$0	0.00%
01-40-75-77505	CenCom	\$286,675	\$260,212	\$26,463	10.17%
01-40-75-77511	Publications & Subscriptions	\$13,279	\$13,729	(\$450)	(3.28%)
01-40-75-77525	Lake County MEG Membership	\$15,600	\$15,000	\$600	4.00%
01-40-75-77531	NIPAS	\$9,169	\$9,356	(\$187)	(2.00%)
01-40-77-77706	Miscellaneous Expense	\$9,620	\$3,120	\$6,500	208.33%
01-40-77-77710	Dare Fund Expenses	\$1,100	\$1,100	\$0	0.00%
01-40-77-77712	Senate 740 Expenses	\$7,775	\$9,775	(\$2,000)	(20.46%)
01-40-77-77714	Federal Seizure Fund Expenses	\$6,500	\$750	\$5,750	766.67%
01-40-77-77715	Computer Crime Expenses	\$0	\$3,000	(\$3,000)	(100.00%)
01-40-77-77720	Community Education	\$13,500	\$1,000	\$12,500	1250.00%
01-40-77-77722	Bicycle Patrol Expenses	\$250	\$250	\$0	0.00%
01-40-79-77901	B&G Maintenance	\$2,200	\$1,200	\$1,000	83.33%
01-40-79-77903	B&G Contracts	\$14,590	\$13,203	\$1,387	10.51%
01-40-79-77905	B&G Repairs	\$5,000	\$5,000	\$0	0.00%
01-40-79-77907	B&G Supplies	\$2,000	\$2,000	\$0	0.00%
01-40-80-88001	Equipment	\$13,000	\$0	\$13,000	-
01-40-80-88018	Office Equipment	\$12,740	\$9,637	\$3,103	32.20%
01-40-80-88024	Vehicles Equipment	\$35,000	\$5,000	\$30,000	600.00%
01-40-82-88202	Telephone Service	\$3,400	\$3,360	\$40	1.19%
01-40-82-88204	Cellular Service	\$6,600	\$6,300	\$300	4.76%
01-40-82-88208	Heating	\$500	\$500	\$0	0.00%
01-40-84-88402	Gas & Oil	\$65,000	\$87,500	(\$22,500)	(25.71%)
01-40-84-88404	Vehicle Repairs	\$28,000	\$35,000	(\$7,000)	(20.00%)
01-40-84-88406	Vehicle Maintenance	\$5,000	\$5,000	\$0	0.00%
01-40-91-99105	Network Repairs	\$4,500	\$4,500	\$0	0.00%
01-40-91-99107	IT Maintenance Services	\$61,977	\$61,752	\$225	0.36%
	<b>Total Disbursements</b>	<b>\$3,882,052</b>	<b>\$3,573,228</b>	<b>\$308,824</b>	<b>8.64%</b>
<b>General Fund - Public Works Department</b>					
01-60-70-67001	Regular Salaries	\$290,000	\$316,000	(\$26,000)	(8.23%)
01-60-70-67021	Part-Time Salaries	\$5,500	\$2,500	\$3,000	120.00%
01-60-70-67026	Seasonal	\$5,500	\$6,000	(\$500)	(8.33%)

Account #	Description	Budget 2017	Budget 2016	Dollar Change	Percent Change
<b>General Fund - Public Works Department Continued</b>					
01-60-70-67031	Overtime	\$25,000	\$25,000	\$0	0.00%
01-60-71-67101	IMRF	\$33,000	\$34,000	(\$1,000)	(2.94%)
01-60-71-67107	Dental Insurance	\$3,350	\$3,000	\$350	11.67%
01-60-71-67108	Vision Insurance	\$450	\$425	\$25	5.88%
01-60-71-67109	Life Insurance	\$300	\$325	(\$25)	(7.69%)
01-60-71-67110	Health Insurance	\$65,000	\$57,000	\$8,000	14.04%
01-60-71-67111	Social Security	\$21,000	\$22,000	(\$1,000)	(4.55%)
01-60-71-67112	Medicare	\$5,000	\$5,250	(\$250)	(4.76%)
01-60-72-67202	Uniforms	\$3,000	\$2,826	\$174	6.16%
01-60-72-67204	Dues & Memberships	\$419	\$310	\$109	35.16%
01-60-72-67206	Medical/Psychological	\$715	\$415	\$300	72.29%
01-60-72-67208	Meeting, Travel, & Training	\$1,100	\$3,500	(\$2,400)	(68.57%)
01-60-72-67234	Hiring Process	\$600	\$600	\$0	0.00%
01-60-73-77307	Engineering Expenses	\$17,000	\$15,000	\$2,000	13.33%
01-60-73-77313	Legal Services	\$15,000	\$5,000	\$10,000	200.00%
01-60-74-77418	Ice Control	\$116,600	\$144,050	(\$27,450)	(19.06%)
01-60-74-77430	Office Supplies	\$1,500	\$1,500	\$0	0.00%
01-60-74-77432	Postage	\$75	\$75	\$0	0.00%
01-60-74-77452	Street Signs	\$15,000	\$5,000	\$10,000	200.00%
01-60-74-77458	Village Signs/Banners/Flags	\$3,000	\$1,500	\$1,500	100.00%
01-60-75-77511	Publications & Subscriptions	\$150	\$150	\$0	0.00%
01-60-75-77527	Lakes Management	\$500	\$500	\$0	0.00%
01-60-75-77539	Street Sweeping	\$17,400	\$17,400	\$0	0.00%
01-60-75-77543	Traffic Signal Maint. Contracts	\$15,000	\$15,000	\$0	0.00%
01-60-79-77901	B & G Maintenance	\$5,000	\$5,000	\$0	0.00%
01-60-79-77903	B & G Contracts	\$33,754	\$5,070	\$28,684	565.76%
01-60-79-77905	B & G Repairs	\$95,775	\$15,256	\$80,519	527.79%
01-60-79-77907	B & G Building Supplies	\$15,500	\$12,000	\$3,500	29.17%
01-60-79-77911	Landscaping	\$34,000	\$34,000	\$0	0.00%
01-60-80-88001	Equipment	\$43,000	\$24,200	\$18,800	77.69%
01-60-80-88002	Safety Equipment	\$825	\$750	\$75	10.00%
01-60-80-88018	Office Equipment	\$1,000	\$1,000	\$0	0.00%
01-60-80-88024	Vehicle Equipment	\$18,500	\$16,317	\$2,183	13.38%
01-60-82-88202	Telephone Service	\$3,000	\$3,000	\$0	0.00%
01-60-82-88204	Cellular Service	\$2,220	\$2,100	\$120	5.71%
01-60-82-88206	Electrical Service	\$2,000	\$2,000	\$0	0.00%
01-60-82-88208	Heating	\$500	\$500	\$0	0.00%
01-60-82-88216	Street Lights - Electrical	\$87,000	\$87,000	\$0	0.00%
01-60-84-88402	Gas & Oil	\$22,000	\$26,000	(\$4,000)	(15.38%)
01-60-84-88404	Vehicle Repairs	\$25,000	\$25,000	\$0	0.00%
01-60-84-88405	Equipment Repairs	\$17,000	\$17,000	\$0	0.00%
01-60-84-88406	Vehicle Maintenance	\$3,000	\$3,530	(\$530)	(15.01%)
01-60-84-88408	Equipment Maintenance	\$3,000	\$0	\$3,000	-
01-60-84-88412	Equipment Rental	\$1,500	\$1,500	\$0	0.00%

Account #	Description	Budget 2017	Budget 2016	Dollar Change	Percent Change
<b><u>General Fund - Public Works Department Continued</u></b>					
01-60-91-99105	Network Repairs	\$1,500	\$1,500	\$0	0.00%
01-60-91-99107	IT Maintenance Services	\$6,000	\$1,500	\$4,500	300.00%
01-60-92-99210	Street Light Repairs	\$20,000	\$20,000	\$0	0.00%
01-60-92-99214	Storm Sewer Maintenance	\$10,000	\$10,000	\$0	0.00%
	<b>Total Disbursements</b>	<b>\$1,112,233</b>	<b>\$998,549</b>	<b>\$113,684</b>	<b>11.38%</b>
<b><u>General Fund - Building Department</u></b>					
01-70-70-67001	Regular Salaries	\$182,000	\$175,000	\$7,000	4.00%
01-70-70-67031	Overtime	\$2,000	\$1,500	\$500	33.33%
01-70-71-67101	IMRF Expense	\$19,000	\$17,500	\$1,500	8.57%
01-70-71-67107	Dental Insurance	\$1,750	\$1,550	\$200	12.90%
01-70-71-67108	Vision Insurance	\$250	\$250	\$0	0.00%
01-70-71-67109	Life Insurance	\$170	\$170	\$0	0.00%
01-70-71-67110	Health Insurance	\$32,000	\$31,500	\$500	1.59%
01-70-71-67111	Social Security	\$11,400	\$11,000	\$400	3.64%
01-70-71-67112	Medicare	\$2,700	\$2,600	\$100	3.85%
01-70-72-67202	Uniforms	\$510	\$510	\$0	0.00%
01-70-72-67204	Dues & Memberships	\$225	\$225	\$0	0.00%
01-70-72-67208	Meetings, Travel, & Training	\$1,510	\$1,510	\$0	0.00%
01-70-73-77305	Building Inspection Services	\$1,300	\$1,300	\$0	0.00%
01-70-73-77307	Engineering Expenses	\$4,000	\$5,000	(\$1,000)	(20.00%)
01-70-73-77310	Plan Reviews	\$1,000	\$750	\$250	33.33%
01-70-73-77313	Legal Expenses	\$1,500	\$1,750	(\$250)	(14.29%)
01-70-73-77321	Plumbing Inspector	\$10,000	\$11,000	(\$1,000)	(9.09%)
01-70-74-77430	Office Supplies	\$1,000	\$1,000	\$0	0.00%
01-70-74-77432	Postage	\$250	\$300	(\$50)	(16.67%)
01-70-74-77440	Printing	\$100	\$100	\$0	0.00%
01-70-75-77511	Publications & Subscriptions	\$150	\$150	\$0	0.00%
01-70-75-77537	Legal Notices/Recording Fees	\$100	\$100	\$0	0.00%
01-70-82-88202	Telephone Service	\$400	\$600	(\$200)	(33.33%)
01-70-82-88204	Cellular Service	\$1,200	\$1,200	\$0	0.00%
01-70-84-88402	Gas & Oil	\$4,000	\$4,500	(\$500)	(11.11%)
01-70-84-88405	Vehicle Repairs	\$1,500	\$1,500	\$0	0.00%
01-70-84-88406	Vehicle Maintenance	\$300	\$300	\$0	0.00%
01-70-91-99105	Network Repairs	\$750	\$1,000	(\$250)	(25.00%)
01-70-91-99107	IT Maintenance Services	\$19,400	\$778	\$18,622	2393.57%
	<b>Total Disbursements</b>	<b>\$300,465</b>	<b>\$274,643</b>	<b>\$25,822</b>	<b>9.40%</b>
<b><u>General Fund - Contributions and Transfers Out</u></b>					
01-80-96-99626	Transfer to 2010 Debt Service	\$525,000	\$525,000	\$0	0.00%
01-80-96-99635	Contribution to Capital Fund	\$325,000	\$325,000	\$0	0.00%
01-80-96-99660	Contribution to Vehicle Replace.	\$217,000	\$217,001	(\$1)	(0.00%)
01-80-96-99661	Contribution to Tech. Replace.	\$70,841	\$67,475	\$3,366	4.99%
01-80-96-99662	Contribution to Building Replace.	\$79,533	\$80,404	(\$871)	(1.08%)
	<b>Total Disbursements</b>	<b>\$1,217,374</b>	<b>\$1,214,880</b>	<b>\$2,494</b>	<b>0.21%</b>

Account #	Description	Budget 2017	Budget 2016	Dollar Change	Percent Change
<b><u>Motor Fuel Tax Fund</u></b>					
10-05-52-55211	MFT Special Allotment	\$48,279	\$48,146	\$133	0.28%
10-05-52-55213	Motor Fuel Tax	\$473,685	\$435,278	\$38,407	8.82%
10-05-62-56201	CDBG Revenues	\$0	\$85,000	(\$85,000)	(100.00%)
10-05-64-56401	Interest Income	\$79	\$450	(\$371)	(82.35%)
10-05-65-56526	MacGillis Bridge Reimb.	\$123,000	\$186,600	(\$63,600)	(34.08%)
	<b>Total Receipts</b>	<b>\$645,043</b>	<b>\$755,474</b>	<b>(\$110,431)</b>	<b>(14.62%)</b>
10-60-73-77307	Engineering Expenses	\$0	\$500	(\$500)	(100.00%)
10-60-74-77414	Gravel Expense	\$0	\$7,500	(\$7,500)	(100.00%)
10-60-74-77418	Ice Control	\$0	\$3,000	(\$3,000)	(100.00%)
10-60-74-77436	Crack Sealing	\$15,000	\$76,775	(\$61,775)	(80.46%)
10-60-74-77438	Pavement Marking	\$0	\$19,000	(\$19,000)	(100.00%)
10-60-78-77802	Labor / Equipment Reimb. to GF	\$0	\$25,000	(\$25,000)	(100.00%)
10-60-83-88301	Roadway Improvements	\$1,237,480	\$1,215,252	\$22,228	1.83%
10-60-88-88802	Sidewalks	\$0	\$15,000	(\$15,000)	(100.00%)
	<b>Total Disbursements</b>	<b>\$1,252,480</b>	<b>\$1,362,027</b>	<b>(\$109,547)</b>	<b>(8.04%)</b>
<b><u>Bright Meadows SSA #1 Fund</u></b>					
16-05-50-55001	Real Estate Taxes	\$23,730	\$23,730	\$0	0.00%
16-05-64-56401	Interest Income	\$13	\$63	(\$50)	(78.86%)
	<b>Total Receipts</b>	<b>\$23,744</b>	<b>\$23,793</b>	<b>(\$50)</b>	<b>(0.21%)</b>
16-20-73-77313	Legal Services	\$500	\$500	\$0	0.00%
16-20-77-77706	Miscellaneous Expense	\$10	\$10	\$0	0.00%
16-20-79-77911	Landscaping	\$31,840	\$21,068	\$10,772	51.13%
	<b>Total Disbursements</b>	<b>\$32,350</b>	<b>\$21,578</b>	<b>\$10,772</b>	<b>49.92%</b>
<b><u>2005 Debt Service Fund</u></b>					
24-05-50-55003	Utility Tax Electric	\$0	\$71,000	(\$71,000)	(100.00%)
24-05-50-55007	Utility Tax Telephone	\$260,000	\$255,000	\$5,000	1.96%
24-05-64-56401	Interest Income	\$7	\$9	(\$2)	(25.58%)
	<b>Total Receipts</b>	<b>\$260,007</b>	<b>\$326,009</b>	<b>(\$66,002)</b>	<b>(20.25%)</b>
24-20-94-99426	2005 Refunding Bonds Int.	\$21,806	\$31,606	(\$9,800)	(31.01%)
24-20-94-99428	2005 Refunding Bonds Principal	\$260,000	\$245,000	\$15,000	6.12%
24-20-94-99432	Bond Admin & Disclosure Fees	\$550	\$550	\$0	0.00%
	<b>Total Disbursements</b>	<b>\$282,356</b>	<b>\$277,156</b>	<b>\$5,200</b>	<b>1.88%</b>
<b><u>2010 Debt Service Fund</u></b>					
26-05-50-55005	Utility Tax - Gas	\$57,000	\$11,750	\$45,250	385.11%
26-05-64-56401	Interest Income	\$5	\$23	(\$18)	(77.47%)
26-05-68-56801	Transfer From General	\$525,000	\$525,000	\$0	0.00%
	<b>Total Receipts</b>	<b>\$582,005</b>	<b>\$536,773</b>	<b>\$45,232</b>	<b>8.43%</b>
26-20-94-99432	Bond Admin & disclosure Fees	\$1,250	\$1,250	\$0	0.00%
26-20-94-99460	2010A Bond Interest	\$390,975	\$390,975	\$0	0.00%
26-20-94-99462	2010A Bond Debt Principal	\$50,000	\$0	\$50,000	-
26-20-94-99464	2010B Bond Interest	\$20,080	\$23,160	(\$3,080)	(13.30%)
26-20-94-99466	2010B Bond Debt Principal	\$115,000	\$110,000	\$5,000	4.55%
	<b>Total Disbursements</b>	<b>\$577,305</b>	<b>\$525,385</b>	<b>\$51,920</b>	<b>9.88%</b>

Account #	Description	Budget 2017	Budget 2016	Dollar Change	Percent Change
<b><u>2011 Debt Service Fund</u></b>					
28-05-50-55003	Utility Tax Electric	\$355,000	\$284,000	\$71,000	25.00%
28-05-50-55005	Utility Tax - Gas	\$38,000	\$105,750	(\$67,750)	(64.07%)
28-05-64-56401	Interest Income	\$1	\$17	(\$16)	(92.21%)
	<b>Total Receipts</b>	<b>\$393,001</b>	<b>\$389,767</b>	<b>\$3,234</b>	<b>0.83%</b>
28-20-82-88218	Senior Citizen Rebate	\$10,000	\$10,000	\$0	0.00%
28-20-94-99432	Bond Admin & disclosure Fees	\$750	\$750	\$0	0.00%
28-20-94-99470	2011 Bonds Principal	\$300,000	\$290,000	\$10,000	3.45%
28-20-94-99472	2011 Bonds Interest	\$73,775	\$81,025	(\$7,250)	(8.95%)
	<b>Total Disbursements</b>	<b>\$384,525</b>	<b>\$381,775</b>	<b>\$2,750</b>	<b>0.72%</b>
<b><u>Capital Projects Fund</u></b>					
35-05-50-55005	Utility Tax - Gas	\$95,000	\$117,500	(\$22,500)	(19.15%)
35-05-58-55845	Contribution from General Fund	\$325,000	\$325,000	\$0	0.00%
35-05-62-56200	Grants	\$0	\$14,250	(\$14,250)	(100.00%)
35-05-64-56401	Interest Income	\$139	\$750	(\$611)	(81.49%)
35-05-65-56548	Capital Proj. Reimbursement	\$5,000	\$39,589	(\$34,589)	(87.37%)
	<b>Total Receipts</b>	<b>\$425,139</b>	<b>\$497,089</b>	<b>(\$71,950)</b>	<b>(14.47%)</b>
35-20-73-77307	Engineering Expenses	\$36,360	\$106,921	(\$70,561)	(65.99%)
35-20-73-77313	Legal Services	\$500	\$500	\$0	0.00%
35-20-73-77319	Consultant Studies	\$32,000	\$0	\$32,000	-
35-20-75-77517	Mosquito Management	\$30,000	\$25,000	\$5,000	20.00%
35-20-80-88028	Urban Forest Management	\$135,000	\$0	\$135,000	-
35-20-83-88301	Roadway Improvements	\$318,700	\$410,065	(\$91,365)	(22.28%)
35-20-86-88601	Land/Land Improvements	\$10,000	\$0	\$10,000	-
35-20-88-88801	Other Enhancements	\$330,800	\$245,000	\$85,800	35.02%
	<b>Total Disbursements</b>	<b>\$893,360</b>	<b>\$787,486</b>	<b>\$105,874</b>	<b>13.44%</b>
<b><u>Water &amp; Sewer Fund</u></b>					
50-05-56-55603	Meter Etc. For Resale	\$2,500	\$10,000	(\$7,500)	(75.00%)
50-05-56-55604	LRSD User Fees	\$18,000	\$16,500	\$1,500	9.09%
50-05-56-55627	W/S Maintenance Fee	\$1,790,000	\$1,775,000	\$15,000	0.85%
50-05-56-55629	Water Fees	\$975,000	\$950,000	\$25,000	2.63%
50-05-56-55631	Sewer Fees	\$1,150,000	\$1,100,000	\$50,000	4.55%
50-05-56-55633	Excess Facility Charges	\$110,000	\$105,000	\$5,000	4.76%
50-05-56-55637	W/S Penalties	\$75,000	\$70,000	\$5,000	7.14%
50-05-64-56401	Interest Income	\$50,692	\$50,359	\$333	0.66%
50-05-66-56601	Miscellaneous Receipts	\$1,500	\$1,500	\$0	0.00%
	<b>Total Receipts</b>	<b>\$4,172,692</b>	<b>\$4,078,359</b>	<b>\$94,333</b>	<b>2.31%</b>
50-60-70-67001	Regular Salaries	\$506,000	\$515,000	(\$9,000)	(1.75%)
50-60-70-67021	Part-time Salaries	\$18,000	\$10,750	\$7,250	67.44%
50-60-70-67026	Seasonal	\$5,500	\$6,000	(\$500)	(8.33%)
50-60-70-67031	Overtime	\$25,250	\$25,000	\$250	1.00%
50-60-71-67101	IMRF Expense	\$55,000	\$54,100	\$900	1.66%
50-60-71-67107	Dental Insurance	\$5,100	\$4,200	\$900	21.43%

Account #	Description	Budget 2017	Budget 2016	Dollar Change	Percent Change
<b><u>Water &amp; Sewer Fund Continued</u></b>					
50-60-71-67108	Vision Insurance	\$600	\$550	\$50	9.09%
50-60-71-67109	Life Insurance	\$500	\$490	\$10	2.04%
50-60-71-67110	Health Insurance	\$92,000	\$79,000	\$13,000	16.46%
50-60-71-67111	Social Security	\$34,500	\$34,600	(\$100)	(0.29%)
50-60-71-67112	Medicare	\$8,100	\$8,100	\$0	0.00%
50-60-72-67202	Uniforms	\$3,000	\$3,000	\$0	0.00%
50-60-72-67204	Dues & Memberships	\$750	\$700	\$50	7.14%
50-60-72-67206	Medical/Psychological	\$415	\$415	\$0	0.00%
50-60-72-67208	Meeting, Travel, & Training	\$3,100	\$4,500	(\$1,400)	(31.11%)
50-60-72-67234	Hiring Process	\$600	\$500	\$100	20.00%
50-60-73-77301	Auditing Expense	\$6,674	\$6,875	(\$201)	(2.92%)
50-60-73-77307	Engineering Expenses	\$18,000	\$20,000	(\$2,000)	(10.00%)
50-60-73-77313	Legal Services	\$46,250	\$55,000	(\$8,750)	(15.91%)
50-60-74-77428	Water Meters (MXU's)	\$130,350	\$20,000	\$110,350	551.75%
50-60-74-77430	Office Supplies	\$2,000	\$2,000	\$0	0.00%
50-60-74-77432	Postage Expense	\$32,000	\$30,000	\$2,000	6.67%
50-60-75-77519	Risk Management Ins. Premium	\$65,360	\$57,910	\$7,450	12.86%
50-60-75-77529	Metra Easements	\$1,575	\$1,575	\$0	0.00%
50-60-75-77535	Outsourcing Water Bills	\$30,750	\$30,750	\$0	0.00%
50-60-75-77537	Legal Notices	\$600	\$1,000	(\$400)	(40.00%)
50-60-75-77545	Water Meter Testing	\$5,000	\$5,000	\$0	0.00%
50-60-75-77547	Water Samples	\$7,100	\$7,100	\$0	0.00%
50-60-77-77740	RLSD Grant Reimb.	\$0	\$7,260	(\$7,260)	(100.00%)
50-60-79-77901	B&G Maintenance (CIP Items)	\$80,000	\$3,338	\$76,662	2296.64%
50-60-79-77903	B&G Contracts	\$43,934	\$16,081	\$27,853	173.20%
50-60-79-77905	B&G Repairs	\$14,000	\$4,000	\$10,000	250.00%
50-60-79-77907	B&G Supplies	\$14,350	\$7,500	\$6,850	91.33%
50-60-79-77911	Landscaping	\$9,400	\$8,700	\$700	8.05%
50-60-80-88001	Equipment	\$24,243	\$481,900	(\$457,657)	(94.97%)
50-60-80-88002	Safety Equipment	\$1,500	\$1,750	(\$250)	(14.29%)
50-60-80-88018	Office Equipment	\$1,000	\$1,000	\$0	0.00%
50-60-80-88024	Vehicle Equipment	\$2,500	\$2,500	\$0	0.00%
50-60-81-88101	Water/Sewer Improvements	\$2,934,338	\$1,153,120	\$1,781,218	154.47%
50-60-82-88202	Telephone Charges	\$2,850	\$2,760	\$90	3.26%
50-60-82-88204	Cellular Service	\$2,800	\$2,225	\$575	25.84%
50-60-82-88206	Electrical Service	\$55,000	\$52,000	\$3,000	5.77%
50-60-82-88208	Heating	\$5,051	\$5,019	\$32	0.64%
50-60-82-88210	JAWA Expense	\$1,093,000	\$1,093,000	\$0	0.00%
50-60-82-88212	Lake County Sewer	\$1,150,000	\$1,100,000	\$50,000	4.55%
50-60-82-88214	Excess Facility Charges	\$110,000	\$105,000	\$5,000	4.76%
50-60-84-88402	Gas & Oil	\$23,000	\$23,466	(\$466)	(1.99%)
50-60-84-88404	Vehicle Repairs	\$20,000	\$20,000	\$0	0.00%
50-60-84-88405	Equipment Repairs	\$10,000	\$10,000	\$0	0.00%
50-60-84-88406	Vehicle Maintenance	\$3,500	\$3,500	\$0	0.00%

Account #	Description	Budget 2017	Budget 2016	Dollar Change	Percent Change
<b><u>Water &amp; Sewer Fund Continued</u></b>					
50-60-84-88408	Equipment Maintenance	\$1,000	\$1,000	\$0	0.00%
50-60-84-88410	Radio Read System	\$4,000	\$4,000	\$0	0.00%
50-60-84-88412	Equipment Rental	\$1,000	\$1,000	\$0	0.00%
50-60-90-99005	J.U.L.I.E.	\$2,500	\$2,706	(\$206)	(7.61%)
50-60-91-99101	SCADA Maintenance	\$17,500	\$8,505	\$8,995	105.76%
50-60-91-99105	Network Repairs	\$1,000	\$800	\$200	25.00%
50-60-91-99107	IT Maintenance Services	\$17,000	\$15,000	\$2,000	13.33%
50-60-91-99117	IT Equipment	\$8,350	\$7,500	\$850	11.33%
50-60-92-99202	Repairs to Sewers	\$6,000	\$6,000	\$0	0.00%
50-60-92-99204	Repair to Water Lines	\$30,000	\$29,070	\$930	3.20%
50-60-92-99206	Repairs Pumps / Telemetry	\$0	\$32,000	(\$32,000)	(100.00%)
50-60-92-99208	Repairs to Pumps/Lift Stations	\$93,700	\$22,000	\$71,700	325.91%
50-60-94-99418	2010C Bonds Principal	\$115,000	\$115,000	\$0	0.00%
50-60-94-99420	2010C Bonds Interest	\$20,458	\$23,333	(\$2,875)	(12.32%)
50-60-94-99432	Bond Admin & Disclosure Fees	\$600	\$700	(\$100)	(14.29%)
50-80-96-99660	Contribution to Vehicle Repl.	\$98,450	\$98,540	(\$90)	(0.09%)
50-80-96-99661	Contribution to Technology Repl.	\$18,454	\$18,909	(\$455)	(2.41%)
50-80-96-99662	Contribution to Building Repl.	\$22,770	\$16,216	\$6,554	40.42%
	<b>Total Disbursements</b>	<b>\$7,162,322</b>	<b>\$5,490,513</b>	<b>\$1,671,809</b>	<b>30.45%</b>
<b><u>Commuter Parking Lot Fund</u></b>					
51-05-56-55625	Parking Lot Income	\$75,000	\$84,000	(\$9,000)	(10.71%)
51-05-64-56401	Interest Income	\$37	\$178	(\$141)	(79.13%)
	<b>Total Receipts</b>	<b>\$75,037</b>	<b>\$84,178</b>	<b>(\$9,141)</b>	<b>(10.86%)</b>
51-60-73-77307	Engineering Expenses	\$750	\$750	\$0	0.00%
51-60-73-77313	Legal Services	\$500	\$500	\$0	0.00%
51-60-74-77434	Operating Supplies	\$750	\$750	\$0	0.00%
51-60-74-77440	Printing	\$600	\$600	\$0	0.00%
51-60-74-77452	Street Signs	\$500	\$500	\$0	0.00%
51-60-75-77507	Commuter Parking Rent	\$4,800	\$4,800	\$0	0.00%
51-60-77-77706	Miscellaneous Expense	\$2,884	\$2,852	\$32	1.12%
51-60-79-77903	B&G Contracts	\$23,500	\$23,500	\$0	0.00%
51-60-79-77905	B&G Repairs	\$1,250	\$1,000	\$250	25.00%
51-60-79-77911	Landscaping	\$9,500	\$7,500	\$2,000	26.67%
51-60-79-77915	Parking Lot Maintenance	\$5,000	\$5,000	\$0	0.00%
51-60-82-88206	Electrical Service	\$6,000	\$6,000	\$0	0.00%
51-60-86-88601	Land/Land Improvements	\$215,200	\$233,000	(\$17,800)	(7.64%)
	<b>Total Disbursements</b>	<b>\$271,234</b>	<b>\$286,752</b>	<b>(\$15,518)</b>	<b>(5.41%)</b>
<b><u>Vehicle Replacement Fund</u></b>					
60-05-58-55845	Contribution from General	\$217,000	\$217,001	(\$1)	(0.00%)
60-05-58-55850	Contribution from Water/Sewer	\$98,450	\$98,450	\$0	0.00%
60-05-64-56401	Interest Income	\$15	\$81	(\$66)	(82.00%)
	<b>Total Receipts</b>	<b>\$315,465</b>	<b>\$315,532</b>	<b>(\$67)</b>	<b>(0.02%)</b>

Account #	Description	Budget 2017	Budget 2016	Dollar Change	Percent Change
<b><u>Vehicle Replacement Fund Continued</u></b>					
60-40-80-88001	Equipment	\$18,000	\$0	\$18,000	-
60-40-80-88004	Vehicles	\$84,036	\$108,784	(\$24,748)	(22.75%)
60-40-80-88024	Vehicle Equipment	\$15,450	\$18,713	(\$3,263)	(17.44%)
60-60-80-88001	Equipment	\$0	\$30,000	(\$30,000)	(100.00%)
60-60-80-88004	Vehicles	\$269,537	\$262,000	\$7,537	2.88%
60-60-80-88024	Vehicle Equipment	\$60,000	\$0	\$60,000	-
60-70-80-88004	Vehicles	\$0	\$22,000	(\$22,000)	(100.00%)
	<b>Total Disbursements</b>	<b>\$447,023</b>	<b>\$441,497</b>	<b>\$5,526</b>	<b>1.25%</b>
<b><u>Technology Replacement Fund</u></b>					
61-05-58-55845	Contribution from General	\$70,841	\$67,475	\$3,366	4.99%
61-05-58-55850	Contribution from Water/Sewer	\$18,454	\$18,909	(\$455)	(2.41%)
61-05-60-56010	State Seizures	\$15,000	\$15,000	\$0	0.00%
61-05-64-56401	Interest Income	\$17	\$80	(\$63)	(78.25%)
	<b>Total Receipts</b>	<b>\$104,312</b>	<b>\$101,464</b>	<b>\$2,848</b>	<b>2.81%</b>
61-20-91-99103	Computer Upgrades/Software	\$85,000	\$0	\$85,000	-
61-20-91-99117	IT Equipment	\$24,000	\$5,500	\$18,500	336.36%
61-40-80-88024	Vehicle Equipment	\$25,000	\$0	\$25,000	-
61-40-91-99117	IT Equipment	\$13,700	\$51,200	(\$37,500)	(73.24%)
61-60-91-99117	IT Equipment	\$11,000	\$41,000	(\$30,000)	(73.17%)
61-70-91-99117	IT Equipment	\$4,000	\$1,500	\$2,500	166.67%
	<b>Total Disbursements</b>	<b>\$162,700</b>	<b>\$99,200</b>	<b>\$63,500</b>	<b>64.01%</b>
<b><u>Building Replacement Fund</u></b>					
62-05-58-55845	Contribution from General	\$79,533	\$80,404	(\$871)	(1.08%)
62-05-58-55850	Contribution from Water/Sewer	\$22,770	\$16,216	\$6,554	40.42%
62-05-64-56401	Interest Income	\$33	\$116	(\$83)	(71.95%)
	<b>Total Receipts</b>	<b>\$102,336</b>	<b>\$96,736</b>	<b>\$5,600</b>	<b>5.79%</b>
62-20-80-88001	Equipment	\$10,000	\$45,000	(\$35,000)	(77.78%)
62-20-80-88018	Office Equipment	\$7,500	\$7,500	\$0	0.00%
62-20-85-88501	Building Improvements	\$73,000	\$40,208	\$32,792	81.56%
62-40-80-88001	Equipment	\$0	\$10,000	(\$10,000)	(100.00%)
62-40-80-88018	Office Equipment	\$5,000	\$0	\$5,000	-
62-40-85-88501	Building Improvements	\$30,000	\$15,000	\$15,000	100.00%
62-60-80-88001	Equipment	\$31,000	\$10,000	\$21,000	210.00%
62-60-80-88018	Office Equipment	\$5,000	\$2,500	\$2,500	100.00%
62-60-85-88501	Building Improvements	\$16,500	\$2,500	\$14,000	560.00%
62-70-80-88018	Office Equipment	\$5,000	\$2,500	\$2,500	100.00%
	<b>Total Disbursements</b>	<b>\$183,000</b>	<b>\$135,208</b>	<b>\$47,792</b>	<b>35.35%</b>

Account #	Description	Budget 2017	Budget 2016	Dollar Change	Percent Change
<b><u>Police Pension Fund</u></b>					
70-05-50-55001	Real Estate Taxes	\$453,914	\$447,750	\$6,164	1.38%
70-05-58-55801	Police Officer Contributions	\$190,000	\$180,000	\$10,000	5.56%
70-05-64-56401	Interest Income	\$60,000	\$65,000	(\$5,000)	(7.69%)
70-05-64-56417	Realized Gains (net)	\$25,000	\$5,000	\$20,000	400.00%
70-05-64-56425	Dividend Income	\$50,000	\$30,000	\$20,000	66.67%
70-05-66-56601	Miscellaneous Receipts	\$100	\$250	(\$150)	(60.00%)
	<b>Total Receipts</b>	<b>\$779,014</b>	<b>\$728,000</b>	<b>\$51,014</b>	<b>7.01%</b>
70-20-70-67050	Retirement Benefits	\$254,700	\$247,200	\$7,500	3.03%
70-20-70-67055	Disability Benefits	\$91,900	\$87,800	\$4,100	4.67%
70-20-70-67056	Surviving Spouse	\$29,496	\$29,496	\$0	0.00%
70-20-70-67057	Refund of Contributions	\$5,000	\$5,000	\$0	0.00%
70-20-72-67204	Dues & Memberships	\$800	\$800	\$0	0.00%
70-20-72-67206	Medical / Psychological	\$5,000	\$5,000	\$0	0.00%
70-20-72-67208	Meetings, Travel, & Training	\$4,250	\$4,250	\$0	0.00%
70-20-73-77301	Auditing Expense	\$1,875	\$1,850	\$25	1.35%
70-20-73-77313	Legal Services	\$10,000	\$10,000	\$0	0.00%
70-20-73-77325	Actuarial Services	\$2,500	\$2,000	\$500	25.00%
70-20-73-77331	Accounting Services	\$18,000	\$0	\$18,000	-
70-20-74-77430	Office Supplies	\$350	\$350	\$0	0.00%
70-20-74-77432	Postage	\$100	\$100	\$0	0.00%
70-20-90-99001	Bank/Investment Fees	\$24,000	\$23,500	\$500	2.13%
70-20-90-99003	DOI Compliance Fee	\$1,250	\$1,200	\$50	4.17%
	<b>Total Disbursements</b>	<b>\$449,221</b>	<b>\$418,546</b>	<b>\$132,703</b>	<b>31.71%</b>