

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
6:00 P.M., MARCH 19, 2013**

AGENDA

- I) Call to Order**
- II) Roll Call**
- III) Minutes** – March 5, 2013 Committee of the Whole Meeting
- IV) Regular Business**
 - 1) Discussion Concerning the Proposed Fiscal Year 2013-14 Budget (6:00 – 6:30 p.m.)
 - 2) Discussion Concerning Potential Locations for Red Light Cameras (6:30 – 7:00 p.m.)
 - 3) Discussion Concerning the Lincolnwood Fest (7:00 – 7:30 p.m.)
- V) Public Comment**
- VI) Adjournment**

DATE POSTED: March 15, 2013

DRAFT

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
MARCH 5, 2013**

Call to Order

President Turry called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 6:00 P.M., Tuesday, March 5, 2013 in the Council Chambers of the Municipal Complex, 6900 North Lincoln Avenue, Village of Lincolnwood, County of Cook and State of Illinois.

Roll Call

On roll call by Village Clerk Beryl Herman the following were:

PRESENT: President Turry, Trustees Heidtke, Leftakes, Elster, Swanson, Patel (6:03), Sprogis-Marohn (6:05)

ABSENT: None

A quorum was present. Also present: Timothy Wiberg, Village Manager; Douglas Petroschius, Assistant Village Manager; Charles Meyer, Assistant to the Village Manager; Timothy Clarke, Director of Community Development; Aaron Cook, Development Manager; Robert Merkel, Finance Director; Manuel Castaneda, Public Works Director; Melissa Steirer, Management Analyst; Ashley Engelmann, Assistant to the Public Works Director; Robert Merkel, Finance Director; Police Chief, Robert LaMantia; Paul Eisterhold, Plan Commission Chair; James Kucienski, Economic Development Commission

Approval of Minutes

1. The minutes of the February 19, 2013 Committee of the Whole meeting were distributed in advance of the meeting and were examined. Trustee Elster moved to approve the minutes as presented. Trustee Leftakes seconded the motion. The motion passed by voice vote.

Regular Business

1. Discussion Concerning TIF Status Report

This item was introduced by Mr. Wiberg using a PowerPoint presentation.

Taxing Bodies Proposal

*The Village will terminate the Touhy/Lawndale TIF early

- Once all current obligations under the Development Agreement with Lowes is complete
- This would result in TIF being closed in 2015 (statutory limit is 2021)

*NEID TIF:

- Once grants are received for the UP property purchase and path construction, all grant proceeds be declared surplus and distributed to the taxing bodies
- Thereafter, 50% of all annual increment be declared surplus and distributed
- The remaining 50% increment could only be used on the following:
 - ^Incentivize private investment
 - ^Used to public projects that are tied to private investment
 - ^Ported to Devon/Lincoln TIF if tied to private investment
 - ^Fund a maximum of 33% of public infrastructure project
- NEID TIF must be terminated once Bell & Howell site is redeveloped

*Devon/Lincoln TIF

- All increment generated in the first five years not associated with a construction project will be declared surplus
- All other increment must be spent as follows
 - ^30% annually be surplus
 - ^70% of remaining increment restricted as follows:
 - +utilized to incentivize private investment
 - +for public projects tied to private investment
 - +up to 33% can be used for public projects
- No porting of funds from Devon/Lincoln TIF to other TIFs

Discussion ensued for the purpose of clarification of proposals. Mr. Wiberg, Mr. Merkel and Mr. Clarke provided additional information and clarification. It was noted that the Board did not have enough time to reach decisions on these items.

Potential Village Response

*Touhy/ Lawndale TIF:

- Agree to terminate TIF once obligation to Lowes is complete

*NEID TIF:

- Declare grant revenue as surplus and distribute to taxing bodies over a four year period
- Thereafter, declare 10% of increment generated annually as surplus

*Devon/Lincoln TIF:

- Consider reducing the infrastructure budget by \$2.5 million
- Declare 10% of increment annually as surplus

Additional information will be needed. Joint Review Board will meet, tomorrow, March 6.

2. Discussion Concerning Potential Usage of TIF Funds at the Purple Hotel Site

Mr. Clarke introduced this item using a PowerPoint presentation.

Trustee Patel requested that this information be presented at tonight's Committee of the Whole. He stated that in his opinion, discussion on this issue was appropriate at this time.

TIF Financing, Three Basic Funding Methods

*Pay As You Go

- TIF Incremental revenue on-hand prior to use/project commitment
- Variation: Agree w/developer to use/reimburse future increment if/when increment is received

Benefit: No funding risk by Village

Weakness: Improvement projects can not be implemented prior to increment received or alternatively requires total risk/financing upfront by developer

*TIF Bond Financing

- Village Issues Bonds for TIF Improvement Costs Backed only by TIF Revenue

Benefit: Improvement Project can be implemented prior to TIF increment received and Village Financial Risk limited to TIF Revenue

Weakness: TIF Bond interest rate typically higher than G.O. Bond and TIF bond default potentially would affect Village Bond Rating.

G.O. Bond Financing

*Village Issues General Obligation Bonds for TIF Improvement Costs, Bonds backed by full faith and credit of Village

Benefit: Improvement project can be implemented prior to TIF increment received and Village obtains lower bond interest rate than TIF Bond.

Weakness: All Village revenue sources pledged to pay bond back. Village assumes financial risk if TIF increment revenue is insufficient to pay bond.

Additional discussion ensued with clarification provided by Mr. Merkel.

Mr. Wiberg and Mr. Clarke presented information regarding the TIF in Park Ridge. It was decided that it is too early for a consensus, thus there is no recommendation at this time.

3. Discussion Concerning the Village's Rodent Control Policy

This item was introduced by Mrs. Engelmann with use of a PowerPoint presentation.

Background

*\$8,000 is budgeted annually for the purpose of Animal Control

- Contract to trap skunks, opossums and/or raccoons
- Inspections of the front yard, back yard and under porches
- Contactor will never enter the home or enter the roof
- Animals inside the home are the responsibility of the homeowner

Fees for Service

* \$75.00 set-up fee

* \$55/target animal caught (an animal requested for the service covered under the contract)

* \$45/non-target animal caught (an animal other than what was requested for the service that is covered under the contract)

Policy Direction

*2011-2012 Budget Workshop staff requested direction from the Village Board regarding animal control

- Funds are exhausted for the program half way into the fiscal year
- The same property owners call multiple times throughout the year

*The following options were presented to the Village Board

- A. Increase the animal control budget to \$10,000 and limit the usage per caller to two in a fiscal year
- B. Discontinue the program

*The Board directed staff to move forward with Option A

Current Program

*Property owners are limited to two calls, funds available on a first come first serve basis

*Approximately 20 more property owners were provided with animal control services than last fiscal year

- 57 property owners were provide animal control services – Total of 64 service requests
- The cost to provide the service to the 57 properties break down to \$175/property owner – Funds for the program were exhausted in September 2012 for the current fiscal year

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Number of Calls Received

*Spring – approximately 2 calls a day

*Fall – approximately 1 call a day

*Winter – approximately 2-3 calls a week

- Not all calls are eligible or service
 - ^ The animal may not be covered
 - ^The location of the animal may be outside of the scope of services

The staff is seeking policy direction regarding continuing to provide animal control services

5 Year Overview of Animal Control Costs

<u>Fiscal Year</u>	<u>Budgeted Amount</u>	<u>Amount Expended</u>	<u>Over/Under Budget</u>
2012-2013	\$10,000	\$10,920	-\$920
2011-2012	\$8,000	\$9,190	-\$1,190
2010-2011	\$8,000	\$9,660	-\$1,660
2009-2010	\$8,000	\$6,405	\$1,595
2008-2009	\$11,000	\$3,945	\$7,055

An Overview of neighboring communities was presented.

Village Board Direction

*Staff is seeking direction regarding the animal control program

- Option A: Status Quo
- Option B: Discontinue program and provide residents with information on wildlife nuisance mitigation
- Option C: Increase budget for FY13/14 to \$20,000

Discussion ensued regarding the program and options.

Consensus was to go with a 50/50 program

Adjournment

At 7:30 P.M. Trustee Leftakes moved to adjourn Committee of the Whole. Trustee Patel seconded the motion. The motion was approved by voice vote.

Respectfully Submitted,

Beryl Herman
Village Clerk

MEMORANDUM

TO: President Turry and Members of the Village Board

FROM: Timothy C. Wiberg, Village Manager

DATE: March 15, 2013

SUBJECT: **March 19 Committee of the Whole Meeting**

As a reminder, the Committee of the Whole (COTW) meeting is scheduled for **6:00 p.m.** on Tuesday evening. Dinner will be available beginning at 5:15 p.m. in the Village Hall Board Conference Room. Please find below a summary of the items on the COTW agenda:

1) **Discussion Concerning the Proposed Fiscal Year 2013-14 Budget (6:00 – 6:30 p.m.)**

[Attached](#) is the proposed Fiscal Year 2013-14 Village budget. The proposed budget reflects direction provided by the Village Board at the Budget Workshop and was discussed in detail by the Village Board's Finance Committee. The proposed budget is balanced without the use of any fund balance and does not contain any new taxes or fees. On Tuesday evening staff will summarize the key components of the budget, with final action on the budget anticipated at the April 2 Village Board meeting.

2) **Discussion Concerning Potential Locations for Red Light Cameras (6:30 – 7:00 p.m.)**

For several years the Village has operated a red light camera at the east-bound Touhy Avenue at Lincoln Avenue intersection. Statistics reveal that this camera has had a positive impact on the number of accidents at this intersection. At a COTW meeting in September, 2012 the Board directed staff to move forward with investigating the possibility of installing a red light camera at the west-bound Touhy Avenue at Lincoln Avenue intersection. [Attached](#) is a memorandum from the Police Chief concerning the recommended locations that qualify for the inclusion of a red light camera.

3) **Discussion Concerning the Lincolnwood Fest (7:00 – 7:30 p.m.)**

A Board member requested that discussion of the Lincolnwood Fest be included on a COTW agenda for general discussion. Barbara Faermark, Chairperson of the Friends of the Community Center, the organization that plans the Fest, will be present on Tuesday evening. [Attached](#) is the financial report, provided by the Friends of the Community Center, regarding the financial data pertaining to the Fest. Also [attached](#) is a summary of the funds provided to the Village by the Friends of the Community Center organization over the years.

If you should have any questions concerning these matters, please feel free to contact me.



Village of Lincolnwood

Proposed Operating Budget

**For the fiscal year May 1, 2013
through April 30, 2014**

Village of Lincolnwood

2013-2014 ~ Budget

Village Board of Trustees

Gerald C. Turry, President

Lawrence A. Elster	Thomas Heidtke	Nicholas Leftakes
Jesal B. Patel, Sr.	Renee Sprogis-Marohn	John Swanson

Timothy C. Wiberg, Village Manager

Robert J. Merkel, Finance Director



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Village of Lincolnwood
Illinois**

For the Fiscal Year Beginning

May 1, 2012

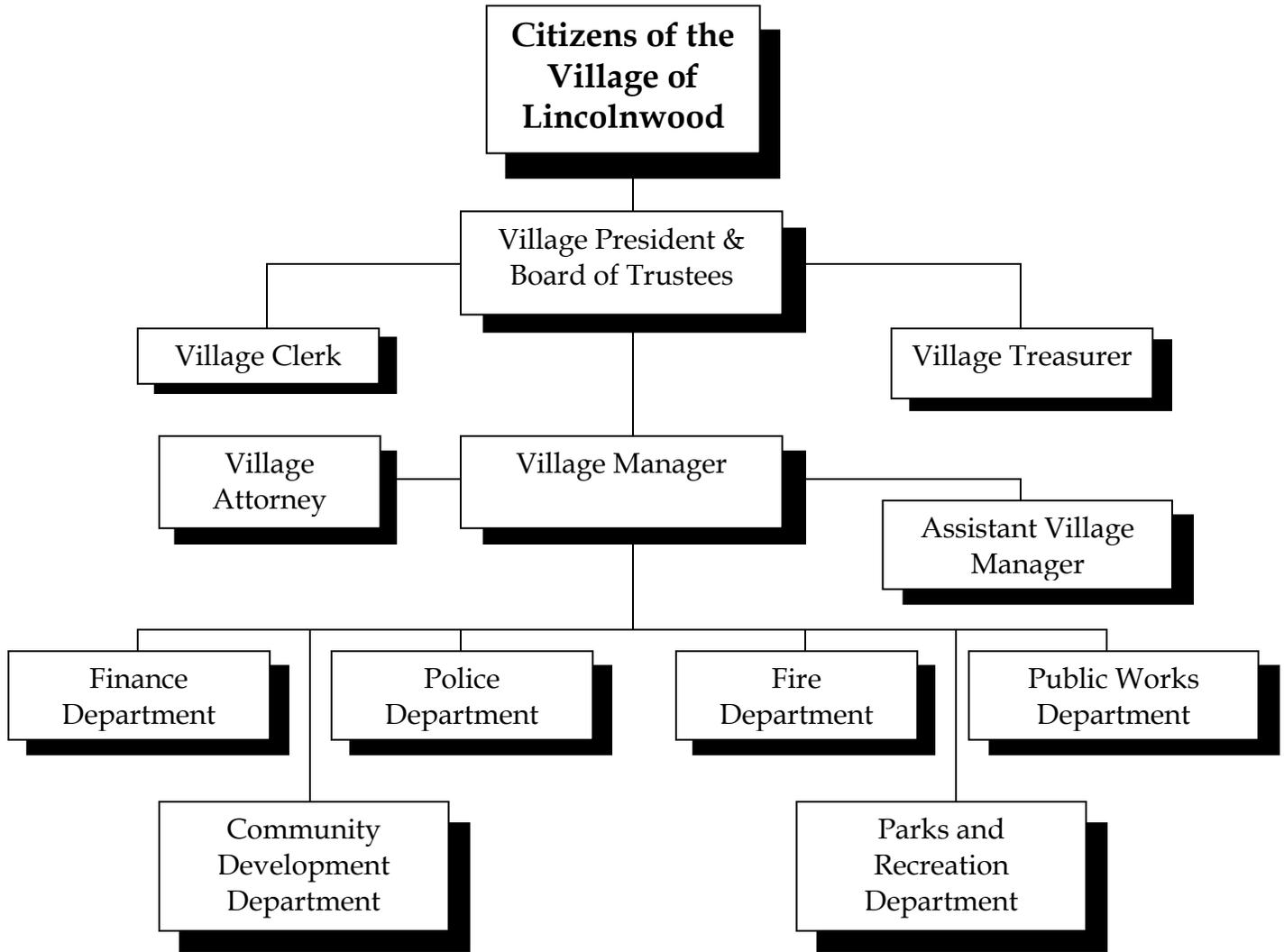
Christopher P. Morill

President

Jeffrey R. Egan

Executive Director

VILLAGE OF LINCOLNWOOD
Fiscal Year 2013/14
Organizational Chart
Elected & Appointed Officers



**VILLAGE OF LINCOLNWOOD
FY2013-14 BUDGET**

BUDGET OVERVIEW

The Fiscal 2014 Village budget strives to be a policy document which includes organizational financial policies and goals that address long-term concerns and issues; a financial plan that includes in detail all funds that are subject to appropriation; a communication device which provides summary information identifying budgetary issues; and an operations guide that describes all activities, services and functions in the organization.

A statement of financial policies approved by the Village Board was used as a guide to prepare the annual Village budget. The Fiscal 2014 budget meets all the operating budget procedures. The General Fund meets the unreserved fund balance policy which is to maintain a balance of 25% of current revenues. Capital budget policies have also been met, as funding for infrastructure equals annual funding requirements.

The Village's budget parameters are reviewed annually, prior to the initiation of the budget process. The ongoing economic recovery has seen slow revenue growth and this trend is expected to be maintained over the next few years. Village staff was again challenged to present departmental budgets with no increase in non-personnel expenditures and successfully met the challenge.

About the Budget Document

The budget document is organized into several sections with the goal of presenting information in an easily understandable format and consists of the following:

Budget Summary

The Budget Summary consists of the Fiscal 2014 budget message which provides an overview of Fiscal 2013 year-end results and an overview of the proposed Fiscal 2014 budget. Key issues for the General Fund and other operating funds are also discussed.

This section also explains the budget structure and budget process of the Village and lists details of budgeted revenue, expense, transfers and estimated change in fund balance for all funds for the proposed Fiscal 2014 budget. Included are financial charts and schedules that provide snapshots of the above details. Information concerning each department's budget data, organizational structure, and significant activities for the coming year is provided under the Fund Expenditures Section tab of the budget document.

Personnel Summary

This section of the budget document consists of a comprehensive schedule which lists all costs for personnel by department, and in the aggregate. A six year staffing schedule which details employee headcount by department is also included.

Revenue Summary

This section includes a detailed explanation of the various revenue items in all Village Funds. Revenues for the proposed budget year are estimated with an objective of obtaining collections of 100% of the budget.

Fund Expenditures Section

This section provides an overview of each of the major expenditure classifications along with detailed accounts of each of the Village's budget program areas. The funds are organized by fund type and provide information that includes the purpose of each fund, prior year's goals status, current year goals and relevant funding sources.

Appendix

This section of the budget is the Appendix, which includes various detailed information including statistics about the Village, debt administration, property tax data and a glossary of budgetary terms.

Five-Year Capital Improvement Program

This section serves as a management tool to promote advance planning and to provide adequate lead times for the design of each capital project. Each plan is to be policy driven and mindful of its impact on the operating budget.

Budget Message

VILLAGE PRESIDENT
Gerald C. Turry

VILLAGE CLERK
Beryl Herman

VILLAGE MANAGER
Timothy C. Wiberg



TRUSTEES
Lawrence A. Elster
John Swanson
Thomas Heidtke
Nicholas Leftakes
Jesal B. Patel, Sr.
Renee Sprogis-Marohn

May 1, 2013

TO: President Turry and Members of the Village Board

SUBJECT: **Proposed Budget for Fiscal Year 2013/14 (Fiscal 2014)**

On behalf of the entire staff, I am pleased to present the proposed Village of Lincolnwood Fiscal 2014 budget. The proposed budget maintains the quality of services our residents have come to expect and reflects the general priorities and policy direction provided by the Village Board at the February 13, 2013 Budget Workshop and furthers the initiatives in the 2012 – 2015 Strategic Planning Report which was adopted on February 21, 2012. The Village Board's Finance Committee met on March 8, 2013 to review the budget document in detail and a public meeting presenting the final draft budget document to the Village Board was held on March 19, 2013.

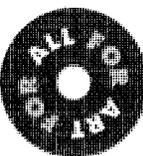
The total budget proposed for Fiscal 2014 is \$37,030,226. This represents an increase of 17.8% from last year's budget. A large part of this increase is due to planned capital projects. The General Fund operating budget is \$19,158,234, which amounts to an increase of .6% over last year's adopted budget. The financial condition of the Village remains strong despite the slow economic recovery the United States and local economy is experiencing, and the General Fund budget, as presented, is balanced without the use of excess fund balance reserves. Infrastructure improvements, such as the continuation of the Streetlight Replacement Program and Water and Sewer Infrastructure Improvements will continue to proceed.

Fiscal 2013 Review

Last year's Budget Message suggested that Fiscal 2013 would be a year of uncertain economic conditions where the Village would need to closely monitor revenue estimates and adjust actual expenditures when necessary. While the local economy has not regained the business generated revenue of four years ago, local sales tax receipts and other revenue continue to increase but not as much as originally forecasted. Economic development has shown some improvement as evidenced by an increase of new building permits and business licenses. The Village continued to carefully monitor revenues and hold expenditures to or below budgeted amounts.



TREE CITY USA



Other Items of Note in Fiscal 2013

- The Village again received the distinguished budget presentation and excellence in financial reporting awards from the Government Finance Officers Association.
- Due to the uncertainty of the economic recovery and subsequent negative impact on revenues, the Village continued the hiring freeze in effect for two full-time positions.
- The Village completed construction of Phase II of the Centennial Park (formerly known as Channel Runne Park) improvements. The park now offers new amenities such as an outdoor amphitheater, a parking lot, a fishing platform, and a disc golf course.
- On March 13, 2013 the Village Board solicited input from residents concerning the results of a stormwater management study evaluating the Village's current sewer system. The results of the study indicate that system improvements would be needed to reach the Village's goal of having a sewer system which could handle a 10-year rain event (i.e. a storm of such severity that it has the statistical chance of occurring once every 10 years) before sewers would discharge into basements.
- The Village purchased a new Ambulance that replaces one that was purchased in 1997.
- The Village completed construction of the Promenade Improvement Project on the Municipal Center Campus which replaced 22 year-old deteriorating concrete with brick pavers, pedestrian safety enhancements, native landscaping with irrigation, new trees, lighting, drainage improvements, durable concrete pads for Fire Truck access to the Fire House, and stone seating areas.
- The Village engaged the AT Group to be the new Village Engineer.
- On July 17, 2012 the Village entered into a Pre-Development Agreement for the Purple Hotel property with North Capital Group, LLC. Since then North Capital Group has sought zoning approval for the reuse of the Purple Hotel facility as a mixed-use high-end hotel operation.

During the continued economic recovery, the Village's property values remain strong and the community continues to attract new residents, businesses, and visitors. The Village's fiscal condition remains sound.

Fiscal 2014 Key Issues

The Fiscal 2014 budget represents the Village's plan for expected expenditures over the coming year and identifies the means by which those expenditures will be funded. The budget has been prepared, as in past years, in conjunction with the goals that were established in the Village's Strategic Plan.

Strategic planning is an organization's process for defining its vision and direction. The first plan was proposed in 2005 and is revised every two years with the assistance of a professional facilitator. On December 15, 2011, the Village Board met to develop a new plan. The Village Manager updated the Village Board on the pursuit of the goals and objectives contained in the 2010 plan, and then the Village Board discussed desired additions to the plan, and included additional goals and objectives. On February 21, 2012 the Strategic

Planning Report for 2012 – 2015 was adopted by the Village Board. The report identifies the strengths and weaknesses of the Village and opportunities to improve Village life for residents and businesses.

The following are the goals stated in the strategic plan and a summary of how the Fiscal 2014 budget will help achieve these goals:

- 1) Continue the Village's realistic fiscal policy; maintaining taxes lower than neighboring communities

Staff estimates revenues conservatively and expenses for each year based on local, regional, and global economic trends and other research. Capital improvement priorities are set through careful planning and are included in the Capital Improvement Program. Through careful financial planning the Village carries a very low debt load and has been able to maintain property tax rates lower than most are communities.

- 2) Develop the Purple Hotel site as a central gathering destination

On July 17, 2012 the Village entered into a Pre-Development Agreement for the Purple Hotel property with North Capital Group, LLC. Since then North Capital Group has sought zoning approval for the reuse of the Purple Hotel facility as a mixed-use high-end hotel operation. North Capital Group also demolished two buildings on the Purple Hotel site and provided safety and security improvements to the dilapidated property. Final consideration of the development plan will occur in Fiscal 2014. It is anticipated that the redevelopment will include new retail elements and a revitalized hotel that has not been in operation since 2007.

- 3) Further design and develop the brand and identity for the Village of Lincolnwood

In Fiscal 2013 the Village Board considered hiring a consultant to coordinate a Community Branding process with the Village. The Village Board directed staff to seek out low-cost alternatives to Community Branding which will be explored in 2014.

- 4) Use Lincolnwood's Economic Development Commission to drive the Village's vision for economic development

In Fiscal 2014 the EDC will meet with businesses to improve their properties, review applications for Property Enhancement Grant funding, and make recommendations to utilize TIF District funds. The EDC has also been charged with the task of reviewing and recommending strategies for improvement for the Devon Avenue corridor between Lincoln Avenue and McCormick Boulevard which has been experiencing an increasing number of vacancies. In Fiscal 2013 the EDC developed a recommendation to create an overlay retail zoning district along Touhy Avenue in the Northeast Industrial District of the Village. This recommendation was made in anticipation of new development opportunities that may occur as a result of a new Wal-Mart to be developed nearby in the Village of Skokie. It is anticipated that the Village will adopt this overlay district in Fiscal 2014.

- 5) Become a partner with the mall in promoting opportunities to reinvigorate the mall and surrounding area

The Lincolnwood Towne Center is a high-traffic commercial area in the northeast corner of the Village. In Fiscal 2013 two new stand-alone "out-lots" near the mall were constructed providing new retail uses including "Five Guys" and "Chipotle" restaurants. The creation of these out-lots were due to the EDC's communication to the mall owners about the desire for more retail uses. Staff and the EDC continue to work with the mall management staff with the desire to reinvigorate the mall and the surrounding area.

- 6) Bring more restaurants to the community

In Fiscal 2014 two new restaurants are expected: Meatheads and Jaffa Bagels. In Fiscal 2013 the Village Board modified its zoning regulations which reduced the parking requirements for restaurants. Additional changes are anticipated to be adopted in Fiscal 2014.

- 7) Become a "friendly to do business with" government, assisting in attracting and developing business

The Fiscal 2014 budget continues to offer the Property Enhancement Program (PEP) and Green Improvements for Tomorrow (GIFT) Program in the amount of \$50,000. Under this program participants are eligible to receive up to \$10,000 in a dollar-for-dollar cost matching grant program for physical improvements to their storefronts. Funds in the amount of \$300,000 are included in the Northeast Industrial TIF District Fund for PEP and GIFT programs for those businesses in the TIF District under the same program guidelines. The TIF District PEP and GIFT program was not reduced as a result of the economic downturn but the allocation doubled in Fiscal 2013.

- 8) Review Lincolnwood's economic and business incentive policy, balancing incentives for development and business with those of the community and tax payer

In Fiscal 2013 the Village Board adopted a new tax-incentive policy which establishes general criteria that must be met before a sales tax sharing agreement would be considered. The substantive elements of the policy include a cap on the number of years of the agreement, an inflation clause that will protect the Village's sales tax base in future years, a new business qualifying sales base, a requirement to present a development plan, and a provision on whether current businesses can receive the incentive.

- 9) Since government cannot afford to be everything to everyone, focus on core services and manage expectations of citizens through appropriate communications

Village staff support a number of employee committees whose purpose are to ensure that services are being performed efficiently and to strategize ways to improve service delivery. The Village communicates to residents through a variety of means including the Village Connections Newsletter, its website, press releases, and email distribution lists. In Fiscal 2014 the Village will launch a new website with enhanced

citizen communication features such a “live chat” customer service tool and live 24/7 online broadcasting of the Village’s cable channel.

- 10) Create destinations around the pool, attracting Lincolnwood residents and visitors

In Fiscal 2013 the Parks and Recreation Department’s Summer Concert Series was relocated to just outside the pool in Proesel Park. It encompassed six weeks and involved a market with businesses selling food and other goods as well as family activities. Attendance ranged from 30 to approximately 300 people. The Village will continue to create activities such as this in Fiscal 2014.

- 11) Reexamine public transportation opportunities and connect to the new Skokie station

In Fiscal 2014 the Village will inventory current public transportation opportunities in the Village, survey residents to identify potential areas of improvement, and meeting with regional transportation agencies to discuss public transportation opportunities.

- 12) Develop a constructive partnership with the overlapping and surrounding taxing body boards (i.e. surrounding municipalities, schools, county, etc.)

In Fiscal 2013 the Village participated in a study with 13 area municipalities to determine potential areas for shared services for Information Technology. The results of this study are being formalized and any outcomes will commence in Fiscal 2014. The Village participates in a purchasing pool with several area municipalities and attempts to use the economies of scale gained through pooling our purchases to save money. In addition, the Village will continue to seek alternate water suppliers.

Fiscal 2014 Proposed Budget Overview

At the February 13, 2013 Budget Workshop staff presented a preliminary budget which projected a surplus of approximately \$51,585 in the General Fund. This surplus has been achieved without the use of any new taxes or fees. As a result the fund balance remains in excess of the maximum required in the Village’s Financial Policies. Major General Fund expenditures discussed at the Budget Workshop include an upgrade of Springbrook, the Village’s financial enterprise software, the purchase of a new aerial lift truck, replacement of air packs for Fire Fighters, renovation of the playground at Drake Park, and roof repairs at the Village Hall.

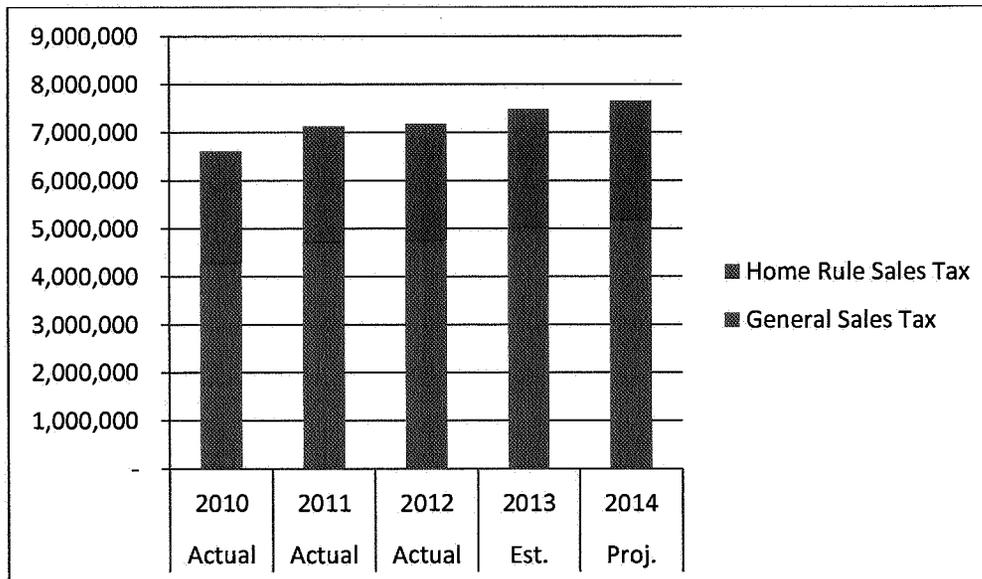
The proposed total budget is summarized below. Per accepted governmental financial standards, the Village’s finances are divided into several funds. Each fund must be accounted for separately, meaning each has its own budgeted expenditures which are offset by corresponding revenues. In general, resources in one fund can not be allocated to cover shortfalls in another fund. The General Fund is the largest fund and includes the expenditures necessary to support the general operations of the Village including Police and Fire protection, snow removal, refuse collection, etc. This fund supports virtually all personnel expenses.

	FY13/14	FY12/13	% Change
All Funds	\$37,030,226	\$31,417,719	17.8
General Fund	\$19,158,234	\$19,046,941	0.6

The total budget increase is primarily the result of the purchase of the UP property in one of the Village's TIF districts. The purchase will be funded by a grant which will reimburse the Village for 80% of the acquisition cost. The budget for the General Fund increased a minimal .6% from the previous year.

▪ Sales Tax – Total sales tax revenue, including the State and Home Rule sales taxes is budgeted for \$7,657,711. This is an increase of \$2,548 from the Fiscal 2013 budget and an increase of \$176,548 (2.4%) from the Fiscal 2013 year-end estimate. Sales tax receipts have increased mainly due to the sale of automobiles, which comprise a large portion of the Village's sales tax base. The chart below traces the trend in sales tax revenue over the past five years.

Total Sales Tax Revenue



	Actual 4/30/2010	Actual 4/30/2011	Actual 4/30/2012	Estimated 4/30/2013	Projected 4/30/2014
Home Rule Sales Tax	2,333,767	2,409,077	2,430,540	2,467,210	2,483,758
General Sales Tax	4,280,918	4,718,393	4,749,741	5,013,953	5,173,953
Total	6,614,685	7,127,470	7,180,281	7,481,163	7,657,711

▪ Water and Sewer Fund – The Village has continued to invest in its water and sewer system by starting repairs to critical areas in the sewer system as determined from the results of the sewer televising performed three years ago. The Fiscal 2014 budget includes \$190,000 for Phase III of the Stormwater Management Study. The Fiscal 2014 budget also includes a water rate increase of 15% to adjust for the increase from the City of Chicago which went into effect on January 1, 2013. The Village's financial policies state that the entire increase from the City of Chicago will be passed onto its water customers. In light of this and

previous water rate increases from the City of Chicago, \$30,000 is budgeted to perform an engineering study to consider alternative water suppliers.

- Refuse – The Village expenditures relating to the solid waste, recycling, and yard waste collections are accounted for in the General Fund. The total budget for this expense is \$1,069,000. The funding for refuse collection is property taxes. Of the total amount, \$779,000 is paid to Groot Industries, Inc. for collection and \$290,000 is paid to the Solid Waste Agency of Northern Cook County for landfill deposits. In Fiscal 2013 the Village started a new seven-year contract with a reduction in rates that will not exceed the current rate for Single Family Collection until 2015.

- Personnel Costs – Personnel costs in Fiscal 2014 are budgeted to be \$11,724,165. The Village continues a hiring freeze for one full-time position in the Police Department and one full-time position in the Public Works Department. The Village has budgeted for a new part-time Code Enforcement Officer that is being shared with the Village of Glenview. There is also a 2% cost of living wage increase for non-union employees included in the Fiscal 2014 budget. Contractually obligated wage increases are 2.25% for the Police Officer Union and 2% for Public Works Teamsters Union. The Communications Operator union contract is set to expire on April 30, 2013. The wage increase will be determined by contract negotiations that are expected to be complete in Fiscal 2014.

Capital Improvements

The Fiscal 2014 budget includes the following capital improvements projects:

- \$1,178,083 is budgeted in the Transportation Improvement Fund for Year Two of the replacement of all Village street lighting, excluding the Northeast Industrial Tax Increment Financing (TIF) district. This includes replacements on Pratt Avenue west of Hamlin Avenue. This program is anticipated to be complete in four years.

- The Village budgeted \$1,200,000 in the Lincoln-Touhy TIF District Fund for the possible demolition of the Purple Hotel building. Although the Village maintains a pre-development agreement with North Capital Group for the redevelopment of the Purple Hotel building, funds are included for the demolition of the hotel, as the Village still retains the right to demolish the building.

- \$100,000 is budgeted for the replacement of the playground at Drake Park. Reinstatement of the annual playground replacement program which ended in Fiscal 2010 due to the economic downturn was restarted in Fiscal 2013.

- \$300,000 is budgeted in the Northeastern TIF District Fund to design and install generators for the Standpipe and Main Public Works Facility. Village facilities experienced three power outages during Fiscal 2012. This expense will prevent outages at two of the Village's most critical facilities so that they can operate in the event of a weather emergency which is when power outages are common. An engineering study was completed for this project in Fiscal 2013.

- \$346,500 is budgeted in the Water and Sewer Fund for year three repairs to the Sewer System. These repairs are the result of televising that was performed in Fiscal 2011. The program will be complete in two years.

Adherence to Financial Policies

The budget complies with the Village's Financial Policies. Please find below a summary of the significant policies governing the preparation of the annual budget:

- The budget is balanced.
- The General Fund (GF) unreserved fund balance is maintained between 25% and 35% of annual GF revenue, thus providing a significant cash flow in the event of an unforeseen emergency or unexpected revenue downturn. Any excess above the target amounts are available to fund various capital projects.
- There is a 3% property tax levy increase included in the Fiscal 2014 budget. This is in accordance with the financial policy to limit the property tax levy increase to the annual Cook County consumer price index (the same limit for Non-Home Rule communities).
- The GF budget is balanced without the use of excess fund balance or new taxes or fees.
- The GF's support of the Parks and Recreation Department is limited to \$1,000,000, which represents approximately 50% of the total department budget. The remaining revenue for the department is derived from program fees.
- Debt Service - Per the Village's Financial Policies, debt financing has been used only to fund major capital projects and not for operational expenses. The Village has not issued any new bond debt since Fiscal 2003 when the Village issued General Obligation bonds to fund the construction of the new aquatic facility and the a new street known as Northeast Parkway.

Financial Condition of the Village

The Village continues to be in solid financial condition despite the uncertain economic times. Debt levels are low compared to national levels. As a part of a bond refunding process in Fiscal 2012 the Village upgraded its bond rating from Aa3 to Aa1 as provided by Moodys. The Village also continues to make its annual required pension contributions, maintain Village facilities and equipment and make vehicle and equipment purchases on a scheduled basis.

Conclusion

As the Village moves into the new Fiscal Year, staff will again be closely monitoring revenue estimates due to the uncertain economic conditions and make expenditure adjustments as necessary. It is imperative to also begin planning for Fiscal 2015 as we strive to maintain the financial health of the Village.

The preparation of the Fiscal 2014 budget could not have been achieved without the hard work and assistance of many throughout the organization. I would like to thank the Department Directors for their diligent work to prepare departmental budgets that met the Village's financial goals while maintaining and improving its core service mission. The President and Village Board continue to provide stable and visionary leadership that have ultimately resulted in this year's accomplishments. Finally, particular thanks are extended to

Finance Director Robert Merkel and the Finance Department. They are responsible for overseeing the budget preparation process and attending to the task of ensuring all the data is properly represented and accounted for.

Respectfully Submitted,



Timothy C. Wiberg
Village Manager

**Strategic Planning Report
2012-2015**



VILLAGE OF LINCOLNWOOD

Strategic Planning Report 2012 - 2015





TABLE OF CONTENTS

Vision Statement.....3
SWOT Analysis – Where we are today?.....4
Trends we considered.....5
Desired Image Key Lincolnwood Vision Elements.....6
Goals 2012 – 2015.....7
Goals/Objectives 2012 – 2015.....8





VISION STATEMENT

The Village of Lincolnwood effectively blends the advantages of urban proximity with quality suburban amenities. Families are drawn to Lincolnwood in part because of superior schools, parks and convenience of commerce and transportation links. Lincolnwood is a stable community with long-term residents who stay here due to the consistently strong property values, variety of housing stock and the vitality of diverse neighborhoods. The Village government, through effective strategic planning and timely responsiveness to changing conditions, continues to offer excellent public services in a fiscally responsible manner, often with more attractive tax rates than surrounding communities.

The Village of Lincolnwood's vision includes a commitment to an even more business friendly environment. Attracting destination developments on several key village sites is a focus for the community. Additional restaurants in the village would be considered a plus. The development of a new community recreational center is also desired to enhance the parks programming opportunities.

The Village continues to look for ways to continually improve the effectiveness of its services and the efficiency of the process to deliver them.



SWOT ANALYSIS – WHERE WE ARE TODAY?

Strengths	Weaknesses
<ul style="list-style-type: none"> ▪ Good public service – public works, police, and fire ▪ Good parks & recreation ▪ Good municipal management ▪ Conservative fiscal policies ▪ Good staff/board relations ▪ Strong tax base ▪ Good population diversity ▪ Close proximity to airport/city, etc. ▪ Development of medical & senior care capabilities within the community ▪ Staff involved regionally ▪ Community pride ▪ Seeking alternative funding sources ▪ Non resident involvement in park programs 	<ul style="list-style-type: none"> ▪ Economy ▪ Declining property values ▪ Policy on taxes ▪ Dependence on auto industry ▪ Lack of central downtown ▪ Lack of public transportation ▪ Dependence on Chicago water ▪ Diversity not as well represented within the bureaucracy ▪ Sewer system ▪ Lack of new development sites ▪ Based on Village size, we can't be everything to everyone ▪ District 74 school board relationship ▪ Getting the uninformed, involved
Opportunities	Threats
<ul style="list-style-type: none"> ▪ Better use of technology ▪ Home revenue through garbage ▪ Take advantage of technology park ▪ Purple hotel and Lincoln Avenue redevelopment ▪ Alternative water sources ▪ Mall campus (klen) ▪ Use of TIF districts ▪ Demographics analysis and strategy ▪ Increased revenue over next several years ▪ Channel Runne park ▪ Privatization of services ▪ Shared services with other municipalities ▪ Intergovernmental agreements ▪ Contiguous boundaries with school district ▪ Sponsorship and advertising ▪ Lincolnwood high profile businesses ▪ Further development of chamber relationship ▪ Further definition of Lincolnwood brand and marking of boundaries ▪ Public private partnerships 	<ul style="list-style-type: none"> ▪ Fiscal state of the State of Illinois, Washington ▪ School board fiscal policies ▪ Cook County fiscal policies ▪ Lowes #'s falling ▪ Mandates around pensions ▪ Next election – continue working together ▪ Pension obligations ▪ Mortgage foreclosures ▪ Store front vacancies ▪ Water supply ▪ Post office changes





- Our shrinking piece of the tax pie
- Economy is in a global transition
- Rising E-commerce without taxing ability
- Community housing market influx
- More diversity within the community
- Public apathy
- More municipal marketing creating business, consumer, and resident competition
- More tax incentives being utilized to attract business
- Manufacturing exodus from Cook County
- Stagnant tax base/rising costs
- Deferral on capital improvements
- More self service approaches





- ❑ Lincoln Avenue mirrors Touhy and Crawford – Lincoln streetscape, slow traffic, visually appealing
- ❑ Lincolnwood is a destination – a draw for shopping, socializing, business, church, etc.
- ❑ Touhy and Lincoln are more pedestrian-friendly with traffic diverted from the area
- ❑ The purple hotel site has become a destination
- ❑ Lincolnwood has a brand and, within the municipality, has a certain look and feel – we are distinguished from Chicago and Skokie
- ❑ B&H site is fully developed or created into green space as a part of Channel Runne
- ❑ Parks are a jewel
- ❑ Great housing stock
- ❑ Positive, diverse community
- ❑ New, expanded community center
- ❑ Channel Runne is developed
- ❑ School District 74 has a great reputation for quality education and fiscally sound operations
- ❑ Lincolnwood is business-friendly, attracting more businesses
- ❑ Well managed fiscal approach and lower taxes than our neighbors
- ❑ Lincolnwood's government has customer friendly service
- ❑ Lincolnwood has thorough enforcement of consistent rules – will provide help along the way – instills pride of ownership
- ❑ Citizens involved and glad to live in Lincolnwood





1. Continue the Village's realistic fiscal policy; maintaining taxes lower than neighboring communities
2. Develop the purple hotel site as a central gathering destination
3. Further define and develop the brand and identity for the Village of Lincolnwood
4. Use Lincolnwood's Economic Development Commission to drive Village's vision for economic development
5. Become a partner with the mall in promoting opportunities to reinvigorate the mall and surrounding area
6. Bring more restaurants to the community
7. Become a "friendly to do business with" government, assisting in attracting and developing business
8. Review Lincolnwood's economic and business incentive policy, balancing incentives for development and business with those of the community and tax payer
9. Since government can not afford to be everything to everyone, focus on core services and manage expectations of citizens through appropriate communications
10. Create destinations around the pool, attracting Lincolnwood residents and visitors
11. Reexamine public transportation opportunities and connect to the new Skokie station
12. Develop a constructive partnership with the overlapping and surrounding taxing body boards (i.e. surrounding municipalities, schools, county etc)





Goal 1: Continue the Village's realistic fiscal policy; maintaining taxes lower than neighboring communities

Objectives:

- A. Continue to present realistic budgets
- B. Identify capital improvement priorities
- C. Develop a plan for alternative revenue sources and begin implementation (partnerships, sponsoring, etc)

Goal 2: Develop the purple hotel site as a central gathering destination

Objectives:

- A. Define with the Village Board the desired use of the site and timeframe
- B. Engage EDC to drive and coordinate purple hotel site

Goal 3: Further define and develop the brand and identify for the Village of Lincolnwood

Objectives:

- A. Establish a workshop with the Village Board to further define the Village of Lincolnwood's brand
- B. Staff to design branding exercise and subsequent branding plan





Goal 4: Use Lincolnwood's Economic Development Commission to drive Village's vision for economic development

Objectives:

- A. Conduct a planning workshop session with EDC and Village Board
- B. In preparation for above, benchmark other community economic development models and arrange for board and EDC community drive around
- C. Gather input from the business community through breakfast/lunch meetings
- D. Establish dollars in the budget for economic development and supporting activities

Goal 5: Become a partner with the mall in promoting opportunities to reinvigorate the mall and surrounding area

Objectives:

- A. Work with EDC regarding connector road
- B. Staff to workshop with property owners to explore use options

Goal 6: Bring more restaurants to the community

Objectives:

- A. Staff to conduct webinars to promote community development and restaurants
- B. Staff to meet with Village Board to define desired sites for restaurant development
- C. Attend Restaurant Association conference to explore current restaurant trends and needs





Goal 7: Become a “friendly to do business with” government, assisting in attracting and developing business

Objectives:

- A. Staff to create plans to identify and streamline key processes to do business/development in Lincolnwood
- B. Effectively communicate the business/development friendly philosophy to staff – Empower for continuous improvement
- C. Staff to develop plan to continue marketing the village’s economic development needs and business friendly environment

Goal 8: Review Lincolnwood’s economic and business incentive policy, balancing incentives for development and business with those of the community and tax payer

Objectives:

- A. Staff to develop data, benchmarks, and policy document for Village Board discussions and action
- B. Review with EDC for input prior to Village Board review

Goal 9: Since government can not afford to be everything to everyone, focus on core services and manage expectations of citizens through appropriate communications

Objectives:

- A. Involve multiple departments speaking at various community meetings, promoting the needs and operation of the municipal government
- B. Gather input from the Passport Committee to determine methods to further involve and engage Lincolnwood’s diverse population
- C. Consider methods in the development of the website for attracting and involving citizens
- D. Staff to discuss these topics (A, B, C) and other topics when meeting with school district staff
- E. Engage with the various religious groups within the community to gather input and assist with event development





Goal 10: Create destinations around the pool, attracting Lincolnwood residents and visitors

Objectives:

A. Consider these sites in other planning activities

Goal 11: Reexamine public transportation opportunities and connect to the new Skokie station

Objectives:

A. Explore the possibility of a public transportation loop within the community

B. Appoint a staff member to be responsible for transportation planning

C. Survey citizens regarding transportation needs and concerns

Goal 12: Develop a constructive partnership with the overlapping and surrounding taxing body boards (i.e. surrounding, municipalities, schools, county etc.)

Objectives:

A. Meet with taxing body boards in 2013 to discuss mutual interests

B. Staff to meet with taxing body boards staff prior, to discuss mutual interests



Financial Policies

VILLAGE OF LINCOLNWOOD
FINANCIAL POLICIES
ADOPTED – JANUARY 19, 2006

Introduction

Financial policies are the key elements of sound fiscal administration and responsibility. The Village Board should establish and follow financial policies when making financial decisions about the future of Lincolnwood. The policies represent a foundation to address changing circumstances and conditions, and assist in the decision-making process.

Financial policies allow the Village Board to view their current approach to financial management from an overall and long-range vantage point.

Financial Reporting Policies

The Village's accounting and financial reporting systems shall be maintained in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers' Association (GFOA).

An annual audit shall be performed by an independent certified public accounting firm.

The financial system shall include internal controls to monitor revenues, expenditures and program performances on an ongoing basis.

The Budget Process

The budget process provides the primary mechanism by which key decisions will be made regarding the levels and types of services to be provided within the estimated available resources.

The annual budget shall be developed in accordance with the financial policies and priorities as set forth by the Village Board.

A balanced budget shall be adopted on a basis consistent with generally accepted accounting principles as promulgated by GASB. Revenues shall be recognized when measurable and available. Expenditures shall be charged against the budget when measurable, a liability has been incurred and due and payable. All budgetary policies shall conform to state regulations and generally accepted accounting principles.

The budget shall be adopted at the legal level of control of a Department within the Fund (i.e., the expenditures shall not exceed the total for any department within a fund without the Village Board approval). The Director of Finance shall have the authority to transfer within a department within the same fund from one line item to other line items. Current costs shall be financed with current revenues, including the use of authorized fund balance. The Village shall not balance current expenditures through the obligation of future year's resources.

The Finance Department shall maintain a budgetary control system to ensure adherence to the Budget and shall prepare monthly financial reports comparing actual revenues and expenditures with budgeted amounts.

The Enterprise (Water Fund) operation of the Village is to be self-supporting, i.e., current (charge for service) revenues shall cover current operating expenses, including Debt Service and Capital Expenditures and Improvements.

The Department Director within the Village shall integrate operating efficiency, operating effectiveness, customer satisfaction and human resource efficiency measurements into their department's budget. Department directors shall be required to link service levels to funding levels.

The Village shall strive to avoid short-term borrowings to meet current cash flow requirements. However, the Village may enter into short-term borrowing should a critical emergency need arise.

Estimating Revenues

The Village shall estimate its budgeted revenues conservatively, using an objective and analytical approach.

The Village shall attempt to maintain a diversified and stable revenue system to shelter it from short-term fluctuations in a single revenue source. The Village shall diversify its revenue base in order to reduce its dependence upon Real Estate Property Taxes.

The Village shall establish Fees and User Charges at a level related to the total cost (i.e., operating, direct, indirect and capital expenditures and debt service) of providing that service. The Village shall review all fees and charges annually in order to keep pace with the cost of providing the service. The Village and Parks & Recreation Department shall strive to maintain the real estate tax levy subsidy at \$1,000,000 to the Parks & Recreation Department. The balance of the Parks & Recreation department's operating costs shall be offset by user fees charged for services rendered. Fees shall not be set at a level that results in extra revenue that is used to subsidize other non parks & recreation services.

The revenue system of the Village shall strive to maintain equality in its structure. The Village shall minimize or eliminate all forms of subsidization between funds, services, utilities and customers. However, it is recognized that Public Policy decisions may lead to subsidies in certain circumstances, e.g., Senior Citizen welfare.

The Village shall follow an aggressive policy of collecting revenues and seeking public and private grants and other outside sources of revenue to fund projects.

The Village shall not increase the annual property tax levy in excess of the Cook County consumer price index increase applicable as of the prior December.

One-time revenues shall be used only for one-time expenditures. The Village shall avoid using temporary revenues to fund routine operating expenses.

Expenditure Policy

The expenditure policy of the Village provides for the level of expenditures sufficient to ensure the ongoing health, safety and welfare of the citizens and the review of services to monitor if they are being provided effectively and efficiently as possible. The Village shall fully fund its Pension Plans consistent with the actuarial valuation requirements as presented by the Illinois Department of Insurance.

Within the resources available each year the Village shall maintain the Capital Assets and Infrastructure at a level to protect the Village's investment, to minimize future replacement and maintenance costs and to continue appropriate service levels.

Unreserved Fund Balance

Adopting a viable unreserved fund balance is critical to maintain or improve the Village's current bond rating and credit rating standing with agencies, to plan for contingencies and emergencies, avoid borrowing on a short-term basis and ensure a balanced budget in years of unexpected revenue decreases and/or unexpected expenditures.

Unreserved fund balance shall be maintained at 25 to 35 percent of annual general fund revenue to ensure service continuity. If the unreserved fund balance is less than 25 percent, the Village shall set aside a sufficient portion of the next year's budgeted revenue to maintain the required reserve amount.

If the unreserved fund balance is greater than 35 percent then the Village shall designate the excess amount to provide available funds for the purchase of new or replacement capital equipment.

Debt Service Policy

The purpose of this policy is to establish parameters and provide guidance governing the issuance, management, evaluation of and reporting on all debt obligations issued by the Village.

The issuance of long-term debt shall be limited to capital projects, improvements or replacement equipment that cannot be financed from current resources.

When the Village utilizes long-term debt financing it shall ensure that the debt is financed soundly by: conservatively projecting the revenue sources that shall be utilized to repay the debt; every effort shall be made to limit the payback period of the debt to 80 percent of the useful life of the capital expenditure; determine that the cost benefit of the capital expenditure including interest cost shall benefit future citizens; and the amount of long-term debt financing for capital expenditures shall not exceed 90 percent of the fair market value of the cost.

The Village's annual general fund principal and interest debt service cost shall not exceed 15 percent of the amount of general fund revenue.

The Director of Finance is responsible for maintaining relationships with the rating agencies that assign ratings to the Village's various debt obligations. This effort includes providing periodic updates on the Village's general financial condition along with coordinating meetings and presentations in conjunction with a new debt issue.

The Village shall try to keep the average maturity of general obligation bonds at or below ten years.

The Village shall conduct financings on a competitive bid basis. However, negotiated financings may be used to market volatility or the use of an unusual or complex financing or security structure.

Capital Improvement Program (CIP) Policy

For the capital improvement program all land and land improvements and building projects costing \$50,000 or more shall be classified as capital assets. Equipment costing \$5,000 or more with an estimated useful life of two or more years shall be considered capital assets.

A CIP shall be developed for a period of six years. As resources are available the most current year of the CIP shall be incorporated into the current year operating budget. The CIP shall be reviewed and updated annually.

The Village shall fund a Capital Improvement Fund which will be coordinated with the operating budget. This improvement fund shall build a reserve of \$1,000,000 for the replacement and/or construction of capital assets on a pay-as-you-go basis. Therefore, if the balance drops below the \$1,000,000 fund balance the Village shall attempt to allocate approximately 1 percent or \$100,000, whichever is less, of the annual general fund budgeted revenue for additional and replacement capital assets.

The Village's municipal gasoline tax shall be deposited into the Transportation Improvement Fund to provide for the necessary repair and replacement of streets and other transportation related improvements.

Procurement System Policies

The Village Manager shall be responsible for the purchase and contract of goods and services on behalf of the Village and shall develop and implement administrative procedures in conformity with ordinances and state statutes to perform this function.

The Village shall maintain purchasing rules and regulations for internal use and shall distribute said rules to all eligible vendors at the appropriate time. The operation of the Village's purchasing system shall encourage full and open competition on all purchases and sales subject to the competitive bidding regulations, approval of the Trustees and formal quotations as written in the Municipal Code.

The Department Directors are authorized to use State contracts in lieu of issuing bids when it is to the economic advantage of the Village.

The Village shall purchase recycled or otherwise environmentally friendly products whenever possible.

General Village Policies

Any employee shall be prosecuted to the extent of the law in any instance where the employee is proven to have committed an illegal act, such as theft.

The Village shall prepare a five year revenue projection with an annual update. This projection shall be used for the preparation of the operating budget.

A revenue handbook shall be prepared and maintained annually. This handbook shall be utilized to adjust fees and user charges. The revenue handbook shall include at least the following information: the revenue source; legal authorization; method of collection; department responsible for collection; and rate or charge history.

Ethics

Public service is a public trust. Each Village employee has a responsibility to the citizens of the Village of Lincolnwood for honesty, loyalty and the performance of their duties under the highest ethical principles.

All employees shall strive to avoid the appearance of wrongdoing by treating all contractors and vendors impartially, by not accepting gratuities, safeguarding proprietary information and avoiding conflicts of interest.

Investment Policy

Village of Lincolnwood
Investment Policy
Adopted – January 19, 2006

Investment Policy:

It is the policy of the Village of Lincolnwood to invest public funds in a manner which will provide the maximum security (safety), meeting the daily cash flow needs of the village (liquidity) and provide the highest investment return (yield) while conforming to all State of Illinois laws governing the investment of public funds.

Prudence:

All investments shall be made with sound judgment and extraordinary care by persons of prudence, discretion and intelligence.

Objective:

The primary objectives of the investment policy shall be 1) Safety, 2) Liquidity and 3) Return on Investment (Yield).

Authority:

Management responsibility for the investment program rests with the Village's Finance Committee which shall establish procedures for the operation of the investment program consistent with the investment policy.

Ethics and Conflicts of Interest:

Elected Officials and employees involved in the investment process shall refrain from any personal business activity that could conflict with or impair their ability to properly execute the investment policy. Any party of interest that has any material financial interest in any financial institution that conducts business within this village must disclose said interest to the Finance Committee.

Authorized Investments:

The Village of Lincolnwood is empowered by statute to only invest in those investments authorized by the Illinois Public Funds Investment Act.

Internal Control:

The Finance Committee shall establish an annual process of independent review as part of the Village's annual audit of its financial statements. This annual review will provide internal control by assuring compliance with policies and procedures of the investment policy.

Investment Policy Adoption:

The Village of Lincolnwood investment policy shall be adopted by resolution of the Board of Trustees. The policy shall be reviewed annually by the Finance Committee and any modifications made must be approved by the Board of Trustees.

Budget Structure and Process

Budget Structure

This section describes the various types of funds the Village employs. A fund is a separate fiscal entity with revenues and expenses that are separated for the purpose of carrying out a specific purpose or activity. The Village's budget is divided into several different funds. Each fund is considered a separate accounting entity. Major funds represent the significant activities of the Village and include any fund whose revenues or expenditures, (excluding other financing sources and uses), constitute more than 10% of the revenues or expenditures of the appropriated budget are shown separately. The breakdown of the Village fund structure is as follows:

Major Governmental Funds

General Fund – The main operating fund for the Village, the General Fund, is used to account for the resources devoted to funding services traditionally associated with local government (i.e.) public safety, street maintenance, etc.

Major Special Revenue Fund – Special Revenue Funds are governmental funds used to account for the proceeds of specific sources (other than special assessments, expendable trust funds, or major capital projects) that are legally restricted to expenditures for specified purposes. The Village has one major fund of this type: the Northeast Industrial District TIF Fund.

Debt Service Funds – A Debt Service Fund accounts for the accumulation of resources for, and the repayment of long-term debt, interest and related costs.

Major Proprietary Fund

Enterprise Fund – Enterprise Funds are proprietary funds established to account for the financing of self-supporting activities of governmental units that render services on a user basis to the general public. The significant attribute of Enterprise Funds is that they are financed primarily by charges to consumers and that the accounting for them makes it possible to show they are operated at a profit or loss similar to comparable private enterprises. The Village has one major fund of this type: the Sewer and Water Fund. Depreciation expenses are recorded in Enterprises Funds, but the Village excludes this non-cash expense from its budget.

Non Major Governmental Funds

Special Revenue Funds- Special Revenue Funds are governmental funds used to account for the proceeds of specific sources (other than special assessments, expendable trust funds, or major capital projects) that are legally restricted to expenditures for specified purposes. The Village budgets for five Special Revenue Funds: Motor Fuel Tax

Fund, Transportation Improvement Fund, E-911 Fund, Touhy/Lawndale TIF Fund and the Lincoln/Touhy TIF Fund.

Capital Projects Funds- Capital Projects Funds are governmental funds used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by the Enterprise Fund). The Village currently budgets for two capital project funds.

Police Pension Fund- The Village is in a fiduciary capacity for assets held in the Police Pension Trust on behalf of the Village Police Force. The pension fund has its own Board of Trustees who monitors the investments of the fund. The Police Pension Fund may also be referred to as a Pension Trust Fund.

Budget by Fund Structure

<u>General Fund</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Enterprise</u>	<u>Capital Projects</u>	<u>Pension Trust</u>
Departments:	Motor Fuel Tax	All Debt	Water and Sewer	ROW Bike Path	Police Pension
Administration	Transportation Improv.			Property Enhancement	
Finance	E-911			Program	
Development	NEID TIF				
Police	Touhy/Lawndale TIF				
Fire	Lincoln/Touhy TIF				
Public Works					
Parks and Recreation					

Budget Process

The budget is the working plan for the operation of the Village during the May 1–April 30 fiscal year. Residents, elected officials and staff all play a vital role in preparing the many components of the budget. Although the Village Manager is responsible for preparing and recommending a balanced budget, the Village Board determines the final budget document and the allocation of resources it represents. Preparation, review and adoption of the budget spans at least six months, beginning in October and ending in April. The budget document is the result of the completion of a complex set of tasks, including assessing the Village’s financial condition, projecting assumptions to fund the Village’s assessments, developing goals and objectives which will meet these needs, and estimating the cost of providing these services.

Long-Term Non-Financial Goals and Objectives

It is recommended by the Government Finance Officer’s Association (GFOA) that governmental entities utilize strategic planning to develop and coordinate long-term goals and objectives for service delivery and budgeting. Doing so will provide a direct link between the wide-ranging organizational goals and annual spending plans.

During 2011, the Board of Trustees, the Village Manager and Department Directors met to update the Strategic Planning Report process that started in 2005. The session was to review the prior plan and update where necessary goals that would 1) fulfill the Village's mission, 2) adapt to our changing environment, and 3) meet the needs of our residents and businesses. The Village feels that a comprehensive strategic plan will improve on existing budgeting and planning issues and link these goals into the individual department goals.

In addition to helping the Village identify long-term goals of the Village, the strategic plan will also work to align individual department goals with the overall objective of the Village, incorporate performance measurements to measure the success of the goals and provide a process for monitoring and reassessing the plan due to the constant change in our working environment.

The Capital Improvement Plan

The development of the Capital Improvement Plan (CIP) is an important part of our Village budget workshop. The CIP is the Village's five year plan for capital expenditures. It addresses the Village's needs for equipment replacement, upgrades, and expansion of infrastructure and other long-lived, high-cost assets. Generally included in the CIP are planned capital expenditures of \$10,000 or more, proposed additions to the Village motor fleet, and certain information technology purchases. Prior to the 2014 budget workshop, the 2014-2018 CIP was prepared.

The CIP process begins in November with the Finance Department distributing CIP project request forms to the operating departments. The departments complete a request form for each proposed project and return their requests to the Finance Department in December for compilation. A CIP project request must include the following:

- Description of the project
- Justification for the project
- Estimation of project costs
- Identification of possible revenues sources
- Annual dollar impact upon operating budget if project is undertaken

After the Finance Department compiles the information, the Village Manager and Finance Director meet with each department for the purpose of conducting an administrative review and clarify any project particulars. Upon conclusion of these meetings, the CIP is revised and submitted by the Village Manager to the Village Board at the February budget workshop. The CIP is again reviewed at the budget meeting in March and submitted to the Village Board for final approval in April.

As stated above, the CIP covers the next five years. This long-term perspective helps the Village foresee both future capital expenditure needs and the anticipated revenue sources for funding purposes.

Budgetary/Accounting Basis

The budgets of the General Fund, governmental type funds and agency funds are prepared on a modified accrual basis. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e. both measurable and available.

Expenditures, other than interest on long-term debt, are recorded when the related fund liability is incurred, if measurable. The governmental fund measurement focus is on the determination of financial position and changes in financial position, rather than on net income determination.

The Water and Sewer Fund, except for two exceptions (depreciation and compensated absences) is budgeted on a full accrual basis. The accrual basis of accounting is used by proprietary and the pension trust fund, with the measurement focus on determination of net income, financial position and cash flows. Revenues are recognized when earned and expenses are recognized when incurred.

Budget Process with Dates of Budget Hearings and Notices

October 2012	Evaluate fiscal year financial forecasts and develop FY 2013/14 budgetary assumptions.
November	Village Manager (VM) discusses budgetary guidelines with department heads.
December	Department heads meet with Finance Director to discuss CIP. Staff prepares preliminary revenue estimates along with departmental expenditure targets.
December	Public hearing to approve 2012 Property Tax Levy.
January 2013	VM meets with each department head to discuss proposed budgets. Budgets revised following VM's approval.
February	Village Board workshop. Staff presents policy issues and CIP Funding requests. Budget is revised to incorporate Village Board direction. Village Board Finance Committee meets to review draft budget.
March	FY 2013/14 public meeting. After the proposed budget is placed for public viewing, a meeting is held with the Village Board to allow for public and Village Board discussion.
April	FY 2013/14 budget is presented for formal consideration to the Village Board.
May 1	New fiscal year begins. Implementation of the budget is monitored by updates to the Village Board. During the year, the (VM) may revise the budget for the Village. Revision requests by Department Heads must be submitted to the VM. The VM reviews all request for budget revisions as to their effect on the total budget and presents them to the Village Board for approval. No revision of the budget shall be made if funds are not available.
July	FY2014 appropriation ordinance is presented at public meeting to allow for public and Village Board discussion. After meeting, appropriation ordinance is presented for formal consideration to the Village Board.

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Lincolnwood, Illinois for its annual budget for the fiscal year beginning May 1, 2012. In order to receive this award a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

The award is valid for a period of one year only. We believe our Fiscal 2014 budget conforms to program requirements and we are submitting it to the GFOA to determine its eligibility for another award.

Total Budget Comparison

Financial Summary - All Funds

The following is a summary of revenues and expenses for the Village from FY2010/11 through FY2013/14 by Fund type.

	2010/11 Actual	2011/12 Actual	2012/13 Projected	2013/14 Proposed
Revenues by Fund				
General	17,758,552	18,119,958	18,794,332	19,098,066
Motor Fuel	370,231	371,004	365,000	307,500
Transportation Improvement E911	372,853	346,702	325,000	322,000
NEID TIF	184,578	174,120	195,000	180,500
Touhy/Lawndale TIF	1,416,794	1,962,875	1,725,000	5,792,000
Lincoln/Touhy TIF	330,774	518,569	500,000	520,000
Debt Service	-	-	43,000	-
Capital Projects	1,213,240	1,216,044	1,186,517	1,187,065
Water and Sewer-Enterprise	493,180	19,846	386,000	200,000
Police Pension	3,582,332	3,461,921	4,057,450	4,228,900
	2,401,688	2,101,854	2,073,500	2,081,000
Total	28,124,222	28,292,893	29,650,799	33,917,031
Expenses by Fund				
General	17,908,297	18,022,110	18,738,786	19,158,234
Motor Fuel	49,420	42,075	35,000	85,000
Transportation Improvement E911	746,991	59,064	183,798	1,688,083
NEID TIF	223,232	222,510	252,403	264,470
Touhy/Lawndale TIF	2,358,495	597,148	477,115	6,171,600
Lincoln/Touhy TIF	427,207	464,933	514,000	520,000
Debt Service	38,829	64,928	23,805	1,265,000
Capital Projects	1,225,490	1,353,785	1,274,211	1,310,312
Water and Sewer-Enterprise	125,265	1,324,806	850,000	300,000
Police Pension	3,317,525	3,290,392	3,885,922	4,312,293
	1,546,312	1,722,317	1,740,799	1,955,234
Total	27,967,063	27,164,068	27,975,839	37,030,226
Excess (Deficit) of Revenues over Expenses	157,159	1,128,825	1,674,960	(3,113,195)
Other financing - loan proceeds	592,652	100,000	-	1,200,000
Use of fund balance reserves	-	-	-	1,913,195
Excess of Revenues over Expenses after Other Financing	749,811	1,228,825	1,674,960	-

FY2013/2014 Budget Summary
Total Village Budget

The following is a summary of revenues and expenses for the Village from FY2010/11 through FY2013/14.

	2010/11 Actual	2011/12 Actual	2012/13 Projected	2013/14 Proposed
Revenues				
Local Taxes	16,201,040	16,515,203	16,652,263	17,197,711
Intergovernmental Taxes	1,835,276	2,569,305	2,537,700	2,503,000
Licenses and Permits	1,007,370	1,009,122	1,049,405	1,048,905
Charges for Services	5,126,075	5,220,843	6,019,634	6,237,915
Fines and Forfeitures	265,214	359,731	341,000	359,000
Rent	97,171	98,561	101,500	101,500
Grants	842,356	125,379	570,000	4,220,000
Investment Income	244,600	202,011	118,090	117,000
Reimbursements	65,044	49,188	98,512	16,000
Police Pension	2,401,688	2,101,854	2,073,500	2,081,000
Other	38,388	41,696	89,195	35,000
Total	28,124,222	28,292,893	29,650,799	33,917,031
Expenses				
Personnel	10,445,268	11,048,918	11,368,279	11,724,165
Contractual	4,748,745	5,137,272	5,071,229	6,630,710
Commodities	4,018,688	3,738,496	4,468,169	4,915,278
Economic Development	923,012	990,875	1,069,000	1,415,000
Debt Service	1,861,855	2,062,401	1,976,770	2,041,567
Capital Outlay	4,423,182	2,463,789	2,281,593	8,348,272
Police Pension Expenses	1,546,313	1,722,317	1,740,799	1,955,234
Total	27,967,063	27,164,068	27,975,839	37,030,226
Excess (Deficit) of Revenues over Expenses	157,159	1,128,825	1,674,960	(3,113,195)
Other financing - loan proceeds/Debt premium	592,652	159,106	-	1,200,000
Excess (Deficit) of Revenues over Expenses after Other Financing	749,811	1,287,931	1,674,960	(1,913,195)
Fund Balances				
Start of Budget Year	43,602,041	44,351,852	45,639,783	47,314,743
End of Budget Year	44,351,852	45,639,783	47,314,743	45,401,548
Less: Pension Fund Balance (a)	(16,037,540)	(16,417,077)	(16,749,778)	(16,875,544)
Available Fund Balances	28,314,312	29,222,706	30,564,965	28,526,004

(a) Pension Fund Balance is reserved for pension benefits and not available for appropriation.

Budget Notes:

FY2010/11- Revenues and other financing sources exceeded expenses by \$157,159.

The Village has started the streetlight replacement program this year. The program is being financed by fund reserves in both the Motor Fuel Tax Fund and the Transportation Improvement Fund. The Transportation Improvement Fund experienced a fund balance decrease of \$374,138 due to the program. Other capital projects were started which included engineering for a new bike path on the Commonwealth Edison right-of-way and preliminary work on Channel Runne park improvements. The total expenditures for these projects totaled \$107,274. The General Fund finished the fiscal year with an increase of \$640,813. This amount is significantly less than the projected deficit of \$726,979 that was budgeted for the year. Increases in both sales tax revenue and building permit revenue were realized and show signs that the U.S. and the local economies are slowly rebounding from the recession. The Police Pension Fund also experienced an increase in revenue as investment income was greater than budgeted due to the recovery in the financial markets.

FY2011/12 - Revenues and other financing sources exceeded expenses by \$1,287,931.

The General Fund finished the fiscal year with a decrease of \$396,807. This amount was less than the budgeted deficit of \$941,097 and was mainly due to an increase in revenues as the economic recovery continued. The Transportation Improvement Fund experienced an increase of \$287,638. This Fund was budgeted to have a decrease of \$858,083 but year 2 of the streetlight replacement program was deferred to FY 2014. Other capital projects included the replacement of the Village promenade and the replacement of the HVAC system in the Police and Fire building. Also, the construction of Centennial park was started in FY2012 and continued work on the new bike path was ongoing. The Village also resurfaced a portion of Pratt Ave. during FY2012. This project was 100 percent funded by a grant. The total for all of these capital improvements totaled \$ 1,324,806 in FY2012.

FY2012/13 - Revenues and other financing sources are expected to exceed expenses by \$1,674,960.

The General Fund is expected to finish the fiscal year with a decrease of \$111,753. This is less than the budgeted decrease of \$572,595. The majority of the decrease will result from savings on various expense items. The Transportation Fund will again will experience an increase in net revenue of \$141,202 as opposed to a budgeted deficit of \$907,083. Year 2 of the streetlight program was deferred until Fiscal 2014 when both Pratt Ave. and Crawford Ave. streetlights will be replaced. Also, the construction of Centennial Park and various Village campus projects were completed in Fiscal 2013. The costs to complete these projects totaled \$\$780,000.

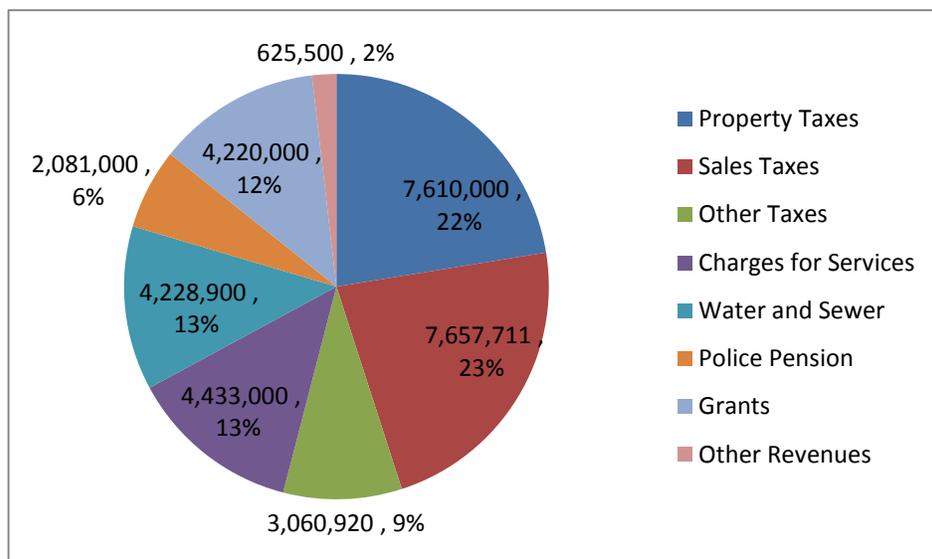
FY13/14 - Expenses are budgeted to exceed revenues by \$1,913,195. The General Fund is budgeted to have a slight increase of \$111,753 for Fiscal 2014. The majority of the decrease will come from the Transportation Improvement Fund as years 2 and 3 of the streetlight replacement program will continue. As mentioned above, this program was deferred in prior years. The major TIF Fund will also acquire a bike path. The cost will be funded by a grant which will cover 80% of the costs.

Fund Type Summary

Fiscal 2014 Revenues

The total revenue budget for the Village of Lincolnwood for the year beginning May 1, 2013 and ending April 30, 2014 is \$33,917,031. Total revenues have increased \$4,513,074 (15%) from the prior year's budget. This is due mainly to a grant the Village will receive to purchase land for a bike path.

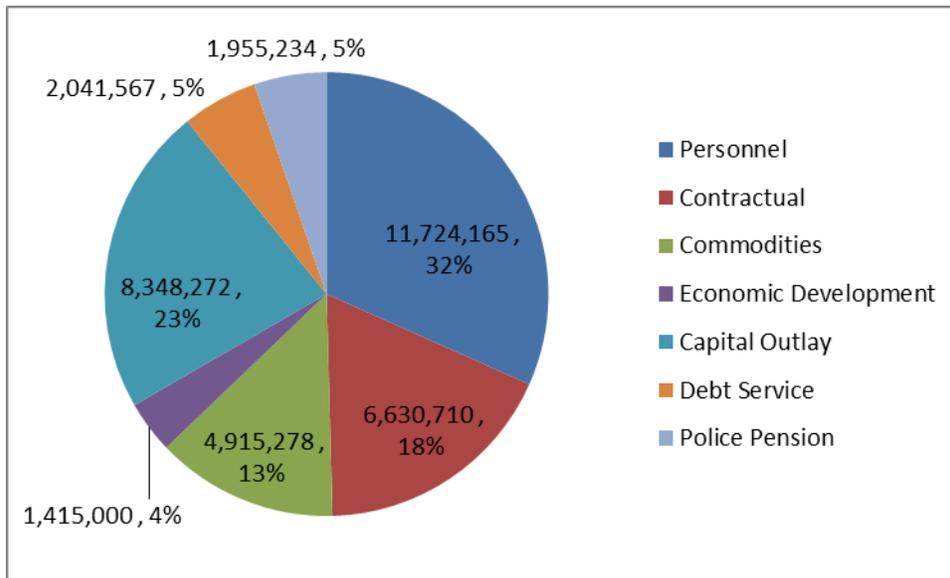
FY2013/14 Budgeted Revenues - All Funds - \$33,917,031



Fiscal 2014 Budgeted Expenditures

The total expenditure budget for the Village of Lincolnwood for the year beginning May 1, 2013 and ending April 30, 2014 is \$37,030,226. This is an increase of \$5,612,507 (17.8%) from the previous year's budget. The budget consists of \$26,640,387 of operating expenses, \$2,041,567 of debt service and \$8,348,272 of capital improvements and equipment purchases. Operating expenses are budgeted to increase 3.5% while capital improvements will increase over 100 % from the prior year's budget. This increase is mainly due to the purchase of the Union Pacific railroad right - of- way which is funded by a grant (80% funded). This property will be used to construct a bike path.

FY2013/14 Budgeted Expenditures – All Funds - \$37,030,226



The schedule on the following page summarizes the various revenues and expenditures and changes in fund equity for the various funds of the Village for the Fiscal 2014 budget.



Village of Lincolnwood, Illinois
 Operating Budget
 Fiscal Year May 1, 2013 to April 30, 2014

	General Fund	Motor Fuel Tax Fund	Transportation Improvement Fund	E-911 Fund	Northeast Industrial Dist TIF Fund	Touhy / Lawndale TIF Fund	Lincoln-Touhy TIF Fund	Total - Special Revenue Funds	Debt Service Fund	Property Enhancement Program Fund	ROW Bike Path Fund	Total-Capital Projects Fund	Total-Governmental Funds	Water and Sewer Fund	Police Pension Fund	Budget Total - All Funds 2013-2014	Budget Total - All Funds 2012-2013	Increase (Decrease)	
Revenue																			
Local Taxes	\$ 11,790,646	0	320,000	180,000	1,770,000	520,000	0	2,790,000	1,187,065	0	0	0	15,767,711	0	0	\$ 15,767,711	15,472,163	295,548	
Intergovernmental Taxes	3,628,000	305,000	0	0	0	0	0	305,000	0	0	0	0	3,933,000	0	0	3,933,000	3,815,000	118,000	
Licenses and Permits	1,048,905	0	0	0	0	0	0	0	0	0	0	0	1,048,905	0	0	1,048,905	1,036,291	12,614	
Charges for Services	553,590	0	0	0	0	0	0	0	0	0	0	0	553,590	4,185,900	0	4,739,490	4,329,400	410,090	
Charges for Services-Culture and Recreation	1,458,425	0	0	0	0	0	0	0	0	0	0	0	1,458,425	0	0	1,458,425	1,331,503	126,922	
Fines and Forfeitures	359,000	0	0	0	0	0	0	0	0	0	0	0	359,000	40,000	0	399,000	356,000	43,000	
Rent	101,500	0	0	0	0	0	0	0	0	0	0	0	101,500	0	0	101,500	101,500	0	
Grants	20,000	0	0	0	4,000,000	0	0	4,000,000	0	0	200,000	200,000	4,220,000	0	0	4,220,000	656,400	3,563,600	
Investment Income	87,000	2,500	2,000	500	22,000	0	0	27,000	0	0	0	0	114,000	3,000	400,000	517,000	532,800	(15,800)	
Reimbursements	16,000	0	0	0	0	0	0	0	0	0	0	0	16,000	0	0	16,000	66,000	(50,000)	
Pension Contributions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,681,000	1,681,000	1,673,500	7,500	
Other Revenue	35,000	0	0	0	0	0	0	0	0	0	0	0	35,000	0	0	35,000	33,400	1,600	
Total Revenues	19,098,066	307,500	322,000	180,500	5,792,000	520,000	0	7,122,000	1,187,065	0	200,000	200,000	27,607,131	4,228,900	2,081,000	33,917,031	29,403,957	4,513,074	
Expenditures																			
Current Operating Expenditures																			
General Government	4,174,702	0	0	0	66,500	0	1,225,000	1,291,500	0	0	0	0	5,466,202	0	0	5,466,202	5,463,936	2,266	
Public Safety	9,594,274	0	0	264,470	0	0	0	264,470	0	0	0	0	9,858,744	0	0	9,858,744	9,640,993	217,751	
Highway and Streets	1,292,295	85,000	30,000	0	0	0	0	115,000	0	0	0	0	1,407,295	0	0	1,407,295	1,134,718	272,577	
Sanitation	1,069,000	0	0	0	0	0	0	0	0	0	0	0	1,069,000	0	0	1,069,000	1,077,513	(8,513)	
Culture and Recreation	2,482,963	0	0	0	0	0	0	0	0	0	0	0	2,482,963	0	0	2,482,963	2,195,870	287,093	
Economic Development and Assistance	545,000	0	0	0	300,000	520,000	0	820,000	0	50,000	0	50,000	1,415,000	0	0	1,415,000	1,385,000	30,000	
Water and Sewer	0	0	0	0	0	0	0	0	0	0	0	0	0	3,470,638	0	3,470,638	3,152,129	318,509	
Capital Outlay Expenditures	0	0	1,658,083	0	5,494,000	0	0	7,152,083	0	0	250,000	250,000	7,402,083	461,500	0	7,863,583	3,613,383	4,250,200	
Debt Service Expenditures	0	0	0	0	311,100	0	40,000	351,100	1,310,312	0	0	0	1,661,412	380,155	0	2,041,567	2,038,447	3,120	
Police Pensions	0	0	0	0	0	0	0	0	0	0	0	0	0	1,955,234	1,955,234	1,715,730	239,504		
Total Expenditures	19,158,234	85,000	1,688,083	264,470	6,171,600	520,000	1,265,000	9,994,153	1,310,312	50,000	250,000	300,000	30,762,699	4,312,293	1,955,234	37,030,226	31,417,719	5,612,507	
Excess revenues over expenditures	(60,168)	222,500	(1,366,083)	(83,970)	(379,600)	0	(1,265,000)	(2,872,153)	(123,247)	(50,000)	(50,000)	(100,000)	(3,155,568)	(83,393)	125,766	(3,113,195)	(2,013,762)	(1,099,433)	
Other Financing Sources and Uses																			
Transfers In	335,000	0	0	0	0	0	0	0	123,247	50,000	50,000	100,000	558,247	0	0	558,247	944,794	(386,547)	
Transfers Out	(223,247)	0	0	0	(130,000)	(5,000)	0	(135,000)	0	0	0	0	(358,247)	(200,000)	0	(558,247)	(944,794)	386,547	
Loan Proceeds	0	0	0	0	0	0	1,200,000	1,200,000	0	0	0	0	1,200,000	0	0	1,200,000	1,200,000	0	
Total Other Financing Sources and Uses	111,753	0	0	0	(130,000)	(5,000)	1,200,000	1,065,000	123,247	50,000	50,000	100,000	1,400,000	(200,000)	0	1,200,000	1,200,000	0	
0																			
Net change to fund equity	51,585	222,500	(1,366,083)	(83,970)	(509,600)	(5,000)	(65,000)	(1,807,153)	0	0	0	0	(1,755,568)	(283,393)	125,766	\$ (1,913,195)	(813,762)	(1,099,433)	
Estimated Fund Balances May 1	9,412,216	3,022,081	1,948,374	19,868	7,470,325	259,383	(84,562)	12,635,469	9,762	0	0	0	22,047,685	8,517,280	16,749,778	47,314,743	48,128,505	(813,762)	
Projected Fund Balances April 30	9,463,801	3,244,581	582,291	(64,102)	6,960,725	254,383	(149,562)	10,828,316	9,762	0	0	0	20,292,117	8,233,887	16,875,544	45,401,548	47,314,743	(1,913,195)	

Summary of Transfers



Village of Lincolnwood
Schedule of Operating Transfers
Fiscal Year May 1, 2013 to April 30, 2014

Proposed Fiscal Year 2013-14:

Transfer From	General Fund	Property Enhancement Fund	ROW Com Bike Path Fund	Debt Service Fund	Total
NEID TIF Fund	\$ 130,000				130,000
Touh/Lawndale TIF Fund	5,000				5,000
Water & Sewer Fund	200,000				200,000
General Fund		50,000	50,000	123,247	223,247
Total	\$ 335,000	50,000	50,000	123,247	\$ 558,247

Summary of Personnel Services Cost-All funds



Village of Lincolnwood, Illinois
Personnel Services Worksheet
Fiscal Year May 1, 2013-April 30, 2014
Expected Payroll

Number	Fund / Department	2013-2014 Total Personnel Services	2012-2013 Total Personnel Services	Increase/ Decrease
101	<u>General Fund Departments</u>			
100	Village President and Board of Trustees	\$ 64,385	63,023	\$ 1,362
110	Village Clerk	8,852	8,852	0
200	Village Manager	614,612	596,775	17,837
210	Finance Department	456,897	439,040	17,857
240	Community Development Department	418,735	401,505	17,230
250	Information Technology	8,852	8,852	0
300	Police Department	4,538,533	4,419,326	119,207
350	Fire Department	78,692	74,541	4,151
400	Public Works Department	331,094	324,083	7,011
410	Vehicle Maintenance Division	226,339	217,704	8,635
420	Building Maintenance Division	114,011	113,528	483
440	Street Maintenance Division	686,695	673,158	13,537
	Total General Fund Departments	\$ 7,547,697	7,340,387	207,310
205	<u>Parks and Recreation Department</u>			
430	Park Maintenance Division	\$ 475,748	431,463	44,285
500	Parks and Recreation Department	341,386	337,034	4,352
502	Youth/Tot	8,023	7,027	996
503	Adult Fitness	1,799	1,799	0
504	Special Events	2,213	2,213	0
505	Athletic	2,766	2,766	0
506	Teen	330	110	220
508	Park Patrol	218	60,086	(59,868)
509	Turkey Trot	56,432	12,270	44,162
520	Club Kid Program	12,594	22,130	(9,536)
530	Day Camp Program	35,408	216,698	(181,290)
540	Softball Program	242,266	0	242,266
560	Pool Program	305,323	281,154	24,169
561	Swim Lessons	18,590	15,547	3,043
562	Swim Team	14,385	17,760	(3,375)
563	Concessions	36,294	27,746	8,548
571	Community Center	7,192	7,746	(554)
570	Seniors Program	9,963	5,753	4,210
	Total Parks and Recreation Department	\$ 1,570,930	1,449,302	121,628
215	<u>E911 Fund</u>	\$ 176,223	167,229	8,994
660	<u>Water and Sewer Fund</u>	\$ 796,246	766,280	29,966
801	<u>Police Pension Fund</u>	\$ 1,850,759	1,645,255	205,504
	Total - All Funds	\$ 11,941,855	11,368,453	573,402

Staffing Schedule

Staffing Schedule
Full Time Equivalents - Departmental Breakdown

Village Manager's Office	FY 08/09	FY09/10	FY10/11	FY11/12	FY 12/13	Budget FY 13/14
Village Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Village Manager	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Manager	-	-	-	-	-	-
Assistant to the Village Manager	1.00	1.00	1.00	1.00	1.00	1.00
Management Analyst	-	-	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	-	-	-	-
Executive Secretary*	1.00	1.00	1.00	1.00	1.00	1.00
Clerk/Receptionist	-	-	-	-	-	-
Intern	0.50	0.50	-	-	-	-
Total - Village Manager's Office	5.50	5.50	5.00	5.00	5.00	5.00
*Shares with Village President and Board						
Finance Dept						
Director	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Finance Director	1.00	-	-	-	-	-
Accountant	-	1.00	1.00	1.00	1.00	1.00
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk II	-	-	-	-	-	-
Account Clerk	1.00	1.00	1.00	1.00	2.00	2.00
Clerk/Receptionist	1.00	1.00	1.00	1.00	-	-
Total - Finance Department	5.00	5.00	5.00	5.00	5.00	5.00
Comm/Econ Development Department						
Director	1.00	-	-	-	-	-
Total - Economic Development Department	1.00	-	-	-	-	-
Community Development Department						
Director	-	1.00	1.00	1.00	1.00	1.00
Building Commissioner	1.00	-	-	-	-	-
Development Manager	-	1.00	1.00	1.00	1.00	1.00
Building Inspector	2.00	2.00	-	-	-	-
Plumbing Inspector	0.25	0.25	-	-	-	-
Electrical Inspector	0.25	0.25	-	-	-	-
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	-	1.00	1.00	1.00	1.00	1.00
Clerk/Scheduler	1.00	-	-	-	-	-
Intern	0.50	-	-	0.50	0.50	0.50
Total - Community Development Department	8.00	6.50	4.00	4.50	4.50	4.50

Public Works Department	FY 08/09	FY09/10	FY10/11	FY11/12	FY 12/13	Budget FY 13/14
Director	1.00	1.00	1.00	1.00	1.00	1.00
Assistant to the Public Works Director	-	-	-	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	-	-	-
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Clerk/Receptionist	0.50	0.50	0.50	0.50	0.50	0.50
<i>Vehicle Maintenance Division:</i>						
Chief Mechanic	1.00	1.00	1.00	1.00	1.00	1.00
Equipment Operator	0.25	0.25	0.25	-	-	-
Laborer	1.00	1.00	1.00	1.25	1.25	1.25
<i>Building Maintenance Division:</i>						
Foreman	0.25	0.25	0.25	0.25	0.25	0.25
Equipment Operator	-	-	-	0.50	0.50	0.50
Laborer	1.25	1.25	1.25	1.00	1.00	1.00
<i>Street Maintenance Division:</i>						
Foreman	1.50	1.50	1.50	1.50	1.50	1.50
Supervisor	-	-	-	0.50	0.50	0.50
Equipment Operator	5.25	5.25	5.25	3.00	3.00	3.00
Laborer	2.50	1.50	1.50	1.75	1.75	1.75
<i>Water and Sewer Division:</i>						
Foreman	0.50	0.50	0.50	0.50	0.50	0.50
Supervisor	0.50	0.50	0.50	0.50	0.50	0.50
Water System Operator	2.00	2.00	2.00	2.00	2.00	2.00
Equipment Operator	1.50	1.50	1.50	2.00	2.00	2.00
Laborer	2.50	2.50	2.50	3.00	3.00	3.00
Total - Public Works Department	23.50	22.50	22.50	22.25	22.25	22.25

Parks And Recreation Department	<u>FY 08/09</u>	<u>FY09/10</u>	<u>FY10/11</u>	<u>FY11/12</u>	<u>FY 12/13</u>	<u>Budget FY 13/14</u>
Director	1.00	1.00	1.00	1.00	1.00	1.00
Superintendents - Recreation, Facilities	-	2.00	2.00	2.00	2.00	2.00
Supervisor - Recreation	3.00	-	-	-	-	-
Communications Manager	-	1.00	1.00	-	-	-
Community Center Program Supervisor	-	-	-	1.00	1.00	1.00
Youth Program Coordinator	-	-	-	0.50	0.50	0.50
Community Outreach Coordinator	-	-	-	0.50	0.50	0.50
Recreation Coordinator	1.00	1.00	-	-	-	-
Clerk/Receptionist	1.50	1.50	1.50	1.00	1.00	1.00
<i>Maintenance Division:</i>						
Foreman	0.75	0.75	0.75	0.75	0.75	0.75
Equipment Operator	-	-	-	0.50	0.50	0.50
Laborer	4.25	4.25	4.25	3.00	3.00	3.00
Total - Parks and Recreation Department	11.50	11.50	10.50	10.25	10.25	10.25
Total - All Departments	100.00	96.50	92.50	92.50	92.00	92.00

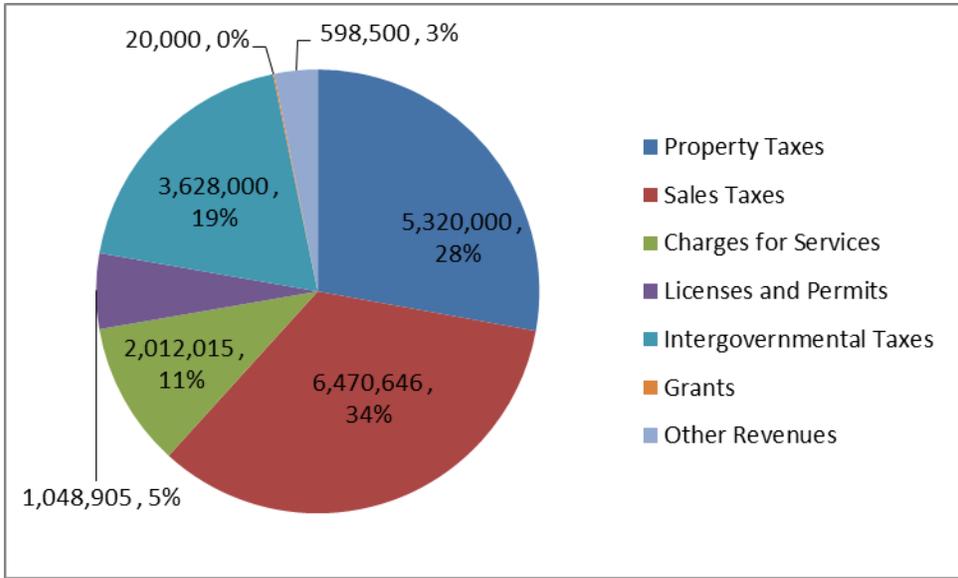
For Fiscal Year 2013/14, the Village continued to freeze two full time positions.

Major Revenue Descriptions-All Funds

Fiscal 2014 Budget- Revenues

General Fund Revenues

FY2013/14 Budgeted General Fund Revenues - \$19,098,066



Revenue Overview

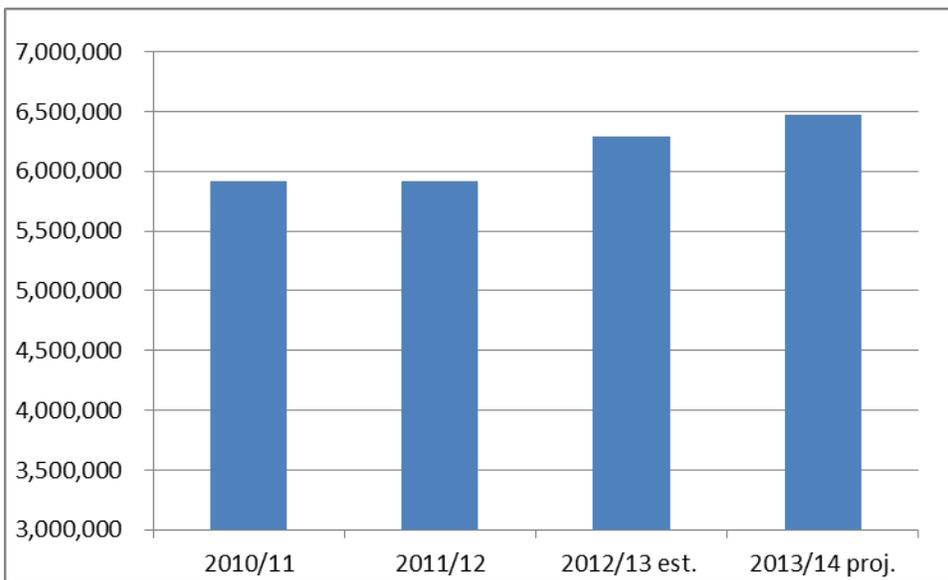
	FY2010/11 Actual	FY2011/12 Actual	FY2012/13 Projected	FY2013/14 Proposed
Property Taxes	5,014,302	5,169,726	5,120,000	5,320,000
Sales Taxes	5,914,230	5,974,237	6,294,646	6,470,646
Charges for Services	1,789,585	1,764,893	1,966,184	2,012,015
Licenses and Permits	1,007,370	1,009,122	1,049,405	1,048,905
Intergovernmental and other Taxes	3,351,862	3,397,779	3,532,700	3,628,000
Grants	32,309	95,513	157,000	20,000
Other Revenues	648,894	708,688	674,397	598,500
Total	17,758,552	18,119,958	18,794,332	19,098,066

Revenue Comments

The total General Fund revenue increased from \$18,749,140 to \$19,098,066, an increase of \$348,926 or 1.9 % from last year’s budget. This increase is mainly due to the recovery in sales tax the Village is experiencing and property tax. Intergovernmental taxes also have minimal increases over the prior year’s budget due to the overall economic recovery in the U.S. economy.

Local Taxes

Sales Tax



The above chart shows the results of the economic recovery that has affected the amount of sales tax revenue the Village receives. Sales tax revenue has been estimated to remain mainly flat as compared to the Fiscal 2013 budget. The Village largest source of sales tax revenue is derived from the various auto dealerships located in the Village boundaries. Sales of autos have increased as pent up demand from the past recession has spurred a buying opportunity to consumers.

Revenue Comments

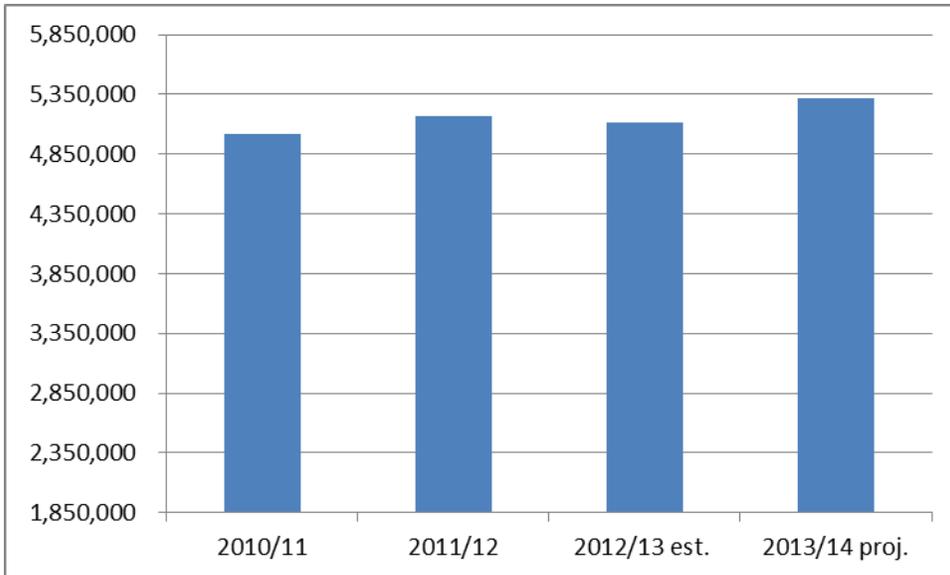
Sales tax is the largest revenue source in the General Fund. The Village receives 1% of all retail sales within its boundaries as provided by State Law. In addition, the home rule sales tax of 1% provides additional revenue on all retail sales, except food to be consumed off premise (grocery stores), prescription and non-prescription drugs and titled items (motor vehicles, etc.).

A portion of both the sales and home rule sales taxes have been earmarked for debt service payments. Both sales and home rule taxes are estimated to remain flat as compared to the Fiscal 2013 budget. The Fiscal 2014 estimate of sales tax receipts takes into account that growth over the next year will be continue on a slow but steady pace as the U.S. economy continues to deal with lingering high unemployment rates.

1% regular share of retail sales	\$ 5,173,953	
1% home rule sales tax	<u>2,483,758</u>	
Total budgeted		\$ 7,657,711
Total transferred to debt service fund		<u>(1,187,065)</u>
Net sales taxes available to the General Fund		\$ 6,470,646

Revenue Comments

Property Taxes

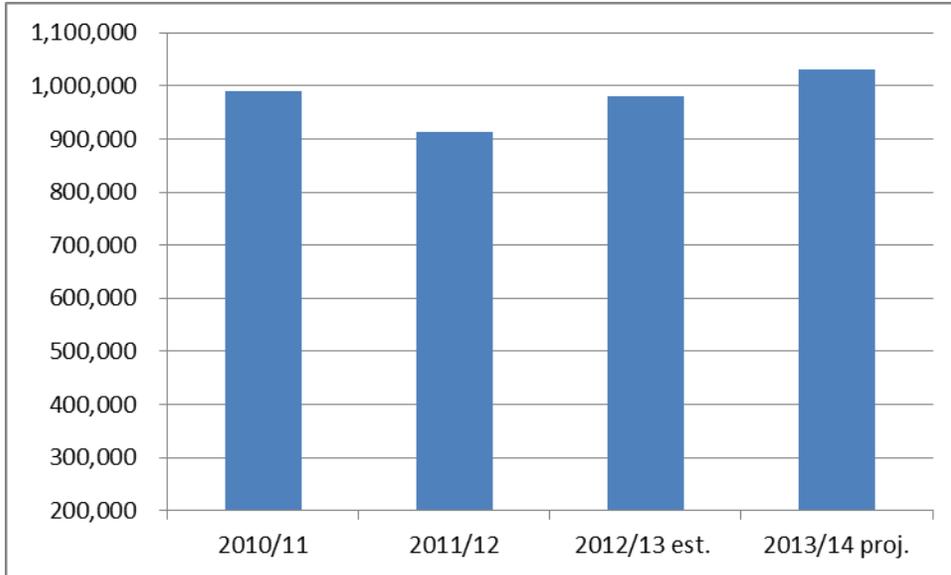


Property taxes are the next largest revenue source in the General Fund. Lincolnwood is a home rule municipality, and as such, has no limit on the amount it could levy for property taxes. The Village’s collection rate on its property tax levy has averaged 98.6% over the last five years. The Village Board has adhered to a policy whereby the increase in the property tax levy be tied to the cost of living increase for “taxed capped” communities. The Village’s levy represents approximately 9.1% of a property owner’s total property tax bill. The levy that corresponds to the Fiscal 2014 budget was levied prior to December 31, 2012 and contained a 3% increase.

Total budgeted \$5,320,000

Revenue Comments

Utility Taxes

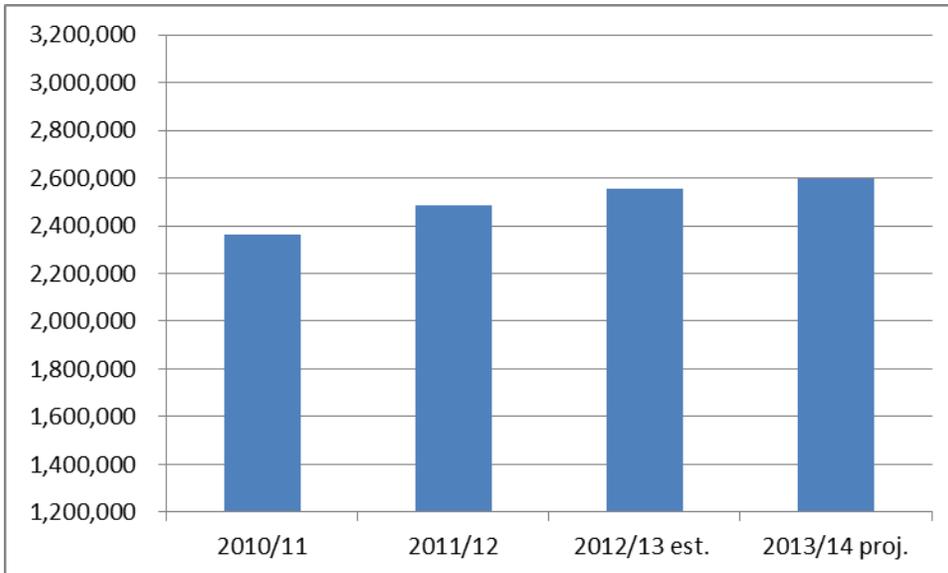


The Village collects a 5% tax on all electric and gas consumed by both commercial and residential users within the corporate limits. This revenue is weather dependent with the bulk of the income received during the winter months. Weather conditions may also be changing where both winters and summers may be milder. This will affect utility tax receipts. Due to the complex utility industry, legislative changes, and changing weather conditions, accurately predicting this revenue source is difficult. The Fiscal 2014 budget reflects a 5% increase over the prior year's budget.

Electric Use	\$620,000	
Gas Utility Tax	<u>410,000</u>	
Total budgeted		\$1,030,000

Revenue Comments

Intergovernmental Taxes



The Village collects various taxes from the State of Illinois. The major item is the state income tax. Income taxes are distributed by the State on a per capita basis. This revenue source had increased in the last few years and is still projected to increase 9% in Fiscal 2014 due to recovery in the economy.

The second largest item in this category is the telecommunication tax. There is a 6% tax on local, intra-state and interstate telecommunication services which either originate or are received within the corporate limits of the Village. The revenue from this tax has decreased over the last few years and we have projected a 3% decrease for Fiscal 2014.

The Use tax applies to the privilege of using tangible personal property purchased at retail from a retailer outside of the state of Illinois and this revenue has continued to grow in the last few years. With the increase in spending as the U.S. economy recovers, we estimate that this tax will increase by 20% in Fiscal 2014.

Revenue Comments

Many years ago, there was a personal property tax in Illinois. This tax was abolished for individuals by the 1970 Illinois Constitution and phased out for corporations in 1979. The personal property replacement tax “replaced” the original tax. This tax has fluctuated over the last few years. The budgeted amounts for Fiscal 2014 remains unchanged from the prior budget.

Below is a break-down of revenue from the State on a per capita basis:

State income tax	\$1,050,000	
Telecommunication tax	620,000	
Local use tax	180,000	
Personal property replacement tax	130,000	
Other	<u>38,000</u>	
Total budgeted		<u>\$2,018,000</u>

The Village enacted a food and beverage tax for the Fiscal 2009. This tax of 1% is assessed on all businesses which prepare food and alcohol on their premise. This amount has been budgeted to increase in Fiscal 2014 as new businesses have opened in the Village. The Village adjusted the Motor Fuel Tax by one cent (\$0.01) effective May 1, 2012. These additional funds estimated to generate \$140,000 will be used to fund General Fund operating costs.

Food and beverage tax	\$440,000	
Motor Fuel tax	<u>140,000</u>	
Total budgeted		<u>\$580,000</u>
Total budgeted utility and intergovernmental taxes		\$3,628,000

Licenses and Permits

The Village collects various fees for the following:

The Village collects a fee for registration of all motor vehicles within its boundaries and the charge for most vehicles is \$40.

The Village collects licensing fees from any establishment selling alcoholic beverages within the Village limits. This is based on the issuance of approximately 23 liquor licenses and revenue has remained the same amount for the prior two years.

Revenue Comments

The Village collects licensing fees for various business registrations within its boundaries. In addition, the Village requires contractors performing work at private locations to obtain licenses. Business licenses are issued annually and are valid from May 1 through April 30.

The Village collects various fees for construction or rehabilitation of commercial and residential units throughout the Village. This revenue source is subject to the amount of building activity that occurs in the Village and is estimated to increase by a small amount for the Fiscal 2014 budget as the economy continues its slow recovery and new business development has started to occur.

The Village collects a fee for the operation and maintenance of its cable system. The Village has two cable providers (Comcast of Illinois and AT&T). The budget consists of four quarterly installments from both providers.

Below is a breakdown by category of these fees described above:

Motor Vehicles	\$341,060	
Liquor Licenses	35,910	
Business Licenses	127,410	
Permits	384,525	
Franchise fees-cable services	<u>160,000</u>	
Total budgeted		\$1,048,905

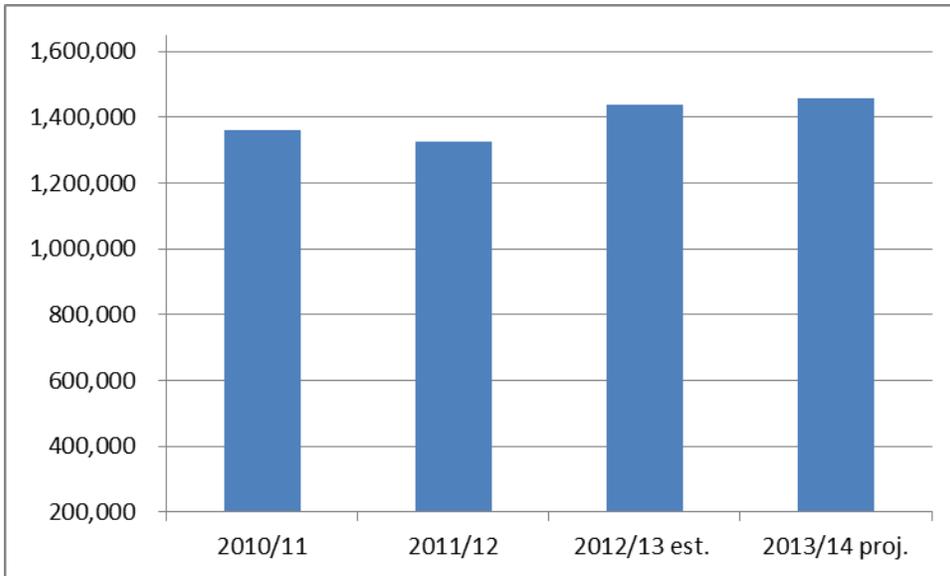
Charges for Services

The Village collects fees for various services that are provided such as burglar alarm servicing, sidewalk and tree replacement, property damage charges, and ambulance use. The major item is the ambulance user fee which is budgeted on a cash basis, rather than an accrual basis. The fee for the current budget includes resident invoicing and acceptance of insurance assignment as payment for resident ambulance user fees. The other fees listed have been very consistent with prior years and budgets remain the same as the previous year. Below is a breakdown by category of these charges:

Ambulance fees	\$400,000	
Alarm service fees	71,165	
Filing and variance	5,000	
Other	<u>77,425</u>	
Total budgeted		\$553,590

Revenue Comments

Park and Recreation Program Fees



The Village charges fees for various programs for individuals of all ages in the areas of sports, trips, after school, camps, teens, adults, seniors, swimming, concerts and special events. Camp fee revenues are budgeted with no increase from prior year costs. Pool-pass fees have increased 2% for Fiscal 2014. Revenues for Fiscal 2014 are budgeted to reflect more normal summer weather conditions. Below is a breakdown by category of these charges:

Camps	\$366,450	
Pool and concessions	744,995	
Community Center Rental	38,500	
Seniors	31,600	
Other	<u>276,880</u>	
Total budgeted		\$1,458,425

Revenue Comments

Fines and Forfeitures

The Village collects fines for traffic and other violations processed through the County Clerk’s Office or parking and other fines collected in-house. These fees have not fluctuated much in prior years. Below is a breakdown by category by of these revenues:

Red light camera fines	\$163,000	
Circuit court fines	65,000	
Parking fines	103,000	
False alarm fines	18,000	
Other	<u>10,000</u>	
Total budgeted		\$ 359,000

Grants

The Village receives many grants throughout the year from various organizations. These grants are used for the payment of services provided by the Village and are as follows:

State Grant

Traffic grants	<u>20,000</u>	
Total budgeted		\$20,000

Other Revenue

The Village receives other revenue not covered elsewhere. The major item is interest income which is earned from mainly collateralized Certificates of Deposits. Additionally, the Village earns interest on money held in checking accounts and the Illinois Funds Money Market Fund, reserve funds at IRMA, and the Illinois Metropolitan Investment Fund, which is an U.S. Treasury mutual fund intended for intermediate funds. This estimate is based on the assumption that interest rates will continue to stay at historically low rates. Other revenue is as follows:

Rent	\$ 101,500	
Investment income	87,000	
Reimbursements	16,000	
Miscellaneous	<u>35,000</u>	
Total budgeted		<u>\$ 239,500</u>

Total revenues from General Fund for Fiscal 2014 budget - \$19,098,066.

Special Revenue Funds

Revenue Comments

	FY2010/11 Actual	FY2011/12 Actual	FY2012/13 Projected	FY2013/14 Proposed
Local Taxes	2,046,506	2,784,392	2,496,100	2,610,000
Intergovernmental Taxes	496,176	542,330	560,000	485,000
Grant	76,867	10,020	27,000	4,000,000
Interest/Other	55,681	36,528	69,900	27,000
Total	2,675,230	3,373,270	3,153,000	7,122,000

The following are the major revenue sources budgeted for Fiscal 2014 for the six special revenue funds of the Village.

Motor Fuel Tax Fund:

Projected motor fuel tax allotment from the State of Illinois. Allotments are based on the municipal share of state-wide gasoline sales. The monies are distributed on a per-capita basis. Amounts are based on IML projections. For Fiscal 2014, the Village estimates a per-capita amount of \$24 for a total of \$305,000. This revenue source has been very consistent over the prior years. The Village also estimates \$2,500 will be earned on the investments of the fund for Fiscal 2014.

Transportation Improvement Fund

The Village instituted a gas tax in July 2005. This revenue will be used to improve the transportation systems in the Village. The tax is currently set at 3 cents per gallon. Two cents of the gas tax is allocated to the Transportation Improvement Fund and 1 cents allocated to the General Fund. For Fiscal 2014, the Village estimates revenues will remain flat as problems in other Countries have affected the current price of oil which has a direct impact on the transportation habits of auto drivers. The Village estimates \$320,000 will be received from the gas tax and \$2,000 will be earned on the fund’s investments for Fiscal 2014.

E- 911 Fund

E 911 Surcharge Fees of \$1.00 per month per line are assessed on telephone lines within the Village boundaries. Wireless fees provide for the utilization of 911 emergencies

responses for cellular phone users. The fee is also \$.75 per line. This amount has grown as the popularity of the cell phone still continues to be high.

Revenue Comments

For Fiscal 2014, the Village estimates revenue of \$180,000. This revenue has been decreasing over the past few years as less households are using landlines as their primary phone line. The Village also estimates \$500 will be earned on the investments of the fund for Fiscal 2014.

NEID TIF Fund, Touhy/ Lawndale TIF Fund and Lincoln/Touhy TIF

Property tax revenue for all three TIF districts is estimated based on the EAV of the property in the TIF districts as established by the County Clerk’s office. This projection is based upon the amount collected during the 2012 and 2013 fiscal years. For Fiscal 2014, the Village estimates \$1,770,000 and \$520,000 of property tax revenues for the NEID TIF and Touhy Lawndale TIF Funds, respectively. The Lincoln/Touhy TIF has not budgeted any property tax revenue for Fiscal 2014 as there is not any expected increase of the EAV of the property in the TIF. The Village also estimates \$22,000 of income will be earned on the NEID TIF Fund investments for Fiscal 2014.

Total revenue from all Special Revenue Funds for Fiscal 2014 budget - \$7,122,000.

Bond Debt Service Fund Revenues

The Village services the principal and interest payments on the various GOA bonds as listed in the Bond Debt Service Fund. The Village allocates both sales and home rule sales taxes to fund both principal and interest payments.

Total revenue Bond Debt Service Fund for Fiscal 2014 budget - \$1,187,065.

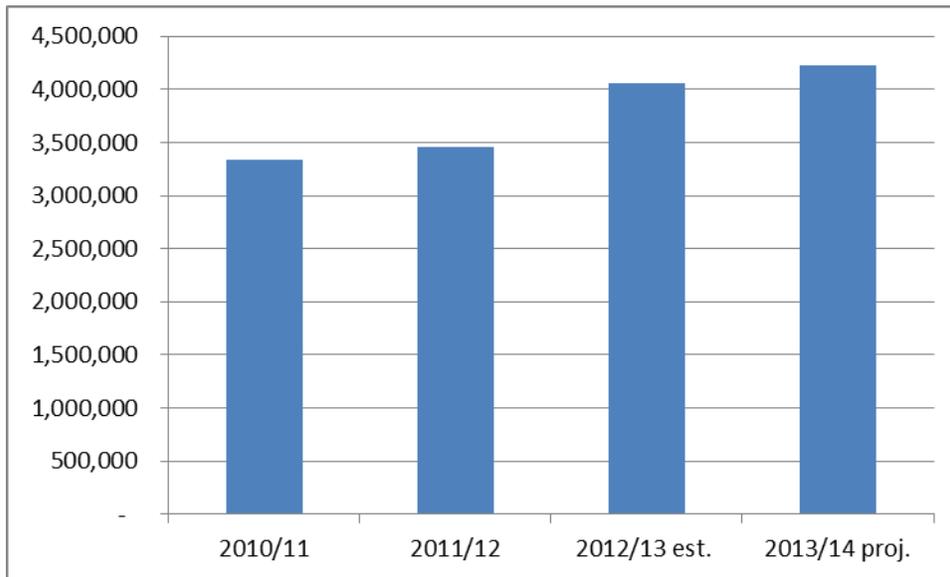
Capital Project Funds Revenues

The Village Budgeted \$200,000 for Fiscal 2014 for grant revenue for the engineering and construction of the Comm.Ed.ROW bike path.

Total revenue from all Capital Project Funds for Fiscal 2014 budget - \$200,000.

Revenue Comments

Water and Sewer Fund Revenues (Enterprise Fund)



The following are the major revenue sources budgeted for Fiscal 2014 for the Water and Sewer Fund.

	FY2010/11 Actual	FY2011/12 Actual	FY2012/13 Projected	FY2013/14 Adopted
Water/Sewer Charges	3,336,490	3,455,950	4,053,450	4,225,900
Interest	5,842	5,971	4,000	3,000
Grant	240,000	-	-	-
Total	3,582,332	3,461,921	4,057,450	4,228,900

Revenue Comments

The Village produces water for 4200 customers who include both residents and businesses. The amount of rainfall during the summer months can impact the amount of water sales by as much as 10% of annual sales. The Village's water provider did increase the cost of water purchases to the Village for next year's budget by 15% and this increase has been passed on to the water users. An estimated increase of \$40,000 is also factored for the sewer charge based on estimated usage for the prior budget year. The sewer charge of \$1 dollar per unit of water was instituted in Fiscal 2011. The Village estimates \$3,000 will be earned on the investments of the fund for Fiscal 2014.

Total revenue for the Water and Sewer Fund for Fiscal 2014 budget - \$4,228,900.

Police Pension Fund Revenues

The Police Pension Fund provides monthly payments for retired and disabled police officers and widows.

This year's pension outlay reflects the funding requirement as determined by the Illinois Department of Insurance actuarial study. Also, current officers contribute 9.91% of their base salary to the Fund. Total contributions from both the Village and employee contributions total \$1,681,000 for the Fiscal 2014 budget year. The fund also budgeted \$400,000 in investment income from the police pension investment portfolio.

Total revenue for the Police Pension Fund for Fiscal 2014 budget - \$2,081,000.

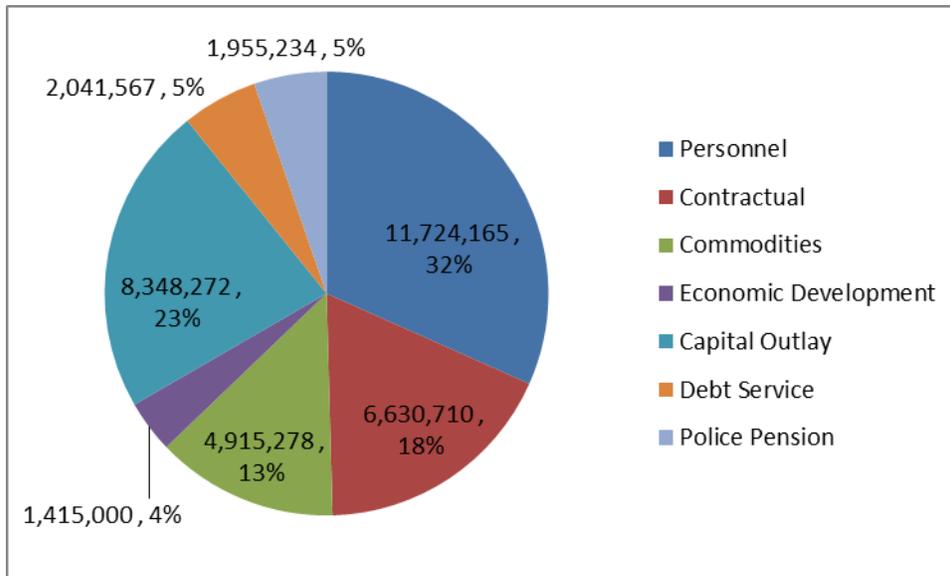
Total Revenue - All Funds Fiscal 2014 budget - \$33,917,031.

Expenditure Analysis and Overview

Analysis of Expenditures

There are seven major classifications of expenses: Personnel Services, Contractual Services, Commodities, Economic Development and Assistance, Debt Service, Capital Outlay, and Police Pension. Each category represents a different percentage of total expenses.

FY2014 Total Budgeted Expenditures



Expenditures by Type

Figures are shown at the budgeted amounts.

Expenditures by Classification

	FY2010/11 Actual	FY2011/12 Actual	FY2012/13 Projected	FY2013/14 Proposed
Personnel	10,445,268	11,048,918	11,368,279	11,724,165
Contractual	4,748,745	5,137,272	5,071,229	6,630,710
Commodities	4,018,688	3,738,496	4,468,169	4,915,278
Economic Development	923,012	990,875	1,069,000	1,415,000
Debt Service	1,861,855	2,062,401	1,976,770	2,041,567
Capital outlay	4,423,182	2,463,789	2,281,593	8,348,272
Pension Expenses	1,546,313	1,722,317	1,740,799	1,955,234
Total	27,967,063	27,164,068	27,975,839	37,030,226

General Fund

Village President and Board of Trustees

Department/Activity Description

The President of the Village of Lincolnwood serves as the Chief Executive Officer and is the presiding officer of meetings of the Board of Trustees. The Board of Trustees serves as a legislative body for the Village of Lincolnwood. The Village President and the Board of Trustees are the Corporate Authorities and are the policy makers for the Village's corporate organization.

2013-2014 Operating Budget

Budget Analysis

President and Village Board

100

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
44,000	42,242	42,000	42,000	Salary - elected/appntd	42,000
11,338	11,841	12,185	12,200	Wages - full time hourly	12,870
3,407	3,310	3,387	3,387	Employer FICA	3,402
797	774	786	786	Employer Medicare	796
2,861	3,111	3,177	3,177	Employer IMRF	3,737
35	29	37	37	Insurance - group life & AD&D	41
1,003	1,003	980	980	Insurance - group medical	1,049
99	103	105	105	Insurance - group dental	104
351	362	366	366	Insurance - workers compensati	386
63,891	62,776	63,023	63,038	Personnel Services	64,385
2,541	1,800	5,800	4,000	Purchased program services	5,500
-	5,246	1,500	1,000	Consulting	1,500
4,500	4,500	4,500	4,500	Other professional services	4,500
7,041	11,546	11,800	9,500	Contractual Services	11,500
9,975	9,261	10,000	10,000	Intergovernmental fees & dues	10,000
797	1,244	1,000	1,000	Printing & copying services	1,000
14,666	14,912	15,000	15,000	Village Newsletter	15,000
10,550	2,711	3,000	3,000	Other contractual	3,000
32	60	30	30	Books & publications	30
206	251	500	500	Office supplies	500
3,596	1,646	15,000	14,000	Other materials & supplies	2,500
39,823	30,085	44,530	43,530	Commodities	32,030
250	240	600	610	Conference & meeting registrat	600
569	140	400	300	Local mileage, parking & tolls	400
304	302	500	300	Lodging	500
7,121	7,132	7,000	7,100	Meals	7,000
190	140	200	200	Purchased Transportation	200
8,434	7,954	8,700	8,510	Meetings and Travel	8,700
119,190	112,360	128,053	124,578	Total	116,615

Budget Highlights

Personnel Services

No increase in Personnel

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
101-100-511-5270	Purchased program services	5,500	
		4,000	Lincolnwood Chamber Orchestra - Four Performances
		1,500	Lincolnwood Artists Association - Five Village Hall Art Gallery Showings
101-100-511-5320	Consulting	1,500	
		1,500	Various Consulting
101-100-511-5399	Other professional services	4,500	Metro Family Services
101-100-511-5540	Intergovernmental fees & dues	10,000	
		6,100	Northwest Municipal Conference
		1,100	Various Organizations
		1,500	National League of Cities
		1,100	Illinois Municipal League
		200	Lincolnwood Chamber of Commerce Business Expo
101-100-511-5560	Printing & copying services	1,000	
		800	Forms, Business Cards, Letterhead, etc.
		200	Professional Printing/Copying Expenses
101-100-511-5565	Village Newsletter	15,000	
		8,500	Printing and Related Color Newsletter Costs for Six Issues
		6,500	Newsletter Postage/Delivery Costs for Six Issues
101-100-511-5599	Other contractual	3,000	
		2,000	Village Sculpture Park Program Maintenance
		1,000	Cost Sharing, Financial Participation, etc. (i.e. Northwest Municipal Conference)
101-100-511-5620	Books & publications	30	Books and Publications
101-100-511-5700	Office supplies	500	Miscellaneous Office Supplies
101-100-511-5799	Other materials & supplies	2,500	
		2,500	Plaques, Commendations, Flowers, Photos, Decorations
101-100-511-5810	Conference & meeting registration	600	Village Board Conferences, Illinois Municipal League Training
101-100-511-5820	Local mileage, parking & tolls	400	Business Meetings and Village Board Conferences
101-100-511-5830	Lodging	500	Village Board Conferences
101-100-511-5840	Meals	7,000	
		1,500	Business Meetings and Village Hospitality
		5,500	Committee of the Whole Dinners
101-100-511-5850	Purchased Transportation	200	Village Board Conferences

**Village of Lincolnwood
2013/2014 Budget
President and Board of Trustees**

Performance Measures

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
Meetings Held				
Committee of the Whole	21	22	22	22
Regular Business	22	22	23	22
Executive Session	20	19	22	23
Total Meetings Held	<u>63</u>	<u>63</u>	<u>67</u>	<u>67</u>
Village Board Actions				
Resolutions	61	74	76	78
Ordinances	62	52	54	55
Total Board Actions	<u>123</u>	<u>126</u>	<u>130</u>	<u>133</u>

Village Clerk

Department/Activity Description

The Village Clerk is responsible for safekeeping, filing, distribution and publication of all legal documents, such as minutes of Board of Trustees meetings, ordinances, resolutions, proclamations and agreements. The Village Clerk is also responsible for attesting to the Village President's signature on documents and the custodian of the Village seal and vault, swearing-in elected and appointed officials. The Village Clerk certifies Village documents, maintains, updates and distributes the Lincolnwood Code of Ordinances, and issues permits to solicitors and peddlers. Finally, the Village Clerk acts as the Local Election Official – conducts voter registration, in-house absentee voting, and distributes nominating and other petitions.

2013-2014 Operating Budget

Budget Analysis

Village Clerk

110

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
8,000	8,031	8,000	8,000	Salary - elected/appntd	8,000
496	496	496	496	Employer FICA	496
116	116	116	116	Employer Medicare	116
240	240	240	240	Insurance - workers compensation	240
8,852	8,883	8,852	8,852	Personnel Services	8,852
-	9,924	8,000	10,000	Ordinance codification	8,000
151	100	100	100	Printing & copying services	100
40	30	360	300	Professional associations	360
130	-	200	200	Other materials & supplies	200
321	10,054	8,660	10,600	Commodities	8,660
-	-	150	150	Conference & Meeting Registrat	150
-	-	50	50	Local mileage, parking & tolls	50
-	-	100	100	Meals	100
-	-	300	300	Meetings and Travel	300
9,173	18,936	17,812	19,752	Totals	17,812

Budget Highlights

Personnel Services

No increase in Personnel

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
101-110-511-5550	Ordinance codification	8,000	
		7,000	Codifying Ordinances, Updating Binders, Updating Codes Online
		1,000	Online Hosting Fees
101-110-511-5560	Printing & copying services	100	Professional Printing and Copying Services
101-110-511-5570	Professional associations	360	
		175	International Institute of Municipal Clerks
		110	Municipal Clerks of Illinois
		75	North & Northwest Suburban Municipal Clerks
101-110-511-5799	Other materials & supplies	200	Election Judge and Other Materials
101-110-511-5810	Conference & Meeting Registration	150	Registration for Local Professional Meetings
101-110-511-5820	Local mileage, parking & tolls	50	Mileage Reimbursement for Local Meetings
101-110-511-5840	Meals	100	Local Meetings and Luncheons

Village of Lincolnwood
2013/2014 Budget
Village Clerk

Performance Measures

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
Village Board Minutes Recorded				
Total Minutes Recorded	22	22	23	22
Board Actions				
Resolutions	61	74	76	78
Ordinances	62	52	54	55
Total Board Actions	<u>123</u>	<u>126</u>	<u>130</u>	<u>133</u>

Board of Fire and Police Commissioners

Department/Activity Description

The Board of Fire and Police Commissioners is comprised of five members appointed by the Village President, with staggered terms of appointment.

The Commission is responsible for the certification and appointment of police officers and for promotions within the police department, with the exception of Lieutenant, Deputy Chief and Chief. The Board conducts disciplinary hearings when the Chief of Police brings formal charges against a non-collective bargaining sworn member of the Police Department.

The Commission currently handles matters related strictly to Police Department personnel since the Village has outsourced the Fire Department functions to a private contractor.

2013-2014 Operating Budget

Budget Analysis

Fire/Police Commission

130

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
-	2,548	-	600	Other professional services	2,250
-	2,548	-	600	Contractual Services	2,250
-	19	-	400	Advertising	250
735.00	735	735	744	Professional associations	745
-	1,968	100	1,500	Program supplies	2,350
735.00	2,722	835	2,644	Commodities	3,345
735.00	5,270	835	3,244	Totals	5,595

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
101-130-511-5399	Other professional services	2,250	I/O Solutions (Administration of Entry Level Exam Process-based on 85 applicants @ \$25 each)
101-130-511-5510	Advertising	250	Advertising in Blue Line (via I/O Solutions) - Police Exam January 2014
101-130-511-5570	Professional associations	745	375 Illinois Fire and Police Commissioners Association 370 International Personnel Management Association (IPMA)
101-130-511-5730	Program supplies	2,350	100 Miscellaneous (Refreshments for FPC Meetings) 2,250 Police Examinations (I/O Solutions - 85 applicants @ \$25 each. Reimbursed by applicant/s - 85 @ \$20 - per Village Code-Credit = \$1700)

Village of Lincolnwood
2013/2014 Budget
Fire and Police Commission

Performance Measures

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
Entry Level Testing	0	54	69	0
Entry Level Hire	0	1	3	0
Promotional Testing	0	10	0	0
Promotion	0	1	0	0
Discipline	0	0	0	0

Human Relations Commission

Department/Activity Description

The Human Relations Commission serves as an advisory body to the Village Board and has been assigned the primary purpose of promoting understanding, ensuring mutual respect and neighborly cooperation among all Lincolnwood residents. Primary focus is dedicated to work to bridge differences among those who have different racial and religious backgrounds, as well as differences in age, educational and income levels. This Commission serves as a resource for diversity issues to all community groups.

2013-2014 Operating Budget

Budget Analysis

HR Commission

140

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
-	306	200	200	Purchased program services	405
-	306	200	200	Contractual Services	405
1,291	1,751	1,600	1,400	Other materials & supplies	1,600
1,291	1,751	1,600	1,400	Commodities	1,600
1,291	2,058	1,800	1,600	Total	2,005

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
101-140-511-5270	Purchased program services	405	HRC Engraved Award (\$130); Fruit Basket (\$75); 4th of July Popcorn, Fruit, and Water (\$200)
101-140-511-5799	Other materials & supplies	1,600	Diversity Flags (Programmed Replacement) and Miscellaneous

Village of Lincolnwood
2013/2014 Budget
Human Relations Commissions

Performance Measures

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
Meetings	12	12	11	12

Parks and Recreation Board

Department/Activity Description

The Parks and Recreation Board is a policy advisory board, established by Village ordinance, and appointed by the Village President, with consent of the Board of Trustees. Seven appointed residents, one Board of Trustee liaison and the Director of Parks and Recreation staff liaison make up the Board. The Park Board meets on the second Tuesday of every month at 7:30 pm in the Council Chambers.

2013-2014 Operating Budget

Budget Analysis

Park/Rec Board

150

2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
892	105	1,000	1,000	Professional associations	1,000
-	-	50	-	Training	-
-	-	50	-	Program supplies	-
892	105	1,100	1,000	Commodities	1,000
1,000	1,900	1,200	1,200	Conference & meeting registrat	1,200
-	32	150	150	Local mileage, parking & tolls	-
-	200	150	150	Meals	150
1,000	2,132	1,500	1,500	Meeting and Travel	1,350
1,892	2,237	2,600	2,500	Total	2,350

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
101-150-511-5570	Professional Associations	1,000	Illinois Association of Park District membership for the agency
101-150-511-5810	Conference & Meeting Registration	1,200	Illinois Park and Recreation Conference
101-150-511-5840	Meals	150	Food at Illinois Park and Recreation Conference

Beautification Committee

Department/Activity Description

The Lincolnwood Beautification Committee was established in FY1997-98 based on objectives developed by the Village's "Vision 2020" process. The Committee continues to seek enhancements to the appearance and aesthetics of the Village through community awareness and Board designated community beautification projects.

2013-2014 Operating Budget

Budget Analysis

Beautification Committee

160

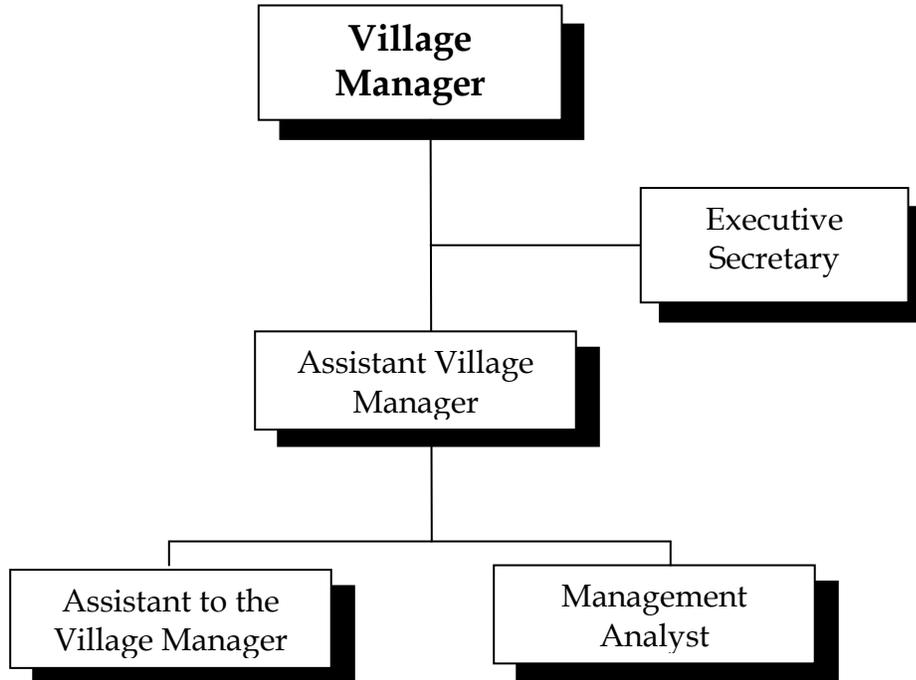
2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
-	-	2,500	2,500	Landscaping consulting	-
3,037	2,815	2,500	2,500	Landscaping supplies	5,000
3,037	2,815	5,000	5,000	Commodities Total	5,000

Village of Lincolnwood

Operating Budget
2013-2014

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Comments</u>
101-160-511-5680	Landscaping supplies	<u>5,000</u>	
		500	Rock edging for Madeline's Garden
		4,500	Landscape Material for Morse & Kostner, Madeline's Garden and Proesel Park Sign

VILLAGE OF LINCOLNWOOD
Fiscal Year 2013/14
Organizational Chart
Manager's Office



Village Manager's Office

Department/Activity Description

The Village Manager serves as the Chief Administrative Officer of the Village. The position was created by the President and Board of Trustees by Ordinance which enumerates the specific responsibilities of the Village Manager. The Village Manager is responsible for the overall management and operations of the Village. Purchasing, personnel management, oversight of the budgeting process, contract negotiations, coordination of services to residents, enforcement of the Village Ordinances, and responses to requests for services and inquiries are conducted by the Village Manager's Office.

The Department is staffed by five full time personnel.

Prior Year's Goals Status

1. The Village Manger's Office will reduce costs and improve efficiency by transitioning to information-technology services that allow the GIS program to be accessed via the Web (cloud computing). Currently, the GIS program is hosted on Village servers and desktop computers. By moving the GIS program to cloud computing, the Village will reduce costs associated with software, hardware, and licensing while improving the effectiveness of its membership in the GIS Consortium.

The Village successfully transitioned the Geographical Information System (GIS) program to the Cloud at no additional cost to the Village's current GIS Consortium member rate. In addition, this action reduced the cost of replacing of the GIS Specialist computer saving approximately \$4,000.

2. The Economic Development Team (ED Team) will improve communication and relationships with the business community by hosting quarterly meetings with various industry sectors. The Village will enhance communication by providing information on Village projects and solicit feedback from the business community. Currently, the Village receives feedback via formal programs such as the business license process and plan review process. By hosting informal meetings with the business community, the ED Team will promote Village initiatives and gather feedback on ways to enhance the services provided to the business community.

On December 19, 2012 the Economic Development Commission met with approximately 20 persons representing businesses and property owners in the Lincolnwood Business Park. The purpose of this meeting was to solicit feedback on the Commission's proposal to create a retail overlay zone for part of the area closet to Touhy Avenue. Staff continues to identify different groups of industry sectors in the community that are interested in meeting with the Village.

3. The Human Resources Division will enhance the knowledge, effectiveness, and efficiency of employees by implementing a comprehensive Village-wide training program. The comprehensive Village-wide training program will identify training gaps and ensure all employees have received basic to advanced training on customer service, software applications, and office practices. By providing uniform training to all employees, staff will be better able to provide excellent customer service to the public. Training will also increase the knowledge and effectiveness of all employees.

The Human Resources Division will be implementing a training program Village-wide. It is anticipated that the program will provide information on a wide range of activities. The training includes monthly training events conducted by staff along with outside consultants. It is anticipated that this goal will be complete in April of 2013.

4. The Human Resources Division will initiate a study of private and public sector employee benefits and performance evaluation programs. Currently, the Village provides a comprehensive benefits package comparable to area municipalities and evaluates employee performance on an annual basis. This study will evaluate programs that are equitable and comparable to those offered by area private and public sector employers.

The Village Manager's Office, along with the Finance Department, conducted an evaluation and analysis of the Village's employee benefits and compensation in relation to public and private sector comparable entities. The focus of this study surrounded employee medical insurance premiums which are the largest employee benefit cost next to pensions. The findings of the study were shared with the Village Board on December 15, 2012. Additionally, the Village will finalize its review of its performance evaluation system to ensure that it was an objective system that continues to support the merit-based compensation system implemented by the Village. The review is anticipated to be complete in April of 2012.

5. The Communication Committee will complete a website needs assessment and solicit Village Boards, Commissions, and staff members for feedback for a potential website redesign in FY 2013/2014. Reviewing the current website design will identify areas in which the site can improve communication with residents and offer more access to information. The current website design was implemented in 2006 and has not been comprehensively reviewed since its inception.

The Communication Committee evaluated the existing website and determined its design is outdated and navigation of the site is challenging to visitors. The Committee conducted a seven-month search process of website design firms and is in the process of selecting the preferred design firm. Staff anticipates completion of the new website by the end of April 2013.

6. The Village Manager's Office will embark on a multi-phase initiative that will create the opportunity for enhanced online payment services, software integration, paperless process, and more efficient workflow by migrating the Village's Enterprise Resource Planning software known as "Springbrook" to its latest ".NET" technology. In the first

year the Village will migrate all existing software programs to the “.NET” technology and will then deploy the new processes and features over the following years.

Amidst negotiations with Springbrook over the .NET upgrade during the Fiscal Year 2012-13 staff was made aware of a macro-level Information Technology (IT) sharing initiative amongst several area municipalities. The goal of this initiative is to identify potential areas of IT cost savings and/or efficiency gains amongst the various communities. The Village Board directed staff to participate in this initiative at the November 6, 2012 Committee of the Whole meeting. As a result, the negotiations with Springbrook over the .NET upgrade have been placed on hold until the results of the sharing-initiative are received which is estimated to be March 1, 2013.

7. The Village Manager’s Office will improve the overall services provided to its residents by seeking their input via a survey. The Village will collaborate with the National Research Center to conduct a Citizen Survey. This survey will ask residents’ opinions on the quality of the Village’s services and the overall quality of life in the community. The last Village-initiated Citizen Survey was performed using the National Research Center in 2007.

The Village Board directed staff to not pursue a Citizen Survey during the February 2012 Budget Workshop.

8. The Village Manager’s Office will improve the Village’s telecommunications regulations by working with the Telecommunications Advisory Commission to recommend to the Zoning Code amendments to Article X “Towers, Antennas, Antenna Support Structures and Personal Wireless Service Facilities”. Article X has not been revised in over 15 years and needs to be updated to keep pace with the evolving world of technology.

The Telecommunications Advisory Commission reviewed the telecommunications regulations located in the Zoning Code and the Commission’s comments have been provided to one of the Village Attorney’s legal specialists in this area. The specialist is in the process of conducting her own independent review of the regulations, which will be presented to the Commission in April of 2013. Any recommendations made by the Commission will undergo a Public Hearing process for inclusion into the Zoning Code.

9. The Village Manager’s Office will enhance the connectivity between the Aquatic Center and the Municipal Center by installing an underground fiber-optic connection. This connection will ensure sufficient bandwidth capacity for future use and expansion of the Aquatic Center and will virtually eliminate any service interruption for data or voice traffic. Fiber-optic connections offer many more advantages over the existing wireless connection that is due for replacement. Fiber-optic connections are faster, more reliable, offer much greater capacity, and are more durable in that they have a 25-year life span.

The Village replaced the aging wireless point-to-point connection between the Aquatic Center and the Municipal Center with an underground fiber-optic line in October of 2012.

Proposed Goals

1. The Human Resources Division will ensure compliance with the Public Safety Employee Benefits Act (PSEBA). Staff will survey other communities to determine the best practices for administration of PSEBA practices. Staff will then develop a procedure for receiving, responding and adjudicating requests received under PSEBA that will be shared with all Village employees. The final result will be a comprehensive plan to address PSEBA that is compliant with the state law.
2. The Human Resources Division will improve supervisor effectiveness and compliance with state and federal laws. Staff will create a comprehensive guide for supervisors that addresses common issues related to state and federal laws that outlines the supervisor's responsibilities. Supervisors will also be educated on how to create and sustain a positive working environment. In providing this education to supervisors it is anticipated that it will increase compliance along with improving the working relationship between supervisors and employees.
3. The Human Resources Division will review the working relationship between employees and the Village to create future service enhancements. Staff will develop and distribute an employee survey that targets training opportunities, service/process enhancements and non-monetary benefits. At the completion of the survey, staff will identify pertinent items and develop an implementation plan for achieving goals related to the results of the study. As a result of this effort, the organization will have a better relationship with employees and make the Village more attractive to potential employees.
4. The Village Manager's Office will create and implement a plan to increase website traffic by 10%. Increasing public awareness of the new website design will increase website traffic and online payments and requests by 10%. The Village's employee Communications Committee will be responsible for the plan.
5. The Village Manager's Office will enhance customer service capabilities for residents by implementing a Live Chat tool on the home page of the website. This tool will provide an alternative communications method for residents and business owners. They will maintain the ability to multi-task while receiving online access to staff. Live Chat has the ability to maximize employee effectiveness by allowing staff to handle multiple chats simultaneously in a timely manner while continuing to perform other customer service tasks.
6. The Village Manager's Office will improve transparency and its ability to communicate with residents by implementing 24/7 live online streaming of the Village's cable channel on the Village's website. Currently, the live broadcast of the cable channel is only available through a Comcast or AT&T U-Verse subscription. It is estimated that half of the residents and most of the businesses in the Village do not subscribe to these services. Therefore streaming the Village's cable channel feed live on the Internet will enable more residents to view Village meetings and receive information about news and events.

7. The Village Manager's Office will improve service provision and increase citizen outreach by researching and implementing a mobile application, or "app", for smart phone devices. A mobile application can allow residents to submit and track service requests, view a listing of public meetings and community events, and access news and information online while being saved on a smart phone as an independent application instead of as a webpage.
8. The Village Manager's Office will embark on a multi-phase initiative that will create the opportunity for enhanced online payment services, software integration, paperless process, and more efficient workflow by migrating the Village's Enterprise Resource Planning software known as "Springbrook" to its latest ".NET" technology. In the first year the Village will migrate all existing software programs to the ".NET" technology and will then deploy the new processes and features over the following years. This item was deferred from last fiscal year and will continue pending the results from the IT sharing study results.
9. The Village Manager's Office will increase the Wi-Fi access area in its facilities by 25% and enhancing mobile worker connectivity by expanding the Village's wireless hotspots in the Municipal Center and creating a wireless hotspot network at the Public Works main facility. The existing Wi-Fi network is over seven years old and is in need of replacement. It was originally designed to serve only the Community Center, Council Chambers, and Police Fire Training Room. In recent years staff's reliance on wireless devices increased significantly and staff anticipates this reliance to increase in the years to come, thus requiring a more accessible Wi-Fi network in Village facilities.
10. The Village Manager's Office will reexamine public transportation opportunities in the Village by meeting with area transportation entities and surveying residents. This is an extension of Goal 11 set by the Village Board in their 2012 – 2015 Strategic Plan.
11. The Village Manager's Office will develop a constructive partnership with the overlapping and surrounding taxing body boards by meeting with their staff and officials to discuss mutual interests. This is an extension of Goal 12 set by the Village Board in their 2012 – 2015 Strategic Plan.
12. The Village Manager's Office will develop a recommendation for a potential branding campaign that could become a catalyst for reenergizing economic development activities and communicating the Village's best attributes through various activities including the development of a new official logo, motto, and color scheme.

2013-2014 Operating Budget

Budget Analysis

Village Manager

200

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
359,438	370,298	390,247	380,000	Wages - full time salaried	399,600
45,353	47,363	48,740	48,740	Wages - full time hourly	51,480
(495)	2,257	2,000	2,000	Wages - part time hourly	2,000
10,485	10,957	10,836	10,836	Deferred compensation	11,368
1,128	-	-		HSA Savings Accts	-
3,574	3,712	3,874	3,874	Educational stipend	3,996
225	729	720	720	Phone Stipend	720
21,464	21,632	23,863	23,863	Employer FICA	24,089
6,200	6,319	6,607	6,607	Employer Medicare	6,660
35,964	40,829	49,672	49,000	Employer IMRF	53,037
1,423	1,928	1,254	1,254	Insurance - group life & AD&D	1,283
54,030	48,776	42,045	41,000	Insurance - group medical	43,890
5,068	4,827	4,885	4,600	Insurance - group dental	4,882
11,782	11,953	12,032	12,032	Insurance - workers compensation	12,307
555,638	571,580	596,775	584,526	Personnel Services	615,312
-	-	5,000	1,500	Consulting	3,000
14,180	7,402	9,500	9,500	Other professional services	9,500
14,180	7,402	14,500	11,000	Contractual Services	12,500
3,159	3,784	3,500	3,500	Advertising	3,500
540	2,544	1,500	1,000	Printing & copying services	1,500
3,379	3,883	3,185	3,300	Professional associations	3,085
1,565	1,697	2,000	2,000	Training	1,500
18,979	18,394	18,375	30,000	Other contractual	21,975
403	1,451	950	950	Books & publications	950
1,685	2,968	3,000	2,500	Office supplies	1,200
6,729	9,701	10,860	5,860	Other materials & supplies	8,360
36,439	44,422	43,370	49,110	Commodities	42,070
2,455	2,471	2,955	2,225	Conference & meeting registrat	2,505
9,499	9,324	9,500	9,500	Local mileage, parking & tolls	9,500
2,443	1,454	3,380	3,380	Lodging	3,305
2,177	2,144	2,705	2,500	Meals	2,245
1,012	30	850	500	Purchased transportation	500
17,586	15,422	19,390	18,105	Meetings and Travel	18,055
623,843	638,826	674,035	662,741	Total	687,937

Budget Highlights

Personnel Services

No increase in Personnel

Village of Lincolnwood

Operating Budget
2013-2014

Account Number	Account Name	Amount	Comments
101-200-511-5320	Consulting	3,000	Various Consulting Services
101-200-511-5399	Other professional services	9,500	
		9,500	Cook County Health Department Inspections
101-200-511-5510	Advertising	3,500	
		3,500	Legal Notices, Bid Openings, Employment Advertisements
101-200-511-5560	Printing & copying services	1,500	
		1,500	Letterhead, Business Cards, and Copy Services
101-200-511-5570	Professional associations	3,085	
		1,700	International City/County Management Association (ICMA) (2)
		725	Illinois City/County Management Association (ILCMA) (4)
		200	Illinois Association of Municipal Management Assistants (IAMMA) (4)
		200	National Public Employer Labor Relations Association (NPELRA) (1)
		200	Illinois Public Employer Labor Relations Association (IPELRA) (1)
		60	Metro Managers (4)
101-200-511-5590	Training	1,500	
		1,500	Employee Training Program - Intergovernmental Risk Management Agency (IRMA), Northwest Municipal Conference (NWMC), Illinois Public Employer Labor Relations Association (IPELRA)
101-200-511-5599	Other contractual	21,975	
		10,000	Village-wide Pre-employment Drug Screen and Physical Exams
		3,000	Village-wide Background Checks
		2,100	Village-wide Psychological Assessments
		3,000	Commercial Drivers License Substance Testing- PW Employees
		2,750	Family Medical Leave Tracking
		325	Public Salary Annual Membership
		75	Employee Wellness Program - Wellness Screening and Wellness Promotional Items
		250	First Aid Cabinet Maintenance - Village Hall
		75	American Express Annual Membership
		400	Vision Testing - PW Employees
101-200-511-5620	Books & publications	950	
		200	ICMA Publications
		650	Top Health Employee Newsletter
		100	Crains Chicago Business
101-200-511-5700	Office supplies	1,200	
		1,200	Various Expendable Supplies (toner, letterhead)

101-200-511-5799	Other materials & supplies	8,360	
		3,050	Thanksgiving Gift Certificates
		410	Excellence in Service Award Program
		2,400	Employee Recognition Dinner and Gifts
		2,500	Employee Appreciation Event
101-200-511-5810	Conference & meeting registration	2,505	
		600	ILCMA - Summer Conference (2)
		450	ILCMA - Winter Conference (3)
		80	IAMMA - Annual Conference (2)
		700	ICMA - Annual Conference Boston, MA (1)
		250	IML - Annual Conference Chicago (1)
		425	IPELRA - Conference (1)
101-200-511-5820	Local mileage, parking & tolls	9,500	
		9,000	Automobile Allowance - VM, AVM
		500	Mileage Reimbursement - Other Administration Staff
101-200-511-5830	Lodging	3,305	
		800	ILCMA - Summer Conference (2)
		780	ILCMA - Winter Conference (3)
		600	IPELRA - Conference (1)
		1,125	ICMA - Annual Conference (1)
101-200-511-5840	Meals	2,245	
		1,300	Business Meetings, Luncheons
		275	ILCMA - Conference Summer (2)
		180	ILCMA - Winter Conference (3)
		200	ICMA - Annual Conference - (1)
		30	IML - Annual Conference Chicago (1)
		60	IPELRA - Conference (1)
		200	NWMC - Meetings
101-200-511-5850	Purchased transportation	500	
		500	ICMA - Annual Conference - (1)

**Village of Lincolnwood
2013/2014 Budget
Village Manager's Office**

Performance Measures

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
Newsletters				
Village Connections	6	6	6	6
Employee Quarterly	4	5	5	5
Total Newsletters	<u>10</u>	<u>11</u>	<u>11</u>	<u>11</u>
Freedom of Information Act Requests				
Total Requests	<u>307</u>	<u>230</u>	<u>250</u>	<u>280</u>
Broadcasting				
Village Board	22	22	22	22
PC/ZBA*	0	0	0	0
Plan Commission	11	14	17	17
Zoning Board of Appeals	6	9	10	10
Total Meetings Broadcast	<u>39</u>	<u>45</u>	<u>49</u>	<u>49</u>
Personnel				
Budgeted Full-Time Positions	<u>88</u>	<u>89</u>	<u>89</u>	<u>89</u>
Inspections				
Food Service	<u>185</u>	<u>185</u>	<u>155</u>	<u>160</u>

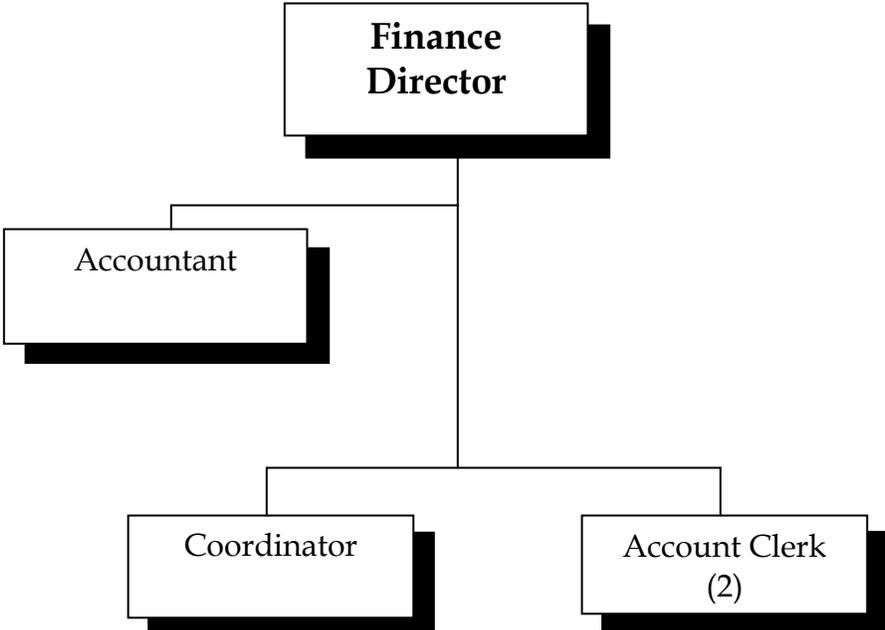
*Plan Commission/Zoning Board of Appeals was split into two separate bodies in January 2010

VILLAGE OF LINCOLNWOOD

Fiscal Year 2013/14

Organizational Chart

Finance Department



Finance Department

Department/Activity Description

The Finance Department provides general management oversight of all financial transactions of the Village. Specific responsibilities include: accounting and financial reporting of Village resources, cash (treasury) management, general ledger, cash receipts, cash disbursements and accounts payable, utility billing, business licenses, vehicle license registration and sale, parking ticket violation collection and administration of the Village adjudication system, capital asset accountability, financial budgeting and forecasting, insurance and risk management, payroll and personnel matters, purchasing, employee benefit and retirement matters, Grant(s) management, debt management, and Police Pension Fund accounting.

The Department provides support to Administration and all other Departments in addition to Customer Service at the Village Hall, general reception service for the Village, incoming and outgoing mail and deliveries and cashiering at the front counter.

The Department is staffed by five full-time employees.

Prior Year's Goals Status

- 1) The Finance Department will continue to closely monitor revenue estimates for the Fiscal 2013 budget due to the constantly changing economic outlook and report to the Village Board on a quarterly basis for any possible budget adjustments.

The Finance Department has continued the practice of providing quarterly updates to the Village Board during the FY2013 budget year. Finance closely monitors Village revenues and reports any major fluctuations to the Village Board in conjunction with expenditure objectives.

- 2) The Finance Department will assist the Village Manager's Office with the installation of the latest upgrade to the Village's Enterprise Resource Planning software (Springbrook). The first phase will involve the migration of all existing Springbrook Software to the ".Net" version. Finance will also provide guidance and training to Village departments and employees regarding the implementation of the ".Net" version of the Village's software system.

The installation of the Springbrook ".Net" version has been delayed until FY2014. Additional research and modification of software specifications was needed before the migration to the new version was implemented.

- 3) The Finance Department will start planning for enhanced online payment capabilities and paperless processing after the installation of the new Springbrook .Net installation. These processes should create a more efficient workflow for the payment of bills and allow for additional payment capabilities for internet users.

This goal has been postponed due to the delay in implementing the new Springbrook “.Net” version. (See explanation in item #2 above)

- 4) The Finance Department will develop a financial plan that prioritizes future capital improvement projects and identify the financial resources available to fund these projects.

The Finance Department developed a presentation to the Village Board which identified the capital projects and the source of the monies for funding.

- 5) Continue to investigate additional services or service improvements that can be provided by the Finance Department that would improve efficiency and reduce Village operating costs.

The Finance Department has implemented a centralized inventory system for Village office supplies. Each Department has to submit to Finance a supply form to request office supplies. In past years, each Department would be responsible to order their own supplies. This new process should enable the Village to better control the costs related to office supplies usage.

Proposed Goal

- 1) The Finance Department will assist the Village Manager’s Office with the installation of the latest upgrade to the Village’s Enterprise Resource Planning software (Springbrook). The first phase will involve the migration of all existing Springbrook Software to the “.Net” version. Finance will also provide guidance and training to Village departments and employees regarding the implementation of the “.Net” version of the Village’s software system. This project was originally scheduled to be implemented in Fiscal 2013. Additional time was needed to analyze all software modules for priority of installation.
- 2) The Finance Department will start planning for enhanced online payment capabilities and paperless processing after the installation of the new Springbrook .Net installation. These processes should create a more efficient workflow for the payment of bills and allow for additional payment capabilities for internet users.
- 3) The Finance Department will work with Administration to review the current payroll process to improve the efficiency of system. Currently, many of the payroll functions are performed by each Department. The process review will target specific payroll functions that will be centralized which should make the system more efficient.
- 4) The Finance Department will work with the Parks and Recreation and Administration Departments to streamline the payroll process for the hiring/re-hiring of seasonal workers for the pool and summer camp programs. These programs employ approximately 180

seasonal workers and require many hours to gather and verify employee documentation and information.

- 5) The Finance Department will work with the Village Engineer to formulate a standard process for the approval of payments to contractors for all capital projects. This procedure will ensure that all capital project payment requests will have the required documentation before payments are processed.
- 6) The Finance Department will assist with the transition of the new Police Pension Board. Finance will provide guidance on the accounting procedures necessary to ensure that the fund is operating in accordance with State of Illinois regulations.

2013-2014 Operating Budget

Budget Analysis

Finance

210

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
169,849	174,431	184,796	160,000	Wages - full time salaried	181,800
123,858	128,820	129,538	145,000	Wages - full time hourly	135,780
840	2,820	2,500	2,730	Wages - seasonal hourly	2,500
-	-	450	-	Wages - overtime 1.5X	450
-	-	-	775	HSA Savings Acct	-
1,698	1,717	1,848	2,021	Educational stipend	1,818
1,520	3,640	4,800	-	Opt Out Insurance	-
120	345	360	360	Phone Stipend	360
17,909	18,795	19,786	19,786	Employer FICA	19,986
4,188	4,396	4,627	4,627	Employer Medicare	4,674
26,643	29,627	34,576	33,000	Employer IMRF	36,367
947	939	992	992	Insurance - group life & AD&D	1,020
38,450	34,880	41,376	42,940	Insurance - group medical	57,397
3,794	3,841	3,990	4,600	Insurance - group dental	5,441
9,055	9,284	9,399	9,399	Insurance - workers compensati	9,664
98,081	73,509	80,000	89,000	Employee Benefit Expenses	94,925
496,953	487,043	519,038	515,230	Personnel Services	552,182
263,024	240,217	240,000	250,000	Liability insurance	240,000
29,800	30,900	32,000	27,000	Audit	28,500
3,000	850	1,500	1,500	Consulting	1,500
18,000	-	-	-	Data processing	-
686	-	5,000	4,600	Other professional services	-
314,510	271,967	278,500	283,100	Contractual Services	270,000
5,174	1,725	500	500	R&M - communications equipment	-
21,460	23,435	21,000	22,000	R&M - office equipment	22,000
306	462	600	500	Advertising	500
11,349	9,357	10,500	11,000	Printing & copying services	11,000
1,910	1,279	1,400	1,400	Professional associations	1,100
35,224	43,351	52,000	45,000	Telephone	43,000
319	590	1,500	1,500	Training	1,500
-	-	200	-	Books & publications	-
12,758	13,803	15,000	14,000	Office supplies	15,000
14,213	13,335	16,200	15,000	Postage	15,000
14,090	4,889	9,000	9,000	Bank & Credit Card Fees	9,000
1,138	3,107	2,300	3,000	Program supplies	3,000
117,942	115,333	130,200	122,900	Commodities	121,100
40	-	600	500	Conference & meeting registrat	500
397	361	1,000	1,000	Local mileage, parking & tolls	1,000
-	-	-	-	Lodging	800
614	722	1,500	1,000	Meals	1,000
-	-	-	400	Purchased transportation	400
1,051	1,084	3,100	2,900	Meetings and Travel	3,700
930,457	875,427	930,838	924,130	Totals	946,982

Budget Highlights

Personnel Services

No increase in Personnel

Village of Lincolnwood

Operating Budget
2013-2014

Account Number	Account Name	Amount	Comments
101-210-511-5195	Employee Benefit Expenses	94,925	
		14,000	RHS Police
		7,000	RHS Public works
		3,125	RHS Communication Operators
		42,000	Self Funded state unemployment
		5,600	Flex plan expenses
		1,600	Retiree insurance Acciari
		1,600	Retiree insurance Smith
		5,000	Disability insurance Grubb
		5,000	Prior disability Grubb
		10,000	VM Loan forgiveness
101-210-511-5260	Liability insurance	240,000	IRMA liability insurance
101-210-511-5310	Audit	28,500	FY2013 audit
101-210-511-5320	Consulting	1,500	Bond Consultants
101-210-511-5440	R&M - office equipment	22,000	Village wide repairs and maintenance copiers
101-210-511-5510	Advertising	500	Annual treasurer's report. Appropriation ordinance.
101-210-511-5560	Printing & copying services	11,000	
		2,500	Printing of Village Budget
		8,500	Business licenses, envelopes, misc forms
101-210-511-5570	Professional associations	1,100	GFOA and IGFOA, AICPA and IAICPA
101-210-511-5580	Telephone	43,000	Village wide phone service
		28,000	Call One- Land lines
		15,000	Wireless- Verizon wireless
101-210-511-5590	Training	1,500	Springbrook, GFOA, AICPA
101-210-511-5700	Office supplies	15,000	Village wide office supplies
		6,900	Copier paper
		8,100	Other supplies
101-210-511-5720	Postage	15,000	Village-wide postage
101-210-511-5725	Bank & Credit Card Fees	9,000	On-line and over the counter registration fees
101-210-511-5730	Program supplies	3,000	
		2,000	Vending machine, Vehicle License stickers
		1,000	Budget award fees
101-210-511-5810	Conference & meeting registration	500	Government Finance Officers Association (GFOA) national conference registration

101-210-511-5820	Local mileage, parking & tolls	1,000	GFOA national conference local transportation
101-210-511-5830	Lodging	800	GFOA national conference lodging
101-210-511-5840	Meals and lodging	1,000	Seminars and training
101-210-511-5850	Purchased transportation	400	GFOA national conference purchased transportation

**Village of Lincolnwood
2013/2014 Budget
Finance Department**

Performance Measures

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
Licenses Issued				
Vehicle Licenses Issued	8,462	8,800	8,900	8,900
Business	1,052	1,250	1,275	1,300
Total Licenses Issued	<u>9,514</u>	<u>10,050</u>	<u>10,175</u>	<u>10,200</u>
Billings				
Water and Sewer	16,542	19,579	19,595	19,615
Rent, inspections and others	324	348	360	385
Total Billings	<u>16,866</u>	<u>19,927</u>	<u>19,955</u>	<u>20,000</u>
Vendor Checks Issued	<u>3,734</u>	<u>3,740</u>	<u>3,800</u>	<u>3,825</u>
Payroll Checks Issued	<u>4,189</u>	<u>4,246</u>	<u>4,275</u>	<u>4,280</u>

Legal Department

Department/Activity Description

The Village contracts for its legal services. The Legal Department accounts for all expenditures concerning legal review, litigation, and prosecution of ordinance violations.

2013-2014 Operating Budget

Budget Analysis

Legal
230

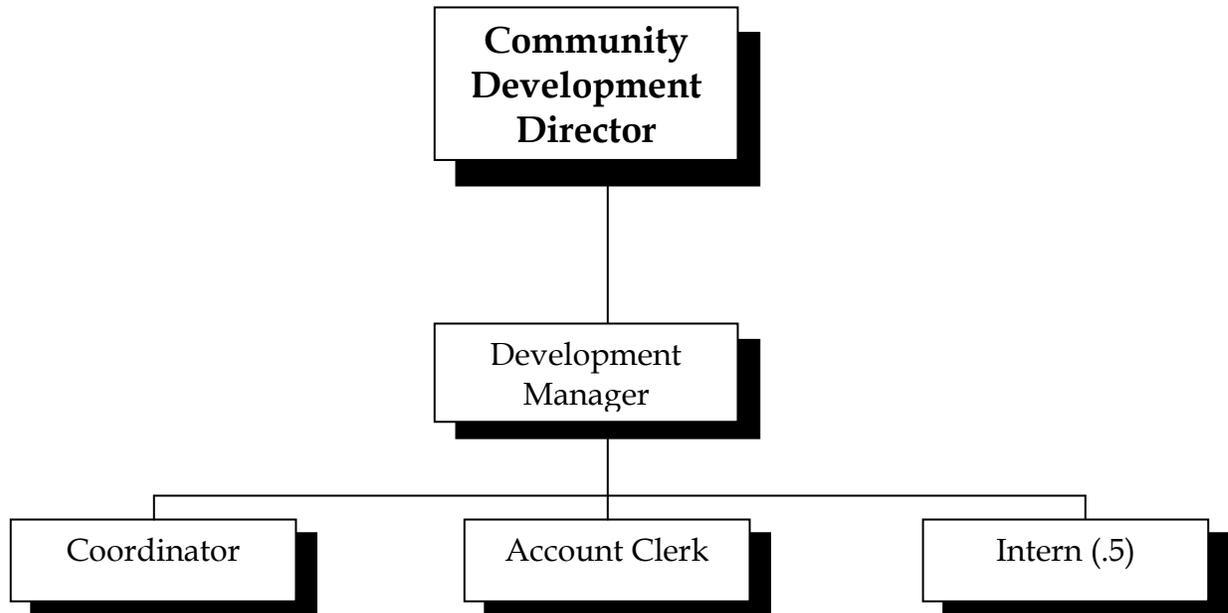
2011	2012	2013	2013		2014
Actual	Actual	Adopted	Projected	Description	Proposed
117,300	111,570	130,347	125,000	Legal - retainer	134,257
41,480	22,864	30,000	25,000	Legal - litigation	30,000
80,855	86,967	50,000	62,512	Legal - review	50,000
46,375	40,591	61,000	65,000	Other professional services	56,000
286,010	261,993	271,347	277,512	Contractual	270,257
286,010	261,993	271,347	277,512	Total	270,257

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
101-230-511-5350	Legal - retainer	134,257	Holland & Knight Retainer for General Legal Services
101-230-511-5360	Legal - litigation	30,000	Litigation, Defend Village
101-230-511-5370	Legal - review	50,000	Non-Reimbursable Legal Projects
101-230-511-5399	Other professional services	56,000	
		20,000	Prosecution - Code Enforcement, Public Right of Way Regulation, Property Maintenance Issues, Lien Processing
		20,000	Labor Negotiations, Personnel Matters
		15,000	Administrative Hearing Officer
		1,000	Miscellaneous Charges: Research Services, Serving Documents, Courier Service, etc.

VILLAGE OF LINCOLNWOOD
Fiscal Year 2013/14
Organizational Chart
Community Development Department



Community Development Department

Department/Activity Description

The Community Development Department is responsible for administering the Village's building, zoning and development codes. The Department provides staff assistance to the Village's Plan Commission, Economic Development Commission and Zoning Board of Appeals. Services provided by the department include plan review; permit issuance and construction inspectional services. In addition to these services and duties, this Department also carries out various community planning initiatives and improvement projects. This budget element also includes line items for sales tax rebates pursuant to executed agreements.

The department is staffed by four full-time positions.

Prior Year's Goals Status

1. Review the Village's existing Building Codes and consider recommending adoption of newer code editions. Model building codes are routinely updated periodically to account for new products and materials, improved construction methods and state of the art safety features. Currently, the Village uses a set of model international codes, most of the 2006 edition. Since Village adoption of the current 2006 editions, both 2009 and 2012 model code editions have been released. This task will involve reviewing the changes made to these later code editions, identifying appropriate local amendments and recommending if deemed appropriate, updates/modification and/or adoption of newer codes in order to keep the Village's set of building codes generally current in the marketplace.

Work on this goal is proceeding. The Department has determined that the 2009 edition of the international codes is most appropriate for adoption. Local amendments are now being developed and new codes are expected to be presented for adoption in February 2013.

2. Undertake a survey of department customers to ascertain service delivery satisfaction. This task will entail preparing the survey questions and format, analyzing returned survey results and assessing what changes can be made based on results to improve service delivery and satisfaction.

In November 2012, a survey was implemented in the department to obtain feedback from all permit application customers. This goal has been achieved and is ongoing.

3. Prepare an updated comprehensive statistical Community Profile of the Village utilizing as a base recent 2010 census data and other updated data sources.

An updated Community Profile has been prepared and is posted to the Village's website. A presentation of the highlights of this report was provided to the Village Board in December 2012. This goal has been achieved.

4. Review the Village's existing building board-up requirements and consider strengthening Village requirements. These requirements pertain to the boarding up of vacant structures in order to secure and weather-proof a structure. This task includes a review of whether permits should be required, when board up should be mandated and whether maximum time durations should be imposed.

Work is proceeding on this initiative and is expected to be completed in February 2013.

5. Establish a seasonal, proactive, targeted code enforcement program to address ongoing, typical, or frequent maintenance and code violations, especially in business areas. Part of this enforcement program is anticipated to include review and enforcement of adopted special use conditions.

A part time Code Enforcement Officer, stationed in the Police Department has been hired and proactive code enforcement in business areas initiated. This goal is ongoing.

6. Assist the Economic Development Commission in reviewing the Lincoln/Devon/Proesel industrial Area. This task includes identification of potentially desirable area improvements and recommendation on next steps to take.

The Economic Development Commission considered this area along with the Devon Avenue corridor and has recommended that a TIF District be established. The Village Board has accepted this recommendation and is presently in the process of considering establishing this TIF District. This goal has been achieved.

7. Initiate the process to amend the Lincoln Touhy TIF District boundary to include vacant property to the west of the Commonwealth Edison transmission line, once a necessary Commonwealth Edison parcel is divided by the County.

Work on this goal was delayed due to a parcel issue. The Village Attorney has reported this matter has been resolved and initiation of this work is now pending engagement of a consultant.

8. Assist the Economic Development Commission in reviewing the Devon Avenue corridor (McCormick-Devon). This task includes identification of area problems and strengths as well as to consider redevelopment potential and revitalization strategies for the corridor. It is anticipated this work will lead toward recommendations concerning what actions if any should be taken for the area

The Economic Development Commission has reviewed this area at several meetings and recommended the area be included in the proposed Devon-Lincoln TIF District. In related efforts, the Department has been able to secure free technical assistance from the Chicago Metropolitan Agency for Planning (CMAP) to study this corridor and provide its recommendations. This CMAP study will proceed later this year. This goal has been achieved.

9. Continue to encourage Purple Hotel property redevelopment by meeting with interested developers, responding to inquiries and marketing the site as appropriate.

Clear title to the property has now been secured and redevelopment/renovation plans are now pending submittal. This goal has been achieved.

Proposed Goals

1. *Compare existing Public Hearing Fees charged with other communities and review public hearing costs which are typically incurred. Recommend adjustments as necessary to fees and deposits to reflect marketplace and to ensure out of pocket costs are borne by applicant.*
2. *Assist the Chicago Metropolitan Agency for Planning (CMAP) and the Urban Land Institute (ULI) with the study of the Devon Avenue Commercial Corridor. This study is expected to address the high vacancies rates within the corridor as well as streetscape conditions.*
3. *Assist IT/GIS with implementing a building permit layer in the Village's GIS system utilizing Springbrook data. Such a layer would be useful throughout the organization, allowing all employees to view by address current building permit information.*
4. *Research and analyze areas in the Village with the greatest parking deficiencies and develop a list of possible solutions.*
5. *Continue the process to amend the Lincoln Touhy TIF District to expand its area and if adopted, review the Devon-Lincoln TIF District for development of initial projects.*
6. *Guide the Village's consideration of proposed Purple Hotel site development through the Village's development approval process.*

2013-2014 Operating Budget

Budget Analysis

Community Development

240

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
202,046	202,326	198,338	202,000	Wages - full time salaried	204,000
90,436	93,477	95,663	101,234	Wages - full time Hourly	101,000
(633)	9,259	14,000	13,000	Wages- Part time hourly	15,000
2,446	2,506	2,390	2,400	Educational stipend	2,490
17,713	18,375	19,244	21,000	Employer FICA	19,994
4,189	4,353	4,501	4,800	Employer Medicare	4,676
26,726	30,542	33,895	35,000	Employer IMRF	36,667
913	902	903	903	Insurance - group life & AD&D	927
29,724	26,160	22,855	24,200	Insurance - group medical	24,499
2,975	2,788	3,045	2,700	Insurance - group dental	2,621
8,353	6,471	6,671	6,671	Insurance - workers compensati	6,861
384,888	397,158	401,505	413,908	Personnel Services	418,735
210,951	201,991	233,637	244,000	Other professional services	213,631
210,951	201,991	233,637	244,000	Contractual Services	213,631
-	150	200	150	R&M - office equipment	200
151	-	200	500	R&M - vehicles	1,000
2,338	2,034	3,500	3,500	Advertising	3,300
628	657	1,000	1,200	Printing & copying services	1,500
2,266	2,444	2,585	2,600	Professional associations	2,575
195	224	500	500	Training	500
407	321	1,494	1,500	Books & publications	500
64	227	100	100	Fuel	550
1,464	2,397	2,000	2,000	Office supplies	1,000
422	921	550	600	Other materials & supplies	550
7,935	9,376	12,129	12,650	Commodities	11,675
1,785	919	2,200	2,200	Conference & meeting registrat	2,000
63	221	500	500	Local mileage, parking & tolls	250
2,287	994	-	-	Lodging	2,204
577	305	700	600	Meals	700
709	331	-	-	Purchased transportation	584
5,421	2,771	3,400	3,300	Meetings and Travel	5,738
495,805	525,942	545,000	545,000	Revenue Sharing and Other Agreements	545,000
495,805	525,942	545,000	545,000	Revenue Sharing	545,000
1,105,001	1,137,237	1,195,671	1,218,858	Totals	1,194,779

Budget Highlights

Personnel Services

No increase in Personnel

Village of Lincolnwood

Operating Budget
2013-2014

Account Number	Account Name	Amount	Comments
101-240-517-5399	Other professional services	213,631	
		203,720	Building Permit Plan Review and Inspections (TPI)
		9,911	Elevator Inspections (Thompson)
101-240-517-5440	R&M - office equipment	200	Miscellaneous Equipment Repair/Maintenance
101-240-517-5480	R&M - vehicles	1,000	Miscellaneous Vehicle Service/Repair
101-240-517-5510	Advertising	3,300	
		200	ED Directory Placement (2) Northern Real Estate Magazine
		3,100	Legal Notices for Public Hearings
101-240-517-5560	Printing & copying services	1,500	Printing Various Departmental Forms
101-240-517-5570	Professional associations	2,575	
		1,150	American Planning Association/AICP (2 Memberships)
		55	ICMA/IAMMA (intern)
		125	Congress for New Urbanism
			International Council of Shopping Centers (ICSC) (2
		150	Memberships)
		795	Planning Advisory Service
		125	International Code Council (ICC)
		50	Northwest Building Officials Code Administration (NWBOA)
			Illinois Association of Code Enforcement (IACE) (2
		50	Memberships)
		75	American Association of Code Enforcement
			Local APA and miscellaneous local seminars and training
101-240-517-5590	Training	500	sessions
101-240-517-5620	Books & publications	500	
		100	Crain's Subscription and Miscellaneous Publications
		100	Zoning Practice
		300	Miscellaneous Publications
101-240-517-5670	Fuel	550	Fuel for Department Vehicle
101-240-517-5700	Office supplies	1,000	Miscellaneous Supplies
101-240-517-5799	Other materials & supplies	550	
		150	Miscellaneous Meeting Supplies
		400	Clothing
101-240-517-5810	Conference & meeting registration	2,000	APA National Conference Atlanta (2 persons)
101-240-517-5820	Local mileage, parking & tolls	250	Reimbursement for local area travel
101-240-517-5830	Lodging	2,204	APA National Conference Atlanta (2 persons)

101-240-517-5840	Meals	<u>700</u>	
		400	Per diem for APA National Conference (2 persons)
		300	Chamber Events and other Miscellaneous Meals
101-240-517-5850	Purchased transportation	584	APA National Conference Atlanta (2 persons)
101-240-517-5911	Sales Tax Sharing and Other Agreements	<u>545,000</u>	
		53,000	Lowes Home Improvement
		10,000	Simons/ Kohls
		370,000	School District #74
		58,000	Loeber
		54,000	Grossinger Hyundai

Information Technology Division

Division/Activity Description

The Information Technology (IT) Division is managed by the Village Administrator's Office. It provides for planning and support for computer networks and applications within the Village organization. The Village receives computer consulting services on a contractual basis. This division budget accounts for the expenditures necessary for the consultant to provide network and computer systems coordination and integration of new systems. The division also handles the management software application packages required and provides Village employees with the services and support needed to perform their work efficiently.

2013-2014 Operating Budget

Budget Analysis

Information Technology

250

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
7,101	5,202	8,000	8,000	Wages- Part time hourly	8,000
190	346	496	496	Employer FICA	496
44	81	116	116	Employer Medicare	116
240	240	240	240	Insurance - workers compensati	240
7,575	5,869	8,852	8,852	Personnel Services	8,852
55,640	56,144	55,000	55,000	Consulting	55,000
65,651	80,875	98,042	41,500	Data processing	66,542
121,291	137,019	153,042	96,500	Contractual Services	121,542
-	-	85,054	86,000	Maintenance Agreement Expense	91,954
11,922	12,398	14,208	8,500	Telephone	15,440
1,110	500	4,000	4,000	Training	2,000
16,871	12,971	22,444	20,000	Other contractual	30,227
3,559	1,892	2,500	2,000	Computer supplies	3,000
33,462	27,761	128,206	120,500	Commodities	142,621
47,136	103,836	78,025	75,000	Equipment - data processing	150,389
-	154,133	17,500	17,500	Equipment - data processing	-
47,136	103,836	78,025	75,000	Equipment	150,389
209,465	274,486	368,125	300,852	Total	423,404

Budget Highlights

Contractual Services

* \$44,452 budgeted for upgrade of Village enterprise software

Equipment

* \$13,000 budgeted to upgrade projectors in Council Chambers

Village of Lincolnwood

Operating Budget
2013-2014

Account Number	Account Name	Amount	Comments
101-250-511-5320	Consulting	55,000	
		45,000	12 Hours Per Week of Support Staff
		10,000	Strategic Planning Updates, Meetings, Special Projects, RFPs, Unexpected Incidents
101-250-511-5330	Data processing	66,542	
		33,376	Upgrade to Springbrook .NET
		15,000	In-vehicle ticketing and crash reporting
		10,333	Re-implement Permits, Inspections, and Business Licenses
		6,000	24/7 Online broadcast of cable channel
		1,000	Firewall changes (VPNs, PD squads, etc).
		833	Evaluate Springbrook Code and Contact Module
101-250-511-5340	Maintenance Agreement Expense	91,954	
		23,957	Springbrook Maintenance (Finance)
		17,760	New World Service and Maintenance (Police)
		5,200	Website Maintenance and Hosting (Admin)
		5,000	Vermont Systems maintenance (Parks)
		8,750	Video Security System Contingency (Police)
		4,900	Zoll Data Support (Fire)
		4,600	Virus protection, Web Content Management Filter (Admin)
		4,000	VMWare License Renewal (Admin)
		3,710	RescueNet ePCR & Billing software Maintenance, EDI (Fire)
		4,000	Firehouse Cloud Maintenance (Fire)
		2,109	Laserfiche software licenses (Admin)
		1,675	GFI Spam Filter Maintenance (Admin)
		1,467	Online Vehicle Repair Manuals (PW)
		1,000	ArcGISServer Software License Maintenance (Admin)
		1,000	Adjudication Software contingency (Admin)
		650	GIS ArcView Software Licenses Maintenance (4) (Admin)
		600	GIS Thin Client (Admin)
		600	ASA Smartnet, Exterior Router Smartnet (Admin)
		576	GIS Ras Server (Admin)
		400	Fleet System Maintenance (PW)
101-250-511-5580	Telephone	15,440	
		9,840	Verizon General Fund - Wireless Cards for Mobile Worker Connectivity: 25
		2,800	Primary Internet Connection - Comcast
		2,800	Secondary Internet Connection - TBD
101-250-511-5590	Training	2,000	
		2,000	Desktop Training for Employees

101-250-511-5599	Other contractual	30,227	
		11,042	GIS Consortium Consulting - Onsite Specialist eight hours per week (split with Water and Sewer Fund)
		8,070	GIS Consortium Consulting - Base Mapping
		2,264	GIS Consortium Consulting - Manager
		1,449	GIS Consortium Consulting - Coordinator
		1,810	GIS Consortium Consulting - Analyst
		2,264	GIS Consortium Consulting - Data Administrator
		2,264	GIS Consortium Consulting - Developer
		500	GIS Consortium Membership
		564	GIS Consortium Shared Initiatives - Local and Regional Map Office, Goto Meeting, Servers and Workstations at MGP Offices
101-250-511-5640	Computer supplies	3,000	
		2,000	Supplies
		1,000	GIS Color Plotter Toner and Paper
101-250-511-6530	Equipment - Data Processing	150,389	
		5,000	Email Archive Appliance
		3,500	Link balancer for redundant internet connection
		1,250	Link balancer consulting time
		17,500	File Auto-Backup system implementation
		12,000	FD Laptop Replacement (2)
		18,000	PD Laptop Replacement (3) plus mounting kits
		15,000	PC Replacement Program - 15 workstations
		5,576	PC Replacement Program - Consulting Time, includes repurposing newer PCs
		5,000	Public Works Conference Room Audio/Visual
		9,000	File Server Replacement, includes consulting time
		23,333	Wireless Hotspot replacement and expansion to Public Works, includes consulting time
		3,700	Inspector iPad purchase and configuration with Springbrook 7
		13,000	Replace Council Chambers' Projectors - Funded By Comcast/U-Verse PEG Capital Fee
		6,000	Public Works Office Surveillance and Panic Button
		7,130	Office 2010 Licenses
		3,000	Additional Disk for Storage Array Network
		2,400	Additional NAS backup devices (IT & PD)

Engineering

Department/Activity Description

The Village receives engineering services on a contractual basis. The Village Engineer reviews and approves all residential and commercial development plans to ensure drainage and grading plans are acceptable. In addition, the Village Engineer assists in the design and construction oversight of Village infrastructure construction projects, including roadway and water/sewer mains. This department budget accounts for the expenditures necessary for all departmental use of the Village Engineer.

2013-2014 Operating Budget

Budget Analysis

Engineering

290

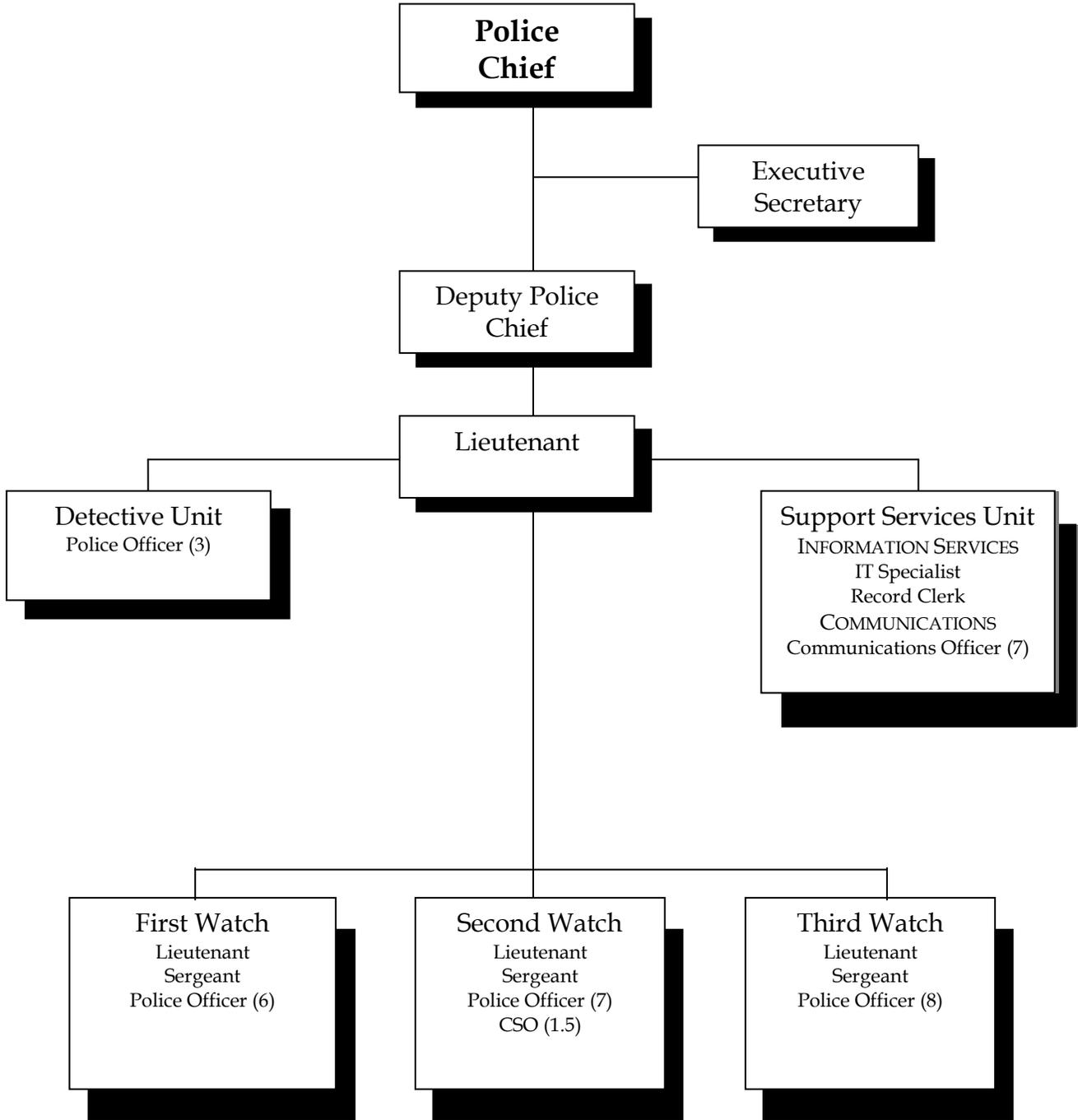
2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
28,518	15,429	40,000	25,000	Administration Engineer Costs	20,500
15,815	9,326	25,000	7,500	Building Engineering Costs	2,500
29,068	10,603	35,000	15,000	PW Building Engineer Costs	42,500
73,400	35,358	100,000	47,500	Contractual Totals	65,500

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
101-290-511-5920	Administration Engineer Costs	<u>20,500</u>	AT Group Retainer (\$36,000 total, 50% split with Water 18,000 Fund) 2,500 AT Group Additional Expenses
101-290-511-5922	Building Engineering Costs	2,500	Traffic Studies and other plan review expenses
101-290-511-5942	PW Building Engineer Costs	<u>42,500</u>	40,000 AT Group Project Management Services 2,500 Traffic Studies and other expenses - Traffic Commission

VILLAGE OF LINCOLNWOOD
Fiscal Year 2013/14
Organizational Chart
Police Department



Police Department

Department/Activity Description

The Mission of the Lincolnwood Police Department is to provide effective and professional police service to the community. The Department recognizes that its authority is derived from the community, that it must be responsive to its needs, and that it is accountable for its actions. Believing in the dignity and worth of all people, it must protect the rights of all citizens and treat employees in an equitable manner. The police and community share responsibility for maintaining law and order, and their relationship must be based on mutual respect.

The Lincolnwood Police Department is staffed with 44 full-time and three part-time employees.

Prior Year's Goals Status

2012-13 Goals

1. During the past year, the Police Department conducted a critical review of its Use of Force Training. While the Police Department's current practices meet industry standards, staff recommended two improvements, which will enhance officer safety.

Staff will renew emphasis on lethal use of force training. All sworn personnel will participate in six separate firearms training sessions throughout the course of the year.

This goal is on-going. It is anticipated that six firearms training sessions will be completed by April 30, 2013.

2. Staff will renew emphasis on scenario based training. Scenario based training, also known as Simunitions Training, allows police officers to use marking cartridges in their duty weapon (through the use of a conversion kit) to conduct realistic, close-range training scenarios that are totally safe, when conducted properly. It is designed to help police officers practice deadly force situations when they are in great peril. All sworn personnel will participate in two separate scenario based training sessions throughout the course of the year.

The first scenario based training was conducted in October and November. Twenty-three sworn officers participated in the training. The training included proper use of the in-car video system to reinforce proper documentation of vehicle registration and descriptions prior to a traffic stop, and upon concluding the stop. The ballistic shields were also included. The goal was to encourage officers to understand that they are available and to reinforce their proper use. Officers were trained to "Slice the Pie," which means to not follow in the direct path of a fleeing suspect. By going wide, it offers the officer the ability to see around a corner before an offender can see him/her. Finally, previous trainings on the use of pressure bandages was reviewed and reinforced.

3. Staff will renew emphasis on forensic science training for evidence technicians. All evidence technicians will participate in an eight hour forensic science training session. The training will include digital photography, fingerprinting, and use of alternative light source techniques.

This goal was rescheduled for the fall of 2013. The police department is currently undergoing a staffing shortage (four sworn officers) and determined it is not fiscally responsible to take all of the evidence technicians off of the street for a full day of training. In addition, the supervisor in charge of training and the evidence program is off due to an extended illness.

4. Staff will implement an in-car ticket and motor vehicle traffic crash reporting program. Preparing traffic citations and traffic crash reports will allow police officers to spend more time on the street, eliminate redundant data entry, reduce the number of data entry errors, allow for more efficient reporting to the Illinois Department of Transportation, and improve overall organizational efficiency.

The police department determined it is more efficient to implement electronic motor vehicle traffic crash reporting, and electronic traffic tickets. The police department completed the final phase of testing the police department's records management electronic motor vehicle traffic crash reporting software in the fall. Soon afterwards, the Illinois Department of Transportation revised its motor vehicle traffic crash forms. The changes were not communicated to the police department's records system vendor. Consequently implementation has been delayed. The revisions to the motor vehicle traffic crash form will affect all police departments attempting to implement an electronic traffic crash report. IDOT's most recent announcement indicates the form revisions will be complete by February, 2013.

5. Staff will review the use of the Tactical Unit to more efficiently address current crime patterns and criminal investigations. The Tactical Unit is a specialty unit comprised of police officers assigned to the Patrol Division, except tactical officers are generally in plain clothes and in an unmarked squad car. Officers are assigned, as needed. Changes will come in the way of providing clearer direction and additional information with regard to pattern crimes such as residential burglary, retail theft, and covert drug investigations so as to increase organizational effectiveness.

In September, the police department adopted a policy to guide supervisors and field officers in the deployment of the Tactical Unit. The policy addresses the assignment of officers, community concerns, and directed field operations.

6. Through the use of the Lincolnwood Police Foundation, staff will deploy a ballistic shield in each of the 10 marked squad cars and conduct refresher training for all sworn personnel. Ballistic shields are extremely useful when responding to an active shooter or a perceived lethal threat.

The Lincolnwood Police Foundation approved the purchase of two new ballistic shields in the spring of 2012. The two shields were purchased and placed in the

squad cars. Officers trained in the use of the shields in October and November in conjunction with Simunitions Training described in goal number 2. In the fall of 2012, an organization wishing to remain anonymous donated \$5,000 to the Lincolnwood Police Foundation and asked that the funds be used to enhance officer safety. The police department will be recommending that the Lincolnwood Police Foundation authorize the approval of two additional shields.

7. The Beverage Alcohol Sellers and Servers Education and Training (BASSET) program is the Village's seller/server training program. It was originally adopted by the Village Board in September, 2006. The program is an educational and training tool to sellers/servers of alcoholic beverages to serve responsibly and stay within the law. Staff will evaluate the BASSET program, streamline the process, and recommend changes to the Village Code to allow the program to be more effective.

In FY2012-13, a new supervisor was assigned to manager the BASSET Program. The Ordinance was reviewed with the intent of making the process more efficient. The police department discontinued the practice of issuing an identification card to attendees. Training is now conducted quarterly, rather than as requested. Two new officers have been certified to instruct the course. Overtime for the program has been eliminated. The program changes do not necessitate amending the Ordinance.

8. Staff will research and recommend a Secondhand Dealer Ordinance to the Village Board. Pawn shops, governed by the Village Code, are required to maintain a log (available for inspection at any time by law enforcement) of all transactions and hold all property for a fixed period of time. Secondhand Dealers are not held to the same standard. On occasion, stolen goods are sold to Pawn Shops and Second Hand Dealers. Requiring Second Hand Dealers to maintain accurate records, and having the records available for inspection, is necessary for law enforcement to thoroughly investigate criminal cases.

In the summer, the Village Board approved a new Second Hand Dealer Ordinance. The Ordinance has been distributed and explained to all second hand dealers. Periodic business checks to ensure compliance will be conducted by the spring of 2013.

Proposed Goals

1. The detective bureau experiences cases where it is necessary to conduct multiple interviews at the same time. A second interview room will correct this problem. The police department will convert the detective bureau's attached office into a secondary interview room. This will allow detectives to keep witnesses separate and allow detectives to interview multiple witnesses and victims at the same time.
2. The police department will begin using two on-line databases to aid in the investigation of criminal offenses. The databases will allow detectives to locate people, and identify assets, businesses, and affiliations, etc. Detectives will also be able to initiate a search

with minimal information, such as a partial name or Social Security Number. The databases will help the police department reduce overall investigative time by providing access to accurate, comprehensive data.

3. The police department will implement an on-line nationwide investigative system designed to aid in the investigation of criminal activity. Businesses related to resale are required by local ordinance to provide transaction information to local law enforcement. The system makes the process more efficient by providing a single database software system to all businesses. It also allows detectives to search and cross reference suspects or stolen property from all transactions from thousands of businesses.
4. The police department will implement the “Briefing Notes” and “Be On the Look Out” (BOLO) modules in New World. The modules will allow dispatchers to disseminate critical information to all police officers at one time. They will automatically collect targeted information and display it on any computer monitor in the station or any squad car. A large screen monitor will display the same information during roll call sessions.
5. The police department will install an in-station, bi-directional amplifier for the police radio. Police officers have experienced difficulties in hearing radio traffic in the station since the building was constructed. A federal law required all public safety agencies to narrowband their radio frequencies in 2012. The narrow banding exacerbated the problem. The cost of this proposal is less because the vendor will be able to repurpose equipment and wiring previously installed in the building (equipment was used briefly and then abandoned by a cellular telephone carrier).
6. The police department will continue the process of implementing electronic motor vehicle traffic crash reporting and traffic ticket writing. The project was originally planned for FY2012-13. However, the Illinois Department of Transportation (IDOT) changed the information collected in their Motor Vehicle Traffic Crash Report. This change resulted in the police department’s vendor having to revise its electronic crash report. It is anticipated that this project will be completed in FY2013-14.

2013-2014 Operating Budget

Budget Analysis

Police 300

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
227,300	230,892	232,866	240,500	Wages - full time salaried	249,755
2,910,827	3,020,234	3,029,491	2,975,000	Wages - full time hourly	3,058,036
68,327	66,767	81,385	69,000	Wages - part time hourly	79,925
8,253	7,226	10,400	8,000	Wages - seasonal hourly	10,400
240,494	293,071	275,232	340,000	Wages - overtime 1.5X	300,000
2,922	-	-	-	TLEP Overtime	-
3,934	-	-	-	Speed overtime	-
11,385	29,361	40,000	10,000	Holiday Mobil grant	20,000
10,131	-	-	-	IMaGE Grant	-
1,304	681	-	2,000	Wages - overtime 2X	-
24,033	23,973	28,000	25,000	Wages - special detail	28,000
17,004	17,150	18,074	18,074	Educational stipend	19,426
720	2,277	2,400	2,400	Opt Out Ins.	2,400
225	740	680	680	Phone Stipend	680
-	180	2,100	2,100	Tuition reimbursement	-
24,750	24,055	21,738	21,738	Uniform allowance	20,988
12,242	14,943	14,000	14,000	Pension - regular	30,000
33,940	35,183	38,731	38,371	Employer FICA	39,453
38,793	41,225	43,309	43,309	Employer Medicare	42,508
49,414	56,294	61,332	62,000	Employer IMRF	70,802
1,204,983	1,393,004	1,410,184	1,450,000	Employer police pension	1,410,184
6,675	6,682	5,137	5,137	Insurance - group life & AD&D	5,400
429,844	434,608	443,021	432,000	Insurance - group medical	467,526
43,462	44,913	45,470	46,000	Insurance - group dental	44,000
105,336	108,868	110,060	110,600	Insurance - workers compensati	107,914
5,476,297	5,852,326	5,913,610	5,915,909	Personnel Services	6,007,397
848	495	1,250	1,000	Animal control	750
6,000	6,000	7,000	16,311	Consulting	6,000
1,191	1,893	1,980	1,980	Other professional services	38,218
8,039	8,388	10,230	19,291	Contractual Services	44,968
1,289	1,192	1,950	1,500	R&M - buildings	1,500
15,973	18,368	13,225	13,225	R&M - communications equipment	25,336
866	1,431	5,400	2,350	R&M - data processing equipment	2,400
-	494	700	700	R&M - police equipment	700
200	200	200	200	R&M - office equipment	200
23,894	39,556	25,500	25,500	R&M - vehicles	25,500
37,356	37,421	38,100	38,100	Intergovernmental fees & dues	34,817
1,139	1,733	2,000	2,000	Printing & copying services	1,910
1,471	1,187	1,145	1,130	Professional associations	1,030
9,107	9,714	3,080	1,580	Telephone	1,580
4,775	13,636	18,000	18,500	Training	26,380

34,873	64,824	59,975	50,975	Other contractual	97,221
8,512	8,254	12,830	12,775	Ammunition & range supplies	12,470
275	1,622	1,200	1,200	Books & publications	1,241
2,687	2,506	4,500	4,500	Computer supplies	2,400
73,852	77,584	69,000	64,000	Fuel	69,000
4,577	3,112	4,000	3,500	Office supplies	2,500
43,255	31,207	61,540	61,540	Program supplies	48,540
264,100	314,040	322,345	303,275	Commodities	354,725
1,480	2,338	2,495	1,320	Conference & meeting registrat	1,745
483	2,009	3,000	1,500	Local mileage, parking & tolls	3,250
68	2,087	2,200	400	Lodging	2,200
2,685	3,617	3,350	3,305	Meals	5,300
584	-	-	913	Purchased Transportation	250
5,300	10,050	11,045	7,438	Meetings and Travel	12,745
85,225	119,280	89,500	77,250	Equipment - vehicles	66,500
85,225	119,280	89,500	77,250	Capital Outlay	66,500
5,838,961	6,304,084	6,346,730	6,323,163	Total	6,486,335

Budget Highlights

Personnel Services

No increase in Personnel

Commodities

*\$38,000 budgeted for additional red light camera lease

Equipment

* \$66,500 budgeted for replacement of two squad cars

Village of Lincolnwood

Operating Budget
2013-2014

Account Number	Account Name	Amount	Comments
101-300-512-5210	Animal Control	750	Christiansen Animal Control - Domestic Animal Boarding, Handling, Euthanasia, and Special Assistance
101-300-512-5320	Consulting	6,000	Grant Writing Fee
101-300-512-5399	Other Professional Services	38,218	
		1,000	Department Photograph
		2,238	LEADS on Line (Nationwide Investigative Database Related to Resale/Cash for Gold/Pawnshops)
		2,076	On-line Investigative Inquiry Database Subscription (Trans Union 12 mos. @ \$35 and Clear 12 mos. @ \$138)
		360	TLOxp - Investigative Database
		31,644	Shared Code Enforcement Officer with Glenview
		900	Holding Facility Blanket Cleaning (12 @ \$75 per month)
101-300-512-5405	R&M - Buildings	1,500	
		750	Firearms Range Cleaning/HEPA Vacuum/Lead Removal (Based on 2012 Actual Cost)
		750	Holding Facility and Squad Infectious Disease
101-300-512-5410	R&M - Communications Equipment	25,336	
		500	Facility Camera Repairs
		500	Bucom - Warning Siren Maintenance
		10,416	NORCOM Chicago Communications Service Agreement (12 mos. @ \$868.00)
		2,400	L-3 In-Car Video Camera Service & Maintenance Agreement (Eight Cameras)
		750	Mobile/Portable Radio Repairs (Projections based on actual expenses and programmed replacement of radios)
		10,500	NORCOM Radio In-Station Repeater/Signal Bi-Directional Amplifier
		270	TAC 5 Service Maintenance and Agreement
101-300-512-5420	R&M - Data Processing Equipment	2,400	
		1,500	LiveScan Service and Maintenance Contract (Automated Fingerprint Processing May Be Subsidized by Cook County)
		900	Porter Lee/Barcoded Evidence Analysis Statistical Tracking/Property Tracking Inventory Bar Coding
101-300-512-5435	R&M - Police Equipment	700	
		200	Repair Parts for Department Weapons, Including Shotguns, and AR-15
		500	Taser Maintenance
101-300-512-5440	R&M - Office Equipment	200	Bradford Systems - Maintenance Agreement for the Records Space Saving Filing System

101-300-512-5480	R&M - Vehicles	<u>25,500</u> (Account Managed by PW) 5,000 Contracted Labor for Squad Car Repairs 15,000 Tires and Batteries 3,000 Vehicle Washes (\$2,500) & Detailing (\$500) 2,500 Oil, Transmission Fluid, Antifreeze, and Washer Fluid
101-300-512-5540	Intergovernmental Fees & Dues	<u>34,817</u> 250 Illinois Liquor Control Commission (BASSET Membership) 50 Illinois Law Enforcement Alarm System (I.L.E.A.S.) 1,700 North Regional Communications Network (NORCOM) 4,100 North Regional Major Crimes Task Force (NORTAF) (\$500 increase due to evidence processing space at NIPSTA) 200 North Suburban Cooperative Purchasing Agreement 5,312 Northeastern Illinois Public Safety Training Academy (N.I.P.S.T.A.) (\$166 x 32 officers) 400 Northern Illinois Police Alarm System (N.I.P.A.S.) 3,300 Northern Illinois Police Alarm System / Emergency Services Team 805 Northern Illinois Police Alarm System / Mobile Field Force 18,700 Northern Illinois Regional Crime Lab (N.I.R.C.L.)
101-300-512-5560	Printing & Copying Services	<u>1,910</u> 750 Parking Tickets 250 Report Forms, Letterhead and Envelopes 910 Warning Tickets
101-300-512-5570	Professional Associations	<u>1,030</u> 90 Association of Public Safety Communication Officials 85 Federal Bureau of Investigation/Natl Academy-Sergeant Solomon 170 Illinois Association of Chiefs of Police (2 @ \$85) 40 Illinois Association of Police Social Workers 25 Illinois Traffic Safety Leaders-Officer Schaefer 100 International Association of Chiefs of Police 50 International Association of Property & Evidence-Sergeant Solomon 190 National Association of Social Worker's 20 Niles Township Interagency Network Dues-Social Worker 50 North Suburban Chiefs of Police 50 Northwest Police Academy 160 Police Executive Research Forum (P.E.R.F.)
101-300-512-5580	Telephone	1,580 Computer Aided Booking Systems (LiveScan) (Dedicated T-1 Line to Cook County, May Be Partially Subsidized by Cook County)

101-300-512-5590	Training	<u>26,380</u> 9,000 Basic Recruit Training (3 Officers) 900 Communications Operator 900 Crime Prevention 500 Crimes Against the Elderly 500 Identity Theft 800 Illinois Association of Chiefs of Police (I.A.C.P. Net) 1,500 Investigations 1,250 Northern Illinois Public Safety Training (N.I.P.S.T.A.) Driver Training 2,880 North East Multi-Regional Training (N.E.M.R.T.) (\$90 @32 officers) 5,000 North East Multi Regional Training (N.E.M.R.T.) (Course Fees Not Included in Membership) 800 Northwestern University Center for Public Safety Senior Management (Deputy Chief) 350 Police Social Worker 2,000 Traffic Crash Investigation
101-300-512-5599	Other contractual	<u>97,221</u> 375 Critical Reach (Investigations Information Sharing) 1,050 Death Investigations (Transportation to Medical Examiner's Office-\$350 per transport) 1,000 License Plate Renewal 56,796 Red Light Camera System Lease (12 mos. @ \$4733) (The Village is not billed when system is inactive, but charged for fines processed by collections) (Existing) 38,000 Red Light Camera System Lease (8 mos. @ \$4733) (The Village is not billed when system is inactive, but charged for fines processed by collections) (Proposed)
101-300-512-5610	Ammunition & range supplies	<u>12,470</u> 600 .223 Rifle Ammunition (LPD Training \$300 per 1,000 rounds) 600 .223 Rifle Ammunition (N.I.P.A.S. Training \$300 per 1,000 rounds) 520 .45 cal NIPAS Duty Weapon (N.I.P.A.S. Training \$260 per 1,000 rounds) 10,750 .357 cal Duty Ammunition (LPD Training \$430 per 1,000 rounds - 800 rounds per officer)
101-300-512-5620	Books & publications	<u>1,241</u> 480 Illinois Compiled Statutes 98 Law Enforcement Legal Review (Electronic Version) 663 Law Enforcement Periodicals (Search & Seizure/Arrest Law/Police Disciplinary - 3 @ \$221.03 ea)
101-300-512-5640	Computer supplies	<u>2,400</u> 800 Color Printer (Backup for Oce' Copier) 800 Copier Supplies 800 Toner Cartridges-Printers/Livescan
101-300-512-5670	Fuel	69,000 Fuel (23,000 gal. @ \$3.00/gal. - PW)

101-300-512-5700	Office supplies	2,500	Receipt Books, File Folders, Calendars, Tape, Staples, Binders, Replacement Laminator (\$600), and Miscellaneous Supplies, etc.
101-300-512-5730	Program supplies	<u>48,540</u>	<ul style="list-style-type: none"> 500 Automated External Defibrillator (A.E.D.) Batteries & Pads (FD) 750 Badges & Plaques (dependent on retirements/promotions/new hires) 250 BASSET 200 Bicycle Unit 1,000 Body Armor (Two @ \$500 each - 50% reimbursable) 2,500 Coffee 600 Crime Prevention 3,800 Forensic Evidence (Including a Digital Evidence Camera for \$2,000) 500 Honor Guard Uniforms and Equipment 300 In-Car Video Camera Supplies 800 Interview Room Table and Chairs (Investigations Secondary Interview Room) 15,000 L-3 In-Car Video Cameras (two) (Purchased in 2009, End of Life) 2,200 Liquor License/Tobacco Compliance Inspections (Tobacco Compliance - 100% reimburseable) 100 N.I.P.A.S. Emergency Services Team Uniforms and Equipment 100 N.I.P.A.S. Mobile Field Force Uniforms and Equipment 100 Oleo Capsicum Replacement Spray 350 Photo Processing (Major Case Investigations) 300 Portable Breath Tester (PBT) 3,500 Portable Radios (4 @ \$875 ea.- Five Year Replacement Program) 1,000 Portable Radio Battery Replacement 1,400 Prisoner Meals 600 Protective Gear for Evidence Technicians/Accident Reconstructionists 1,300 Sanitizer/Decontaminant for Cells and Common Areas 500 Taser Accessories 9,000 Taser Program Replacement (Six Tasers and Holsters - Six to Eight Year Replacement Program) 750 Training Materials 1,140 Village Flags
101-300-512-5810	Conference & Meeting Registration	<u>1,745</u>	<ul style="list-style-type: none"> 250 Association of Public Safety Communication Officials (A.P.C.O.) 250 Illinois Association of Chiefs of Police (I.A.C.P.) 300 Illinois Law Enforcement Alarm System (I.L.E.A.S.) 795 Illinois Tactical Officers Association (I.T.O.A.) 150 International Association of Property and Evidence Management

101-300-512-5820	Local Mileage, Parking & Tolls	3,250	Travel Expenses Associated with Training (Includes 3 projected hires @ \$750 each for Basic Recruit Training)
101-300-512-5830	Lodging	2,200	In-State Conferences Outside of the Chicago Metropolitan Area
101-300-512-5840	Meals	5,300	
		2,700	Basic Recruit Training (3 @ \$900 each)
		2,600	In-Service Training
101-300-512-5850	Purchased Transportation	250	Travel Expense Associated with Conferences
101-300-561-6580	Equipment - Vehicles	66,500	Two Squad Cars - One Marked Unit - \$36,000 and One Unmarked Administrative Vehicle - \$30,500 (Includes Set-up, Equipment, and Striping, etc.)

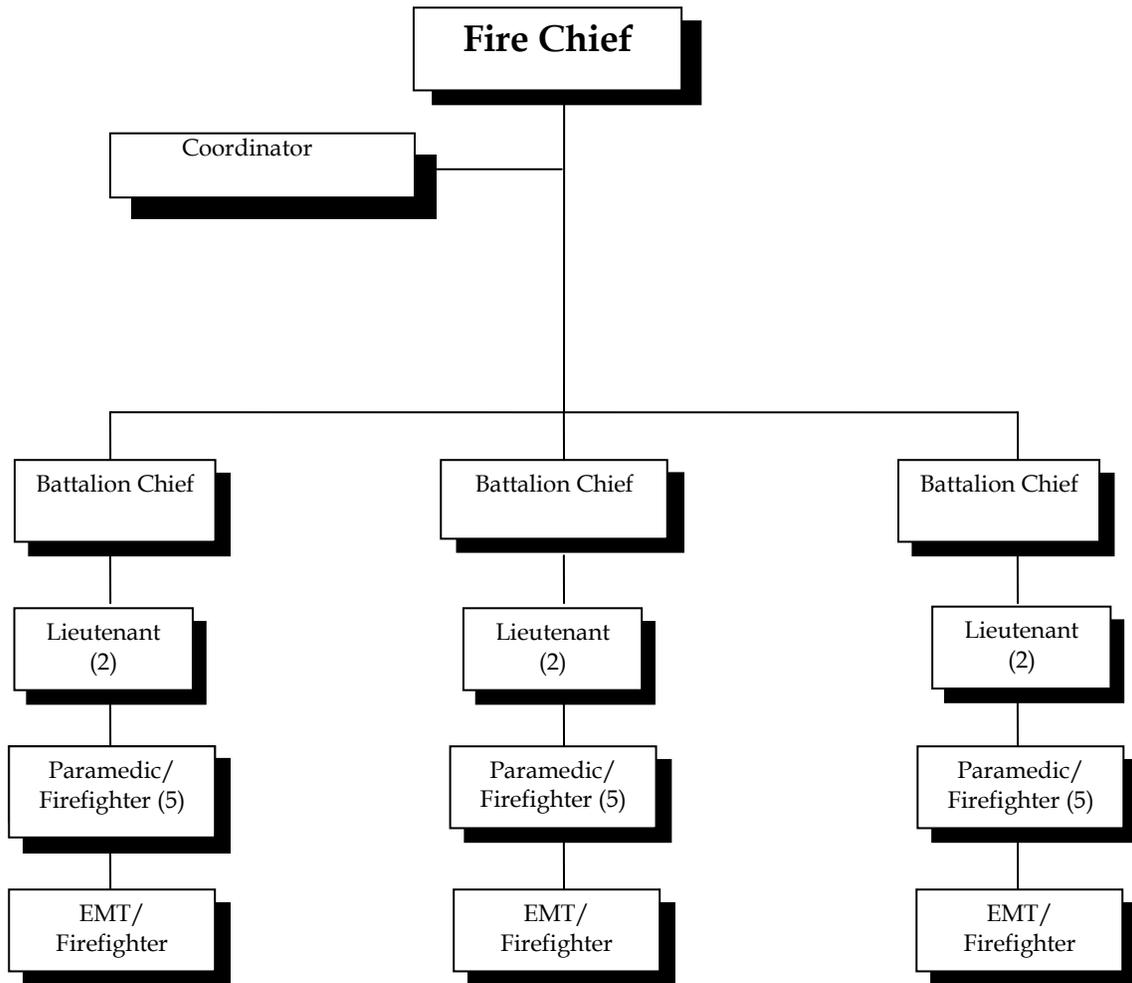
**Village of Lincolnwood
2013/2014 Budget
Police Department**

Performance Measures

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
Part I Crimes				
Part I Crimes	496	748	748	748
Enforcement				
Traffic Stops	6,248	4,617	4,617	4,617
Traffic Citations	3,465	2,371	2,371	2,371
Parking Citations	2,428	2,166	2,166	2,166
Arrests				
Arrests	378	542	542	542
Calls For Service	20,118	21,449	21,449	21,449

VILLAGE OF LINCOLNWOOD

Fiscal Year 2013/14 Organizational Chart Fire Department



Fire Department

Department/Activity Description

Since 1990, the Village has maintained a contract with Paramedic Services of Illinois (PSI) to provide firefighting and paramedic services. In addition to firefighting and paramedic services, the Department offers public educational programs and fire inspection services.

Prior Year's Goals Status

- 1) The Fire Department will revise and reapply for an Assistance to Firefighters Grant (AFG) to replace our existing breathing apparatus. These air packs allow firefighters to enter hazardous environments with life sustaining air to perform rescue, fire and hazardous materials operations. Our existing equipment currently does not meet current federal and National Fire Protection Association (NFPA) specifications and needs replacement. This purchase of equipment will only occur with a successful grant award from Federal Emergency Management Agency (FEMA).

The Fire Department applied for an AFG Grant has not received a rejection letter of our grant request as of this date.

- 2) The Fire Department will assemble a multi-discipline Task Force that will examine the Village's current response to calls when the residents' behavior is characterized by the excessive acquisition and inability or unwillingness to discard large quantities of objects (pets, house debris, garbage etc.) that would seemingly qualify as useless or without value (hoarding). It can also be dangerous if it puts the resident, their family and our first responders at risk for fire, falling, poor sanitation, and other health concerns. The Task Force will examine the current practice and policies of other communities and develop a practical and legal approach to this problem.

Fire Department staff has been working with Police Department Social Worker on an active hoarder case. When this case is completed Staff will develop a draft Village Protocol to handle such cases in the future.

- 3) Our current Fire Department record management software vendor (FireHouse) is changing software platforms next year with an anticipated higher software fee. Staff will evaluate our current software vendor for fire data and fire prevention activities and determine the capabilities of other fire data software vendors with a recommendation to the Information Technology Committee and Village Board.

Staff has reviewed our current record management needs and examined 3 options. A proposal is being drafted for the Village Manager's approval. An operating record management system will be in place by the end of this fiscal year.

- 4) With the recent power outages to the Village complex, an electrical survey will be completed to review current electrical capacities of the Village complex generator and

determine options so that every critical Village building will be protected with back-up power during such emergencies. Redundant power alternatives with an existing emergency Village owned generator will also be explored.

Staffs' of Public Works and the Fire Department have chosen an engineering firm to provide an Emergency Generator Study. Evaluation of this study will result in the course of action that will stabilize our emergency power need in out Village buildings.

Proposed Goals

- 1) With our new Record Management System in place, staff will develop other opportunities for putting the existing Villages' commercial building pre-plans into the "cloud" technology.
- 2) In the event that the Fire Department is not successful in obtaining an Assistance to Firefighters Grant for breathing apparatus, staff has budgeted for the replacement of all our breathing apparatus in this year's Fire Department budget request. A bid specification document will have to be drafted, followed by a Request for Proposal and a bid process.
- 3) Staff will pursue a grant with the State Fire Marshal's Office to purchase a battery operated, vehicle extrication tool that is powered by new state-of-the-art-batteries. This will allow the firefighters to use this tool in situations where hydraulic tools are cumbersome or are not readily accessible.
- 4) Staff would like to have our Department Coordinator to become a Certified Ambulance Coder. Ambulance regulations are becoming more specific and stringent under the new health arena. Private sector employees have obtained this certification and industry standards are recommending this certification for all people who code ambulance bills to Medicare, Medicaid and private insurance.
- 5) Monitor the existing wireless alarms for fire and burglar and develop a brochure that would promote the expansion of these services to non-subscribers.

2013-2014 Operating Budget

Budget Analysis

Fire 350

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
52,638	54,928	56,703	56,732	Wages - full time hourly	59,614
3,185	3,311	3,516	3,516	Employer FICA	3,696
745	774	822	822	Employer Medicare	864
4,749	5,441	6,192	6,192	Employer IMRF	6,778
165	177	180	180	Insurance - group life & AD&D	189
5,016	5,016	4,902	4,902	Insurance - group medical	5,243
493	516	525	525	Insurance - group dental	520
1,596	1,668	1,701	1,701	Insurance - Workers Comp	1,788
68,587	71,831	74,541	74,570	Personnel Services	78,692
2,467,468	2,505,193	2,558,203	2,558,203	Fire protection	2,609,307
8,547	2,638	1,950	-	Data processing	-
2,476,015	2,507,831	2,560,153	2,558,203	Contractual Services	2,609,307
2,761	7,757	1,000	1,000	R&M - buildings	-
1,891	915	1,500	1,500	R&M - communications equipment	1,500
-	-	-	1,600	R&M- Wireless Alarm Equipment	11,490
14,535	16,346	12,700	15,000	R&M - Fire & EMS equipment	12,750
14,151	31,998	9,000	13,000	R&M - vehicles	9,000
929	4,292	1,000	1,000	R&M - other	1,000
10,620	10,545	10,480	10,480	Intergovernmental fees & dues	10,480
341	2,349	2,000	2,000	Printing & copying services	2,000
(3,209)	1,279	1,070	1,070	Professional associations	1,070
1,836	-	-	-	Telephone	-
119,202	125,000	125,000	130,000	Other contractual	140,000
1,938	3,063	1,750	1,700	Books & publications	1,750
11,433	9,531	8,500	8,500	EMS supplies	8,500
8,444	8,411	8,000	8,000	Firefighting supplies	9,000
24,404	27,155	25,000	26,000	Fuel	26,000
545	500	500	500	Lubricants & fluids	500
2,919	1,919	3,000	3,000	Office supplies	3,000
14,614	10,147	15,300	15,300	Program supplies	15,300
13,126	12,554	9,000	10,000	Repair parts	9,000
390	1,084	1,000	1,000	Small tools	1,000
3,324	3,486	5,400	5,400	Training supplies	5,100
9,033	8,621	8,500	8,500	Other materials & supplies	8,500
253,227	286,951	249,700	264,550	Commodities	276,940
2,740	2,929	5,400	5,400	Equipment - communications	3,000
-	41,256	126,740	126,740	Equipment - public safety	140,000
-	-	82,240	67,183	Equipment Wireless Radio System	-
7,013	20,075	4,800	4,800	Equipment - other	-
9,753	64,260	219,180	204,123	Equipment	143,000

842,652	-	205,000	170,000	Equipment - public safety	-
842,652	-	205,000	170,000	Capital Outlay	-
3,650,234	2,930,873	3,308,574	3,271,446	Total	3,107,939

Budget Highlights

Personnel Services

No increase in Personnel

Equipment

* \$140,000 budgeted for air pack replacements

Village of Lincolnwood

Operating Budget
2013-2014

Account Number	Account Name	Amount	Comments
101-350-512-5220	Fire protection	2,609,307	
		2,606,307	Paramedic Services of IL Contract
		3,000	Call Back
101-350-512-5410	R&M - communications equipment	1,500	Portable & Mobile Radio repair
101-350-512-5411	R&M- Wireless Alarm Equipment	11,490	
		1,500	Additional Network Expenses
		4,050	\$3.75/Radio.mo (90 alarms) Headend Maintenance)
		3,240	\$3.00/Radio/mo (90 alarms) Radio Network Maint.)
		2,700	\$2.50/Radio90/mo (Billing)
101-350-512-5430	R&M - Fire & EMS equipment	12,750	
		2,300	Fire Extinguishers (All Village Facilities)
		1,850	SCBA Testing & Repair
		600	Extrication Equipment Testing & Repair
		3,000	Cardiac Monitor Maintenance
		2,500	Compressor Maintenance & repair
		2,500	2500 AED Maintenance
101-350-512-5480	R&M - vehicles	9,000	Out -of-House Repair & Maint. Of Vehicles
101-350-512-5499	R&M - other	1,000	Washer, Dryer, refrigerators, Dishwasher
101-350-512-5540	Intergovernmental fees & dues	10,480	
		5,000	MABAS Div 3 Dues
		300	MABAS - State
		5,180	NIPSTA Dues
101-350-512-5560	Printing & copying services	2,000	BP Cards, Pt Equip, CO Forms, Vital Pads
101-350-512-5570	Professional associations	1,070	
		150	National Fire Protection Assn
		95	Illinois Fire Inspectors Assn
		190	Illinois Fire Chiefs Assn
		50	Illinois Fire Instructors Assn
		40	Metro Chiefs Assn
		75	National Fire Safety Officer
		45	Illinois Fire Chiefs Secretaries Assn
		75	Fire Investigators Strike Force
		50	National Society of Exec. Fire officers
		300	Illinois Fire Chiefs Assn
101-350-512-5599	Other contractual	140,000	RED Center Dispatching for FD
101-350-512-5620	Books & publications	1,750	Nat Fire Codes, IFSTA Training Manuals
101-350-512-5660	EMS supplies	8,500	
		3,500	Oxygen Rental & Supplies
		4,000	Personal Protection Equipment
		1,000	EKG & ALS Supplies

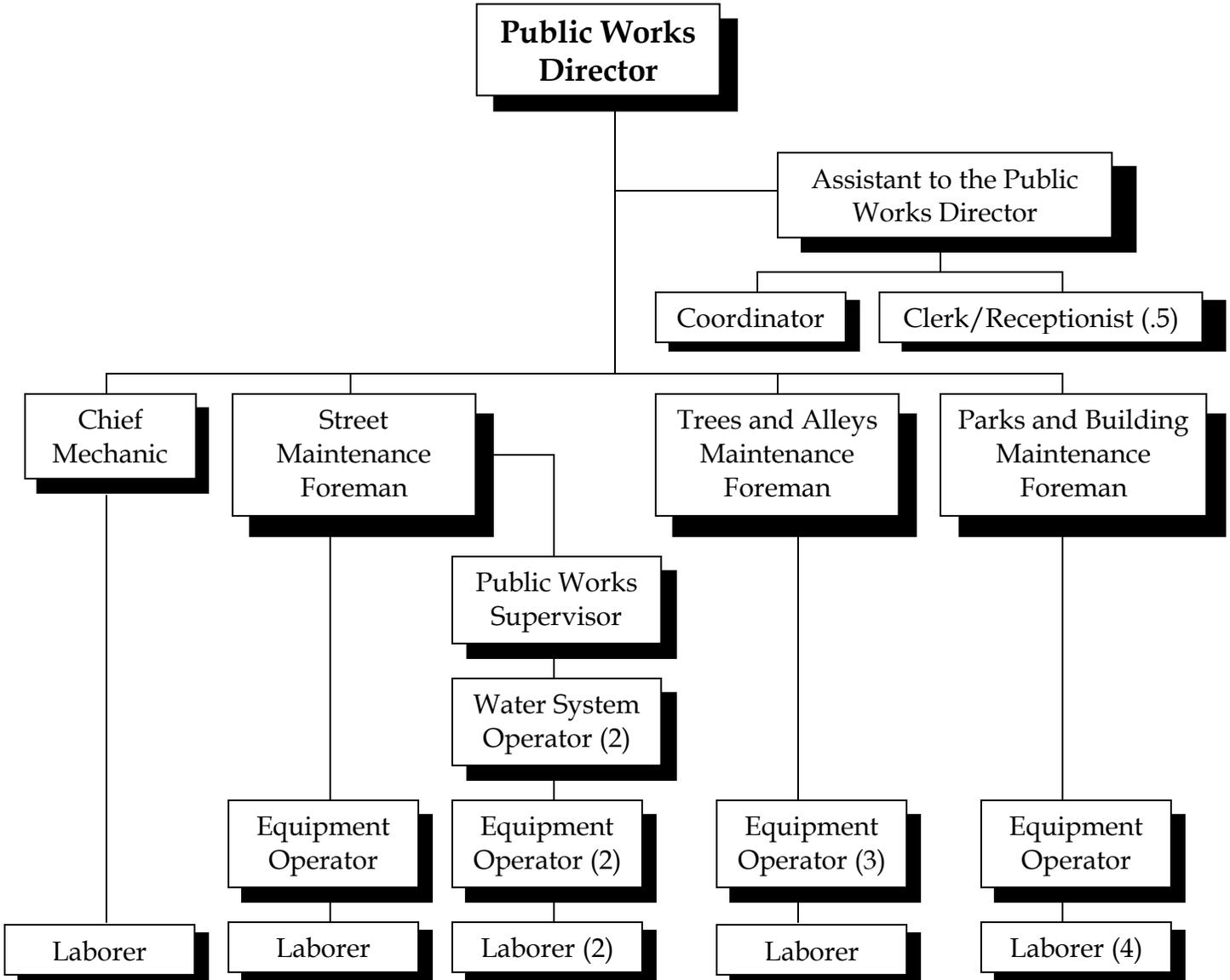
101-350-512-5665	Firefighting supplies	9,000	Firefighting Turnout Clothing, Nomex Hoods, Extrication & FF Gloves, Helmets & EMS Jackets
101-350-512-5670	Fuel	26,000	Fuels of all Apparatus, & Emergency Generators
101-350-512-5675	Lubricants & fluids	500	Oils, Antifreeze, Washer Fluids
101-350-512-5700	Office supplies	3,000	Copier, Stationary & Computer Supplies
101-350-512-5730	Program supplies	<u>15,300</u>	4,000 Hazardous Materials Supplies 2,300 Foam Replacement 1,000 Sump Pump & Generators 1,000 Disaster Preparedness Supplies 6,000 Fire Hose Replacement 1,000 CPR, AED & Choking Classes
101-350-512-5740	Repair parts	9,000	In-House Repair Parts
101-350-512-5745	Small tools	1,000	Tools needed to make repairs
101-350-512-5770	Training supplies	<u>5,100</u>	1,200 Vehicle/Machinery Rescue Operations 300 Fire & Arson Investigation 1,200 Hazardous Materials 500 Trench Collapse Rescue 500 Building Collapse Rescue 500 High Rise Rescue 200 Water & Ice Rescue 700 Confined Space Rescue
101-350-512-5799	Other materials & supplies	8,500	Coffee, Kitchen Supplies, Laundry Supplies, Cleaning Supplies, Station Maintenance & Floor & Wax Supplies
101-350-512-6510	Equipment - communications	<u>143,000</u>	3,000 Portables (4) Mobile (1)
101-350-512-6570	Equipment - public safety	140,000	Replacement air packs, bottles, face pieces, RIT Packs, Buddy breathing hoses,

**Village of Lincolnwood
2013/2014 Budget
Fire Department**

Performance Measures

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
Emergency Calls				
<i>EMS Calls</i>				
Advanced Life Support	654	722	720	730
Basic Life Support	697	633	620	640
No Service Rendered	52	61	60	60
Total EMS Calls	<u>1,403</u>	<u>1,416</u>	<u>1,400</u>	<u>1,430</u>
<i>Fire Calls</i>				
	<u>563</u>	<u>673</u>	<u>600</u>	<u>570</u>
Total Emergency Calls	<u>1,914</u>	<u>2,089</u>	<u>2,000</u>	<u>2,000</u>
Mutual Aid Calls				
Given	31	36	35	35
Received	23	25	25	25
Total Mutual Aid Calls	<u>54</u>	<u>61</u>	<u>60</u>	<u>60</u>
Response Time (Minutes)				
Response Time	3.34	3.39	3.40	3.40
Training				
Hours Per Person	23.1	25.6	25.0	25.0
Fire Prevention				
Inspections	822	684	800	800
Re-Inspections	39	33	40	40
Business License		51	50	50
Plan Reviews	3	1	1	1
Total Fire Prevention	<u>864</u>	<u>769</u>	<u>891</u>	<u>891</u>
Ambulance Billing				
<i>Resident:</i>				
Basic Life Support	133	140	140	140
Advanced Life Support 1	419	554	550	550
Advanced Life Support 2	6	9	10	10
Total Resident	<u>558</u>	<u>703</u>	<u>700</u>	<u>700</u>
<i>Non-Resident:</i>				
Basic Life Support	65	85	80	80
Advanced Life Support 1	155	158	160	160
Advanced Life Support 2	0	1	2	2
Total Non-Resident	<u>220</u>	<u>244</u>	<u>242</u>	<u>242</u>

VILLAGE OF LINCOLNWOOD
Fiscal Year 2013/14
Organizational Chart
Public Works



Public Works - Administration

Department/Activity Description

The Public Works Administration Division plans, organizes, directs, controls and coordinates all Public Works activities including: street maintenance, maintenance of village owned vehicles, maintenance of village owned buildings, operations of the water and sewer system, and parks maintenance. The department also coordinates with the Village's refuse disposal contractor. In addition, the department coordinates and complies with all local, state and federal agencies necessary to ensure the proper maintenance of major arterial roadways and the Village's water distribution and stormwater management systems.

The Public Works Department is staffed by 27 full-time employees, three of which comprise the Administration Division.

Prior Year's Goals

1. Develop a multi- project Capital Improvement Program (CIP) that includes all Public Works projects that are planned for the next five years. The CIP multi-project plan will assist the Department with evaluating potential projects at the same time, developing a planning schedule and identifying options for financing the plan.

The Department has prepared a list of projects that will be included in the CIP and is currently working on developing a timeline for the next five years. The new Village Engineer will be assisting with this process to ensure that all necessary projects are included within the plan. The document will be complete by the end of the fiscal year.

2. Achieve gold status in Clean Air Counts by the end of 2012. Staff will work with the green committee to complete the necessary steps to achieve gold status within Clean Air Counts.

Due to staff turnover at Clean Air Counts the application process was delayed until April 2013. Staff will submit an application at that time for Gold level in Clean Air Counts.

3. Research the steps necessary to receive accreditation through the American Public Works Association and evaluate if accreditation makes financial sense to pursue. The accreditation program is designed to enhance the effectiveness and competency of public works departments as well as to evaluate and upgrade the performance of departments.

Staff has reviewed the process to become an accredited Public Works Department and found that there are many benefits to the program. Some of which include: formal recognition of a well-run agency, provides a mechanism to evaluate the organization, provides information regarding improving operations, assists with justifying budget requests, reduces liability, instills pride, lowers insurance premiums and encourages documentation of policies and procedures. The estimated cost to complete the

accreditation process (not including staff-time) is \$1,800. There are also many neighboring communities that have become accredited that can assist the Department in the process. They include: Highland Park, Buffalo Grove, Skokie, Schaumburg, Naperville and Libertyville.

The first step in the process is to complete a self-evaluation of the Village's program. The self-evaluation will help our Department evaluate when and/or if we are ready to submit an application for accreditation. The evaluation will also provide the Department with a guide for what we need to do to improve. There is no cost to complete the self-evaluation. Staff will be completing the self-evaluation during FY 2013-2014.

4. Pursue an Illinois Department of Transportation Enhancement Program (ITEP) grant for the Lincoln Avenue Streetscape Plan. Staff will work with the Village Engineer to submit an application during the 2012 call for projects.

During the 2012 call for projects for ITEP staff presented 13 grant project ideas to the Village Board. The Board directed staff to apply for a pedestrian/bicycle overpass at Lincoln Avenue to the Union Pacific Railroad as well as a grant to build a shelter/pavilion at Centennial Park. Staff submitted the applications on May 29, 2012. Application awards were scheduled to be announced in October of 2012. At this time the Illinois Department of Transportation (IDOT) has not released any information regarding grant awards. The ITEP grant administrators state that the projects have been chosen and that the Governor will be announcing the projects at a date to be determined.

5. Work to create a public private partnership with a local business to purchase compost bins at a reduced cost to offer at a discounted rate to residents.

Staff will be contacting both Lowes Home Store and Home Depot to discuss the possibility of a discounted rate for compost bin purchases by Village residents.

6. The Public Works Department will develop an updated Guide to Services for the Department that will be downloadable from the Village's website. Copies will also be printed for distribution at various Village events.

The updated guide to services may be found on the Village's website within the Public Works section of the Village's website. It explains what each division does within Public Works and also includes a list of frequently asked questions. Copies of the guide will be printed and handed out at various Village events.

7. Evaluate potential options for obtaining potable water from alternative sources.

The Village is currently in the process of studying an alternative option for potable water from the City of Evanston. A Transmission Main Study Report was completed on December 14, 2012. The Village is currently reviewing the report to determine the next steps in the process.

8. Continue pursuing partnership opportunities with private and public entities public entities for bidding, equipment sharing, sponsorship, etc.

The Village is currently participating in the Municipal Partnership Initiative (MPI) which is a consortium of municipalities that jointly bid projects and services to obtain an economy of scale on prices. The Village currently participates in a bid for cold patch material and plans to participate in the sidewalk replacement joint bid in 2013.

In addition, staff is working with Lowes Home Store, to determine what/if any partnerships may be available.

Proposed Goals

1. Conduct an inventory of all crosswalks in the Village to standardize the striping and evaluate the signage that is in place. In addition, this information will be used to work with the Village Engineer to develop a capital plan to make any necessary changes.
2. Develop an inventory of all thermoplastic locations within the Village and create a capital plan for replacements. In addition, input all of the locations into the Village's GIS system.
3. Investigate the requirements to obtain a herbicide license in the State of Illinois and send two employees for their certification so that the Department can apply herbicide to control weeds when necessary in public spaces.
4. Conduct an evaluation of all of the Village's public buildings for necessary infrastructure repairs and develop a capital plan.
5. Conduct an energy audit of the Public Works Building and the Village Hall (an audit of the Police and Fire Building was completed previously) through the University of Illinois's free energy audit program. The report will make recommendations regarding energy cost reduction measures.
6. Update the Public Works Department's Standard Operating Procedures Manual and conduct employee training. This manual has not been updated in over five years therefore an audit will be conducted of all existing procedures to ensure that they reflect current practice. In addition, several new employees have come on board since the last review of the manual.
7. Update the Village's Emerald Ash Borer (EAB) plan. The Village's EAB plan was originally written in 2006 prior to the identification of the beetle within Lincolnwood. The plan will be updated to address the fact that the beetle is in Lincolnwood and has infected several hundreds of trees within the Village's tree inventory. The plan will specifically discuss how the Village is addressing the infestation.
8. Complete a self-evaluation of the Public Works Department for the American Public Works Association (APWA) accreditation process.

2013-2014 Operating Budget

Budget Analysis

Public Works Administration

400

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
147,272	153,926	159,887	160,083	Wages - full time salaried	164,640
46,467	48,067	49,996	50,400	Wages - full time hourly	51,500
14,021	19,313	28,900	20,800	Wages - Part time hourly	26,000
38	-	500	500	Wages - overtime 1.5X	500
305	308	345	345	Educational stipend	366
-	55	-	180	Phone Stipend	180
11,979	12,620	13,657	13,657	Employer FICA	13,940
2,917	3,088	3,475	3,475	Employer Medicare	3,524
18,565	21,662	26,534	26,000	Employer IMRF	27,630
678	716	631	631	Insurance - group life & AD&D	644
28,378	31,001	30,028	30,700	Insurance - group medical	32,226
2,900	3,214	3,305	3,305	Insurance - group dental	3,262
6,474	6,620	6,825	6,825	Insurance - workers compensati	6,862
279,994	300,590	324,083	316,901	Personnel Services	331,274
28,788	18,861	27,000	27,000	Other contract labor	27,000
9,660	9,190	8,000	10,920	Animal control	10,000
38,448	28,051	35,000	37,920	Contractual Services	37,000
302	282	300	300	R&M - communications equipment	300
442	1,968	958	450	R&M - office equipment	958
310	250	275	200	Advertising	275
1,500	1,500	1,500	1,500	Intergovernmental Fees and Due	1,500
78	-	150	50	Printing & copying services	150
551	729	600	600	Professional associations	600
7,126	5,841	2,000	-	Telephone	-
738	977	2,000	1,000	Training	1,000
-	32	150	55	Books & publications	75
2,596	3,542	2,700	2,700	Fuel	2,700
1,938	1,437	1,134	1,017	Office supplies	1,134
8,275	5,859	7,140	7,140	Program supplies	6,740
-	753	500	927	Repair parts	300
337	219	1,500	500	Green Initiatives	1,000
24,193	23,389	20,907	16,439	Commodities	16,732
-	-	1,100	500	Conference and Meeting Registr	1,100
30	84	200	-	Local mileage, parking & tolls	200
236	-	1,200	-	Lodging	-
20	20	400	50	Meals	200
-	-	400	50	Purchased Transportation	200
286	104	3,300	600	Meetings and Travel	1,700
342,921	352,133	383,290	371,860	Total	386,706

Budget Highlights

Personnel Services

No increase in Personnel

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
101-400-511-5039	Other contract labor	27,000	Contract for Arborist (400 hours @ \$65 per hour)
101-400-511-5210	Animal control	10,000	Animal Control Contract- Skunks, Opossums and Raccoons
101-400-511-5410	R&M - communications equipment	300	Radio Maintenance
101-400-511-5440	R&M - office equipment	958	430 Time Clock Maintenance Agreement 528 Copy Machine Maintenance Agreement
101-400-511-5510	Advertising	275	Advertising of Bid Specifications
101-400-511-5540	Intergovernmental Fees and Due	1,500	Annual Dues for Northeastern Illinois Public Safety Training Academy
101-400-511-5560	Printing & copying services	150	Outside Printing and Copying Services
101-400-511-5570	Professional associations	600	American Public Works Association, American Water Works Association, Illinois City/County Management Association, Illinois Association for Municipal Management Assistants
101-400-511-5590	Training	1,000	Seminars, DVDs, Training Manuals
101-400-511-5620	Books & publications	75	Various Books and Trade Magazines
101-400-511-5670	Fuel	2,700	Fuel for Director's Truck
101-400-511-5700	Office supplies	1,134	Paper, Pencils, Pens, Fiel Folders and Notebooks
101-400-511-5730	Program supplies	6,740	3,000 Weather Forecasting Contract Software 1,940 Breakfast/Lunch for Employees During Snow Removal Overtime 500 Coffee 1,000 T-shirts for Public Works Employees 300 Unexpected Office Repairs
101-400-511-5740	Repair parts	300	Repair Parts for Director's Truck
101-400-511-5741	Green Initiatives	1,000	Annual Green Events for Residents- Shredding, Recycling, Etc.
101-400-511-5810	Conference and Meeting Registration	1,100	Director and Assistant to Registration for American Public Works Association (APWA) 2013 Conference- Chicago
101-400-511-5820	Local mileage, parking & tolls	200	
101-400-511-5840	Meals	200	APWA 2013 Conference- Chicago
101-400-511-5850	Purchased Transportation	200	APWA 2013 Conference- Chicago

Public Works Department – Vehicle Maintenance

Department/Activity Description

The expenditures included in this budget are for the purpose of maintaining all village owned vehicles and motor equipment. In addition, this division provides routine preventative maintenance, daily repairs, emergency repairs, modifications, welding, fabricating and road service calls as needed. The Division is staffed by two full time employees.

2013-2014 Operating Budget

Budget Analysis

Public Works Vehicle Maintenance

410

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
116,286	121,549	140,006	131,680	Wages - full time hourly	145,300
11,437	10,968	11,500	11,500	Wages - Seasonal Hourly	12,000
2,030	871	4,000	4,000	Wages - overtime 1.5X	4,073
-	-	1,000	1,000	Wages - overtime 2X	1,136
1,078	1,222	1,350	1,350	Uniform allowance	1,350
7,696	7,968	9,787	9,787	Employer FICA	10,159
1,800	1,863	2,289	2,289	Employer Medicare	2,376
10,452	11,991	15,982	15,000	Employer IMRF	17,266
375	375	402	402	Insurance - group life & AD&D	417
20,402	20,825	24,305	22,000	Insurance - group medical	24,992
1,890	1,863	2,347	2,347	Insurance - group dental	2,354
4,288	4,606	4,736	4,736	Insurance - workers compensation	4,916
177,733	184,102	217,704	206,091	Personnel Services	226,339
338	319	300	300	R&M - communications equipment	300
800	-	1,300	1,349	R&M - public works equipment	1,300
1,128	1,068	970	970	R&M - vehicles	970
30	-	30	30	Professional Associations	30
45	-	350	350	Training	300
816	245	400	400	Books and Publications	400
2,168	3,309	3,500	3,500	Fuel	2,500
728	-	1,000	1,000	Lubricants and Fluids	1,000
12,956	16,077	17,702	17,702	Program supplies	16,700
19,010	21,018	25,552	25,601	Commodities	23,500
196,743	205,120	243,256	231,692	Total	249,839

Budget Highlights

Personnel Services

No increase in Personnel

Village of Lincolnwood

Operating Budget
2013-2014

Account Number	Account Name	Amount	Comments
101-410-511-5410	R&M - communications equipment	300	Two-Way Radio Maintenance
101-410-511-5460	R&M - public works equipment	<u>1,300</u>	400 Annual Inspection of Garage Lift 400 Annual Inspection of Garage Hoist 500 Unexpected Garage Repairs
101-410-511-5480	R&M - vehicles	<u>970</u>	200 Oil Filter Recycling 770 Parts
101-410-511-5570	Professional Associations	30	Municipal Fleet Manager's Association
101-410-511-5590	Training	300	Annual Mechanic Training
101-410-511-5620	Books and Publications	400	Specification and Repair books for Heavy Duty Trucks
101-410-511-5670	Fuel	2,500	Fuel for Vehicle Maintenance Service Trucks
101-410-511-5675	Lubricants and Fluids	1,000	Fleet Antifreeze & Fluids
101-410-511-5730	Program supplies	<u>16,700</u>	400 Shop Supplies 4,500 Nuts, Bolts, Washers, Wire, Electrical Ends 2,000 Welding Supplies 800 Preventative Maintenance Supplies 2,000 Wrenches, Screwdrivers, Torque Multipliers, Hand Tools 2,900 Air/Hydraulic Jack 1,000 Annual Scanner Upgrade 3,100 Road Tools with Box

**Village of Lincolnwood
2013/2014 Budget
Public Works Department-Vehicle Maintenance Division**

Performance Measures

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
Fleet Maintenance				
P.M.*-Pieces of Equipment	750	740	815	815
P.M.*-Hours	1,900	1,850	2,050	2,050
Work Orders-Completed	315	350	320	315
	<u>2,965</u>	<u>2,940</u>	<u>3,185</u>	<u>3,180</u>
Repairs				
Small Engine Repairs	115	110	100	110
Body Repairs	25	20	22	20
Total Repairs	<u>140</u>	<u>130</u>	<u>122</u>	<u>130</u>
Equipment Rebuilding				
Street Sweeper	1	1	0	0
Tractors	2	1	0	1
Lawn Mowers	2	0	2	2
Total Equipment Rebuilds	<u>5</u>	<u>2</u>	<u>2</u>	<u>3</u>

* Preventative Maintenance

Public Works Department – Building Maintenance

Department/Activity Description

This budget includes the expenditures necessary for the Public Works Department to maintain all Village owned buildings, including: landscaping, carpentry, electrical, plumbing, painting, HVAC, and minor repairs. This division is also responsible for distribution of supplies to various departments. In addition, this division coordinates pick-up and delivery of incoming, outgoing, post office and inter-office mail. The division is staffed by two full time personnel, one of which is shared with the Parks and Recreation Division.

2013-2014 Operating Budget

Budget Analysis

Building Maintenance Division

420

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
60,430	62,499	64,213	57,600	Wages - full time hourly	63,610
11,298	-	11,730	11,730	Wages - seasonal hourly	12,000
2,504	4,090	3,100	3,000	Wages - overtime 1.5X	3,500
369	768	950	950	Wages - overtime 2X	950
-	125	438	438	Uniform allowance	438
4,424	3,943	4,987	4,000	Employer FICA	4,991
1,035	922	1,166	1,166	Employer Medicare	1,167
5,533	6,464	7,502	7,000	Employer IMRF	7,788
375	375	193	193	Insurance - group life & AD&D	191
14,913	15,865	15,456	14,000	Insurance - group medical	15,563
1,372	1,486	1,469	1,469	Insurance - group dental	1,469
2,207	2,275	2,320	2,320	Insurance - workers compensation	2,344
104,460	98,813	113,524	103,866	Personnel Services	114,011
33,760	33,760	34,400	34,400	Janitorial	34,400
106,572	131,173	157,550	113,385	R&M - buildings	139,810
105	-	1,000	350	R&M - vehicles	1,000
47	291	1,000	300	Equipment Rental	500
-	-	600	300	Training	500
2,379	2,148	2,700	2,700	Fuel	2,700
3,399	2,286	6,000	6,000	Landscaping supplies	4,000
17,750	20,226	18,000	18,000	Program supplies	19,000
-	999	1,000	1,000	Small Tools	1,000
26,367	20,830	30,000	28,000	Utilities - government buildings	28,000
190,380	211,713	252,250	204,435	Commodities	230,910
294,840	310,526	365,774	308,301	Totals	344,921

Budget Highlights

Personnel Services

No increase in Personnel

Commodities

*\$20,000 budgeted for roof repairs

Village of Lincolnwood

Operating Budget
2013-2014

Account Number	Account Name	Amount	Comments
101-420-511-5240	Janitorial	34,400	Janitorial Service Contract- Village Hall Complex & Public Works Building
101-420-511-5405	R&M - buildings	<u>139,810</u>	40,000 HVAC Maintenance Contract 10,000 HVAC Parts Contract 2,200 Pneumatic Control Repairs for HVAC System 5,500 Overhead Door Maintenance 15,000 Unexpected Building Repairs 3,500 Annual Fire Sprinkler Testing- Village Hall Complex 3,000 Annual Backflow Prevention Testing (All Buildings) 400 ADT Monitoring Agreement- Public Works Building 1,800 Annual Elevator Maintenance Contract for Police Department Building 350 Annual Pressure Test for Elevator in Police Department Building 3,060 Annual Pest Control Contract (All Buildings) 20,000 Roof Repairs at Village Hall & Police Department 20,000 Contractual Landscape Maintenance for Promenade 15,000 Emergency Standby Power Transfer Switch- Village Hall- Split with Water and Sewer Fund
101-420-511-5480	R&M - vehicles	1,000	Alignments, Tractor & Mower Parts, Tire Replacement
101-420-511-5530	Equipment Rental	500	Sewer Rodder (Used in the Pool and Fire Department Kitchen), Large Drill
101-420-511-5590	Training	500	Seminars, IRMA and NIPSTA Courses
101-420-511-5670	Fuel	2,700	Fuel for Division Trucks
101-420-511-5680	Landscaping supplies	4,000	Sod, Shrubs, Fertilizer, Annuals
101-420-511-5730	Program supplies	<u>19,000</u>	10,000 Janitorial Supplies 1,500 Light Bulbs 3,000 Paint 2,500 Sidewalk Salt 2,000 Building Maintenance Supplies
101-420-511-5745	Small Tools	<u>1,000</u>	500 Hand Tools 500 Drills and Saws
101-420-511-5780	Utilities - government buildings	28,000	

Village of Lincolnwood
2013/2014 Budget
Public Works Department-Buildings Division

Performance Measures

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
Service Requests	<u>850</u>	<u>843</u>	<u>1300</u>	<u>1350</u>

Public Works Department – Streets Maintenance Division

Department/Activity Description

This budget contains the expenditures necessary for the Streets Maintenance Division to provide all aspects of street maintenance, including: snow & ice control, alley & forestry operations, street lighting, street sweeping, street marking and signs, street lighting and street patching. This division also develops and coordinates the Sidewalk Replacement Program, the Tree Replacement Program, and wood chipper service. In addition, this division accounts for the costs associated with the Village's contractual household waste hauler, and joint governmental waste disposal agency, SWANCC, (Solid Waste Agency of Northern Cook County). The Streets Maintenance Division is staffed by five full-time employees.

2013-2014 Operating Budget

Budget Analysis

PW Streets Maintenance Division

440

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
376,872	411,583	411,615	432,436	Wages - full time hourly	411,124
22,746	22,549	23,500	30,636	Wages - seasonal hourly	24,000
33,792	18,901	33,000	33,000	Wages - overtime 1.5X	33,000
11,586	548	9,350	9,350	Wages - overtime 2X	8,600
400	1,265	2,400	2,400	Opt Out Ins	-
4,428	3,366	4,625	4,625	Uniform allowance	4,325
-	-	275	275	Longevity stipend	275
26,716	27,034	29,907	29,907	Employer FICA	29,734
6,248	6,323	6,994	7,100	Employer Medicare	6,954
37,716	42,081	50,108	50,108	Employer IMRF	51,799
531	926	744	820	Insurance - group life & AD&D	740
81,182	82,512	77,507	79,000	Insurance - group medical	92,430
6,833	6,920	8,662	8,662	Insurance - group dental	9,327
13,348	14,067	14,471	14,471	Insurance - workers compensation	14,387
622,398	638,076	673,158	702,790	Personnel Services	686,695
17,429	42,060	40,000	40,000	Landscaping services	40,000
52,243	(4,510)	38,800	30,000	Street Lights	38,800
69,672	37,550	78,800	70,000	Contractual Services	78,800
1,000,832	1,000,328	1,077,513	1,055,000	Garbage & recycling	1,069,000
1,000,832	1,000,328	1,077,513	1,055,000	Refuse Services	1,069,000
615	595	500	500	R&M - communications equipment	500
693	4,202	1,650	1,650	R&M - Public Works Equipment	1,650
18,582	56,528	30,000	30,000	R&M - vehicles	30,000
330	1,220	800	600	Training	750
6,939	15,414	10,000	10,000	Other Contractual	10,000
29,236	29,230	35,000	35,000	Fuel	35,000
2,370	1,452	2,500	2,500	Lubricants & fluids	2,500
4,876	4,285	10,000	10,000	Landscaping supplies	10,000
18,788	21,588	17,200	17,200	Program supplies	14,000
13,143	12,020	13,200	13,200	Small tools	13,500
8,481	17,383	15,000	15,000	Street materials - aggregate	15,000
13,730	29,660	-	2,911	Street materials - bituminum	-
56,831	55,271	65,000	15,000	Street materials - salt & sand	66,000
8,594	12,424	15,000	15,000	Street materials - signs & bar	15,000
2,769	995	2,910	2,910	Street Materials - Other	2,900
133,574	132,427	125,000	130,000	Utilities - public way	130,000
319,553	394,693	343,760	301,471	Commodities	346,800
65,000	42,432	75,000	74,804	Street system construction/imp	80,000
-	-	50,000	50,000	Equipment - other	100,000
65,000	42,432	125,000	124,804	Capital Outlay	180,000
2,077,454	2,113,079	2,298,231	2,254,065	Totals	2,361,295

Budget Highlights

Personnel Services

No increase in Personnel

Capital Outlay

* \$100,000 budgeted for vehicle replacement

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
101-440-513-5250	Landscaping services	<u>40,000</u>	35,000 Replacement of Approximately 130 Removed Trees 5,000 50/50 Tree Replacement Program
101-440-513-5290	Street Lights	38,800	Contractual Repairs to Street Lights
101-440-514-5230	Garbage & recycling	<u>1,069,000</u>	Contractual Refuse Pick-up 779,000 Groot 290,000 SWANCC
101-440-513-5410	R&M - communications equipment	500	Two-Way Radio Maintenance
101-440-513-5460	R&M - Public Works Equipment	<u>1,650</u>	250 Aerial Bucket Unexpected Repairs 700 Annual Aerial Bucket Inspection 700 Repair Graders and Chainsaws
101-440-513-5480	R&M - vehicles	30,000	Repairs to Division Trucks and Equipment
101-440-513-5590	Training	<u>750</u>	500 IRMA and NIPSTA Safety Training 250 American Public Works Association Chicago Conference for Water/Streets Foreman (Split with Water Fund)
101-440-513-5599	Other Contractual	10,000	Bulk Disposal of Construction Refuse Material and Woodchips from Tree Removals and Pruning
101-440-513-5670	Fuel	35,000	Fuel for Division Trucks and Equipment
101-440-513-5675	Lubricants & fluids	2,500	Oil and Grease for Vehicles and Equipment
101-440-513-5680	Landscaping supplies	10,000	Annuals, Perennial Replacements and Sod for Medians
101-440-513-5730	Program supplies	<u>14,000</u>	2,000 Personal Protective Equipment and Rain Gear 2,000 Replacement of Worn Street Light Banners 10,000 Paint for Curbs, Streets, Parking Lots
101-440-513-5745	Small tools	<u>13,500</u>	1,000 Leaf Blowers 1,000 Hedge Trimmers 1,000 Weed Eaters 2,000 Ropes for Tree Pruning 2,000 Blades 2,000 Small Chainsaws 1,500 Medium Chainsaw 3,000 Compactor
101-440-513-5760	Street materials - aggregate	15,000	Alley Grading, Fill for Patching, Limestone

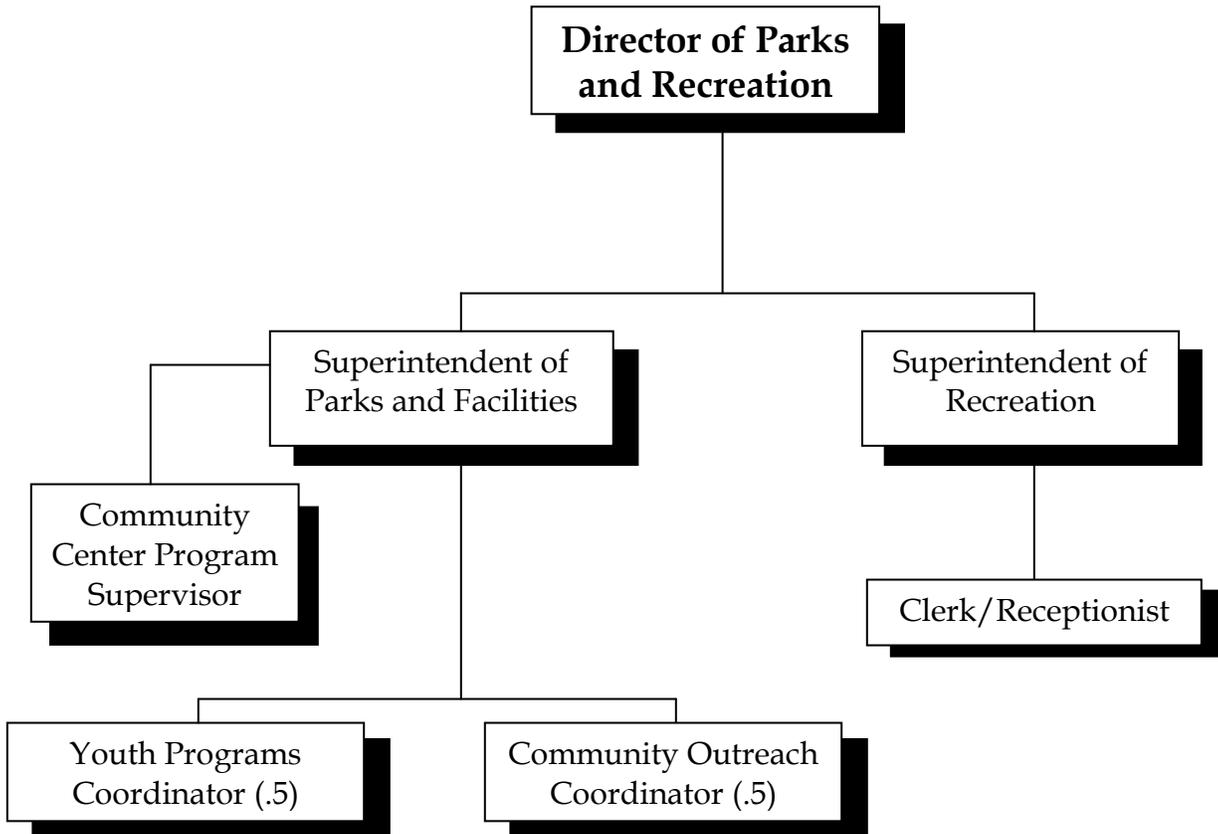
101-440-513-5766	Street materials - salt & sand	<u>66,000</u> 56,000 Salt for Roads 10,000 Anti-Ice and Pre-Wet Liquids
101-440-513-5768	Street materials - signs & bar	<u>15,000</u> 5,000 Sign Recycling Machine 6,000 Street Signs, Poles, Strapping 4,000 Barricades, Cones, Traffic Flags
101-440-513-5769	Steet Materials - Other	<u>2,900</u> 1,000 Portland Cement 1,000 Precast 900 Manhole Covers
101-440-513-5785	Utilities - public way	130,000 Street Light Electricity
101-440-514-6300	Street system construction/imp	80,000 Annual Sidewalk Replacement Program
101-440-514-6599	Equipment - other	<u>100,000</u> 62,500 Replace Truck #11 (Split with Water) 37,500 Small Bucket Truck (Split with Water)

**Village of Lincolnwood
2013/2014 Budget
Public Works Department-Streets, Trees, and Alleys Division**

Performance Measures

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
Street Maintenance				
Signs Replaced	150	160	160	150
Pavement Markings (Lineal Feet)	25,000	25,000	25,000	25,000
Asphalt Patching (tons)	135.5	150	175	225
Sidewalks Repaired (Square Feet)	18,000	8,000	18,000	19,000
Alleys				
Miles Maintained	11	11	11	11
New Construction Inspections				
Sidewalks	45	45	45	50
Street Openings	32	32	35	35
Street Patching	30	32	32	40
Total Inspections	107	109	112	125
Forestry Maintenance				
Trees Trimmed	1,951	1,977	1,900	1800
Plantings				
Trees	100	100	130	130
Removals				
Trees	110	130	300	300
Stumps	90	120	300	300
Total Removals	200	250	600	600

VILLAGE OF LINCOLNWOOD
Fiscal Year 2013/14
Organizational Chart
Parks and Recreation



Parks and Recreation Department

Department/Activity Description

This budget accounts for the expenditures required to plan and implement the general recreation programs and recreational facilities managed by the department. The department goal is to provide a wide range of programs for individuals of all ages, abilities, interests and cultures in the areas of sports, trips, after-school, camps, teens, adults, seniors, aquatic activities, and special events. Eleven neighborhood parks and two larger parks, Proesel and Channel Runne, are planned for and maintained through the department. The department manages the Proesel Park Family Aquatics Center and the Community Center.

The department is staffed by five full-time employees and approximately 250 part-time and seasonal employees.

Prior Year's Goals

- 1) Start the American Camping Association (ACA) accreditation program for day camps by May 1, 2012. This accreditation program outlines the best standards for operating a day camp in the areas of administration, staffing, training, safety, participant management, programming, and facility management. Obtaining accreditation will increase efficiency and quality to the program and will further improve the reputation of the camp by current and potential future users.

Staff started the project by May 1, 2012. A mentor has been assigned by the national accreditation agency and staff is developing standards and modifying protocols for the program. Many changes will be implemented in the Summer of 2013 program. Gaining accreditation will improve the reputation of the program and set forth the highest standards as established by the American Camping Association, making for a safer and more efficient camp program.

- 2) Restructure and enhance the Summer Concert Series, utilizing themes and involving the local and regional business community by July 1, 2012. The proposed series would be expanded to encompass six weeks and will involve local restaurants providing food for sale and companies exhibiting and selling their wares.

The expanded Concert Series was offered for six weeks at a new location, under a tent by the entrance to the pool. A market and family activities were offered in conjunction with the series. Numbers ranged from 30 people on a night when it was 104 degrees to our biggest night when we had approximately 300 people.

- 3) Update Parks and Recreation Strategic Plan by June 1, 2012. The Department Strategic Plan is a three-year plan that serves as a roadmap for the operations of the department in key areas. The Plan is reviewed and updated in a planning session attended by department staff and the Parks and Recreation Advisory Board. The initiatives of other

planning documents such as the Comprehensive Master Plan for Parks and Recreation, the Village's Strategic Plan, the Village Bikeway Plan, The Channel Runne Master Plan and the Community Center Feasibility Study are incorporated into the Strategic Plan, as well.

The Strategic Plan was updated in January, 2012. At the January meeting of the Park and Recreation Board an update was given of the 2009-2012 plan. The Board and Staff discussed initiatives and determined priorities for the 2012-2015 plan. Minutes of the Strategic Planning meeting were approved at the February meeting of the Park and Recreation Board. The Strategic Plan was approved at the April, 2012 meeting of the Park and Recreation Board.

- 4) Develop an implementation plan for the Comprehensive Master Plan by April 1, 2013. The Comprehensive Master Plan was approved by the Village Board in May, 2011. It was developed in concert with staff, elected and appointed officials and the community under the leadership of an outside firm as a way to assess all the operations, programs, facilities, parks and public relations of the department. A list of suggested improvements was compiled for key areas. This plan, as identified in its name, is much more comprehensive than the Strategic Plan and will provide guidance for as many as ten years. Staff will develop a plan to systematically address the improvements and modifications outlined in the plan.

This project was completed by February 28, 2013. Taking into consideration the initiatives that were identified as priorities in the Strategic Plan, staff reviewed the data presented in the Comprehensive Master Plan and developed an action plan for key positions in the department (Director, Superintendent of Parks and Superintendent of Recreation).

- 5) Complete the appraisal and negotiation processes of the Union Pacific Railway by April 30, 2013. The Village has received a Congestion Mitigation Air Quality grant from the Federal government to acquire the Union Pacific railway as it runs from Devon Avenue to Touhy Avenue to build a bike/pedestrian path. This goal, as outlined in the Village Bikeway Plan, is to develop a bike path that will be approximately a mile long that will connect to a similar path in Chicago at Devon Avenue. Engineering of the site will be completed in 2012 at which time the Village will start to negotiate a price to purchase the property. The construction of the path will start in the 2014-2015 timeframe.

The Phase II engineering agreement was just approved by the Illinois Department of Transportation in October, 2012. Staff interviewed and received a proposal from an IDOT-approved appraiser, but the agreement may not be signed until the Phase II agreements are approved.

- 6) Finalize a lease agreement with Commonwealth Edison by December 31, 2012 for the right-of-way that runs from Devon Avenue to the intersection of Lincoln and Jarvis. As outlined in the Village Bikeway Plan, a bike/pedestrian path will be constructed in 2013 with partial funding from a Congestion Mitigation Air Quality (CMAQ) grant from the

Federal government. Staff is in the process of working with Commonwealth Edison to draft a recreational lease for the property. A second grant has been awarded to partially fund an overpass at Touhy Avenue for the path. This path will be part of the Skokie Valley Trail, connecting at Devon Avenue to a similar path in Chicago and ultimately, traveling to the Wisconsin state line.

Numerous meetings have been held with the staff of ComEd and American Publishing International. ComEd is studying the old railroad bed adjacent to the land under the high-wires for inclusion in a recreational lease. The end of the path at Lincoln and Jarvis will travel into the area under the high-wires and through the land leased by the American Publishing International to meet up with the proposed Skokie Trail on the other side of Lincoln. A draft lease is expected in March, 2012.

Proposed Goals

- 1) Re-evaluate the current Aquatic Risk Management provider which is American Red Cross. American Red Cross provides training and certification at the pool. Other options in the marketplace will be researched and a recommendation will be made to Village Manager by June 1, 2013.
- 2) Recertify the Turkey Trot course through The Athletic Congress (TAC) by April 30, 2014. Maintaining certification through TAC adds quality and prestige to road races and assures that the course is accurate.
- 3) Complete the American Camping Association (ACA) accreditation process by November 1, 2013. By gaining accreditation, the Village day camp program will be operated at the highest standards established by this national organization, adding credibility and quality to the program.
- 4) Offer a minimum of four special events or programs at the newly renovated Centennial Park by April 30, 2014 utilizing the new amenities while increasing awareness of the park and promoting healthy lifestyles.
- 6) Obtain a lease with ComEd for the site of the proposed bike path by June 1, 2013. The proposed bike path will run from Devon Avenue through the Village to the intersection of Lincoln and Jarvis. The proposed bike path will be 80% funded by the federal Congestion Mitigation Air Quality (CMAQ) grant program.
- 7) Complete the appraisal of the Union Pacific railway property by August 1, 2013. The Village plans to purchase the property for a future bike path. Both the acquisition and the construction of the bike path will be 80% funded by the federal Congestion Mitigation Air Quality (CMAQ).

2013-2014 Operating Budget

Budget Analysis

Parks and Recreation General

500

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
194,459	236,523	164,192	165,000	Wages - full time salaried	171,900
20,335	33,358	34,000	34,000	Wages - full time hourly	34,000
24,082	24,656	51,700	42,000	Wages - part time hourly	51,700
-	410	-	320	HSA Savings Acct.	320
2,611	2,318	1,920	1,920	Educational stipend	2,052
-	-	-	400	Opt Out Ins	-
345	1,608	720	1,440	Phone Stipend	1,440
18,466	17,891	15,831	15,831	Employer FICA	16,080
4,319	4,076	3,648	3,648	Employer Medicare	3,843
26,669	28,134	25,661	25,661	Employer IMRF	29,286
1,270	1,106	733	733	Insurance - group life & AD&D	763
29,980	31,895	27,699	25,000	Insurance - group medical	21,564
3,114	3,613	3,413	3,413	Insurance - group dental	2,428
10,980	8,530	7,517	7,517	Insurance - workers compensation	7,770
336,631	394,117	337,034	326,883	Personnel Services	343,146
11,733	12,063	9,500	7,500	R&M - office equipment	9,500
94	225	1,200	1,200	Advertising	1,200
12,658	12,891	12,000	11,000	Printing & copying services	12,000
2,820	3,656	1,800	1,600	Professional associations	1,800
2,465	2,556	-	2,500	Telephone	-
254	221	300	300	Training	300
49,508	6,279	10,650	6,600	Other contractual	7,500
106	135	-	-	Books & publications	-
-	-	-	1,600	Fuel	-
2,536	5,244	5,000	5,000	Office supplies	6,000
7,179	6,710	-	3,000	Postage	6,000
12,138	10,976	7,000	7,000	Credit card charges	7,000
1,734	1,136	-	200	Program supplies	-
-	113	-	-	Stationery	-
103,223	62,207	47,450	47,500	Commodities	51,300
3,265	2,189	4,700	4,000	Conference & meeting registrat	4,700
1,039	1,155	1,000	500	Local mileage, parking & tolls	1,000
1,105	658	1,800	1,800	Lodging	2,000
831	972	2,000	2,000	Meals	1,580
6,240	4,974	9,500	8,300	Meetings and Travel	9,280
446,093	461,298	393,984	382,683	Total	403,726

Budget Highlights

Personnel Services

No increase in Personnel

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
205-500-515-5440	R&M - office equipment	<u>9,500</u>	5,000 Copier Lease 4,500 Copier Lease- Excess Copies over Allowance
205-500-515-5510	Advertising	1,200	Promotional Parks and Recreation items
205-500-515-5560	Printing & copying services	12,000	Printing of four seasonal brochures
205-500-515-5570	Professional associations	<u>1,800</u>	800 National Recreation and Park Association 1,000 Illinois Parks and Recreation Association
205-500-515-5590	Training	300	Miscellaneous Training
205-500-515-5599	Other contractual	<u>7,500</u>	6,000 Graphic Design - brochure/flyers/new logo 1,000 Springbrook Maintenance Fee 500 Constant Contact Email Service
205-500-515-5700	Office supplies	6,000	Clipboards, pens, sticky notes, pads of paper, tape, laminating supplies, paperclips
205-500-515-5720	Postage	6,000	Mailing of correspondence and seasonal brochures
205-500-515-5725	Credit card charges	7,000	Credit Card charges for programs
205-500-515-5810	Conference & meeting registration	<u>4,700</u>	2,650 Illinois Parks and Recreation Conference (6) 250 Legislative Conference in Springfield (1) 900 National Recreation and Parks Congress (1) 900 Athletic Business Conference(1)
205-500-515-5820	Local mileage, parking & tolls	1,000	Mileage to continuing education and meetings
205-500-515-5830	Lodging	<u>2,000</u>	900 National Recreation and Parks Congress (1) 200 Legislative Conference in Springfield (1) 900 Athletic Business Conference (1)
205-500-515-5840	Meals	<u>1,580</u>	440 Illinois Parks and Recreation Conference (4) 60 Legislative Conference in Springfield (1) 440 National Recreation and Parks Congress (1) 440 Athletic Business Conference(1) 200 Meals for Miscellaneous Meetings/Trainings

**Village of Lincolnwood
2013/2014 Budget
Parks and Recreation Department**

Performance Measures

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
Toddler/Youth Programs				
Number of Programs	42	35	47	45
Adult/Family Programs				
Number of Programs	24	25	24	25
Special Events				
Number of Programs	15	15	12	16
Athletics				
Number of Programs	150	150	175	40
Park Patrol				
Number of public contacts	1500	1500	1500	1500
Turkey Trot				
Number of Participants	1,540	1,600	1,853	1,900
Club Kid				
Number of Participants	12	24	41	50
Camp				
Total Number of Programs	20	20	15	12
Total Number of Participants	1,063	1,019	1,130	1,100
Softball				
Total Number of Teams	24	36	40	42
Pool Memberships				
Daily Admissions	12,328	12,505	12,608	12,500
Memberships	3,464	3,768	3,894	3,800
Swim Lessons				
Number of Classes	10	10	10	12
Number of Participants	429	485	500	515
Swim Team				
Number of Participants	142	175	171	175
Teen Programs				
Number of Programs	0	0	0	0
Senior				
Club Memberships	147	135	125	130
Programs/Classes	48	48	48	55
Trips/Events	24	24	24	24
Subsidized Taxi Membership	28	22	29	30
Community Center Rentals				
Number of Rentals	119	125	135	140
Total Number of Programs				
Number of Programs	333	327	355	229

Public Works Department – Parks Maintenance Division

Department/Activity Description

This budget accounts for the expenditures necessary for the Public Works Department to provide year-round maintenance, either with Village Staff or private contractor, of the following facilities: the Village's 12 parks and playgrounds, Channel Runne Park, Proesel Park Aquatics Center, Proesel Park shelter house and Community Center grounds. Park maintenance includes refuse, leaf and debris pick-up, mowing, playground equipment repairs and service, landscaping, bleachers repairs and maintenance, exterior painting, fence and deck painting, tennis court and lighting repairs, maintenance of windscreens, daily in-season maintenance of softball diamonds and fields, football and soccer fields and skating pond. Also special services associated with annual events such as the Turkey Trot, Halloween Party, Worldwide Day of Play, Memorial Day Picnic, etc. The Parks Maintenance Division is staffed by five full-time employees, one of which is shared by the Building Maintenance Division.

Current Year's Goals

- 1) The Village will continue the phased replacement of playground equipment and park improvements.

2013-2014 Operating Budget

Budget Analysis

PW Park Maintenance Division

430

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
246,600	257,372	262,883	270,000	Wages - full time hourly	279,193
42,121	52,182	35,000	45,000	Wages - seasonal hourly	36,000
4,915	6,067	5,600	5,600	Wages - overtime 1.5X	6,200
5,919	5,857	6,300	6,300	Wages - overtime 2X	6,650
630	2,277	2,400	2,400	Opt Out Ins	-
3,879	3,442	2,700	2,700	Uniform allowance	2,850
18,045	19,459	19,399	19,399	Employer FICA	20,540
4,220	4,551	4,537	4,537	Employer Medicare	4,804
22,862	26,488	30,345	32,000	Employer IMRF	33,575
909	797	572	572	Insurance - group life & AD&D	640
55,914	46,965	45,595	52,000	Insurance - group medical	66,919
5,636	5,908	6,406	6,406	Insurance - group dental	8,068
8,795	9,066	9,326	9,326	Insurance - workers compensation	9,909
420,444	440,431	431,063	456,240	Personnel Services	475,348
19,314	19,604	20,000	20,000	Contract Maintenance	20,000
62	355	2,000	500	R&M - buildings	2,000
429	409	388	388	R&M - communications equipment	388
6,296	2,027	7,000	7,000	R&M - Recreation equipment	10,600
1,637	13,419	7,275	7,275	R&M - vehicles	7,275
166	-	1,000	700	R&M - Other equipment	1,000
559	477	1,000	1,000	Equipment rental	500
568	-	500	350	Training	500
16,362	18,125	14,000	14,000	Fuel	14,000
825	1,250	1,000	1,000	Lubricants & fluids	1,000
22,865	12,868	19,000	19,000	Landscaping supplies	10,500
24,706	30,054	38,310	38,310	Program supplies	55,010
3,323	5,983	9,190	9,190	Small tools	9,190
4,307	3,372	3,000	3,000	Utilities - government buildin	3,000
(2,057)	-	291	291	Utilities - public way	291
99,362	107,943	123,954	122,004	Commodities	135,254
-	-	120,000	120,000	Park Construction & Improvement	113,000
23,323	184,728	44,600	44,600	Equipment - other	9,400
23,323	184,728	164,600	164,600	Capital Outlay	122,400
543,129	733,102	719,617	742,844	Total	733,002

Budget Highlights

Personnel Services

No increase in Personnel

Capital Outlay

*\$100,000 budgeted for Drake Park replacement

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
205-430-515-5250	Contract Maintenance	20,000	Centennial Park Maintenance Contract (Last year of Five Year Contract)
205-430-515-5405	R&M - buildings	<u>2,000</u>	500 Plumbing Service 500 Annual Backflow Inspection 500 Annual Fire Alarm Test 500 Unexpected Repairs
205-430-515-5410	R&M - communications equipment	388	Radio Maintenance
205-430-515-5470	R&M - recreation equipment	<u>10,600</u>	3,000 Baseball Field Maintenance 7,000 Playground Equipment and Tennis Court Repairs 600 iPad for Park Inspections
205-430-515-5480	R&M - vehicles	7,275	Repairs to Trucks and Tractors, Replacement Parts
205-430-515-5499	R&M - Other equipment	1,000	Repairs and Parts for Small Equipment (Tire & Blades)
205-430-515-5530	Equipment rental	500	Barricades & Cones for Turkey Trot
205-430-515-5590	Training	500	Safety Training with NIPSTA and IRMA
205-430-515-5670	Fuel	14,000	Fuel for Department Trucks
205-430-515-5675	Lubricants & fluids	1,000	Lubricants for Trucks & Tractors
205-430-515-5680	Landscaping supplies	10,500	Fertilizer, Top Soil, Peat Moss, sod and Brushes
205-430-515-5730	Program supplies	<u>55,010</u>	8,010 Lumber, Hardware, Paint Supplies, Benches and Garbage Recpticales 10,000 Playwood (Woodchips) 13,000 Turface 7,000 Baseball Mix 2,000 Janitorial Supplies 5,000 Sand and Improvements for Volleyball Area 10,000 Basketball/tennis court paint
205-430-515-5745	Small tools	<u>9,190</u>	1,190 Edgers 2,000 Weed Trimmers 2,000 Motors for Mowers 4,000 Push Mowers Replacements

205-430-515-5780	Utilities - government building	3,000
205-430-515-5785	Utilities - public way	291
205-430-515-6350	Park Construction & Improvement	<u>113,000</u>
		100,000 Drake Park Playground Renovations
		5,000 Asphalt for Basketball Court Repairs and Park Path Repairs
		8,000 ADA Bench Installation
205-430-561-6599	Equipment - other	<u>9,400</u>
		7,000 Golf Cart for Park Maintenance
		2,400 Recycling Bins for the Shelter

**Village of Lincolnwood
2013/2014 Budget
Public Works Department-Parks Maintenance Division**

Performance Measures

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
Parks				
Number of Parks Maintained	13	13	13	13
Acres of Turf Maintained	14	14	14	14
Sod Planted (Sqaure Feet)	4,000	4,000	4,000	4,000
Playground Equipment Repaired	150	140	150	200
Playground Equipment Replaced	22	25	25	30
Plantings				
Flowers	550	550	550	550
Shrubs	200	200	200	200
Total Plantings	750	750	750	750

502 – Youth/Tot

The Youth and Tot programs are held throughout the year for ages 1-12. Classes for children under five may be offered with their parent or caregiver. The goals of the programs are to provide social interaction between peers and parents, to introduce and teach a new skill or hobby, to encourage independence, to provide after-school care and to provide an opportunity to be active.

2013-2014 Operating Budget

Budget Analysis

PR Youth/Tot

502

2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
6,450	5,168	6,350	5,000	Wages - part time hourly	7,250
393	327	394	394	Employer FICA	450
92	76	92	92	Employer Medicare	105
180	191	191	191	Insurance - workers compensation	218
7,115	5,762	7,027	5,677	Personnel Services	8,023
13,011	14,603	18,600	5,000	Purchased program services	8,100
10	-	100	-	Concessions & food	-
487	490	500	500	Program supplies	300
13,508	15,092	19,200	5,500	Commodities	8,400
20,624	20,854	26,227	11,177	Total	16,423

Village of Lincolnwood

Operating Budget
2013-2014

Account Number	Account Name	Amount	Comments
205-502-515-5270	Purchased program services	<u>8,100</u>	
		1,800	Computer Explorers
		550	Magic by Gary
		650	Rock 'n Tots
		1,800	Sunshine Arts and Crafts
		800	Tae Kwon Do
		1,000	Zumbatomic
		1,500	Chess Wizards
205-502-515-5730	Program supplies	300	Miscellaneous supplies

503 – Adult / Family Programs

This budget accounts for the expenditures required to run programs for adults and families. Traditional Adult / Family programs include; Yoga, Jazzercise, Zumba, Zumba Toning, Pilates, Tai Chi, Computer Classes, and instructional programs. Additional Adult / Family programs are periodically offered to take advantage of current trends.

2013-2014 Operating Budget

Budget Analysis

PR Fitness

503

2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
2,155	6,013	1,625	9,000	Wages - seasonal hourly	1,625
133	355	101	600	Employer FICA	101
31	83	24	120	Employer Medicare	24
30	49	49	270	Insurance - workers compensation	49
2,350	6,500	1,799	9,990	Personnel Services	1,799
16,853	17,428	18,410	18,410	Purchased program services	21,700
-	-	150	150	Advertising	150
-	-	150	150	Program supplies	150
16,853	17,428	18,710	18,710	Commodities	22,000
19,203	23,928	20,509	28,700	Total	23,799

Village of Lincolnwood

Operating Budget
2013-2014

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Comments</u>
205-503-515-5270	Purchased program services	<u>21,700</u>	
		4,700	Yoga Contractual Services
		17,000	Zumba Contractual Services
205-503-515-5510	Advertising	150	Flyers, Postcards, Banners
205-503-515-5730	Program supplies	150	Replacement of Equipment (Weights, Bands, Mats)

504 – Special Events:

This budget accounts for the expenditures required to run community special events such as Concerts in the Parks, Movie in the Park, Touch-a-Truck, Daddy/Daughter Dance, Farmers Market, Memorial Day Parade, the Community Halloween Party, Polar Express, and the new Adult Centennial Event: Passport to Lincolnwood planned for fall, 2011.

2013-2014 Operating Budget

Budget Analysis

PR Special Events

504

2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
20,051	582	2,000	2,000	Wages - seasonal hourly	2,000
1,305	31	124	124	Employer FICA	124
305	7	29	29	Employer Medicare	29
60	60	60	60	Insurance - workers compensation	60
21,721	681	2,213	2,213	Personnel Services	2,213
6,650	10,486	12,600	12,600	Purchased program services	19,600
1,092	227	2,000	2,670	Advertising	6,775
624	659	1,700	1,000	Printing & copying services	500
4,785	3,449	5,900	5,900	Concessions & food	4,450
3,034	2,455	2,200	2,200	Program supplies	3,050
20	375	1,000	1,000	Other materials & supplies	500
16,205	17,649	25,400	25,370	Commodities	34,875
37,926	18,330	27,613	27,583	Total	37,088

Village of Lincolnwood

Operating Budget
2013-2014

Account Number	Account Name	Amount	Comments
205-504-515-5270	Purchased program services	19,600	8,000 Concerts in the Park (8) - 2 More than 2012 2,000 Daddy Daughter Dance (DJ and Photo Booth) 1,000 Halloween Entertainment 1,800 Family Fun Fest Entertainment (New Event) 4,000 Children's Entertainment at Concerts (8) - w/ Concerts in the Park 600 Polar Express Metra Tickets (Not Budgeted in 2012) 500 Miscellaneous Rental Items (Tables, Chairs) 700 Movie on the Channel (2) - Sponsorship Opportunity 1,000 Music on the Promenade (2) (New Event)
205-504-515-5510	Advertising	6,775	1,100 Concert Banner (Pratt Avenue) 500 Magnets with Concert Dates 2,000 Ads at Movie Theater (Concerts) 250 Banners (Touch-a-Truck) 1,350 Department Promotional Items (Tent, Table Cloth, Banner) 1,575 1/4 page ads in Pioneer Press (9 x \$175)
205-504-515-5560	Printing & copying services	500	Promotional Postcards
205-504-515-5645	Concessions & food	4,450	1,750 Daddy Daughter Dance (Dinner) 1,100 Halloween Food/Refreshments 1,000 Family Fun Fest Food/Refreshments (New Event) 100 Water for Concerts, Memorial Day Parade 500 Polar Express Food/Refreshments
205-504-515-5730	Program supplies	3,050	600 Daddy Daughter Dance Goody Bags 500 Family Fun Fest Goody Bags (New Event) 500 Polar Express Goody Bags, Clip Boards 250 Touch-a-Truck Hard Hats, Stickers 400 Halloween Decorations (Hay Ride) 800 Electricity/Mechanics (Concerts)
205-504-515-5799	Other materials & supplies	500	Miscellaneous Assistance (Public Works)

505 - Athletic

Many different athletic programs are offered such as Friday night and Saturday morning sports including basketball and floor hockey, and the new Central Suburban Flag Football and Basketball Leagues. These programs are planned by the department staff and the expenses allocated in this budget.

2013-2014 Operating Budget

Budget Analysis

PR Athletic

505

2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
1,075	1,985	2,500	1,000	Wages - seasonal hourly	2,500
67	40	155	65	Employer FICA	155
16	9	36	15	Employer Medicare	36
75	75	75	75	Insurance - workers compensati	75
1,232	2,108	2,766	1,155	Personnel Services	2,766
4,845	-	5,500	3,000	Purchased program services	1,000
-	-	25	25	Advertising	25
-	-	50	50	Awards	50
-	-	25	25	Program supplies	25
4,845	-	5,600	3,100	Commodities	1,100
6,077	2,108	8,366	4,255	Total	3,866

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
205-505-515-5270	Purchased program services	1,000	CSL Basketball , CSL football
205-505-515-5510	Advertising	25	Flyer, brochures
205-505-515-5615	Awards	50	Basketball and football awards
205-505-515-5730	Program supplies	25	New basketballs and footballs

506 – Children’s Birthday Parties

This budget accounts for the expenditures associated with contractual and in-house children’s themed birthday party packages. Fees include room rental, party attendant, supervised games/activities and access to kitchen for food preparation. In-house themes include Wii Dance Party, Little Athletes Party, Indoor Playground Party and Mad Scientist Party. Contractual party themes include magic, pottery and music.

2013-2014 Operating Budget

Budget Analysis

PR Birthday Parties

506

2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
-	-	100	100	Wages - seasonal hourly	300
-	-	6	6	Employer FICA	18
-	-	1	1	Employer Medicare	3
24	3	3	3	Insurance - workers compensation	9
24	3	110	110	Personnel Services	330
-	-	250	-	Purchased program services	760
-	-	25	-	Concessions & food	-
				Program Supplies	250
-	-	275	-	Commodities	1,010
24	3	385	110	Total	1,340

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
205-506-515-5270	Purchased program services	760	Contractual Birthday Parties (4 per year)
205-506-515-5730	Program supplies	250	In-House Party Supplies

507 – Outdoor Recreation

This budget accounts for the expenditures associated with outdoor recreation programs. Contractual outdoor recreation classes include cross country skiing, snowshoeing, landscape photography, yoga and bicycle maintenance. Archery is an in-house offering. This is a new budget area for the Department and will be expanded as new programs become available.

2013-2014 Operating Budget

Budget Analysis

Outdoor Recreation

507

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
-	-	-	-	Wages - seasonal hourly	200
-	-	-	-	Employer FICA	12
-	-	-	-	Employer Medicare	3
-	-	-	-	Insurance - group life & AD&D	3
				Personnel Services	218
-	-	-	-	Purchased program services	965
-	-	-	-	Program supplies	200
-	-	-	-	Commodities	1,165
-	-	-	-	Totals	1,383

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
205-507-515-5270	Purchased program services	965	REI Contractual Services
205-507-515-5730	Program supplies	200	Archery Supplies

508 - Park Patrol

Park Patrol is a park security program staffed with seasonal staff that operates from May 1 through October 31. This program provides park security, assisting the police department in enforcing park rules. Park Patrol also inspects parks for safety, regulates permit use and assists with special events. This year, Park Patrol assisted with Turkey Trot, Ghostly Get-Together, Lincolnwood Fes, and numerous smaller events throughout the park system.

2013-2014 Operating Budget

Budget Analysis

PR Park Patrol

508

2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
53,870	46,422	54,303	52,750	Wages - seasonal hourly	51,000
3,351	2,873	3,367	3,367	Employer FICA	3,162
784	672	787	787	Employer Medicare	740
1,650	1,700	1,629	1,629	Insurance - workers compensati	1,530
59,654	51,667	60,086	58,533	Personnel Services	56,432
-	-	900	500	Telephone	500
624	823	1,000	900	Program supplies	750
624	823	1,900	1,400	Commodities	1,250
60,278	52,490	61,986	59,933	Total	57,682

Village of Lincolnwood

Operating Budget
2013-2014

Account Number	Account Name	Amount	Comments
205-508-515-5580	Telephone	500	
205-508-515-5730	Program supplies	750	
		250	Bike Tune-Up
		400	Staff Uniforms
		100	keys, bug spray, sun lotion

509 – Turkey Trot

The Turkey Trot is an annual Chicago Area Runners' Association sanctioned event organized by the Parks and Recreation Department. A 5K and 10K run, 5K fitness walk and the children's run, The Drumstick Dash are offered to participants of all ages. This event is always held the Sunday before Thanksgiving. In 2011 the Race will celebrate its 35th Anniversary.

2013-2014 Operating Budget

Budget Analysis

PR Turkey Trot

509

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
-	-	6,798	6,798	Wages Full Time Salaried	7,050
-	-	2,900	2,900	Wages - seasonal hourly	2,900
-	-	604	604	Employer FICA	620
-	-	141	141	Employer Medicare	161
-	-	963	963	Employer IMRF	988
-	-	29	29	Insurance - group life/ad&d	33
-	-	490	490	Insurance - group medical	490
-	-	52	52	Insurance - group dental	52
-	-	293	293	Insurance - workers compensati	300
-	-	12,270	12,270	Personnel Services	12,594
10,903	8,010	13,175	8,000	Purchased program services	9,350
-	27	1,000	1,000	Advertising	2,000
4,094	4,414	5,200	4,500	Equipment rental	5,500
-	-	500	500	Printing & copying services	600
930	824	1,000	900	Awards	1,000
1,211	1,619	1,500	1,500	Concessions & food	1,950
73	10	-	-	Postage	600
9,128	14,407	17,650	16,525	Program supplies	17,150
26,339	29,311	40,025	32,925	Commodities	38,150
-	-	2,375	2,425	Equipment Other	-
26,339	29,311	54,670	47,620	Total	50,744

Village of Lincolnwood

Operating Budget
2013-2014

Account Number	Account Name	Amount	Comments
205-509-515-5270	Purchased program services	<u>9,350</u>	350 CARA Certification 400 Horarium for Band 8,100 Finish Line Management 500 USATF Course Recertification
205-509-515-5510	Advertising	2,000	Chicago Athlete, Active.com
205-509-515-5530	Equipment rental	<u>5,500</u>	1,200 Portable Restrooms (5 More Units) 4,300 Tables, Tents, Chairs, Heaters
205-509-515-5560	Printing & copying services	<u>600</u>	500 Save-the -Date Postcards 100 Logo Redesign
205-509-515-5615	Awards	1,000	
205-509-515-5645	Concessions & food	<u>1,950</u>	150 Volunteer Refreshments 500 Water/Cups 1,300 Post-Race Pizza
205-509-515-5720	Postage	600	Mailing of Packets and Awards
205-509-515-5730	Program supplies	<u>17,150</u>	10,500 Race Shirts (Running Shirts) 400 Volunteer Shirts (Cotton) 500 Drumstick Dash Shirts (Cotton) Supplies for Sponsor Tent (Table Cloths, Tape, Sign Holders, 200 Banners Office Supplies for Participant Packets (Pins, Envelopes, 500 Labels) 600 Race Bibs 300 Drumstick Dash Goody Bags 650 Updated Signage (Route) 1,500 Banner Over Pratt Ave. 2,000 Charitable Donation

520 – Club Kid

The Club Kid after school program serves Lincolnwood children attending Todd Hall and Rutledge Hall schools. Children enrolled in the program range in grades from K – 5th. The program is held at the Rutledge Hall following school hours each day school is in session. Participants receive a daily snack and beverage as well as participate in games, sports, arts and crafts and theme-days.

2013-2014 Operating Budget

Budget Analysis

PR Club Kid

520

2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
17,590	17,972	20,000	32,000	Wages - seasonal hourly	32,000
1,350	1,088	1,240	1,240	Employer FICA	1,984
316	254	290	290	Employer Medicare	464
1,146	967	600	600	Insurance - workers compensati	960
20,402	20,281	22,130	34,130	Personnel Services	35,408
249	1,432	1,000	1,000	Purchased program services	1,000
800	414	750	750	Telephone	750
1,094	10,215	2,000	2,000	Concessions & food	2,000
482	697	1,200	1,200	Program supplies	1,200
-	25	100	100	Other materials & supplies	150
2,624	12,784	5,050	5,050	Commodities	5,100
23,026	33,065	27,180	39,180	Total	40,508

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
205-520-515-5270	Purchased program services	<u>1,000</u>	800 Field Trips 200 Entertainers
205-520-515-5580	Telephone	750	Cell Phone
205-520-515-5645	Concessions & food	2,000	Daily Snack and Drink
205-520-515-5730	Program supplies	<u>1,200</u>	600 Arts and Crafts Supplies 600 Athletic Equipment
205-520-515-5799	Other materials & supplies	150	Staff Uniforms

530 – Summer Day Camp

The Lincolnwood Summer Day Camp program is comprised of 15 different offerings for both residents and non-residents. Day camps are available for children ages eighteen months – 15 years of age with varied schedules, including full and half-day as well as full and partial-week registration options. Morning and evening care is also available for those wishing to extend the traditional camp day.

Camps are classified as either general recreation or specialty based on the focus of the daily programming. General recreation camps provide a wide variety of activities including arts and crafts, small and large group games, athletics, field trips and recreational swimming. Specialty camps are more focused and include baseball, soccer and tennis instruction.

The Lincolnwood Day Camp program is divided into two, four-week sessions. Weekly registration (Pick-a-Week) is designed for parents wishing to customize their camp schedule even further. All of our camps are held at Proesel Park, with the exception of Camp 74 which is held on School District 74 campus.

2013-2014 Operating Budget

Budget Analysis

PR Day Camp Program

530

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
19,355	28,796	60,390	60,390	Wages- full time salaried	66,650
109,869	127,647	124,600	137,000	Wages - seasonal hourly	140,000
10	90	549	549	Educational Stipend	612
7,848	9,630	11,269	11,269	Employer FICA	12,850
1,836	2,360	2,690	2,690	Employer Medicare	2,937
1,844	3,469	6,016	6,016	Employer IMRF	7,033
-	-	192	192	Insurance - group life & AD&D	198
41	1,442	4,901	4,901	Insurance Group medical	5,242
4	-	525	525	Insurance Group Dental	526
4,455	4,728	5,566	5,566	Insurance - workers compensation	6,218
145,262	178,164	216,698	229,098	Personnel Services	242,266
48,818	37,525	38,000	27,000	Purchased program services	28,000
420	420	250	294	Facility rental	300
2,800	1,450	1,250	500	Telephone	500
322	826	1,250	439	Training	1,000
2,834	691	1,700	-	Other contractual	1,700
5,474	6,256	5,500	4,414	Concessions & food	5,500
20,401	23,539	25,000	17,875	Transportation	20,000
-	-	1,500	1,500	Credit Card Charges	1,500
4,954	9,042	8,500	6,575	Program supplies	10,820
86,023	79,750	82,950	58,597	Commodities	69,320
-	-	2,375	2,425	Equipment Other	-
231,284	257,914	302,023	290,120	Total	311,586

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
205-530-515-5270	Purchased program services	28,000	23,000 Field Trip Admissions and Entertainers 5,000 Contractual Camps (White Sox, British Soccer)
205-530-515-5535	Facility rental	300	Portable Restroom at Centennial Park
205-530-515-5580	Telephone	500	Cell Phones for Supervisors and Coordinators
205-530-515-5590	Training	1,000	500 Food for Supervisor Orientations (3) 300 Team Building Exercise for Supervisors 200 Food for AM Supervisor Meetings
205-530-515-5599	Other contractual	1,700	ACA Annual Accreditation Fee
205-530-515-5645	Concessions & food	5,500	5,000 Daily Snack, Pizza, Ice Cream 500 Family Cookout (Replacing Movie in the Park)
205-530-515-5721	Transportation	20,000	Field Trip and Daily Bus Service
205-530-515-5725	Credit Card Charges	1,500	Bank Charges for Credit Card Registration
205-530-515-5730	Program supplies	10,820	2,000 Staff Uniforms 3,700 Camper T-Shirts - Includes Tie Dye Shirt and Regular Shirt 1,000 Camper Sport Sacks (Instead of Water Bottles) 1,500 Arts and Crafts Supplies 1,500 Athletic Equipment 800 Miscellaneous Supplies 120 Fanny Packs (30 replacements) 200 Office Supplies (Clip Boards, Binders, Folders)

540 - Softball

Softball leagues managed through the Parks and Recreation Department are accounted for in this budget. Currently, leagues are offered three days per week in the summer and two days per week in the fall. Award money is given to the top two teams of the leagues and the winners of the end of the season tournaments.

2013-2014 Operating Budget

Budget Analysis

PR Softball Program

540

2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
4,650	4,500	5,250	4,100	Awards	4,500
1,447	3,070	2,300	1,974	Program supplies	2,000
6,097	7,570	7,550	6,074	Commodities Totals	6,500

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account name	Amount	Comments
205-540-515-5615	Awards	<u>4,500</u>	
		1,750	Wednesday Awards
		1,750	Friday Awards
		1,000	Sunday Awards
205-540-515-5730	Program supplies	2,000	Softballs

550 - Tennis

This budget provides the necessary funds for the year-round instructional tennis program for youth through adult. Indoor tennis is offered at Todd Hall and Cheder Lubovitch School (Skokie); outdoor instruction is provided in Proesel Park and Central Park.

2013-2014 Operating Budget

Budget Analysis

PR Tennis Program

550

2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
28,677	16,487	20,800	18,000	Purchased program services	16,240
28,677	16,487	20,800	18,000	Commodities Totals	16,240

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
205-550-515-5270	Purchased program services	16,240	Contractual Tennis Services

560 - Pool:

The Proesel Park Family Aquatics Center opens the first Saturday in June and will remain open through Labor Day, with a week closing in August. All the activities related to operation and staffing of the pool are included in this budget. Larger programs within the facilities such as swim team and swim lessons have their own budgets.

2013-2014 Operating Budget

Budget Analysis

PR Aquatic Center

560

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
65,054	49,783	60,540	60,540	Wages- full time salaried	61,200
167,019	178,497	176,000	196,000	Wages - seasonal hourly	196,500
-	374	605	605	Educational Stipend	616
10,302	14,037	14,703	14,703	Employer FICA	16,015
2,409	3,283	3,439	3,439	Employer Medicare	3,745
-	5,062	6,035	6,035	Employer IMRF	7,025
-	-	193	193	Insurance - group life & AD&D	195
-	2,906	12,000	6,400	Insurance - Group medical	11,280
-	345	525	525	Insurance - group dental	998
5,280	7,271	7,114	7,114	Insurance - workers compensation	7,749
250,064	261,558	281,154	295,554	Personnel Services	305,323
3,291	2,542	2,000	1,752	Purchased program services	750
5,755	6,777	6,750	13,598	R&M - buildings	16,550
5,626	7,497	7,500	3,130	R&M - pool equipment	5,000
16,698	15,314	19,500	4,642	R&M - other	15,000
-	445	500	-	Printing & copying services	400
2,268	1,714	1,100	382	Telephone	500
-	-	1,000	500	Training	8,000
-	-	50	-	Awards	50
28,213	29,292	28,500	35,175	Chemicals - swimming pool	30,000
13,109	5,254	13,304	12,000	Computer supplies	14,004
174	416	300	210	Concessions & food	300
42	-	100	-	Merchandise for resale	100
240	330	325	823	Office supplies	500
-	-	25	-	Postage	-
9,167	8,321	10,000	8,000	Credit Card Charges	10,000
8,825	7,936	9,425	12,713	Program supplies	10,000
-	2,816	1,750	5,728	Repair parts	5,000
858	370	750	40	Training supplies	750
10,895	15,694	23,000	12,000	Utilities - government building	12,000
105,160	104,718	125,879	110,693	Commodities	128,904
350	500	550	500	Conference & meeting registration	900
-	-	1,200	400	Lodging	750
200	-	350	125	Meals	350
1,095	49	700	656	Purchased transportation	700
1,645	549	2,800	1,681	Meetings and Travel	2,700
-	-	30,000	34,866	Equipment- Pool	30,000
-	-	30,000	34,866	Equipment	30,000
356,868	366,825	439,833	442,794	Total	466,927

Village of Lincolnwood

Operating Budget
2013-2014

205-560-515-5270	Purchased program services	750	Diving Instructor
205-560-515-5405	R&M - buildings	<u>16,550</u>	750 Thor-Guard Repair and Cleaning 750 Roof Repairs 1,000 HVAC Repairs 1,800 Plumbing Repairs 750 Floor Repairs 500 Cabinet Repairs 1,500 Pump and Filter Building Updates 1,000 Micellaneous Pool Repairs (unknown) 8,500 Pool Plantings (moved from public works)
205-560-515-5450	R&M - pool equipment	<u>5,000</u>	1,000 Pool Grates and Gutter Repair 2,000 Lifeguard Chairs 1,500 Diving Board Repairs 500 Depth Numbers
205-560-515-5499	R&M - other	<u>15,000</u>	3,000 Pump Maintenance 1,500 Chemical System Repair and Maintenance 1,500 Pool Paint Updates 7,000 Pool Leaks (contingency) 1,000 Facility Caulking 1,000 Gutter Repair
205-560-515-5560	Printing & copying services	400	Printer ink, paper
205-560-515-5580	Telephone	500	Verizon Cell Phones
205-560-515-5590	Training	8,000	Lifeguard Instructor Training (changing providers to Starguard)
205-560-515-5615	Awards	50	Lifeguard Games Awards
205-560-515-5630	Chemicals - swimming pool	<u>30,000</u>	18,500 Chlorine 7,500 Ph Minus 2,000 Anti-Freeze 500 Reagents 1,500 Miscellaneous (Unknown Chemicals) Example: Water Clarifier, Algicide
205-560-515-5640	Computer supplies	<u>14,004</u>	7,500 Online Non-Resident Pool Pass Registration 1,360 Pool Computer Set-up for Opening 3,750 Pool computer replacement 1,394 Pool computer replacement consulting time
205-560-515-5645	Concessions & food	300	Staff Opening Party
205-560-515-5690	Merchandise for resale	100	Goggles for Sale
205-560-515-5700	Office supplies	<u>500</u>	100 Clipboards, Pens, Pencils 150 Paper, Toner 100 Binders, Folders 150 Scheduling Software
205-560-515-5725	Credit Card Charges	10,000	Registration Charges

205-560-515-5730	Program supplies	<u>10,000</u>	
		5,000	Lifeguard, Concession, Desk, Maintenance Uniforms
		2,250	First Aid Supplies
		2,750	Pool Cleaning Supplies
205-560-515-5740	Repair parts	<u>5,000</u>	
		500	PA System Parts
		400	PVC Leaks
		750	Wood Post Repair
		100	Railing Repair
		3,250	misc. repairs
205-560-515-5770	Training supplies	750	Lifeguard Cards
205-560-515-5780	Utilities - government building	12,000	
205-560-515-5810	Conference & meeting registration	<u>900</u>	
		400	World Waterpark Association (WWA) Membership
		500	WWA Conference Registration
205-560-515-5830	Lodging	750	WWA Conference Hotel Stay 3 nights
205-560-515-5840	Meals	350	Meals at WWA Conference
205-560-515-5850	Purchased transportation	700	Travel to WWA Conference
205-560-515-6599	Equipment- Pool	30,000	Pool Capital Replacement Fund

561 - Swim Lessons Program:

Swim Lessons, held at the Aquatic Center and managed through the Parks and Recreation Department, are included in this budget. Lessons to children from the ages of three through 17, as well as adults and seniors are offered in a group or private setting.

2013-2014 Operating Budget

Budget Analysis

PR Swim Lessons

561

2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
13,805	12,097	14,050	15,290	Wages - seasonal hourly	16,800
856	750	871	948	Employer FICA	1,042
200	175	204	222	Employer Medicare	244
468	468	422	422	Insurance - Workers Compensati	504
15,329	13,490	15,547	16,882	Personnel Services	18,590
-	-	150	15	Office supplies	150
749	280	550	350	Program supplies	400
-	-	150	150	Training supplies	150
749	280	850	515	Commodities	700
16,078	13,770	16,397	17,397	Total	19,290

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
205-561-515-5700	Office supplies	150	Paper, pens, staplers, paperclips
205-561-515-5730	Program supplies	400	Fins, Clipboards, Noodles, Stopwatches
205-561-515-5770	Training supplies	<u>150</u>	
		100	Staff Training Manuals
		50	Training Guidelines and Materials

562 - Swim Team Program:

The Lincolnwood Swim Team, called the Lincolnwood Lightning, is managed through the Parks and Recreation Department. The team participates in the Northeast Illinois Swim Conference. Practices and some meets are held at the Aquatic Center. This program runs from June to August. The Swim Team has a summer enrollment of approximately 80 - 100 swimmers.

2013-2014 Operating Budget

Budget Analysis

PR Swim Team

562

2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
11,857	15,814	16,050	12,370	Wages - seasonal hourly	13,000
735	980	995	767	Employer FICA	806
172	229	233	179	Employer Medicare	189
418	418	482	482	Insurance - Workers comp.	390
13,182	17,441	17,760	13,798	Personnel Services	14,385
3,771	2,152	3,500	3,985	Purchased program services	4,000
74	-	75	181	Concessions & food	225
5,907	5,759	3,000	4,188	Program supplies	4,750
9,753	7,911	6,575	8,354	Commodities	8,975
22,934	25,353	24,335	22,152	Total	23,360

Village of Lincolnwood

Operating Budget
2013-2014

Account Number	Account Name	Amount	Comments
205-562-515-5270	Purchased program services	<u>4,000</u>	3,000 Stroke Clinic 1,000 Bus Transportation
205-562-515-5645	Concessions & food	225	Three home meets coaches room
205-562-515-5730	Program supplies	<u>4,750</u>	4,000 Uniforms and Swim Caps 750 Lane Lines, Bouys

563 - Concessions:

Concessions at the pool, managed through the Parks and Recreation Department are included in this budget. The concession stand is open during pool hours. There is a full kitchen in the concession stand, offering a variety of grilled meals, sandwiches, appetizers, snacks and beverages. The Concession also provides food for pool rentals.

2013-2014 Operating Budget

Budget Analysis

PR Aquatic Center Concessions

563

2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
22,193	26,290	25,075	32,262	Wages - seasonal hourly	32,800
1,375	1,631	1,555	2,000	Employer FICA	2,034
321	382	364	468	Employer Medicare	476
483	-	-		Employer IMRF	-
643	643	752	752	Insurance - Workmens Comp	984
			-		
25,015	28,946	27,746	35,482	Personnel Services	36,294
-	624	1,200	1,129	Beverages	1,500
3,773	2,236	1,500	1,611	Supplies	800
27,547	28,135	25,000	30,711	Concessions & food	30,000
-	-	-	-	R & M Buildings	1,500
31,320	30,995	27,700	33,451	Commodities	33,800
56,335	59,941	55,446	68,933	Total	70,094

Village of Lincolnwood

Operating Budget
2013-2014

Account Number	Account Name	Amount	Comments
205-563-515-5647	Beverages	<u>1,500</u>	1,200 Coca Cola, Water 300 Gatorade
205-563-515-5649	Supplies	800	Deep Freezer
205-563-515-5645	Concessions & food	30,000	Buns, Cookies, Ice Cream, Hamburgers, Pizza, Hot Dogs, Apples, Tuna, Cheese
205-563-515-5405	R & M Buildings	1,500	Refrigerator, Freezer Repairs

570-Seniors

The Lincolnwood Social Club provides in-house programming, social services, trips and various related services for those 55 or better.

2013-2014 Operating Budget
Budget Analysis

PR Seniors Program
570

2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
8,544	8,081	5,200	5,200	Wages- Part time	6,500
2,929	-	-	-	Wages - seasonal hourly	-
706	500	322	322	Employer FICA	403
165	117	75	75	Employer Medicare	94
138	156	156	156	Insurance - workers compensati	195
12,482	8,854	5,753	5,753	Personnel Services	7,192
25,894	17,996	18,000	18,000	Purchased program services	18,000
3,161	2,910	2,000	2,000	Subsidized taxi program	1,000
2,561	2,388	2,400	2,400	Concessions & food	2,400
1,468	483	1,000	1,000	Program supplies	1,000
33,084	23,777	23,400	23,400	Commodities	22,400
45,566	32,632	29,153	29,153	Total	29,592

Village of Lincolnwood

Operating Budget
2013-2014

Account Number	Account Name	Amount	Comments
205-570-515-5270	Purchased program services	18,000	
		10,000	Tickets - Admissions to Theater, Museums, Sporting Events
		2,000	Senior Exercise Instruction (Tuesday Only)
		6,000	Transportation (Charter Bus)
205-570-515-5280	Subsidized taxi program	1,000	Niles Township Subsidized Program (Payment to Cab Companies)
205-570-515-5645	Concessions & food	2,400	Lunch Bunch, In-House Food/Refreshments
205-570-515-5730	Program supplies	1,000	Decorations, Movies, Table Coverings, Plates, Napkins, Coffee, etc.

571 - Community Center

This budget accounts for the maintenance and staffing of the Community Center, located at the corner of Lincoln and Morse Avenues. The Community Center is utilized for general recreation programs for all ages including senior programs, day camps, rentals, birthday parties and community events. Costs for programs held in the facility are not included in this budget as they are fee-supported.

2013-2014 Operating Budget

Budget Analysis

PR Community Center

571

2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
5,817	6,593	7,000	8,500	Wages - part time hourly	9,000
361	400	434	544	Employer FICA	558
84	94	102	130	Employer Medicare	135
210	-	210	210	Insurance - workers compensation	270
6,472	7,087	7,746	9,384	Personnel Services	9,963
5,000	5,000	5,000	5,000	Janitorial	5,000
				R & M Buildings	20,000
200	37	250	250	Advertising	150
2,200	3,966	5,500	5,500	Facility rental	3,500
1,664	790	200	200	Telephone	200
325	-	-		Other contractual	-
(395)	1,301	2,950	2,950	Program supplies	3,000
8,994	11,094	13,900	13,900	Commodities	31,850
15,466	18,180	21,646	23,284	Total	41,813

Village of Lincolnwood

Operating Budget
2013-2014

Account Number	Account Name	Amount	Comments
205-571-515-5240	Janitorial	5,000	
205-571-515-5405	R & M Buildings	20,000	Friends of the CC roof repairs
205-571-515-5510	Advertising	150	
205-571-515-5535	Facility rental	3,500	
		1,000	Promotional Monitor
		1,500	Lobby furniture
		1,000	Paint
205-571-515-5580	Telephone	200	
205-571-515-5730	Program supplies	3,000	
		500	Card Tables
		1000	Paper goods
		500	Cleaning supplies
		150	Staff uniforms
		850	Basement Storage Supplies

580 – Special Recreation

This budget provides the necessary funding to allow people with special needs to access and enjoy the many recreational opportunities offered through the Parks and Recreation Department. This assistance can range from part-time staff providing extra assistance in a program to any other reasonable accommodation as defined by the Americans with Disabilities Act, enacted in 1990.

This is accomplished through participation in the Maine Niles Association of Special Recreation (MNASR). MNASR is a consortium made up of six park districts and the Parks and Recreation Department. This budget includes our member agency contribution, which is based on the assessed valuation of the Village and also includes the cost of Inclusion. Inclusion expenses are incurred as we provide individuals with special needs assistance so they can participate in activities offered through our Department.

2013-2014 Operating Budget

Budget Analysis

PR Special Recreation Program

580

2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
120,102	111,499	128,000	128,000	Purchased program services	128,000
-	488	-	-	Program supplies	-
120,102	111,987	128,000	128,000	Commodities Total	128,000

Village of Lincolnwood

Operating Budget
2013-2014

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Comments</u>
205-580-515-5270	Purchased program services	<u>128,000</u>	Maine Niles Association for Special Recreation Member
		97,000	Agency Contribution
		31,000	Inclusion Costs

Other Funds

Motor Fuel Tax Fund

Department/Activity Description

The Motor Fuel Tax Fund receives its revenue from monthly allotments from the Illinois Motor Fuel Tax Disbursement Fund. Revenue is received by the state from taxes on the sale of gasoline and is distributed to Illinois municipalities on a per-capita basis. This budget accounts for the maintenance of the traffic signal lighting in the Village and for services performed by the Village for upkeep of IDOT streets within the Village limits.

2013-2014 Operating Budget

Budget Analysis

Motor Fuel Tax Fund

212

2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
26,588	23,920	35,000	35,000	Traffic Signals	35,000
-	18,155	-	-	Tree grant local match	-
22,832	-	4,000	-	Striping of Lincoln Avenue	-
-	-	-	-	Engineering ITEP Grant	10,000
-	-	-	-	Pratt & Central Ave Traffic Signal	40,000
49,420	42,075	39,000	35,000	Total	85,000

Funding Sources

Motor Fuel Tax	305,000
Interest	2,500

Village of Lincolnwood

Operating Budget
2013-2014

Account Number	Account Name	Amount	Comments
212-000-513-5290	Traffic Signals	35,000	Maintenance of traffic signals
NEED ACCT #	Engineering ITEP Grant	10,000	Lining and Signing of Bike Lanes
NEED ACCT #	Pratt & Central Ave Traffic Signal	<u>40,000</u>	
		15,000	Engineering (Village's cost of project shared with Chicago and Skokie)
		25,000	Construction (Village's cost of project shared with Chicago and Skokie)

Transportation Improvement Fund

Department/Activity Description

In Fiscal Year 2005/06 the Village Board adopted a gasoline retail sales tax of \$.02 per gallon for gasoline sold in the Village of Lincolnwood. The Fiscal Year 2012/13 budget reflects a \$.01 per gallon adjustment to the gasoline tax. The Village Board directed that the additional \$.01 per gallon be allocated to the General Fund to fund operating costs and the remaining \$.02 per gallon continue to be deposited in the Transportation Improvement Fund and that this revenue be utilized to improve the transportation systems in the Village. This budget accounts for the revenue received from this tax.

2013-2014 Operating Budget

Budget Analysis

Transportation Improvement Fund

213

2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
33,009	59,064	50,000	50,000	Engineering	80,000
713,982	-	1,178,083	108,798	Street lights improvements	1,578,083
-	-	25,000	25,000	R&M Road Repairs	30,000
746,991	59,064	1,253,083	183,798	Total	1,688,083

Funding Sources

Gas Tax	320,000
Interest	2,000
Fund Reserves	1,366,083

Budget Highlights

* \$1,578,803 budgeted for replacement of streetlights Pratt and Crawford Ave.

Village of Lincolnwood

Operating Budget
2013-2014

Account Number	Account Name	Amount	Comments
213-000-561-5340	Engineering	<u>80,000</u>	
		20,000	Crawford Avenue Reconstruction Construction Observation of Village Related Projects
		60,000	Year 2 of Street Light Replacements (Pratt Avenue West of Hamlin)
213-000-561-6310	Street lights improvements	<u>1,578,083</u>	
		1,178,083	Year 2 of Street Light Replacements (Pratt Avenue West of Hamlin)
		400,000	Crawford Avenue Reconstruction Construction Initial Payment for Street Light Work
213-000-561-5490	R&M Road Repairs	<u>30,000</u>	Cold and Hot Patch for Street Repairs

E 9-1-1 Program

Department/Activity Description

The E 9-1-1 Communications Center service is an emergency communications operation that receives calls from the public for emergency service requests for the Police and Fire Departments. The six member E 9-1-1 Board is appointed to govern the Enhanced 9-1-1 funds and manage the 9-1-1 emergency telephone systems in accordance with state statutes.

2013-2014 Operating Budget

Budget Analysis

E-911 Program Fund

215

2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
14,634	14,985	15,073	15,900	Wages - Full time salaried	15,525
95,027	100,082	105,743	96,000	Wages - full time hourly	108,124
117	40	1,925	1,925	Payroll-Salaries & Wages- Overtime	1,925
369	380	391	391	Educational stipend	400
6,589	6,941	7,661	7,661	Employer FICA	7,838
1,541	1,623	1,792	1,792	Employer Medicare	1,833
9,769	11,193	12,197	12,157	Employer IMRF	14,374
-	-	246	246	Insurance-group life & AD & D	252
12,556	14,281	16,814	16,814	Insurance - group medical	20,251
1,174	1,244	1,685	1,685	Insurance - group dental	1,914
3,525	3,679	3,702	3,702	Insurance - workers comp.	3,787
145,301	154,449	167,229	158,273	Personnel Services	176,223
976	947	16,000	1,000	R & M Buildings	1,000
22,861	20,203	22,400	20,900	R&M - communications equipment	26,747
24,891	26,942	32,000	32,000	Telephone	25,000
-	795	2,000	1,070	Training	1,200
16,000	15,920	17,760	16,360	Other contractual	19,500
1,152	342	13,900	13,900	Computer supplies	1,400
376	1,666	1,000	1,000	Office supplies	1,000
66,255	66,816	105,060	86,230	Commodities	75,847
11,679	1,245	7,900	7,900	Equipment - data processing	12,400
11,679	1,245	7,900	7,900	Equipment	12,400
223,235	222,510	280,189	252,403	Total	264,470

Funding Sources

Wireless surcharge	180,000
Interest	500
Fund reserves	83,970

Budget Highlights

* Allocation of salaries and benefits for 911 services

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
215-000-512-5405	R & M Buildings	1,000	Cleaning Services for 9-1-1 Dispatch
215-000-512-5410	R & M - Communications equipment	26,747	
		13,753	9-1-1 Maintenance Contract (AT & T Positron)
		8,528	Connect-CTY (Emergency Telephone Notification System)
		588	EMnet Satellite Notification System Maintenance - Emergency Communications Backup in the Event of a Catastrophic Failure (may be subsidized by Cook County)
		3,878	Nelson Systems (Maintenance Contract for 9-1-1 Voice Logger)
215-000-512-5580	Telephone	25,000	9-1-1 Telephone Trunks (AT & T)(Projected expenditure based on 3-yr average)
215-000-512-5590	Training	1,200	Annual Seminars/Meetings (APCO/NENA- Springfield, IL, and New World - San Antonio, TX)
215-000-512-5599	Other contractual	19,500	New World Service and Maintenance Agreement (Projected Increase Over Actuals Based on New Licenses Purchased in
215-000-512-5640	Computer supplies	1,400	Toner, Paper, Uninterrupted Power Supply (UPS), etc.
215-000-512-5700	Office supplies	1,000	Miscellaneous
215-000-512-6530	Equipment - data processing	12,400	
		8,000	Additional NWS Modules (Briefing Notes and BOLO)
		4,400	Computer and Monitors (Two Programmed Replacement)

Northeast Industrial District TIF Fund

Department/Activity Description

This budget accounts for tax increment revenues generated from properties within the boundaries of the Northeast Industrial Tax increment Financing District. Dependent on revenue, major anticipated expenditures from this fund during the fiscal year include: funding of the Village's Property Enhancement (PEP) and GIFT programs for this TIF District; preparation of a retail feasibility plan, replacement of streetlights and initial engineering work for the bike trail.

Current Year's Goals

- 1) Continue to make principal and interest payments on the 2011 General Obligation Bond Refunding issue.

2013-2014 Operating Budget

Budget Analysis

NEID TIF Fund

217

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
1,500	1,500	1,500	1,500	Audit	1,500
41,265	25,831	3,500	1,211	Other professional services	10,000
-	-	15,000	15,000	Maintenance of TIF Improvement	55,000
42,765	27,331	20,000	17,711	Contractual Services	66,500
-	-	300,000	10,423	Community Development Grants	300,000
-	-	300,000	10,423	Total Sharing	300,000
475	450	450	450	Fiscal Charges	450
243,750	251,250	273,750	273,750	Principal - 2011A G.O. bonds	281,250
84,986	76,760	37,781	37,781	Interest - 2011A G.O. bonds	29,400
329,211	328,460	311,981	311,981	Debt Service	311,100
101,084	47,763	12,000	72,000	Engineering	101,000
1,885,436	193,594	330,000	65,000	Land acquisition & improvement	5,393,000
1,986,520	241,356	342,000	137,000	Capital Outlay	5,494,000
2,358,496	597,147	973,981	477,115	Total	6,171,600

Funding Sources

Property Tax Increment	1,770,000
Grant	4,000,000
Interest	22,000
Fund Reserves	379,600

Budget Highlights

Capital Outlay

*\$5,000,000 budgeted for
UP right-of-way purchase

Village of Lincolnwood

Operating Budget
2013-2014

Account Number	Account Name	Amount	Comments
217-000-517-5310	Audit	1,500	Audit Service
217-000-517-5399	Other professional services	10,000	
		3,500	DB Calculation Consulting
		6,500	Legal Services
217-000-561-5290	Maintenance of TIF Improvement	55,000	
		40,000	Union Pacific Bike Path Refuse Removal
		15,000	Maintenance of Street Lights on Northeast Parkway, Pratt Avenue (East of Hamlin), Hamlin, Ridgeway and Morse and Landscape Materials for Central Park Parking Lot and Public Works Parking Lot
217-000-517-5520	Community Development Grants	300,000	PEP and GIFT
217-000-529-7100	Fiscal Charges	450	Bond Fees
217-000-573-7380	Principal - 2011A G.O. bonds	281,250	Principal Payment
217-000-574-7580	Interest - 2011A G.O. bonds	29,400	Interest Payment
217-000-561-5340	Engineering	<u>101,000</u>	
		35,000	Union Pacific Bike Path Engineering
		33,000	Union Pacific Bike Path Design and Construction Documents
		18,000	Public Works Yard Expansion Engineering
		15,000	Generator Engineering
217-000-561-6100	Land acquisition & improvement	<u>5,393,000</u>	
		5,000,000	Acquisition of Union Pacific Railway
		30,000	Parkway Tree Planting and Sidewalk Installation
		10,000	Permanent Street Light Banners for Northeast Parkway
		40,000	Business directory signs
		150,000	Design and installation of emergency standby power generator- public works main facility
		150,000	Design and installation of emergency standby power generator- standpipe
		13,000	Union Pacific Bike Path Appraisal and Negotiator

Touhy-Lawndale TIF Fund

Department/Activity Description

This budget accounts for tax increment revenues generated from property within the boundaries of the Touhy-Lawndale Tax Increment Financing District (Lowe's Property). Pursuant to the development agreement executed with Lowe's, the revenue received in this fund is rebated to Lowe's.

Current Year's Goals

1) Payment of real estate property tax increments to Lowe's pursuant to agreement.

2013-2014 Operating Budget

Budget Analysis

Touhy Lawndale TIF Fund

218

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
-	-	2,000	-	Consulting	-
427,207	464,933	490,000	514,000	Economic Dev RE Tax Agreement	520,000
427,207	464,933	492,000	514,000	Total	520,000

Funding Sources

Property Tax Increment 520,000

Budget Highlights

*\$520,000 budgeted for rebate to Lowe's for property taxes

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
218-000-517-5911	Economic Dev RE Tax Agreement	520,000	Property tax Increment Payment to Lowe's

Lincoln/Touhy TIF Fund

Department/Activity Description

This budget accounts for tax increment revenues generated from properties within the boundaries of the Lincoln/Touhy Tax Increment District.

2013-2014 Operating Budget

Budget Analysis

Lincoln/ Touhy TIF Fund

219

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
38,829	64,880	81,000	23,805	Consulting	25,000
-	48	1,200,000	-	Other Professional Services	1,200,000
38,829	64,928	1,281,000	23,805	Contractual	1,225,000
-	-	40,000	-	Interest - Lincoln/Touhy TIF	40,000
-	-	40,000	-	Debt Service	40,000
38,829	64,928	1,321,000	23,805	Total	1,265,000

Funding Sources

Loans 1,265,000

Budget Highlights

*\$1,200,000 budgeted for possible demolition costs

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
219-000-511-5320	Consulting	25,000	Update TIF boundaries
219-000-517-5399	Other Professional Services	1,200,000	Demolition cost- Purple Hotel
219-000-574-7580	Interest - Lincoln/Touhy TIF	40,000	Interest on loan

Debt Service Fund

Department/Activity Description

This budget services all general long-term debt for the Village and any associated costs. The current outstanding debt of the Village includes two refunding bonds issued in the year 2011 and a refunding issue in 2004.

Debt Administration

Since Lincolnwood has a population of less than 50,000, the village is limited to issuing debt in the aggregate of 8.625% of equalized assessed valuation. Using 2011 values of \$693,817,000 (the most recent available information) this limitation would allow for \$59,841,716 in debt as compared to the \$5,085,000 now outstanding. Maintaining significantly lower debt levels provides for greater flexibility in issuing additional bonds if the need arises.

The Village of Lincolnwood has not used long-term debt to fund operating programs, but has used the proceeds of all bond issues for capital outlay purposes only. In addition to bond proceeds, the Village's ongoing capital improvement program is funded on a pay-as-you-go-basis by certain operating revenues including gas tax and sales tax.

The Village bond rating by Moody's on general obligation bonds has recently been affirmed to be Aa1.

2013-2014 Operating Budget

Budget Analysis

Debt Service Fund

330

2011	2012	2013	2013	Description	2014
Actual	Actual	Adopted	Projected		Proposed
750	750	700	700	Fiscal charges	700
-	50,000	-	-	2004 Adv. Ref. Bd Escrow Acc	-
290,000	300,000	-	-	Principal - 2002B G.O. bonds	-
81,250	83,750	-	-	Principal - 2002A GO bonds	-
615,000	635,000	650,000	650,000	Principal - 2004 GO Ref bonds	670,000
12,500	12,500	12,500	12,500	Principal-Illinois Finance Aut	12,500
-	48,050	50,251	50,251	Principal-Fire Truck Loan	52,552
-	-	32,100	-	Lease payment Park lighting	35,554
-	-	91,250	91,250	Principal - 2011A GO Ref Bonds	93,750
-	-	325,000	325,000	Principal - 2011B GO Ref bonds	335,000
-	27,143	24,943	24,943	Interest-Fire Truck Loan	22,641
102,048	91,535	-	-	Interest - 2002B G.O. bonds	-
28,329	25,587	-	-	Interest - 2002A GO Bonds	-
95,614	79,470	61,690	61,690	Interest - 2004 GO Ref bonds	42,515
-	-	12,594	12,594	Interest - 2011A GO Ref bonds	9,800
-	-	45,283	45,283	Interest - 2011B GO Ref bonds	35,300
1,225,490	1,353,785	1,306,311	1,274,211	Total	1,310,312

Funding Sources

Sales taxes	1,187,065
Transfers	123,247

Budget Highlights

*Budget for payment of debt service-
Village bonds and loans

Property Enhancement Program & Green Improvements for Tomorrow

Department/Activity Description

The Village budgets \$50,000 annually to fund the Property Enhancement Program (PEP) and the Green Improvements for Tomorrow (GIFT). The Property Enhancement Program is designed to provide an incentive to business owners to make improvements to their building's exterior or other property enhancement that will improve the appearance of a business district. The PEP provided by the Village will pay for up to half the improvements up to a maximum limit. The Economic Development Commission administers this program and provides recommendations to the Village Board for PEP recipients.

Green Improvements for Tomorrow is designed to help business owners implement green initiatives that will benefit the environment. Through GIFT, the Village will pay for up to half the improvements for environmentally sustainable design up to a maximum amount. Eligible improvements include energy efficient lighting, green roofs, rain barrels, rain gardens and native plantings, dual flush toilets, aerated faucets, alternate parking and pedestrian surfaces, passive solar for heating and cooling and energy efficient windows, doors and furnaces.

2013-2014 Operating Budget

Budget Analysis

**PEP Fund
452**

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
-	-	50,000	10,000	PEP Fund	50,000
-	-	50,000	10,000		50,000

Funding Sources

General Fund Transfer 50,000

Budget Highlights

*\$50,000 budgeted for PEP grants

Village of Lincolnwood

**Operating Budget
2013-2014**

Account Number	Account Name	Amount	Comments
452-000-561-6350	PEP Fund	50,000	Five projects at \$10,000 per project

ROW Bike Path Fund

Department/Activity Description

The ROW Bike Path Fund was created to develop a bike and pedestrian path on land leased from Com. Ed. There will be amenities such as Benches and waste receptacles and a dog park with access from Flowers and Goebelt Parks.

2013-2014 Operating Budget

Budget Analysis

Comm. Ed ROW

454

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
-	-	-	-	Land Acquisition & Improvement	176,000
25,156	44,546	126,000	60,000	Engineering	74,000
			-		
25,156	44,546	126,000	60,000	Total	250,000

Funding Sources

General Fund Transfer	50,000
Grants	200,000

Budget Highlights

*\$250,000 budgeted for bike path construction and overpass engineering

Village of Lincolnwood

Operating Budget
2013-2014

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Comments</u>
454-000-561-5399	Land Acquisition & Improvement	176,000	Com-Ed Bike Path Construction (Village 20% Match) CMAQ Grant
454-000-561-5340	Engineering	<u>74,000</u>	32,000 Engineering Design for Touhy Overpass 42,000 Engineering and Design for Com-Ed Bike Path

Water and Sewer Fund

Department/Activity Description

Work required for the water distribution system includes: perform service and maintenance of service lines, valves, hydrants, and meters. Services include routine and emergency leak repairs, system maintenance, surveys, flushing, exercising valves, and meter pit maintenance. Water Pumping Station work includes: daily operation and monitoring of equipment, daily maintenance, maintain records, perform water sampling and chlorinization. Combined sewer system work includes: perform service and maintenance of main lines, catch basins, and manholes, perform routine and emergency repairs, rod and flush, mains and curb inlets. The Water & Sewer Division is staffed by 12 full-time employees.

Prior Year's Goals

1. Continue to move forward with the Village's stormwater management plan by implementing Phase II of the stormwater study. Phase II will provide the Village with recommendations regarding potential improvements to bring the system to a 10 year capacity as well as funding sources to offset the cost to improve the sewer system.

On January 6, 2011 the Village Board approved an Amendment to the Village's stormwater study Agreement with AB&H, A Donohue Group to conduct Phase II of the Village's stormwater study. Phase II will be completed in 2011. Upon completion the Village will have a plan to move forward with improvements that will achieve a 10 year level of protection for the Village during flooding events.

2. Upgrade the Village's supervisory control and data acquisition (SCADA) software (which is used to monitor alarms regarding the Village water system) to provide for remote access from the field and home. The upgrade will make the system more efficient and allow for the re-allocation of manpower because the system will be able to be run remotely.

On January 6, 2011 the Village Board approved an Agreement with Tri-R Systems to complete the planned improvements. The recommended SCADA improvements will include upgraded software, introduction of a graphical user interface, additional alarms and network connectivity. The most noteworthy improvement will provide the Village with the ability to remotely operate the system from a laptop computer by logging into a virtual pump house.

Current Year's Goals

1. Develop a remote monitoring system policy to use with the Village's upgraded supervisory control and data acquisition (SCADA) upgrades. During the Spring/Summer of 2011 the Village completed several upgrades to the SCADA system which allowed for the creation of a virtual pump house that can be run from a Village owned laptop. Staff will work with the Village's

Water System Operators to develop a policy to reduce overtime hours by managing the pump house remotely during the weekend.

2. Complete Phase II of the Village's stormwater management study. Phase II will provide the Village with recommendations regarding potential improvements to bring the system to a 10 year capacity as well as funding sources to offset the cost to improve the sewer system. In addition to completing Phase II staff will begin to research and apply for grants to complete the necessary improvements.

3. Complete year one of the Village's four year sewer improvement plan. These replacements are recommendations of the Village Engineer which are part of the year one recommendations that came out of the 2009 Sewer Televising Report. The total cost for the year one recommendations is \$490,000. The Village received a grant from the Department of Commerce and Economic Opportunity on August 19, 2011 which will fund approximately 50% of the year one costs. Staff will continue to pursue funds to complete years two through four.

2013-2014 Operating Budget

Budget Analysis

Water and Sewer Fund

660

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
450,079	472,472	460,351	460,351	Wages - full time hourly	480,696
33,850	42,884	36,000	29,000	Wages - season hourly	36,000
14,406	14,803	26,110	26,110	Wages - overtime 1.5X	25,710
11,242	10,127	13,925	13,925	Wages - overtime 2X	13,375
305	308	-	290	Educational Stipend	345
400	1,265	1,200	1,200	Opt Out Ins.	-
-	55	-	180	Phone Stipend	180
4,443	5,627	3,600	3,600	Uniform allowance	3,300
-	-	1,700	1,700	Longevity stipend	1,355
29,332	30,802	33,585	33,585	Employer FICA	34,768
6,860	7,204	7,854	7,854	Employer Medicare	8,131
40,505	46,368	55,221	55,221	Employer IMRF	59,668
818	857	1,208	1,208	Insurance - group life & AD&D	1,241
100,515	102,186	99,296	105,000	Insurance - group medical	105,165
8,059	8,904	10,343	9,500	Insurance - group dental	10,065
14,509	15,312	15,886	15,886	Insurance - workers compensation	16,427
715,322	759,172	766,279	764,610	Personnel Services	796,426
-	26,827	60,000	60,000	Liability Insurance	60,000
63,220	39,549	86,829	40,131	Data processing	52,678
-	1,101	32,862	29,862	Maintenance Agreement Expense	49,076
205	1,368	1,000	1,000	Printing & copying services	1,000
182	187	220	200	Professional associations	220
5,232	10,821	7,048	12,000	Telephone	12,240
170	847	500	500	Training	500
250	125	243	243	Books & publications	243
2,496	812	-	-	Office supplies	1,000
21,372	20,117	17,000	17,000	Postage	20,000
93,127	101,755	205,702	160,936	Commodities	196,957
249,805	137,176	256,000	50,000	Consulting	237,750
31,898	8,263	8,300	8,300	Other professional services	26,300
281,703	145,439	264,300	58,300	Contractual Services	264,050
10,363	6,525	8,500	8,500	R&M - buildings	8,500
489	469	485	485	R&M - communications equipment	485
23,301	10,693	25,000	20,000	R&M - vehicles	25,000
7,309	5,454	14,000	10,000	R&M - water system equipment	25,000
-	-	485	-	Equipment rental	485
1,816	-	1,500	1,500	Training	1,500
27,763	28,667	64,995	64,995	Other contractual	63,018
2,680	3,223	4,500	4,500	Chemicals - water system	4,500
22,706	29,187	25,000	25,000	Fuel	30,000

1,538	1,291	2,000	2,000	Lubricants & fluids	2,500
730	922	2,200	2,200	Landscaping supplies	1,200
6,205	17,691	12,833	17,691	Program supplies	51,167
12,895	21,890	32,500	32,500	Small tools	30,500
2,978	-	4,850	4,850	Street materials - Aggregate	4,850
-	5,767	3,000	3,000	Street materials - Other	3,000
3,004	2,309	3,000	3,000	Utilities - government building	3,000
38,984	31,952	45,000	45,000	Utilities - public way	45,000
1,312,425	1,323,058	1,631,500	1,742,000	Water purchases	1,880,000
-	295	3,000	3,000	Water system supplies	3,000
21,686	51,652	30,000	30,000	Water system repair parts	30,000
858	68	1,500	500	Green Initiatives	500
1,497,728	1,541,111	1,915,848	2,020,721	Commodities	2,213,205
180,854	247,652	253,882	253,882	Loan Principal Payments	260,268
126,300	132,504	126,273	126,273	Loan Interest Payments	119,887
307,154	380,156	380,155	380,155	Debt Services	380,155
20,482	568,984	348,700	348,700	Sewer system const/imprv	346,500
26,588	145,798	137,500	137,500	Equipment - vehicles	100,000
14,900	47,277	15,000	15,000	Equipment - other	15,000
61,970	762,059	501,200	501,200	Capital Outlay	461,500
2,957,005	3,689,693	4,033,484	3,885,922	Total	4,312,293

Funding Sources

Charges for Water and Sewer	4,225,900
Interest	3,000
Fund Reserves	83,393

Budget Highlights

Personnel Services

No increase in Personnel

Contractual

*\$190,000 budgeted for Phase 3 - stormwater management study

Commodities

* Water purchases increased 15% due to increase received from City of Chicago, the Village's water provider

Capital Outlay

*\$346,500 budgeted for year 3 of sewer repairs

*\$100,000 budgeted for truck replacements

Village of Lincolnwood

Operating Budget
2013-2014

Account Number	Account Name	Amount	Comments
660-610-519-5260	Liability Insurance	60,000	IRMA Liability Insurance
660-610-519-5330	Data processing	<u>52,678</u>	8,344 Upgrade Springbrook .net (split with IT budget) 20,667 Reimplement permits, inspections and business licenses (split with IT budget) 10,000 Springbrook Code and Contact Module (split with IT budget) 1,667 Evaluate Code and Contact Module (split with IT Budget) 12,000 Credit Card Fees/Web Online Billing Payments
660-610-519-5340	Maintenance Agreement Expense	<u>49,076</u>	26,250 Video Security System Contingency 9,700 Springbrook Maintenance (Split with IT Budget) 8,000 Aclara Maintenance Agreement- Automated Water Meter System 1,000 ArcGIS Server Software License Maintenance (Split with IT Budget) 733 Online Vehicle Repair Manual 703 Laserfiche Software License (Split with IT Budget) 650 GIS ArcView Desktop Basic Maintenance (Split with Budget) 600 GIS Thin Client (Split with IT Budget) 540 GIS RAS Server (Split with IT Budget) 500 Alarm System (ADT) Service Annual Fee 400 Fleet System Maintenance Software (Split with IT Budget)
660-610-519-5560	Printing & copying services	1,000	Utility Billing Costs & Consumer Report
660-610-519-5570	Professional associations	220	American Water Works Association
660-610-519-5580	Telephone	<u>12,240</u>	1,680 Wireless Verizon Cards for Automated Water Meter System 960 Two Verizon Wireless Cards for Water System Operator Laptops 720 Pumphouse Comcast Internet Connection 2,700 Standpipe SCADA Circuit - Call One 1,580 PW Main Facility Circuit - Call One 4,350 Public Works Backup Wireless Link & Plain Old Telephone Service (POTS) line for Wireless Link Access- Call One 250 Pump House SCADA POTS line - Call One
660-610-519-5590	Training	500	Safety Training at NIPSTA and IRMA
660-610-519-5620	Books & publications	243	Various Books & Trade Magazines

660-610-519-5700	Office supplies	1,000 General Office Supplies
660-610-519-5720	Postage	20,000 Utility Billing Costs & Consumer Report
660-620-519-5320	Consulting	<u>237,750</u> 5,000 IEPA Water Testing Fees 6,000 IEPA Sewer Fees 190,000 Phase III of Stormwater Management Study- Engineering for Berms and Restrictors 5,000 IT Support 1,750 Link balancer consulting time 30,000 Engineering for Alternative Water Supply
660-620-519-5399	Other professional services	<u>26,300</u> 8,300 Backflow Solutions (BSI) RPZ Contract (Year 3 of 5) AT Group Retainer (\$36,000 total, 50% split with 18,000 Engineering)
660-620-519-5405	R&M - buildings	<u>8,500</u> 6,000 Unexpected Pumphouse Repairs 2,500 Planned Repairs to Pumphouse Meter Testing Area
660-620-519-5410	R&M - communications equipment	485 Two-Way Radio Maintenance
660-620-519-5480	R&M - vehicles	25,000 Service for Department Trucks
660-620-519-5490	R&M - water system equipment	<u>25,000</u> 8,000 Pumping Station Pumps, Chlorinators and Analyzers 2,000 Annual Generator Test 3,000 SCADA System Repairs 2,000 Electrical Control Panel Maintenance 10,000 SCADA Upgrades for Remote Monitoring
660-620-519-5530	Equipment rental	485 Equipment Rental Contingency
660-620-519-5590	Training	<u>1,500</u> 1,200 Safety Training at NIPSTA and IRMA 300 APWA Chicago Conference for Water/Streets Foreman (Split with Streets Fund)
660-620-519-5599	Other contractual	<u>63,018</u> 15,000 Construction material refuse 3,000 Sewer Televising- Miscellaneous 10,000 Recommended repairs from water tank inspection 550 Annual inspection of hoists 2,000 JULIE notification fees 2,000 JULIE Notification Fees 11,583 GIS Consortium Consulting - Onsite Specialist eight hours per week 8,070 GIS Consortium Consulting - Base Mapping 2,264 GIS Consortium Consulting - Manager 1,149 GIS Consortium Consulting - Coordinator 1,810 GIS Consortium Consulting - Analyst 2,264 GIS Consortium Consulting - Data Administrator 2,264 GIS Consortium Consulting - Developer 500 GIS Consortium Memberships 564 GIS Consortium Shared Initiatives - Local and Regional Map Office, Goto Meeting, Servers and Workstations at MGP Offices

660-620-519-5635	Chemicals - water system	4,500 Chlorine
660-620-519-5670	Fuel	30,000 Diesel and unleaded for vehicles
660-620-519-5675	Lubricants & fluids	2,500 Oil and Grease for Trucks and Equipment
660-620-519-5680	Landscaping supplies	1,200 Parkway Restoration
660-620-519-5730	Program supplies	<u>51,167</u> 7,000 Personal Protective Equipment 2,000 JULIE Paint 500 GIS Color Plotter Toner and Paper 1,000 Batteries 500 Plumbing Supplies 6,500 File Auto-Backup System implementation 4,000 Log consolidation server 2,000 Office 2010 licenses 5,000 Public Works Conference Room A/V 5,000 File Server Replacement, includes consulting time 11,667 Wireless hotspot replacement and expansion into PW, includes consulting time 6,000 Public Works Office Surveillance and Panic Button
660-620-519-5745	Small tools	<u>30,500</u> 2,500 Root Cutter Blades 4,000 Vac-Con Hoses 3,000 Root Cutter Motors 6,000 Sewer Pipe Cleaning Nozzles 3,000 Sewer Pipe Cleaning Nozzles for Small Jet Rodder 1,000 Compressor Hoses 2,000 Drill Machine Rods 2,000 Shovels, Picks, Sledge Hammers 2,000 Pneumatic Tools 2,000 Gauges for Fire Hydrants 3,000 Water Main Cutter
660-620-519-5760	Street materials - Aggregate	4,850 Trench Filling
660-620-519-5769	Street materials - Other	3,000 Concrete and Asphalt
660-620-519-5780	Utilities - government building	3,000
660-620-519-5785	Utilities - public way	45,000 Electricity for Pumps and Standpipe
660-620-519-5790	Water purchases	1,880,000 City of Chicago Water purchases
660-620-519-5793	Water system supplies	<u>3,000</u> 2,000 Precast Vaults 1,000 Sewer Pipes
660-620-519-5796	Water system repair parts	<u>30,000</u> 5,000 Meters, Meter Transmission Units, Meter Covers 2,000 Valves 3,000 Piping 15,000 Sleeves 5,000 Connections
660-620-519-5797	Green Initiatives	500 Rain Garden Plant Maintenance

660-000-573-7380	Loan Principal Payments	260,268	IEPA principal payments
660-000-574-7580	Loan Interest Payments	119,887	IEPA interest payment
660-620-562-6400	Sewer system const/imprv	<u>346,500</u>	315,000 Year 3 of Sewer Televising Repairs 31,500 Engineering for Year 3 of Sewer Televising Repairs
660-620-562-6580	Equipment - vehicles	<u>100,000</u>	62,500 Replace Truck #11 (Split with streets) 37,500 Small Bucket Truck (Split with Streets)
660-620-562-6599	Equipment - other	<u>15,000</u>	15,000 Emergency Standby Power Transfer Switch- Village Hall- Split with PW Building Maintenance

Police Pension Fund

Department/Activity Description

The Police Pension Fund was created and is administered as prescribed by Article 3, the Police Pension Fund of the Illinois Pension Code (Illinois Compiled Statutes, 1992, Chapter 40). The Village annually levies a Real Estate Tax on each property located within the Village. It is the responsibility of the Village of Lincolnwood to fund the required amounts for the purpose of funding future benefits to retired police personnel and their families. All sworn police personnel are required to contribute 9.91% of their base salary to the pension fund.

2013-2014 Operating Budget

Budget Analysis

Police Pension

801

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Proposed
-	-	1,800	1,800	Other compensation	-
58,308	55,254	50,000	50,000	Consulting	57,000
174	153	150	150	Printing & copying services	150
775	775	250	750	Professional associations	750
-	-	3,000	3,000	Training	5,000
20,970	36,011	15,000	15,000	Other contractual	30,000
-	-	50	22,500	Computer supplies	50
-	49	200	200	Office supplies	11,500
-	-	25	20	Postage	25
80,228	92,242	70,475	93,420	Commodities	104,475
1,253,772	1,296,285	1,347,896	1,350,000	Pension - regular	1,578,705
177,669	223,032	223,033	223,033	Pension - spouse/dependent	186,108
34,644	110,759	74,326	74,326	Pension - disability	85,946
1,466,086	1,630,076	1,645,255	1,647,359	Pension Payments	1,850,759
1,546,313	1,722,318	1,715,730	1,740,779	Total	1,955,234

Funding Sources

Property taxes	1,410,184
Employee contributions	270,816
Investment income	400,000

Budget Highlights

* Budget accounts for pension payments to retired police and beneficiaries

Village of Lincolnwood

**Budget Analysis
2013-2014**

Account Number	Account Name	Amount	Comments
801-810-519-5320	Consulting	57,000	Investment Consultant Fees
801-810-519-5560	Printing & copying services	150	
801-810-519-5570	Professional associations	750	
801-810-519-5590	Training	5,000	Trustee - professional education requirements
801-810-519-5599	Other contractual	30,000	Legal
801-810-519-5640	Computer supplies	50	
801-810-519-5700	Office supplies	11,500	
		6,000	Fiduciary insurance
		5,500	Other supplies
801-810-519-5720	Postage	25	

About the Village

HISTORY

Lincolnwood is an ethnically diverse, 2.69 square mile suburb of Chicago. Potawatomi originally settled the wooded area but vacated the land after the Indian Boundary Treaty of 1816. Rural development proceeded slowly on plank roads along present day Milwaukee and Lincoln Avenues. Johann Tess, for whom the Village was originally named, and his family migrated from Germany in 1856. Johann Tess purchased 30 acres of barren land in the area. Population slowly increased, and the first commercial establishment, the Halfway House Saloon, was established in 1873.

The agrarian population grew after the establishment of a Chicago & North Western Railway station in nearby Skokie in 1891 and the completion of the North Shore Channel in 1909. In 1911, 359 residents incorporated and named the community "Village of Tessville." Tessville annexed land throughout the 1920s, finally stretching to Central Avenue on the west and Kedzie Avenue on the east.

In 1931, Tessville elected its longest-serving mayor, Henry A. Proesel, a grandson of George Proesel, one of the original American settlers. In 1932, Lincoln Avenue, formerly a plank toll road, became a state highway. Mayor Proesel then worked with the federal government's Public Works Administration to hire the community's unemployed workforce to plant 10,000 elm trees on the Village streets. The community passed a liquor license law 1934 that limited the number of licenses allowable within the Village limits and became a model ordinance for other communities. Mayor Proesel changed Tessville's image when he renamed it to the "Village of Lincolnwood" in 1936.

Lincolnwood's institutions and industries continued to grow. The Bryn Mawr Country Club (est. 1919), the East Prairie Welfare Club, later to become the Lincolnwood Woman's Club (est. 1927), the Lincolnwood Afternoon Club (est. 1953), American Legion Post #1226 (est. 1952), and the Lincolnwood Jewish Congregation (est. 1958) helped create a sense of community in the Village. Lincolnwood School District #74 formed in 1938, and the Lincolnwood Public Library (est. 1978) provided residents with quality education and offered much needed services. Bell & Howell's relocation to east Lincolnwood (est. 1942) spurred growth and increased other industry relocation to the Village.

The Village has now become a diversified and balanced community. The Village is predominantly residential but has a strong retail base. Very little vacant land remains for commercial and office development or light manufacturing. The following are the main employers in the Village.

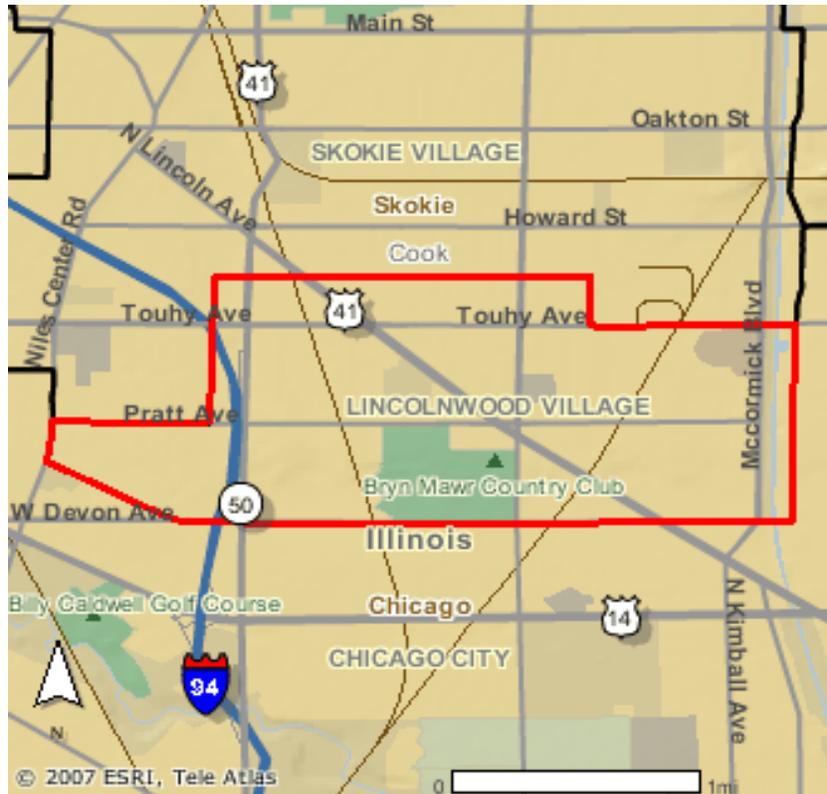
Major Employers

Publications International	351
ATF	200
Carson Pirie Scott	187
Lincolnwood Place	150
Lowe's	125
Loeber	125
Olive Garden	123
Grossinger Autoplex	117
Kohl's	112
Village Of Lincolnwood	103
Rolf's	100
Lou Malnati's	100
Microway Systems	91
Dominick's	89
Old Navy	70
Food For Thought	69
Millard Group	60
Deibel Laboratories	40

Based on business license registration 5-1-2012

The Village of Lincolnwood is governed as a home rule community under Illinois law and operates under the Village Board form of government with a full-time Manager. Under home rule powers, the Village is permitted to carry out its own governing procedures except where it is specifically prohibited by the State legislature. The Village President and the six member Board of Trustees are elected at large for four-year terms. The President, with concurrence from the Board, appoints the Village Manager. The Village Manager is the chief administrative officer who oversees the day-to-day operations of the Village. The Village currently has 87 full-time employees and 6 part-time employees who work at the seven departments (Police, Fire, Finance, Community Development, Public Works, Parks and Recreation) or in the Manager's office. Each of these departments is coordinated by a Department Director who reports directly to the Village Manager. The Village contracts for its fire protection services through Paramedic Services of Illinois.

STATISTICS AND DEMOGRAPHICS



LAND AREA

2000 2.69 square miles
2011 2.69 square miles
Region: Northeast Illinois
County: Cook
Elevation: 604 feet (mean)

CLIMATE

Avg. Winter Temp 23.40 F -4.78 C
Avg. Summer Temp 75.70 F 24.27 C
Avg. Annual Rainfall 33.18 In 84.27 Cm
Avg. Annual Snowfall 37.10 In 94.23 Cm

TRANSPORTATION

Major Highways/Routes

I-90, I-94, I-90-94, I-290, I-294, US 50, US 14 and US 41

Airports

Name	Location	Distance
O'Hare	Chicago, IL	9 miles
Midway	Chicago, IL	23 miles
Mitchell Field	Milwaukee, WI	74 miles
Gary/Chicago	Gary, IN	39 Miles

Distance to Major Cities (miles)

Atlanta, GA	728
Chicago, IL	10
Dallas, TX	981
Denver, CO	1,005
Detroit, MI	295
Los Angeles, CA	2,020
Madison, WI	141
Milwaukee, WI	81
Minneapolis, MN	402
New Orleans, LA	940
New York, NY	804
Rockford, IL	81
St. Louis, MO	309

Bold Denotes Regional Market Destinations

GOVERNMENT

Type of Government: Council/Manager
 Mayor and 6 Council Members elected at-large
 Latest Comprehensive Plan: 2008
 Municipal Zoning in Effect: Yes
 Planning Commission: Yes
 Home Rule: Yes

Special Financing Techniques Available:
 Tax Increment Financing

Emergency E911: Yes
 Police: 32 full-time sworn
 Fire/Rescue: 29 full-time
 12 vehicles
 Fire Insurance Class: 4

TAXES**2011 Property Tax Rates (Payable in 2012)**

School District #74:	3.034
Community College District #219:	2.904
Village of Lincolnwood:	0.753
Lincolnwood Public Library:	0.330
Metro Water Reclamation District of Greater Chicago:	0.320
County of Cook:	0.223
Oakton Community College District #535:	0.196
Suburban Cook County T.B. Sanitarium District:	0.000

Cook County Health Facilities:	0.078
Forest Preserve District of Cook County:	0.058
Niles Township:	0.037
Cook County Consolidated Elections:	0.025
North Shore Mosquito Abatement District:	0.010
Niles Township General Assistance:	0.005
Cook County Public Safety:	<u>0.161</u>
Total	8.134

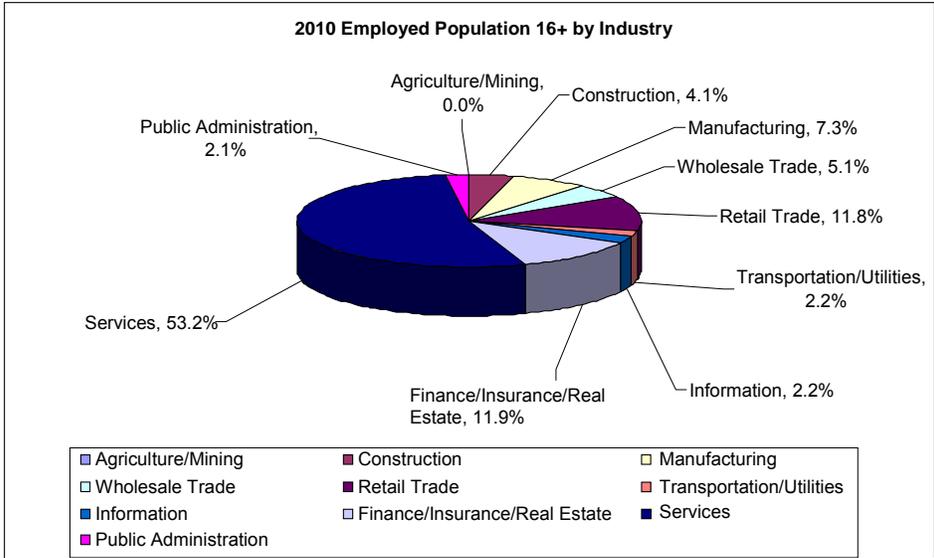
UTILITIES

Water Supplier:	City of Chicago
Source:	Lake Michigan
Storage Capacity:	5,250,000 gallons
Treatment Capacity:	0 mil gpd
Avg Daily Demand:	1.856 mil gpd
Peak Daily Demand:	3.730 mil gpd
Plant Capacity:	11,520,000 mil gpd
Waste Water Waste Water Treatment:	
	not applicable
Supplier:	not applicable
Design Avg Flow:	not applicable
Design Max Avg:	not applicable
Current Avg Daily:	not applicable
Natural Gas Supplier:	NICOR
Electric Supplier:	ComEd

LABOR

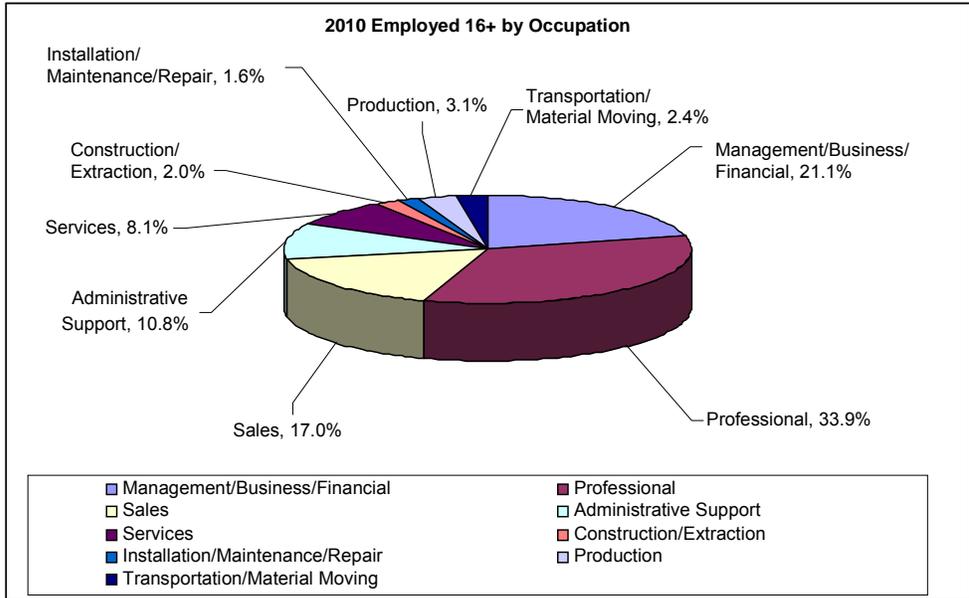
2010 Employed Population ages 16+ by Industry

Agriculture/Mining	0.0%
Construction	4.1%
Manufacturing	7.3%
Wholesale Trade	5.1%
Retail Trade	11.8%
Transportation/Utilities	2.2%
Information	2.2%
Finance/Insurance/Real Estate	11.9%
Services	53.2%
Public Administration	2.1%



2010 Employed Population 16+ by Occupation

White Collar	82.8%
Management/Business/Financial	21.1%
Professional	33.9%
Sales	17.0%
Administrative Support	10.8%
Services	8.1%
Blue Collar	9.1%
Construction/Extraction	2.0%
Installation/Maintenance/Repair	1.6%
Production	3.1%
Transportation/Material Moving	2.4%



DEMOGRAPHIC SNAPSHOT

Population Summary

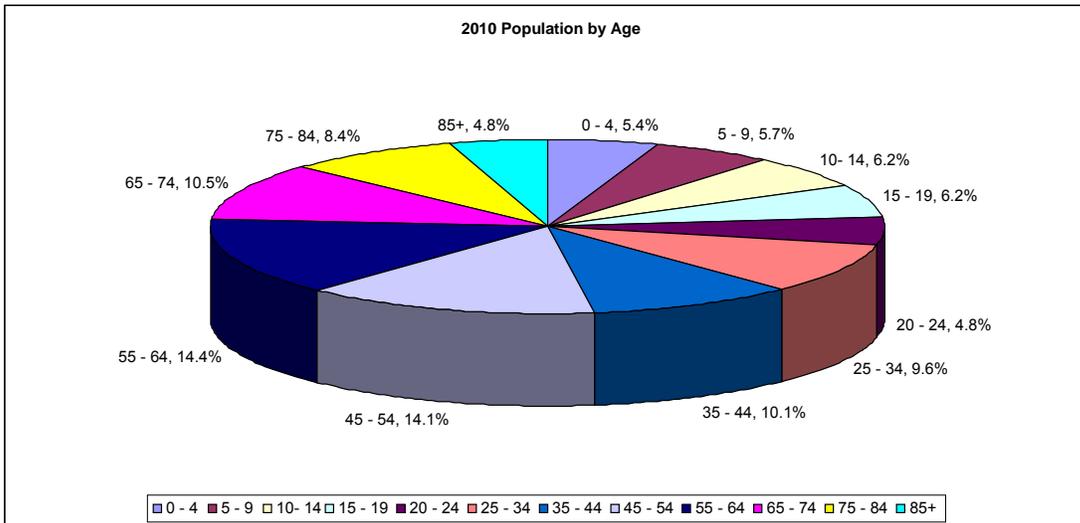
	2000	2010
Population	12,359	12,590
Average HU Size	2.75	2.73
Median Age	45.4	46.6
% Change 1990-2000	8.7%	
% Change 2000-2010	1.8%	

Population by Sex

	2000	2010
Males	47.1%	46.9%
Females	52.9%	53.1%

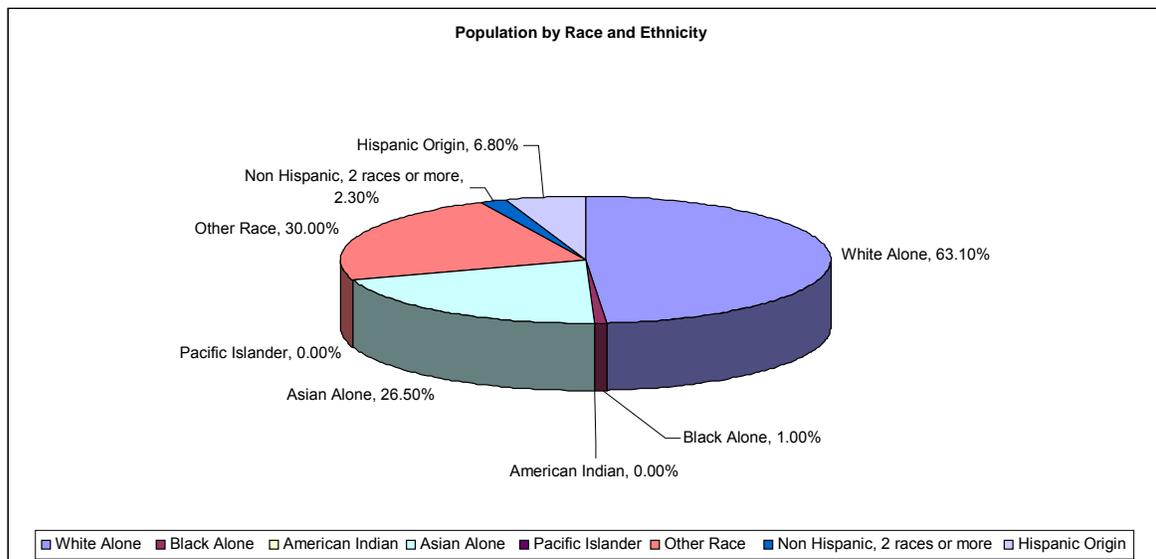
Population by Age

	2000	2010
Age	12,359	12,590
0 - 4	5.20%	5.4%
5 - 9	6.20%	5.7%
10- 14	7.30%	6.2%
15 - 19	6.40%	6.2%
20 - 24	4.40%	4.8%
25 - 34	7.40%	9.6%
35 - 44	12.40%	10.1%
45 - 54	14.90%	14.1%
55 - 64	11.90%	14.4%
65 - 74	11.20%	10.5%
75 - 84	8.60%	8.4%
85+	4.00%	4.8%
18+	77.10%	79.1%

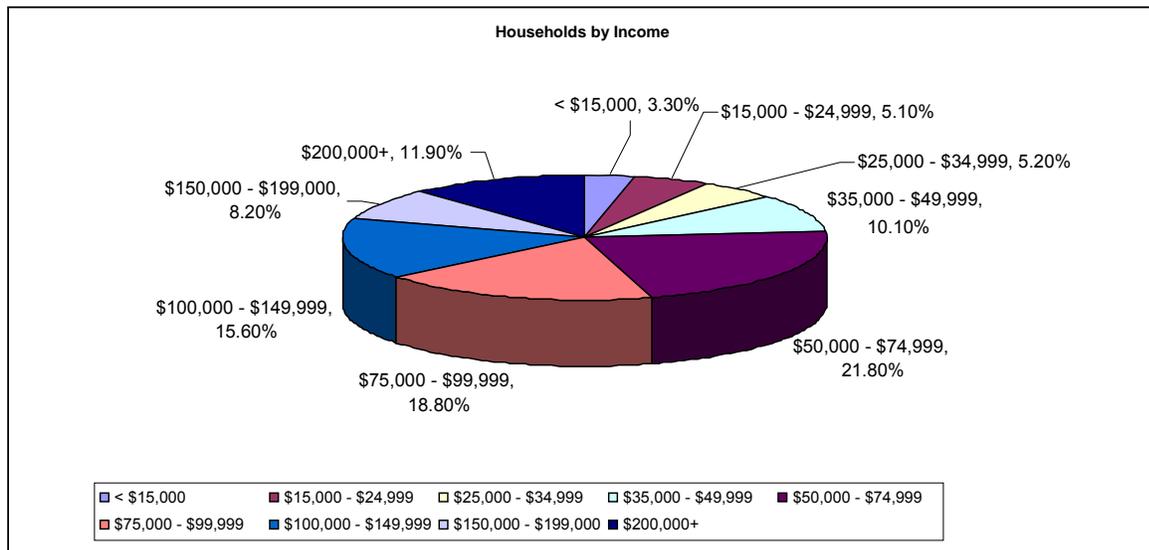


Population by Race and Ethnicity

Race and Ethnicity	2000	2010
	Percent	Percent
White Alone	74.5%	63.1%
Black Alone	0.4%	1.0%
American Indian	0.0%	0.0%
Asian Alone	21.1%	26.5%
Pacific Islander	0.0%	0.0%
Other Race	1.2%	30.0%
Non Hispanic, 2 races or more	2.7%	2.3%
Hispanic Origin	4.2%	6.8%



Households by Income	2000		2010	
< \$15,000	245	5.5%	141	3.30%
\$15,000 - \$24,999	316	7.1%	218	5.10%
\$25,000 - \$34,999	295	6.6%	220	5.20%
\$35,000 - \$49,999	521	11.7%	428	10.10%
\$50,000 - \$74,999	924	20.7%	926	21.80%
\$75,000 - \$99,999	678	15.2%	801	18.80%
\$100,000 - \$149,999	679	15.2%	665	15.60%
\$150,000 - \$199,000	371	8.3%	347	8.20%
\$200,000+	443	9.9%	508	11.90%
Median Household Income	\$72,803		\$79,142	
Average Household Income	\$98,717		\$114,090	
Per Capita Income	\$35,911		\$41,674	

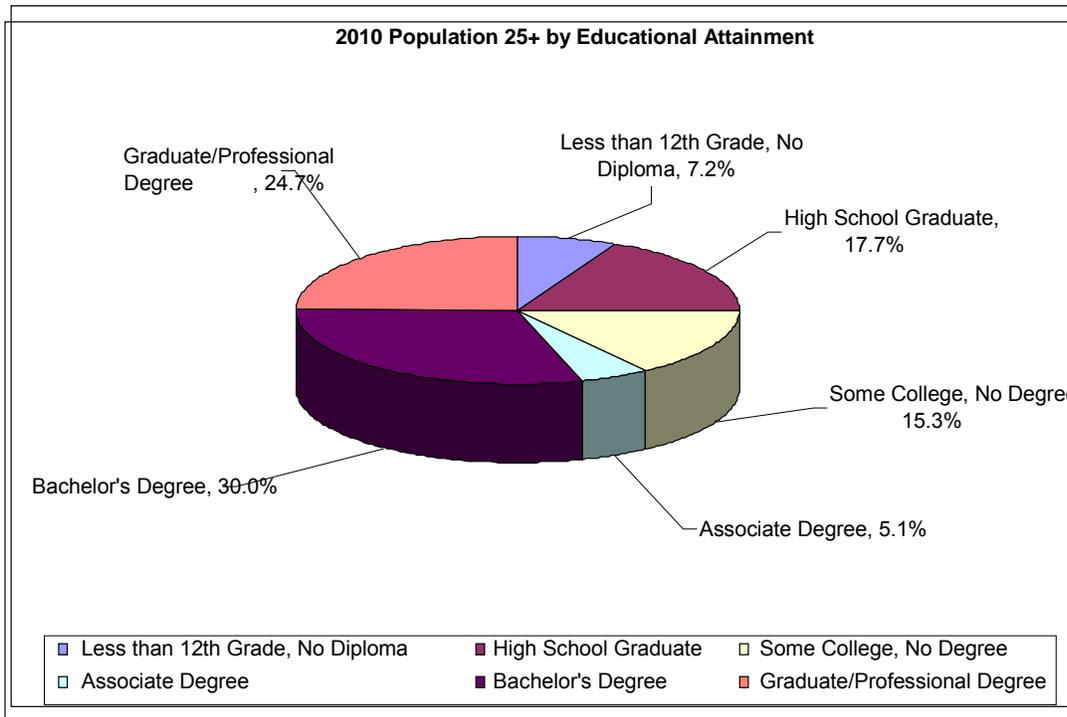


2000 Population 3+ by School Enrollment

Total	12,025
Enrolled in Nursery/Preschool	2.1%
Enrolled in Kindergarten	1.5%
Enrolled in Grade 1-8	10.7%
Enrolled in Grade 9-12	5.8%
Enrolled in College	4.8%
Enrolled in Grad/Prof School	2.0%
Not Enrolled in School	73.1

2010 Pop. Age 25+ by Educational Attainment

Less than 12th Grade, No Diploma	7.2%
High School Graduate	17.7%
Some College, No Degree	15.3%
Associate Degree	5.1%
Bachelor's Degree	30.0%
Graduate/Professional Degree	24.7%



2000 Workers Age 16+ Means of Transportation to Work

<u>Total</u>	<u>5,440</u>
Drove Alone - Car, Truck, or Van	78.6%
Carpooled - Car, Truck, or Van	10.4%
Public Transportation	5.1%
Walked	1.1%
Other Means	0.2%
Worked at Home	4.6%

2000 Workers 16+ by Travel Time to Work

<u>Total</u>	5,440
Did Not Work at Home	95.4%
Less than 5 minutes	0.8%
5 to 9 minutes	8.3%
10 to 19 minutes	25.5%
20 to 24 minutes	12.9%
25 to 34 minutes	20.5%
35 to 44 minutes	10.2%
45 to 59 minutes	9.2%
60 to 89 minutes	6.4%
90 or more minutes	1.5%
Worked at Home	4.6%

Average Travel Time to Work (in min) 27.1

2000 Households by Vehicles Available

<u>Total</u>	4,482
None	8.2%
1	29.0%
2	44.1%
3	13.7%
4	4.2%
5+	0.7%

Average Number of Vehicles Available 1.8

LEGISLATIVE DISTRICTS

Illinois Governor

Pat Quinn

United States Senators

Richard Durbin

Mark Kirk

United States Representative

9th Congressional District

Jan Schakowsky

Illinois Senator

8th Senate District

Ira Silverstein

Illinois Representatives

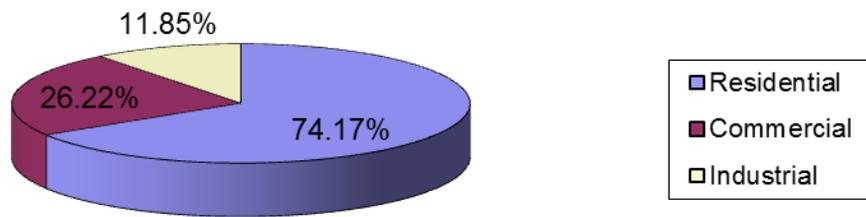
15th Representative District

John D'Amico

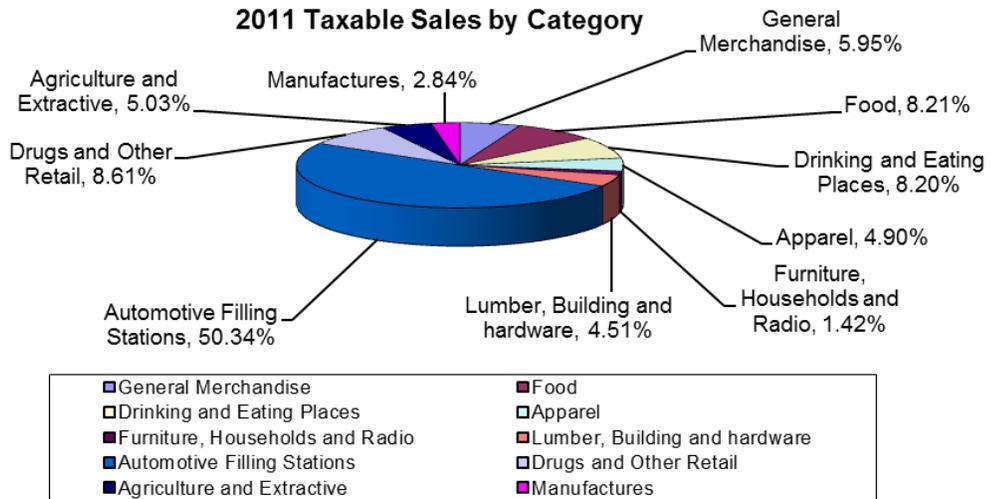
16th Representative District
Louis Lang

Cook County Board Commissioner
District 13
Larry Suffredin

2011 Assessed and Estimated Actual Value of Taxable Property



2011 Taxable Sales by Category



Debt Administration

Village of Lincolnwood

Debt Administration

Since Lincolnwood has a population of less than 50,000, the village is limited to issuing debt in the aggregate of 8.625% of equalized assessed valuation. Using 2011 values of \$693,817,000 (the most recent available information) this limitation would allow for \$59,841,716 in debt as compared to the \$5,085,000 now outstanding. Maintaining significantly lower debt levels provides for greater flexibility in issuing additional bonds if the need arises.

The Village of Lincolnwood has not used long-term debt to fund operating programs, but has used the proceeds of all bond issues for capital outlay purposes only. In addition to bond proceeds, the Village's ongoing capital improvement program is funded on a pay-as-you-go-basis by certain operating revenues including gas tax and home rule sales tax. When the Village utilizes long-term debt financing, it ensures that the debt is financed soundly by: conservatively projecting the revenue source that shall be utilized to repay the debt; make every effort to limit the payback period of the debt to 80 percent of the useful life of the capital expenditure; determine the cost benefit of the capital expenditure, including interest, shall benefit future citizen; and the amount of long-term financing for capital expenditures shall not exceed 90 percent of the fair market value of the cost.

The Village bond rating by Moody's on general obligation bonds has recently been affirmed to be Aa1. The following are the outstanding bond issues as of May 1, 2013.

General Government Debt

Refunding bond issue – The Village issued \$4,415,000 of general obligation bonds in October, 2011 and refunded the December, 2002A and 2002B issues.

Refunding bond issue – The Village issued \$5,230,000 of general obligation bonds in February, 2004 and refunded the October, 2001 issue.

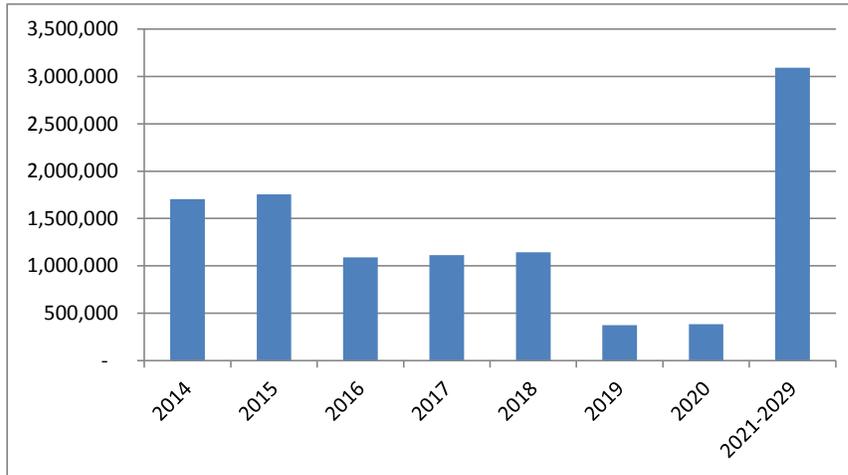
Fire Truck Loans– The Village has two outstanding loans on the purchase of a fire truck. The first loan is a twenty year interest free loan totaling \$212,500 at May 1, 2013 from the Illinois Finance Authority. The second loan totals \$494,351 at May 1, 2013 from Oshkosh Capital and will be paid back over a period of ten years.

Enterprise Fund Debt

IEPA Loan – The Village obtained a low interest loan from the Illinois Environmental Protection Agency to fund certain watermain replacements, replace all new water meters and install an automated meter reading system, and install safety improvements to the Village water pumping station. The loan, which totals \$4,860,165 at May 1, 2013, will be paid back over a period of twenty years. The debt service for this loan is included in the Water and Sewer Fund budget.

**Village of Lincolnwood
Schedule of Debt Service Principal Payments**

Fiscal Year	General Governmental Debt					Enterprise Fund Debt		Total
	2011A 5Mil GOB	2112B 4 Mil GOB	2004 5.23 Mil Refunding	2010 250,000 Loan	2011 \$592,652 Loan	Total Governmental Debt	2009 5.65 Mil IEPA Loan	
2014	375,000	335,000	670,000	12,500	52,552	1,445,052	260,268	1,705,320
2015	385,000	345,000	690,000	12,500	54,959	1,487,459	266,816	1,754,275
2016	390,000	355,000		12,500	57,476	814,976	273,528	1,088,504
2017	400,000	360,000		12,500	60,109	832,609	280,408	1,113,017
2018	410,000	370,000		12,500	62,862	855,362	287,462	1,142,824
2019				12,500	65,741	78,241	294,695	372,936
2020				12,500	68,752	81,252	302,108	383,360
2021				12,500	71,900	84,400	309,708	394,108
2022				12,500		12,500	317,498	329,998
2023				12,500		12,500	325,486	337,986
2024-2029				87,500		87,500	1,942,188	2,029,688
Total	1,960,000	1,765,000	1,360,000	212,500	494,351	5,791,851	4,860,165	10,652,016



**Village of Lincolnwood
Schedule of Debt Service Interest Payments**

General Government Debt **Enterprise
Fund Debt**

Fiscal Year	2011A 5 Mil GOB	2011B 4 Mil GOB	2004 5.23 Mil Refunding	2011 592,652 Loan	Total Governmental Debt	2009 5.65 Mil IEPA Loan	Total
2014	39,200	35,300	42,515	22,641	139,656	119,887	259,543
2015	31,700	28,600	20,882	20,234	101,416	113,340	214,756
2016	24,000	21,700		17,717	63,417	106,627	170,044
2017	16,200	14,600		15,085	45,885	99,747	145,632
2018	8,200	7,400		12,332	27,932	92,693	120,625
2019				9,453	9,453	85,462	94,915
2020				6,442	6,442	78,048	84,490
2021				3,293	3,293	70,448	73,741
2022						62,658	62,658
2023						54,670	54,670
2024-2029						148,682	148,682
Total	119,300	107,600	63,397	107,197	397,494	1,032,262	1,429,756

Village of Lincolnwood
Schedule of Debt Service Principal & Interest Payments

General Governmental Debt **Enterprise Fund Debt**

Fiscal Year	2011A 5 Mil GOB	2011B 4 Mil GOB	2004 5.23 Mil Refunding	2010 250,000 Loan	2011 592,652 Loan	Total Governmental Debt	2009 5.65 Mil IEPA Loan	Total
2014	414,200	370,300	712,515	12,500	75,193	1,584,708	380,155	1,964,863
2015	416,700	373,600	710,882	12,500	75,193	1,588,875	380,156	1,969,031
2016	414,000	376,700		12,500	75,193	878,393	380,155	1,258,548
2017	416,200	374,600		12,500	75,193	878,493	380,155	1,258,648
2018	418,200	377,400		12,500	75,193	883,293	380,155	1,263,448
2019				12,500	75,193	87,693	380,157	467,850
2020				12,500	75,193	87,693	380,156	467,849
2021				12,500	75,198	87,698	380,156	467,854
2022				12,500		12,500	380,156	392,656
2023				12,500		12,500	380,156	392,656
2024-2029				87,500		87,500	2,090,870	2,178,370
Total	2,079,300	1,872,600	1,423,397	212,500	601,549	6,189,346	5,892,427	12,081,773

Property Tax Information

Property tax Rates- All Direct and Overlapping Governments

Last Ten Years

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Village of Lincolnwood	0.799	0.820	0.700	0.679	0.704	0.586	0.576	0.585	0.661	0.753
Lincolnwood Public Library	0.332	0.388	0.335	0.323	0.339	0.285	0.280	0.286	0.289	0.330
School District No. 74	2.911	3.109	2.752	2.697	2.807	2.348	2.313	2.363	2.666	3.034
Community High School District No. 219	1.776	2.090	2.013	2.007	2.374	2.114	2.120	2.267	2.538	2.904
Oakton Community College District No. 535	0.179	0.186	0.161	0.158	0.166	0.141	0.140	0.140	0.160	0.196
Niles Township	0.033	0.033	0.030	0.029	0.031	0.027	0.027	0.029	0.032	0.037
Niles Township General Assistance	0.003	0.003	0.003	0.002	0.003	0.003	0.003	0.003	0.004	0.005
North Shore Mosquito Abatement District	0.009	0.009	0.008	0.008	0.009	0.008	0.008	0.008	0.000	0.010
County of Cook	0.534	0.489	0.471	0.421	0.500	0.186	0.224	0.203	0.009	0.223
Cook County Health Facilities	0.156	0.141	0.122	0.112	0.000	0.093	0.086	0.086	0.228	0.078
Forest Preserve District of Cook County	0.061	0.059	0.060	0.060	0.057	0.053	0.051	0.049	0.082	0.058
Cook County Consolidated Elections	0.000	0.029	0.000	0.014	0.000	0.012	0.000	0.021	0.051	0.025
Suburban Cook County T.B. Sanitarium District	0.006	0.004	0.001	0.005	0.005	0.167	0.105	0.105	0.113	0.161
Metro Water Reclamation District of Greater Chicago	0.371	0.361	0.347	0.315	0.284	0.263	0.252	0.261	0.274	0.320
Total Rate per \$100 of EAV	7.170	7.721	7.003	6.830	7.279	6.286	6.185	6.406	7.107	8.134

Village of Lincolnwood
Assessed and Estimated Actual Value of Taxable Property
Last Ten Levy Years

Fiscal Year	Tax Year Levy	Real Property (000's)		Ratio of Total Assessed Value to Total Estimated Actual Value
		Equalized Assessed Value	Estimated Actual Value	
2003	2002	527,042	1,660,182	0.32
2004	2003	526,109	1,657,242	0.32
2005	2004	629,177	1,943,604	0.32
2006	2005	669,007	3,066,865	0.32
2007	2006	667,457	2,060,637	0.32
2008	2007	822,179	2,469,000	0.32
2009	2008	886,487	2,615,030	0.32
2010	2009	857,206	2,573,874	0.32
2011	2010	778,894	2,339,018	0.32
2012	2011	693,817	2,168,178	0.32

**Ratio of General Bonded Debt to Equalized Assessed
Valuation and Net General Obligation Bonded Debt Per Capita**

Fiscal Year	Population (000)	Assessed Value (000)	Gross Bonded Debt	Debt Payable from Enterprise Revenues	Debt Payable from TIF Revenues	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt per Capita
2002	12	527,042	11,700,000			11,700,000	2.22%	975
2003	12	526,109	20,299,495		5,000,000	15,299,495	2.91%	1,275
2004	12	629,177	19,320,605		4,730,000	14,590,605	2.32%	1,216
2005	12	627,900	17,781,933		3,345,000	14,436,933	2.30%	1,203
2006	12	669,007	15,963,233		3,135,000	12,828,233	1.92%	1,069
2007	12	667,457	13,875,000		2,921,250	10,953,750	1.64%	913
2008	12	822,179	12,025,000		2,700,000	9,325,000	1.13%	777
2009	12	886,487	10,120,000		2,475,000	7,645,000	0.86%	637
2010	12	857,206	8,930,000		2,242,500	6,687,500	0.78%	557
2011	12	778,894	7,700,000		1,998,750	5,701,250	0.73%	475

**Ratio of General Bonded Debt to Equalized Assessed
Valuation and Net General Obligation Bonded Debt Per Capita**

Fiscal Year	Population (000)	Assessed Value (000)	Gross Bonded Debt	Debt Payable from Enterprise Revenues	Debt Payable from TIF Revenues	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt per Capita
2002	12	527,042	#####			11,700,000	2.22%	975
2003	12	526,109	#####		5,000,000	15,299,495	2.91%	1,275
2004	12	629,177	#####		4,730,000	14,590,605	2.32%	1,216
2005	12	627,900	#####		3,345,000	14,436,933	2.30%	1,203
2006	12	669,007	#####		3,135,000	12,828,233	1.92%	1,069
2007	12	667,457	#####		2,921,250	10,953,750	1.64%	913
2008	12	822,179	#####		2,700,000	9,325,000	1.13%	777
2009	12	886,487	#####		2,475,000	7,645,000	0.86%	637
2010	12	857,206	8,930,000		2,242,500	6,687,500	0.78%	557
2011	12	778,894	7,700,000		1,998,750	5,701,250	0.73%	475

Village of Lincolnwood

Property Tax Levies and Collections For the Last Ten Years

Fiscal Year	Total Tax Levy	Current Tax Collections	Percent of Current Taxes Collected
2002	4,088,345	4,030,061	98.6%
2003	4,211,065	4,174,467	99.1%
2004	4,314,090	4,286,468	99.4%
2005	4,395,203	4,359,834	99.2%
2006	4,542,380	4,477,807	98.6%
2007	4,670,532	4,586,069	98.2%
2008	5,008,652	4,921,207	98.3%
2009	5,014,344	4,961,786	99.0%
2010	5,148,329	5,104,419	99.1% *
2011	5,224,118	5,121,721	98.0% *

*Tax levy still in collection

Glossary of Terms

GLOSSARY OF TERMS

ACCOUNT – A term used to identify an individual asset, liability, expenditure, revenue, or fund balance.

ACCOUNTING SYSTEM – The total structure of records and procedures which discover, record, classify, summarize and report information on the financial position and results of operation of a government or any of its funds, fund types, balanced account groups or organization components.

ACCRUAL BASIS OF ACCOUNTING - a basis of accounting where revenues are recognized in the accounting period in which they are earned and become measurable; expenses are recognized in the periods incurred, if measurable

ACTIVITY – The smallest unit of budgetary accountability and control which encompasses specific and distinguishable lines of work performed by an organizational unit for the purpose of accomplishing a function for which the government is responsible.

APPROPRIATION – A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in an amount and as to the time when it may be expended.

APPROPRIATIONS ORDINANCE – The official enactment by the governing board to legally authorize the government administration to obligate and expend resources.

ADOPTED – Abbreviation for “Approved/Adopted by Board of Trustees” found throughout the Budget book. Column of numbers represent the final funding levels adopted by the Board of Trustees at the conclusion of all budget deliberations. Those amounts filed with the County clerk in the annual appropriation/budget ordinance.

ASSESSED VALUATION – A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSETS – Property owned by a government which has a monetary value.

AVAILABLE FUND BALANCE – In a governmental fund, the balance of the net financial resources that are proposed or approved for appropriation in the upcoming fiscal year.

BOND – A written promise, to pay a specified sum of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable semi-annually.

BONDED DEBT – That portion of indebtedness represented by outstanding bonds.

BUDGET – A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUDGET MESSAGE – A general discussion on the proposed budget as presented in writing by the Village Administrator to the legislative body.

BUDGET REVIEW PROCESS – A description of the review process of the entire budget (including the Expanded Budget and five year capital Improvement Budget) by the Board of Trustees. Through a series of budget workshops, the Board of Trustees reviews the budget with the Village Administrator and appropriate Department Directors. Changes and adjustments made by the Board to line item accounts during the budget review process are entered in the “approved” column.

BUDGETARY CONTROL – The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

CAPITAL ASSETS – Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

CAPTIAL IMPROVEMENTS – Refers to any major project requiring the expenditure of public funds (over and above operating funds) for the construction, reconstruction or replacement of physical assets in the community. For purposes of financial reporting, the Village utilizes a capitalization threshold of \$10,000 for infrastructure and \$5,000 for other assets.

CIP – Capital Improvement Program – A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years.

FISCAL PERIOD – Any period at the end of which a government determines its financial position and the results of its operations.

FY- Fiscal Year – A twelve (12) month period to which the annual operating budget applies at the end of which a government determines its financial position and the results of its operations.

FIXED ASSET – Assets of a long term nature which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

FUND – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance wit special regulations, restrictions, or limitations (e.g. Motor Fuel Tax Fund, Water/Sewer Fund, etc.).

FUND BALANCE – The difference between fund assets and fund liability in a governmental or trust fund.

FUND EQUITY – An equity account reflecting the unreserved accumulated earnings of the Enterprise Funds.

GENERAL FUND – The fund used to account for all financial resources except those required to be accounted for in another fund.

GENERAL OBLIGATIONS BONDS – Bonds for the payment of which the full faith and credit of the issuing government are pledged.

GENERAL REVENUE – The revenues of a government other than those derived from the retained earnings in an Enterprise Fund. If a portion of the net income in an Enterprise Fund is contributed to

another non-Enterprise Fund, such as the Corporate Fund, the amounts transferred constitute general revenue of the government.

GOAL – A statement of broad direction, purpose, or intent, based on the needs of the community.

IEPA - Illinois Environmental Protection Agency - State regulatory agency that provides for the protection of the environment.

INTERFUND TRANSFERS – Amounts transferred from one fund to another.

INTERGOVERNMENTAL REVENUE – Revenue received for another government, such as the State of Illinois or other political subdivisions, for a specified purpose.

INVESTMENTS – Cash held in interest bearing accounts, securities, and real estate held for the production of revenues in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

IRMA – Intergovernmental Risk Management Agency, a consortium of seventy six (76) municipalities and special taxing districts in the Chicago metropolitan area organized pursuant to an intergovernmental agreement to provide risk management services and self-insurance for general liability, workers compensation, property and casualty, theft, etc. to its members.

LEVY – **(verb)** To impose taxes, special assessments, or special charges for the support of governmental activities. **(noun)** The total amount of taxes, special assessments, or service charges imposed by a government.

LONG TERM DEBT - Debt with a maturity of more than one year after the date of issuance.

MFT – Motor Fuel Tax – Revenue allocated by the state to municipalities for funding street improvements.

MODIFIED BASIS of ACCOUNTING- A basis of accounting where revenues are recognized in the accounting period they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt, which is recognized when due.

NET INCOME – Proprietary fund excess of operating revenues, non-operating revenues, and operating transfers – in over operating expenses, non-operating expenses, and operating transfers – out.

OBJECT – As used in expenditure classification, this term applies to the article purchased or the service obtained (as distinguished from the results obtained from expenditures). Examples are personnel services, contractual services, commodities, capital outlay and other expenditure classifications.

OBJECTIVE – Specific tasks to be accomplished in order to meet goals.

OPERATING BUDGET - The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, services, etc.

OPERATING EXPENSES – Proprietary fund expenses which are directly related to the fund’s primary service activities.

OPERATING INCOME – The excess of proprietary fund operating revenues over operating expenses.

PENSION TRUST FUND – A trust fund used to account for public employee retirement systems. Pension Trust Funds are accounted for in essentially the same manner as proprietary funds, but with an important expanded emphasis on required fund balance reserves.

PERSONNEL SERVICES – Items of expenditures in the operating budget for salaries and wages paid for services performed by Village employees.

RESERVED FUND BALANCE OR EQUITY – An account used to indicate that a portion of fund balance or equity is legally restricted and not available for appropriation.

RESOURCES - Total dollars available for appropriations including estimated revenues, fund transfers and beginning fund balances.

REVENUES – Increases in governmental fund type, net current assets and residual equity transfers.

SOURCE OF REVENUE – Revenues classified according to their source or point of origin.

SPECIAL REVENUE FUND – A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes.

TAX LEVY – The total amount to be raised by general property taxes for operating and debt service purposes specified in the Tax Levy Ordinance.

TAX LEVY ORDINANCE – An ordinance by means of which taxes are levied.

TAX RATE LIMIT – The maximum rate at which a government may levy a tax. Overall tax rate limits usually restrict levies for all purposes of all governments, state and local having jurisdiction in a given area.

TAXES – Compulsory charges levied by a government for the purpose of financing services performed for the common public benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments.

TIF – Tax Increment Financing or the act of capturing the amount of property taxes levied by a taxing unit for the year on the appraised value of real estate located within a defined investment zone. The tax increments are paid into the TIF fund and used to pay project costs within the zone, including debt service obligations.

TRUST FUNDS – Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments, and/or other funds.

USER CHARGES OR FEES – The payment of a fee for direct receipt of a public service by the party benefiting from the service.

Capital Improvement Program

Capital Improvement Program

Fiscal Years 2014 – 2018

Capital Improvement Program Summary

The Village of Lincolnwood annually prepares a Capital improvement Program (CIP) for the six-year period beginning with the upcoming fiscal year. Since capital projects and equipment have a large impact on the Village's budget, the document provides an overview of potential projects and equipment that may need to be pursued over the ensuing five-year period. By planning several years out, the Village can plan for major improvements and expenditures and develop multi-year financing strategies to accommodate large outlays. The CIP contains all capital expenditures for improvement projects and equipment that are projected to cost in excess of \$10,000 and have an expected lifetime of more than one year.

The CIP is subject to review and modification during and after the final budget process based on available resources and the expenditure requirements of the operating budget. The CIP is a planning document. All expenditures shown in the Fiscal 2014 column appear as capital expenditures throughout the proposed Fiscal 2014 budget.

VILLAGE OF LINCOLNWOOD
CAPITAL IMPROVEMENT PROGRAM
FY 2014- FY 2018

Table of Contents

	<u>Page</u>
Introduction	C-1
Purpose of the Capital Improvement Program	C-1
Capital Improvement Program Definition	C-2
Capital Improvement Program Development	C-3
Summary Tables	C-3
Evaluation Criteria	C-4
Capital Improvement Program Project Detail	C-6
Table: FY 2014-2018 Capital Improvement Expenditures	C-7
General Fund Program Summary by Department	C-8
Capital Improvement Detail	C-9
Administration	C-10
Emergency Back up Power Preparedness	C-11
Community Development	C-12
McCormick Blvd Median Landscape & Sidewalk	C-13
Edens Sidewalk & Landscape Project	C-15
Lincoln Avenue Streetscape Improvements	C-17
Public Works	C-19
Sidewalk Replacement Program	C-20
Parkway Tree Planting Program	C-22
Touhy Overpass for Skokie Valley Bike Trail	C-24
Bike Lane Lining and Signing	C-26
Pratt and Central Traffic Signal	C-28
Crawford Avenue Reconstruction	C-30
Street Light Replacement Program	C-32

Parks & Recreation	C-34
Com Ed Bike Path Development	C-35
Union Pacific Bike Path Development	C-37
Community Center	C-39
Playground Replacement	C-41
Centennial Park	C-43
Proesel Park Aquatic Center Renovations	C-45
Public Works / NEID TIF	C-47
Trees and Sidewalks	C-48
Water Fund	C-50
Sewer Televising Improvements	C-51
Stormwater Improvement- Berms and Restrictors	C-53
Table: FY 2014-2018 Capital Vehicles/Equipment Program Detail by Department	C-55

VILLAGE OF LINCOLNWOOD
CAPITAL IMPROVEMENT PROGRAM
FY 2014- FY 2018

Introduction

A Capital Improvement Program (CIP) is a multi-year plan identifying capital projects to be funded during the planning period. It identifies each proposed project to be undertaken, the year in which the project will be initiated, the amount expected to be expended on the project each year, and the proposed amount of financing for these expenditures. The CIP is a tool that can help elected officials ensure that decisions on capital projects are made wisely and are well planned.

Purpose of the Capital Improvement Program

The basic reasons for developing a Capital Improvement Program include providing a financial management tool for elected and appointed officials, linking the comprehensive planning process with the fiscal planning process, providing elected officials with a formal method for decision making, and providing a public relations document for reporting the intentions of the elected officials to community residents and business leaders.

- **Financial Management Tool-** An overriding consideration in developing a Capital Improvement Program is to prioritize current and future needs of the community. Capital Improvement Programs consider not only what the community needs, but, equally important, what it can afford. By explicitly recognizing the jurisdiction's financial outlook and the revenues and financing mechanisms that are anticipated to be available for the Capital Improvement Program, projects can be prioritized to ensure that the most important needs and goals of the community are achieved. Developing a fiscally constrained Capital Improvement Program based on realistic estimates of revenues, enhances the ability of the Capital Improvement Program to serve as a planning and management tool rather than as a wish list of projects that cannot be fully implemented.
- **Link to Comprehensive Plan-** The preparation of the Capital Improvement Program considers not only repair and replacement of existing utilities and other public

improvements, but also identifies facilities expected to be needed in the future. Changing population characteristics and land uses may require additional improvements to the water and sewer systems, public buildings, and other public services and facilities. In developing the Capital Improvement Program, these new demands must be weighed against the need to maintain existing infrastructure with the final financing decision based upon the goals and objectives established through the comprehensive planning process.

- **Formal Mechanism for Decision Making-** The Capital Improvement Program provides Village officials with an orderly process for planning and budgeting for capital needs. During the process of developing and implementing the Capital Improvement Program a wide range of issues must be addressed, including agreeing on policies which will shape the program, estimating and prioritizing the capital needs, identifying funding sources, and implementing and monitoring the project delivery.
- **Public Information Document-** The Capital Improvement Program report presents a description of the projects proposed to be undertaken during the program period. This document can be used to communicate to residents, business owners and operators, and other stakeholders in the community the Village's public improvement priorities and implementation schedule. By using this process the community is given a better understanding of the Village needs and the means for addressing them.

There are significant benefits to be derived by the preparation of a Capital Improvement Program; it is this promise that makes the staff time and effort necessary to participating in the development of the program worthwhile.

Capital Improvement Project Definition

A capital improvement project is a major, non-recurring expenditure that meets the criteria identified in one of the categories described below:

1. Site Acquisition- Acquisition of land for a public purpose.
2. Facility Construction or Repair- Construction of a new facility or an addition to or extension of an existing facility; a non-recurring major repair of all or part of the

- building, its grounds, or its equipment. The cost of the project must be at least \$10,000; and the improvement must have an estimated useful life of at least ten (10) years.
3. Equipment Purchase- Purchase of a piece of equipment or a number of pieces of the same equipment whose total cost is at least \$10,000 and whose estimated useful life is at least five (5) years, (three [3] years for computer equipment).
 4. Planning or Design- Planning feasibility, engineering, or design studies related to an individual capital improvement project or to a program that is implemented through an individual capital improvement project.
 5. Software- Purchase of new software or version upgrades needed to maintain the network at optimal levels.

Capital Improvement Program Development

Each project included in the Capital Improvement Program is described on the “Project Description” and the “Project Cost Summary” forms. An assessment of project/expenditure priority should be determined in light of anticipated fiscal constraints and Village needs. Each set of Village Department project descriptions is organized by the fiscal year in which the project is expected to begin. This organization becomes evident when scanning the summary table “FY 2014-FY 2018 Capital Improvement Program Summary by Department.”

Summary Tables

The tables entitled “FY2014-FY2018

Capital Improvement Program and Capital Vehicles/Equipment Summary by Department” lists all projects/expenditures submitted for funding consideration during the next five (5) fiscal years. It identifies those expenditures for which funding was determined by the Department Head submitting the project to be most critical in Fiscal Year 2013-2014. The total Capital Improvement Program proposed for Fiscal Year 2013-2014 is \$8,137,783 with projected grants, donations and other funding totaling \$5,885,283 leaving the Village of Lincolnwood with a total projected cost of \$2,252,500.

Evaluation Criteria

As each project description was being developed, the submitting department was asked to identify the benefits derived from the project and to indicate all of the “Evaluation Criteria” which would be satisfied by the project’s implementation. The evaluation criteria were developed to assist both administrative staff and elected officials in judging the importance of the project.

The “Evaluation Criteria” which were to be used in completing the “Project Description” form are listed below:

1. **New or Substantially Expanded Facility-** Construction or acquisition of a new facility (including land), acquisition of new equipment, or major expansion of an existing facility that provides a new service or a level of service not now available.
2. **Rehabilitate Deteriorated Facility-** Reconstruction or extensive rehabilitation to extend a facility’s useful life which will avoid or postpone replacing the facility with one which is new and/or more costly; if rehabilitation or reconstruction is not feasible, replacement of the facility with one which will provide the same level of service.
3. **Systemic Replacement-** Replacement or upgrade of a facility or piece of equipment as part of a scheduled replacement program. This investment assumes the facility or equipment will be replaced to provide approximately the same level of service that is currently being provided.
4. **Protection and Conservation of Resources or Existing Investment-** A project that protects natural resources that are at risk of being reduced in amount or quality, or an investment in existing infrastructure which protect against excessive demand or overload that threatens the capacity or useful life of an existing facility or piece of equipment.
5. **Coordination-** A project which must be undertaken to insure proper sequencing or scheduling with another project (e.g., scheduling a sewer project to coincide with a street reconstruction project so that the newly resurfaced street is not disturbed some year after it is completed); or a project that is necessary to comply with requirements

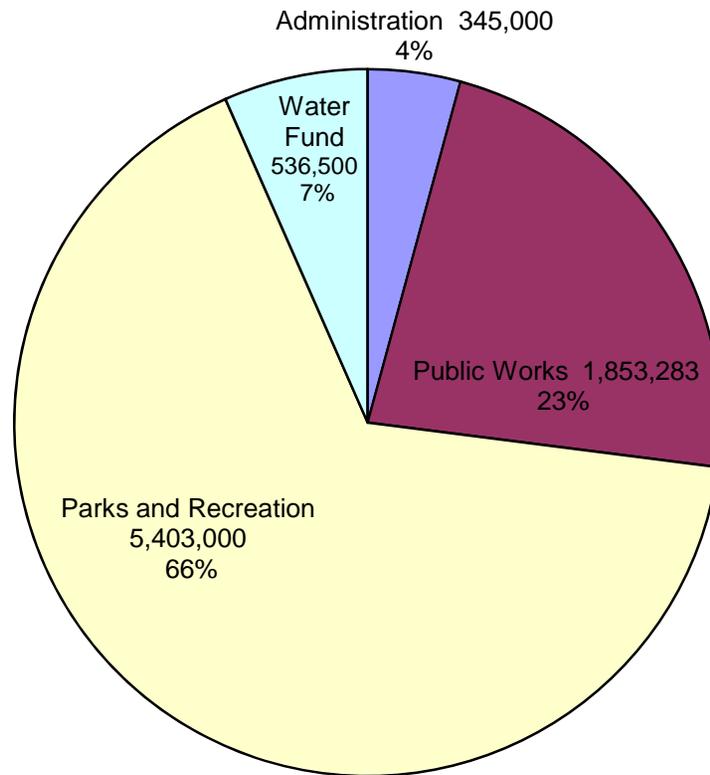
imposed by another jurisdiction (e.g., a court order, a change in federal or state law or administrative ruling, an agreement with another village or governmental agency).

6. **Reduce Risk to Public Safety or Health-** A project which protects against a clear and immediate risk to public safety or public health.
7. **Improvement of Operating Efficiency-** A project that substantially and significantly improves the operating efficiency of a department; or one which has a very favorable return on investment with the promise of reducing existing or future increases in operating expenses.
8. **Equitable Provision of Services or Facilities-** A project that serves the special needs of a segment of the Village's population identified by public policy as deserving of special attention (e.g., the handicapped, the elderly, or low- and moderate-income persons); or a project that, considering existing services or facilities, makes equivalent facilities or services available to neighborhoods or population groups that could be considered to be underserved.
9. **Maintenance or Increase of Property Value-** A project which benefits the adjacent properties to the extent that property values will either stabilize or increase (e.g., street resurfacing or alley paving directly benefit the properties adjacent).

Capital Improvement Program Project Detail

A detailed description of each project shown on the preceding tables is included below. The project descriptions are presented in the order in which they appear on the table "FY 2014-FY 2018 Capital Improvement Program Summary by Department." Projects, which are proposed for funding in FY 2013-2014, are followed in order by projects proposed for each of the remaining fiscal years.

FY 2013-2014 Capital Improvement Expenditures - \$8,137,783



VILLAGE OF LINCOLNWOOD
 FY 2014- FY 2018 CAPITAL IMPROVEMENT PROGRAM
 (VILLAGE COSTS)

DEPARTMENT	PROJECT NAME	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	TOTAL COST	PROJECT NAME
<i>Administration</i>								
	Emergency Backup Power Preparedness	345,000			846,978		1,191,978	Emergency Backup Power Preparedness
<i>Community Development</i>								
	McCormick Blvd Median Landscape & Sidewalk				500,000		500,000	McCormick Blvd Median Landscape & Sidewalk
	Edens Sidewalk & Landscape Project					500,000	500,000	Edens Sidewalk & Landscape Project
	Lincoln Avenue Streetscape Improvements		30,000	2,150,170	2,069,100	2,127,180	6,376,450	Lincoln Avenue Streetscape Improvements
<i>Public Works</i>								
	Sidewalk Replacement Program	80,000	85,000	90,000	95,000	100,000	450,000	Sidewalk Replacement Program
	Parkway Tree Planting Program	40,000	40,000	40,000	40,000	40,000	200,000	Parkway Tree Planting Program
	Street Light Replacement Projects	1,178,083	1,664,850	1,579,947	1,563,940		5,986,820	Street Light Replacement Projects
	Touhy Overpass for Skokie Valley Bike Trail	32,000	110,000	1,570,000			1,712,000	Touhy Overpass for Skokie Valley Bike Trail
	Bike Lane Lining and Signing	13,200	132,000				145,200	Bike Lane Lining and Signing
	Crawford Avenue- Street Lights & Sidewalk	420,000	300,000	300,000	300,000		1,320,000	Crawford Avenue- Street Lights & Sidewalk
	Pratt and Central Traffic Signal	60,000	752,000				812,000	Pratt and Central Traffic Signal
<i>Parks and Recreation</i>								
	ComEd Bike Path Development	218,000	110,000	785,000	785,000		1,898,000	ComEd Bike Path Development
	Union Pacific Land Acquisition	5,055,000					5,055,000	Union Pacific Land Acquisition
	Union Pacific Bike Path Development		825,000				825,000	Union Pacific Bike Path Development
	Community Center Expansion			2,700,000	2,700,000		5,400,000	Community Center Expansion
	Playground Replacement	100,000	120,000	200,000	120,000	120,000	660,000	Playground Replacement
	Channel Runne Park Project Phase III			300,000			300,000	Channel Runne Park Project Phase III
	Proesel Park Aquatic Center Renovations	30,000	110,000	185,000	550,000	1,500,000	2,375,000	Proesel Park Aquatic Center Renovations
<i>Public Works/NEID TIF Fund</i>								
	Parkway Tree Planting and Sidewalk Installation	30,000	30,000	30,000	30,000	30,000	150,000	Parkway Tree Planting and Sidewalk Installation
<i>Water Fund</i>								
	Sewer Televising improvements	346,500	275,000				621,500	Stormwater Improvement Project
	Stormwater Improvement-Berms and Restrictors	190,000	2,000,000	2,000,000	2,000,000		6,190,000	Stormwater Improvement-Berms and Restrictors
	Crawford Avenue- Water Mains, Hydrants and Flow Meter		380,000	380,000	380,000		1,140,000	
Total Capital Improvement Project Costs		8,137,783	6,963,850	12,310,117	11,980,018	4,417,180	43,808,948	
<i>Projected Grants, Donations and Other Funding</i>								
	ComEd Bike Path Development-Grant Funding	174,400	88,000	628,000	628,000		1,518,400	ComEd Bike Path Development-Grant Funding
	Union Pacific Land Acquisition-Grant Funding	4,028,000					4,028,000	Union Pacific Land Acquisition-Grant Funding
	Union Pacific Trail Development-Grant Funding		688,000				688,000	Union Pacific Trail Development-Grant Funding
	Resident Reimbursement from Parkway Tree Program	5,000	5,000	5,000	5,000	5000	25,000	Resident Reimbursement from Parkway Tree Program
	Street Lights- from Transportation Impv. and MFT Funds	1,598,083	1,964,850	1,879,947	1,863,940		7,306,820	Street Lights- from Transportation Impv. Fund
	Pratt and Central Traffic Signal/Grants-Donations	45,000	727,000				772,000	Grant-Donations and other sources
	Playground Replacement/Grants-Donations			100,000			100,000	Grant-Donations and other sources
	Proesel Park Aquatic Center Renovation Grant Funding- 50%					1,500,000	1,500,000	Grant-Donations and other sources
	Community Center Grant Funding				2,700,000		2,700,000	DCEO Grant Funding/parks
	Grant Funding (RTP)			150,000			150,000	Grant Funding (RTP)
	Bike Lane stripping/Grant-Donations	9,200	99,000				108,200	Grant Funding (RTP)
	Touhy overpass/Grant-/Donations	25,600		1,256,000			1,281,600	Grant-Donations
Total Projected Grants, Donations and Other Funding		5,885,283	3,571,850	4,018,947	5,196,940	1,505,000	20,178,020	
Net Costs Incurred by Village After Projected Funding		2,252,500	3,392,000	8,291,170	6,783,078	2,912,180	23,630,928	

Village of Lincolnwood
CIP - Capital Improvement Project - Department Summary
For The Periods as Shown

PROJECT	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	Total
Administration						
Total Projects	345,000	-	-	846,978	-	1,191,978
Community Development						
Total Projects	-	30,000	2,150,170	2,569,100	2,627,180	7,376,450
Public Works						
Total Projects	1,823,283	3,083,850	3,579,947	1,998,940	140,000	10,626,020
Funded by: Other Funds and Grants	(1,682,883)	(2,795,850)	(3,140,947)	(1,868,940)	(5,000)	(9,493,620)
Total Projects	140,400	288,000	439,000	130,000	135,000	1,132,400
Parks & Recreation						
Total Projects	5,403,000	1,165,000	4,170,000	4,155,000	1,620,000	16,513,000
Funded by: Grants	(4,202,400)	(776,000)	(878,000)	(3,328,000)	(1,500,000)	(10,684,400)
Total Projects	1,200,600	389,000	3,292,000	827,000	120,000	5,828,600
Water Fund						
Total Projects	536,500	2,655,000	2,380,000	2,380,000	-	7,951,500
NEID						
Total Projects	30,000	30,000	30,000	30,000	30,000	150,000
Total Capital Improvement Projects						
Funded by: Grants, Reimbursements, Donations and Other Funds	(5,885,283)	(3,571,850)	(4,018,947)	(5,196,940)	(1,505,000)	(20,178,020)
Projected Department Costs	2,252,500	3,392,000	8,291,170	6,783,078	2,912,180	23,630,928

Capital Improvement Detail

Village of Lincolnwood
 CIP - Capital Improvement Project - Department Summary
 For The Periods as Shown

<u>Department</u>	<u>Administration</u>				
<u>Project</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
Emergency Backup Power Preparedness	345,000			846,978	
Totals	<u>345,000</u>	<u>-</u>	<u>-</u>	<u>846,978</u>	<u>-</u>

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 1/31/2013

Department: Admin and NEID TIF

Project Name and Location Emergency Backup Power Preparedness

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design	\$ 10,000					
Site, etc. Acquisition						
Vehicle/ Equipment					\$ 412,600	
Construction/ Repair					\$ 434,378	
Other Costs Consulting						
Total Project Cost	\$ 10,000	\$ 345,000	\$ -	\$ -	\$ 846,978	
Funding						
Cost to Village		\$ 345,000	\$ -	\$ -	\$ 846,978	\$ -
Grant/Donation						
Total Funding	\$ 10,000	\$ 345,000	\$ -	\$ -	\$ 846,978	\$ -

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

This project consists of installing generators at the Public Works Main Facility and the Water Standpipe and expanding generator capacity at the Municipal Center to prepare for power outages that result in a disruption of providing services to the public.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Village of Lincolnwood
 CIP - Capital Improvement Project - Department Summary
 For The Periods as Shown

<u>Department</u>	<u>Community Development</u>				
<u>Project</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
McCormick Blvd Median Ldscape & Sidwk				500,000	
Edens Sidewalk & Landscape Project					500,000
Lincoln Avenue Streetscape Improvements		30,000	2,150,170	2,069,100	2,127,180
Totals	-	30,000	2,150,170	2,569,100	2,627,180

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/29/2012

Department: Community Development

Project Name and Location McCormick Boulevard Median Landscape and Sidewalk

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			-		500,000	
Other Costs						
Total Project Cost			-		500,000	
Funding						
Cost to Village			-		500,000	
Grant/Donation						
Total Funding			-		500,000	

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Financing Other than Current Revenue Sources and Other Information:

General Fund - Revenue Transfer

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 29-Nov Department: Community Development

Project Name and Location: McCormick Blvd Median Landscaping and Sidewalk

Name of Contractor:

<u>Type of Project:</u>		Facility Construction	[x]
Site Acquisition	[]	Facility Repair	[]
Vehicle/Equipment Purchase	[]	Planning/Design	[x]

Description of Project

Installation of a landscaped median in McCormick Blvd and west sidewalk

Project Benefits

The project is recommended in the Village's Beautification Opportunities Plan to improve the Village's appearance, eliminate an eyesore and increase pedestrian safety.

Implementation Schedule

Dates Explanation

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/29/2012

Department: Community Development

Project Name and Location Edens Sidewalk and landscaping Project

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						500,000
Other Costs						
Total Project Cost						500,000
Funding						
Cost to Village						500,000
Grant/Donation						
Total Funding						500,000

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Financing Other than Current Revenue Sources and Other Information:

General Fund - Revenue Transfer

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 29-Nov Department: Community Development

Project Name and Location: Edens sidewalk and landscaping project

Name of Contractor: _____

Type of Project: _____ Facility Construction [x]

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design [x]

Description of Project

Installation of a sidewalk or pedestrian path and landscaping along the espressway right-of-way

Project Benefits

To improve pedestrian travel and facilities in the Village, to beautify the area and to improve the Village's image. Project is recommended in the Village's Beautification Opportunities Plan.

Implementation Schedule

Dates _____ Explanation _____

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12.7.2012

Department: Community Development

Project Name and Location Lincoln Avenue Streetscape Improvements

Cost Elements	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design			195,470	188,100	193,380
Site, etc. Acquisition					
Vehicle/ Equipment					
Construction/ Repair		30,000	1,777,000	1,710,000.00	1,758,000
Other Costs			177,700	171,000	175,800
Total Project Cost		30,000	2,150,170	2,069,100	2,127,180
Funding					
Cost to Village		30,000	2,150,170	2,069,100	2,127,180
Grant/Donation					
Total Funding		30,000	2,150,170	2,069,100	2,127,180

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Project costs are an estimate provided by the engineering consultant.

Financing Other than Current Revenue Sources and Other Information:

Financing provided through Motor Fuel Tax Fund.

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/29/2012 Department: Community Development

Project Name and Location: Lincoln Avenue Streetscape Project

Name of Contractor: Gewalt Hamilton

Type of Project: Facility Construction []

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project

Carries forward the community vision enunciated by in the 2005 Task Force Report for the corridor. this plan incorporates multi-modal transportation alternatives. In addition to accommodating vehicle traffic and encouraging pedestrian use of the public right-of-way, this streetscape plan also calls for creation of dedicated bike lanes in the corridor, consistent with regional bikeway plans.

Project Benefits

Designated parking lanes for much of the corridor, improves pedestrian safety and pedestrian crosswalks, assists in reducing high traffic speeds of vehicles, modifies certain corridor intersections to improve public safety, minimizes parkway curb cuts and envisions completion of median landscaping, parkway restoration and installation of new street lighting and attractive pedestrian-friendly amenities.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 2013-2014</u>	<u>Touhy Avenue to Tripp Avenue</u>
<u>FY 2014-2015</u>	<u>Tripp Avenue to Pratt Avenue</u>
<u>FY 2015-2016</u>	<u>Pratt Avenue to Proesel Avenue</u>
<u>FY 2016-2017</u>	<u>Proesel Avenue to Devon Avenue</u>

Village of Lincolnwood
 CIP - Capital Improvement Project - Department Summary
 For The Periods as Shown

<u>Department</u>	<u>Public Works</u>				
<u>Project</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
Sidewalk Replacement Program	80,000	85,000	90,000	95,000	100,000
Parkway Tree Planting Program	40,000	40,000	40,000	40,000	40,000
Funded by: Resident reimbursement	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Touhy Overpass for Skokie Valley Bike Trail	32,000	110,000	1,570,000		
Funded by Grant/Donation	(25,600)		(1,256,000)		
Bike Lane Lining and Signing	13,200	132,000			
Funded by Grant/Donation	(9,200)	(99,000)			
Pratt and Central Traffic Signal	60,000	752,000			
Funded by Grant/Donation	(45,000)	(727,000)			
Crawford Avenue Reconstruction	420,000	300,000	300,000	300,000	
Street Light Replacement Program	1,178,083	1,664,850	1,579,947	1,563,940	
Funded by: Transportation Improvement Funds and MFT Funds	(1,598,083)	(1,964,850)	(1,879,947)	(1,863,940)	
Totals	140,400	288,000	439,000	130,000	135,000

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/11/2012

Department: Public Works Department

Project Name and Location Sidewalk Replacement Program

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		80,000	85,000	90,000	95,000	100,000
Other Costs		80,000	85,000	90,000	95,000	100,000
Total Project Cost						
Funding						
Cost to Village		80,000	85,000	90,000	95,000	100,000
Grant/Donation						
Total Funding		80,000	85,000	90,000	95,000	100,000

Basis of Project Costs:

X Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/11/2012 Department: Public Works Department

Project Name and Location: Sidewalk Replacement Program. Various locations- depends on staff evaluations.

Name of Contractor: Project will be bid.

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project

Replacement of existing concrete sidewalk and curb throughout the Village, which is dependent upon a Public Works condition rating system.

Project Benefits

Replacement of deteriorating (cracked and damaged sidewalks) pedestrian areas throughout the Village makes pedestrian walk ways more safe. In addition this reduces the possibility of trips and falls by the public.

Implementation Schedule

Dates _____ Explanation _____

2013-2018 _____ Sidewalks are replaced within budget availability each year.

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/11/2012

Department: Public Works Department

Project Name and Location Parkway Tree Planting Program

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs		40,000	40,000	40,000	40,000	40,000
Total Project Cost		40,000	40,000	40,000	40,000	40,000
Funding						
Cost to Village		35,000	35,000	35,000	35,000	35,000
Grant/Donation		5,000	5,000	5,000	5,000	5,000
Total Funding		40,000	40,000	40,000	40,000	40,000

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Financing Other than Current Revenue Sources and Other Information:

50% of the cost of new parkway trees and planting will be shared by the property owner. The Village will fund the replacement cost of trees removed from the parkway that are dead or hazardous.

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/11/2012 Department: Public Works Department

Project Name and Location: Parkway Tree Planting Program- Various, depending upon resident requests and the Village Arborist's recommendations.

Name of Contractor: Tree Consortium

Type of Project: _____ Facility Construction [x]

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project

Planting of trees at various locations throughout the Village as per the request of residents and when the Village removes dead or hazardous trees, which is determined by the Village Arborist.
If a resident would like to plant a new parkway tree the Village will subsidize 50% of the cost of a 2.5" caliper tree. The tree comes with a 1 year warranty.

Project Benefits

Improves aesthetics of the Village, reduces water runoff, increases the Village's tree canopy and improves the overall quality of life for the Village of Lincolnwood residents.

Implementation Schedule Dates

Explanation

2013-2018 Trees are planted within budget availability each year. Actual number of trees planted is dependent upon program popularity and number of trees removed.

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/11/2012

Department: Public Works Department

Project Name and Location Touhy Overpass for Skokie Valley Bike Trail

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design		32,000	110,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				1,570,000		
Other Costs						
Total Project Cost						
Funding						
Cost to Village		6,400		314,000		
Grant/Donation		25,600		1,256,000		
Total Funding		32,000	110,000	1,570,000		

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The bike overpass will connect the Skokie Valley Bike Trail.

Financing Other than Current Revenue Sources and Other Information:

80% of the project cost will be funded by CMAQ funds.

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/11/2012 Department: Public Works Department

Project Name and Location: Touhy Overpass for Skokie Valley Bike Trail

Name of Contractor: Unknown

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design [X]

Description of Project

Installation of a bike overpass on Touhy Avenue from Kilpatrick Avenue to Kilbourn Avenue. The overpass will connect the Skokie Valley Bike Trail. This project was awarded funding through CMAP.

Project Benefits

Improves the ability for bicyclists to cycle on the Skokie Valley Bike Trail.

Implementation Schedule

Dates _____ Explanation _____

2013 _____ Phase I Engineering

2015 _____ Phase II Engineering

2016 _____ Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/11/2012

Department: Public Works Department

Project Name and Location Bike Lane Lining and Signing

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design		13,200				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			132,000			
Other Costs						
Total Project Cost						
Funding						
Cost to Village		4,000	33,000			
Grant/Donation		9,200	99,000			
Total Funding		13,200	132,000			

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Will create striping of bike lanes and associated signage along the routes. As well as storm sewer drainage grates with bicycle friendly drainage grates. Upgrades will also be made to existing traffic signals consisting of pedestrian activated push buttons and countdown signals.

Financing Other than Current Revenue Sources and Other Information:

ITEP grant which requires a 20% match by the Village.

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/11/2012 Department: Public Works Department

Project Name and Location: Bike Lane Lining and Signing

Name of Contractor: To be determined.

Type of Project: _____ Facility Construction [X]

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project

Thermoplastic striping for bike lanes on Pratt Avenue from Central Avenue to Jarvis Avenue, Lincoln Avenue from Jarvis Avenue to Devon Avenue and East Prairie Rd. from Jarvis Avenue to Arthur Avenue. Work includes replacement of storm sewer drainage grates with bicycle friendly drainage grates. Upgrades will also be made to existing traffic signals consisting of pedestrian activated push buttons and countdown signals.

Project Benefits

Will provide regional continuity to a bikeway system between the City of Chicago and the Village of Skokie.

Implementation Schedule

Dates _____ Explanation _____

2013 Design

2014 Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/20/2012

Department: Public Works Department

Project Name and Location Pratt and Central Traffic Signal

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design		60,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			752,000			
Other Costs						
Total Project Cost		60,000	752,000			
Funding						
Cost to Village		15,000	25,000			
Grant/Donation		45,000	727,000			
Total Funding		60,000	752,000			

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The traffic signal will allow vehicles to stack safely in a dedicated left hand turn lane while waiting to turn left onto Pratt Avenue to go eastbound. Vehicles will not have to yield at a green light because they will have a dedicated turn lane with an arrow to signal when they can turn safely.

Financing Other than Current Revenue Sources and Other Information:

80% of the project cost will be funded by STF funds.

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/20/2012 Department: Public Works Department

Project Name and Location: Pratt & Central Avenue Traffic Signal

Name of Contractor: Unknown

Type of Project:		Facility Construction	[]
Site Acquisition	[]	Facility Repair	[]
Vehicle/Equipment Purchase	[]	Planning/Design	[X]

Description of Project

Installation of a dedicated left hand turn signal on Central Avenue going southbound to turn left on Pratt Avenue.

Project Benefits

The traffic signal will allow vehicles to stack safely in a dedicated left hand turn lane while waiting to turn left onto Pratt Avenue to go eastbound. Vehicles will not have to yield at a green light because they will have a dedicated turn lane with an arrow to signal when they can turn safely.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
--------------	--------------------

<u>2014</u>	<u>Phase II Engineering</u>
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<u>2015</u>	<u>Construction</u>
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Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/21/2012

Department: Public Works Department

Project Name and Location Crawford Avenue Reconstruction

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		400,000	680,000	680,000	680,000	
Costs (Engineering Observations)		20,000				
Total Project Cost						
Funding						
Cost to Village		420,000	680,000	680,000	680,000	
Grant/Donation						
Total Funding		420,000	680,000	680,000	680,000	

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The Cook County Highway Department (CCHD) is anticipated to begin reconstructing Crawford Avenue from Devon Avenue to Jarvis Avenue during 2013. The project will include reconstruction of the road. The Village will also be included several capital projects to be incorporated within their project. The capital projects include: Fire Hydrant replacement of 11 hydrants on Crawford, water main replacements, the addition of a flow meter, replacement of street lights and sidewalks.

Financing Other than Current Revenue Sources and Other Information:

\$1,108,950 from Water & Sewer Fund

\$815,470 from Transportation Improvement Fund

\$75,000 from Motor Fuel Tax

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/21/2012 Department: Public Works Department

Project Name and Location: Crawford Avenue Reconstruction

Name of Contractor: Unknown

Type of Project: _____ Facility Construction [X]

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design

Description of Project

The Cook County Highway Department (CCHD) is anticipated to begin reconstructing Crawford Avenue from Devon Avenue to Jarvis Avenue during 2013. The project will include reconstruction of the road. The Village will also be included several capital projects to be incorporated within their project. The capital projects include: Fire Hydrant replacement of 11 hydrants on Crawford, water main replacements, the addition of a flow meter, replacement of street lights and sidewalks.

Project Benefits

The project will have several benefits which include: new wider roadway, new break away street lights, new fire hydrants and replacement of deteriorating sidewalk.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2014</u>	<u>Construction</u>
<u>2015</u>	<u>Construction</u>

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/11/12

Department: Public Works Department

Project Name and Location Street Lighting

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design			217,154	206,080	203,992	-
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		1,178,083	1,447,696	1,373,867	1,359,948	-
Other Costs						
Total Project Cost		1,178,083	1,664,850	1,579,947	1,563,940	-
Funding						
Cost to Village		1,178,083	1,664,850	1,579,947	1,563,940	-
Grant/Donation						
Total Funding		1,178,083	1,664,850	1,579,947	1,563,940	-

Basis of Project Costs:

X Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Financing Other than Current Revenue Sources and Other Information:

Funded by the Village Transportation Improvement Fund, Motor Fuel Tax Funds and Tax Increment Financing Funds.

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/11/2012 Department: Public Works Department

Project Name and Location: Village Street Lighting

Name of Contractor: Undetermined- project will be bid.

Type of Project:		Facility Construction	[<input type="checkbox"/>]
Site Acquisition	[<input type="checkbox"/>]	Facility Repair	[<input checked="" type="checkbox"/>]
Vehicle/Equipment Purchase	[<input checked="" type="checkbox"/>]	Planning/Design	[<input checked="" type="checkbox"/>]

Description of Project

5 year streetlight replacement program. Replacement of street lights, poles and wiring with new black , cobra head style street light poles on Touhy, Lincoln, Cicero, McCormick, Pratt, Devon and Crawford Avenues.

Project Benefits

Will provide light for pedestrians and motorists along streets that are currently not lit as well as replacement of old concrete street light poles that are cracked at their base and have corroded bolts. The project stems from a need to replace outdated poles with IDOT approved lighting.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY 2013-2014	Pratt Avenue (Non-TIF)
FY 2014-2015	Touhy Avenue (TIF and Non-TIF) McCormick (Non-TIF)
FY 2015-2016	Lincoln Avenue
FY 2016-2017	Devon Avenue and Crawford Avenue

Village of Lincolnwood
 CIP - Capital Improvement Project - Department Summary
 For The Periods as Shown

Department Parks & Recreation

<u>Project</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
ComEd Bike Path Development					
Bike Path/Overpass Design and Construct.	218,000	110,000	785,000	785,000	
Grant Funding - 80% (CMAQ)	(174,400)	(88,000)	(628,000)	(628,000)	
Union Pacific Land Acquisition	5,055,000				
Grant Funding	(4,028,000)				
Union Pacific Bike Path Development		825,000			
Grant Funding		(688,000)			
Community Center					
Possible Acquisition/Renovation			2,700,000	2,700,000	
Possible Grant Funding - 50%				(2,700,000)	
Playground Replacement Program					
	100,000	120,000	200,000	120,000	120,000
Possible Grant Funding - 50%			(100,000)		
	(Drake)	(O'Brien)	(Proesel)	(Flowers)	(GG Rowell)
Channel Runne Park					
Project Phase III			300,000		
(Shelter w/ restrooms, lookout over channel, nature path)					
Possible Grant Funding - 50%			(150,000)		
Proesel Park Aquatic Center Renovations					
	30,000	110,000	185,000	550,000	1,500,000
New Kiddie Pool Slide (2013-2014)					
Possible Grant Funding - 50%					(1,500,000)
<hr/>					
Totals	1,200,600	389,000	3,292,000	827,000	120,000
<hr/>					

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/26/2012

Parks and Recreation

Project Name and Location

Commonwealth Edison Bike Path and Overpass

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design		218,000	110,000	60,000	60,000	
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				725,000	725,000	
Other Costs						
Total Project Cost			110,000	785,000	785,000	
Funding						
Cost to Village	130,000	43,600	22,000	157,000	157,000	
Grant/Donation		174,400	88,000	628,000	628,000	
Total Funding		218,000	110,000	785,000	785,000	

Basis of Project Costs:

Engineer, Architect, Etc.

Comparable Costs

Other Basis

Discuss Basis of Project Costs:

This land will be utilized through a lease with ComEd.

A bike and pedestrian path will be developed with site amenities such as benches and waste receptacles. Future plans for the site include a dog park.

An overpass will be constructed over Touhy Avenue for pedestrian and bike usage. The overpass may also serve as a gateway for those entering Lincolnwood off the Edens.

Financing Other than Current Revenue Sources and Other Information:

Both the construction of the bike path and the overpass will be funded through the Congestion Mitigation Air Quality (CMAQ) grant program, covering 80% of the project cost.

Impact on Operating Costs:

The land will be maintained by Public Works staff unless an arrangement can be made with any new developments along or adjacent to the path.

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/26/2012 Department: Parks and Recreation

Project Name and Location: ComEd Bike Path Development and Touhy Overpass

Name of Contractor: TBD

Type of Project:		Facility Construction	<input checked="" type="checkbox"/>
Site Acquisition	<input type="checkbox"/>	Facility Repair	<input type="checkbox"/>
Vehicle/Equipment Purchase	<input type="checkbox"/>	Planning/Design	<input checked="" type="checkbox"/>

Description of Project

As part of the Village Bikeway plan, The Village will negotiate a lease for the ComEd right-a-way that runs from Devon to Jarvis. A bike path will meander down the length of the right-of-way, adjacent to the service road. The bike/pedestrian path will be an asphalt path with a limestone screening shoulder on each side. The path will connect to the already established Sauganash Trail in Chicago that terminates at Devon. In 2011 the Village was notified that a Congestion Mitigation Air Quality (CMAQ) grant was approved to fund 80% of the cost of an overpass over Touhy for use by pedestrians and cyclists using the path.

Project Benefits

The path will allow for non-vehicular passage through Lincolnwood from Chicago. It will allow for connectivity to other on-street and off-street trails, thus decreasing pollution and providing opportunities for exercise and the enjoyment of nature. Skokie is continuing the path through their boundaries and a six mile stretch is planned through the Northbrook/Wilmette area leading to the Lake County line.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2012	Conceptual Plan, Phase I engineering
2013	Phase II engineering/Environmental Test/Development of Bid Documents
2013	Award Bid, Start Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/26/2012

Parks and Recreation

Project Name and Location

Union Pacific Bike Path Development

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017
Planning/ Design		55,000			
Site, etc. Acquisition*		5,000,000			
Vehicle/ Equipment					
Construction/ Repair			825,000 (688,000)		
Other Cost					
Total Project Cost		5,055,000			
Funding					
Cost to Village		1,027,000	137,000		
Grant/Donation		4,028,000	688,000		
Total Funding		5,055,000	825,000		

Basis of Project Costs:

Engineer, Architect, Etc.

Comparable Costs

Other Basis

Discuss Basis of Project Costs:

The Village will acquire the Union Pacific Railway as it runs from Devon to Touhy. A bike path will be constructed in accordance with the Village Bikeway Plan. The proposed bike path will eventually connect to on-street bike routes, as well as the proposed off-street bike path that will be constructed on the Union Pacific Railway within the Chicago boundaries. The total off-street bike path, once it is constructed, will be approximately 2.5 miles within Chicago and Lincolnwood.

* Actual cost of property will depend on the results of the appraisal.

Financing Other than Current Revenue Sources and Other Information:

The Village received a grant for acquisition of the property from the federal government under the Congestion Mitigation Air Quality (CMAQ) program which will cover 80% of the cost of acquisition.

In 2011 the Village was notified that a Congestion Mitigation Air Quality (CMAQ) grant was awarded to fund 80% of the construction of the trail once the land is acquired.

The Village's portion of the project will be done utilizing TIF funds.

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/20/2012 Department: Parks and Recreation

Project Name and Location: Union Pacific Railway Bike Path Development

Name of Contractor: TBD

Type of Project:		Facility Construction	[X]
Site Acquisition	[X]	Facility Repair	[]
Vehicle/Equipment Purchase	[]	Planning/Design	[X]

Description of Project

As part of the Village Bikeway plan, The Village will negotiate to purchase the Union Pacific Railway that runs from Devon to Touhy. A petition has been filed with the Surface Transportation Board to stop the abandonment process so the property can potentially be used for a trail. Eventually, a path will meander down the length of the former railroad connecting to on-street bike routes and the off-street paths along the channel. A portion of the Union Pacific land will be used to extend the public works yard. This will be accomplished through a public use petition with the federal government. The UP Bike Path will connect to planned trails on the railroad in Chicago, as well.

Project Benefits

The path will allow for non-vehicular passage through Lincolnwood from area suburbs and Chicago. It will provide connectivity to existing and proposed paths, both on-street and off-street.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2011	Conceptual Plan, Phase I engineering
2012	Phase II engineering/Environmental Test/Appraisal and Negotiation
2013	Purchase
2015	Final Design/Development of Bid Documents
2015	Construction of Bike Path

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/26/2012 Department: Parks and Recreation

Project Name and Location Community Center Renovation or Construction

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design				2,700,000	2,700,000	
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs						
Total Project Cost				2,700,000	2,700,000	
Funding						
Cost to Village				2,700,000	-	
Grant/Donation					2,700,000	
Total Funding				2,700,000	-	

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Based in the findings of the feasibility study, staff would proceed with one of the options, as determined by the Village Board. Schematic drawings will be looked at to make sure they still meet the needs of the Village. Construction drawings will be created. The project will be completed over two fiscal years.

Financing Other than Current Revenue Sources and Other Information:

In the event the state announces another PARC (Parks and Recreation Construction) grant cycle, staff will investigate submitting an application for assistance with funding. These grants can cover 50-80% of the cost up to \$2.5 million. This grant is administered by the Illinois Department of Natural Resources.

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/26/2012 Department: Parks and Recreation

Project Name and Location: Community Center Renovation or Replacement

Name of Contractor: _____

Type of Project:		Facility Construction	[X]
Site Acquisition	[]	Facility Repair	[]
Vehicle/Equipment Purchase	[]	Planning/Design	[]

Description of Project

In 2008 a feasibility study was done of the current Community Center facility located on the Village Hall campus. Focus groups and community input sessions were held to determine whether the current facility was meeting the needs of the community center. Based on the findings of the report three options were presented; two which involved the renovation of the current building, one involving demolishing the current structure and starting over. While the funds budgeted above are relative to the options in the plan, staff continues to pursue other venues and partnerships in the community that might serve the same need.

Project Benefits

Increasing programming space in the Community Center allows for offering additional programs and services to the residents of the region, resulting in additional positive public relations and revenue. Community Centers, in general, provide a central meeting place for the residents and build unity among residents of the Village and area.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2016</u>	<u>Design, engineer and start construction</u>
<u>2017</u>	<u>Completed construction and furnish building</u>

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/20/2012

Department: Parks and Recreation

Project Name and Location Drake Park Renovation

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		100,000	120,000	200,000	120,000	120,000
Other Costs						
Total Project Cost		100,000	120,000	200,000	120,000	120,000
Funding						
Cost to Village		100,000	120,000	200,000	120,000	120,000
Grant/Donation				(100,000)		
Total Funding		100,000	120,000	100,000	120,000	120,000

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

This project is part of the effort to update and renovate park structures. Many of the parks were last updated in the same timeframe, so they are desperately in need of renovation to comply with national playground safety standards and the Americans with Disabilities Act.

Drake Park will be renovated in 2014, followed by O'Brien in 2015,
Proesel in 2015, Flowers in 2016 and GG Rowell in 2017.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

This is a drop-in facility, so no revenue is generated.

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/20/2012 Department: Recreation

Project Name and Location: Park Replacement Program

Name of Contractor: TBD

Type of Project: Facility Construction [**X**]

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [**X**] Planning/Design [**X**]

Description of Project

All of the neighborhood parks were updated around the same time and all are becoming outdated and in some cases, ammenities in the parks such as playgrounds, fences are unsafe and are not in compliance with national playground standards and the Americans with Disabilities Act. Drake Park is the next park that needs to be renovated in the Park Replacement Program.

So far, Columbia, Kildare, Goebelt, Rossi, Springfield and Kenneth have been renovated.

Project Benefits

The parks will be updated with new equipment and will meet national safety and ADA standards.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2014</u>	<u>Drake Park</u>
<u>2015</u>	<u>O'Brien</u>
<u>2016</u>	<u>Proesel</u>
<u>2017</u>	<u>Flowers</u>
<u>2018</u>	<u>GG Rowell</u>

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 3/13/2013

Department: Parks & Recreation

Project Name and Location Centennial Park Development (formerly Channel Runne)

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design				300,000		
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				300,000		
Other Costs						
Total Project Cost						
Funding						
Cost to Village				200,000		
Grant/Donation				100,000		
Total Funding				300,000		

Basis of Project Costs:

Comparable Costs Bids Received Engineer, Architect, Etc.
 Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

The phases are outlined in the Channel Runne Master Plan. Phase II included the development of an outdoor amphitheatre with handicapped accessible path, fishing platform that doubles as a stage. A disc golf course is also included on the site, as well as a parking lot. Phase III includes a shelter/restroom facility, nature path and lookout over the channel.

Financing Other than Current Revenue Sources and Other Information:

Illinois Dept. of Natural Resources OSLAD Grant for Phase II
 Staff will pursue grant funding for Phase III

Impact on Operating Costs:

Staff will be programming the site as soon as phase II is complete. Other than special events, such as concerts, programs will be supported through fees. The shelter will be a fee-based rental facility.

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 3/13/2013 Department: Parks and Recreation

Project Name and Location: Centennial Park Development (formerly Channel Runne)

Name of Contractor: _____

Type of Project: _____ Facility Construction [X]

Site Acquisition [] Facility Repair [X]

Vehicle/Equipment Purchase [] Planning/Design [X]

Description of Project

Complete phase III of development of Channel Runne Park which includes a nature path,
a shelter/restroom facility and a scenic outlook over the channel. Fifty percent of the cost of
will be covered through funded acquired by a grant, possibly the OSLAD program through the
Illinois Department of Natural Resources

Project Benefits

If constructed, the shelter will serve as a rental site for picnics and special activities and will
provide a revenue source for the department. Staff wil continue to pursue grant opportunities for
this project.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2013</u>	<u>Construction of Phase II</u>
<u>2015</u>	<u>Construction of Shelter/Restroom Facility, Nature path and scenic lookout</u>

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/26/2012 Department: Parks and Recreation

Project Name and Location Proesel Park Aquatic Center Renovations

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment				150,000	50,000	
Construction/ Repair		30,000	110,000	35,000	500,000	
Other Costs						
Total Project Cost		30,000	110,000	35,000	550,000	1,500,000
Funding						
Cost to Village		30,000	110,000	185,000	550,000	1,500,000
Grant/Donation						(1,500,000)
Total Funding		30,000	110,000	185,000	550,000	0

Basis of Project Costs:

Engineer, Architect, Etc.

Comparable Costs

550000

Other Basis

Discuss Basis of Project Costs:

There have been chips and cracks in the fiberglass of the kiddie slide which have been repaired by Public Works for a number of years. It is time to replace the slide to ensure a safe environment for the youngest users of the facility.

The bathhouse will need renovation before too long. The plumbing is in poor shape. Family dressing rooms and toilets will be added as part of the renovation. The bathhouse wasn't renovated in 2004 when the pool was renovated. Slides have to be repaired to replaced to meet safety standards.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/20/2012 Department: Parks and Recreation

Project Name and Location: Proesel Park Aquatic Center Renovations

Name of Contractor: TBD

<u>Type of Project:</u>	Facility Construction	[X]
Site Acquisition	[]	[X]
Vehicle/Equipment Purchase	[X]	[]
	Planning/Design	[]

Description of Project

A ten-year capital plan was developed for the pool. While the pool was renovated in 2004, the bathhouse was not, which is why we will be planning a much-needed renovation in future years. Updates, repairs and added features have been planned to keep the pool safe, ADA compliant and appealing to our customers.

In 2013 the Kiddie Slide will be replaced. Cracks and broken fiberglass have been repaired for a number of years, putting off the cost of replacement. We can no longer repair the slide. It is time to replace the item, ensuring a safe environment for the young users of our facility.

Project Benefits

Updates and renovations will keep the pool safe, appealing and up to ADA standards. This is one of our most valuable assets in the Parks and Recreation Department and by planning for the future it will remain a viable facility and will be able to support its operations through fees. The pool was renovated in 2004 and the estimated life of a pool is approximately 30 years, which means the "new" pool is almost 1/3 through its useful life.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2013	I/T Fiber Connection
2014	Kiddie Slide Replacement
2015	Video Surveillance
2015	Vortex Play Feature
2016	Cooling Zone
2016	Shade Structures
2016	Waterslide Repair/Replacement
2017	Locker Room Renovations
2017	Turn styles at Front Desk
2018	Pool Expansion

Village of Lincolnwood
 CIP - Capital Improvement Project - Department Summary
 For The Periods as Shown

<u>Department</u>	<u>Public Works / NEID</u>					
<u>Project</u>		<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
Trees and Sidewalks		30,000	30,000	30,000	30,000	30,000
Totals		30,000	30,000	30,000	30,000	30,000

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/11/2012

Department: Public Works / NEID TIF

Project Name and Location Parkway Tree Planting and Sidewalk Installation

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs						
Total Project Cost		30,000	30,000	30,000	30,000	30,000
Funding						
Cost to Village						
Grant/Donation						
Total Funding		30,000	30,000	30,000	30,000	30,000

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Plant trees and install or replace deteriorating sidewalks at various parkway locations throughout the TIF district (\$15,000 sidewalks, \$15,000 trees).

Financing Other than Current Revenue Sources and Other Information:

NEID TIF Funds

Impact on Operating Costs:

Ongoing PW maintenance and operating costs

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/11/2012 Department: Public Works

Project Name and Location: Parkway Tree Planting Program
Various Locations dependent upon resident requests
Name of Contractor: Tree Consortium

Type of Project:		Facility Construction	[X]
Site Acquisition	[]	Facility Repair	[]
Vehicle/Equipment Purchase	[]	Planning/Design	[]

Description of Project

Planting of trees at various locations throughout TIF areas within the Village.
Trees come with a 1 year warranty.
Construction of new concrete sidewalk and curb throughout the TIF areas of the Village
Construction of a new concrete sidewalk from Touhy (mall entrance) east to McCormick and south to Pratt Avenue.

Project Benefits

Improves aesthetics of Village, reduces water runoff, and improves quality of life.
Makes pedestrian areas throughout the Village safer by having a safe walkway.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2013/2018</u>	<u>Trees are planted within budget availability every year.</u> <u>Sidewalks are installed within budget availability every year.</u>

Village of Lincolnwood
 CIP - Capital Improvement Project - Department Summary
 For The Periods as Shown

<u>Department</u>	<u>Water Fund</u>					
<u>Project</u>		<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
Sewer Televising Improvements		346,500	275,000			
Stormwater Improvements- Various Locations		190,000	2,000,000	2,000,000	2,000,000	
Crawford Avenue- Water Mains, Hydrants and Flow Meter			380,000	380,000	380,000	
Totals		<u>536,500</u>	<u>2,655,000</u>	<u>2,380,000</u>	<u>2,380,000</u>	<u>-</u>

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/11/2012

Department: Public Works Department

Project Name and Location Sewer Televising Improvements

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design		31,500	25,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		315,000	250,000			
Other Costs						
Total Project Cost		346,500	275,000			
Funding						
Cost to Village		346,500	275,000			
Grant/Donation						
Total Funding		346,500	275,000			

Basis of Project Costs:

X Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Financing Other than Current Revenue Sources and Other Information:

All costs will be paid for out of water and sewer funds.

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/11/2012 Department: Public Works

Project Name and Location: Sewer Televising Improvements

Name of Contractor: To be determined once the project is bid.

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project

In 2009 the Village conducted televising of its 213,719 linear feet of combined sewer system to determine its condition and whether or not repairs and/or additional cleaning was needed. This process is recommended by the American Public Works Association to be completed every 10-12 years. Upon completion of televising the Village Engineer developed a report which included a four year capital improvement program for repairs and/or replacements of approximately 7,062 linear feet of combined sewer. The project has been spread out over a four year period.

Project Benefits

By repairing and/or replacing poor sewer lines the Village will reduce the likelihood of sewer collapses in the Village sewer as well as sewer clogs that could lead to flooding concerns.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY 2013-2014	Cured in place lining of 2,628 linear feet of sewer
FY 2014-2015	Miscellaneous repairs/manholes/other replacements

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/11/2012

Department: Public Works Department

Project Name and Location Stormwater Improvements-Berms and Restrictors

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design		190,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			2,000,000	2,000,000	2,000,000	
Other Costs						
Total Project Cost						
Funding						
Cost to Village		190,000	2,000,000	2,000,000	2,000,000	
Grant/Donation						
Total Funding		190,000	2,000,000	2,000,000	2,000,000	

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Design of berms and restrictors for the Village's stormwater management plan to increase the Village's level of stormwater protection to a 10 year event.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/11/2012 Department: Public Works Department

Project Name and Location: Stormwater Improvements-VariouS Locations

Name of Contractor: Unknown

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design [X]

Description of Project

Stormwater improvements in various locations. These improvements are a result of the Village's stormwater modeling program which resulted in recommendations to increase the Village's stormwater level of protection to a 10 year event. Numerous projects are recommended as part of this plan. The projects will occur over time and will be part of future capital projects such as street resurfacing. The project budgeted for FY 2013-2014 is to design berms and restrictors to maximize the use of street storage during rain events.

Project Benefits

Improves the overall quality of life for the Village of Lincolnwood residents by increasing the Village's stormwater protection during a 10 year rain event.

Implementation Schedule

Dates _____ Explanation _____

2013 _____ Design

2015-2017 _____ Construction

**Village of Lincolnwood
CIP - Capital Vehicles/Equipment - Department Summary
For The Periods as Shown**

Department	F/Y 2013-2014	F/Y 2014-2015	F/Y 2015-2016	F/Y 2016-2017	F/Y 2017-2018	Total
Fire Department						
Replacement Pumper		513,102				513,102
Air Pack compressor, Fill Station 4 bottles		65,000				65,000
Replacement Ambulance				249,179		249,179
Ford F250 Pickup 4X4					58,455	58,455
Air Pack, Masks, Cylinders	140,000					140,000
Police Department						
Replacement of Police Vehicles	66,000	94,500	94,500	94,500	94,500	444,000
Public Works Department						
Small pick-up with bucket (Streets)	37,500					37,500
Small pick-up with bucket (Water)	37,500					37,500
Small Chipper (Streets)			28,500			28,500
Sewer Televising Equipment (Water)			100,000			100,000
Truck 11 (Water)	125,000					125,000
Vac-Con (sewer cleaning truck)		400,000				400,000
Truck 18 (Water)				125,000		125,000
Street Sweeper #2 (Streets)					400,000	400,000
Totals	406,000	1,072,602	223,000	468,679	552,955	2,723,236



LINCOLNWOOD POLICE DEPARTMENT

INTER-OFFICE MEMO

Robert LaMantia
Chief of Police

To: Timothy C. Wiberg, Village Manager
From: Robert LaMantia, Chief of Police
Date: February 25, 2013
Subject: Automated Traffic Enforcement Program

In September 2012, staff received direction from the Village Board to move forward with an automated traffic enforcement system for westbound Touhy at Lincoln, and to conduct further research on other intersection approaches that have a high number of traffic crashes, high traffic volumes, congestion, poor compliance with traffic laws, and enforcement challenges. The Board also recommended that future locations be upgraded with energy efficient and high visibility LED traffic signals, and pedestrian countdown signals.

The Village's vendor has submitted an application for a system with the Illinois Department of Transportation (IDOT) for westbound Touhy at Lincoln. In addition, the vendor completed additional research on most major intersections within the community.

Based on the recent research, the Board may wish to consider expanding the program. Staff categorized each intersection approach into one of three categories based on the Village's criteria (above) and traffic studies conducted by the vendor.

The following approaches are classified as Strong and are likely to exceed the minimum criteria necessary to receive justification from IDOT.

Approach	Turn Restrictions
• Southbound Lincoln at Touhy	No Right Turn on Red
• Southbound Lincoln at Crawford	None
• Southbound McCormick at Devon	None
• Eastbound Pratt at Lincoln	No Right Turn on Red When Pedestrians are Present

The following approaches are classified as Good and may exceed the minimum criteria necessary to receive justification from IDOT.

- Westbound Devon at Cicero
- Southbound Lincoln at Devon
- Northbound Lincoln at Pratt

The following approaches are classified as Poor and are unlikely to meet the minimum criteria necessary to receive justification by IDOT.

- Northbound Cicero at Touhy
- Southbound Cicero at Touhy
- Westbound Touhy at Cicero
- Eastbound Touhy at Cicero
- Southbound Lincoln at Pratt
- Northbound McCormick at Pratt
- Westbound Devon at Lincoln

Staff recommends directing the vendor to move forward with all four of the approaches in the Strong category. If during the IDOT application process, southbound Lincoln at Touhy is shown to be a stronger approach than westbound Touhy at Lincoln, then it should be removed from consideration.

Friends of the Lincolnwood Community Center

Cash Summary, 2012

Cash, beginning of year (12/11) \$73,224.65

Net Fest Profit 2012 \$10,326.88

Additional money collected \$557.57

Donated to Village \$1650.00

Cash, end of year (12/12) \$82,459.10

Year	Dollar Amount	Items Purchased
1995	\$ 8,000.00	
1996	\$ 15,000.00	
1997	\$ 15,000.00	
1998	\$ 12,000.00	
1999	\$ 10,000.00	
2000	\$ -	
2001	\$ 30,000.00	
2002	\$ -	
2003	\$ -	
2004	\$ 8,100.00	
2005	\$ 25,000.00	
2006	\$ 45,620.00	Hardwood Floor Project
2007	\$ 20,000.00	Lincolnwood Community Center Study
2008		
2009		
2010		
2011	\$ 68,911.14	Community Center updates
2012	0	
2013	0	
2014	\$ 22,000.00	Community Center Roof Repairs
	\$ 279,631.14	

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
REGULAR MEETING
VILLAGE HALL COUNCIL CHAMBERS
7:30 P.M., MARCH 19, 2013**

AGENDA

- I. Call to Order**
- II. Pledge to the Flag**
- III. Roll Call**
- IV. Approval of Minutes**
 - 1. Board Meeting Minutes – March 5, 2013
- V. Warrant Approval**
- VI. Village President’s Report**
- VII. Consent Agenda** (If any one wishes to speak to any matter on the Consent Agenda, a Speaker’s Request Form must be completed, presented to the Village Clerk, and the matter will be removed from the Consent Agenda and added to Regular Business.)
 - 1. Approval of a Resolution Authorizing the Village Manager to Execute an Intergovernmental Agreement with Cook County for Access to its Geographic Information System
 - 2. Approval of a Proposal from Gewalt Hamilton Associates, Inc. for Civil Engineering Services for Water Main Design in the Not-to-Exceed Amount of \$20,800
- VIII. Regular Business**
 - 3. Consideration of a Recommendation by the Park and Recreation Board to Adopt a Resolution Awarding a Bid Through the National Joint Powers Alliance Purchasing Cooperative Program, Contract #081910, for the Purchase and Construction of a Skate Spot at Springfield Park, from American Ramp Company of Joplin, MO in the Amount of \$57,441.10
 - 4. Consideration of a Recommendation from the Finance Committee to Approve a Resolution to Accept the Updated Village Financial Policies
 - 5. Consideration of a Recommendation from the Fire and Water Committee to Adopt a Resolution Approving a Contract with Paramedic Services of Illinois for the Provision of Fire Protection and Emergency Medical Service
- IX. Manager’s Report**
- X. Board, Commission, and Committee Reports**
- XI. Village Clerk’s Report**
- XII. Trustee Reports**
- XIII. Public Forum**

XIV. Executive Session

An Executive Session is requested to discuss pending litigation.

XV. Adjournment

DATE POSTED: March 15, 2013

All Village Board meetings are broadcast live to residents on Comcast Cable Channel 6 and AT&T U-VERSE Channel 99 at 7:30 p.m. Rebroadcasts of Village Board meetings can be viewed one week following the live broadcast at 1:00 p.m. and 7:30 p.m. or online at www.lincolnwoodil.org/boardmeetings.cfm.

DRAFT

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
REGULAR MEETING
VILLAGE HALL COUNCIL CHAMBERS
MARCH 5, 2013**

Call to Order

Village President Turry called the Regular Meeting of the Lincolnwood Board of Trustees to order at 7:30 P.M., Tuesday, March 5, 2013 in the Council Chambers of the Municipal Complex, 6900 North Lincoln Avenue, Village of Lincolnwood, County of Cook, and State of Illinois.

Pledge to the Flag

The Corporate Authorities and all persons in attendance recited the Pledge of Allegiance to the flag of our country.

Roll Call

On roll call by Village Clerk Beryl Herman the following were:

PRESENT: President Turry, Trustees Patel, Swanson, Elster, Heidtke, Leftakes, Sprogis-Marohn

ABSENT: None

A quorum was present.

Also present: Timothy Wiberg, Village Manager; Douglas Petroschius, Assistant Village Manager; Chuck Meyer, Assistant to the Village Manager; Steven Elrod, Village Attorney; Aaron Cook, Community Development Manager; Robert Merkel, Finance Director; Timothy Clarke, Director of Community Development; Manuel Castaneda, Public Works Director; Ashley Engelmann, Assistant to the Public Works Director.

Approval of Minutes

The minutes of the February 19, 2013 regular Village Board meeting had been distributed in advance and were examined. Trustee Heidtke made a motion to approve the minutes as presented. Trustee Elster seconded the motion. The motion passed by voice vote.

Warrant Approval

Trustee Heidtke moved to approve Warrants as presented in the amount of \$319,537.87. Trustee Leftakes seconded the motion.

Upon Roll Call by Village Clerk Beryl Herman the results were:

AYES: Trustees Elster, Leftakes, Heidtke, Sprogis-Marohn, Patel, Swanson

NAYS: None

The motion passed.

The Warrants were approved.

Village President's Report

None

Consent Agenda

President Turry presented the Consent Agenda items by PowerPoint.

1. Approval of a Request to Issue a Class S-E Liquor License to the Friends of the Community Center for the 2013 Lincolnwood Fest
2. Approval of a Solicitation Permit for Misericordia to Conduct Candy Days on the Public Highways Located Within the Village Boundaries on April 26 & April 27, 2013 and an Ordinance Authorizing a Waiver of Non-Commercial Solicitation Permit Card Fees

3. Approval of a Recommendation by the Plan Commission to Adopt an Ordinance Amending Section 2.02 of the Zoning Ordinance Regarding the Definition of Floor Area for Determining Off-Street Parking and Off-Street Loading Requirements
4. Approval of a Recommendation by the Plan Commission to Adopt an Ordinance Amending Section 4.04(3) of the Zoning Ordinance Regarding a Reference to Interpretation of Uses
5. Approval of a Recommendation by the Plan Commission to Adopt an Ordinance Amending Various Sections of the Zoning Ordinance Regarding Obsolete Terms
6. Approval of a Recommendation by the Plan Commission to Adopt an Ordinance Amending Section 7.10 of the Zoning Ordinance Regarding Off-Street Parking Schedule

Trustee Sprogis-Marohn requested that Item seven be removed from Consent Agenda and placed as Item 9 under Regular Business.

7. Approval of a Resolution Awarding a Bid for the Purchase and Installation of One Rooftop Cooling Unit, a Duplex Air System Compressor and Two-Three Ton Carrier Ductless Split Systems in the Amount of \$109,274 to Emcor Services Team Mechanical
8. Approval of a Resolution to (A) Award a Proposal to Stanley Consultants to Perform Phase I Engineering for a Bicycle/Pedestrian Overpass at Touhy Avenue on the Com-Ed ROW, (B) Authorize the Village President to Execute both a Preliminary Engineering Agreement for Federal Participation and a Local Agency Agreement for Federal Participation for Phase I Engineering for a Bicycle/Pedestrian Overpass at Touhy Avenue on the Com-Ed ROW

Trustee Heidtke moved to approve the Consent Agenda as amended Trustee Patel seconded.

Upon Roll Call the results were:

AYES: Trustees Patel, Swanson, Heidtke, Sprogis-Marohn, Leftakes, Elster

NAYS: None

The motion passed.

The Consent Agenda was approved.

Regular Business

9. **This item was removed as Item 7 on Consent Agenda at the request of Trustee Sprogis-Marohn**

Approval of a Resolution Awarding a Bid for the Purchase and Installation of One Rooftop Cooling Unit ,a Duplex Air System Compressor and Two-Three Ton Carrier Ductless Split Systems in the Amount of \$109,274 to Emcor Services Team Mechanical.

Mr. Jerry Sheedy of Chicago and Mr. Charles Dunne of Lincolnwood addressed the Board regarding awarding of this contract. Mr. Sheedy's company, Core Mechanical, Inc. was the low bidder. Mr. Dunne spoke discussing the quality of Core Mechanical. Discussion ensued with bidding process clarification by Mr. Castaneda.

Trustee Patel moved to approve keeping existing contract documentation, but changing the company name to Core Mechanical, seconded by Trustee Sprogis-Marohn.

Upon Roll Call the Results were:

AYES: Trustees Patel, Sprogis-Marohn, Leftakes, Elster, Swanson

NAYS: Trustee Heidtke

The motion passed

Manager's Report

- Mr. Wiberg presented a report on items discussed at this evening's Committee of the Whole.
- Mr. Wiberg announced that there will be a meeting at 7PM in Council Chambers on March 13, in Council Chambers for the purpose of discussion and information regarding Sewer Improvement Capital Projects

Board and Commissions Report

None

Village Clerk's Report

- Voter Registration will be closed at Village Hall on Friday, March 8 at the end of the business day.
- Absentee Ballot Applications are still available at Village Hall, but should go in as soon as possible to allow time for the applications to be received by the County Clerk, processed and the actual ballots mailed to the citizen, so that the actual ballot will be postmarked before election day and received by the County no more than 14 days after Election Day.
- Early Voting will be available March 25 to April 6 at Skokie Courthouse and Skokie Village Hall.....Please remember that there is NO Early Voting location in Lincolnwood.

Trustee Reports

Trustee Leftakes requested copy of the 2012 financial report from the Lincolnwood Fest Committee for examination by the Board.

Public Forum

Resident Elena Duarte of 6634 Kimball addressed the Board regarding dissatisfaction with Police matters and various other items.

Adjournment to Executive Session

At 8:43 P.M. Trustee Patel moved to adjourn to Executive Session for the purpose of discussion of personnel and potential litigation, seconded by Trustee Elster.

Reconvention

At 8:58 P.M., President Turry reconvened the Regular Board Meeting.

Adjournment

Trustee Patel moved to adjourn the Regular Meeting of the Village Board meeting at 9:00P.M. Trustee Heidtke seconded the motion. The motion passed by voice vote. The Regular Meeting was adjourned.

Respectfully Submitted,

Beryl Herman
Village Clerk

TO: President and the Board of Trustees

FROM: Timothy C. Wiberg, Village Manager

SUBJECT: Warrant Approval

DATE: March 15, 2013

The following are the totals for the List of Bills being presented at the March 19th Village Board meeting.

03/19/2013	\$41,173.71
03/19/2013	314,022.80
03/19/2013	298,060.78
Total	<hr/> \$ 653,257.29

Accounts Payable To Be Paid Proof List

User: jmm
Printed: 03/08/2013 - 11:28 AM
Batch: 200-03-2013



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
I.D.E.S.										
IDES										
03082013	03/08/2013	9,275.00	0.00	03/19/2013	4th quarter, 2012 uc assessment		-		No	0000
101-210-511-5195	Employee Benefit Expenses									
	03082013 Total:	9,275.00								
	IDES Total:	9,275.00								
	I.D.E.S. Total:	9,275.00								
Midwest Air Pro										
MIDWESTA										
12106	02/28/2013	2,440.18	0.00	03/19/2013	Repairs to vehicle exhaust system		-		No	0000
101-350-512-5430	R&M - Fire & EMS equipment									
	12106 Total:	2,440.18								
	MIDWESTA Total:	2,440.18								
	Midwest Air Pro Total:	2,440.18								
NAPA										
NAPA										
050122	03/06/2013	623.89	0.00	03/19/2013	Air filters, fuel filters, tubing		-		No	0000
101-350-512-5730	Program supplies									
	050122 Total:	623.89								
	NAPA Total:	623.89								
	NAPA Total:	623.89								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
National Society of Executive										
NATLSOC										
03062013	03/06/2013	50.00	0.00	03/19/2013	Membership 2013		-		No	0000
101-350-512-5570	Professional associations									
	03062013 Total:	50.00								
	NATLSOC Total:	50.00								
National Society of Executive Total:		50.00								
Palatine Oil, Co, Inc.										
PALAT										
653232	03/01/2013	381.32	0.00	03/19/2013	Fuel usage		-		No	0000
101-350-512-5670	Fuel									
653232	03/01/2013	1,314.23	0.00	03/19/2013	Fuel usage		-		No	0000
101-440-513-5670	Fuel									
653232	03/01/2013	264.26	0.00	03/19/2013	Fuel usage		-		No	0000
205-430-515-5670	Fuel									
653232	03/01/2013	619.43	0.00	03/19/2013	Fuel usage		-		No	0000
660-620-519-5670	Fuel									
	653232 Total:	2,579.24								
653233	03/01/2013	53.18	0.00	03/19/2013	Fuel usage		-		No	0000
101-220-512-5670	Fuel									
653233	03/01/2013	2,521.37	0.00	03/19/2013	Fuel usage		-		No	0000
101-300-512-5670	Fuel									
653233	03/01/2013	81.84	0.00	03/19/2013	Fuel usage		-		No	0000
101-350-512-5670	Fuel									
653233	03/01/2013	123.62	0.00	03/19/2013	Fuel usage		-		No	0000
101-400-511-5670	Fuel									
653233	03/01/2013	104.97	0.00	03/19/2013	Fuel usage		-		No	0000
101-420-511-5670	Fuel									
653233	03/01/2013	322.85	0.00	03/19/2013	Fuel usage		-		No	0000
101-440-513-5670	Fuel									
653233	03/01/2013	585.97	0.00	03/19/2013	Fuel usage		-		No	0000
205-430-515-5670	Fuel									
653233	03/01/2013	489.97	0.00	03/19/2013	Fuel usage		-		No	0000
660-620-519-5670	Fuel									
	653233 Total:	4,283.77								
	PALAT Total:	6,863.01								
Palatine Oil, Co, Inc. Total:		6,863.01								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Psisteria Greek Tavern										
PSIS										
03052013	03/05/2013	200.00	0.00	03/19/2013	Dinner - March 5 Village Board		-		No	0000
101-100-511-5840	Meals				meeting					
03052013	03/05/2013	15.00	0.00	03/19/2013	Tip		-		No	0000
101-100-511-5840	Meals									
	03052013 Total:	215.00								
	PSIS Total:	215.00								
	Psisteria Greek Tavern Total:	215.00								
Safeway Inc										
DOMINICK										
725132	02/26/2013	29.54	0.00	03/19/2013	Sodas and water		-		No	0000
101-400-511-5730	Program supplies									
	725132 Total:	29.54								
	DOMINICK Total:	29.54								
	Safeway Inc Total:	29.54								
Steirer Melissa										
STEIRER										
02222013REIMAMS02/22/2013		187.02	0.00	03/19/2013	Reimbursement for conference - Auto		-		No	0000
101-200-511-5820	Local mileage, parking & tolls									
	02222013REIMAMS Total:	187.02								
02222013REIMLMS02/22/2013		241.82	0.00	03/19/2013	Reimbursement for conference -		-		No	0000
101-200-511-5820	Local mileage, parking & tolls				Lodging					
	02222013REIMLMS Total:	241.82								
	STEIRER Total:	428.84								
	Steirer Melissa Total:	428.84								
The Peace School										
THEPEACE										
526	03/01/2013	1,092.00	0.00	03/19/2013	Yoga Winter session		-		No	0000
205-503-515-5270	Purchased program services									
	526 Total:	1,092.00								
	THEPEACE Total:	1,092.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
The Peace School Total:		1,092.00								
United States Postal Service										
USPOSTAL										
PB022613	02/26/2013	31.30	0.00	03/19/2013	Pitney Bowes postage		-		No	0000
101-210-511-5720	Postage									
PB022613	02/26/2013	61.04	0.00	03/19/2013	Pitney Bowes postage		-		No	0000
101-210-511-5720	Postage									
PB022613	02/26/2013	0.46	0.00	03/19/2013	Pitney Bowes postage		-		No	0000
101-210-511-5720	Postage									
PB022613	02/26/2013	152.72	0.00	03/19/2013	Pitney Bowes postage		-		No	0000
101-210-511-5720	Postage									
PB022613	02/26/2013	69.37	0.00	03/19/2013	Pitney Bowes postage		-		No	0000
101-210-511-5720	Postage									
PB022613	02/26/2013	136.14	0.00	03/19/2013	Pitney Bowes postage		-		No	0000
205-500-515-5720	Postage									
PB022613	02/26/2013	66.29	0.00	03/19/2013	Pitney Bowes postage		-		No	0000
101-210-511-5720	Postage									
PB022613	02/26/2013	424.06	0.00	03/19/2013	Pitney Bowes postage		-		No	0000
660-610-519-5720	Postage									
PB022613 Total:		941.38								
PB030513	03/05/2013	10.60	0.00	03/19/2013	Pitney Bowes postage		-		No	0000
101-210-511-5720	Postage									
PB030513	03/05/2013	13.64	0.00	03/19/2013	Pitney Bowes postage		-		No	0000
101-210-511-5720	Postage									
PB030513	03/05/2013	1.76	0.00	03/19/2013	Pitney Bowes postage		-		No	0000
101-210-511-5720	Postage									
PB030513	03/05/2013	186.76	0.00	03/19/2013	Pitney Bowes postage		-		No	0000
101-210-511-5720	Postage									
PB030513	03/05/2013	11.30	0.00	03/19/2013	Pitney Bowes postage		-		No	0000
101-210-511-5720	Postage									
PB030513	03/05/2013	8.22	0.00	03/19/2013	Pitney Bowes postage		-		No	0000
205-500-515-5720	Postage									
PB030513	03/05/2013	12.78	0.00	03/19/2013	Pitney Bowes postage		-		No	0000
101-210-511-5720	Postage									
PB030513	03/05/2013	471.39	0.00	03/19/2013	Pitney Bowes postage		-		No	0000
660-610-519-5720	Postage									
PB030513 Total:		716.45								
USPOSTAL Total:		1,657.83								
United States Postal Service Total:		1,657.83								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Wells Fargo Bank, N.A.										
SWANC										
4471	03/01/2013	1,549.63	0.00	03/19/2013	Fixed costs - Services/april 2013		-		No	0000
101-440-514-5230	Garbage & recycling									
4471	03/01/2013	21,606.20	0.00	03/19/2013	O & M costs - Services/april 2013		-		No	0000
101-440-514-5230	Garbage & recycling									
4471	03/01/2013	-402.01	0.00	03/19/2013	FY12 Fixed True up		-		No	0000
101-440-514-5230	Garbage & recycling									
4471	03/01/2013	-4,255.40	0.00	03/19/2013	FY12 O & M True up		-		No	0000
101-440-514-5230	Garbage & recycling									
	4471 Total:	18,498.42								
	SWANC Total:	18,498.42								
Wells Fargo Bank, N.A. Total:		18,498.42								
Report Total:		41,173.71								

Accounts Payable To Be Paid Proof List

User: jmm
Printed: 03/11/2013 - 4:02 PM
Batch: 201-03-2013



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Ace Hardware Skokie										
ACEHRDS										
172413	02/07/2013	43.96	0.00	03/19/2013	Snap tie for village Hall flags		-		No	0000
101-420-511-5730	Program supplies									
	172413 Total:	43.96								
172432	02/07/2013	23.94	0.00	03/19/2013	Link chain for village Hall flags		-		No	0000
101-420-511-5730	Program supplies									
	172432 Total:	23.94								
	ACEHRDS Total:	67.90								
Ace Hardware Skokie Total:		67.90								
Active Electrical Supply Co.,										
ACTIVELE										
10364684-00	02/14/2013	47.88	0.00	03/19/2013	Time delay fuse		-		No	0000
101-440-513-5290	Street lights & traffic signal									
	10364684-00 Total:	47.88								
	ACTIVELE Total:	47.88								
Active Electrical Supply Co., Total:		47.88								
Amazon										
AMAZON										
11594287077	01/16/2013	21.63	0.00	03/19/2013	Plastic cups for Board Meetings		-		No	0000
101-100-511-5799	Other materials & supplies									
	11594287077 Total:	21.63								
175524947072	02/01/2013	181.00	0.00	03/19/2013	Printer		-		No	0000
101-400-511-5730	Program supplies									
	175524947072 Total:	181.00								
229774237333	01/23/2013	72.50	0.00	03/19/2013	Toner		-		No	0000
101-400-511-5700	Office supplies									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	229774237333 Total:	72.50								
243166324869	01/12/2013	26.11	0.00	03/19/2013	Chargers and cables for Iphones		-		No	0000
101-240-517-5700	Office supplies									
243166324869	01/12/2013	15.12	0.00	03/19/2013	Chargers and cables for Iphones		-		No	0000
101-400-511-5700	Office supplies									
243166324869	01/12/2013	26.11	0.00	03/19/2013	Chargers and cables for Iphones		-		No	0000
101-300-512-5700	Office supplies									
243166324869	01/12/2013	15.12	0.00	03/19/2013	Chargers and cables for Iphones		-		No	0000
101-100-511-5700	Office supplies									
243166324869	01/12/2013	15.12	0.00	03/19/2013	Chargers and cables for Iphones		-		No	0000
101-200-511-5700	Office supplies									
	243166324869 Total:	97.58								
249055252	01/11/2013	38.70	0.00	03/19/2013	No Smoking signs - Public Works		-		No	0000
101-420-511-5405	R&M - buildings									
	249055252 Total:	38.70								
2549867409	01/17/2013	9.60	0.00	03/19/2013	Memory card readers		-		No	0000
660-620-519-5730	Program supplies									
	2549867409 Total:	9.60								
268467226006	01/17/2013	40.63	0.00	03/19/2013	Plastic Round tablecovers and batteries		-		No	0000
101-200-511-5799	Other materials & supplies									
268467226006	01/17/2013	27.49	0.00	03/19/2013	Cables for Apple Devices		-		No	0000
101-200-511-5700	Office supplies									
	268467226006 Total:	68.12								
27042134910	01/12/2013	14.25	0.00	03/19/2013	Cases for Iphones		-		No	0000
101-100-511-5700	Office supplies									
27042134910	01/12/2013	26.88	0.00	03/19/2013	Cases for Iphones		-		No	0000
101-240-517-5700	Office supplies									
27042134910	01/12/2013	13.44	0.00	03/19/2013	Cases for Iphones		-		No	0000
101-400-511-5700	Office supplies									
27042134910	01/12/2013	26.88	0.00	03/19/2013	Cases for Iphones		-		No	0000
101-300-512-5700	Office supplies									
	27042134910 Total:	81.45								
277224833994	01/17/2013	31.62	0.00	03/19/2013	Memory cards		-		No	0000
660-620-519-5730	Program supplies									
	277224833994 Total:	31.62								
289665379482	02/09/2013	42.98	0.00	03/19/2013	Toner cartridge		-		No	0000
101-200-511-5799	Other materials & supplies									
	289665379482 Total:	42.98								
68475922104	02/01/2013	38.09	0.00	03/19/2013	Supplies for Board meeting		-		No	0000
101-200-511-5799	Other materials & supplies									
	68475922104 Total:	38.09								
	AMAZON Total:	683.27								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Amazon Total:		683.27								
Anderson Pest Solutions										
ANDERP										
2438467	03/01/2013	255.00	0.00	03/19/2013	Monthly inspections for pest management		-		No	0000
101-420-511-5405	R&M - buildings									
	2438467 Total:	255.00								
	ANDERP Total:	255.00								
Anderson Pest Solutions Total:		255.00								
Audio Visual Systems, Inc										
AUDIOVIS										
50365	02/13/2013	1,197.00	0.00	03/19/2013	Replace switcher		-		No	0000
101-250-511-6530	Equipment - data processing									
	50365 Total:	1,197.00								
	AUDIOVIS Total:	1,197.00								
Audio Visual Systems, Inc Total:		1,197.00								
Back Flow Solutions Inc										
BFSINC										
1895	03/01/2013	688.60	0.00	03/19/2013	Program management fee for Backflow		-		No	0000
660-620-519-5399	Other professional services									
	1895 Total:	688.60								
	BFSINC Total:	688.60								
Back Flow Solutions Inc Total:		688.60								
Batteries Plus #890										
BATT										
890-101292-01	01/25/2013	180.25	0.00	03/19/2013	One battery for truck #15		-		No	0000
101-440-513-5480	R&M - vehicles									
	890-101292-01 Total:	180.25								
	BATT Total:	180.25								
Batteries Plus #890 Total:		180.25								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Bearing Headquarters, Co.										
BEARHDQ										
4639765	12/17/2012	93.15	0.00	03/19/2013	Screw collar set		-		No	0000
101-410-511-5730	Program supplies									
	4639765 Total:	93.15								
	BEARHDQ Total:	93.15								
Bearing Headquarters, Co. Total:		93.15								
Best Quality Cleaning, Inc.										
BESTQU										
50373	02/27/2013	2,813.34	0.00	03/19/2013	Cleaning service - February 2013		-		No	0000
101-420-511-5240	Janitorial									
50373	02/27/2013	416.66	0.00	03/19/2013	Cleaning service - February 2013		-		No	0000
205-571-515-5240	Janitorial									
	50373 Total:	3,230.00								
	BESTQU Total:	3,230.00								
Best Quality Cleaning, Inc. Total:		3,230.00								
Canon Financial Services										
CANONFIN										
2026248	02/28/2013	342.01	0.00	03/19/2013	Lease Payment-CM5520-8110041-		-		No	0000
101-000-210-2650	Contractor Permits Payable				CD/Mar					
2026248	02/28/2013	373.50	0.00	03/19/2013	Lease Payment-CM5520-8110062-		-		No	0000
205-500-515-5440	R&M - office equipment				Parks/Mar					
2026248	02/28/2013	317.00	0.00	03/19/2013	Lease Payment-CM4010-8090034-		-		No	0000
101-210-511-5440	R&M - office equipment				Police/Mar					
	2026248 Total:	1,032.51								
	CANONFIN Total:	1,032.51								
Canon Financial Services Total:		1,032.51								
Canon Solutions America										
CANN										
987944368	03/02/2013	370.29	0.00	03/19/2013	Administration monthly maintenance -		-		No	0000
101-210-511-5440	R&M - office equipment				Mar					
	987944368 Total:	370.29								
987944369	03/02/2013	166.30	0.00	03/19/2013	Finance monthly maintenance - March		-		No	0000
101-210-511-5440	R&M - office equipment									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	987944369 Total:	166.30								
	CANN Total:	536.59								
	Canon Solutions America Total:	536.59								
Cassidy Tire										
CASSIDYT										
2180969	02/19/2013	222.00	0.00	03/19/2013	One new tire for Truck #6, Truck 10		-		No	0000
660-620-519-5480	R&M - vehicles									
2180969	02/19/2013	55.00	0.00	03/19/2013	One new tire for Truck #6, Truck 10		-		No	0000
101-440-513-5480	R&M - vehicles									
	2180969 Total:	277.00								
	CASSIDYT Total:	277.00								
	Cassidy Tire Total:	277.00								
CDW Government										
CDWGOV										
X959654	02/19/2013	1,280.07	0.00	03/19/2013	Battery replacement for UPS village Hall		-		No	0000
101-250-511-6530	Equipment - data processing									
	X959654 Total:	1,280.07								
	CDWGOV Total:	1,280.07								
	CDW Government Total:	1,280.07								
CENGAGE Learning										
CENGA										
98686019	02/11/2013	27.96	0.00	03/19/2013	Property inspectors guide		-		No	0000
101-240-517-5620	Books & publications									
98686019	02/11/2013	27.96	0.00	03/19/2013	Building officials & inspectors guide		-		No	0000
101-240-517-5620	Books & publications									
98686019	02/11/2013	27.96	0.00	03/19/2013	Residential inspectors guide		-		No	0000
101-240-517-5620	Books & publications									
98686019	02/11/2013	12.42	0.00	03/19/2013	Transportation and Handling		-		No	0000
101-240-517-5620	Books & publications									
	98686019 Total:	96.30								
	CENGA Total:	96.30								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CENGAGE Learning Total:		96.30								
City Tech Usa Inc										
CITYTECH										
1959	03/04/2013	310.00	0.00	03/19/2013	Public salary annual membership dues		-		No	0000
101-200-511-5599	Other contractual									
	1959 Total:	310.00								
	CITYTECH Total:	310.00								
City Tech Usa Inc Total:		310.00								
Coca-Cola Bottling Company										
COCACOLA										
378314906	02/18/2013	141.40	0.00	03/19/2013	Pop for Fire Dept machine		-		No	0000
101-210-511-5700	Office supplies									
	378314906 Total:	141.40								
	COCACOLA Total:	141.40								
Coca-Cola Bottling Company Total:		141.40								
Cook County Dept Public Health										
CCDPH										
cook01282013	01/28/2013	360.00	0.00	03/19/2013	Public Health inspectons/4th qtr 2012		-		No	0000
101-200-511-5399	Other professional services									
	cook01282013 Total:	360.00								
	CCDPH Total:	360.00								
Cook County Dept Public Health Total:		360.00								
Cordos Viorel										
CORDOS										
120228	05/03/2012	3,000.00	0.00	03/19/2013	Refund/Site Management Deposit		-		No	0000
101-000-210-2620	Contractor bonds payable									
	120228 Total:	3,000.00								
	CORDOS Total:	3,000.00								
Cordos Viorel Total:		3,000.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Dell Marketing, L.P										
DELLMARK										
XJ3DCRC92	02/20/2013	1,675.48	0.00	03/19/2013	Annual storage upgrade for SAN		-		No	0000
101-250-511-6530	Equipment - data processing									
	XJ3DCRC92 Total:	1,675.48								
	DELLMARK Total:	1,675.48								
	Dell Marketing, L.P Total:	1,675.48								
Dvorak Mark										
DVORAK										
Sc02282013	02/27/2013	350.00	0.00	03/19/2013	Entertainment for Family Fun Fest		-		No	0000
205-504-515-5270	Purchased program services									
	Sc02282013 Total:	350.00								
	DVORAK Total:	350.00								
	Dvorak Mark Total:	350.00								
East of Edens										
EASTOFE										
000001#1535	02/26/2013	212.50	0.00	03/19/2013	Dinner for employees-snow storm		-		No	0000
101-400-511-5730	Program supplies									
	000001#1535 Total:	212.50								
	EASTOFE Total:	212.50								
	East of Edens Total:	212.50								
EJ Equipment										
EJEQUIP										
54516	01/29/2013	3,446.65	0.00	03/19/2013	Turbo jet chain flail to cut sewer roots		-		No	0000
101-440-513-5745	Small tools									
	54516 Total:	3,446.65								
54797	02/13/2013	2,743.80	0.00	03/19/2013	Bulldog nozzle for sewer cleaning		-		No	0000
660-620-519-5745	Small tools									
	54797 Total:	2,743.80								
	EJEQUIP Total:	6,190.45								
	EJ Equipment Total:	6,190.45								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Eterno, Attorney at Law David										
ETERNO										
11175	03/01/2013	687.00	0.00	03/19/2013	Adjudication Hearing Officer -		-		No	0000
101-230-511-5399	Other professional services				February					
	11175 Total:	687.00								
	ETERNO Total:	687.00								
Eterno, Attorney at Law David Total:		687.00								
Fast Signs										
FASTSIG										
80-19892	01/07/2013	2,790.00	0.00	03/19/2013	Public parking sign-Centennial Park		-		No	0000
217-000-561-6002	Contractor Liquidating Damages									
80-19892	01/07/2013	975.00	0.00	03/19/2013	Directional sign-Centennial Park		-		No	0000
217-000-561-6002	Contractor Liquidating Damages									
	80-19892 Total:	3,765.00								
	FASTSIG Total:	3,765.00								
Fast Signs Total:		3,765.00								
General Code, LLC										
GENERAL										
BILL010301	02/21/2013	913.77	0.00	03/19/2013	Supplement no 7 - updates to code		-		No	0000
101-110-511-5550	Ordinance codification									
	BILL010301 Total:	913.77								
C0010740	03/01/2013	995.00	0.00	03/19/2013	E Code annual maintenance fee		-		No	0000
101-110-511-5550	Ordinance codification									
	C0010740 Total:	995.00								
	GENERAL Total:	1,908.77								
General Code, LLC Total:		1,908.77								
Grainger										
GRAINGER										
9056389670	02/01/2013	3.37	0.00	03/19/2013	Round color reflector for PW Door		-		No	0000
101-420-511-5405	R&M - buildings				garage					
	9056389670 Total:	3.37								
9056389688	02/01/2013	30.33	0.00	03/19/2013	Round color reflector for PW Door		-		No	0000
101-420-511-5405	R&M - buildings				garage					
	9056389688 Total:	30.33								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
9078432896	02/27/2013	105.32	0.00	03/19/2013	Humidifier filters		-			No 0000
101-350-512-5730	Program supplies									
	9078432896 Total:	105.32								
9079546330	02/28/2013	387.90	0.00	03/19/2013	Humidifiers for bunk rooms		-			No 0000
101-350-512-5730	Program supplies									
	9079546330 Total:	387.90								
	GRAINGER Total:	526.92								
	Grainger Total:	526.92								
Hagg Press										
HAGG										
49000	02/22/2013	1,595.90	0.00	03/19/2013	Connections newsletter - March/April		-			No 0000
101-100-511-5565	Village Newsletter				201					
	49000 Total:	1,595.90								
	HAGG Total:	1,595.90								
	Hagg Press Total:	1,595.90								
Kane McKenna & Associates										
KANEMKEN										
02142013	02/14/2013	6,225.00	0.00	03/19/2013	Devon/Lincoln Proposed TIF - Pymt		-			No 0000
101-240-517-5399	Other professional services				#6					
02142013	02/14/2013	400.00	0.00	03/19/2013	Calculation-Annual SD#74 DB		-			No 0000
217-000-517-5399	Other professional services				payment					
02142013	02/14/2013	824.84	0.00	03/19/2013	Research Document - January billing		-			No 0000
101-240-517-5399	Other professional services									
02142013	02/14/2013	800.00	0.00	03/19/2013	January billings		-			No 0000
217-000-517-5399	Other professional services									
	02142013 Total:	8,249.84								
	KANEMKEN Total:	8,249.84								
	Kane McKenna & Associates Total:	8,249.84								
Madison National Life										
MADISON										
1084546	02/20/2013	135.21	0.00	03/19/2013	Life Insurance - March 2013		-			No 0000
101-200-511-5150	Insurance - group life & AD&D									
1084546	02/20/2013	61.34	0.00	03/19/2013	Life Insurance - March 2013		-			No 0000
101-210-511-5150	Insurance - group life & AD&D									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
1084546	02/20/2013	77.62	0.00	03/19/2013	Life Insurance - March 2013		-		No	0000
101-240-517-5150	Insurance - group life & AD&D									
1084546	02/20/2013	561.99	0.00	03/19/2013	Life Insurance - March 2013		-		No	0000
101-300-512-5150	Insurance - group life & AD&D									
1084546	02/20/2013	14.78	0.00	03/19/2013	Life Insurance - March 2013		-		No	0000
101-350-512-5150	Insurance - group life & AD&D									
1084546	02/20/2013	63.02	0.00	03/19/2013	Life Insurance - March 2013		-		No	0000
101-400-511-5150	Insurance - group life & AD&D									
1084546	02/20/2013	31.23	0.00	03/19/2013	Life Insurance - March 2013		-		No	0000
101-410-511-5150	Insurance - group life & AD&D									
1084546	02/20/2013	87.89	0.00	03/19/2013	Life Insurance - March 2013		-		No	0000
101-440-513-5150	Insurance - group life & AD&D									
1084546	02/20/2013	37.40	0.00	03/19/2013	Life Insurance - March 2013		-		No	0000
205-430-515-5150	Insurance - group life & AD&D									
1084546	02/20/2013	94.08	0.00	03/19/2013	Life Insurance - March 2013		-		No	0000
205-500-515-5150	Insurance - group life & AD&D									
1084546	02/20/2013	86.96	0.00	03/19/2013	Life Insurance - March 2013		-		No	0000
660-620-519-5150	Insurance - group life & AD&D									
	1084546 Total:	1,251.52								
	MADISON Total:	1,251.52								
Madison National Life Total:		1,251.52								
Maine-Niles Association of Spe										
MNASR										
13-014	01/31/2013	24,214.75	0.00	03/19/2013	General Contribution for 2013		-		No	0000
205-580-515-5270	Purchased program services									
	13-014 Total:	24,214.75								
13-022	03/06/2013	769.76	0.00	03/19/2013	Inclusion Services - February B		-		No	0000
205-580-515-5270	Purchased program services									
	13-022 Total:	769.76								
13-036	03/02/2013	828.83	0.00	03/19/2013	Inclusion Services - March A		-		No	0000
205-580-515-5270	Purchased program services									
	13-036 Total:	828.83								
	MNASR Total:	25,813.34								
Maine-Niles Association of Spe Total:		25,813.34								
MB Financial Bank, N.A.										
MBFIN										
022272013	02/27/2013	348.68	0.00	03/19/2013	Refund/overpayment of water bill		-		No	0000
660-610-519-5720	Postage									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	022272013 Total:	348.68								
	MBFIN Total:	348.68								
	<hr/>									
	MB Financial Bank, N.A. Total:	348.68								
	<hr/>									
Meade Electric Company Inc										
MEADELEC										
65820	02/22/2013	5,444.96	0.00	03/19/2013	Street lighting repair at Lincoln ,Devon		-		No	0000
101-440-513-5290	Street lights & traffic signal									
	65820 Total:	5,444.96								
	MEADELEC Total:	5,444.96								
	<hr/>									
	Meade Electric Company Inc Total:	5,444.96								
	<hr/>									
MGP, Inc.										
MGPINC										
1860	02/28/2013	858.42	0.00	03/19/2013	GISC Staffing		-		No	0000
101-250-511-5599	Other contractual									
1860	02/28/2013	858.41	0.00	03/19/2013	GISC Staffing		-		No	0000
101-000-210-2650	Contractor Permits Payable									
1860	02/28/2013	1,716.84	0.00	03/19/2013	GISC Staffing		-		No	0000
660-620-519-5599	Other contractual									
	1860 Total:	3,433.67								
	MGPINC Total:	3,433.67								
	<hr/>									
	MGP, Inc. Total:	3,433.67								
	<hr/>									
Mid American Water of Wauconda										
MIDAMER										
140555W	02/11/2013	3,890.48	0.00	03/19/2013	copper tubing, iron push for Water		-		No	0000
660-620-519-5796	Water system repair parts				main					
	140555W Total:	3,890.48								
	MIDAMER Total:	3,890.48								
	<hr/>									
	Mid American Water of Wauconda Total:	3,890.48								
	<hr/>									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Mundt Regina										
MUNDT										
Fall2	02/27/2013	985.60	0.00	03/19/2013	Fall Zumba Oct 23-Dec 18		-		No	0000
205-503-515-5270	Purchased program services									
	Fall2 Total:	985.60								
	MUNDT Total:	985.60								
	Mundt Regina Total:	985.60								
Myron & Phil Restaurant										
MYRON&PH										
02262013	02/26/2013	573.75	0.00	03/19/2013	Employee recognition dinner		-		No	0000
101-200-511-5799	Other materials & supplies									
	02262013 Total:	573.75								
	MYRON&PH Total:	573.75								
	Myron & Phil Restaurant Total:	573.75								
Niles West Music Parents Assn										
NILESWE										
12130305	02/01/2013	100.00	0.00	03/19/2013	Ad-Niles West Parents Association		-		No	0000
205-504-515-5510	Advertising									
	12130305 Total:	100.00								
	NILESWE Total:	100.00								
	Niles West Music Parents Assn Total:	100.00								
NIPSTA										
NIPSTA										
10399	01/31/2013	5,312.00	0.00	03/19/2013	2013 Dues/Police Department		-		No	0000
101-300-512-5540	Intergovernmental fees & dues									
10399	01/31/2013	4,648.00	0.00	03/19/2013	2013 Dues/Fire Department		-		No	0000
101-350-512-5540	Intergovernmental fees & dues									
10399	01/31/2013	1,500.00	0.00	03/19/2013	2013 Dues/PW		-		No	0000
101-400-511-5540	Intergovernmental Fees and Due									
	10399 Total:	11,460.00								
	NIPSTA Total:	11,460.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
NIPSTA Total:		11,460.00								
Oce										
OCE										
987944370	03/02/2013	188.97	0.00	03/19/2013	Maintenance - copier - EE403		-		No	0000
101-210-511-5440	R&M - office equipment									
	987944370 Total:	188.97								
	OCE Total:	188.97								
Oce Total:		188.97								
On Time, Inc										
ONTIMEI										
E14549	02/28/2013	219.22	0.00	03/19/2013	Uniform polo shirts and pants - Fire		-		No	0000
101-350-512-5665	Firefighting supplies									
	E14549 Total:	219.22								
	ONTIMEI Total:	219.22								
On Time, Inc Total:		219.22								
Paramedic Services of Illinois										
PARAMEDI										
3782	03/02/2013	212,933.58	0.00	03/19/2013	Services Rendered Month of 3/31/2013		-		No	0000
101-350-512-5220	Fire protection									
	3782 Total:	212,933.58								
	PARAMEDI Total:	212,933.58								
Paramedic Services of Illinois Total:		212,933.58								
PEP Boys										
PEPBOYS										
04790259726	02/25/2013	87.00	0.00	03/19/2013	Battery for 1512		-		No	0000
101-350-512-5730	Program supplies									
	04790259726 Total:	87.00								
	PEPBOYS Total:	87.00								
PEP Boys Total:		87.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
QSR Awards & Engravings, Inc.										
QSR AWARD										
7771	02/26/2013	104.00	0.00	03/19/2013	Brush gold brass plates/Council Chamber		-		No	0000
101-420-511-5405	R&M - buildings									
	7771 Total:	104.00								
	QSR AWARD Total:	104.00								
QSR Awards & Engravings, Inc. Total:		104.00								
Raynor Door Co										
RAYNOR										
13-089103	02/06/2013	1,409.45	0.00	03/19/2013	Photocell system, photocell reflector		-		No	0000
101-420-511-5405	R&M - buildings									
	13-089103 Total:	1,409.45								
	RAYNOR Total:	1,409.45								
Raynor Door Co Total:		1,409.45								
Russo Power Equipment										
RUSSO										
1519063	03/04/2013	587.44	0.00	03/19/2013	Sidewalk salt for Buildings		-		No	0000
101-420-511-5730	Program supplies									
	1519063 Total:	587.44								
	RUSSO Total:	587.44								
Russo Power Equipment Total:		587.44								
Shah-Khan Mazher										
SHAHKHAN										
100876	02/22/2011	3,000.00	0.00	03/19/2013	Refund - Site Development Deposit		-		No	0000
101-000-210-2620	Contractor bonds payable									
	100876 Total:	3,000.00								
	SHAHKHAN Total:	3,000.00								
Shah-Khan Mazher Total:		3,000.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
TKE Corporation										
TKECORP										
3000426391	03/01/2013	474.75	0.00	03/19/2013	Maintenance contract - Elevator - PD		-		No	0000
101-420-511-5405	R&M - buildings									
	3000426391 Total:	474.75								
	TKECORP Total:	474.75								
	<hr/>									
	TKE Corporation Total:	474.75								
	<hr/>									
Tomacic Joseph										
TOMACI										
03062013	03/06/2013	1,560.00	0.00	03/19/2013	Refund - Soccer fields		-		No	0000
205-000-210-2430	Parks and Recs Control Deposit									
	03062013 Total:	1,560.00								
	TOMACI Total:	1,560.00								
	<hr/>									
	Tomacic Joseph Total:	1,560.00								
	<hr/>									
United States Postal Service										
USPOSTMA										
03022013	03/02/2013	773.91	0.00	03/19/2013	Postage for May/June Newsletter		-		No	0000
101-100-511-5565	Village Newsletter									
	03022013 Total:	773.91								
	USPOSTMA Total:	773.91								
	<hr/>									
	United States Postal Service Total:	773.91								
	<hr/>									
Welding Supply Inc.										
WELDINGS										
877369	02/28/2013	5.32	0.00	03/19/2013	Helium tank - March rental		-		No	0000
205-571-515-5730	Program supplies									
	877369 Total:	5.32								
	WELDINGS Total:	5.32								
	<hr/>									
	Welding Supply Inc. Total:	5.32								
	<hr/>									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Work' N Gear, LLC										
WRKNGEAR										
HA8919	02/18/2013	39.98	0.00	03/19/2013	Clothing allowance - Public Works		-		No	0000
205-430-515-5070	Uniform allowance									
	HA8919 Total:	39.98								
	WRKNGEAR Total:	39.98								
Work' N Gear, LLC Total:		39.98								
Ziebell Water Service Product										
ZIEBELLW										
219437-000	01/31/2013	698.40	0.00	03/19/2013	Frame lifter, gasket flat/water main		-		No	0000
660-620-519-5796	Water system repair parts									
	219437-000 Total:	698.40								
	ZIEBELLW Total:	698.40								
Ziebell Water Service Product Total:		698.40								
Report Total:		314,022.80								

Accounts Payable To Be Paid Proof List

User: jmm
Printed: 03/11/2013 - 4:02 PM
Batch: 202-03-2013



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Advanced Telecommunications of ADVANCE										
SVC005158	03/05/2013	1,140.00	0.00	03/19/2013	Standard Technical Service		-		No	0000
101-250-511-5330	Data processing									
SVC005158	03/05/2013	183.00	0.00	03/19/2013	Extension of D Mark Cable		-		No	0000
101-250-511-5330	Data processing									
	SVC005158 Total:	1,323.00								
	ADVANCE Total:	1,323.00								
Advanced Telecommunications of Total:		1,323.00								
Cassidy Tire CASSIDYT										
2181035	02/25/2013	164.57	0.00	03/19/2013	Tires for Squads - spare tires		-		No	0000
101-300-512-5480	R&M - vehicles									
	2181035 Total:	164.57								
	CASSIDYT Total:	164.57								
Cassidy Tire Total:		164.57								
Chicago Communications, LLC CHGOCOMM										
246377	03/04/2013	24.03	0.00	03/19/2013	C.C.S. Maintenance for april 2013		-		No	0000
101-400-511-5410	R&M - communications equipment									
246377	03/04/2013	27.06	0.00	03/19/2013	C.C.S. Maintenance for april 2013		-		No	0000
101-410-511-5410	R&M - communications equipment									
246377	03/04/2013	34.59	0.00	03/19/2013	C.C.S. Maintenance for april 2013		-		No	0000
205-430-515-5410	R&M - communications equipment									
246377	03/04/2013	39.59	0.00	03/19/2013	C.C.S. Maintenance for april 2013		-		No	0000
660-620-519-5410	R&M - communications equipment									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
246377	03/04/2013	50.08	0.00	03/19/2013	C.C.S. Maintenance for april 2013		-			No 0000
101-440-513-5410	R&M - communications equipment									
	246377 Total:	175.35								
	CHGOCOMM Total:	175.35								
Chicago Communications, LLC Total:		175.35								
ClientFirst Consulting Group,										
CLIENTFI										
3112	02/28/2013	287.50	0.00	03/19/2013	Public Works Video Surv		-			No 0000
660-610-519-5330	Data processing									
	3112 Total:	287.50								
3113	02/28/2013	3,572.50	0.00	03/19/2013	Support Staff		-			No 0000
101-250-511-5320	Consulting									
3113	02/28/2013	1,275.00	0.00	03/19/2013	Support Staff		-			No 0000
101-250-511-6530	Equipment - data processing									
3113	02/28/2013	1,530.00	0.00	03/19/2013	Support Staff		-			No 0000
101-000-210-2650	Contractor Permits Payable									
	3113 Total:	6,377.50								
3116	02/28/2013	402.50	0.00	03/19/2013	PD Firewall Changes		-			No 0000
101-250-511-5330	Data processing									
	3116 Total:	402.50								
3135	02/28/2013	616.25	0.00	03/19/2013	New Server		-			No 0000
101-250-561-6530	Equipment - data processing									
	3135 Total:	616.25								
3136	02/28/2013	140.00	0.00	03/19/2013	Excipio consulting		-			No 0000
101-250-511-5320	Consulting									
	3136 Total:	140.00								
3139	02/28/2013	1,127.50	0.00	03/19/2013	Strategic Planning Updates		-			No 0000
101-250-511-5320	Consulting									
	3139 Total:	1,127.50								
	CLIENTFI Total:	8,951.25								
ClientFirst Consulting Group, Total:		8,951.25								
Duntemann Mark										
DUNTEMAN										
2013-6	03/06/2013	5,507.50	0.00	03/19/2013	Request calls, removal permits		-			No 0000
101-400-511-5039	Other contract labor									
	2013-6 Total:	5,507.50								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	DUNTEMAN Total:	5,507.50								
	Duntemann Mark Total:	5,507.50								
East of Edens EASTOFE 000001#1577 101-400-511-5730	03/05/2013 Program supplies 000001#1577 Total: EASTOFE Total:	204.00 204.00 204.00	0.00	03/19/2013	Dinner for workers snow storm		-		No	0000
	East of Edens Total:	204.00								
Emcor Services Team Mechanical EMCOR 00 3036397 101-420-511-5405	03/04/2013 R&M - buildings 00 3036397 Total: EMCOR Total:	2,500.00 2,500.00 2,500.00	0.00	03/19/2013	Contract preventive maintenance - March		-		No	0000
	Emcor Services Team Mechanical Total:	2,500.00								
Flags USA Inc. FLAGSOA 54564 101-140-511-5799	02/28/2013 Other materials & supplies 54564 Total: FLAGSOA Total:	975.20 975.20 975.20	0.00	03/19/2013	Flags - Human Relations Commission		-		No	0000
	Flags USA Inc. Total:	975.20								
FSCI Corporate Office FSCI 2013-157 101-240-517-5399	02/22/2013 Other professional services 2013-157 Total: FSCI Total:	390.00 390.00 390.00	0.00	03/19/2013	Kitchen Hood suppression system		-		No	0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
FSCI Corporate Office Total:		390.00								
Galls Incorporated										
GALLS										
435279	02/27/2013	114.75	0.00	03/19/2013	Misc. uniform items		-		No	0000
101-300-512-5070	Uniform allowance									
	435279 Total:	114.75								
438669	02/28/2013	53.64	0.00	03/19/2013	Misc. uniform items		-		No	0000
101-300-512-5070	Uniform allowance									
	438669 Total:	53.64								
	GALLS Total:	168.39								
Galls Incorporated Total:		168.39								
Got Laundry Chicago?, Inc.										
GOTLAUND										
22-8669	02/05/2013	11.00	0.00	03/19/2013	Dry clean cell blankets		-		No	0000
101-300-512-5730	Program supplies									
	22-8669 Total:	11.00								
22-9029	02/12/2013	27.50	0.00	03/19/2013	Dry clean cell blankets		-		No	0000
101-300-512-5730	Program supplies									
	22-9029 Total:	27.50								
22-9449	02/19/2013	22.00	0.00	03/19/2013	Dry clean cell blankets		-		No	0000
101-300-512-5730	Program supplies									
	22-9449 Total:	22.00								
	GOTLAUND Total:	60.50								
Got Laundry Chicago?, Inc. Total:		60.50								
Holland & Knight LLP										
HOLLAND										
02282013	02/28/2013	10,965.00	0.00	03/19/2013	February 2013 retainer		-		No	0000
101-230-511-5350	Legal - retainer									
	02282013 Total:	10,965.00								
2885265	03/06/2013	1,858.00	0.00	03/19/2013	Feb 2013-Touhy Lincoln TIF		-		No	0000
101-230-511-5370	Legal - review									
	2885265 Total:	1,858.00								
2885267	03/06/2013	1,270.00	0.00	03/19/2013	Feb 2013-Purple Hotel Dev.		-		No	0000
101-230-511-5370	Legal - review									
	2885267 Total:	1,270.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
2885271	03/06/2013	918.00	0.00	03/19/2013	Feb 2013-Misc Private Dockets		-			No 0000
101-230-511-5370	Legal - review									
	2885271 Total:	918.00								
2885273	03/06/2013	2,095.24	0.00	03/19/2013	Feb 2013-Shore Galleries		-			No 0000
101-230-511-5370	Legal - review									
	2885273 Total:	2,095.24								
2885275	03/06/2013	108.00	0.00	03/19/2013	Legal Bills - Feb - Union Pacific RR		-			No 0000
217-000-517-5399	Other professional services									
	2885275 Total:	108.00								
2885276	03/06/2013	4,476.00	0.00	03/19/2013	Feb 2013-Litigation		-			No 0000
101-230-511-5360	Legal - litigation									
	2885276 Total:	4,476.00								
2885278	03/06/2013	161.50	0.00	03/19/2013	Legals Bills - Feb - Property tax appeal		-			No 0000
217-000-517-5399	Other professional services									
	2885278 Total:	161.50								
2885279	03/06/2013	428.00	0.00	03/19/2013	Feb 2013-Zoning Code Amend		-			No 0000
101-230-511-5370	Legal - review									
	2885279 Total:	428.00								
	HOLLAND Total:	22,279.74								
Holland & Knight LLP Total:		22,279.74								
IL Law Enforcement Alarm Sys										
ILLLAWEN										
ILEAS2013	02/22/2013	600.00	0.00	03/19/2013	ILEAS Conference - March 3 - 5		-			No 0000
101-300-512-5810	Conference & meeting registrat									
ILEAS2013	02/22/2013	-400.00	0.00	03/19/2013	Credit adjustment		-			No 0000
101-300-512-5810	Conference & meeting registrat									
	ILEAS2013 Total:	200.00								
	ILLLAWEN Total:	200.00								
IL Law Enforcement Alarm Sys Total:		200.00								
Illinois Notary Discount Bondi										
ILLINOIS										
ILBC-ML2013	03/07/2013	42.90	0.00	03/19/2013	Renewal - Notary Public Certification		-			No 0000
101-300-512-5730	Program supplies									
	ILBC-ML2013 Total:	42.90								
	ILLINOIS Total:	42.90								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Illinois Notary Discount Bondi Total:		42.90								
Jordan James										
JORDAN										
130038	02/05/2013	500.00	0.00	03/19/2013	Emergency sewer repair depost refund		-		No	0000
101-000-210-2620	Contractor bonds payable									
	130038 Total:	500.00								
	JORDAN Total:	500.00								
Jordan James Total:		500.00								
L & G Plumbing										
L&G										
130021	01/22/2013	2,000.00	0.00	03/19/2013	Street opening deposit		-		No	0000
101-000-210-2620	Contractor bonds payable									
	130021 Total:	2,000.00								
	L&G Total:	2,000.00								
L & G Plumbing Total:		2,000.00								
Lenny Hoffman Excavating Inc										
LENNY										
3/5/13	03/05/2013	231,645.95	0.00	03/19/2013	Sewer replacement at various locations		-		No	0000
660-620-562-6400	Sewer system const/imprv									
	3/5/13 Total:	231,645.95								
	LENNY Total:	231,645.95								
Lenny Hoffman Excavating Inc Total:		231,645.95								
Lowe's Business Acc/GECF										
LOWES										
2009	02/25/2013	17.99	0.00	03/19/2013	Degreaser, grout for PD walls		-		No	0000
101-420-511-5405	R&M - buildings									
	2009 Total:	17.99								
2463	03/04/2013	16.19	0.00	03/19/2013	Hex, light bulb, washer for salt spread		-		No	0000
101-440-513-5480	R&M - vehicles									
	2463 Total:	16.19								
2472	03/04/2013	-5.96	0.00	03/19/2013	Return		-		No	0000
101-440-513-5480	R&M - vehicles									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
		2472 Total:								
2473	03/04/2013	-5.96								
101-440-513-5480	R&M - vehicles	6.18	0.00	03/19/2013	Rope clips for salt spreaders		-		No	0000
		2473 Total:								
2637	02/19/2013	6.18								
101-420-511-5405	R&M - buildings	23.56	0.00	03/19/2013	Rope clips, cable, eye bolt for Building		-		No	0000
		2637 Total:								
2643	02/19/2013	23.56								
205-430-515-5730	Program supplies	2.13	0.00	03/19/2013	Electrical covers for Community Center		-		No	0000
		2643 Total:								
2658	03/06/2013	2.13								
205-430-515-5730	Program supplies	77.04	0.00	03/19/2013	Nuts and washers for Parks		-		No	0000
		2658 Total:								
2708	03/07/2013	77.04								
101-420-511-5405	R&M - buildings	175.95	0.00	03/19/2013	Paint, rollers, brush for PD		-		No	0000
		2708 Total:								
2776	02/21/2013	175.95								
101-420-511-5405	R&M - buildings	10.77	0.00	03/19/2013	409 cleaner, tray, screws for Village		-		No	0000
		2776 Total:								
		LOWES Total:								
		323.85								
		<hr/>								
		Lowe's Business Acc/GECF Total:								
		323.85								
		<hr/>								
		Marc Printing								
		MARCP								
106644	03/01/2013	196.00	0.00	03/19/2013	Food Drive Posters		-		No	0000
101-140-511-5799	Other materials & supplies									
		106644 Total:								
		MARCP Total:								
		196.00								
		<hr/>								
		Marc Printing Total:								
		196.00								
		<hr/>								
		Namovicz Laura								
		NAM								
REIM030113LNM	03/01/2013	75.00	0.00	03/19/2013	Reimbursement/Training/Meals		-		No	0000
101-300-512-5840	Meals									
REIM030113LNM	03/01/2013	55.38	0.00	03/19/2013	Reimbursement/Training/Misc		-		No	0000
101-300-512-5670	Fuel									
		REIM030113LNM Total:								
		NAM Total:								
		130.38								
		130.38								
		<hr/>								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	Namovicz Laura Total:	130.38								
<hr/>										
New World Systems										
NEWWORLD										
026022	02/18/2013	1,546.09	0.00	03/19/2013	New World Conference 2013		-		No	0000
215-000-512-5590	Training									
	026022 Total:	1,546.09								
	NEWWORLD Total:	1,546.09								
<hr/>										
	New World Systems Total:	1,546.09								
<hr/>										
PAETEC										
PAETEC										
54545589	03/02/2013	374.45	0.00	03/19/2013	PRI/Public Works phone system		-		No	0000
660-610-519-5580	Telephone									
	54545589 Total:	374.45								
	PAETEC Total:	374.45								
<hr/>										
	PAETEC Total:	374.45								
<hr/>										
QSR Awards & Engravings, Inc.										
QSRAWARD										
7770	02/26/2013	106.00	0.00	03/19/2013	American Legion Police office award		-		No	0000
101-300-512-5730	Program supplies									
7770	02/26/2013	34.25	0.00	03/19/2013	Plaque update of recipients		-		No	0000
101-300-512-5730	Program supplies									
	7770 Total:	140.25								
	QSRAWARD Total:	140.25								
<hr/>										
	QSR Awards & Engravings, Inc. Total:	140.25								
<hr/>										
Roto Rooter Service Co.										
ROTO										
130053	02/19/2013	192.50	0.00	03/19/2013	Permit voided- 6824 Tripp		-		No	0000
101-000-210-2620	Contractor bonds payable									
130053	02/19/2013	500.00	0.00	03/19/2013	Deposit refund		-		No	0000
101-000-210-2620	Contractor bonds payable									
	130053 Total:	692.50								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	ROTO Total:	692.50								
	Roto Rooter Service Co. Total:	692.50								
Safeway Inc DOMINICK 800804 205-520-515-5645	03/02/2013 Concessions & food	60.87	0.00	03/19/2013	Club Kid snack		-		No	0000
	800804 Total:	60.87								
	DOMINICK Total:	60.87								
	Safeway Inc Total:	60.87								
Sam's Club SAMSCL SAMS3213 205-520-515-5645	03/02/2013 Concessions & food	386.45	0.00	03/19/2013	Club Kid food/concessions		-		No	0000
	SAMS3213 Total:	386.45								
	SAMSCL Total:	386.45								
	Sam's Club Total:	386.45								
Shore Galleries SHOREGAL 93255 101-300-512-5070	02/23/2013 Uniform allowance	49.40	0.00	03/19/2013	Uniform allowance		-		No	0000
	93255 Total:	49.40								
	SHOREGAL Total:	49.40								
	Shore Galleries Total:	49.40								
Skokie Hand Car Wash SKOKIHA SHCWD3113 101-300-512-5480	03/07/2013 R&M - vehicles	500.00	0.00	03/19/2013	Squad car detailing interior & exterior		-		No	0000
	SHCWD3113 Total:	500.00								
	SKOKIHA Total:	500.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Skokie Hand Car Wash Total:		500.00								
State Industrial Products										
STATE										
96142337	02/28/2013	124.51	0.00	03/19/2013	Sanitizer for cells/dispatch		-		No	0000
101-300-512-5730	Program supplies									
	96142337 Total:	124.51								
	STATE Total:	124.51								
State Industrial Products Total:		124.51								
Sun-Times Media/Pioneer Press										
PIONEPRS										
510446-01	02/28/2013	102.40	0.00	03/19/2013	4007 W Touhy / parking variance		-		No	0000
101-240-517-5510	Advertising									
	510446-01 Total:	102.40								
510454-01	02/28/2013	91.20	0.00	03/19/2013	3665 Lunt / Z Bakery parking variance		-		No	0000
101-240-517-5510	Advertising									
	510454-01 Total:	91.20								
512609-01	02/28/2013	20.80	0.00	03/19/2013	Bid for carpet replacement		-		No	0000
101-400-511-5510	Advertising									
	512609-01 Total:	20.80								
	PIONEPRS Total:	214.40								
Sun-Times Media/Pioneer Press Total:		214.40								
T.P.I. Building Code Consultan										
TPI										
6279	02/28/2013	4,170.50	0.00	03/19/2013	Plan Review		-		No	0000
101-240-517-5399	Other professional services									
6279	02/28/2013	7,585.50	0.00	03/19/2013	In House		-		No	0000
101-240-517-5399	Other professional services									
6279	02/28/2013	-338.36	0.00	03/19/2013	Discount		-		No	0000
101-240-517-5399	Other professional services									
	6279 Total:	11,417.64								
	TPI Total:	11,417.64								
T.P.I. Building Code Consultan Total:		11,417.64								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Village of Glenview										
VILLAGEG										
6290	03/04/2013	1,830.66	0.00	03/19/2013	Reimbursement - Code Enforcement officer		-		No	0000
101-300-512-5399	Other professional services									
	6290 Total:	1,830.66								
6291	03/04/2013	2,615.23	0.00	03/19/2013	Services for March 2013		-		No	0000
101-300-512-5399	Other professional services									
	6291 Total:	2,615.23								
	VILLAGEG Total:	4,445.89								
	Village of Glenview Total:	4,445.89								
Walsh John										
WALSHJ										
REIM030313JWM	03/08/2013	25.00	0.00	03/19/2013	Reimbursement/Training/Meals		-		No	0000
101-300-512-5840	Meals									
REIM030313JWM	03/08/2013	61.01	0.00	03/19/2013	Reimbursement/Training/Misc		-		No	0000
101-300-512-5670	Fuel									
	REIM030313JWM Total:	86.01								
	WALSHJ Total:	86.01								
	Walsh John Total:	86.01								
Williams Ray										
WILLIAMS										
REIM030313RWL	03/08/2013	98.57	0.00	03/19/2013	Reimbursement/New World Training/lodging		-		No	0000
101-300-512-5830	Lodging									
	REIM030313RWL Total:	98.57								
REIM030313RWM	03/08/2013	100.00	0.00	03/19/2013	Reimbursement/New World Training/meals		-		No	0000
101-300-512-5840	Meals									
REIM030313RWM	03/08/2013	3.17	0.00	03/19/2013	Reimbursement/New World Training/misc		-		No	0000
101-300-512-5675	Lubricants & fluids									
	REIM030313RWM Total:	103.17								
REIM030313RWT	03/08/2013	82.00	0.00	03/19/2013	Reimbursement/New World Training/trans		-		No	0000
101-300-512-5670	Fuel									
	REIM030313RWT Total:	82.00								
	WILLIAMS Total:	283.74								
	Williams Ray Total:	283.74								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
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Report Total:		298,060.78								
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Request For Board Action

REFERRED TO BOARD: March 19, 2013

AGENDA ITEM NO: 1

ORIGINATING DEPARTMENT: Public Works

SUBJECT: Approval of a Resolution Authorizing the Village Manager to Execute an Intergovernmental Agreement with Cook County for Access to its Geographic Information System

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Since August 2005, the Village has participated in the Geographical Information Systems (GIS) Consortium. The GIS Consortium uses economies of scale to provide premium GIS services while maintaining low costs associated with GIS systems. Since the Village is located in Cook County, it is advantageous to acquire access to GIS data from the county. Staff is requesting approval of the attached agreement which will allow the Village to access GIS data from the county at no cost. The Village's GIS system holds over 300 feature classes, many of which are supported by county GIS data. This request for access to county GIS data will assist with keeping the Village's data current and supports the process of creating and viewing maps, selecting and querying database information, analyzing geographic data, deriving additional information, and displaying information for Village applications. Access to county GIS data will provide the Village assessment information, infrastructure improvements, and other information.

FINANCIAL IMPACT:

None.

DOCUMENTS ATTACHED:

1. Proposed Resolution
2. Agreement for Access to GIS
3. Cover Letter to Cook County from Timothy C. Wiberg, Village Manager
4. Agency Letter to Cook County from Timothy C. Wiberg, Village Manager (2 copies)

RECOMMENDED MOTION:

Move to approve a Resolution authorizing the Village Manager to execute an agreement with Cook County for access to its Geographic Information System.

VILLAGE OF LINCOLNWOOD

RESOLUTION NO. R2013-_____

**A RESOLUTION APPROVING AN AGREEMENT WITH COOK COUNTY FOR
ACCESS TO ITS GEOGRAPHIC INFORMATION SYSTEM**

WHEREAS, the Village of Lincolnwood is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has the authority and has been granted powers necessary to carry out its legislative purposes as to the general governance of the Village and its residents, including the development and use of property, the establishment and maintenance of basic infrastructure such as streets, water systems, sanitary and storm water sewer systems, and the provision of public safety services; and

WHEREAS, in the performance of its general governmental responsibilities, the Village is constantly evaluating and accessing information regarding the physical and other attributes within the Village and adjacent to its boundaries; and

WHEREAS, the Cook County Assessor's Office ("**CCAO**") has developed a geographic information system ("**GIS**") database that it is willing to make available to the Village at no cost; and

WHEREAS, GIS data sharing with the CCAO will allow the Village to access GIS data from the Assessor that will facilitate the Village's decision-making process with respect to its management, provision, and maintenance of governmental services; and

WHEREAS, cooperation between and among governmental agencies and entities through intergovernmental agreements is authorized and encouraged by Article VII, Section 10 of the Illinois Constitution of 1970 and by the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

WHEREAS, the Village and the CCAO have negotiated an Agreement for Access to its Geographic Information System in substantially the form attached to this Resolution as Exhibit A (the "***Intergovernmental Agreement***"); and

WHEREAS, the Village President and Board of Trustees have determined that it will serve and be in the best interests of the Village to enter into the Intergovernmental Agreement with the CCAO;

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

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF INTERGOVERNMENTAL AGREEMENT. The Intergovernmental Agreement by and between the Village and the CCAO shall be, and is hereby, approved in substantially the form attached to this Resolution as **Exhibit A**.

SECTION 3. EXECUTION OF INTERGOVERNMENTAL AGREEMENT. The Village Manager and Village Clerk shall be, and they are hereby, authorized and directed to execute and attest, on behalf of the Village, the Intergovernmental Agreement and all documentation related thereto.

SECTION 4. EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED this ___ day of _____, 2013.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this _____ day of _____, 2013.

Gerald C. Turry, Village President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
_____ day of _____, 2013

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

Exhibit A: Intergovernmental Agreement



2013 Cook County Assessor Data Request

The request for data from Cook County has been separated into two independent requests. This request is for assessor data from Cook County. (The first is the request was for GIS data.) This page gives directions for GISC member communities to make the request for assessor data. Please keep this page for reference.

Directions:

1. Please complete the fields on the following page. All following pages will automatically populate the required information in the necessary locations. Please note that the authorized requestor is typically the city or village manager.
2. Print pages 1 through 15 *of the PDF*. Dispose of page two and use this page for direction.
3. Complete the appropriate signatures on the numbered pages four (4), and six (6) through (13). **All Signatures need to be original in nature – signed with a BLACK PEN**
4. The agreement requires a community resolution be passed before the data agreement will be accepted. If you need an example of a resolution, please contact Jim Gorny (jgorny@mgpinc.com). We have found that using the same resolution content of previous years has been successful. **Attach an original copy of the approved resolution which is Certified, Stamped, and Signed** with the signed forms from Step 3.
5. Print pages sixteen (16) through nineteen (19) *of the PDF* on your community's letterhead, have the authorized requestor sign on the signature lines, and include it with the printed pages from steps three and four. **All Signatures need to be original in nature – signed with a BLACK PEN**
6. Mail the entire packet (Via the US Post Office) to:

Cook County Assessor's Office
ATTN: Dominick Spalla
118 N. Clark Street
Room 301
Chicago, IL 60602
7. Once sent, please e-mail Jim Gorny (jgorny@mgpinc.com) that the assessor data request has been completed and sent so that all requests from the GIS Consortium can be coordinated for delivery from the county.



Community Name:	<u>The Village of Lincolnwood</u>
Day (numeric):	<u>19</u>
Month:	<u>March</u>
Year:	<u>2013</u>
Authorized requestors name:	<u>Timothy C. Wiberg</u>
Authorized requestors title:	<u>Village Manager</u>
Authorized requestors phone number:	<u>847-745-4717</u>
Authorized requestors fax number:	<u>847-673-9382</u>
Authorized requestors e-mail address:	<u>twiberg@lwd.org</u>

Please edit the statement of use below to suite your program (optional).

Our community's GIS system holds over 300 feature classes, many of which are supported by county GIS data. This request for county GIS data helps keep our data current, supports our processes of creating and viewing maps, selecting and querying database information, analyzing geographic data, using directly with other community data, deriving additional information, and displaying in community applications.

Specifically the data is used in the community for:

- Owner information for local mailings used with existing community data
- Owner information for public safety information
- Tax code information for taxing districts
- Tax code information for TIFS and other incentive districts
- Tax code information to determine municipal incorporation
- Building improvement information for classifying building types
- Identify properties that have basements and their types for Fire Prevention and First Responders
- Building code information to find garage characteristics for Fire Prevention and First Responders
- Check number of floors in building to assist in Fire Accreditation processes
- Help identify city owned properties
- Distinguish exempt taxing properties
- Perform property value change analysis with previous year's data
- Perform a building age analysis
- Generate EAV related maps and lists for neighborhoods or project area
- Generate EAV comparisons over time and over geography
- Analyze how much of the total tax a neighborhood is paying
- Owner name cross reference information for utility billing auditing
- Owner name to identify coincidental property ownership
- Assessment Value Analysis for residential development

The data will be used in the GIS Consortium to feed GIS applications owned by the consortium and for regional analysis similar to the site examples provided above. The current members of the GIS Consortium are the Village of Buffalo Grove, the City of Park Ridge, the Village of Deerfield, the City of Des Plaines, the Elk Grove Village, the Village of Glencoe, the Village of Glenview, the City of Highland Park, the City of Lake Forest, the Village of Lincolnshire, the Village of Lincolnwood, the Village of Morton Grove, the Village of Mundelein, the Village of Norridge, the Village of Oak Brook, the Village of Riverside, the Village of Skokie, the Village of Tinley Park, the Village of Wheeling, the Village of Winnetka, and the Village of Woodridge.

**AGREEMENT
FOR ACCESS TO GEOGRAPHIC INFORMATION SYSTEM**

This AGREEMENT is entered into as of the 19 day of March, 20 , by and between The Village of Lincolnwood (“Agency”) and the Cook County Assessor’s Office (the “CCAO”).

WITNESSETH:

WHEREAS, the CCAO has developed a Geographic Information System (the “GIS”) consisting of cadastral data, planimetric data, assessment data, property images, digital orthophotography (aerial photos) and other data (collectively, such images, photos and data, “Assessor Data”);

WHEREAS, portions of the GIS, and the related data dictionary, are copyrighted materials of the CCAO and/or Cook County of the State of Illinois (“Cook County”);

WHEREAS, some of the Assessor Data in the GIS is only available to the public and to commercial users for a fee, as permitted by law;

WHEREAS, Agency has requested access to and license to use the GIS for use in performing its official functions (as set forth below);

WHEREAS, the CCAO in the spirit of cooperation desires to make the GIS available, efficiently and without charge, to Agency for use in performing its official functions; and

WHEREAS, Agency acknowledges and agrees that access to the GIS and/or Assessor Data is conditioned upon the agreement that access is provided as set forth in this Agreement solely for use in performing the official functions of the Agency, and that any other use, alteration, sale, dissemination, lease or transfer of the GIS and/or Assessor Data by Agency, or by any employee or agent of same, without written consent of the CCAO is strictly prohibited, and shall be deemed to warrant immediate termination of this Agreement, as well as entitle the CCAO to pursue any other remedies to which it is entitled.

NOW, THEREFORE, in consideration of the mutual promises and covenants and the terms and conditions hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

SECTION 1. INCORPORATION OF RECITALS.

The foregoing recitals are incorporated into and made a part of this Agreement as if fully set forth herein.

SECTION 2. STATEMENT OF OFFICIAL PURPOSES; RESTRICTIONS ON USE.

For purposes of this Agreement, Agency represents and warrants as its official purpose for access to the GIS and Assessor Data as stated in Exhibit A and incorporated herein. Agency agrees that access to the

GIS and/or Assessor Data is conditioned upon and provided as set forth in this Agreement solely for its use in performing its official purposes (as described in Exhibit A). Any other use of the GIS or Assessor Data, without express written consent of the CCAO, is strictly prohibited, including the display, sale, transfer, lease, dissemination or lease of the GIS or Assessor Data in any location or manner in its current form, derivative or altered form, or otherwise. Any such prohibited use shall be deemed to be a breach which warrants immediate termination of this Agreement. This Section shall survive the termination of this Agreement.

SECTION 3. INFORMATION PROVIDED.

The CCAO agrees to provide Agency access to the GIS and Assessor Data only upon the conditions and based upon the representations and warranties set forth in this Agreement. In order to obtain specific Assessor Data, Agency must request Assessor Data by filing the attached exhibits with the Department of Automation of the CCAO (each such request, an “Information Request”). Each Information Request is subject to approval of the CCAO.

SECTION 4. LIMITED LICENSE TO USE.

Subject to the provisions of this Agreement, the CCAO hereby grants to Agency a non-exclusive, non-transferable license to use the Assessor Data only as specifically provided for in this Agreement. Agency acknowledges that the title, copyright and all other rights to the GIS and Assessor Data remain with the CCAO and/or Cook County. Neither Agency nor any other authorized user shall have any right, title or interest in the GIS or Assessor Data except as expressly described herein. The CCAO reserves the right to withdraw from the GIS and/or Assessor Data any item or part of an item for which it no longer retains ownership rights or which it has reasonable grounds to believe infringes copyright or is unlawful or otherwise objectionable.

SECTION 5. TERM AND EXTENSION.

This Agreement is for one year, effective from the date of execution. It will be extended annually for terms of one year each, unless, at least 30 days prior to the expiration of any term, either party notifies the other in writing of its intent not to renew the Agreement.

SECTION 6. DISCLAIMER OF WARRANTIES.

The GIS and the Assessor Data is provided “as is” without any warranty or representation whatsoever, including any representation as to accuracy, timeliness, completeness, infringement of rights of privacy, copyright or trademark rights or disclosure of confidential information. All burdens, including any burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use, rests solely on Agency and/or the requester. The CCAO and Cook County make no warranties, express or implied, as to the use of the GIS. There are no implied warranties of merchantability or fitness for a particular purpose. There is no warranty to update any of the information provided hereunder. THE CCAO AND COOK COUNTY EXPRESSLY DISCLAIMS ANY AND ALL REPRESENTATIONS OR WARRANTIES (EXPRESS OR IMPLIED, ORAL OR WRITTEN) RELATING TO THE GIS AND/OR ASSESSOR DATA, INCLUDING BUT NOT LIMITED TO ANY AND ALL IMPLIED WARRANTIES OF QUALITY, PERFORMANCE, ACCURACY, COMPLETENESS, MERCHANTABILITY OR FITNESS FOR A PARTICULAR

PURPOSE. Agency acknowledges and accepts the limitations of the GIS and the Assessor Data, including the fact that the GIS and Assessor Data are dynamic and are in a constant state of maintenance, correction and update.

SECTION 7. LIMITATION OF LIABILITY.

AGENCY EXPRESSLY AGREES THAT NO MEMBER, OFFICIAL, EMPLOYEE, REPRESENTATIVE OR AGENT OF THE CCAO OR COOK COUNTY, OR THEIR RESPECTIVE SUCCESSORS, HEIRS OR ASSIGNS, SHALL BE LIABLE, WHETHER INDIVIDUALLY OR PERSONALLY OR OTHERWISE, TO AGENCY OR ANY OTHER PERSON OR ENTITY, OR THEIR RESPECTIVE SUCCESSORS, HEIRS OR ASSIGNS, FOR ANY LOSS OR CLAIM, INCLUDING BUT NOT LIMITED TO ANY SPECIAL, INDIRECT, INCIDENTAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES OR LOSS OF GOODWILL DATA OR IN THE EVENT OF ANY DEFAULT OR BREACH BY THE CCAO UNDER THIS AGREEMENT OR ANY INACCURACY OF THE GIS OR ASSESSOR DATA, IN ANY WAY ARISING FROM OR RELATING TO THIS AGREEMENT OR RESULTING FROM THE USE OR INABILITY TO USE THE GIS AND/OR ANY ASSESSOR DATA.

SECTION 8. AGENCY INDEMNIFICATION.

Agency agrees to hold harmless and indemnify the CCAO and Cook County, its commissioners, officers, agents, employees, representatives and affiliates, and their respective heirs, successors and assigns, from and against, and defend, at its own expense (including reasonable attorneys', accountants' and consultants' fees), any suit, claim, action or proceeding brought by any third party against the CCAO, Cook County or any commissioner, officer, agent, employee, representative or affiliate of the CCAO or Cook County arising out of or incident to the performance or nonperformance of this Agreement by CCAO, Cook County, Agency or any other entity. To the extent that the CCAO or Cook County incurs administrative expenses including attorneys' fees during Agency's defense of any claim, Agency shall reimburse the CCAO or Cook County, as appropriate, for all such expenses. The provisions of this Section shall survive the termination of this Agreement.

SECTION 9. APPLICABLE LAW.

This Agreement shall be interpreted and construed in accordance with, and governed by, the laws of the State of Illinois, excluding any such laws that might direct the application of the laws of another jurisdiction. Venue shall be in a court of competent jurisdiction located within the County of Cook, Illinois. The CCAO and Agency each acknowledge the existence of state and other applicable law defining the duties and responsibilities of each party regarding real estate taxation and other governmental functions. No part of this Agreement has the effect of or is intended to impact any applicable legal duty of either party under existing law, especially the Illinois Property Tax Code, 35 ILCS 200/1 et seq. Both parties remain responsible under applicable law for performing all stated duties and responsibilities.

SECTION 10. CONFIDENTIALITY.

Agency acknowledges and agrees that information regarding this Agreement, and portions of the GIS and Assessor Data and other information disclosed hereunder, is confidential and shall not be disclosed, directly, indirectly or by implication, or be used by Agency in any way, whether during the term of this Agreement or any time thereafter, except solely in accordance with the official purposes set forth above. All such Assessor Data and the GIS shall be treated in confidential manner, except as otherwise expressly stated in a written document.

SECTION 11. MISCELLANEOUS.

- (a) This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, in relation to the matters dealt with herein. There are no representations, warranties, collateral agreements or conditions to this Agreement, except as expressly stated in this Agreement.
- (b) The section headings are for reference and information purposes only, and shall not affect in any way the meaning or interpretation of this Agreement. References to singular shall include the plural and to plural shall include the singular. References to a person shall include a corporate or government body. Words such as “including” and similar expressions shall not be read as words of limitation.

* * * * *

IN WITNESS WHEREOF, the parties have executed this Agreement by their respective authorized representatives as of the date first written above.

**COOK COUNTY
ASSESSOR’S OFFICE**

Chief Deputy Assessor
Cook County Assessor’s Office

Signature:
Timothy C. Wiberg

Print Name
Title: Village Manager

Agency Name:
The Village of Lincolnwood

Telephone Number:
847-745-4717

Exhibit A: Statement of Official Purpose

Our community's GIS system holds over 300 feature classes, many of which are supported by county GIS data. This request for county GIS data helps keep our data current, supports our processes of creating and viewing maps, selecting and querying database information, analyzing geographic data, using directly with other community data, deriving additional information, and displaying in community applications.

Specifically the data is used in the community for:

- Owner information for local mailings used with existing community data
- Owner information for public safety information
- Tax code information for taxing districts
- Tax code information for TIFS and other incentive districts
- Tax code information to determine municipal incorporation
- Building improvement information for classifying building types
- Identify properties that have basements and their types for Fire Prevention and First Responders
- Building code information to find garage characteristics for Fire Prevention and First Responders
- Check number of floors in building to assist in Fire Accreditation processes
- Help identify city owned properties
- Distinguish exempt taxing properties
- Perform property value change analysis with previous year's data
- Perform a building age analysis
- Generate EAV related maps and lists for neighborhoods or project area
- Generate EAV comparisons over time and over geography
- Analyze how much of the total tax a neighborhood is paying
- Owner name cross reference information for utility billing auditing
- Owner name to identify coincidental property ownership
- Assessment Value Analysis for residential development

The data will be used in the GIS Consortium to feed GIS applications owned by the consortium and for regional analysis similar to the site examples provided above. The current members of the GIS Consortium are the Village of Buffalo Grove, the City of Park Ridge, the Village of Deerfield, the City of Des Plaines, the Elk Grove Village, the Village of Glencoe, the Village of Glenview, the City of Highland Park, the City of Lake Forest, the Village of Lincolnshire, the Village of Lincolnwood, the Village of Morton Grove, the Village of Mundelein, the Village of Norridge, the Village of Oak Brook, the Village of Riverside, the Village of Skokie, the Village of Tinley Park, the Village of Wheeling, the Village of Winnetka, and the Village of Woodridge.

Exhibit B: Assessment Data

The Village of Lincolnwood _____ (“Agency”) hereby requests access to **assessment data** in accordance with the Agreement, dated March 19, 2013, between Agency and the Cook County Assessor’s Office (the “CCAO”).

The CCAO has developed a file of assessment data, which is maintained on the Cook County Mainframe. The CCAO will make the file of assessment data available to Agency, subject to the terms and restrictions and limitations as set forth in the Agreement. A data dictionary is available upon request.

Agency requests assessment data based on the following geographic area (select area by completing one of the blanks below):

Tax Codes: _____

Municipality: The Village of Lincolnwood
plus a half mile buffer

Permanent Index Number range: Attach additional sheet if necessary

Township: _____

Requested by

Name: Timothy C. Wiberg

Signature: _____

Date: March 19, 2013

Exhibit C: Property Images

The Village of Lincolnwood (“Agency”) hereby requests access to **property images** in accordance with the Agreement, dated March 19, 2013, between Agency and the Cook County Assessor’s Office (the “CCAO”).

The CCAO has developed a computerized database of property images. The CCAO will make this computerized database of property images available to Agency in JPEG format, subject to the terms and restrictions and limitations as set forth in the Agreement. In addition to the property images, the CCAO will provide a file containing Permanent Index Number(s), property image capture date, and a list of Permanent Index Number(s) that have no property image assigned. A data dictionary is available upon request.

Agency requests assessment data based on the following geographic area (select area by completing one of the blanks below):

- Permanent Index Number range: Attach additional sheet if necessary

- Municipality: _____
- Year 1998 Photos
- Year 2007 Photos

Not Requested

Requested by

Name: Timothy C. Wiberg

Signature: _____

Date: March 19, 2013

Exhibit D: Digital Orthophotography (Aerial Photos)

The Village of Lincolnwood (“Agency”) hereby requests access to **digital orthophotography (aerial photos)** in accordance with the Agreement, dated March 19, 2013, between Agency and the Cook County Assessor’s Office (the “CCAO”).

The CCAO has developed a computerized database of digital orthophotography (aerial photos). The computerized database of digital orthophotography for Cook County contains 4,486 tiles. The CCAO will make the computerized database of digital orthophotography available to Agency, subject to the terms and restrictions and limitations as set forth in the Agreement. The digital orthophotography will be provided in .tif or .sid format. In addition to the digital orthophotography, the CCAO will provide a shapefile containing an index of all the tiles for Cook County. Metadata is available upon request.

Agency requests assessment data based on the following geographic area (select area by completing one of the blanks below):

Municipality: _____

Township: _____

Year 1998 Photos

Year 2003 Photos

Not Requested

Requested by

Name: Timothy C. Wiberg

Signature: _____

Date: March 19, 2013

Exhibit E: Planimetric data

The Village of Lincolnwood (“Agency”) hereby requests access to **planimetric data** in accordance with the Agreement, dated March 19, 2013, between Agency and the Cook County Assessor’s Office (the “CCAO”).

The CCAO has developed a computerized database of geographic information system (GIS). This computerized database consists of both planimetric data and cadastral data. The CCAO will make the computerized database of planimetric data available to Agency, subject to the terms and restrictions and limitations as set forth in the Agreement. The planimetric data is maintained using ESRI’s ArcGIS software and is in a geodatabase format specific to ESRI’s product line. Metadata is available upon request.

Agency requests assessment data based on the following geographic area (select area by completing one of the blanks below):

Permanent Index Number range: Attach additional sheet if necessary

Municipality: _____

Township: _____

Not Requested

Requested by

Name: Timothy C. Wiberg

Signature: _____

Date: March 19, 2013

Exhibit F: Cadastral data

The Village of Lincolnwood (“Agency”) hereby requests access to **cadastral data** in accordance with the Agreement, dated March 19, 2013, between Agency and the Cook County Assessor’s Office (the “CCAO”).

The CCAO has developed a computerized database of geographic information system (GIS). This computerized database consists of both planimetric data and cadastral data. The CCAO will make the computerized database of cadastral data available to Agency, subject to the terms and restrictions and limitations as set forth in the Agency Agreement. The cadastral data is maintained using ESRI’s ArcGIS software and is in a geodatabase format specific to ESRI’s product line. Metadata is available upon request.

Agency requests assessment data based on the following geographic area (select area by completing one of the blanks below):

Permanent Index Number range: Attach additional sheet if necessary

Municipality: _____

Township: _____

Not Requested

Requested by

Name: Timothy C. Wiberg

Signature: _____

Date: March 19, 2013

Exhibit G: Digital Terrain data

The Village of Lincolnwood _____ (“Agency”) hereby requests access to **digital terrain data** in accordance with the Agreement, dated March 19, 2013, between Agency and the Cook County Assessor’s Office (the “CCAO”).

The CCAO has developed a computerized database of geographic information system (GIS). This computerized database includes digital terrain data. The CCAO will make the computerized database of digital terrain data available to Agency, subject to the terms and restrictions and limitations as set forth in the Agency Agreement.

Agency requests assessment data based on the following geographic area (select area by completing one of the blanks below):

Municipality: _____

Township: _____

Not Requested

Requested by

Name: Timothy C. Wiberg

Signature: _____

Date: March 19, 2013

Exhibit H: Lidar data

The Village of Lincolnwood (“Agency”) hereby requests access to **lidar data** in accordance with the Agreement, dated March 19, 2013, between Agency and the Cook County Assessor’s Office (the “**CCAO**”).

The CCAO has developed a computerized database of geographic information system (GIS). This computerized database includes lidar data. The CCAO will make the computerized database of digital terrain data available to Agency, subject to the terms and restrictions and limitations as set forth in the Agency Agreement.

Agency requests assessment data based on the following geographic area (select area by completing one of the blanks below):

Municipality: _____

Township: _____

Not Requested

Requested by

Name: Timothy C. Wiberg

Signature: _____

Date: March 19, 2013

Exhibit I: Oblique Aerial Imagery

The Village of Lincolnwood _____ (“Agency”) hereby requests access to **oblique aerial imagery** in accordance with the Agreement, dated March 19, 2013, between Agency and the Cook County Assessor’s Office (the “CCAO”).

The CCAO has developed a computerized database of geographic information system (GIS). This computerized database includes Oblique Aerial Imagery data. The CCAO will make the computerized database of Oblique Aerial Imagery data available to Agency, subject to the terms and restrictions and limitations as set forth in the Agency Agreement.

Agency requests assessment data based on the following geographic area (select area by completing one of the blanks below):

Municipality: _____

Township: _____

Not Requested

Requested by

Name: Timothy C. Wiberg

Signature: _____

Date: March 19, 2013

Cook County Assessor's Office
ATTN: Dominick Spalla
118 N. Clark Street
Room 301
Chicago, IL 60602

Re: Cover Letter
Inter-Agency Agreement between the Cook County Assessor's Office and
The Village of Lincolnwood ("Agency"), dated March 19, 2013

Dear Chief Legal Counsel:

Please accept this letter and attachments in consideration of the Inter-Agency Agreement between the Cook County Assessor's Office and the The Village of Lincolnwood. The The Village of Lincolnwood is a local government within Cook County which I have full authority to act on behalf on.

This request for county GIS data helps keep our data current, supports our processes of creating and viewing maps, selecting and querying database information, analyzing geographic data, using directly with other community data, deriving additional information, and displaying in community applications. Some specific examples of use include providing the most current PIN based information into enterprise systems, providing owner information for local mailings used with existing community data and or public safety reference, taxing agency information, building improvement information for classifying building types, distinguish exempt taxing properties, performing property value change analysis with previous year's data, and assessment value analysis for development

The data will be used in the GIS Consortium to feed GIS applications owned by the consortium and for regional analysis similar to the site examples provided above. The current members of the GIS Consortium are the Village of Buffalo Grove, the City of Park Ridge, the Village of Deerfield, the City of Des Plaines, the Elk Grove Village, the Village of Glencoe, the Village of Glenview, the City of Highland Park, the City of Lake Forest, the Village of Lincolnshire, the Village of Lincolnwood, the Village of Morton Grove, the Village of Mundelein, the Village of Norridge, the Village of Oak Brook, the Village of Riverside, the Village of Skokie, the Village of Tinley Park, the Village of Wheeling, the Village of Winnetka, and the Village of Woodridge.

I want to ensure you that the use of this information is limited as required by the county agreements. If you have any additional requirements or questions, please call me at 847-745-4717 or contact me by email at twiberg@lwd.org.

Sincerely,

Signature

Timothy C. Wiberg
Village Manager

Name/Title

Cook County Assessor's Office
ATTN: Dominick Spalla
118 N. Clark Street
Room 301
Chicago, IL 60602

Re: Agency Letter
Inter-Agency Agreement between the Cook County Assessor's Office and
The Village of Lincolnwood ("Agency"),
dated March 19, 2013

Dear Chief Legal Counsel:

This letter concerns the agreement listed above (the "Agreement") and is a request that either the Cook County Assessor's Office send Assessor Data (as that term is defined in the Agreement) directly to the GIS Consortium, ("Consultant") or that Agency be allowed to forward Assessor Data to Consultant directly or through one of its agents.

Agency hereby authorizes Consultant to act for Agency and in Agency's name with respect to those certain Exhibits attached to the Agreement, including, but not limited to, the completion and execution of such Exhibits. Agency will at all times remain liable under the Agreement and any Exhibits, including, but not limited to, any Exhibits completed and executed by Agency and/or Consultant, subject to the terms of the Agreement.

This letter is being written to induce the Cook County Assessor's Office to deliver Assessor Data to Consultant or to grant permission that Agency be allowed to forward Assessor Data to Consultant.

Sincerely,

Signature

Timothy C. Wiberg
Village Manager

Name/Title

Cook County Assessor's Office
ATTN: Dominick Spalla
118 N. Clark Street
Room 301
Chicago, IL 60602

Re: Agency Letter
Inter-Agency Agreement between the Cook County Assessor's Office and
The Village of Lincolnwood ("Agency"),
dated March 19, 2013

Dear Chief Legal Counsel:

This letter concerns the agreement listed above (the "Agreement") and is a request that either the Cook County Assessor's Office send Assessor Data (as that term is defined in the Agreement) directly to Municipal GIS Partners, Inc, ("Consultant") or that Agency be allowed to forward Assessor Data to Consultant directly or through one of its agents.

Agency hereby authorizes Consultant to act for Agency and in Agency's name with respect to those certain Exhibits attached to the Agreement, including, but not limited to, the completion and execution of such Exhibits. Agency will at all times remain liable under the Agreement and any Exhibits, including, but not limited to, any Exhibits completed and executed by Agency and/or Consultant, subject to the terms of the Agreement.

This letter is being written to induce the Cook County Assessor's Office to deliver Assessor Data to Consultant or to grant permission that Agency be allowed to forward Assessor Data to Consultant.

Sincerely,

Signature

Timothy C. Wiberg
Village Manager

Name/Title

Request For Board Action

REFERRED TO BOARD: March 19, 2013

AGENDA ITEM NO: 2

ORIGINATING DEPARTMENT: Public Works

SUBJECT: Approval of a Proposal from Gewalt Hamilton Associates, Inc. for Civil Engineering Services for Water Main Design in the Not-to-Exceed Amount of \$20,800

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

For the last several years The Cook County Highway Department (CCHD) has planned to reconstruct Crawford Avenue. The Village has asked the County to include plans within their bid specifications for several planned capital improvements in order to streamline the construction process. This will allow the Village to take advantage of the reduction of certain costs (permit fees, material hauling, etc.) that would normally be borne by the Village in a stand-alone project and result in no additional future disruptions within the right-of-way. The projects that will be included are as follows:

- Street light replacement
- Fire hydrant replacement

In addition, the County will be replacing all sidewalks that are disturbed. The Village will also split the cost with the County to replace the remaining sidewalk that will not be disturbed as part of the project.

In October 2012 staff learned that the County was recommending that the Village's existing water mains be replaced during the project. The rationale for replacement is a vertical conflict that will occur due to the installation of a new storm sewer as part of the project. In addition to the vertical conflict the three water mains in question are also 87 years old and made of cast iron which is a material that is no longer used for water mains. At a Committee of the Whole (COTW) meeting held on November 6, 2012 staff recommended to the Village Board that the three mains in question be replaced as part of the project. In addition to the age and material makeup of the mains staff also noted that there are cost savings that will be achieved by including the water main replacement as part of the County's project. At the COTW meeting the Village Board directed staff to move forward with the design process for the water mains to include them as part of the County's project.

On February 7, 2013 the Village solicited request for proposals (RFP) from civil engineering firms to design and develop engineering documents to construct new water mains on Crawford Avenue from Devon Avenue to Jarvis Avenue. The RFP notice was posted in the Pioneer Press and on the Village's website. The RFP packet was distributed to six civil engineering firms. On February 28, 2013 four proposals were received.

The proposals were submitted with sealed cost estimates. They were reviewed by the Village Engineer and Public Works Staff. Gewalt Hamilton Associates was identified as the preferred firm due to their extensive experience with Cook County projects. Subsequent to reviewing the proposals the sealed cost estimates were reviewed. A breakdown of the proposals may be found below.

Civil Engineering Firm	Location	Cost Proposal
Gewalt Hamilton Associates, Inc.	Vernon Hills, IL	\$20,800
Postl-Yore and Associates, Inc.	Rolling Meadows, IL	\$31,941
Bleck Engineering	Lake Forest, IL	\$55,000
Baxter & Woodman Consulting Engineers	Chicago, IL	\$62,500

The Village has utilized Gewalt Hamilton Associates, Inc. for numerous projects over the last 16 years. They have provided quality service and complete projects in a timely fashion. The Village Engineer recommends awarding a contract to Gewalt Hamilton Associates, Inc. for water main design on Crawford Avenue.

FINANCIAL IMPACT:

\$206,000 is budgeted in the Water and Sewer Fund for consulting services for Fiscal Year 2012/2013.

DOCUMENTS ATTACHED:

1. Proposed Resolution
2. Proposed Agreement
3. Village Engineer's Recommendation Memorandum
4. Gewalt Hamilton Associates, Inc. Proposal

RECOMMENDED MOTION:

Move to approve a proposal from Gewalt Hamilton Associates, Inc. for the provision of design services for water mains within the Village in the not-to-exceed amount of \$20,800.

RESOLUTION NO. R2013-_____

RESOLUTION APPROVING THE AWARD OF A CONTRACT FOR PROFESSIONAL CIVIL ENGINEERING SERVICES FOR THE DESIGN OF WATER MAIN IMPROVEMENTS WITHIN THE VILLAGE TO GEWALT HAMILTON ASSOCIATES, INC. OF VERNON HILLS, ILLINOIS

WHEREAS, the Village sought proposals for the award of professional engineering services for the design of water main improvements within the Village ("**Contract**"); and

WHEREAS, Gewalt Hamilton Associates, Inc. of Vernon Hills, Illinois ("**GHA**"), was the low responsible vendor of the firms that submitted proposal packages to the Village; and

WHEREAS, the Village President and Board of Trustees have determined that entering into the Contract with GHA will serve and be in the best interest of the Village;

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

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF CONTRACT. The Contract by and between the Village and GHA shall be, and is hereby, approved in substantially the form attached to this Resolution as **Exhibit A**.

SECTION 3. EXECUTION OF CONTRACT. The Village Manager and the Village Clerk shall be, and they are hereby, authorized and directed to execute and attest, on behalf of the Village, the Contract upon receipt by the Village Clerk of at least one original copy of the Contract executed by GHA; provided, however, that if the executed copy of the Contract is not received by the Village Clerk within 60 days after the effective date of this Resolution, then this authority to execute and attest shall, at the option of the President and Board of Trustees, be null and void.

SECTION 4. EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED this ____ day of _____, 2013.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this ____ day of _____, 2013.

Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
____ day of _____, 2013

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

EXHIBIT A

CONTRACT

B. , as more fully described in the proposal attached to this Agreement as **Exhibit A ("Proposal")**.

C. **Representations of Consultant.** The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the consulting services that are set forth in the Proposal ("**Services**") in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

SECTION 2. SCOPE OF SERVICES.

A. **Retention of the Consultant.** The Village retains the Consultant to perform, and the Consultant agrees to perform, the Services.

B. **Services.** The Consultant shall provide the Services pursuant to the terms and conditions of this Agreement.

C. **Commencement; Time of Performance.** The Consultant shall commence the Services immediately upon receipt of written notice from the Village that this Agreement has been fully executed by the Parties ("**Commencement Date**"). The Consultant shall diligently and continuously prosecute the Services until the completion of the Services or upon the termination of this Agreement by the Village, but in no event later than the date that is 90 days after the Commencement Date ("**Time of Performance**"). The Village may modify the Time of Performance at any time upon 15 days prior written notice to the Consultant. Delays caused by the Village shall extend the Time of Performance in equal proportion to the delay caused by the Village.

D. **Reporting.** The Consultant shall regularly report to the Village Administrator, or his designee, regarding the progress of the Services during the term of this Agreement.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

A. **Agreement Amount.** The total amount paid by the Village for the Services pursuant to this Agreement shall not exceed the amount identified as the Agreement Amount in Section 1.A of this Agreement. No claim for additional compensation shall be valid unless made in accordance with Sections 3.D or 3.E of this Agreement.

B. **Invoices and Payment.** The Consultant shall submit invoices in an approved format to the Village for costs incurred by the Consultant in performing the Services. The amount billed in each invoice for the Services shall be based

solely upon the rates set forth in the Proposal. The Village shall pay to the Consultant the amount billed within 45 days after receiving such an invoice.

C. Records. The Consultant shall maintain records showing actual time devoted and costs incurred, and shall permit the Village to inspect and audit all data and records of the Consultant for work done pursuant to this Agreement. The records shall be made available to the Village at reasonable times during the term of this Agreement, and for one year after the termination of this Agreement.

D. Claim In Addition To Agreement Amount.

1. The Consultant shall provide written notice to the Village of any claim for additional compensation as a result of action taken by the Village, within 15 days after the occurrence of such action.

2. The Consultant acknowledges and agrees that: (a) the provision of written notice pursuant to Section 3.D.1 of this Agreement shall not be deemed or interpreted as entitling the Consultant to any additional compensation; and (b) any changes in the Agreement Amount shall be valid only upon written amendment pursuant to Section 8.A of this Agreement.

3. Regardless of the decision of the Village relative to a claim submitted by the Consultant, the Consultant shall proceed with all of the work required to complete the Services under this Agreement, as determined by the Village, without interruption.

E. Additional Services. The Consultant acknowledges and agrees that the Village shall not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement ("***Additional Services***"), regardless of whether such Additional Services are requested or directed by the Village, except upon the prior written consent of the Village.

F. Taxes, Benefits, and Royalties. Each payment by the Village to the Consultant includes all applicable federal, state, and Village taxes of every kind and nature applicable to the Services, as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits, and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claims or rights to claim additional compensation by reason of the payment of any such tax, contribution, premium, cost, royalty, or fee are hereby waived and released by the Consultant.

G. Final Acceptance. The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by the Village of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

SECTION 4. PERSONNEL; SUBCONTRACTORS.

A. Key Project Personnel. The Key Project Personnel identified in the Proposal shall be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel shall not be changed without the Village's prior written approval.

B. Availability of Personnel. The Consultant shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Consultant shall notify the Village as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant shall have no claim for damages and shall not bill the Village for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassignment, or resignation.

C. Approval and Use of Subcontractors. The Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved in advance by the Village in writing. All subcontractors and subcontracts used by the Consultant shall be acceptable to, and approved in advance by, the Village. The Village's approval of any subcontractor or subcontract shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" shall be deemed also to refer to all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the Village and consistent with commonly accepted professional practices, the Consultant shall immediately upon notice from the Village remove and replace such personnel or subcontractor. The Consultant shall have no claim for damages, for compensation

in excess of the amount contained in this Agreement, or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

SECTION 5. CONFIDENTIAL INFORMATION.

A. Confidential Information. The term “*Confidential Information*” shall mean information in the possession or under the control of the Village relating to the technical, business, or corporate affairs of the Village; Village property; user information, including, without limitation, any information pertaining to usage of the Village's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. Village Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of the Consultant from a source other than the Village prior to the time of disclosure of such information to the Consultant pursuant to this Agreement (“*Time of Disclosure*”); (2) to have been in the public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the Village; or (4) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the Village to maintain such information in confidence.

B. No Disclosure of Confidential Information by the Consultant. The Consultant acknowledges that it shall, in performing the Services for the Village under this Agreement, have access, or be directly or indirectly exposed, to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the Village. The Consultant shall use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information.

SECTION 6. STANDARD OF SERVICES AND INDEMNIFICATION.

A. Representation and Certification of Services. The Consultant represents and certifies that the Services shall be performed in accordance with the standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the Time of Performance. The representations and certifications expressed shall be in addition to any other representations and certifications expressed in this

Agreement, or expressed or implied by law, which are hereby reserved unto the Village.

B. Indemnification. The Consultant shall, and does hereby agree to, indemnify, save harmless, and defend the Village against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with the Consultant's performance of, or failure to perform, the Services or any part thereof, or any failure to meet the representations and certifications set forth in Section 6.A of this Agreement.

C. Insurance. The Consultant shall provide, at its sole cost and expense, liability insurance in the aggregate amount of \$1,000,000, which insurance shall include, without limitation, protection for all activities associated with the Services. The insurance shall be for a minimum of \$1,000,000 per occurrence for bodily injury and \$1,000,000 per occurrence for property damage. The Consultant shall cause the Village to be named as an additional insured on the insurance policy described in this Section 6.C. Not later than 10 days after the Commencement Date, the Consultant shall provide the Village with either: (a) a copy of the entire insurance policy; or (b) a Certificate of Insurance along with a letter from the broker issuing the insurance policy to the effect that the Certificate accurately reflects the contents of the insurance policy. The insurance coverages and limits set forth in this Section 6.C shall be deemed to be minimum coverages and limits, and shall not be construed in any way as a limitation on the Consultant's duty to carry adequate insurance or on the Consultant's liability for losses or damages under this Agreement.

D. No Personal Liability. No elected or appointed official or employee of the Village shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS.

A. Relationship of the Parties. The Consultant shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed: (1) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the Village and Consultant; or (2) to create any relationship between the Village and any subcontractor of the Consultant.

B. Conflict of Interest. The Consultant represents and certifies that, to the best of its knowledge: (1) no Village employee or agent is interested in the business of the Consultant or this Agreement; (2) as of the date of this Agreement, neither the Consultant nor any person employed or associated with the Consultant

has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated with the Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the Village for all loss or damage that the Village may suffer, and this Agreement shall, at the Village's option, be null and void.

D. Termination. Notwithstanding any other provision hereof, the Village may terminate this Agreement at any time upon 15 days written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed, which shall be determined on the basis of the rates set forth in the Proposal.

E. Compliance With Laws and Grants.

1. **Compliance with Laws.** The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, without limitation: any applicable prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with

Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* The Consultant shall also comply with all conditions of any federal, state, or local grant received by the Village or the Consultant with respect to this Agreement or the Services. Further, the Consultant shall have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act.

2. Liability for Noncompliance. The Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or any of its subcontractors, performance of, or failure to perform, the Services or any part thereof.

3. Required Provisions. Every provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

F. Default. If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement (“***Event of Default***”), and fails to cure any such Event of Default within ten business days after the Consultant’s receipt of written notice of such Event of Default from the Village, then the Village shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. Cure by Consultant. The Village may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement.

2. Termination of Agreement by Village. The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination.

3. Withholding of Payment by Village. The Village may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys’ fees and administrative expenses, incurred by the Village as the result of any Event of Default by the Consultant or as a result of actions taken by the Village in response to any Event of Default by the Consultant.

G. No Additional Obligation. The Parties acknowledge and agree that the Village is under no obligation under this Agreement or otherwise to negotiate or

enter into any other or additional contracts or agreements with the Consultant or with any vendor solicited or recommended by the Consultant.

H. Village Council Authority. Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by the Consultant to, vendors shall be subject to the approval of the Village Council. For purposes of this Section 7.H, "vendors" shall mean entities engaged in subcontracts for the provision of additional services directly to the Village. The Village shall not be liable to any vendor or third party for any agreements made by the Consultant without the knowledge and approval of the Village Council.

I. Mutual Cooperation. The Village agrees to cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with such non-confidential information that the Village may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the Village in the performance and completion of the Services and with any other consultants engaged by the Village.

J. News Releases. The Consultant shall not issue any news releases, advertisements, or other public statements regarding the Services without the prior written consent of the Village Administrator.

K. Ownership. Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received from the Village by the Consultant in connection with any or all of the Services to be performed under this Agreement ("***Documents***") shall be and remain the exclusive property of the Village. At the Village's request, or upon termination of this Agreement, the Consultant shall cause the Documents to be promptly delivered to the Village.

L. GIS Data. The Village has developed digital map information through Geographic Information Systems Technology ("***GIS Data***") concerning the real property located within the Village. If requested to do so by the Consultant, the Village agrees to supply the Consultant with a digital copy of the GIS Data, subject to the following conditions:

1. **Limited Access to GIS Data.** The GIS Data provided by the Village shall be limited to the scope of the Services that the Consultant is to provide for the Village;

2. **Purpose of GIS Data.** The Consultant shall limit its use of the GIS Data to its intended purpose of furtherance of the Services; and

3. Agreement with Respect to GIS Data. The Consultant does hereby acknowledge and agree that:

a. Trade Secrets of the Village. The GIS Data constitutes proprietary materials and trade secrets of the Village, and shall remain the property of the Village;

b. Consent of Village Required. The Consultant will not provide or make available the GIS Data in any form to anyone without the prior written consent of the Village Administrator;

c. Supply to Village. At the request of the Village, the Consultant shall supply the Village with any and all information that may have been developed by the Consultant based on the GIS Data;

d. No Guarantee of Accuracy. The Village makes no guarantee as to the accuracy, completeness, or suitability of the GIS Data in regard to the Consultant's intended use thereof; and

e. Discontinuation of Use. At such time as the Services have been completed to the satisfaction of the Village, the Consultant shall cease its use of the GIS Data for any purpose whatsoever, and remove the GIS Data from all of the Consultant's databases, files, and records; and, upon request, an authorized representative of the Village shall be afforded sufficient access to the Consultant's premises and data processing equipment to verify compliance by the Consultant with this Section 7.L.3.e.

SECTION 8. GENERAL PROVISIONS.

A. Amendment. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by the Village and the Broker in accordance with all applicable statutory procedures.

B. Assignment. This Agreement may not be assigned by the Village or by the Consultant without the prior written consent of the other party.

C. Binding Effect. The terms of this Agreement shall bind and inure to the benefit of the Village, the Consultant, and their agents, successors, and assigns.

D. Notice. All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, or by (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of: (a) actual

receipt; (b) one business day after deposit with an overnight courier, as evidenced by a receipt of deposit; or (c) four business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 8.D, each party shall have the right to change the address or the addressee, or both, for all future notices and communications to the other party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the Village shall be addressed to, and delivered at, the following address:

Village of Lincolnwood
Village Hall
6900 North Lincoln Avenue.
Lincolnwood, Illinois 60712
Attention: Village Administrator

With a copy to:

Holland & Knight LLP
131 S. Dearborn, 30th Floor
Chicago, Illinois 60603
Attention: Steven M. Elrod, Corporation Counsel

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

With a copy to:

E. Third Party Beneficiary. No claim as a third party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the Village.

F. Provisions Severable. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or

unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

G. Time. Time is of the essence in the performance of all terms and provisions of this Agreement.

H. Calendar Days and Time. Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

I. Governing Laws. This Agreement shall be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois.

J. Authority to Execute.

1. **The Village.** The Village hereby warrants and represents to the Consultant that the persons executing this Agreement on its behalf have been properly authorized to do so by its corporate authorities.

2. **The Consultant.** The Consultant hereby warrants and represents to the Village that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

K. Entire Agreement. This Agreement constitutes the entire agreement between the parties to this Agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement.

L. Waiver. Neither the Village nor the Consultant shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall determine to be in its best interest from time to time. The failure of the Village or the Consultant to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the Village's or the Consultant's right to enforce such rights or any other rights.

M. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized

officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent shall be in writing.

N. Grammatical Usage and Construction. In construing this Agreement, pronouns include all genders and the plural includes the singular and vice versa.

O. Interpretation. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

P. Headings. The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

Q. Exhibits. Exhibits A through ___ attached to this Agreement are, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between an Exhibit and the text of this Agreement, the text of this Agreement shall control.

R. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

S. Counterpart Execution. This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement this _____ day of _____, 200__.

ATTEST:

VILLAGE OF LINCOLNWOOD

By: _____
Beryl Herman,

By: _____
Timothy C. Wiberg,

Village Clerk

Village Manager

ATTEST:

CONSULTANT

By: _____

By: _____

Title: _____

Its: _____

EXHIBIT A
PROPOSAL



MEMORANDUM

TO: Manuel Castaneda, Director of Public Works
FROM: Jim Johnson, Village Engineer
DATE: March 7, 2013
SUBJECT: Crawford Avenue Water Main Design

On February 6, 2013, the Village of Lincolnwood issued a Request for Proposal (RFP) for design services associated with the Crawford Avenue Water Main Project. The RFP was e-mailed to six consulting firms and published on the internet. On February 28, four firms responded: Baxter & Woodman, Bleck Engineering, Gewalt Hamilton, and Postl-Yore. After reviewing the qualifications, Gewalt Hamilton was identified as the preferred firm specifically due to their superior experience with Cook County.

Subsequently, the fee proposals were opened and reviewed, and follow in ascending order,

1. Gewalt Hamilton	\$20,800
2. Postl-Yore	\$31,941
3. Bleck Engineering	\$55,000
4. Baxter & Woodman	\$62,500

Based upon the above, I recommend that the Village approve an agreement with Gewalt Hamilton in an amount not to exceed \$20,800. Their proposal is attached.

If you have questions or need additional information, please call me at (847) 745-4835 or send an e-mail to jjohnson@lwd.org.

Proposal for
Crawford Avenue Water Main Design
Devon Avenue to Jarvis Avenue

Prepared for
Village of Lincolnwood

February 27, 2013



Gewist Hamilton Associates, Inc.
850 Forest Edge Drive
Vernon Hills, IL 60061
847-478-9700
www.gha-engineers.com

February 27, 2013

Mr. James H. Johnson, P.E.
Village Engineer
Village of Lincolnwood
6900 N. Lincoln Avenue
Lincolnwood, IL 60712

✓ 850 Forest Edge Drive, Vernon Hills, IL 60061
TEL 847.478.9700 ■ FAX 847.478.9701

820 Lakeside Drive, Suite 5, Gurnee, IL 60031
TEL 847.855.1100 ■ FAX 847.855.1115

www.gha-engineers.com

Re: Crawford Avenue Water Main Design
Devon Avenue to Jarvis Avenue
Village of Lincolnwood
GHA Proposal No. 2013.025

Dear Mr. Johnson:

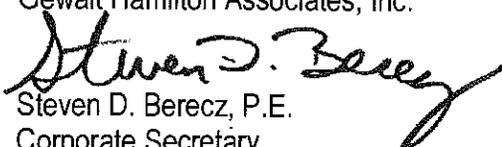
Gewalt Hamilton Associates, Inc. (GHA) is pleased to submit our proposal to the Village of Lincolnwood for design services related to the above reference project. Our firm brings unique qualifications to the Village, including:

- **Experience.** As Village Engineer for the Villages of Deer Park, Riverwoods, Bannockburn and six other communities, GHA has provided engineering services from concept to construction for storm sewer, sanitary sewer, and watermain in established neighborhoods. In addition, all of our key team members have worked directly for the Village of Lincolnwood in recent years. GHA's Project Manager for this project will be Mr. Steven Berecz. Steve has worked on Village of Lincolnwood projects for almost twenty years. GHA has vast institutional knowledge about the Village's water and sewer systems and also Village standards and general expectations.
- **A Local Team.** All key staff committed to this project will work from our Vernon Hills office. In addition, GHA's team members are very familiar with many of Lincolnwood's Staff and general construction standards and procedures.
- **Large-firm Resources.** With over 75 full-time staff and three offices (Gurnee and Chicago are satellite offices), GHA has the personnel and equipment to ensure timely, quality service. We are a full service engineering firm with expertise in land surveying, water resources, roadway and traffic signal design, utility design, transportation engineering, environmental consulting, construction management and GIS services.
- **Small-firm Service.** The cornerstone of GHA's corporate philosophy and the foundation for our success has always been superior client service. Many firms can provide technical expertise; GHA recognizes that expertise is only effective when we understand a client's goals and needs.

We look forward to the opportunity to meet with you and discuss our experience and qualifications in more detail. If you have any questions or would like any additional information, please do not hesitate to call us at 847-478-9700.

Sincerely,

Gewalt Hamilton Associates, Inc.



Steven D. Berecz, P.E.
Corporate Secretary

sberecz@gha-engineers.com

TABLE OF CONTENTS

Section 1

Key Personnel

Section 2

Related Experience

Section 3

Project Approach

Section 4

Proposed Schedule

Section 5

**Estimate of Costs
(Separate sealed envelope)**

Our firm's approach to municipal service is as a team, both in-house and with Village staff and officials. Internally, the Project Manager leads the team as the point of contact for Municipal staff, calling on other engineers in our office who specialize in various sub-disciplines as required. There is a wide variety of municipal experience represented in our firm, and engineers are assigned to projects as their expertise is needed. GHA staff have decades of direct experience acting as Village Engineer for many communities in the area.

Our staff has had considerable experience interacting with residents and presenting at public meetings and hearings in support of our municipal clients. The staff members below have made numerous presentations in the public forum on a wide variety of subjects, and we are particularly aware of the sensitive nature of certain subjects in municipal government. We pride ourselves in our ability to communicate effectively with Village Boards, Commissions, staff, and residents.

The following are key personal who will be assigned to provide design engineering services to the Village of Lincolnwood:

Mr. Steven D. Berez, P.E., a licensed professional engineer and a Member of Gewalt Hamilton's Board of Directors, has 20 years of civil engineering experience at GHA with an emphasis on municipal infrastructure improvements, roadway design, utility design, storm water management and construction engineering. Steve served as the Village Engineer for the Village of Lincolnwood from 1999 to 2012 (and as Assistant Village Engineer prior to that), providing full municipal engineering services to the Village. He has provided professional design and construction-phase services to the City of Evanston for multiple projects with the Water Department and Engineering Department. Steve has also completed numerous utility projects with other municipalities including the Villages of Skokie, Wilmette, Niles, and Deer Park and the Cities of Des Plaines, Park Ridge and Chicago. Mr. Berez will serve as Project Manager and oversee all aspects of the project.

Ms. Leo X. Morand, P.E. is a Licensed Professional Engineer with ten years of experience specializing in roadway design, drainage analysis, and construction engineering. He is currently responsible for the roadway and water main improvement programs for the Village of Barrington, which typically involve reconstruction and/or rehabilitation, water main utility improvements and construction phase services.

Mr. Brian J. Wesolowski, PEI has two years of full time experience with GHA working mainly on public roadway and utility improvement projects. He has working on projects for the Villages of Lincolnwood, Skokie, Deer Park and Inverness.

Resumes of these individuals are included on the following pages.

Steven D. Berez, P.E.
Corporate Secretary/Senior Engineer850 Forest Edge Drive, Vernon Hills, IL 60061
TEL 847.478.9700 ■ FAX 847.478.9701820 Lakeside Drive, Suite 5, Gurnee, IL 60031
TEL 847.855.1100 ■ FAX 847.855.1115www.gha-engineers.com***Experience***

Steven D. Berez, a Partner and Member of the Board, is a Registered Professional Engineer practicing for the past 20 years as a Civil Engineer with emphasis on municipal engineering, site development, storm water management and construction engineering. Mr. Berez has worked directly for numerous municipalities including the Villages of Lincolnwood, Skokie, Inverness, Wilmette, and Niles, and the Cities of Evanston, Des Plaines, and Chicago. He has also worked with many park districts, school districts, and residential and commercial developers, and on a variety of civil site design projects.

City of Evanston

Mr. Berez has completed many utility design projects, roadway design projects and construction engineering for the City over the past few years. Work included the design of over 8 miles of water main improvements varying in sizes from 8" to 20", the design of over 2 miles of relief storm sewer improvements, and the design of roadway improvements for over 4 miles on arterial streets and many residential streets. Most projects also included providing full-time construction observation and management services. Total construction costs of the capital improvements were around \$25 million.

Village of Lincolnwood

Mr. Berez was responsible for the planning, design and review of many municipal projects including roadways, public water mains, combined sewer replacements, storm water management programs and subdivision and commercial reviews. He served in the capacity of Village Engineer in Lincolnwood from 2000 through 2012. Additionally, Mr. Berez was responsible for the overall design, project management, budgeting, permitting, and construction management of over \$40 Million of capital improvements in the Village of Lincolnwood from 1996 to 2012. This work included resurfacing or reconstruction of all 37 miles of Village roadways and approximately 9 miles of water main and sewer replacements. Other recent projects include a major streetscape improvement project on Touhy Avenue using ITEP, MFT and other state funding sources; an entirely new roadway through a TIF district, including a new at grade railroad crossing; an IEPA Low Interest Loan water main project consisting of 3 miles of main improvements; and many other projects.

Village of Skokie

Mr. Berez has completed numerous design and construction phase service projects for the Village over the past five years, including Phase II and III for the Southeast Industrial District, which is located in a Tax Increments Financing District; redevelopment and streetscape projects; realignment and reconstruction of Gross Point Road; and widening along Oakton Street. These projects included geometric improvements, roadway design, utility design, street lighting, and storm water management. The projects were completed on time and within budget.

Touhy and Crawford Avenues Streetscape, Lincolnwood

GHA assisted the Village of Lincolnwood with design and construction of a landscape and scenic beautification improvement along a 0.3-mile stretch of Touhy Avenue. As Touhy Avenue is under IDOT's jurisdiction, all plans and procedures were reviewed, approved and permitted by IDOT. In addition, a \$725,000 ITEP grant, Illinois First

Education

Bachelor of Science in Civil Engineering, Washington University, St. Louis, 1992

Master of Science in Civil Engineering, University of Illinois Urbana-Champaign, 1993

Professional Registration

Illinois Licensed Professional Engineer #062-051661

Memberships

American Society of Civil Engineers

American Public Works Association (APWA)

National and Illinois Society of Professional Engineers

monies and a reimbursement agreement with IDOT were secured for this project. GHA completed a Phase I PDR, Group II categorical exclusions, Phase II P&SE, and provided Phase III construction services for the project. Improvements included the installation of three new concrete landscape medians on Touhy Avenue, curb and gutter, new street and pedestrian lighting, re-establishment of a 5' public sidewalk, reconstruction of the landscaped parkway, complete street resurfacing and associated work.

Northeast Parkway, Lincolnwood

After several years of planning and coordination, GHA assisted the Village of Lincolnwood with design and construction of a new, one-mile long roadway through a TIF industrial district in the Village. This was a very complex project, involving numerous land acquisitions, two traffic signals on IDOT routes and a new at-grade railroad crossing. The major goal of this project was to revitalize this industrial area and to redevelop the remaining underdeveloped tracts in the Village. GHA was involved with the project from inception and planning stages, to design and permit acquisition, to construction observation and close out. The construction for the entire roadway and both traffic signals was completed on time and within budget of \$3.6 million.

City of Des Plaines

Mr. Berecz has provided design and management services for several projects for the City of Des Plaines, including over ¼ miles of roadway widening, storm sewer, water main, traffic signal, and street lighting improvements along Lee Street and Perry Street, and installation of more than 120 light poles in Downtown Des Plaines.

Leo X. Morand, P.E.
Civil Engineer

850 Forest Edge Drive, Vernon Hills, IL 60061
TEL 847.478.9700 ■ FAX 847.478.9701

820 Lakeside Drive, Suite 5, Gurnee, IL 60031
TEL 847.855.1100 ■ FAX 847.855.1115

www.gha-engineers.com

Experience

Mr. Morand joined Gewalt Hamilton Associates, Inc. in 2001 as an intern. After receiving his degree in 2002, Mr. Morand became a full time project engineer focusing primarily on municipal and site design, construction engineering, and maintenance planning. Mr. Morand has worked directly for numerous government agencies. In 2007, Mr. Morand went to work for CONTECH Bridge Solutions as a Project Consultant with responsibilities for working with engineers to design and specify precast three sided arch bridges and pre-manufactured steel bridges. Mr. Morand returned to Gewalt Hamilton Associates in the spring of 2008.

Community Unit School District 95 – Annual Pavement Improvements

Mr. Morand has led a GHA team that has assisted the School District since early 2009 with their annual pavement assessment and improvement project. The programs typically include pavement patching, sidewalk installation, pavement reconstruction, and storm sewer upgrades. The GHA Team has also been retained by the School District to perform other smaller Civil Engineering related projects.

Village of Barrington – Annual Road and Utility Program

Mr. Morand has completed many design projects for the Village since 2004. Work has included the design of over 25,000 linear feet of roadway reconstruction/rehabilitation with various utility improvements. The programs typically include new watermain, storm sewer upgrades, sanitary sewer replacements and storm and sanitary sewer spot repairs. The combined value of the seven programs is over \$15 million.

Village of Libertyville – Lake Street Bridge

Mr. Morand worked with the Village of Libertyville to select a three sided precast concrete arch bridge as part of a bridge replacement project in early 2008. The replacement bridge was designed with a formliner finish and precast decorative railing. Mr. Morand has first-hand knowledge of the three sided precast concrete arch bridge market having promoted the product in 2007. Responsibilities also included bidding and construction oversight of the project.

Federally Funded Roadway Projects

Mr. Morand has led a GHA team to assist municipalities with Federally Funded Projects since the beginning of 2009. In late 2009, this team completed seven projects for various municipalities. Responsibilities included preparation of all agency agreements, plan and specification preparation, and final cost estimate / bidding documents. Most of these projects will be constructed in 2010 with Resident Engineering services provided by the GHA team.

Education

Bachelor of Science, Civil
Engineering, Rose-Hulman
Institute of Technology, 2002

Professional Registration

IL Licensed Professional
Engineer No. 062-059505

Memberships

American Society of Civil
Engineers

American Public Works
Association

National and Illinois Society of
Professional Engineers

Brian J. Wesolowski, PEI
Staff Engineer

850 Forest Edge Drive, Vernon Hills, IL 60061
TEL 847.478.9700 ■ FAX 847.478.9701

820 Lakeside Drive, Suite 5, Gurnee, IL 60031
TEL 847.855.1100 ■ FAX 847.855.1115

www.gha-engineers.com

Experience

Mr. Wesolowski is a staff engineer with three years of construction experience. As a student at Iowa State University, he worked as an intern at GHA since 2007, and joined the firm full-time following graduation in May of 2010. Mr. Wesolowski has worked closely with clients and contractors to ensure quality work on a variety of projects.

Mr. Wesolowski provides construction observation services, documentation using the Illinois Construction Records System, and reviews and prepares pay estimates, authorizations, and quantity balancing.

Lake Zurich School District 95—Pavement Improvements

In 2008, Mr. Wesolowski served as the construction technician for the School District's pavement improvement program. The project provided for improvements at seven sites totaling over \$300,000 in construction improvements. Responsibilities included documentation of quantities, preparation of daily and weekly reports, daily coordination between the contractor and School District, preparation of change orders, and construction layout.

The following year, Mr. Wesolowski developed the School District's 10-year pavement improvement plan, providing recommendations for timing and scope of improvements, including estimates of costs and quantities.

Village of Vernon Hills—2008 Road Program

Mr. Wesolowski provided construction technician services for this \$2 Million Village road improvement program. Responsibilities included contract administration and construction observation services, including daily coordination with the Village's Engineering Department, preparation of daily and weekly field reports, and coordinating with residents and the contractor to address residents' questions/concerns and minimize inconveniences during road closures and access restrictions.

Road Improvement Programs

Mr. Wesolowski provided construction observation, preparation of plans and specifications, documentation of quantities, and coordination with residents, the contractor, and the Village on the following roadway improvement projects:

- Village of Deer Park
- Village of Inverness
- Village of Barrington Hills
- Cuba Township

Warren Township High School Athletic Field, Gurnee

Mr. Wesolowski was the Staff Engineer assisting with both design and construction for the removal of the undersized track and natural turf field and replacement with a new eight-lane track and synthetic turf playfield (Mondo). Since the project site lies within a portion of the floodway and is completely within the floodplain of the Des Plaines River, the challenge was to grade the site without filling in the floodplain while maintaining the highest grade available. Construction was completed mid-August 2011. The project was reviewed and approved by the Lake County Stormwater Management Commission.

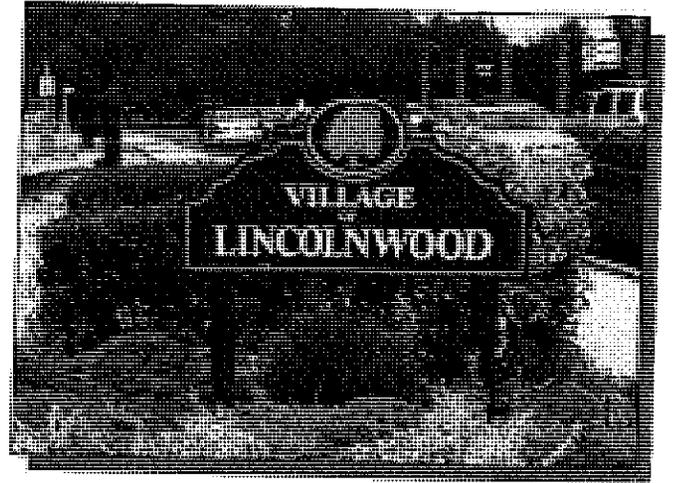
Education

Bachelors of Science in Civil
Engineering, Iowa State
University, 2010

Gewalt Hamilton Associates, Inc. is very well-qualified to provide the range of municipal engineering services requested by the Village of Lincolnwood. A representative listing of similar municipal projects with staff contacts is attached. We strongly encourage the Village to contact the identified references for confirmation of our qualifications and dedication to providing a superior level of service to our municipal clients.

Capital Improvement Program (1996-2002) Lincolnwood, Illinois

As Village Engineers from 1992 through 2012, GHA has been responsible for review of all plats and engineering plans, as well as observation services for individual residential site work for the Village of Lincolnwood. GHA also prepares the engineering construction drawings, provides construction management, construction layout and observation for all capital improvement projects (CIP) for the Village. GHA acts as the liaison between the Village and other permitting agencies such as the Illinois Department of Transportation, Cook County Highway Department, Metropolitan Water Reclamation District of Greater Chicago and the Illinois Environmental Protection Agency. GHA staff attends Zoning Board of Appeals, Plan Commission and Village Board hearings as requested by Village staff or officials.



One of the first capital improvement projects was completion of an Infrastructure Condition Report (ICR) for the five major components of the Village's infrastructure. The ICR inventoried and assessed the structural condition of the Village's streets, water mains, sewer mains, sidewalks and alleys. This data and additional engineering studies were used in the planning, preparation and budgeting for a seven-year CIP. The first few years consisted mostly of water main and sewer removal and replacement. The final four years consisted of resurfacing or reconstruction of all 37 miles of Village streets and cured-in-place sewer relining.

Lincolnwood is a fully built-out, urban community that presents numerous challenges during construction projects. The residents of Lincolnwood expect a high level of service and attention to their individual concerns, and the Village placed a high priority on minimizing service disruptions and maintaining access to all properties.

The key to the successful completion of the \$15 million CIP was informing the residents and local businesses about the project before and during construction. During the design phase, GHA engineers often attended hearings and informal meetings to present the various phases of the project to the public. During construction, GHA field personnel continued to serve as the point of contact between the contractors and the community. Through professional and attentive interaction by GHA staff, implementation of the CIP exceeded the expectations of the Village Board and Staff, as well as most residents.

Reference

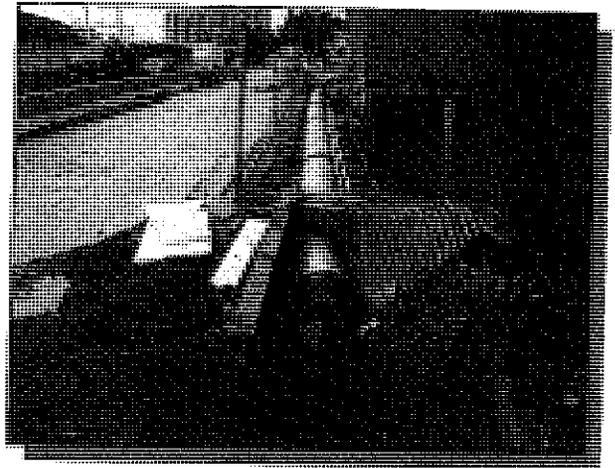
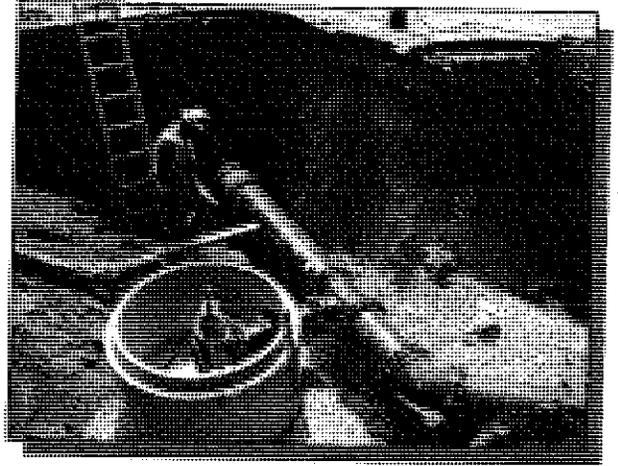
Mr. Manuel Castaneda, Director of Public Works
Village of Lincolnwood
7001 North Lawndale
Lincolnwood, IL 60712
(847) 745-4851

Multi-Year Watermain & Sewer Improvement Program Evanston, Illinois

Since 2004, the City of Evanston has retained GHA for design and construction management services for five separate contracts involving Water Main and Sewer Improvement projects. The projects were generally completed on a yearly basis and involved a wide array of locations and project scopes.

Our services included complete topographic surveying for all the improvements, totaling more than 35,000 lineal feet of roadway; design of over 26,000 lineal feet of water main improvements varying in size from 8" to 16" in diameter; and design of over 6,800 lineal feet of relief storm sewer improvement varying in size from 12" to 24" in diameter. GHA also completed the permitting, bidding, contract specifications, project administration, construction layout, and full time construction observation services for the aforementioned design projects. GHA's field technicians worked closely with the City of Evanston, CTA, contractor, residents, and business owners to ensure that all projects were completed on time and phased in a manner to create the least amount of disruption to daily operations. Most projects were locally funded, with one project funded through the IEPA Public Water Supply Loan Program fund. Total value of all construction projects is approximately \$10 million.

In 2009, GHA designed and installed approximately 2,600 lineal feet of 8" water main. Construction costs were approximately \$1.8 Million. GHA's total fee for the 2009 project (design and construction) was approximately \$235,000.



Reference

Mr. David Stoneback, Superintendent
City of Evanston
555 Lincoln Street
Evanston, Illinois 60201
(847) 866-2942

Ms. Lara Biggs, Asst. Superintendent
City of Evanston
555 Lincoln Street
Evanston, Illinois 60201
(847) 448-8210

30 Inch Water Transmission Main Lincolnshire and Bannockburn, Illinois

The Villages of Lincolnshire and Bannockburn required additional water transmission capacity due to historical and projected growth within both Villages. Working collaboratively, a new 12,000', 30" water transmission main was constructed to supply the existing two-million-gallon Lincolnshire reservoir and a new one-million-gallon Bannockburn reservoir. The 30" pipeline was designed to work in conjunction with an existing 18" transmission main, and substantially upgrade the condition of Bannockburn's existing water system, 87% of which is within the Village of Bannockburn. Sixty percent of the pipeline was located within private property easements, having 17 different property owners.

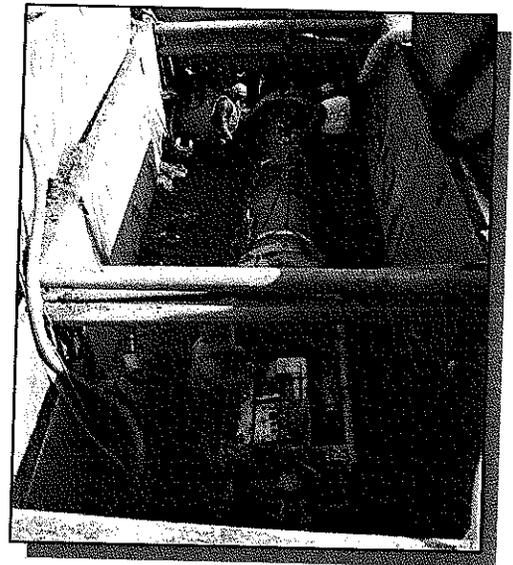
GHA provided survey, layout, and construction phase services for this water pipeline project, as well as easement negotiation assistance to acquire the necessary right of way for construction. GHA worked in conjunction with ABH/ Donohue, the pipeline design engineers, to assure quality control, shop drawing review, and technical design assistance. The construction services included construction with eight different public permit agencies, the METRA railroad, and the Illinois State Toll Highway Authority.

The main challenges included coordinating the construction within the 17 private properties across two neighboring villages. The pipeline needed 8 separate agency permits, two village approvals, METRA railroad crossing coordination, and ISTHA permit crossings. The construction was conducted along an Illinois state highway where traffic control and worker protection was a major concern.

This project received the 2008 American Public Works Association Project of the Year award.

Reference

Jennifer Hughes, Director of Public Works/Village Engineer
Village of Lincolnshire
One Old Half Day Road
Lincolnshire, IL 60069
(847) 883-8600



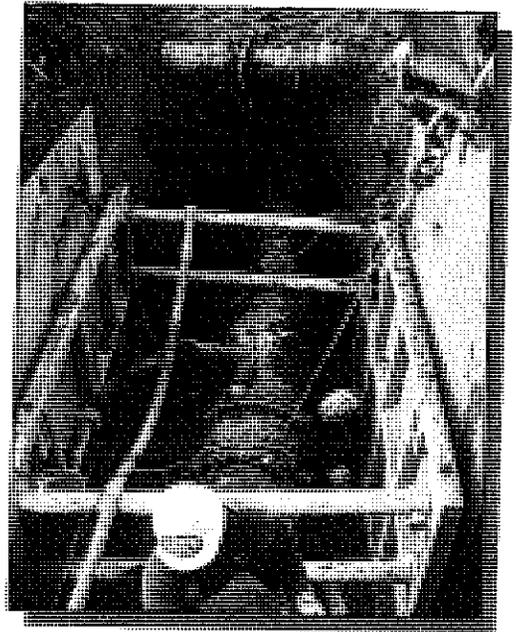
Willow Road Watermain Northfield, Illinois

GHA provided design and construction engineering services to replace two aging 12" water supply mains for the Village of Northfield. The \$2.3 million construction project to install 4,700 lineal feet of 24" ductile iron watermain included an 800-foot section under the Skokie River installed by horizontal directional drilling and four auger-and-jack crossings of IDOT highways, including a 290-foot bore under I-94 (Edens Expressway). The plan also included connection to an existing main in a Cook County Highway, and 3,000' of construction on Cook County Forest Preserve property.



GHA provided complete design services including preliminary alignments, hydraulic modeling, cost estimates and field surveys. GHA prepared construction documents and permit applications to the Illinois Environmental Protection Agency, Illinois Department of Transportation, Cook County Highway Department, USACE, and the Forest Preserve District of Cook County.

Construction services included preparation of bidding and contract documents, administration of the bidding process, and bid review and recommendation, as well as full-time construction observation, pay request review, and recommendations. GHA also developed the record drawings, updated the Village's water system model, and coordinated all of the traffic access through residential and business areas.



Village staff members were kept informed at each step of the process through regular design progress meetings and weekly construction progress updates.

This project received the 2009 APWA Project of the Year Award.

Reference

Michael Nystrand, Public Works Director
Village of Northfield
(847) 441-3810

Water Distribution and Sewer Collection System Expansions Riverwoods, Illinois

The Village of Riverwoods is a rural community in an urban region where residents and the Board place a very high value on protection of natural vegetation and resources. Since 1997, GHA has provided planning, design and construction engineering services for over 60,000 feet of Lake Michigan water distribution and 50,000 feet of sanitary sewer collection piping and associated improvements, as the Village of Riverwoods has expanded these systems to provide service to areas of the Village previously served by private well and septic systems.

Most of the streets are privately owned and were platted without any utility easements in favor of the Village. As part of the planning and design services for these projects, GHA assisted with surveying, describing, and negotiating over 150 separate easements from individual property owners.

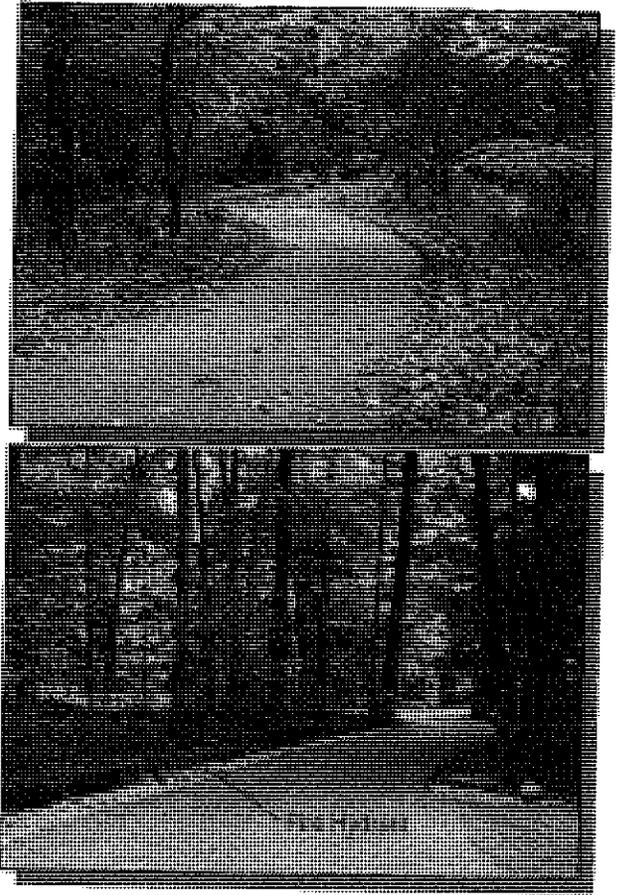
As a first step to minimizing impacts, all projects incorporated trenchless technologies such as augering and horizontal directional drilling in the design. During construction, GHA continually coordinated between the residents, the Village Forester, and the contractors to ensure that disturbed areas were minimized and promptly restored. Village staff members were kept informed at each step of the process through regular design progress meetings and weekly construction progress updates.

These projects, totaling over \$8 million in construction costs, were almost exclusively funded through the formation of Special Service Areas (SSAs). GHA assisted the Village throughout the SSA process, from initial planning and needs analysis, preliminary design and cost projections, meetings with staff and residents, preparation of legal descriptions and exhibits, and public hearings.

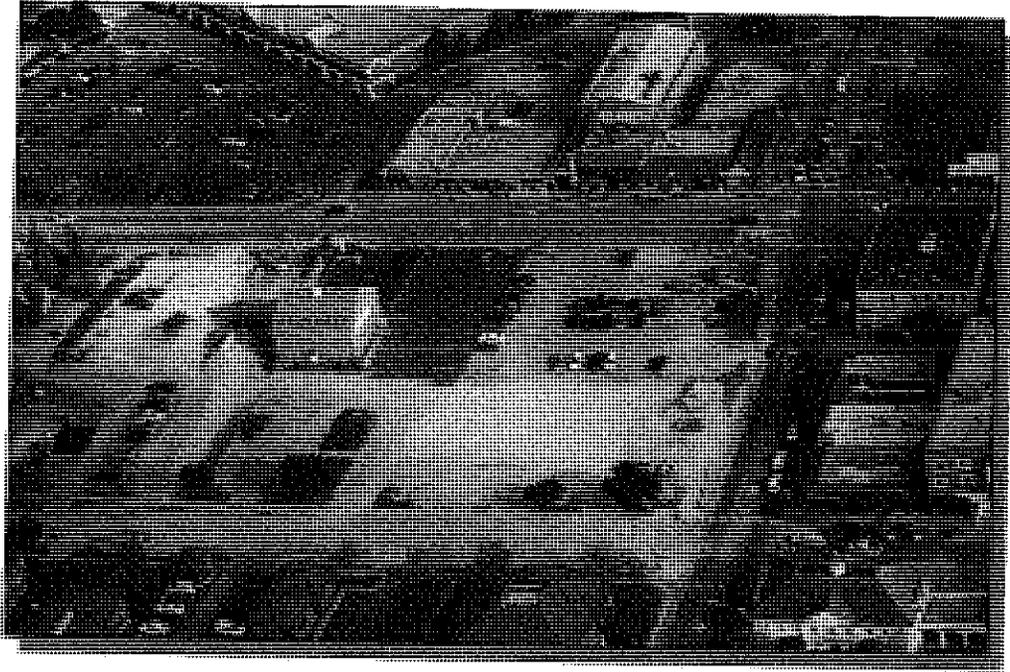
Village projects have received Project of the Year Awards from both the American Public Works Association and the National Arbor Day Foundation.

Reference

Mayor William Kaplan
Village of Riverwoods
(847) 945-3990



Multi-Year Roadway and Utility Improvement Program Barrington, Illinois



Since 2004, the Village of Barrington has retained GHA for design services for many contracts involving water main, storm sewer, sanitary sewer, and roadway improvements. The projects are generally completed on a yearly basis and involve a variety of locations and project scopes.

Our services have included complete topographic surveying for all improvements, totaling more than 25,000 lineal feet of roadway; design of over 19,000 lineal feet of 8" to 12" - diameter water main; and design of over 5,000 lineal feet of storm and sanitary sewer. GHA also completed the permitting, bidding, on call observation services and construction stake out for the projects.

The 2012 project included the first phase of a three-phase water main replacement in the downtown area. The project scope included relocating water main out of the IDOT Right of Way to the rear Village Right of Way, behind the commercial properties facing the IDOT Right of Way. The scope also included relocating the water services for all commercial buildings either internally or looped from front to back. Phase Two of the project will include water main replacement directly within the IDOT Right of Way and replacement of a water main in casing pipe under the Union Pacific Railroad.

References

Darren T. Monico, P.E.
Assistant Director of Engineering/Building
Village of Barrington
200 S. Hough St.
Barrington, IL 60010
847-304-3462

Greg Summers, AICP
Director of Engineering/Building
Village of Barrington
200 S. Hough St.
Barrington, IL 60010
847-304-3460

GHA provides periodic engineering services for numerous other municipalities. These services include consultation and design for traffic, civil, surveying, and construction phase services, as well as plan review. We have also reviewed development plans and studies on behalf of these municipalities, townships, park districts, school districts and transportation divisions:

Municipalities

City of Aurora
 Village of Algonquin
 Village of Arlington Heights
 Village of Barrington
 Village of Bartlett
 Village of Bradley
 Village of Brookfield
 Village of Buffalo Grove
 Village of Burr Ridge
 Village of Carpentersville
 Village of Countryside
 City of Crystal Lake
 Village of Deerfield
 City of Des Plaines
 Village of Downers Grove
 Elk Grove Village
 City of Elmhurst
 Village of Elmwood Park
 City of Evanston
 Village of Glencoe
 Village of Glenview
 Village of Gurnee
 City of Highland Park
 Village of Inverness
 City of Joliet
 Village of La Grange
 City of Lake Forest
 Village of Lincolnwood
 Village of Lincolnshire
 Village of Lisle
 Village of Melrose Park
 Village of Mokena
 Village of Morton Grove
 Village of Mount Prospect
 Village of Mundelein
 Village of Niles
 Village of Norridge
 Village of Northbrook
 Village of Northfield
 Village of Palatine
 City of Park Ridge
 Village of Prairie Grove
 Village of River Forest
 City of Rochelle
 Village of Schiller Park
 Village of Skokie
 Village of South Barrington
 Village of South Elgin
 Village of Streamwood

Village of Sugar Grove

Village of Third Lake
 Village of Tower Lakes
 Village of Trout Valley
 Village of Vernon Hills
 Village of Villa Park
 Village of Volo
 City of Waukegan
 Village of Wheeling
 City of Wheaton
 Village of Wheeling
 Village of Wilmette
 City of Woodstock
 City of Zion

Schools

Arlington Heights District 25
 Barrington District 220
 Beach Park District 3
 Big Hollow District 38
 The Chicago Academy
 Chicagoland Jewish High School
 Deerfield Township High School District
 113
 Evanston Township District 202
 Glenview District 34
 Grayslake District 46
 Gurnee District 50
 Harper Community College
 Hawthorn District 73
 Josephinum High School
 Kenilworth District 38
 Lake Forest College
 Loyola Academy
 Mt. Carmel High School
 Niles Township District 219
 Northbrook District 27
 Northbrook District 28
 Oakton Community College
 Park Ridge-Niles District 64
 Skokie School District 68
 Skokie School District 73.5
 Solomon Schechter School
 Warren Township High School District
 121
 Wilmette District 39
 Woodstock District 200

Townships

Antioch Township
 Avon Township
 Benton Township
 Cuba Township
 Ela Township
 Fremont Township
 Grant Township
 Hanover Township
 Lincolnwood Township
 Shields Township
 Warren Township

Park Districts

Arlington Heights Park District
 Barrington Park District
 Buffalo Grove Park District
 Cary Park District
 Cook County Forest Preserve District
 Crystal Lake Park District
 Deerfield Park District
 Downers Grove Park District
 Glencoe Park District
 Glenview Park District
 Gurnee Park District
 Park District of Highland Park
 Hoffman Estates Park District
 Lake County Forest Preserve District
 Niles Park District
 Northbrook Park District
 Northfield Park District
 Palatine Park District
 Park Ridge Recreation and Park District
 Schaumburg Park District
 Skokie Park District
 Streamwood Park District
 Vernon Hills Park District
 Waukegan Park District
 Westchester Park District
 Wheeling Park District
 Wilmette Park District
 Winnetka Park District

Transportation Agencies

IDOT Districts 1, 2 & 4
 Lake County DOT
 McHenry County DOT
 Kane County DOT
 Winnebago County DOT
 METRA

The Village of Lincolnwood is looking for an engineering design firm that has significant experience in designing water mains in urban environments within Cook County. As you can see by the project references, GHA has vast experience in Lincolnwood and surrounding communities and is very well qualified to complete this project. GHA will prepare construction plans, specifications and contract documents for the replacement of approximately 6,500 feet of cast iron water main with ductile iron water main on Crawford Avenue from Jarvis Avenue to Devon Avenue. Replacement sections are:

- Upsizing and replacing the existing 6" main that runs on the west side of Crawford from Touhy to Jarvis (1,280 feet)
- Upsizing and replacing the existing 10" main that runs on the west side of Crawford from Pratt to Touhy (2,650 feet)
- Replacing the existing 12" main that runs on the east side of Crawford Avenue from Devon to Pratt (2,590 feet)

GHA will provide the following services:

A. Engineering Design Services – Water Main Replacement

1. Assumed level of detail to be obtained and to be provided by others in digital format:
Horizontal locations shall be measured to the nearest 0.1 foot. Vertical elevations measured to the nearest 0.01 foot. Accurately locate all visible features within roadway right-of-ways, to include tree locations and diameters, sidewalks / driveway locations and locations of all visible utility structures. Utility structures to include sewer manholes, water valve vaults, telephone and electric vaults, traffic signals, light poles fire hydrants and other facilities. The rim/ground elevation are to be indicated for these features. Sewer manhole structures opened and data regarding the manhole material, pipe sizes, pipe directions, and inverts of all pipes to be recorded. Valve vault structures are to be opened and data regarding the vault material and depth from rim to top of water main to be recorded.
If additional field survey information (existing conditions survey) is needed, GHA would request an additional service for such work.
2. Based on the owner supplied topographic survey and our own field walk through verification, GHA will prepare construction plans conforming to the requirements of the Village and Cook County Highway Department (CCHD) that will consist of a plan / profile sheets (1"=50' H, 1'=5' V), detail sheets, general note sheets and quantities for the water main improvement work. GHA shall contact utility companies having facilities which may be impacted by the proposed construction and obtain available information relative to the location and nature of utilities which may be in conflict with the proposed improvements. The plans shall contain all necessary information to allow bidding by construction contractors. Plans shall be prepared on 22" by 34" paper. GHA shall submit 50%, 75%, and 100% plans for review by the Village Public Works Department and CCHD representatives.
3. Prepare and submit construction permit applications to the IEPA and other applicable state and county agencies. GHA will revise the documents as necessary to obtain construction permits.
4. Attend up to three design meetings with the Village and/or CCHD throughout the project.

5. Prepare contract documents using the Village of Lincolnwood standards, as well as IDOT Standard Specifications for Road and Bridge Construction and the IEPA Standard Specifications for Water and Sewer Main Construction in Illinois, latest editions, as the standard specifications. The contract documents shall include required bidding documents, including a bid form based on estimated pay item quantities and unit prices for water main work, supplemental standard specifications, and Special Provisions required to meet Village requirements. Contract documents shall be prepared in Microsoft Word format. GHA will submit three (3) sets of preliminary contract documents for review by the Village and CCHD. It is anticipated that the water main documents will be inserted into CCHD's master bid for the overall roadway improvement project on Crawford. We have assumed that CCHD will prepare all front end documentation and will bid the project.
6. Meet with Village Public Works personnel to obtain their comments regarding the plans and contract documents. Revise plans and contract documents as necessary and furnish the Village and CCHD with three (3) sets of pre-final drawings and specifications for review and comment.
7. Prepare a detailed Engineer's Opinion of Probable Construction Cost based on the completed water main improvement plans and specifications.
8. Furnish copies of the final water main plans and specifications in PDF and paper copies as required by the Village and/or CCHD.
9. Assist CCHD and the Village in advertising the project. GHA will respond to bidder's inquiries regarding water main questions.

B. Additional Services and Services not Included

1. Meetings with public officials, Village staff, agencies, homeowners, or consultants beyond those noted in the scope. Attendance at public hearings.
2. Performing additional surveying and topographic work, including investigation of underground utilities, and physical location of them.
3. Easements or plats of easements.
4. Attendance at bid opening or pre-construction meeting.
5. Construction phase services.
6. Structural engineering
7. Preparation of multiple bid set plans or phased plans.
8. Archeological and architectural preservation studies.
9. Wetland mitigation plans or flood hazard studies in conjunction with the Illinois Department of Water Resources, U.S. Corps of Engineer or the Federal Emergency Management Agency requirements, including any meetings or negotiations regarding wetland mitigation permits.
10. Review fees or utility locate fees.
11. Record drawings.
12. Updating the Village's Geographic Information System (GIS) to reflect new installations.

Proposed Schedule

Lincolnwood – Crawford Avenue Water Main

GHA will work closely with the Village staff to determine the most aggressive yet acceptable schedule. We are prepared to commence work on this project immediately.

Task	Start Date	Completion Date
Kick off meeting	April 2 nd	April 2 nd
Field Review (walk through)		1 st week of April
Construction Documents	April	June 21 st
50% Review Meeting	April 26 th	April 26 th
75% Review Meeting	May 15 th	May 15 th
95% Review Meeting	June 12 th	June 12 th
100% Construction Documents & Issue to CCHD	April	June 28 th
Receive bids as determined by CCHD		
Construction Commence as per CCHD		

ATTACHMENT A

**PROPOSAL SHEET
FOR REQUEST FOR PROPOSAL
FOR VILLAGE OF LINCOLNWOOD
CRAWFORD AVENUE WATER MAIN DESIGN**

The Proposer must complete this Proposal Sheet.

The undersigned, having examined the specifications and all conditions affecting the Village of Lincolnwood Crawford Avenue Water Main offer to furnish all services, support, labor, and incidentals specified for the price below.

It is understood that the Village reserves the right to reject any and all proposals and to waive any irregularities and that the prices contained herein will remain valid for a period of not less than one-hundred eighty (180) days from the date the proposal is required to be submitted to the Village of Lincolnwood.

The undersigned proposes to provide Crawford Avenue Water Main services, as more fully described in the Request for Proposal specifications, for the amount(s) as delineated below:

Design Services - \$20,200.00
Reimbursables - \$600.00

Use additional sheet if necessary

If it is the Proposer's intention to use a subcontractor(s) to fulfill the requirements of this contract, the Village must be advised of the subcontractor's company name, address, telephone and fax numbers, and a contact person's name at the time of proposal submittal.

Will you be using a subcontractor?

YES

NO

The undersigned acknowledges receipt of addenda. #1
February 21, 2013

The undersigned Proposer hereby swears and affirms that:

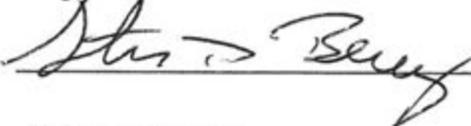
1) The Proposer is not barred by law from submitting a proposal to the Village for the Project contemplated herein due to any violation of either Illinois Compiled Statutes, 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33-E4 (Bid Rotating); and that

2) The Proposer is not delinquent in payment of any taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1; and that

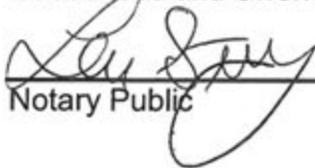
3) The Proposer provides a drug free workplace pursuant 30 ILCS 580/1, et seq.; and that

4) The Proposer is in compliance with the Illinois Human Rights Act 775 ILCS 5/1.101, et seq. including establishment and maintenance of sexual harassment policies and program; and that

5) None of the following Village officials is either an officer or director of the Proposer or owns five percent (5%) or more of Proposer: the Village Mayor, the members of the Village Council, the Village Clerk, the Village Treasurer, the members of the Zoning Board of Appeals and the Plan Commission, the Village Administrator, the heads of the various departments within the Village.

Proposer's Firm Name Gewalt Hamilton Associates, Inc.	
Street Address, Village, State and Zip Code 850 Forest Edge Drive, Vernon Hills, Illinois 60061	
Phone Number 847-478-9700	Email sberecz@gha-engineers.com
Print Name & Title Steven D. Berecz, Corporate Secretary	Signature 
Federal Employee Identification Number 36-3426053	Date February 28, 2013
Fax Number 847-478-9701	Date

Subscribed and Sworn to before me this 28th day of February, 2012.


Notary Public

12-13-2015
Notary Expiration Date



Request For Board Action

REFERRED TO BOARD: March 19, 2013

AGENDA ITEM NO: 3

ORIGINATING DEPARTMENT: Parks and Recreation Department

SUBJECT: Consideration of a Recommendation by the Park and Recreation Board to Adopt a Resolution Awarding a Bid Through the National Joint Powers Alliance Purchasing Cooperative Program, Contract #081910, for the Purchase and Construction of a Skate Spot at Springfield Park, from American Ramp Company of Joplin, MO in the Amount of \$57,441.10

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The Parks and Recreation Playground Replacement Program was instituted in 2005. This program is designed to renovate existing parks that have become unsafe or obsolete. So far, Kenneth, Kildare, Rossi, Goebelt and Columbia parks have been improved. The Village Board approved \$120,000 in the Fiscal Year 2012-2013 budget to replace Springfield Park playground. After an extensive public input process, the bid was awarded to Hacienda Landscaping in the amount of \$61,784. The lowest, responsible bid came in considerably lower than budgeted, partially because the public chose a lower cost structure with fewer amenities and because of the competitiveness of the project.

In 2009 a Skate Park Task Force was formed to study the possibility of developing an area for skating in the community. A request from the public precipitated the forming of this group. The Task Force, made up of youth and adults from the community and staff liaison Dan Malartsik, visited a variety of skate areas, analyzed skating options and trends, and then completed a survey of area youth and adults. Over 95% of the 126 surveys collected supported a skate area in Lincolnwood. A presentation was made to the Board recommending a skate spot in Springfield Park. A skate spot, versus a skate park, is an area designated within an existing park for skate amenities, rather than a park designated solely for skating.

At the direction of the Park Board, staff contacted members of the Skate Park Task Force from 2009 to review options developed by the American Ramp Company. Their recommended sign is attached. The anticipated completion date for the project is April 30, 2013.

FINANCIAL IMPACT:

\$120,000 is in the park construction and improvement portion of the Park Maintenance budget, with \$61,784 previously allocated for the playground replacement project at Springfield Park.

DOCUMENTS ATTACHED:

1. Proposed Resolution
2. Proposed Contract
3. Unapproved Minutes of the March 12, 2013 Park and Recreation Board Meeting
4. Skate Park Task Force Report
5. Bid Documents
6. Skate Spot Design and Aerial View of Park

RECOMMENDED MOTION:

Move to approve a Resolution awarding a bid through the National Joint Powers Alliance (NJPA) cooperative purchasing program (Contract #081910) for the purchase and construction of a skate spot at Springfield Park to American Ramp Company of Joplin, MO in the Amount of \$57,441.10

VILLAGE OF LINCOLNWOOD

RESOLUTION NO. R2013-_____

**A RESOLUTION APPROVING A CONTRACT WITH AMERICAN RAMP COMPANY,
OF JOPLIN, MISSOURI FOR THE PURCHASE AND INSTALLATION OF
SKATE SPOT EQUIPMENT FOR SPRINGFIELD PARK**

WHEREAS, Article VII, Section 10 of the Constitution of the State of Illinois, and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorize and encourage intergovernmental cooperation; and

WHEREAS, the National Joint Powers Alliance ("*NJPA*") is a cooperative organization representing local government, educational, and not-for-profit entities throughout the country; and

WHEREAS, the NJPA operates a purchasing cooperative program, which permits government entities to purchase commodities and services according to contracts negotiated by the NJPA, resulting in significant savings; and

WHEREAS, through its purchasing cooperative program, the NJPA sought bids for the award of a contract for the purchase and installation of skate spot equipment ("*Purchase Contract*"); and

WHEREAS, the NJPA identified American Ramp Company, of Joplin, Missouri ("*ARC*"), as the low responsible bidder for the Purchase Contract; and

WHEREAS, the Village desires to enter into the Purchase Contract with ARC for the purchase and installation of skate spot equipment at Springfield Park, in an amount not to exceed \$57,441.10; and

WHEREAS, on March 12, 2013, the Village Park and Recreation Board voted to recommend that the Village Board approve the Purchase Contract with ARC in an amount not to exceed \$57,441.10; and

WHEREAS, the Village President and Board of Trustees have determined that it will serve and be in the best interest of the Village to enter into the Purchase Contract with ARC;

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

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF PURCHASE CONTRACT. The President and Board of Trustees shall, and do hereby, approve the Purchase Contract with ARC for the purchase and installation of skate spot equipment at Springfield Park, in an amount not to exceed \$57,441.10.

SECTION 3. EXECUTION OF REQUIRED DOCUMENTATION. The Village Manager and the Village Clerk shall be, and are hereby, authorized to execute and attest, on behalf of the Village, the Purchase Contract approved pursuant to Section Two of this Resolution, and all necessary documentation related thereto.

SECTION 4. EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED this ___ day of _____, 2013.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this _____ day of _____, 2013.

Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
_____ day of _____, 2013

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

EXHIBIT A
CONTRACT

**CONTRACT BETWEEN
VILLAGE OF LINCOLNWOOD**

AND

AMERICAN RAMP COMPANY

**FOR THE CONTRACT FOR THE
2013
CONSTRUCTION AND INSTALLATION OF A
SKATE SPOT IN SPRINGFIELD PARK**

TABLE OF CONTENTS

	<u>Page</u>
<u>ARTICLE I</u>	1
<u>1.1</u> <u>PERFORMANCE OF THE WORK</u>	1
<u>1.2</u> <u>COMMENCEMENT AND COMPLETION DATES</u>	2
<u>1.3</u> <u>REQUIRED SUBMITTALS</u>	2
<u>1.4</u> <u>REVIEW AND INTERPRETATION OF CONTRACT PROVISIONS</u>	3
<u>1.5</u> <u>CONDITIONS AT THE WORK SITE; RECORD DRAWINGS</u>	3
<u>1.6</u> <u>TECHNICAL ABILITY TO PERFORM</u>	4
<u>1.7</u> <u>FINANCIAL ABILITY TO PERFORM</u>	4
<u>1.8</u> <u>TIME</u>	4
<u>1.9</u> <u>SAFETY AT THE WORK SITE</u>	4
<u>1.10</u> <u>CLEANLINESS OF THE WORK SITE AND ENVIRONS</u>	5
<u>1.11</u> <u>DAMAGE TO THE WORK, THE WORK SITE, AND OTHER PROPERTY</u>	5
<u>1.12</u> <u>SUBCONTRACTORS AND SUPPLIERS</u>	5
<u>1.13</u> <u>SIMULTANEOUS WORK BY OTHERS</u>	6
<u>1.14</u> <u>OCCUPANCY PRIOR TO FINAL PAYMENT</u>	6
<u>1.15</u> <u>THE OWNER'S RIGHT TO TERMINATE OR SUSPEND WORK FOR CONVENIENCE</u>	6
<u>ARTICLE II</u>	7
<u>2.1</u> <u>CHANGES</u>	7
<u>2.2</u> <u>DELAYS</u>	7
<u>ARTICLE III</u>	7
<u>3.1</u> <u>INSPECTION; TESTING; CORRECTION OF DEFECTS</u>	7
<u>3.2</u> <u>WARRANTY OF WORK</u>	8
<u>3.3</u> <u>THE OWNER'S RIGHT TO CORRECT</u>	8
<u>ARTICLE IV</u>	8
<u>4.1</u> <u>BONDS</u>	8
<u>4.2</u> <u>INSURANCE</u>	9
<u>4.3</u> <u>INDEMNIFICATION</u>	9
<u>ARTICLE V</u>	9
<u>5.1</u> <u>CONTRACT PRICE</u>	9
<u>5.2</u> <u>TAXES AND BENEFITS</u>	9
<u>5.3</u> <u>PROGRESS PAYMENTS</u>	10

<u>5.4</u>	<u>FINAL ACCEPTANCE AND FINAL PAYMENT</u>	10
<u>5.5</u>	<u>LIENS</u>	11
<u>5.6</u>	<u>DEDUCTIONS</u>	11
<u>ARTICLE VI</u>		12
<u>6.1</u>	<u>DISPUTE RESOLUTION PROCEDURE</u>	12
<u>6.2</u>	<u>CONTRACTOR'S REMEDIES</u>	12
<u>6.3</u>	<u>THE OWNER'S REMEDIES</u>	13
<u>6.4</u>	<u>THE OWNER'S SPECIAL REMEDY FOR DELAY</u>	14
<u>6.5</u>	<u>TERMINATIONS AND SUSPENSIONS DEEMED FOR CONVENIENCE</u>	14
<u>ARTICLE VII</u>		14
<u>7.1</u>	<u>BINDING EFFECT</u>	14
<u>7.2</u>	<u>RELATIONSHIP OF THE PARTIES</u>	15
<u>7.3</u>	<u>NO COLLUSION</u>	15
<u>7.4</u>	<u>ASSIGNMENT</u>	15
<u>7.5</u>	<u>CONFIDENTIAL INFORMATION</u>	15
<u>7.6</u>	<u>NO WAIVER</u>	15
<u>7.7</u>	<u>NO THIRD PARTY BENEFICIARIES</u>	16
<u>7.8</u>	<u>NOTICES</u>	16
<u>7.9</u>	<u>GOVERNING LAWS</u>	17
<u>7.10</u>	<u>CHANGES IN LAWS</u>	17
<u>7.11</u>	<u>COMPLIANCE WITH LAWS</u>	17
<u>7.12</u>	<u>COMPLIANCE WITH PATENTS</u>	17
<u>7.13</u>	<u>TIME OF THE ESSENCE</u>	18
<u>7.14</u>	<u>CALENDAR DAYS AND TIME</u>	18
<u>7.15</u>	<u>SEVERABILITY</u>	18
<u>7.16</u>	<u>ENTIRE AGREEMENT</u>	18
<u>7.17</u>	<u>AMENDMENTS AND MODIFICATIONS</u>	18

CONTRACTOR'S CERTIFICATION

ATTACHMENT A - Supplemental Schedule of Contract Terms

ATTACHMENT A1- Schedule of Contract Prices

ATTACHMENT B - Specifications

ATTACHMENT C - List of Drawings

ATTACHMENT D – Special Project Requirements

APPENDIX 1 - Prevailing Wage Ordinance

In consideration of the mutual promises set forth below, the VILLAGE OF LINCOLNWOOD, 6900 North Lincoln Avenue, Lincolnwood, Illinois, 60712; (*"The Owner"*), and _____ **NAME AND ADDRESS OF SUCCESSFUL BIDDER**, a _____ **TYPE OF ORGANIZATION** (*"Contractor"*), make this Contract as of the _____ day of _____, 2013, and hereby agree as follows:

ARTICLE I
THE WORK

1.1 Performance of the Work

Contractor shall, at its sole cost and expense, provide, perform, and complete all of the following, all of which is herein referred to as the "Work":

1. Labor, Equipment, Materials, and Supplies. Provide, perform, and complete, in the manner described and specified in this Contract, all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data, and other means and items necessary to accomplish the Project at the Work Site, both as defined in Attachment A, in accordance with the specifications attached hereto as Attachment B, the drawings identified in the list attached hereto as Attachment C4, **and the Special Project Requirements attached hereto as Attachment D.**

2. Permits. Except as otherwise provided in Attachment A, procure and furnish all permits, licenses, and other governmental approvals and authorizations necessary in connection therewith.

3. Bonds and Insurance. Procure and furnish all Bonds and all certificates and policies of insurance specified in this.

4. Taxes. Pay all applicable federal, state, and local taxes.

5. Miscellaneous. Do all other things required of Contractor by this Contract, including, without limitation, arranging for utility and other services needed for the work and for testing, including the installation of temporary utility lines, wiring, switches, fixtures, hoses, connections, and meters, and providing sufficient sanitary conveniences and shelters to accommodate all workers and all personnel of The Owner engaged in the Work.

6. Quality. Provide, perform and complete all of the foregoing in a proper and workmanlike manner, consistent with the highest standards of professional and construction practices and in full compliance with, and as required by or pursuant to, this Contract, and with the greatest economy, efficiency, and expedition consistent therewith, with only new, undamaged and first quality equipment, materials, and supplies.

1.2 Commencement and Completion Dates

Contractor shall commence the Work not later than the “Commencement Date” set forth on Attachment A and shall diligently and continuously prosecute the Work at such a rate as will allow the Work to be fully provided, performed, and completed in full compliance with this Contract not later than the “Completion Date” set forth in Attachment A. The time of commencement, rate of progress, and time of completion are referred to in this Contract as the “Contract Time.”

1.3 Required Submittals

A. Submittals Required. Contractor shall submit to The Owner all documents, data, and information specifically required to be submitted by Contractor under this Contract and shall, in addition, submit to The Owner all such drawings, specifications, descriptive information, and engineering documents, data, and information as may be required, or as may be requested by The Owner, to show the details of the Work, including a complete description of all equipment, materials, and supplies to be provided under this Contract (“**Required Submittals**”). Such details shall include, but shall not be limited to, design data, structural and operating features, principal dimensions, space required or provided, clearances required or provided, type and brand of finish, and all similar matters, for all components of the Work.

B. Number and Format. Contractor shall provide three complete sets for each Required Submittal. All Required Submittals, except drawings, shall be prepared on 8-1/2 inch by 11-inch paper. Two blue-line prints and one sepia transparency of each drawing shall be provided. All prints of drawings shall be folded to 8-1/2 inches by 11 inches, or less. All drawings shall be clearly marked in the lower right-hand corner with the names of The Owner and Contractor.

C. Time of Submission and the Owner's Review. All Required Submittals shall be provided to The Owner no later than the time, if any, specified in this Contract for their submission or, if no time for submission is specified, in sufficient time, in the Owner's sole opinion, to permit The Owner to review the same prior to the commencement of the part of the Work to which they relate and prior to the purchase of any equipment, materials, or supplies that they describe. The Owner shall have the right to require such corrections as may be necessary to make such submittals conform to this Contract. All such submittals shall, after final processing and review with no exception noted by The Owner, become a part of this Contract. No Work related to any submittal shall be performed by Contractor until The Owner have completed review of such submittal with no exception noted. The Owner's review and stamping of any Required Submittal shall be for the sole purpose of examining the general management, design, and details of the proposed Work, shall not relieve Contractor of the entire responsibility for the performance of the Work in full compliance with, and as required by or pursuant to this Contract, and shall not be regarded as any assumption of risk or liability by The Owner.

D. Responsibility for Delay. Contractor shall be responsible for any delay in the Work due to delay in providing Required Submittals conforming to this Contract.

1.4 Review and Interpretation of Contract Provisions

Contractor represents and warrants that it has carefully reviewed this Contract, including all of its Attachments, and the drawings identified in Attachment C, all of which are by this reference incorporated into and made a part of this Contract. Contractor shall, at no increase in the Contract Price, provide workmanship, equipment, materials, and supplies that fully conform to this Contract. Whenever any equipment, materials or supplies are specified or described in this Contract by using the name or other identifying feature of a proprietary product or the name or other identifying feature of a particular manufacturer or vendor, the specific item mentioned shall be understood as establishing the type, function and quality desired. Other manufacturers' or vendors' products may be accepted, provided that the products proposed are equivalent in substance and function to those named as determined by The Owner in its sole and absolute discretion.

Contractor shall promptly notify The Owner of any discrepancy, error, omission, ambiguity, or conflict among any of the provisions of this Contract before proceeding with any Work affected thereby. If Contractor fails to give such notice to The Owner, then the subsequent decision of The Owner as to which provision of this Contract shall govern shall be final, and any corrective work required shall not entitle Contractor to any damages, to any compensation in excess of the Contract Price, or to any delay or extension of the Contract Time.

When the equipment, materials, or supplies furnished by Contractor cannot be installed as specified in this Contract, Contractor shall, without any increase in the Contract Price, make all modifications required to properly install the equipment, materials, or supplies. Any such modification shall be subject to the prior review and consent of The Owner.

1.5 Conditions at the Work Site; Record Drawings

Contractor represents and warrants that it has had a sufficient opportunity to conduct a thorough investigation of the Work Site and the surrounding area and has completed such investigation to its satisfaction. Contractor shall have no claim for damages, for compensation in excess of the Contract Price, or for a delay or extension of the Contract Time based upon conditions found at, or in the vicinity of, the Work Site. When information pertaining to subsurface, underground or other concealed conditions, soils analysis, borings, test pits, utility locations or conditions, buried structures, condition of existing structures, and other investigations is or has been provided by The Owner, or is or has been otherwise made available to Contractor by The Owner, such information is or has been provided or made available solely for the convenience of Contractor and is not part of this Contract. The Owner assume no responsibility whatever in respect to the sufficiency or accuracy of such information, and there is no guaranty or warranty, either expressed or implied, that the conditions indicated are representative of those existing throughout the Work or the Work Site, or that the conditions indicated are representative of those existing at any particular location, or that the conditions indicated may not change, or that unanticipated conditions may not be present.

Contractor shall be solely responsible for locating all existing underground installations by prospecting no later than two workdays prior to any scheduled excavation or trenching, whichever is earlier. Contractor shall check all dimensions, elevations, and quantities indicated in this Contract within the same time period as set forth above for prospecting underground installations. Contractor shall lay out the Work in accordance with this Contract and shall

establish and maintain such locations, lines and levels. Wherever pre-existing work is encountered, Contractor shall verify and be responsible for dimensions and location of such pre-existing work. Contractor shall notify The Owner of any discrepancy between the dimensions, elevations and quantities indicated in this Contract and the conditions of the Work Site or any other errors, omissions or discrepancies which Contractor may discover during such inspections. Full instructions will be furnished by The Owner should such error, omission, or discrepancy be discovered, and Contractor shall carry out such instructions as if originally specified and without any increase in Contract Price.

Before Final Acceptance of the Work, Contractor shall submit to The Owner two sets of Drawings of Record, unless a greater number is specified elsewhere in this Contract, indicating all field deviations from Attachment B or the drawings identified in Attachment C.

1.6 Technical Ability to Perform

Contractor represents and warrants that it is sufficiently experienced and competent, and has the necessary capital, facilities, plant, organization, and staff, to provide, perform and complete the Work in full compliance with, and as required by or pursuant to, this Contract.

1.7 Financial Ability to Perform

Contractor represents and warrants that it is financially solvent, and Contractor has the financial resources necessary to provide, perform and complete the Work in full compliance with, and as required by or pursuant to, this Contract.

1.8 Time

Contractor represents and warrants that it is ready, willing, able and prepared to begin the Work on the Commencement Date and that the Contract Time is sufficient time to permit completion of the Work in full compliance with, and as required by or pursuant to, this Contract for the Contract Price, all with due regard to all natural and man-made conditions that may affect the Work or the Work Site and all difficulties, hindrances, and delays that may be incident to the Work.

1.9 Safety at the Work Site

Contractor shall be solely and completely responsible for providing and maintaining safe conditions at the Work Site, including the safety of all persons and property during performance of the Work. This requirement shall apply continuously and shall not be limited to normal working hours. Contractor shall take all safety precautions as shall be necessary to comply with all applicable laws and to prevent injury to persons and damage to property.

Contractor shall conduct all of its operations without interruption or interference with vehicular and pedestrian traffic on public and private rights-of-way, unless it has obtained permits therefore from the proper authorities. If any public or private right-of-way shall be rendered unsafe by Contractor's operations, Contractor shall make such repairs or provide such temporary ways or guards as shall be acceptable to the proper authorities.

1.10 Cleanliness of the Work Site and Environs

Contractor shall keep the Work Site and adjacent areas clean at all times during performance of the Work and shall, upon completion of the Work, leave the Work Site and adjacent areas in a clean and orderly condition.

1.11 Damage to the Work, the Work Site, and Other Property

The Work and everything pertaining thereto shall be provided, performed, completed, and maintained at the sole risk and cost of Contractor from the Commencement Date until Final Payment. Contractor shall be fully responsible for the protection of all public and private property and all persons. Without limiting the foregoing, Contractor shall, at its own cost and expense, provide all permanent and temporary shoring, anchoring and bracing required by the nature of the Work in order to make all parts absolutely stable and rigid, even when such shoring, anchoring and bracing is not explicitly specified, and support and protect all buildings, bridges, roadways, conduits, wires, water pipes, gas pipes, sewers, pavements, curbs, sidewalks, fixtures and landscaping of all kinds and all other public or private property that may be encountered or endangered in providing, performing and completing the Work. Contractor shall have no claim against The Owner because of any damage or loss to the Work or to Contractor's equipment, materials, or supplies from any cause whatsoever, including damage or loss due to simultaneous work by others. Contractor shall, promptly and without charge to The Owner, repair or replace, to the satisfaction of The Owner, any damage done to, and any loss suffered by, the Work and any damage done to, and any loss suffered by, the Work Site or other property as a result of the Work. Notwithstanding any other provision of this Contract, Contractor's obligations under this Section shall exist without regard to, and shall not be construed to be waived by, the availability or unavailability of any insurance, either of The Owner or Contractor, to indemnify, hold harmless, or reimburse Contractor for the cost of any repair or replacement work required by this Section.

1.12 Subcontractors and Suppliers

A. Approval and Use of Subcontractors and Suppliers. Contractor shall perform the Work with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved by The Owner in writing. All subcontractors, suppliers, and subcontracts used by Contractor shall be acceptable to, and approved in advance by, The Owner. The Owner's approval of any subcontractor, supplier, and subcontract shall not relieve Contractor of full responsibility and liability for the provision, performance, and completion of the Work in full compliance with, and as required by or pursuant to, this Contract. All Work performed under any subcontract shall be subject to all of the provisions of this Contract in the same manner as if performed by employees of Contractor. Every reference in this Contract to "Contractor" shall be deemed also to refer to all subcontractors and suppliers of Contractor. Every subcontract shall include a provision binding the subcontractor or supplier to all provisions of this Contract.

B. Removal of Subcontractors and Suppliers. If any subcontractor or supplier fails to perform the part of the Work undertaken by it in a manner satisfactory to The Owner, Contractor shall immediately upon notice from The Owner terminate such subcontractor or supplier. Contractor shall have no claim for damages, for compensation in excess of the

Contract Price, or for a delay or extension of the Contract Time as a result of any such termination.

1.13 Simultaneous Work By Others

The Owner shall have the right to perform or have performed such other work, as The Owner may desire in, about, or near the Work Site during the performance of the Work by Contractor. Contractor shall make every reasonable effort to perform the Work in such manner as to enable both the Work and such other work to be completed without hindrance or interference from each other. Contractor shall afford The Owner and other contractor's reasonable opportunity for the execution of such other work and shall properly coordinate the Work with such other work.

1.14 Occupancy Prior to Final Payment

The Owner shall have the right, at its election, to occupy, use, or place in service any part of the Work prior to Final Payment. Such occupancy, use, or placement in service shall be conducted in such manner as not to damage any of the Work or to unreasonably interfere with the progress of the Work. No such occupancy, use, or placement in service shall be construed as an acceptance of any of the Work or a release or satisfaction of Contractor's duty to insure and protect the Work, not shall it, unless conducted in an unreasonable manner, be considered as an interference with Contractor's provision, performance, or completion of the Work.

1.15 The Owner's Right to Terminate or Suspend Work for Convenience

A. Termination or Suspension for Convenience. The Owner shall have the right, for its convenience, to terminate or suspend the Work in whole or in part at any time by written notice to Contractor. Every such notice shall state the extent and effective date of such termination or suspension. On such effective date, Contractor shall, as and to the extent directed, stop Work under this Contract, cease all placement of further orders or subcontracts, terminate or suspend Work under existing orders and subcontracts, cancel any outstanding orders or subcontracts that may be cancelled, and take any action necessary to protect any property in its possession in which The Owner have or may acquire any interest and to dispose of such property in such manner as may be directed by The Owner.

B. Payment for Completed Work. In the event of any termination pursuant to Subsection 1.15A above, The Owner shall pay Contractor (1) such direct costs, excluding overhead, as Contractor shall have paid or incurred for all Work done in compliance with, and as required by or pursuant to, this Contract up to the effective date of termination together with ten percent of such costs for overhead and profit; and (2) such other costs pertaining to the Work, exclusive of overhead and profit, as Contractor may have reasonably and necessarily incurred as the result of such termination. Any such payment shall be offset by any prior payment or payments and shall be subject to The Owner's rights to withhold and deduct as provided in this Contract.

ARTICLE II
CHANGES AND DELAYS

2.1 Changes

The Owner shall have the right, by written order executed by The Owner, to make changes in the Contract, the Work, the Work Site, and the Contract Time (“**Change Order**”). If any Change Order causes an increase or decrease in the amount of the Work, an equitable adjustment in the Contract Price or Contract Time may be made. All claims by Contractor for an equitable adjustment in either the Contract Price or the Contract Time shall be made within two business days following receipt of such Change Order, and shall, if not made prior to such time, be conclusively deemed to have been waived. No decrease in the amount of the Work caused by any Change Order shall entitle Contractor to make any claim for damages, anticipated profits, or other compensation.

2.2 Delays

A. Extensions for Unavoidable Delays. For any delay that may result from causes that could not be avoided or controlled by Contractor, Contractor shall, upon timely written application, be entitled to issuance of a Change Order providing for an extension of the Contract Time for a period of time equal to the delay resulting from such unavoidable cause. No extension of the Contract Time shall be allowed for any other delay in completion of the Work.

B. No Compensation for Delays. No payment, compensation, damages, or adjustment of any kind, other than the extension of the Contract Time provided in Subsection 2.2A above, shall be made to, or claimed by, Contractor because of hindrances or delays from any cause in the commencement, prosecution, or completion of the Work, whether caused by The Owner or any other party and whether avoidable or unavoidable.

ARTICLE III
CONTRACTOR'S RESPONSIBILITY FOR DEFECTIVE WORK

3.1 Inspection; Testing; Correction of Defects

A. Inspection. Until Final Payment, all parts of the Work shall be subject to inspection and testing by The Owner or its designated representatives. Contractor shall furnish, at its own expense, all reasonable access, assistance, and facilities required by The Owner for such inspection and testing.

B. Re-Inspection. Re-inspection and re-testing of any Work may be ordered by The Owner at any time, and, if so ordered, any covered or closed Work shall be uncovered or opened by Contractor. If the Work is found to be in full compliance with this Contract, then The Owner shall pay the cost of uncovering, opening, re-inspecting, or re-testing, as the case may be. If such Work is not in full compliance with this Contract, then Contractor shall pay such cost.

C. Correction. Until Final Payment, Contractor shall, promptly and without charge, repair, correct, or replace all or any part of the Work that is defective, damaged, flawed, or unsuitable or that in any way fails to conform strictly to the requirements of this Contract.

3.2 Warranty of Work

A. Scope of Warranty. Contractor warrants that the Work and all of its components shall be free from defects and flaws in design, workmanship, and materials; shall strictly conform to the requirements of this Contract; and shall be fit, sufficient and suitable for the purposes expressed in, or reasonably inferred from, this Contract. The warranty herein expressed shall be in addition to any other warranties expressed in this Contract, or expressed or implied by law, which are hereby reserved unto The Owner.

B. Repairs; Extension of Warranty. Contractor shall, promptly and without charge, correct any failure to fulfill the above warranty that may be discovered or develop at any time within one year after Final Payment or such longer period as may be prescribed in Attachment B or Attachment D to this Contract or by law. The above warranty shall be extended automatically to cover all repaired and replacement parts and labor provided or performed under such warranty and Contractor's obligation to correct Work shall be extended for a period of one year from the date of such repair or replacement. The time period established in this Subsection 3.2B relates only to the specific obligation of Contractor to correct Work and shall not be construed to establish a period of limitation with respect to other obligations that Contractor has under this Contract.

C. Subcontractor and Supplier Warranties. Whenever Attachment B or Attachment D requires a subcontractor or supplier to provide a guaranty or warranty, Contractor shall be solely responsible for obtaining said guaranty or warranty in form satisfactory to The Owner and assigning said warranty or guaranty to The Owner. Acceptance of any assigned warranties or guaranties by The Owner shall be a precondition to Final Payment and shall not relieve Contractor of any of its guaranty or warranty obligations under this Contract.

3.3 The Owner's Right to Correct

If, within two business days after The Owner gives Contractor notice of any defect, damage, flaw, unsuitability, nonconformity, or failure to meet warranty subject to correction by Contractor pursuant to Section 3.1 or Section 3.2 of this Contract, Contractor neglects to make, or undertake with due diligence to make, the necessary corrections, then The Owner shall be entitled to make, either with its own forces or with contract forces, the corrections and to recover from Contractor all resulting costs, expenses, losses, or damages, including attorneys' fees and administrative expenses.

ARTICLE IV FINANCIAL ASSURANCES

4.1 Bonds

Contemporaneous with Contractor's execution of this Contract, Contractor shall provide a Performance Bond and a Labor and Material Payment Bond, on forms provided by, or otherwise acceptable to, The Owner, from a surety company licensed to do business in the State of Illinois with a general rating of A minus and a financial size category of Class X or better in Best's Insurance Guide, each in the penal sum of the Contract Price ("**Bonds**"). Contractor shall, at all times while providing, performing, or completing the Work, including, without limitation, at all

times while correcting any failure to meet warranty pursuant to Section 3.2 of this Contract, maintain and keep in force, at Contractor's expense, the Bonds required hereunder.

4.2 Insurance

Contemporaneous with Contractor's execution of this Contract, Contractor shall provide certificates and policies of insurance evidencing the minimum insurance coverage and limits set forth in Attachment A. For good cause shown, The Owner may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as The Owner may impose in the exercise of its sole discretion. Such policies shall be in a form, and from companies, acceptable to The Owner. Such insurance shall provide that no change, modification in, or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to The Owner. Contractor shall, at all times while providing, performing, or completing the Work, including, without limitation, at all times while correcting any failure to meet warranty pursuant to Section 3.2 of this Contract, maintain and keep in force, at Contractor's expense, the minimum insurance coverage and limits set forth in Attachment A.

4.3 Indemnification

Contractor shall indemnify, save harmless, and defend The Owner against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including attorneys' fees and administrative expenses, that may arise, or be alleged to have arisen, out of or in connection with Contractor's performance of, or failure to perform, the Work or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of Contractor, except to the extent caused by the sole negligence of The Owner.

ARTICLE V **PAYMENT**

5.1 Contract Price

The Owner shall pay to Contractor, in accordance with and subject to the terms and conditions set forth in this Article V and Attachment A, and Contractor shall accept in full satisfaction for providing, performing, and completing the Work, the amount or amounts set forth in Attachment A ("***Contract Price***"), subject to any additions, deductions, or withholdings provided for in this Contract.

5.2 Taxes and Benefits

The Owner is exempt from and shall not be responsible to pay, or reimburse Contractor for, any state or local sales, use, or excise taxes. The Contract Price includes all other applicable federal, state, and local taxes of every kind and nature applicable to the Work as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or other similar benefits. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, or premium is hereby waived and released by Contractor.

5.3 Progress Payments

A. Payment in Installments. The Contract Price shall be paid in monthly installments in the manner set forth in Attachment A (“***Progress Payments***”).

B. Pay Requests. Contractor shall, as a condition precedent to its right to receive each Progress Payment, submit to The Owner a pay request in the form provided by The Owner (“***Pay Request***”). The first Pay Request shall be submitted not sooner than 60 days following commencement of work. The Owner may, by written notice to Contractor, designate a specific day of each month on or before which Pay Requests must be submitted. Each Pay Request shall include (a) Contractor's certification of the value of, and partial or final waivers of lien covering, all Work for which payment is then requested and (b) Contractor's certification that all prior Progress Payments have been properly applied to the payment or reimbursement of the costs with respect to which they were paid.

C. Work Entire. This Contract and the Work are entire and the Work as a whole is of the essence of this Contract. Notwithstanding any other provision of this Contract, each and every part of this Contract and of the Work are interdependent and common to one another and to The Owner's obligation to pay all or any part of the Contract Price or any other consideration for the Work. Any and all Progress Payments made pursuant to this Article are provided merely for the convenience of Contractor and for no other purpose.

5.4 Final Acceptance and Final Payment

A. Notice of Completion. When the Work has been completed and is ready in all respects for acceptance by The Owner, Contractor shall notify The Owner and request a final inspection (“***Notice of Completion***”). Contractor's Notice of Completion shall be given sufficiently in advance of the Completion Date to allow for scheduling of the final inspection and for completion or correction before the Completion Date of any items identified by such inspection as being defective, damaged, flawed, unsuitable, nonconforming, incomplete, or otherwise not in full compliance with, or as required by or pursuant to, this Contract (“***Punch List Work***”).

B. Punch List and Final Acceptance. The Work shall be finally accepted when, and only when, the whole and all parts thereof shall have been completed to the satisfaction of The Owner in full compliance with, and as required by or pursuant to, this Contract. Upon receipt of Contractor's Notice of Completion, The Owner shall make a review of the Work and notify Contractor in writing of all Punch List Work, if any, to be completed or corrected. Following Contractor's completion or correction of all Punch List Work, The Owner shall make another review of the Work and prepare and deliver to Contractor either a written notice of additional Punch List Work to be completed or corrected or a written notice of final acceptance of the Work (“***Final Acceptance***”).

C. Final Payment. As soon as practicable after Final Acceptance, Contractor shall submit to The Owner a properly completed final Pay Request in the form provided by The Owner (“***Final Pay Request***”). The Owner shall pay to Contractor the balance of the Contract Price, after deducting therefrom all charges against Contractor as provided for in this Contract (“***Final Payment***”). Final Payment shall be made not later than 60 days after The Owner approves the Final Pay Request. The acceptance by Contractor of Final Payment shall operate as

a full and complete release of The Owner of and from any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses of, by, or to Contractor for anything done, furnished for, arising out of, relating to, or in connection with the Work or for or on account of any act or neglect of The Owner arising out of, relating to, or in connection with the Work.

5.5 Liens

A. Title. Nothing in this Contract shall be construed as vesting in Contractor any right of property in any equipment, materials, supplies, and other items provided under this Contract after they have been installed in, incorporated into, attached to, or affixed to, the Work or the Work Site. All such equipment, materials, supplies, and other items shall, upon being so installed, incorporated, attached or affixed, become the property of The Owner, but such title shall not release Contractor from its duty to insure and protect the Work in accordance with the requirements of this Contract.

B. Waivers of Lien. Contractor shall, from time to time at The Owner's request and in any event prior to Final Payment, furnish to The Owner such receipts, releases, affidavits, certificates, and other evidence as may be necessary to establish, to the reasonable satisfaction of The Owner, that no lien against the Work or the public funds held by The Owner exists in favor of any person whatsoever for or by reason of any equipment, material, supplies, or other item furnished, labor performed, or other thing done in connection with the Work or this Contract ("*Lien*") and that no right to file any Lien exists in favor of any person whatsoever.

C. Removal of Liens. If at any time any notice of any Lien is filed, then Contractor shall, promptly and without charge, discharge, remove, or otherwise dispose of such Lien. Until such discharge, removal, or disposition, The Owner shall have the right to retain from any money payable hereunder an amount that The Owner, in its sole judgment, deems necessary to satisfy such Lien and to pay the costs and expenses, including attorneys' fees and administrative expenses, of any actions brought in connection therewith or by reason thereof.

D. Protection of The Owner Only. This Section shall not operate to relieve Contractor's surety or sureties from any of their obligations under the Bonds, nor shall it be deemed to vest any right, interest, or entitlement in any subcontractor or supplier. The Owner's retention of funds pursuant to this Section shall be deemed solely for the protection of its own interests pending removal of such Liens by Contractor, and The Owner shall have no obligation to apply such funds to such removal but may, nevertheless, do so where The Owner's interests would thereby be served.

5.6 Deductions

A. The Owner's Right to Withhold. Notwithstanding any other provision of this Contract and without prejudice to any of The Owner's other rights or remedies, The Owner shall have the right at any time or times, whether before or after approval of any Pay Request, to deduct and withhold from any Progress or Final Payment that may be or become due under this Contract such amount as may reasonably appear necessary to compensate The Owner for any actual or prospective loss due to: (1) Work that is defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which Contractor is liable under this Contract; (3) state or local sales, use, or excise taxes from which The Owner is exempt; (4) Liens or claims of Lien regardless of merit; (5) claims of subcontractors, suppliers, or other persons regardless of

merit; (6) delay in the progress or completion of the Work; (7) inability of Contractor to complete the Work; (8) failure of Contractor to properly complete or document any Pay Request; (9) any other failure of Contractor to perform any of its obligations under this Contract; or (10) the cost to The Owner, including attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of The Owner's remedies set forth in Section 6.3 of this Contract.

B. Use of Withheld Funds. The Owner shall be entitled to retain any and all amounts withheld pursuant to Subsection 5.6A above until Contractor shall have either performed the obligations in question or furnished security for such performance satisfactory to The Owner. The Owner shall be entitled to apply any money withheld or any other money due Contractor under this Contract to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, attorneys' fees and administrative expenses incurred, suffered, or sustained by The Owner and chargeable to Contractor under this Contract.

ARTICLE VI

DISPUTES AND REMEDIES

6.1 Dispute Resolution Procedure

A. Notice of Disputes and Objections. If Contractor disputes or objects to any requirement, direction, instruction, interpretation, determination, or decision of The Owner, Contractor may notify The Owner in writing of its dispute or objection and of the amount of any equitable adjustment to the Contract Price or Contract Time to which Contractor claims it will be entitled as a result thereof; provided, however, that Contractor shall, nevertheless, proceed without delay to perform the Work as required, directed, instructed, interpreted, determined, or decided by The Owner, without regard to such dispute or objection. Unless Contractor so notifies The Owner within two business days after receipt of such requirement, direction, instruction, interpretation, determination, or decision, Contractor shall be conclusively deemed to have waived all such disputes or objections and all claims based thereon.

B. Negotiation of Disputes and Objections. To avoid and settle without litigation any such dispute or objection, The Owner and Contractor agree to engage in good faith negotiations. Within three business days after The Owner's receipt of Contractor's written notice of dispute or objection, a conference between The Owner and Contractor shall be held to resolve the dispute. Within three business days after the end of the conference, The Owner shall render its final decision, in writing, to Contractor. If Contractor objects to the final decision of The Owner, then it shall, within three business days, give The Owner notice thereof and, in such notice, shall state its final demand for settlement of the dispute. Unless Contractor so notifies The Owner, Contractor shall be conclusively deemed (1) to have agreed to and accepted The Owner's final decision and (2) to have waived all claims based on such final decision.

6.2 Contractor's Remedies

If The Owner fails or refuses to satisfy a final demand made by Contractor pursuant to Section 6.1 of this Contract, or to otherwise resolve the dispute which is the subject of such demand to the satisfaction of Contractor, within ten days following receipt of such demand, then Contractor shall be entitled to pursue such remedies, not inconsistent with the provisions of this Contract, as it may have in law or equity.

6.3 The Owner's Remedies

If it should appear at any time prior to Final Payment that Contractor has failed or refused to prosecute, or has delayed in the prosecution of, the Work with diligence at a rate that assures completion of the Work in full compliance with the requirements of this Contract on or before the Completion Date, or has attempted to assign this Contract or Contractor's rights under this Contract, either in whole or in part, or has falsely made any representation or warranty in this Contract, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Contract or has failed to pay its debts as they come due ("**Event of Default**"), and has failed to cure any such Event of Default within five business days after Contractor's receipt of written notice of such Event of Default, then The Owner shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. The Owner may require Contractor, within such reasonable time as may be fixed by The Owner, to complete or correct all or any part of the Work that is defective, damaged, flawed, unsuitable, nonconforming, or incomplete; to remove from the Work Site any such Work; to accelerate all or any part of the Work; and to take any or all other action necessary to bring Contractor and the Work into strict compliance with this Contract.
2. The Owner may perform or have performed all Work necessary for the accomplishment of the results stated in Paragraph 1 above and withhold or recover from Contractor all the cost and expense, including attorneys' fees and administrative costs, incurred by The Owner in connection therewith.
3. The Owner may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Work or part thereof and make an equitable reduction in the Contract Price.
4. The Owner may terminate this Contract without liability for further payment of amounts due or to become due under this Contract.
5. The Owner may, without terminating this Contract, terminate Contractor's rights under this Contract and, for the purpose of completing or correcting the Work, evict Contractor and take possession of all equipment, materials, supplies, tools, appliances, plans, specifications, schedules, manuals, drawings, and other papers relating to the Work, whether at the Work Site or elsewhere, and either complete or correct the Work with its own forces or contracted forces, all at Contractor's expense.

6. Upon any termination of this Contract or of Contractor's rights under this Contract, and at The Owner's option exercised in writing, any or all subcontracts and supplier contracts of Contractor shall be deemed to be assigned to The Owner without any further action being required, but The Owner shall not thereby assume any obligation for payments due under such subcontracts and supplier contracts for any Work provided or performed prior to such assignment.
7. The Owner may withhold from any Progress Payment or Final Payment, whether or not previously approved, or may recover from Contractor, any and all costs, including attorneys' fees and administrative expenses, incurred by The Owner as the result of any Event of Default or as a result of actions taken by The Owner in response to any Event of Default.
8. The Owner may recover any damages suffered by The Owner.

6.4 The Owner's Special Remedy for Delay

If the Work is not completed by Contractor, in full compliance with, and as required by or pursuant to, this Contract, within the Contract Time as such time may be extended by Change Order, then The Owner may invoke its remedies under Section 6.3 of this Contract or may, in the exercise of its sole and absolute discretion, permit Contractor to complete the Work but charge to Contractor, and deduct from any Progress or Final Payments, whether or not previously approved, administrative expenses and costs for each day completion of the Work is delayed beyond the Completion Date, computed on the basis of the "Per Diem Administrative Charge" set forth in Attachment A, as well as any additional damages caused by such delay.

6.5 Terminations and Suspensions Deemed for Convenience

Any termination or suspension of Contractor's rights under this Contract for an alleged default that is ultimately held unjustified shall automatically be deemed to be a termination or suspension for the convenience of The Owner under Section 1.15 of this Contract.

ARTICLE VII LEGAL RELATIONSHIPS AND REQUIREMENTS

7.1 Binding Effect

This Contract shall be binding upon The Owner and Contractor and upon their respective heirs, executors, administrators, personal representatives, and permitted successors and assigns. Every reference in this Contract to a party shall also be deemed to be a reference to the authorized officers, employees, agents, and representatives of such party.

7.2 Relationship of the Parties

Contractor shall act as an independent contractor in providing and performing the Work. Nothing in, nor done pursuant to, this Contract shall be construed (1) to create the relationship of principal and agent, partners, or joint ventures between The Owner and Contractor or (2) except as provided in Paragraph 6.3(6) above, to create any relationship between The Owner and any subcontractor or supplier of Contractor.

7.3 No Collusion

Contractor hereby represents that the only persons, firms, or corporations interested in this Contract as principals are those disclosed to The Owner prior to the execution of this Contract, and that this Contract is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Contractor has, in procuring this Contract, colluded with any other person, firm, or corporation, then Contractor shall be liable to The Owner for all loss or damage that The Owner may suffer thereby, and this Contract shall, at The Owner's option, be null and void.

7.4 Assignment

Contractor shall not (1) assign this Contract in whole or in part, (2) assign any of Contractor's rights or obligations under this Contract, or (3) assign any payment due or to become due under this Contract without the prior express written approval of The Owner, which approval may be withheld in the sole and unfettered discretion of The Owner; provided, however, that The Owner's prior written approval shall not be required for assignments of accounts, as defined in the Illinois Commercial Code, if to do so would violate Section 9-318 of the Illinois Commercial Code, 810 ILCS 5/9-318. The Owner may assign this Contract, in whole or in part, or any or all of its rights or obligations under this Contract, without the consent of Contractor.

7.5 Confidential Information

All information supplied by The Owner to Contractor for or in connection with this Contract or the Work shall be held confidential by Contractor and shall not, without the prior express written consent of The Owner, be used for any purpose other than performance of the Work.

7.6 No Waiver

No examination, inspection, investigation, test, measurement, review, determination, decision, certificate, or approval by The Owner, nor any order by The Owner for the payment of money, nor any payment for, or use, occupancy, possession, or acceptance of, the whole or any part of the Work by The Owner, nor any extension of time granted by The Owner, nor any delay by The Owner in exercising any right under this Contract, nor any other act or omission of The Owner shall constitute or be deemed to be an acceptance of any defective, damaged, flawed, unsuitable, nonconforming or incomplete Work, equipment, materials, or supplies, nor operate to waive or otherwise diminish the effect of any warranty or representation made by Contractor; or of any requirement or provision of this Contract; or of any remedy, power, or right of The Owner.

7.7 No Third Party Beneficiaries

No claim as a third party beneficiary under this Contract by any person, firm, or corporation other than Contractor shall be made, or be valid, against The Owner or the Contractor.

7.8 Notices

All notices required or permitted to be given under this Contract shall be in writing and shall be delivered (i) personally, (ii) by a reputable overnight courier or (iii) by certified mail, return receipt requested, and deposited in the U.S. mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section, each party shall have the right to change the address or addressee, or both, for all future notices and communications to the other party but no notice of a change of address or addressee shall be effective until actually received. Notices and communications to The Owner shall be addressed to, and delivered at, the following address:

Village of Lincolnwood
6900 North Lincoln Avenue
Lincolnwood, IL 60712
Attention: Andy Thurman, Superintendent of Parks and
Facilities

With a copy to: Holland & Knight LLP
131 S. Dearborn Street, 30th Floor
Chicago, Illinois 60603
Attention: Steven M. Elrod, Corporation Counsel

Notices and communications to the Contractor shall be addressed to, and delivered at, the following address:

**AMERICAN RAMP COMPANY
601 MCKINLEY AVE
JOPLIN, MO 64801**

7.9 Governing Laws

This Contract shall be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois.

7.10 Changes in Laws

Unless otherwise provided in this Contract, any reference to existing law shall be deemed to include any modifications of, or amendments, to existing law that may occur in the future.

7.11 Compliance with Laws

Contractor shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Work is provided, performed, and completed in accordance with all required governmental permits, licenses or other approvals and authorizations that may be required in connection with providing, performing, and completing the Work, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Prevailing Wage Act, 820 ILCS 130/0.01 et seq. (in furtherance of which, a copy of The Owner's ordinance ascertaining the prevailing rate of wages, in effect as of the date of this Contract, has been attached as an Appendix to this Contract; if the Illinois Department of Labor revises the prevailing rate of hourly wages to be paid, the revised rate shall apply to this Contract); any other prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; the Illinois Steel Products Procurement Act, 30 ILCS 565/1 et seq.; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and the Public Works Discrimination Act, 775 ILCS 10/1 et seq.; and any statutes regarding safety or the performance of the Work, including the Illinois Structural Work Act, the Illinois Underground Utility Facilities Damage Prevention Act, and the Occupational Safety and Health Act. Contractor shall also comply with all conditions of any federal, state, or local grant received by The Owner or Contractor with respect to this Contract or the Work. Further, Bidder shall have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act.

Contractor shall be solely liable for any fines or civil penalties that are imposed by any governmental 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.

Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.

7.12 Compliance with Patents

A. Assumption of Costs, Royalties, and Fees. Contractor shall pay or cause to be paid all costs, royalties, and fees arising from the use on, or the incorporation into, the Work, of patented equipment, materials, supplies, tools, appliances, devices, processes, or inventions.

B. Effect of Contractor Being Enjoined. Should Contractor be enjoined from furnishing or using any equipment, materials, supplies, tools, appliances, devices, processes, or inventions supplied or required to be supplied or used under this Contract, Contractor shall promptly offer substitute equipment, materials, supplies, tools, appliances, devices, processes, or inventions in lieu thereof, of equal efficiency, quality, suitability, and market value, for review by The Owner. If The Owner should disapprove the offered substitutes and should elect, in lieu of a substitution, to have supplied, and to retain and use, any such equipment, materials, supplies, tools, appliances, devices, processes, or inventions as may by this Contract be required to be supplied, Contractor shall pay such royalties and secure such valid licenses as may be requisite and necessary for The Owner to use such equipment, materials, supplies, tools, appliances, devices, processes, or inventions without being disturbed or in any way interfered with by any proceeding in law or equity on account thereof. Should Contractor neglect or refuse to make any approved substitution promptly, or to pay such royalties and secure such licenses as may be necessary, then The Owner shall have the right to make such substitution, or The Owner may pay such royalties and secure such licenses and charge the cost thereof against any money due Contractor from The Owner or recover the amount thereof from Contractor and its surety or sureties notwithstanding that Final Payment may have been made.

7.13 Time of the Essence

Time is of the essence in the performance of all terms and provisions of this Contract Calendar Days and Time.

7.14 Calendar Days and Time

Unless otherwise provided in this Contract, any reference in this Contract to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Contract falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

7.15 Severability

It is hereby expressed to be the intent of the parties to this Contract that should any provision, covenant, agreement, or portion of this Contract or its application to any Person or property be held invalid by a court of competent jurisdiction, the remaining provisions of this Contract and the validity, enforceability, and application to any Person or property shall not be impaired thereby, but the remaining provisions shall be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Contract to the greatest extent permitted by applicable law.

7.16 Entire Agreement

This Contract constitutes the entire agreement between the parties to this Contract concerning the work and supersedes all prior agreements and negotiations between the parties, whether written or oral relating to the subject matter of this Contract.

7.17 Amendments and Modifications

No amendment or modification to this Contract shall be effective until it is reduced to writing and approved and executed by the corporate authorities of the parties in accordance with all applicable statutory procedures.

IN WITNESS WHEREOF, The Owner and Contractor have caused this Contract to be executed in five original counterparts as of the day and year first written above.

ATTEST:

VILLAGE OF LINCOLNWOOD

By: _____
Beryl Herman, Village Clerk

Timothy C. Wiberg, Village Manager

ATTEST:

AMERICAN RAMP COMPANY

By: _____
Village Clerk

[INSERT NAME OF EXECUTING OFFICER]

ATTEST:

AMERICAN RAMP COMPANY

By: _____

By: _____
[NAME OF CONTRACTOR'S EXECUTING OFFICER]

Title: _____

Title: _____
[TITLE OF CONTRACTOR'S EXECUTING OFFICER]

STATE OF ILLINOIS)
)
COUNTY OF _____)

SS

CONTRACTOR'S CERTIFICATION

_____ **EXECUTING OFFICER**,
being first duly sworn on oath, deposes and states that all statements herein made are made on behalf of Contractor, that this deponent is authorized to make them, and that the statements contained herein are true and correct.

Contractor deposes, states, and certifies that Contractor is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Contractor is contesting, in accordance with the procedures established by the appropriate Revenue Act, its liability for the tax or the amount of tax, as set forth in 65 ILCS 5/11-42.1-1; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq.

DATED this _____ day of _____, 20__.

ATTEST:

AMERICAN RAMP COMPANY

By: _____

By: _____

**[INSERT NAME OF
CONTRACTOR'S EXECUTING
OFFICER]**

Title: _____

Title: _____

**[INSERT TITLE OF
CONTRACTOR'S EXECUTING
OFFICER]**

Subscribed and Sworn to
before me this ____ day
of _____, 20__.

My Commission Expires: _____

Notary Public

[SEAL]



Lincolnwood Park and Recreation Board Meeting

Lincolnwood Village Hall – Council Chambers

March 12, 2013

DRAFT MINUTES

CALL TO ORDER

The meeting was called to order at 7:00 P.M.

PRESENT AT MEETING

Park Board Members: Demerise Gratch, Gail Ito, Laura Tomacic, Sarah Hardin, Barry Bass, Barb Pabst (arrived at 7:01 P.M.)

Parks and Recreation Department Staff: Jan Hincapie, Jan Springer, Andrew Thurman, Katie Smith

Village Board Liaison: John Swanson

APPROVAL OF MINUTES

On motion Ito/Hardin to approve the meeting minutes of the February 12, 2013 meeting. 6-0, motion passed.

AUDIENCE PARTICIPATION

None

LETTERS TO THE DEPARTMENT

None

OLD BUSINESS

A. Turkey Trot Report Presentation

Springer presented an overview of the 2012 event. Would like to continue naming the race charity early to include in all promotional materials. Niles Township Food Pantry was the 2012 charity selected by the Park and Recreation Board.

Ito: I like the food pantry as the race charity. Worked out well. It's an important piece of the community.

Lovering: It's a very seasonal/appropriate fit with the holidays, food.

Tomacic: This is a neighborhood race. It's nice to give back to the community.

Ito: There are more and more people in need.

Hincapie: Will address the race charity every year with Park and Recreation Board. Will keep Niles Township Food Pantry for the official 2013 Turkey Trot charity.

Tomacic: I also like tying the food donation in with the raffle entry.

Lovering: I see there were complaints about the lack of water and safety issues with the Drumstick Dash.

Springer: We are addressing having more water allocated to the finish line and adding a water station to the course. We are also looking at alternatives for the Drumstick Dash to better blockade the course itself while still allowing parents to take photos of kids as they participate. Staff has discussed moving the race inside the park or using physical barriers for 2013.

NEW BUSINESS

A. Skate Spot at Springfield Park

Thurman provided background on the original skate park discussions taking place in 2009 which resulted in forming the Skate Park Task Force. The Skate Park Task Force designated Springfield Park as the site for a future skating area. The current playground replacement project is under budget by \$61,784. Staff is recommending allocating \$57,441 to build a skate spot in Springfield Park utilizing American Ramp Company.

Hincapie: Staff made sure the National Joint Powers Alliance followed proper procedure for the bidding process. Assistant to the Village Manager and the Village attorney agree that they have.

Hardin: Have you seen other skate parks American Ramp Company has designed?

Thurman: I contacted two other communities in MO and TN; both were very happy with workmanship.

Ito: Sounds great. The kids were so excited about the skate park.

Hincapie: Staff did not send a letter to the neighbors announce this meeting, but will alert them of the 3/19 Village Board meeting as well as including updates on the playground.

Tomacic: Will there be special signage?

Thurman: Yes, will work with our insurance carriers on signage. Updating signage in all parks.
Hincapie: There is a misperception that only bad kids skate. Good kids like to skate. It's just a non-traditional sport. The kids on the Skate Park Task Force really prove that stereotype to be wrong.
Ito: It would be nice to have kids at the meeting.
Thurman: Having the skate park may help us increase teen programming by offering lessons and organizing competitions.
Hincapie: This will be a drop-in facility without a supervisor
Ito: I think this is a great spot since it's more industrial

On motion, Lovering/Ito recommends adoption of a resolution awarding a bid through the National Joint Powers Alliance Purchasing Cooperative, Contract 081910, for the purchase and construction of a skate spot at Springfield Park from American Ramp Company of Joplin, MO in the amount of \$57,441.10. 7-0, motion passed.

CHAIRPERSON'S REPORT

None

COMMISSIONERS' REPORT

None

DIRECTOR'S REPORT

The vacant lot noted in report is at Pratt and Nokomis. Owner has agreed to a ten year lease and in exchange for use as a park, requested the property be taken off the tax rolls for the duration of the lease. Looking into this with Finance and Village attorneys.

Pabst: It's a really busy street. Why would you choose that location for a park? Even though it would be an adult fitness park, that doesn't preclude kids from being there, does it?

Smith: Pratt is a busy street, that's why we felt adult fitness would be better suited than youth programming.

Hincapie: Lincolnwood Centennial Park is on a busy street also. One of the newest trends in recreation is adult fitness parks. We would install 5-6 pieces of equipment with an asphalt path around the perimeter.

Lovering: What would the development cost be?

Hincapie: \$15-\$20K for equipment.

Bass: This would be a good sponsorship opportunity, perhaps for a healthcare company.

Hincapie: We've been working with Concentra Primary Care on senior programs. May be something they are interested in supporting.

Lovering: The Traffic Commission denied the request for a stop sign at O'Brien Park, which got me thinking. Where else might there be irregular placement? Stop sign at Goebelt Park?

Hincapie: We are trying to consolidate signage. It seems to depend on who is in charge at the time what sort of signage is approved/supported.

Lovering: Should we recommend a "stop if you see someone in the crosswalk" sign?

Ito: It would be better if we proposed looking at all of the parks, not just one.

Gratch: Let's take a look around and see if other areas may need to be reviewed.

Hincapie: Staff can provide an overview of each park listing speed bumps, stop signs, crosswalks, etc. Staff will report back in May. We are also looking at signage for the bike path.

STAFF REPORTS

A. SUPERINTENDENT OF RECREATION – JAN SPRINGER

Attended a meeting with the new website designers, American Eagle, located in Park Ridge. Very excited about the new website.

B. SUPERINTENDENT OF PARKS AND FACILITIES – ANDY THURMAN

Springfield Park playground has been removed and should be completed by the end of the week. Installing two pool lifts. Hiring for pool staff continues. Have talked with a management team and am looking at other creative options for filling the pool manager vacancy. Applications are available online or in the office.

C. COMMUNITY CENTER PROGRAM SUPERVISOR, KATIE SMITH

Spring Break has been canceled due to low enrollment. Camp registration is going well. Camp interviews start this week.

Ito: Don't give up on Spring Break. Programming goes in cycles.

Hincapie: Community Center rentals are up. Word of mouth advertising is working.

Bass: What is R.I.P.P.E.D.?

Smith: It's more of a conditioning class, incorporating toning exercises, strength training, circuit training. This session we have 25 registered with four males.

D. COMMUNITY OUTREACH COORDINATOR, GENELLE IOCCA

As noted in report.

E. YOUTH PROGRAMS COORDINATOR, MELANIE UNTERFRANZ

As noted in report.

ADJOURNMENT

On motion, Ito/Tomacic to adjourn the meeting at 8:02 P.M.

Park Board Minutes prepared by: Jan Springer, Superintendent of Recreation

Park and Recreation Board President:

Signature

Date

**VILLAGE OF LINCOLNWOOD
PARKS & RECREATION
PARKS & FACILITIES DIVISION
SKATE PARK TASK FORCE REPORT**

Communities throughout the country are being faced with a similar issue. What should be done with kids who skate through downtown, tear up streetscapes and create hazards to pedestrians and traffic alike? This challenge is not new. In many West Coast cities it has been a concern for 40 years. Unlike California, Illinois skaters have few skating alternatives. Usually in conflict with a local ordinance, skaters risk life and limb skating stairways, handicap and parking ramps, park equipment and other urban features.

Parks and Recreation Departments throughout the country are also faced with a challenge. How does a municipal recreation agency provide constructive, safe programs and services for this difficult-to-serve age group?

One solution is a skate park. There is a movement throughout the country to create appropriate environments for skating. Parks and Recreation agencies, like ours, are analyzing this possibility and asking many questions. The Members of the Skate Park Task Force, formed by the Parks & Recreation Board, hope that your questions will be answered through this report.

HISTORY OF SKATEBOARDING

The first type of skateboards were actually more like scooters. These contraptions, which date back to the early 1900's featured roller skate wheels attached to a two by four. Often the wood had a milk crate nailed to it with handles sticking out for control. Over the next five decades kids changed the look of the scooter and took off the crate and started cruising on two by fours with steel wheels. Tens of thousands of rollerskates were dismantled and joyfully hammered on to planks of wood.

In the 1950's modifications were made to the trucks (the device that hold the wheels) and kids started to maneuver more easily. Towards the late 1950's, surfing became increasingly popular and people began to tie surfing together with cruising on a board. By 1959, the first Roller Derby Skateboard was for sale. Clay wheels entered the picture and sidewalk surfing began to take root.

By the time the 1960's roll around, skateboarding had gained an impressive following amongst the surf crowd. However, when Larry Stevenson, publisher of Surf Guide begins to promote skateboarding, things started to take off. Larry's company, Makaha designed the first professional boards in 1963 and a team was formed to promote the product.

The first outdoor skatepark was built for skateboarders in Florida in 1976. It was soon followed by hundreds of other parks all over North America. Skateboarding moved from horizontal to vertical and slalom and freestyle skateboarding became less popular. The look of skateboards also changed from being six to seven inches in width to over nine inches. This increase in size ensured better stability on vertical surfaces. Top riders included Tony Alva, Jay Adams and Tom "Wally" Inoyoue. Wes Humpston and Jim Muir marketed the first successful line of boards with graphics under the Dogtown label. Soon after, almost all board manufacturers put graphics under their boards.

In 1981, Thrasher Magazine began publication in an effort to provide hardcore skaters with information on the skateboard scene. Although skate contests were held, the turnout was small and the prize money was even smaller. In 1982, Tony Hawk won his first contest at the Del Mar Skate Ranch. By 1983, skate manufacturers like Santa Cruz, Powell Peralta and Tracker begin to see the sport on the upswing. In that same year, Transworld Skateboarding entered the skate scene.

By 1984, vert riding took off, followed closely by streetstyle skating. Launch ramps became popular. Powell Peralta created the first "Bones Brigade" skate video thanks to the highly creative talents of CR Stecyk and Stacy Peralta. The video featured all the team skaters and helped to propel skateboarding to new levels of popularity. Dozens of new manufacturers sprung up and skateboarding entered its third wave of popularity. Numerous vertical champions emerged including Tony Hawk, Christian Hosoi, Lance Mountain and Neil Blender. In the street, Mark Gonzales, Natas Kaupas and Tommy Guerrero took the ollie to new heights. Freestyle skateboarding was also a part of the scene and Rodney Mullen dominated all competition.

Towards the end of the decade, skateboarding shifted focus to street skating and vert riding became less popular. A number of pro skaters decided to leave the larger manufacturers and start their own skate companies. One of the first skaters to do this was Steve Rocco who started up World Industries. Over time, the personality of skateboard world changed and new school skateboarding was born. Its focus was on ollies and technical tricks and it took on a whole other attitude.

Towards the end of the 1990's, skateboarding's focus remains streetstyle and the industry is filled with numerous manufacturers and marketers. In many cases, pro skaters develop their own product and manage their own companies. Longboarding, a once forgotten art (featuring large boards), began to make a comeback and downhill skateboarding enters a whole new dimension thanks to street luge. In California, skateboard parks have started to be built once again thanks to a change in legislation. The hard work of Jim Fitzpatrick and the International Association of Skateboard Companies has ensured that other states follow California and more parks are scheduled for construction over the next few years.

Over the past 40 years, skateboarding has had its peaks and valleys of popularity. Poor product, safety concerns, insurance issues and recessions have all contributed to the valleys. However, skateboarding technology has vastly improved since clay wheels. In terms of injuries, the sport remains much safer than football, rollerblading or hockey (when you look at percentage of participants injured). Despite safety concerns or economic recessions, the sport endures simply because it is so much fun to do.

HOW ABOUT A SKATE PARK IN LINCOLNWOOD?

The Process Begins...

APRIL, 2009 - A group of residents approached the Lincolnwood Park Board and Staff inquiring about the possibility of building a skate park.

MAY, 2009 – The Skate Park Task Force was created by staff to research the sport, skate parks, costs, liability, manufacturing, and conduct a survey.

SUMMER 2009 - Three meetings were held with staff to discuss researching, surveying, surrounding skate park visits and possible sites in Lincolnwood. Superintendent Malartsik continued to gather general information about the sport through web sites, articles and discussions with skaters and parents.

JULY 2009 - Superintendent Malartsik and two committee members visited the Lake Bluff, Deerfield, Highland Park, Winnetka, and Northbrook facilities to gather information.

AUGUST 2009 - Superintendent Malartsik and the committee analyzed the other facilities available in the area.

SEPTEMBER 2009 – The committee created a survey that was distributed to District 74 students, posted it online, and distributed and collected by hand at the Community Halloween Event.

OCTOBER 2009 - Meetings were held with the task force to discuss the concept of building a park, possible locations and amenities. We also spent some time talking about what we liked about other parks. The skaters and parents on the task force were very helpful in gathering information and seeking out information. Two of the meetings were spent visiting possible sites in the community and evaluating each of them.

NOVEMBER 2009 – The results of the survey were reviewed and preparations for the recommendation occurred.

The Committee...

Our group was made up of approximately 8 people. They were parents and skateboarders. The youth ranged from age 11-17.

A roster of the group is in the appendix (Page **A1**) of this document.

The National Profile of Skaters and Inline Skaters

Skateboarders

75.2% Male

24.8% Female

13.8 -Average Age

The average skater skates 50.5 days per year

Inline Skaters

49.4% Male

50.6% Female

The average male skater skates 24.2 days per year

The average female skater skates 20.6 days per year

RISK MANAGEMENT AND LIABILITY CONCERNS

Loss Data – Skateboarding / In-Line Skating

Consumer Protection Safety Council

NEISS (National Electronic Injury Surveillance System - a division of the Consumer Protection Safety Council) injury statistics show the following sports ranked by number of reported injuries per 100,000 participants.

- Basketball - 223.5
- Baseball - 115.7
- Soccer - 62.0
- Skateboarding - 20.2

C.P.S.C Fact Sheet

- 1/3 of all injuries occur in a beginning skater's first week of skateboarding.
- Irregular riding surfaces account for over half of all skateboard injuries.

Skatepark Association of the United States (SPAUSA)

- Cites U.S. Consumer Safety Commission study indicating irregular riding surfaces account for 50% of all skateboarding injuries.

Canadian Amateur Skateboarding Association

- Skateboarding tied for last, at 5%, on a list of Typical Top 10 Canadian Sports Injuries.
- Only 5% of skateboard injuries take place at skateparks.
- 300 kids per week treated for skateboard injuries in North America, most of which are relatively minor.

National Safety Council Fact Sheet Library

- According to the U.S. Consumer Product Safety Commission (CPSC), more than 15,600 persons need hospital emergency room treatment each year for injuries related to skateboarding.
- Irregular riding surfaces account for more than half of the skateboarding injuries caused by falls.
- Wrist injury is the number one injury, usually a sprain or a fracture.
- Skateboarders who have been skating for less than a week suffered one-third of the injuries.
- When experienced riders suffered injuries, it was usually from falls that were caused by rocks and other irregularities in the riding surface.

Skateboarding is a Safe and Healthy Form of Physical Education

Although skateboarding has long been fighting the stereotype of being a reckless and dangerous activity reserved for solely risk-takers and daredevils, most studies actually indicate that skating is as safe, or even safer, than many traditional sports and physical activities. In fact, research illustrates that 1/3rd of skateboarding injuries occur in the participant's first few weeks of skating and can easily be avoided when fundamentals are taught safely and appropriately.

Many activities may prove to be a healthy influence on a child's development, that activity will most likely have greater significance if the child has chosen it on their own. Of the many different influences a child will be exposed to, skateboarding proves to have some very unique qualities. Skateboarding is intrinsically satisfying. Children are naturally going to gravitate to an activity that involves the freedom of rolling, turning, jumping and the different types of movements incorporated into the skateboarding experience. The different heights, speeds, and technical movements involved in the act of skateboarding provide a natural environment where a child can learn to solve problems, build self esteem, and overcome fears.

In addition to the physical and emotional benefits of skateboarding, there can be many other mental benefits as well. The complex movements involved in skateboarding can help to illustrate important physical concepts to a young skateboarder. Believe it or not, in skateboarding there are important rules that need to be learned and followed. Some of these rules are unvarying (physical laws with both real and immediate consequences if broken), and rules that relate to ones own safety as well as the safety of others.

General Skate Park Considerations

It is critical that any skateboarding or inline skating park and its elements be designed in accordance with the best available standards. Unfortunately, to date there is not nationally recognized standard for skate park design. It is recommended that agencies work with designers and manufacturers that carry product liability and related insurance coverage to be better protected. In addition, it is helpful to have a newly constructed park or specific elements tested by qualified professional skaters and safety experts for degree of difficulty and other issues.

Supervision of a Skate Park

In Illinois, park districts are not obligated to supervise a skate park facility. In fact, not supervising a skate park facility with the posting of comprehensive safety and use rules may decrease your liability exposure.

Waivers

Since skateboarding is considered a "high risk recreational activity", a park district should obtain a waiver for programmed (instructional programs, camps, etc.) activities. Waivers notify the participant and their parents/guardians of the inherent risks associated with skating in order to protect the agency against liability lawsuits that may arise following an injury.

Design Considerations

PDRMA (Park District Risk Management Agency) recommends that agencies consider investing in a permanent or semi-permanent skating facility that would consist of flat asphalt or contoured concrete surface that may incorporated various raised elements such as stairs, ramps, rails, boxes, bowls, etc. Design planning should include a survey of existing parks in operation locally and nationally to identify popular elements, maintenance issues, and safety concerns.

When developing a permanent or semi-permanent skate part facility, it is recommended that the park be designed so that it provides an area for beginning

skaters, intermediate skaters, and advanced skaters, whenever possible. Providing progressive skill areas will help to minimize the interaction between beginning and advanced skaters, which can lead, to collisions and injuries. Skate park designers should carefully consider the size of a new skate park facility so that it can safely accommodate all skill levels. According to design standards presented at the National Recreation and Parks Congress a small park is usually less than 10,000 square feet, a medium park is 10,000 to 25,000 square feet and a large park is 25,000-50,000 square feet.

Temporary Skate Parks

Temporary skate parks may consist of raised features such as half pipes, boxes, rails and ramps. Another alternative would be for an agency to construct its own skate park structures. Ramps and related structures would need to be built in strict accordance with specifications provided by a national skateboarding or inline skating organization if available, and be well maintained. Those that choose to build and maintain skate park features will retain a greater level of potential liability following a severe loss.

According to PDRMA, temporary skate parks can be more susceptible to vandalism and non-intended use due to the portability or location of the equipment. Agencies should consider controls such as posting signage, installing fencing or removing equipment during non-operating hours to reduce or minimize the above safety concerns.

POSSIBLE PROGRAMMING OPTIONS FOR A SKATE PARK

The majority of the users of a skate park would use it on a drop-in basis. However, in an effort to build interest in the sport, it would be beneficial to offer instructional programs from the beginning to advanced levels. We may also consider a Skate Camp, which is an option presently offered at other Park Districts.

Both Instructional Programs and Camps would offer structured time at the park to learn and practice skills. It would also provide employment opportunities for older skaters to work as instructors and camp counselors. Through these programs we would have the opportunity to teach safety practices and skate etiquette, which would have a direct benefit back to the park and its users. We would also be able to sponsor special events featuring exhibitions by pro skaters and perhaps competitions at the local level depending on the equipment and design.

What is the Task Force asking the Board to decide?

After months of research, assessment, and evaluation, it has been determined that Lincolnwood is in need of more teen programming, activities, and specifically a skate park. Many of our residents are either traveling to other communities to meet their needs or simply skating in public places that prohibit skating such as the Library, Village Hall, Parks, Churches, and more. Research also indicates that street skating poses more of a risk for injury than being confined to a skate area.

It is proven that Lincolnwood parks are deficient in many areas according to the National Parks & Recreation Association Standards (A3). Our parks can accommodate many activities such as baseball/softball, soccer, football, tennis, in-line hockey, fitness, volleyball, picnics, swimming, and play areas. One amenity we do not have, but is prohibited in our parks, is a place for skaters and in-line skaters to skate.

Staff analyzed all 13 parks for a location to add a skate area within one of our existing parks. It was determined that Springfield Park is an ideal location for a skate area. A Site Plan is included (A2) for review of criteria followed. In summary, the site includes adequate non-residential parking, away from residential areas, adjacent to other activities, compatible with other park uses, and is centrally located.

In conclusion, the Parks & Recreation Department budgets anywhere from \$50,000 - \$120,000 annually as a part of our park replacement plan. Springfield Park is the next park to be replaced in fiscal year 2010/2011. In addition to the money that is budgeted yearly, the Village received \$50,000 in grant money from Ira Silverstein's office. **The Skate Park Task Force recommends the inclusion of a skate park area within Springfield Park.**

Bibliography, list of Resources

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Concrete Skateboarding Publication, February 2009, Skateparks in America.

VILLAGE OF LINCOLNWOOD
PARKS & RECREATION DEPARTMENT
Skate Park Task Force
Research Committee

Dan Malartsik - Staff Liaison

Robert Marohn – Skater

Jacob Molina - Skater

Ryan Marhon – Skater

Nicholas Finkelstein - Skater

Rick Marohn – Parent

Helene Diamond - Parent

Eman Shirazi – Skater

Ridge Navarro - Skater

SITE ANALYSIS

Discussion took place at the staff level and with the task force regarding a site for the Skate Park. It was determined that the ideal site should meet the following criteria:

1. Ample Parking and drop-off areas
2. Land Available for skate area
3. Away from residential areas
4. Compatible with other park uses in area
5. Ideal if adjacent to other areas used by children and teens
6. Accessible by paths or sidewalks
7. Not displacing any other activities
8. Central Location

Presently, skaters and parents of skaters are driving to other parks in neighboring communities such as Evanston, Chicago, Winnetka, Wilmette, Glenview, Highland Park and more. Therefore, locating a park anywhere in Lincolnwood would be a convenience that isn't presently available.

The group would ask for permission to further analyze the site at Springfield Park, north of the basketball court and south of the playground. This may include finding an alternate site for storage, which is what is contained in the fenced area. The area has the perfect open space to develop a small skate area located in a semi-industrial area. Utilizing this park would provide adequate space for a skate park that could potentially serve skaters of all levels.

The positive attributes of this site include:

1. Adequate parking
2. Away from residential
3. Adjacent to other activities (basketball, playground, open grass areas)
4. Compatible with other park uses
5. Central location

Village of Lincolnwood
Parks Recreation Park Summary

Name of Park	Location	Size (Acres)	Classification	Amenities
Henry A. Proesel Park	7155 Kostner	21	Community Park	1 Swimming Pool/Aquatic Center, 4 Baseball / Softball Diamonds, 2 Basketball Courts, 2 Volleyball Courts, 2 Playgrounds, 3 Tennis Courts, 1 In-Line Skating Rink, 1 Picnic Shelter Building, 1 Quiet Pergola Sitting Area, 1 Multi-Use Paved Path
Kildare Park	7245 Kildare	0.25	Mini-Park	1 Playground, 1/2 Court Basketball Area
Columbia Park	3745 Columbia	0.27	Mini-Park	1 Playground, 1/2 Court Basketball Area
Arthur A. Goebell Park	6621 Kibourn	1	Mini-Park	1 Playground, 1/2 Court Basketball Area
Charles L. O'Brien Park	7260 East Prairie	0.85	Mini-Park	1 Playground, 1/2 Court Basketball Area
M. Lester Flowers Park	4520 Pratt	2	Neighborhood Park	1 Playground, 2 - 1/2 Court Basketball Area, 2 Tennis Courts, 1 Baseball Diamond
G.G. Rowell Park	6555 Navajo	0.5	Mini-Park	1 Playground, 2 - 1/2 Court Basketball Area
Drake Park	6750 Drake	0.85	Mini-Park	1 Playground, 2 - 1/2 Court Basketball Area
Kenneth Park	7255 Kenneth	0.4	Mini-Park	1 Playground, 1/2 Court Basketball Area
Springfield Park	3901 Arthur	1.9	Mini-Park	1 Playground, 1/2 Court Basketball Area
Central Park	6451 Central Park	0.7	Neighborhood Park	1 Playground, 1/2 Court Basketball Area, 2 Tennis Courts
Richard R. Rossi Park	7025 Keystone	0.5	Mini-Park	1 Playground, 1/2 Court Basketball Area
Channel Runne Park	6801 McCormick	19.9	Neighborhood Park	Multi-Use Paved Path
NUMBER OF PARKS & ACREAGE SUMMARY				
Total Number of Parks	13 Parks			
Total Recreational Acreage:				
Lincolnwood Parks & Recreation Department Community Park Acreage (Owned): 21 Acres				
Description: May include recreational facilities, athletic complex, swimming pool, picnic area (desirable size = 25+ acres)				
TOTAL COMMUNITY PARK ACREAGE: 21.0 Acres				
Lincolnwood Parks & Recreation Department Neighborhood Park Acreage (Owned): 2.7 Acres				
Lincolnwood Parks & Recreation Department Neighborhood Park Acreage (Leased): 19.9 Acres				
Description: May include field games, court games, playground area, picnic area (desirable size = 15+ acres)				
TOTAL NEIGHBORHOOD PARK ACREAGE: 22.6 Acres				
Lincolnwood Parks & Recreation Department Mini-Park Park Acreage (Owned): 6.52 Acres				
Description: Limited population parks or specific to a group such as tots, teens, seniors etc. (desirable size = 1 acre or less)				
TOTAL MINI-PARK ACREAGE: 6.52 Acres				
Total	50.12			
NRPA recommended standard for overall Community Parkland: 10 Acres / 1,000 Population				
NRPA recommended standard for overall Neighborhood Parkland: 2 Acres / 1,000 Population				
NRPA recommended standard for overall Mini-Park Parkland: .5 Acres / 1,000 Population				
	Total	Standard	Deficient	
Lincolnwood Community Parkland	21	123.59	(102.59)	
Lincolnwood Neighborhood Parkland	22.6	24.72	(2.12)	
Lincolnwood Mini-Park Parkland	6.52	6.17	0.35	
Total	50.12	154.48	(104.36)	
Difference	(104.36)	Acreage		
*Lincolnwood Parks & Recreation is deficient in parkland based on the National Standard				

Lincolnwood Parks Recreation Skate Park Survey

Please select your age:			Please select your residency:				
0 - 5	3	2%	Resident	102	81%		
6 - 12	15	12%	Non-Resident	24	19%		
13 - 18	51	40%					
19 - 25	6	5%		126			
26 - 31	5	4%					
32 - 40	33	26%					
41 - 50	11	9%					
51+	2	2%					
Total	126						
I am a:							
Skateboarder		51		40%			
In-Line Skater		17		13%			
Niether, but want to learn		27		21%			
None of the above		31		25%			
Total		126					
Where do you currently skate?							
Evanston Skate Park		17		11%			
Glenview Skate Park		19		12%			
Northbrook Skate Park		19		12%			
Chicago (Wilson or 35th)		32		21%			
Wilmette Skate Park		12		8%			
Winnetka Skate Park:		8		5%			
I do not skate		32		21%			
Other		15		10%			
Total		154					
Would you support a skate area in an existing park in Lincolnwood?							
Yes	122	97%					
No	4	3%					
Total	126						
Do you wear a helmet or any other protective equipment when skating?							
Yes	46	74%					
No	16	26%					
Total	62						
Please rate the following ammenities on a scale of 1 - 5 (1 - Most Important, 5 - Least Important)							
		1	2	3	4	5	Rating Average
Steps	15	7	8	9	13		2.96%
Railings / Ledges	13	19	17	6	1		2.34%
Drop-Ins	8	9	18	14	4		2.94%
Ramps	7	12	8	17	10		3.20%
Other	9	1	0	5	3		2.56%
Total	52	48	51	51	31		



Welcome to NoticeToBidders.com website. Please send all questions or comments to Gregg Meierhofer at 218-894-5473 or Gregg.Meierhofer@njpacoop.org

SCHOOL BUSES AND/OR RELATED EQUIPMENT, SUPPLIES, AND ACCESSORIES,

The National Joint Powers Alliance® (NJPA), together with the State of Georgia, issues this request for proposal (RFP) to provide SCHOOL BUSES AND/OR RELATED EQUIPMENT, SUPPLIES, AND ACCESSORIES, to NJPA, and current and potential NJPA Members from government, education to include Colleges and Universities, and non-profit agencies in all 50 states, and with potential international distribution. RFP documents are available beginning July 27, 2010. RFP documents may be obtained by letter of request to Gregg Meierhofer, NJPA, 200 First Street Northeast, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Sealed Proposals will be received until August 30, 2010 at 4:30 p.m. Central at the above address. Proposals will be publicly opened August 31, 2010 at 8:00AM Central. NJPA reserves the right to reject any and all bids received.

EZIQC - Minnesota

The National Joint Powers Alliance® (NJPA) issues this Invitation For Bid (IFB) on behalf of, and to provide Indefinite Quantity Construction Contracting (IQCC) services to NJPA, current and potential qualified NJPA government, education, and non-profit Members in the individual Geographic Areas of North West MN, North East MN, Central MN, Minneapolis Area, South West MN and South East MN. It is the intention of NJPA to award multiple contracts for construction services in each of these six Geographic Areas. Each contract has an estimate annual value as indicated in the table above and an initial term of one (1) year. Each contract contains bilateral option provisions for three (3) additional one year periods. The total term of the contract cannot exceed four (4) years

IQCC is a construction contracting procurement system that provides facility owners access to “on-call” general contractors to provide immediate construction services over an extended period of time.

Intending bidders are required to attend one of the three pre-bid seminars for the purpose of discussing the IQCC procurement system, the contract documents, and bid forms. Attendance at one (1) of the three (3) pre-bid seminars listed below is a mandatory condition of bidding. The mandatory pre-bid seminars will be held at the following times and locations:

7/13/2010 11:00 a.m. NJPA, 200 First Street, NE, Staples, MN 56479
7/14/2010 11:00 a.m. Holiday Inn Express, 2051 Adams St., Mankato, MN 56001
7/15/2010 11:00 a.m. White Bear Country Inn, 4940 N. Highway 61, White Bear lake, MN 55110

An electronic (CD) copy of the IFB Documents which include the instructions for submitting a bid and the bid documents may be obtained by letter of request to Gregg Meierhofer, NJPA, 200 First St. Northeast, Staples, MN 56479, or by email request to EZIQC@NJPACOOOP.org. All requests must include mailing address, email address, contact name, and phone number. Bids for Group A are due by 4:30 p.m. CDT on 07/27/10 and will be opened at 9:00 a.m. on 07/28/10. Bids for Group B are due by 4:30 p.m. CDT on 07/28/10 and will be opened at 9:00 a.m. on 07/29/10. IFB's will be available until the bid opening date of July 27, 2010.

Direct questions regarding this IFB to: Gregg Meierhofer EZIQCr@NJPACOOOP.org or (218) 894-5473.

FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES

The National Joint Powers Alliance® (NJPA) issues this request for proposal (RFP) to provide FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES, to NJPA, and current and potential NJPA Members from government, education to include Colleges and Universities, and non-profit agencies in all 50 states, and with potential international distribution. Specifications and details of this RFP are available beginning April 28, 2010 and continuing until May 19, 2010. Details and specifications may be obtained by letter of request to Gregg Meierhofer, NJPA, 200 First Street Northeast, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Sealed Proposals will be received until May 28, 2010 at 2:00 p.m. at the above address. NJPA reserves the right to reject any and all Proposals.

Mitigation and Restoration services - Indefinite Quantity Construction Contracting (IQCC)

The National Joint Powers Alliance® (NJPA) issues this Invitation For Bid (IFB) on behalf of, and to provide Indefinite Quantity Construction Contracting (IQCC) services to NJPA, current and potential NJPA government, education, and non-profit Members in the individual Geographic Areas of United States. It is the intention of NJPA to award multiple contracts in each State for; Mitigation and Restoration services. Each contract has an estimated annual value of \$2,000,000 to \$4,000,000 initial term of one (1) year. Each contract contains bilateral option provisions for three (3) additional one year periods. The total term of the contract cannot exceed four (4) years.

IQCC is a construction contracting procurement system that provides facility owners access to "on-call" contractors to provide immediate construction services over an extended period of time.

Intending bidders are required, to attend one (1) of the two (2) pre-bid seminars which shall be conducted for the purpose of discussing the IQCC procurement system, the contract documents, and bid forms. Attendance at one (1) of the two (2) pre-bid seminars listed below is a mandatory condition of bidding. The pre-bid seminars will be held at the following locations and times:

4/27/10 10:00 a.m. Courtyard Boston Downtown/Tremont – 275 Tremont Street, Boston, MA 02116
5/12/10 10:00 a.m. Marriott Suites 2493 North Stemmons Freeway Dallas, TX 75207

An electronic (CD) copy of the IFB Documents which include the instructions for submitting a bid and the bid documents may be obtained by letter of request to Gregg Meierhofer, NJPA, 200 First St. Northeast, Staples, MN 56479, or by email request to EZIQC@NJPACOOOP.org. All requests must include mailing address, email address, contact name, and phone number. Bids are due by 4:00 p.m. CDT on 5/25/10 and will be opened at 9:00 a.m. on 5/26/10 IFB's will be available until the bid opening date of May 26, 2010.

Direct questions regarding this IFB to: Gregg Meierhofer EZIQC@NJPACOOOP.org or (218) 894-5473.

Indefinite Quantity Construction Contracting (IQCC) Georgia

The National Joint Powers Alliance® (NJPA) issues this Invitation For Bid (IFB) on behalf of, and to provide Indefinite

Quantity Construction Contracting (IQCC) services to NJPA, current and potential NJPA government, education, and non-profit Members in the individual Geographic Areas of Northern Georgia, Eastern Georgia, Southern Georgia, and Southeastern Georgia. It is the intention of NJPA to award contracts for General Construction, Mechanical Construction, and Electrical Construction services in each of these four (4) Geographic Areas. Each contract has an estimated annual value as indicated in the table above and an initial term of one (1) year. Each contract contains bilateral option provisions for three (3) additional one year periods. The total term of the contract cannot exceed four (4) years.

IQCC is a construction contracting procurement system that provides facility owners access to “on-call” contractors to provide immediate construction services over an extended period of time. .

Intending bidders are required, to attend one of the three (3) pre-bid seminars which shall be conducted for the purpose of discussing the IQCC procurement system, the contract documents, and bid forms. Attendance at one of the three pre-bid seminars listed below is a mandatory condition of bidding. The pre-bid seminars will be held at the following locations and times:

5/4/10	9:30 a.m.	Hilton Atlanta Airport – 1031 Virginia Ave., Atlanta, GA 30354
5/5/10	9:30 a.m.	Hilton Garden Inn Airport – 800 Albany Shaker Rd., Albany, GA 12211
5/6/10	9:30 a.m.	Hilton Garden Inn Airport – 80 Clyde E. Martin Dr., Savannah, GA 31408

An electronic (CD) copy of the IFB Documents which include the instructions for submitting a bid and the bid documents may be obtained by letter of request to Gregg Meierhofer, NJPA, 200 First St. Northeast, Staples, MN 56479, or by email request to EZIQC@NJPACCOOP.org. All requests must include mailing address, email address, contact name, and phone number. Bids are due by 4:00 p.m. CDT on 5/25/10 and will be opened at 9:00 a.m. on 5/26/10 IFB's will be available until the bid opening date of May 26, 2010.

Direct questions regarding this IFB to: Gregg Meierhofer EZIQC@NJPACCOOP.org or (218) 894-5473.

DJC

921 SW Washington, Suite 210 / Portland, OR 97205
(503)226-1311 FAX (503) 222-5358

STATE OF OREGON, COUNTY OF MULTNOMAH, --ss.

I, MARC CAPLAN, being first duly sworn, depose and say that I am a Manager of the DAILY JOURNAL OF COMMERCE, a newspaper of general circulation in the counties of CLACKAMAS, MULTNOMAH and WASHINGTON as defined by ORS 193.010 and 193.020; published at Portland in the aforesaid County and State; that I know from my personal knowledge that the

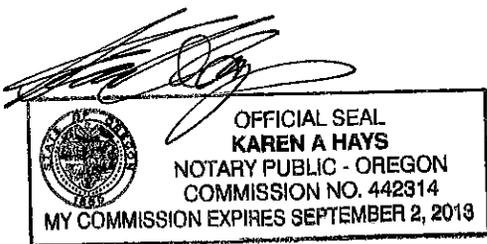
REQUEST FOR PROPOSALS
NATIONAL JOINT POWERS ALLIANCE - ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE
ATHLETIC EQUIPMENT AND ACCESSORIES

a printed copy of which is attached, was published in the entire issue of this newspaper for 5 time(s) in the following issues:

07/19/2010, 07/20/2010, 07/21/2010, 07/22/2010, 07/23/2010.



Subscribed and sworn to before me this 19th day
of August, 2010.



**NATIONAL JOINT POWERS
ALLIANCE®
ATHLETIC AND/ OR
RECREATIONAL RELATED SURFACES
TO INCLUDE ATHLETIC EQUIPMENT
AND ACCESSORIES**

**Proposals due 4:00 pm, August 18
REQUEST FOR PROPOSAL**

The National Joint Powers Alliance® (NJPA) issues this request for proposal (RFP) to provide ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES, to NJPA, and current and potential NJPA Members from government, education to include Colleges and Universities, and non-profit agencies in all 50 states, and with potential international distribution. Specifications and details of this RFP are available beginning July 19, 2010 and continuing until August 9, 2010. Details and specifications may be obtained by letter of request to Gregg Meierhofer, NJPA, 200 First Street Northeast, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Sealed Proposals will be received until August 18, 2010 at 4:00 p.m. at the above address. NJPA reserves the right to reject any and all Proposals.

Published July 19, 20, 21, 22 & 23, 2010.
10164456GB-5t

NATIONAL JOINT POWERS ALLIANCE
Attn: GINGER LINE
200 FIRST STREET NE
STAPLES, MN 56479

Order No.: 10164456
Client's Reference No.:

LEARN

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PURCHASE

CONTRACTSVENDOR DIRECTORY
INVITATION FOR BID[INVITATION FOR BID](#)[IFB PROCESS](#)[NOTICE TO BIDDERS](#)

Why respond? [Read some of our vendor references here.](#)

CURRENT OPEN INVITATIONS

The National Joint Powers Alliance® (NJPA) issues this request for proposal (RFP) to provide ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES, to NJPA, and current and potential NJPA Members from government, education to include Colleges and Universities, and non-profit agencies in all 50 states, and with potential international distribution. Specifications and details of this RFP are available beginning July 19, 2010 and continuing until August 9, 2010. Details and specifications may be obtained by letter of request to Gregg Meierhofer, NJPA, 200 First Street Northeast, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Sealed Proposals will be received until August 18, 2010 at 4:00 p.m. at the above address. NJPA reserves the right to reject any and all Proposals.

The National Joint Powers Alliance® (NJPA) issues this Invitation For Bid (IFB) on behalf of, and to provide Indefinite Quantity Construction Contracting (IQCC) services to NJPA, current and potential qualified NJPA government, education, and non-profit Members in the individual Geographic Areas of North West MN, North East MN, Central MN, Minneapolis Area, South West MN and South East MN. It is the intention of NJPA to award multiple contracts for construction services in each of these six Geographic Areas. Each contract has an estimate annual value as indicated in the table above and an initial term of one (1) year. Each contract contains bilateral option provisions for three (3) additional one year periods. The total term of the contract cannot exceed four (4) years

IQCC is a construction contracting procurement system that provides facility owners access to “on-call” general contractors to provide immediate construction services over an extended period of time.

Intending bidders are required to attend one of the three pre-bid seminars for the purpose of discussing the IQCC procurement system, the contract documents, and bid forms. Attendance at one (1) of the three (3) pre-bid seminars listed below is a mandatory condition of bidding. The mandatory pre-bid seminars will be held at the following times and locations:

7/13/2010 11:00 a.m. NJPA, 200 First Street, NE, Staples, MN 56479

7/14/2010 11:00 a.m. Holiday Inn Express, 2051 Adams St., Mankato, MN 56001

7/15/2010 11:00 a.m. White Bear Country Inn, 4940 N. Highway 61, White Bear lake, MN 55110

An electronic (CD) copy of the IFB Documents which include the instructions for submitting a bid and the bid documents may be obtained by letter of request to Gregg Meierhofer, NJPA, 200 First St. Northeast, Staples, MN 56479, or by email request to EZIQC@NJPACOOOP.org. All requests must include mailing address, email address, contact name, and phone number. Bids for Group A are due by 4:30 p.m. CDT on 07/27/10 and will be opened at 9:00 a.m. on 07/28/10. Bids for Group B are due by 4:30 p.m. CDT on 07/28/10 and will be opened at 9:00 a.m. on 07/29/10. IFB's will be available until the bid opening date of July 27, 2010.

Direct questions regarding this IFB to: Gregg Meierhofer EZIQCr@NJPACOOOP.org or (218) 894-5473.

The National Joint Powers Alliance® (NJPA) issues this request for proposal (RFP) to provide FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES, to NJPA, and current and potential NJPA Members from government, education to include Colleges and Universities, and non-profit agencies in all 50 states, and with potential international distribution. Specifications and details of this RFP are available beginning April 28, 2010 and continuing until May 19, 2010. Details and specifications may be obtained by letter of request to Gregg Meierhofer, NJPA, 200 First Street Northeast, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Sealed Proposals will be received until May 28, 2010 at 2:00 p.m. at the above address. NJPA reserves the right to reject any and all Proposals.

Addendum #051210

The National Joint Powers Alliance® (NJPA) issues this Invitation For Bid (IFB) on behalf of, and to provide Indefinite Quantity Construction Contracting (IQCC) services to NJPA, current and potential NJPA government, education, and non-profit Members in the individual Geographic Areas of United States. It is the intention of NJPA to award multiple contracts in each State for; Mitigation and Restoration services. Each contract has an estimated annual value of \$2,000,000 to \$4,000,000 initial term of one (1) year. Each contract contains bilateral option provisions for three (3) additional one year periods. The total term of the contract cannot exceed four (4) years.

IQCC is a construction contracting procurement system that provides facility owners access to "on-call" contractors to provide immediate construction services over an extended period of time.

Intending bidders are required, to attend one (1) of the two (2) pre-bid seminars which shall be conducted for the purpose of discussing the IQCC procurement system, the contract documents, and bid forms. Attendance at one (1) of the two (2) pre-bid seminars listed below is a mandatory condition of bidding. The pre-bid seminars will be held at the following locations and times:

4/27/10 10:00 a.m. Courtyard Boston Downtown/Tremont – 275 Tremont Street, Boston, MA 02116
5/12/10 10:00 a.m. Marriott Suites 2493 North Stemmons Freeway Dallas, TX 75207

An electronic (CD) copy of the IFB Documents which include the instructions for

submitting a bid and the bid documents may be obtained by letter of request to Gregg Meierhofer, NJPA, 200 First St. Northeast, Staples, MN 56479, or by email request to EZIQOC@NJPACOOOP.org. All requests must include mailing address, email address, contact name, and phone number. Bids are due by 4:00 p.m. CDT on 5/25/10 and will be opened at 9:00 a.m. on 5/26/10 IFB's will be available until the bid opening date of May 26, 2010.

Direct questions regarding this IFB to: Gregg Meierhofer EZIQOC@NJPACOOOP.org or (218) 894-5473.

The National Joint Powers Alliance® (NJPA) issues this Invitation For Bid (IFB) on behalf of, and to provide Indefinite Quantity Construction Contracting (IQCC) services to NJPA, current and potential NJPA government, education, and non-profit Members in the individual Geographic Areas of Northern Georgia, Eastern Georgia, Southern Georgia, and Southeastern Georgia. It is the intention of NJPA to award contracts for General Construction, Mechanical Construction, and Electrical Construction services in each of these four (4) Geographic Areas. Each contract has an estimated annual value as indicated in the table above and an initial term of one (1) year. Each contract contains bilateral option provisions for three (3) additional one year periods. The total term of the contract cannot exceed four (4) years.

IQCC is a construction contracting procurement system that provides facility owners access to "on-call" contractors to provide immediate construction services over an extended period of time. .

Intending bidders are required, to attend one of the three (3) pre-bid seminars which shall be conducted for the purpose of discussing the IQCC procurement system, the contract documents, and bid forms. Attendance at one of the three pre-bid seminars listed below is a mandatory condition of bidding. The pre-bid seminars will be held at the following locations and times:

5/4/10	9:30 a.m.	Hilton Atlanta Airport – 1031 Virginia Ave., Atlanta, GA 30354
5/5/10	9:30 a.m.	Hilton Garden Inn Airport – 800 Albany Shaker Rd., Albany, GA 12211
5/6/10	9:30 a.m.	Hilton Garden Inn Airport – 80 Clyde E. Martin Dr., Savannah, GA 31408

An electronic (CD) copy of the IFB Documents which include the instructions for submitting a bid and the bid documents may be obtained by letter of request to Gregg Meierhofer, NJPA, 200 First St. Northeast, Staples, MN 56479, or by email request to EZIQOC@NJPACOOOP.org. All requests must include mailing address, email address, contact name, and phone number. Bids are due by 4:00 p.m. CDT on 5/25/10 and will be opened at 9:00 a.m. on 5/26/10 IFB's will be available until the bid opening date of May 26, 2010.

Direct questions regarding this IFB to: Gregg Meierhofer EZIQOC@NJPACOOOP.org or (218) 894-5473.

Addendum No. 1

Addendum No. 2

Please contact [Gregg Meierhofer](#) at 218-894-5473 for question or more information.
Also visit: noticetobidders.com

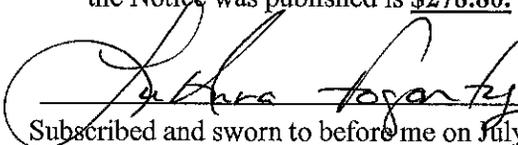
[SITE MAP](#) | [SEARCH](#)

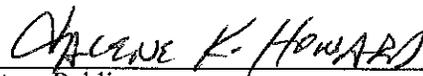
NJPA 888-894-1930

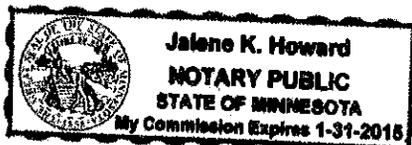
STATE OF MINNESOTA)
COUNTY OF HENNEPIN)

LuAnna Fogarty, being duly sworn, on oath says she is and during all times herein stated has been an employee of Star Tribune Media Company LLC, a Delaware limited liability company with offices at 425 Portland Avenue, Minneapolis, Minnesota 55488, publisher and printer of the *Star Tribune* newspaper (the "Newspaper"), published 7 days a week, and has full knowledge of the facts herein stated as follows:

1. The Newspaper meets the following qualifications:
 - (a) The Newspaper is printed in the English language in newspaper format and in column and sheet form equivalent in printed space to at least 1,000 square inches;
 - (b) The Newspaper is printed daily and distributed at least five days each week;
 - (c) In at least half of its issues each year, the Newspaper has no more than 75 percent of its printed space comprised of advertising material and paid public notices. In all of its issues each year, the Newspaper has not less than 25 percent of its news columns devoted to news of local interest to the community that it purports to serve. Not more than 25 percent of the Newspaper's non-advertising column inches in any issue duplicates any other publication;
 - (d) The Newspaper is circulated in the local public corporation which it purports to serve, and has at least 500 copies regularly delivered to paying subscribers;
 - (e) The Newspaper has its known office of issue established in either the county in which it lies, in whole or in part, the local public corporation which the Newspaper purports to serve, or in an adjoining county;
 - (f) The Newspaper files a copy of each issue immediately with the state historical society;
 - (g) The Newspaper is made available at single or subscription prices to any person, corporation, partnership, or other unincorporated association requesting the Newspaper and making the applicable payment;
 - (h) The Newspaper has complied with all the foregoing conditions for at least one year immediately preceding the date of the notice publication which is the subject of the Affidavit; and
 - (i) Between September 1 and December 31 of each year, the Newspaper publishes and submits to the secretary of state, along with a filing fee of \$25, a sworn United States Post Office periodical class statement of ownership and circulation.
2. The printed copy of the matter attached hereto (the "Notice") was copied from the columns of the Newspaper and was printed and published in the English language on the following days and dates: **Monday, July 19, 2010; and Monday, July 26, 2010.**
3. Except as otherwise directed by a particular statute requiring publication of a public notice, the Notice was printed in a typeface no smaller than six point with a lowercase alphabet of 90 point.
4. The Newspaper's lowest classified rate paid by commercial users for space comparable to the space in which the Notice was published is **\$278.80.**


Subscribed and sworn to before me on July 26, 2010


Notary Public



**Ginger Line
National Joint Powers Alliance
200 First St NE
Staples, MN 56479**

**12649686
41 lines
Class 214**

THE NATIONAL Joint Powers Alliance® (NJPA) issues this request for proposal (RFP) to provide ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES, to NJPA, and current and potential NJPA Members from government, education to include Colleges and Universities, and non-profit agencies in all 50 states, and with potential international distribution. Specifications and details of this RFP are available beginning July 19, 2010 and continuing until August 9, 2010. Details and specifications may be obtained by letter of request to Gregg Meierhofer, NJPA, 200 First Street Northeast, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Sealed Proposals will be received until August 18, 2010 at 4:00 p.m. at the above address. NJPA reserves the right to reject any and all Proposals.

National Joint Powers Alliance® (herein NJPA) REQUEST FOR PROPOSAL (herein RFP)

for the procurement of

ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES

RFP Opening

August 19, 2010

8:00 a.m. CST

At the offices of the

National Joint Powers Alliance®

200 First Street Northeast, Staples, MN 56479

RFP #081910

The National Joint Powers Alliance® (NJPA) issues this request for proposal (RFP) to provide ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES, to NJPA, and current and potential NJPA Members from government, education to include Colleges and Universities, and non-profit agencies in all 50 states, and with potential international distribution. Specifications and details of this RFP are available beginning July 19, 2010 and continuing until August 9, 2010. Details and specifications may be obtained by letter of request to Gregg Meierhofer, NJPA, 200 First Street Northeast, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Sealed Proposals will be received until August 18, 2010 at 4:00 p.m. at the above address. NJPA reserves the right to reject any and all Proposals.

The text above is the Public Notice to Proposers to be used by NJPA.

RFP Timeline

July 19, 2010 and

July 26, 2010

August 9, 2010

August 11, 2010 10:00AM Central

August 18, 2010 4:00 PM.

Central

August 19, 2010 8:00AM Central

- *Publication of RFP in the print and online Minneapolis Star Tribune, the NJPA website, and on the website of noticetobidders.com*
- *Deadline for RFP requests*
- *Pre-Proposal Conference (webcast – conference call)*
- *Deadline for Submission of Proposals*
- *Public Opening of Proposals*

Direct questions regarding this RFP to:

Gregg Meierhofer at gregg.meierhofer@njpacoop.org or (218)894-1930

RFP Procedures offers the methods for submitting questions.

TABLE OF CONTENTS

1. INTRODUCTION

- A. About NJPA
- B. Joint Exercise of Powers Laws
- C. Why Propose a National Cooperative Procurement Contract
- D. The Intent of this RFP
- E. Scope of this RFP
- F. Expectations for Products/Services being Proposed
- G. Certification – Firm offer to contract

2. DEFINITIONS

- A. Proposer – Vendor
- B. Contract
- C. Time
- D. Proposer’s Response
- E. Currency

3. INSTRUCTIONS TO PREPARING YOUR PROPOSAL

- A. Pre-Proposal Conference
- B. Identification of key personnel
- C. Proposer’s exceptions to terms and conditions
- D. Formal instructions to Proposers
- E. Contents and tabbing of Proposal Submission
- F. Questions and answers about this RFP
- G. Modification or withdrawal of a submitted Proposal
- H. Value added attributes, products/services
- I. Certificate of Insurance
- J. Order Process and/or Funds Flow
- K. Administrative Fees

4. PRICING STRATEGIES

- A. Line-Item Pricing
- B. Percentage discount from catalog or category
- C. Core List Pricing
- D. Hot List Pricing
- E. Ceiling Price
- F. Volume Price Discounts
- G. Sourced Goods
- H. Total Cost of Acquisition
- I. Requesting Product and Service additions/deletions
- J. Requesting Pricing Changes
- K. Pricing and Products Changes Format
- L. Single Statement of Pricing – Historical Record of Pricing
- M. Payment Terms

- N. Sales Tax
- O. Shipping and Shipping Program
- P. Normal Working Hours

5. MARKETING PLAN

6. PROPOSAL OPENING PROCEDURE

7. EVALUATION OF PROPOSALS

- A. Proposal evaluation process
- B. Proposer Responsiveness
- C. Proposal evaluation criteria
- D. Cost Scoring Evaluation
- E. Product Testing
- F. Past performance information
- G. Waiver of formalities

8. POST AWARD OPERATING ISSUES

- A. Subsequent Agreements
- B. NJPA Member sign-up procedure
- C. Reporting of sale activity
- D. Audits
- E. Hub Partner
- F. Trade-Ins
- G. Out of Stock Notification
- H. Termination of a Contract resulting from this RFP

9. GENERAL TERMS AND CONDITIONS

- A. Advertisement of RFP
- B. Advertising a Contract Resulting From this RFP
- C. Applicable law
- D. Assignment of Contract
- E. Proposers List
- F. Captions, Headings, and Illustrations
- G. Confidential Information
- H. Data Privacy
- I. Entire Agreement
- J. Force Majeure
- K. Gratuities
- L. Hazardous Substances
- M. Legal Remedies
- N. Licenses
- O. Material Suppliers and Sub-Contractors
- P. Non-Wavier of Rights
- Q. Protests of Awards Made
- R. Provisions Required by Law
- S. Public Record
- T. Right to Assurance
- U. Suspension or Disbarment Status
- V. Human Rights Certificate
- W. Severability
- X. Relationship of Parties

1. INTRODUCTION

A. ABOUT NJPA

1.1 The National Joint Powers Alliance®- (NJPA)- is a public agency serving as a national municipal contracting agency established under the Service Cooperative statute by Minnesota Legislative Statute §123A.21 with the authority to develop and offer, among other services, cooperative procurement services to its membership. Eligible membership includes cities, counties, governmental agencies, both public and non-public educational agencies, colleges, universities and non-profit organizations. This Minnesota Statute also allows for service to NJPA Member agencies in Minnesota and all other states.

1.2 To this end, NJPA has established a series of procurement contracts with various Vendors of products/services which NJPA Members desire to procure. These procurement contracts are created in compliance with applicable Minnesota Municipal Contracting Laws. A complete listing of NJPA cooperative procurement contracts can be found at www.njpacoop.org.

1.3 NJPA's publicly elected Board of Directors calls for all proposals, awards all Contracts, and hosts those resulting Contracts and offers them for the benefit of its Membership.

1.4 NJPA currently serves over 30,000 member agencies. Both membership and utilization of NJPA Contracts continues to expand at exponential rates. The value of our Contracts driven to our Members is reflected in our growth.

B. JOINT EXERCISE OF POWERS LAWS

1.5 NJPA cooperatively shares those contracts with its Members nationwide through various "Joint Exercise of Powers Laws" established in Minnesota and most other States. The Minnesota "Joint Exercise of Powers Law" is Minnesota Statute §471.59 which states "Two or more governmental units...may jointly or cooperatively exercise any power common to the contracting parties..." Similar Joint Exercise of Powers Laws for each State of the United States can be found on our website at <http://www.njpacoop.org/LEARN/About/Legal.html> and clicking on that state at the bottom of the web-page.

C. WHY RESPOND TO A NATIONAL COOPERATIVE PROCUREMENT CONTRACT

1.6 National Cooperative Procurement Contracts create value for both Municipal buyers and their Vendors of products/services in two ways:

1.6.1 We **save the time and effort** of many municipal buyers bringing individual procurement proposals AND the time and effort of the Vendors in responding individually to those invitations. A single invitation for a cooperatively held contract can replace potentially thousands of invitations for the same items from individual NJPA Members.

1.6.2 We earn **volume purchasing discounts** which are passed on to our Members. A single awarded Proposal is likewise exposed to thousands of potential Municipal purchasing units nationwide creating efficiency and savings to the business community as they sell products and services to government and education agencies.

1.7 State laws that permit or encourage cooperative purchasing contracts do so with the belief that lower prices, better overall value and time savings will be the result.

1.8 The collective purchasing power of thousands of NJPA Members nationwide offers the opportunity for volume pricing discounts. Although no volume is guaranteed by a Contract resulting from this RFP, substantial volume is anticipated and volume pricing is requested and justified.

1.9 NJPA and its Members desire the best value for their procurement dollar as well as a competitive price. Pre-competed procurement contracts offer NJPA and its Members the ability to more directly compare non-price factors in their procurement analysis and it offers Vendors the opportunity to display those attributes without the timing and interpretation constraints of a typical individual proposal process.

D. THE INTENT OF THIS RFP

1.10 The intent of this RFP is to award an Exclusive Single Award Contract to the Proposer demonstrating a solution which meets and/or exceeds the requirements of NJPA and its Members within the scope of **ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES**. Qualifying Proposers must be able to demonstrate the knowledge of, and compliance with, any and all applicable industry standards, laws and regulations; and the ability to both market to and service NJPA and NJPA Members in all 50 states. All proposals received will be evaluated based on (among several other factors) their ability to provide;

1.10.1 The greatest utility to NJPA and the spectrum of NJPA Members,

1.10.2 The widest possible spectrum of goods and services within the scope of this RFP,

1.10.3 The ability to deliver those goods and services to NJPA Members wherever they are, and

1.10.4 The ability to demonstrate appropriate knowledge of the market being addressed, and

1.10.5 The ability to provide leading edge technologies and procedures.

1.11 Multiple Awards: Although it is NJPA's intent to award a contract to a single Vendor, NJPA reserves the right to award a Contract to multiple Proposers where the responding Proposers are deemed to lack the ability to appropriately service a national contract or such action is deemed to be in the best interests of NJPA and its Members

1.12 Award by Board of Directors: An Award of Contract may be made by the NJPA Board of Directors based on the recommendation of the NJPA Proposal Review Committee and on the best interests of NJPA and its Members. NJPA is seeking a Prime, Exclusive Vendor relationship(s) to meet this need. The goal and intent of this RFP is to follow through with a proposal award and contract to be marketed nationally through a cooperative effort between the awarded vendor(s) and NJPA to its participating members.

1.13 Best Responsive – Responsible Proposer: It is the intent of NJPA to award a Contract to the best responsible and responsive Proposer(s) offering the best overall quality and selection of products/services and services meeting the commonly requested specifications of the NJPA and NJPA Members, provided the Proposer's Response has been submitted in accordance with the requirements of this RFP.

1.14 Use of Contract: Any Contract resulting from this solicitation shall be awarded with the understanding that it is for the sole convenience of NJPA and its Members. NJPA and/or its members reserve the right to obtain like goods and services solely from this Contract or from another contract source of their choice.

1.18 NJPA's interest in a contract resulting from this RFP: Notwithstanding its own use, to the extent NJPA issues this RFP and any resulting contract for the use of its Members, NJPA's interests and liability for said use shall be limited to the competitive proposal process performed and terms and conditions relating to said contract and shall not extend to the products, services, or warranties of the Awarded Vendor or the intended or unintended effects of the goods and services procured there from.

1.15 Sole Source of Responsibility- NJPA desires a “Sole Source of Responsibility” Vendor meaning the Vendor will take sole responsibility for the performance of delivered products/services. NJPA also desires sole responsibility with regard to:

1.15.1 Scope of Products/Services: NJPA desires a single provider for the broadest possible scope of the goods and services being proposed over the largest possible geographic area and to the largest possible cross-section of NJPA Members.

1.15.2 Vendor use of sub-contractors in sourcing or delivering goods and services: NJPA desires a single source of responsibility for products/services proposed. Proposer’s are assumed to have sub-contractor relationships with all organizations and individuals whom are external to the Proposer and are involved in providing or delivering the goods and services being proposed. Vendor assumes all responsibility for the products/services and actions of any such Sub-Contractor.

E. SCOPE OF THIS RFP

1.16 Additional Definition for the scope of this solicitation.

1.20.1 In addition to **ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES**, this solicitation should be read to include:

1.20.1.1 Not Applicable

1.17 Solutions Based Invitation:

1.17.1 All potential Proposers are assumed to be professionals in their respective fields. As professionals you are deemed to be intimately familiar with the spectrum of NJPA and NJPA Member’s needs and requirements with respect to the scope of this RFP.

1.17.2 With this intimate knowledge of NJPA and NJPA Member’s needs, Proposers are instructed to provide their proposal response in a format describing their solutions to those current and future needs and requirements. Proposers should take care to be economical in their response to this RFP.

1.17.3 Multiple solutions to the needs of NJPA and NJPA Member’s are possible. **Examples could include:**

1.17.3.1 Materials Only Solution: (where applicable) A Materials Only Solution may be appropriate for situations where NJPA or NJPA Members possess the ability, either in-house or through local third party contractors, to properly install and bring to operation those materials being proposed.

1.17.3.2 Turn-Key Solutions: A Turn-Key Solution is combination of materials and services which provides a single price for materials, delivery, and installation to a properly operating status. Generally this is the most desirable solution as NJPA and NJPA Members may not possess, or desire to engage, personnel with the necessary expertise to complete these tasks internally or through other independent contractors

1.17.3.3 Good, Better, Best: Where appropriate and properly identified, Proposers are invited to offer the CHOICE of good – better – best multiple grade solutions to NJPA and NJPA Member’s needs.

1.17.3.4 Proven – Accepted – Leading Edge Technology: Where appropriate and properly identified, Proposers are invited to provide the CHOICE of an appropriately identified spectrum of technology solutions to NJPA and NJPA Member’s needs both now and into the future.

1.18 Geographic Area to be Proposed: This RFP invites proposals to provide **ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES** to NJPA and NJPA Members throughout the entire United States and possibly internationally. Proposers will be expected to express willingness to explore service to NJPA Members located abroad; however the lack of ability to serve Members outside of the United States will not be cause for non-award. The ability to serve Canada, for instance, will be viewed as a value-added attribute.

1.19 Manufacturer as a Proposer: If the Proposer is a Manufacturer or wholesale distributor, the response received will be evaluated on the basis of a response made in conjunction with that Manufacturer’s Dealer Network. Unless stated otherwise, a Manufacturer or wholesale distributor Proposer is assumed to have a documented relationship with their Dealer Network where that Dealer Network is informed of, and authorized to accept, purchase orders pursuant to any Contract resulting from this RFP on behalf of the Manufacturer or wholesale distributor Proposer. Any such dealer will be considered a sub-contractor of the Proposer/Vendor. The relationship between the Manufacturer and wholesale distributor Proposer and its Dealer Network may be proposed at the time of the proposed submission if that fact is properly identified.

1.20 Dealer/Re-seller as a Proposer: If the Proposer is a dealer or re-seller of the products and/or services being proposed, the response will be evaluated based on the Proposer’s authorization to provide those products and services from their manufacturer. Where appropriate, Proposers must document their authority to offer those products and/or services.

1.21 Contract Term: A contract resulting from this RFP will have the effective the date identified on the “Offering and Award” (Form D). NJPA is seeking a Contract base term of four years subject to annual renewals as allowed by Minnesota Contracting Law. Full term is expected, however will only occur through successful annual renewals. One additional one-year renewal-extension may be offered by NJPA to Vendor beyond the original four year term if NJPA deems such action to be in the best interests of NJPA and its Members.

1.22 Minimum Contract Value: NJPA anticipates considerable activity resulting from this RFP and subsequent award; however no commitment of any kind is made concerning actual quantities to be acquired. NJPA does not guarantee usage. Usage will depend on the actual needs of the NJPA Members and the value of the awarded contract.

1.23 Estimated Contract Volume: Estimated quantities and sales volume are based on potential usage by NJPA and NJPA Members.

1.24 Largest Possible Solution: If applicable, Contracts will be awarded to Proposer(s) able to deliver a proposal meeting the entire needs of NJPA and its Members within the scope of this RFP. NJPA prefers Proposers submit their complete product line of products and services described in the scope of this RFP. NJPA reserves the right to reject individual, or groupings of specific products/services proposals as a part of the award.

1.25 Contract Availability: This Contract must be available to all current and potential NJPA Members who choose to utilize this NJPA Contract to include all governmental agencies, public and private primary and secondary education agencies, and all non-profit organizations nationally.

1.26 Proposer’s Commitment Period: In order to allow NJPA the opportunity to evaluate each proposal thoroughly, NJPA requires any response to this solicitation be valid and irrevocable for ninety (90) days after the date proposals were opened regarding this RFP.

F. EXPECTATIONS FOR PRODUCTS/SERVICES BEING PROPOSED

1.27 Sealed Proposals: NJPA will receive sealed proposal responses to this RFP in accordance with accepted standards set forth in the Minnesota Procurement Code and Uniform Municipal Contracting Law. Awards may be made to responsible and responsive Proposers whose proposals are determined in writing to be the most advantageous to NJPA and its current or qualifying future NJPA Members.

1.28 A response to this RFP can be in the form of a Line-Item Pricing and/or Percentage Discount from Catalog or Category Pricing purchasing contract. Those products and services must include those most commonly used and desired by NJPA and its Members. NJPA is seeking a Prime and Exclusive Vendor relationship to best serve the overall needs of NJPA and NJPA Members nationally.

1.29 Industry Standards: Except as contained herein, the specifications or solutions for this RFP shall be those accepted guidelines set forth by the **ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES** industry, as they are generally understood and accepted within that industry across the nation. Submitted products/services, related services, and their warranties and assurances are required to meet and/or exceed all current, traditional and anticipated needs and requirements of NJPA and its Members.

1.29 Deviations from industry standards must be identified by the Proposer and explained how, in their opinion, the products/services they propose will render equivalent functionality, coverage, performance, and/or service. Failure to detail all such deviations may comprise sufficient grounds for rejection of the entire proposal.

1.30 Important note: NJPA does not typically offer specific product and service specifications; rather NJPA is requesting an industry standard or accepted specification for the requested products and services. Where specific line items are specified, those line items should be considered the minimum which can be expanded by the Proposer to deliver the Proposer's "Solution" to NJPA and NJPA Member's needs.

1.31 Commonly used Goods and Services: It is important that the products/services submitted are the products/services commonly used by public sector entities.

1.32 New Current Model Goods: Proposals submitted shall be for new, current model products and services with the exception of certain close-out products allowed to be offered on the Proposer's "Hot List" described herein.

1.33 Compliance with laws and standards: All items supplied on this Contract shall comply with any current applicable safety or regulatory standards or codes.

1.34 Delivered and operational; Products offered herein are to be proposed based upon being delivered and operational at the NJPA Member's site. Exceptions to "delivered and operational" must be explicitly disclosed in your proposal response.

1.35 Manufacturer's Warranties: The Proposer/Vendor warrants that all products, equipment, supplies, and services delivered under this Contract shall be covered by the industry standard or better warranty. All products and equipment should carry a minimum industry standard manufacturer's warranty that includes materials and labor. The Proposer has the primary responsibility to submit product specific warranty as required and accepted by industry standards. Dealer/Distributors agree to assist the purchaser in reaching a resolution in disputes over a warranty's terms with the manufacturer. Any manufacturer's warranty which is effective past the expiration of the warranty will be passed on to the NJPA member. Failure to submit a minimum warranty may result in the non-award.

1.36 Proposer's Warrants: The Proposer warrants all goods and services furnished hereunder will be

free from liens and encumbrances; and defects in design, materials, and workmanship; and will conform in all respects to the terms of this RFP including any specifications or standards. In addition, Proposer/Vendor warrants the goods and services are suitable for and will perform in accordance with the purposes for which they were intended.

G. CERTIFICATION – FIRM OFFER TO CONTRACT

1.37 By execution and delivery of a proposal, Proposer certifies:

1. The submission of the offer did not involve collusion or any other anti- competitive practices;
2. The Proposer/Vendor shall not discriminate against any employee or applicant for employment in violation of Federal and State Laws (see Federal Executive Order 11246);
3. The Proposer has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted offer (see Gratuities); and,
4. The Proposer agrees to promote and offer to Members only those products/services and/or services as previously stated, allowed, and deemed a resultant of the contract(s) as NJPA contract items or services. This clause shall include any future product or service additions as allowed through Contract additions.

1.38 A response to this RFP is a firm offer to Contract with the NJPA based upon the goals, intent, terms, and conditions and scope of products/services contained in and referenced to in this invitation.

1.39 All stated terms and conditions, expectations to include the goals, intent and scope of this RFP as described as a part of this RFP, are to be considered binding under the signatures of authorized parties and are part of the Contract.

2. DEFINITIONS

A. PROPOSER - VENDOR

2.1 Exclusive Vendor- A sole Vendor awarded in a product category. NJPA reserves the right to award to an Exclusive Vendor in the event that such an award is in the best interests of NJPA Members. Such a Proposer must exhibit the ability to offer an outstanding overall program and demonstrate the ability and willingness to serve NJPA Members in all 50 states, and comply with all other requirements of this RFP.

2.2 Potential Proposer- A person or entity requesting a copy of this RFP.

2.3 Proposer- A company, person, or entity delivering a timely response to this RFP.

2.4 Vendor- One of a number of Proposers whose proposal has been awarded a contract pursuant to this RFP.

2.5 Request for Proposal- Herein referred to as RFP

B. CONTRACT

2.6 “Contract” as used herein shall mean cumulative documentation consisting of this RFP, an entire Proposer’s response, and a fully executed “Acceptance and Award” (Form D)

C. TIME

2.7 Periods of time, stated as number of days, shall be in calendar days.

D. PROPOSER’S RESPONSE

2.8 A Proposer's Response is the entire collection of documents as they are received by NJPA from a Potential Proposer in response to this RFP.

E. CURRENCY

2.9 All transactions are payable in U.S. dollars on U.S. sales. All administrative fees are to be paid in U.S. dollars.

F. FOB

2.10 FOB stands for "Freight On Board" and defines the point at which responsibility for loss and damage of goods purchased are transferred from Seller to Buyer. "FOB Destination" defines the transfer of responsibility for loss are transferred from Seller to Buyer at the place and time where Buyer accepts delivery.

2.11 FOB does not identify whom is responsible for the costs of shipping. The responsibility for the costs of shipping is addressed elsewhere in this document.

3. INSTRUCTIONS TO PREPARING YOUR PROPOSAL

A. PRE-PROPOSAL CONFERENCE

3.1 A non-mandatory pre-proposal conference will be held at the date and time specified in the time line on page one of this RFP. Conference call and web connection information will be sent to all Potential Proposers through the same means employed in their inquiry. The purpose of this conference call is to allow Potential Proposers to ask questions regarding this RFP. Only answers issued in writing by NJPA to questions asked before or during the Pre-proposal Conference shall be considered binding.

B. IDENTIFICATION OF KEY PERSONNEL

3.2 Vendor will designate one senior staff individual who will represent the awarded Vendor to NJPA. This contact person will correspond with members for technical assistance, questions or problems that may arise including instructions regarding different contacts for different geographical areas as needed.

3.3 Individuals should also be identified (if applicable) as the primary contacts for the contents of this proposal, marketing, sales, and any other area deemed essential by the Proposer.

C. PROPOSER'S EXCEPTIONS TO TERMS AND CONDITIONS

3.4 Any exceptions, deviations, or contingencies a Proposer may have to the terms and conditions contained herein must be documented on Form C.

3.5 Exceptions, Deviations or contingencies stipulated in Proposer's Response, while possibly necessary in the view of the Proposer, may result in disqualification of a Proposal Response.

D. FORMAL INSTRUCTIONS TO PROPOSERS

3.6 It is the responsibility of all Proposers to examine the entire RFP package, to seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a Proposal. Negligence in preparing a Proposal confers no right of withdrawal after the deadline for submission of proposals.

3.7 All proposals must be sent to "The National Joint Powers Alliance®, 200 1st ST NE Staples, MN

56479.”

3.8 All proposals must be submitted in both hard copy and electronic formats (on a compact disc (CD) or flash drive). Both hard copy and electronic proposals must be tabbed (in appropriately named files in the case of the CD or flash drive) as identified herein. Electronic proposal submissions should be submitted in a nested file structure where the root file is entitled “Proposal Response”. Files contained in the root file should be entitled “Tab 1, Tab 2, etc” Documents within the nested files should be individual documents or folders appropriately titled as to their content.

3.9 Two complete copies of each proposal must be submitted. All Proposal forms must be legible. All appropriate forms must be executed by an authorized signatory of the Proposer. Blue ink is preferred for signatures.

3.10 Electronic proposal submissions should be submitted using the electronic forms provided. If a Proposer chooses to use alternative documents for their response, the proposer will be responsible for ensuring the content is effectively equal to the NJPA form and the document is in a format readable by NJPA.

3.11 Product descriptions, fact sheets, and catalogs should be submitted in electronic format only in an effort to limit the use of paper resources in the hard copy response. Price lists in excess of 20 pages should be submitted in electronic format only.

3.12 It is the responsibility of the Proposer to be certain the proposal submittal is in the physical possession of NJPA on or prior to the deadline for submission of proposals. Proposals must be submitted in a sealed envelope or box properly addressed to NJPA and prominently identifying the proposal number, proposal category name, the message “**Hold for Proposal Opening**”, and the deadline for proposal submission. NJPA cannot be responsible for late receipt of proposals. Proposals received by the correct deadline for proposal submission will be opened and the name of each Proposer and other appropriate information will be publicly read.

3.13 Corrections, erasures, and interlineations on a Proposer’s Response must be initialed by the authorized signer in original ink on all copies to be considered.

3.14 Addendums to the RFP: The Proposer is responsible for ensuring receipt of all addendums to this RFP.

3.14.1 Proposer’s are responsible for checking directly with NJPA, or checking the NJPA website for addendums to this RFP.

3.14.2 Addendums to this RFP can change terms and conditions of the RFP including the deadline for submission of proposals.

E. CONTENTS AND TABBING OF PROPOSAL SUBMISSION

3.15 In order to insure every proposal receives a fair evaluation and comparison, it is required each Proposer tab and label their proposal as indicated on Form A “Proposer Questionnaire.”

F. QUESTIONS AND ANSWERS ABOUT THIS RFP

3.16 Upon examination of this RFP document, Proposer shall promptly notify the Manager of Bids and Contracts of any ambiguity, inconsistency, or error they may discover. Interpretations, corrections and changes to this RFP must be made by addendum. Interpretations, corrections, or changes made in any other manner will not be binding and Proposer shall not rely upon such.

3.17 Submit all questions about this RFP, in writing, referencing “**ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES** to Gregg Meierhofer, NJPA, 200 First Street NE, Staples, MN 56479 or

RFP@njpacoop.org. Those not having access to the Internet may call Gregg Meierhofer at (218) 894-1930 to determine if addenda have been issued or to request copies of the RFP. Requests for additional information or interpretation of instructions to Proposers or technical specifications shall also be addressed to Gregg Meierhofer. NJPA urges Potential Proposers to communicate all concerns well in advance of the deadline to avoid misunderstandings. Questions received less than seven (7) days ending at 4:00 p.m. Central Time of the seventh (7th) calendar day prior to proposal due-date cannot be answered.

3.18 If the answer to a question is deemed by NJPA to have a material impact on other potential proposers or the RFP itself, the answer to the question will become an addendum to this RFP.

3.19 If the answer to a question is deemed by NJPA to be a clarification of existing terms and conditions and does not have a material impact on other potential proposers or the RFP itself, no further documentation of that question is required.

3.20 As used in this solicitation, clarification means communication with a Potential Proposer for the sole purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the RFP.

3.21 Addenda are written instruments issued by NJPA that modify or interpret the RFP. All addenda issued by NJPA shall become a part of the RFP. Addenda will be delivered to all Potential Proposers using the same method of delivery of the original RFP material. NJPA accepts no liability in connection with the delivery of said materials. Copies of addenda will also be made available on the NJPA website at www.njpacoop.org by clicking on “Current Proposals” and from the NJPA offices. No addenda will be issued later than five (5) days prior to the deadline for receipt of proposals, except an addendum withdrawing the request for proposals or one that includes postponement of the date of receipt of proposals. Each Potential Proposer shall ascertain prior to submitting a Proposal that it has received all addenda issued, and the Proposer shall acknowledge their receipt in its Proposal Response.

3.22 An amendment to a submitted proposal must be in writing and delivered to NJPA no later than the time specified for opening of all proposals.

G. MODIFICATION OR WITHDRAWAL OF A SUBMITTED PROPOSAL

3.23 A submitted proposal may not be modified, withdrawn from or cancelled by the Proposer for a period of ninety (90) days following the date proposals were opened regarding this RFP. **Prior** to the deadline for submission of proposals, any proposal submitted may be modified or withdrawn by notice to the NJPA Manager of Bids and Contracts. Such notice shall be submitted in writing and include the signature of the Proposer and shall be delivered to NJPA prior to the deadline for submission of proposals and it shall be so worded as not to reveal the content of the original proposal. However, the original proposal shall not be physically returned to the Potential Proposer until after the official proposal opening. Withdrawn proposals may be resubmitted up to the time designated for the receipt of the proposals if they are then fully in conformance with the Instructions to Proposer.

H. VALUE ADDED ATTRIBUTES, PRODUCTS/SERVICES

3.24 Examples of Value Added Attributes: Value-Added attributes, products and services are items offered in addition to the products and services being proposed which adds value to those items being proposed. The availability of a contract for maintenance or service after the initial sale, installation, and set-up may, for instance, be “Value Added Services” for products where a typical buyer may not have the ability to perform these functions.

3.25 Where to document Value Added Attributes: The opportunity to indicate value added dimensions and such advancements will be available in the Proposer’s Questionnaire and Proposer’s product and service submittal and must be tabbed under Tab 5.

3.26 Value added products/services and expanded services, as they relate to this RFP, will be given positive consideration in the award selection. Consideration will be given to an expanded selection of

ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES, and advances to provide products/services, supplies meeting and/or exceeding today's industry standards and expectations. A value add would include a program or service that further serves the members needs above and possibly beyond standard expectation and complements the products/services and training. Value added could include areas of product and service, sales, ordering, delivery, performance, maintenance, technology, and service that furthers the functionality and effectiveness of the procurement process while remaining within the scope of this RFP.

3.27 Minority, Small Business, and Women Business Enterprise (WMBE) participation: It is the policy of some NJPA Members to involve Minority, Small Business, and WMBE contractors in the purchase of goods and services. Vendors should document WMBE status for their organization AND any such status of their affiliates (i.e. Supplier networks) involved in carrying out the activities invited. The ability of a Proposer to provide "Credits" to NJPA and NJPA Members in these subject areas, either individually or through related entities involved in the transaction, will be evaluated positively by NJPA. NJPA is committed to facilitating the realization of such "Credits" through certain structuring techniques for transactions resulting from this RFP.

3.28 Environmentally Preferred Purchasing Opportunities: There is a growing trend among NJPA Members to consider the environmental impact of the products/services they purchase. Please identify any "Green" characteristics of the goods and services in your proposal and identify the sanctioning body determining that characteristic. Where appropriate, please indicate which products have been certified as "green" and by which certifying agency.

3.29 On-Line Requisitioning systems: When applicable, on-line requisitioning systems will be viewed as a value-added characteristic. Proposer shall include documentation about user interfaces that make on-line ordering easy for NJPA Members as well as the ability to punch-out from mainstream eProcurement or Enterprise Resource Planning (ERP) systems that NJPA Members may currently utilize.

3.30 Financing: The ability of the Proposer to provide financing options for the products and services being proposed will be viewed as a Value Added Attribute.

I. CERTIFICATE OF INSURANCE

3.31 Proposer shall procure and maintain insurance which shall protect the Proposer and NJPA (as an additional insured) from any claims for bodily injury, property damage, or personal injury covered by the indemnification obligations set forth herein. The Proposer shall procure and maintain the insurance policies described below at the Proposer's own expense and shall furnish to NJPA an insurance certificate listing the NJPA as certificate holder and as an additional insured. The insurance certificate must document that the Commercial General Liability insurance coverage purchased by the Proposer includes contractual liability coverage applicable to this Contract. In addition, the insurance certificate must provide the following information: the name and address of the insured; name, address, telephone number and signature of the authorized agent; name of the insurance company (authorized to operate in all fifty United States); a description of coverage in detailed standard terminology (including policy period, policy number, limits of liability, exclusions and endorsements); and an acknowledgment of notice of cancellation to the NJPA.

3.32 Proposer is required to maintain the following insurance coverage's during the term of the NJPA Contract:

(1) Workers Compensation Insurance (Occurrence) with the following minimum coverage's: Bodily injury by accident--per employee \$100,000; Bodily injury by disease--per employee \$100,000; Policy limits \$500,000. In addition, Proposer shall require all subcontractors occupying the premises or performing work under the contract to obtain an insurance certificate showing proof of Workers Compensation Coverage with the following minimum coverage's: Bodily injury by accident--per employee \$100,000; Bodily injury by disease--per employee \$100,000; Policy limits \$500,000.

(2) Commercial General Liability Policy per occurrence \$1,000,000.

- (3) Business Auto Policy to include but not be limited to liability coverage on any owned, non-owned and hired vehicle used by Proposer or Proposer's personnel in the performance of this Contract. The Business Automobile Policy shall have a per occurrence limit of \$1,000,000.

3.33 The foregoing policies shall contain a provision that coverage afforded under the policies will not be canceled, or not renewed or allowed to lapse for any reason until at least thirty (30) days prior written notice has been given to NJPA. Certificates of Insurance showing such coverage to be in force shall be filed with NJPA prior to commencement of any work under the contract. The foregoing policies shall be obtained from insurance companies licensed to do business nationally and shall be with companies acceptable to NJPA, which must have a minimum AM Best rating of A-. All such coverage shall remain in full force and effect during the term and any renewal or extension thereof.

3.34 Within ten (10) days of contract award, the Proposer must provide NJPA with two (2) Certificates of Insurance. Certificates must reference NJPA RFP 081910 by number.

J. ORDER PROCESS AND/OR FUNDS FLOW

3.35 Please propose an order process and funds flow in Tab 6 for your proposal. Please choose from one of the following:

3.35.1 B-TO-G: The Business-to-Government order process and/or funds flow model involves NJPA Members issuing Purchase Orders directly to a Vendor and pursuant to a Contract resulting from this RFP.

3.35.3 Other: Please fully identify.

K. ADMINISTRATIVE FEES

3.36 Proposer agrees to authorize and/or allow for an administrative fee payable to NJPA by an Awarded Vendor in exchange for its facilitation and marketing of a Contract resulting from this RFP to current and potential NJPA Members. This Administration Fee shall be:

3.36.1 Calculated as a percentage of the dollar volume of all products/services provided to and purchased by NJPA Members or calculated as reasonable and acceptable method applicable to the contracted transaction, and

3.36.2 Included in, and not added to, the pricing included in Proposer's Response to this RFP, and

3.36.3 Set based on the anticipated costs of NJPA's involvement in facilitating the establishment, Vendor training, and the order/product/funds flow of the Contract resulting from this RFP.

3.36.3.1 Typical administrative fees for a B-TO-G order process and funds flow is 2.0%.

3.37 The opportunity to propose these factors and an appropriate administrative fee is available in the Proposer's Questionnaire, and submitted in Tab 9 of your response.

4. PRICING STRATEGIES

4.1 NJPA requests Potential Proposers respond to this RFP only if they are able to offer a wide array of products/services and at prices lower and better value than what they would ordinarily offer to single government agency, larger school district, or regional cooperative.

4.2 RFP is an "Indefinite Quantity Product/Service Price Request" with potential national sales distribution and service. Proposers are agreeing to fulfill Contract obligations regarding each product/service to which you provide a description and a price. If Proposer's solution requires additional supporting documentation, describe where it can be found in your submission. If Proposer offers the solution in an alternative fashion, describe your solution to be easily understood. All pricing must be tabbed and organized under Tab 9, and copied on a CD along with other requested information as a part

of a Proposer's Response.

4.3 Regardless of the payment method selected by NJPA or NJPA Member, a total cost associated with any purchase option of the products/services and being supplied must always be disclosed at the time of purchase.

4.4 Primary Pricing/Secondary Pricing Strategies- All Proposers will be required to submit "Primary Pricing" in the form of either "Line-Item Pricing," "Percentage Discount from Catalog Pricing," or a combination of these two pricing strategies. Proposers are also encouraged to offer OPTIONAL pricing strategies including "Hot List," "Sourced Goods," and "Volume Discounts," as well as financing options such as leasing.

A. LINE-ITEM PRICING

4.5 Line-Item pricing- A pricing format where specific individual products and/or services are offered at specific individual Contract prices. Products and/or services are individually priced and described by characteristics such as manufacture name, stock or part number, size, or functionality. This method of pricing offers the least amount of confusion as products and prices are individually identified, however Proposers with a large number of products to propose may find this method cumbersome. In these situations, a percentage discount from catalog or category pricing model may make more sense.

4.6 Unit Pricing: Unit Pricing is a line-item technique of pricing for services including the related materials for those services on a unitized basis. The unitized basis may be per quantitative measure such as per square foot, per lineal foot or per occurrence. As an example (not necessarily related to the scope of this RFP) , sheetrock may be line item priced as a product only, delivered to the end users location, AND unit priced delivered and installed at that end users location. The sheetrock, hung and taped, is a logical combination of product and service and could be priced per square foot. Whether pricing services, or logical combinations of products and services, pricing per unit of product and services must be quoted (i.e. cost per square foot of sheetrock hung and taped).

4.7 All Line-Item Pricing items must be numbered, organized, sectioned, including SKU's (when applicable) and easily understood by the Proposal Review Committee and members.

4.8 Line-Item Pricing items are to be submitted in an Excel spreadsheet format and are to include all appropriate identification information necessary to discern the line item from other line items in each Proposer's proposal.

4.9 The purpose for the excel spreadsheet format for Line-Item Pricing is to be able to use the "Find" function to quickly find any particular item of interest. For that reason, Proposers are responsible for providing the appropriate product and service identification information along with the pricing information which is typically found on an invoice or price quote for such products and services.

4.10 All products and services typically appearing on an invoice or price quote must be individually priced and identified on the line-item price sheet, including any and all ancillary costs.

4.11 Proposers are asked to provide both a "List" price as well as a "Proposed Contract Price" in their pricing matrix. "List" price will be the standard "quantity of one" price currently available to government and educational customers excluding cooperative and volume discounts

B. PERCENTAGE DISCOUNT FROM CATALOG OR CATEGORY

4.12 Percent Discount From Catalog, list or Category Pricing- A specific percentage discount from a "Catalogue or List Price" defined as a published manufacturers list, or catalog price for the products or services being proposed.

4.12.1 Catalogue or List Price means the price included in a catalogue, price List, schedule, or other form that:

- (a) is regularly maintained by a manufacturer or contractor;
- (b) is either published or otherwise available for inspection by customers, and
- (c) states prices at which sales are currently or were last made to a significant number of any category of buyers or buyers constituting the general buying public for the supplies or services involved,

4.13 Individualized percentage discounts can be applied individually to any number of defined product groupings. Product groupings can be defined by manufacturer, product type, or other factor as long as the Proposer sufficiently defines those product groupings

4.14 A Percentage Discount from Catalog or Category Pricing offered by the Proposer is acceptable if the products and equipment are far too numerous to name and price individually.

4.15 A Percentage Discount from Catalog or Category Pricing identifies a percentage discount to be applied to a “Catalogue or List” for products from one or more published catalogs. The “Base Price” will be the price generally applicable to government and education customers absent the discounts contemplated herein. The catalog may be published by the Proposer or by the Proposer’s supplier.

4.16 When a Proposer elects to use “Percentage Discount from Catalog or Category,” Proposer will be responsible for providing and maintaining current “Base or List Pricing” with NJPA both in their proposal and throughout the term of any Contract resulting from this RFP.

4.17 NJPA reserves the right to review catalogs submitted to determine if the represented products and services reflect the scope of this bid. Each new catalog received may have the effect of adding new product offerings and deleting products no longer carried by the Vendor. New catalogs shall apply to the Contract only upon approval of the NJPA. Non-approved use of catalogs may result in termination for convenience. New price lists or catalogs found to be offering non-contract items during the Contract may be grounds for terminating the Contract for convenience. New optional accessories for equipment may be added to the Contract at the time they become available.

C. CORE LIST PRICING

4.18 Based on NJPA Members needs, a “CORE LIST” which contains a selection of most commonly used products/services is requested. Proposer must submit their anticipated “CORE LIST”, including SKU’s and pricing in a Line-Item format, in a separate spreadsheet labeled as “Core List.” Consideration and valuation points will be given to the most advanced selection of commonly purchased Core list products/services.

D. HOT LIST PRICING

4.19 Where applicable, NJPA also invites the Vendor, at their option, to offer a specific selection of products/services, defined as a Hot List Pricing, at greater discounts than those listed in the standard Contract pricing. All product/service pricing, including the Hot List Pricing, must be submitted in hard copy as well as electronically provided in Excel format. Hot List pricing must be submitted in a Line-Item format. Providing a “Hot List” of products/services is optional. Products/services may be added or removed from the “Hot List” at any time provided that current “Hot List” prices are provided to NJPA at all times.

4.20 Hot List pricing when applicable may also be used to discount and liquidate close-out and discontinued products/services as long as those close-out and discontinued items are clearly labeled as such. Current ordering process and administrative fees apply. This option must be published and made available to all NJPA Members.

4.21 Hot List Pricing is allowed to change at the discretion of the Vendor within the definition of Hot List Pricing. The Vendor is responsible to maintain current Hot List product/service descriptions and Pricing with NJPA.

E. CEILING PRICE

4.22 Proposal pricing is to be established as a ceiling price. At no time may the proposed products/services be offered pursuant to this Contract at prices above this ceiling price without approval by NJPA. Prices may be reduced to allow for volume considerations and to meet the specific and unique needs of an NJPA Member.

4.23 Allowable specific needs may include certain purchase volume considerations or the creation of custom programs based on the individual needs of NJPA Members.

F. VOLUME PRICE DISCOUNTS

4.24 Proposers are free to offer volume discounts from the quantity-of-one pricing documented in a Contract resulting from this RFP. Volume considerations shall be determined between the Vendor and individual NJPA Members on a case-by-case basis.

4.25 Nothing in this Contract establishes a favored member relationship between the NJPA or any NJPA Member and the Vendor. The Vendor will, upon request by NJPA Member, extend this same reduced price offered or delivered to another NJPA Member provided the same or similar volume commitment, specific needs, terms, and conditions, a similar time frame, seasonal considerations and provided the same manufacturer support is available to the Vendor.

4.26 All price adjustments are to be offered equally to all NJPA Members exhibiting the same or substantially similar characteristics such as purchase volume commitments, and timing including the availability of special pricing from the Vendor's suppliers.

G. SOURCED GOODS

4.27 NJPA and NJPA Members may, from time to time, request goods and/or products/services within the scope of this RFP which are not included in an awarded Vendor's line-item product /service listing or "list or catalog" known as Sourced Goods.

4.28 An awarded Vendor resulting from this RFP may "Source" these products/services for NJPA or NJPA Member to the extent they:

4.27.1 Include in their bid response a cost-plus-percentage-of-cost pricing factor for such Sourced goods and services, and

4.28.2 Provide as many quotes for the Member's "Total Cost of Acquisition" for the goods and services to be sourced as may reasonably be required by NJPA Member.

4.28.3 Provide "Sourced Goods" only to the extent that they are incidental to the total transaction being contemplated.

H. TOTAL COST OF ACQUISITION

4.29 The Total Cost of Acquisition for the products/services being proposed, including those payable by NJPA Members to either the Proposer or a third party, shall be disclosed in the Proposer's Response including but not limited to:

- The capitalized cost of the listed products/services being proposed,
- The cost of accessories, alterations, and customizations typically incurred in the acquisition of the

- products/services being proposed.
- The cost of delivery, setup and installation (where applicable) of the products/services and any accessories being proposed.
- Other costs, where applicable, typically associated with the purchase, delivery, set-up, and installation of the products/services being proposed and making it operational at the purchaser's site.

4.30 The Total Cost of Acquisition is to be stated "As Proposed." As an example, a materials only proposal, or portions of proposals, must include the total cost of acquisition for those materials delivered. In contrast, the Total Cost of Acquisition for a turn-key proposal must include the total costs to be incurred in the process of delivering that combination of products/services.

I. REQUESTING PRODUCT AND SERVICE ADDITIONS/DELETIONS

4.31 Requests for product, service, and price additions, deletions, or changes must be made in written form and shall be subject to approval by NJPA.

4.32 New products/services may be added to a Contract resulting from this RFP at any time during that Contract to the extent those products/services are within the scope of this RFP. Those requests are subject to review and approval of NJPA. Allowable new products/services generally include new updated models of products/services and or enhanced services previously offered which could reflect new technology and improved functionality.

4.33 Proposers representing multiple manufacturers, or carrying multiple related product lines may also request the addition of new manufacturers or product lines to their Contract to the extent they remain within the scope of this RFP.

4.34 NJPA's due diligence in analyzing any request for change is to determine if approval of the request is 1) within the scope of the original RFP, and 2) in the "Best Interests of NJPA and NJPA Members." We are looking for consistent pricing and delivery mechanisms and an understanding of what value the proposal brings to NJPA and NJPA Members.

4.35 Documenting the "Best Interests of NJPA and NJPA Members" when out-dated equipment is being deleted is fairly straight forward since the product is no longer available and not relevant to the procurement Contract.

4.36 Requests must be in the form of 1) a cover letter to NJPA a) asking to add the product line, b) making a general statement identifying how the products to be added are within the scope of the original RFP, and c) making a general statement identifying that, if appropriate, the pricing is consistent with the existing Contract pricing and 2) the detail as to what is being added at what price will then be an attachment to that cover letter.

4.37 NJPA's intent here is to encourage Proposers to provide and document NJPA's due diligence in a clear and concise one page format on which we can stamp and sign our acknowledgment and acceptance. This information must ultimately come from Proposers, and NJPA is requiring it in this format.

J. REQUESTING PRICING CHANGES

4.38 Price Decreases: Requests for standard Contract price decrease adjustments (percentage discount increases) are encouraged and will be allowed at any time based on market place efficiencies, market place competitiveness, improved technologies and/or improved methods of delivery or if Vendor engages in innovative procurement practices such as strategic sourcing, aggregate and volume purchasing. NJPA expects Vendors to propose their very best prices and anticipates price reductions due to the advancement of technologies and market place efficiencies. Documenting the "Best Interests of NJPA and NJPA Members" is pretty easy when we are documenting price reductions.

4.39 Price increases: Requests for standard contract price increases (or the inclusion of new generation products/services/services at higher prices) can be made at any time. These requests will again be evaluated by NJPA based on the best interests of NJPA and NJPA Members. As an example, typically acceptable requests for price increases for existing products/services may cite increases to the Vendor of input costs such as petroleum or other applicable commodities. Typically acceptable requests for price increases for new products/services enhance or improve on the current solutions currently offered as well as cite increases in utility of the new compared to the old. Vendors are requested to reasonably document the claims cited in their requests. Your written request for a price increase, therefore, is an exercise in describing what you need, and a justification for why you need it in sufficient detail for NJPA to deem such change to be in the best interests of our self and our Members.

4.40 Price Change Request Format: An awarded Proposer will use the format of a cover letter requesting price increases in general terms (a 5% increase in product line X) and stating their justification for that price increase (due to the recent increase in petroleum costs) by product category. Specific details for the requested price change must be attached to the request letter identifying product/services where appropriate, both current and proposed pricing. Attachments such as letters from suppliers announcing price increases are appropriate for documenting your requests here.

K. PRICE AND PRODUCT CHANGES FORMAT

4.41 NJPA's due diligence regarding product and price change requests is to consider the reasonableness of the request and document consideration on behalf of our members. We would appreciate it if you would send the following documentation to request a pricing change:

4.41.1 A cover letter:

- a. Please address the following subjects in your cover letter:
 - i. What product/service prices are changing?
 - ii. How much are the prices changing?
 - iii. Why are the prices changing?
 - iv. Any additions or deletions from the previous product list and the reason for the changes.
- b. The specifics of the product/services and price changes will be listed in the excel spreadsheets indentified below. Please take a more general "Disclosure" approach to identifying changes in the cover letter.
 - i. If appropriate, **for example**, state, "All paper products/services increased 5 % in price due to transportation costs."
 - ii. If appropriate, for instance, state, "The 6400 series floor polisher added to the product list is the new model replacing the 5400 series. The 6400's 3% price increase reflects the rate of inflation over the past year. The 5400 series is now included in the "Hot List" at a 20% discount from previous pricing until remaining inventory is liquidated."

4.41.2 An excel spreadsheet identifying all products/services being offered and their pricing. Each subsequent pricing update will be saved using the naming convention of "[Vendor Name] pricing effective XX/XX/XXXX."

- a. Include all products/services regardless of whether their prices have changed. By observing this convention we will:
 - i. Reduce confusion by providing a single, easy to find, current pricing sheet for each Vendor.
 - ii. Create a historical record of pricing.

L. SINGLE STATEMENT OF PRICING/HISTORICAL RECORD OF PRICING

4.42 Initially; and with each request for product addition, deletion, and pricing change; all

products/services and services available, and the prices for those products/services and services will be stated in an Excel workbook. The request for price changes described above will serve as the documentation for those requested changes. Each complete pricing list will be identified by its “Effective Date.” Each successive price listing identified by its “Effective Date” will create a “Product and Price History” for the Contract.

4.43 Proposers may use the multiple tabs available in an Excel workbook to separately list logical product groupings or to separately list product and service pricing as they see fit.

4.44 All products/services together with their pricing, whether changed within the request or remaining unchanged, will be stated on each “Pricing” sheet created as a result of each request for product, service, or pricing change.

4.45 Each subsequent “Single Statement of Product and Pricing” will be archived by its effective date therefore creating a product and price history for any Contract resulting from this RFP.

M. PAYMENT TERMS

4.46 Payment terms will be defined by the Proposer in the Proposer’s Response. Proposers are encouraged to offer payment terms through P Card services.

4.47 Leasing- If available, identify any leasing programs available to NJPA and NJPA Members as part of your proposed. Proposers should submit an example of the lease agreement to be used. Proposers should identify:

- General leasing terms such as:
 - The percentage adjustment over/under an index rate used in calculating the internal rate of return for the lease; and
 - The index rate being adjusted; and
 - The “Purchase Option” at lease maturity (\$1, or fair market value); and
 - The available term in months of lease(s) available.
- Leasing company information such as:
 - The name and address of the leasing company; and
 - Any ownership, common ownership, or control between the Proposer and the Leasing Company

N. SALES TAX

4.48 Sales and other taxes, where applicable, shall not be included in the prices quoted. Vendor will charge state and local sales and other taxes on items for which a valid tax exemption certification has not been provided. Each NJPA Member is responsible for providing verification of tax exempt status to Vendor. When ordering, if applicable, NJPA Members must indicate that they are tax exempt entities. Except as set forth herein, no party shall be responsible for taxes imposed on another party as a result of or arising from the transactions contemplated by a Contract resulting from this RFP.

O. SHIPPING AND SHIPPING PROGRAM

4.49 Shipping program for material only proposals, or sections of proposals, must be defined and tabbed under Tab 9 as a part of the cost of goods. If shipping is charged to NJPA or NJPA Member, only the actual cost of delivery may be added to an invoice. Shipping charges calculated as a percentage of the product price may not be used, unless such charges are lower than actual delivery charges. No COD orders will be accepted. It is desired that delivery be made within ninety-days (90) of receipt of the Purchase Order.

4.50 Any shipping cost charged to NJPA or NJPA Members will be considered to be part of “proposal pricing.”

4.51 Additional costs for expedited deliveries will be at the additional shipping or handling expense to the NJPA Member.

4.52 Selection of a carrier for shipment will be the option of the party paying for said shipping. Use of another carrier will be at the expense of the requester.

4.53 Proposers must define their shipping programs for Alaska and Hawaii and any location not served by conventional shipping services. Over-size and over-weight items and shipments may be subject to custom freight programs.

4.54 Proposals containing restocking fees are less advantageous than those not containing re-stocking fees. That being said, certain industries cannot avoid restocking fees. Certain industries providing made to order goods may not allow returns. With regard to returns and restocking fees, Proposers will be evaluated based on the relative flexibility extended to NJPA and NJPA Members relating to those subjects. Where used, restocking fees in excess of 15% will not be considered excessive. Restocking fees may be waived, at the option of the Proposer/Vendor. Indicate all shipping and re-stocking fees in price program under Tab 9.

4.55 Proposer agrees shipping errors will be at the expense of the Vendor. For example, if a Vendor ships a product that was not ordered by the member, it is the responsibility of the Vendor to pay for return mail or shipment at the convenience of the member.

4.56 Unless specifically stated otherwise in the "Shipping Program" of a Proposer's Response, all prices quoted must be F.O.B. destination with the freight prepaid by the Vendor. Time is of the essence on this Contract. If completed deliveries are not made at the time agreed, NJPA or NJPA Member reserves the right to cancel and purchase elsewhere and hold Vendor accountable. If delivery dates cannot be met, Vendor agrees to advise NJPA or NJPA Member of the earliest possible shipping date for acceptance by NJPA or NJPA Member.

4.57 Goods and materials must be properly packaged. Damaged goods and materials will not be accepted, or if the damage is not readily apparent at the item of delivery, the goods shall be returned at no cost to NJPA or NJPA Member. NJPA and NJPA Members reserve the right to inspect the goods at a reasonable time subsequent to delivery where circumstances or conditions prevent effective inspection of the goods at the time of delivery.

4.58 Vendor shall deliver Contract conforming products in each shipment and may not substitute products without approval from NJPA Member.

4.59 NJPA reserves the right to declare a breach of Contract if the Vendor intentionally delivers substandard or inferior products which are not under Contract and described in its paper or electronic price lists or sourced upon request to any member under this Contract. In the event of the delivery of a non-conforming product, NJPA Member will immediately notify Vendor and Vendor will replace non-conforming product with conforming product.

4.60 Throughout the term of the Contract, Proposer agrees to pay for return shipment on goods that arrive in a defective or inoperable condition. Proposer must arrange for the return shipment of damaged goods.

4.61 Unless contrary to other parts of this solicitation, if the goods or the tender of delivery fail in any respect to conform to this Contract, the purchasing member may: 1) reject the whole, 2) accept the whole or 3) accept any commercial unit or units and reject the rest.

P. NORMAL WORKING HOURS

4.62 Prices quoted are for products/services delivered during normal business hours. Normal Business

hours will be as specifically defined herein, defined through industry standards OR defined through statement contained in the purchase/work order issued pursuant to a Contract resulting from this RFP.

5. MARKETING PLAN

5.1 Internal Marketing Plan: An award of Contract resulting from this RFP is an opportunity for the awarded contractor to pursue commerce with, and deliver value to NJPA and NJPA Members nationwide. An award of Contract is not an opportunity to see how much business NJPA can drive to an awarded Vendor's door. Your internal marketing plan should serve to:

5.1.1 Identify the appropriate levels of sales management whom will need to understand the value of, and the internal procedures necessary to deliver this Contract opportunity to NJPA and NJPA Members through your sales force.

5.1.2 Identify, in general, your national foot print and dedicated feet-on-the-street sales force that will be carrying this Contract message and opportunity in the field to NJPA Members. Outline the sale force in terms of numbers and geographic distribution.

5.1.2.1 Identify whether your sales force are employees or independent contractors.

5.1.3 Identify your plan for delivering training to these individuals.

5.1.3.1 Will you have your sales force gathered at national or regional events in the near future? Does your sales force have the ability to participate in webinar or webcast events?

5.1.3.2 NJPA is prepared to provide our personnel in your location for sales training and/or on a webinar or webcast where sufficient efficiencies can be shown in reaching the appropriate groups within your employee base, and sufficient numbers of personnel trained.

5.1.4 Identify your personnel involved in training.

5.1.4.1 NJPA can provide personnel to deliver training regarding the Contract itself, the authority of NJPA to offer the Contract vehicle to its Members, the value the Contract vehicle delivers to NJPA and NJPA Members, the scope of NJPA Membership, and the authority of NJPA Members to utilize our procurement contracts.

5.1.4.2 Your personnel will be needed to provide training regarding employee compensation and internal procedures when delivering the Contract opportunity, and how this Contract purchasing opportunity relates with other such opportunities available.

5.2 Success in marketing is dependent upon 1) the delivery of value as defined in section 1.4, 2) the delivery of knowledge of the program and its proper use and utility, and 3) the delivery of opportunity and reward which creates a personal commitment to the program. NJPA desires a marketing plan that:

5.2.1 identifies the value delivered in a competitively proposed national cooperative procurement contract by relieving both the NJPA Member and the Vendor/Vendor's sales staff of the responsibility for bringing and answering many similar and individual RFP's; and

5.2.2 identifies the appropriate Vendor personnel from both management and sales staff's who will be trained on the use and utility of such a contract and a general schedule of when and how those individuals will be trained; and

5.2.3 identifies in general how the reward system for the marketing, delivery, and service chain of the Vendor will be affected by the implementation of the proposed Contract and how that will be

proposed to those individuals in terms of the value created for them and their departments in 5.1.1 above.

5.3 External Marketing Plan: NJPA is seeking the ability to serve all our current and potential members nationwide. The Proposer must demonstrate the ability to both market and service their products/services/services nationwide. Please demonstrate your sales and service force contains sufficient people in sufficient proximities, to receive the knowledge, opportunity, and reward in order to make a personal commitment to serving NJPA and NJPA Members nationwide.

5.4 The Proposer must exhibit the willingness and ability to develop marketing materials and participate in marketing venues such as:

5.4.1 Printed Marketing Materials. Proposer will initially produce and thereafter maintain full color print advertisements in camera ready electronic format including company logos, identifying the Vendor, the Vendor's general utility for NJPA and NJPA Members, and contact information to be used by NJPA and NJPA Members in a full page, half page, and quarter page formats. These advertisements will be used in the NJPA Catalog and publications.

5.4.2 Press releases and advertisements. Proposer will identify a marketing plan identifying their anticipated press releases, contract announcements, advertisements in industry periodicals, or other direct or indirect marketing activities.

5.4.3 Proposer's Website. Proposer will identify how an Awarded Contract will be displayed on the Proposer's website. An on-line shopping experience for NJPA and NJPA Members is desired when applicable and will be viewed as a value-added attribute to a Proposer's Response.

5.4.4 Trade Shows. Proposer will outline their proposed involvement in the promotion of a Contract resulting from this RFP through trade shows. Vendors are encouraged to identify trade-show, and other appropriate venues, for the promotion of any such Contract. Vendors are strongly encouraged to participate in cooperation with NJPA at the following NJPA embraced trade shows:

NAEP	National Association of Education Procurement
I-ASBO	International Association of School Business Officials
NIGP	National Institute of Government Purchasing

5.5 Proposer must also work in cooperation with NJPA to develop a marketing strategy and provide avenues to equally market and drive sales through the Contract and program to all NJPA Members nationally. Awarded Vendor agrees to actively market in cooperation with NJPA all available products/services to current and potential NJPA Members. NJPA reserves the right to deem a proposer non-responsive or to waive an award based on an unacceptable marketing plan.

5.6 As a part of this response, submit a complete Marketing Plan on how you would help NJPA rollout this program to current and potential NJPA Members. NJPA requires the Vendor actively promote the Contract in cooperation with the NJPA. Vendors are advised to consider marketing efforts in the areas of 1) Website Link from Vendors website to NJPA's website, 2) Attendance and participation with a display booth at national trade shows as agreed upon/required by NJPA, and 3) Sales team and sales training programs involving both Vendor sales management and NJPA staff. NJPA requires awarded Vendors to offer the NJPA Contract opportunity to all current and qualified NJPA Members.

5.7 Facilitating NJPA Membership: Proposer should express their commitment to determine the membership status of their customers whom are eligible for NJPA Membership, AND their commitment to establishing that membership.

5.7.1 Membership information: Proposer should further express their commitment to capturing sufficient member information as is deemed necessary by NJPA to appropriately facilitate membership and certain marketing activities as agreed to by NJPA and an Awarded contractor.

6. PROPOSAL OPENING PROCEDURE

6.1 Sealed and properly identified Proposer's Responses for this RFP entitled **"ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES"** will be received by Gregg Meierhofer, Manager of Bids and Contracts, at NJPA Offices, 200 First Street NE, Staples, MN 56479 until the deadline for receipt thereof, identified on page one of this RFP. The NJPA Director of Contracts and Marketing, or Representative from the NJPA Proposal Review Committee, will then read the Proposer's names aloud. A summary of the responses to this RFP will be made available for public inspection in the NJPA office in Staples, MN. A letter or e-mail request is required to receive a complete RFP package. Send or communicate all requests to the attention of Gregg Meierhofer 200 1st Street Northeast Staples, MN 56479 or RFP@njpacoop.org to receive a complete copy of this RFP. Method of delivery needs to be indicated in the request; an email address is required for electronic transmission. Oral, facsimile, telephone or telegraphic Proposal Submissions or requests for this RFP are invalid and will not receive consideration. All Proposal Responses must be submitted in a sealed package. The outside of the package shall plainly identify **"ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES"** To avoid premature opening, it is the responsibility of the Proposer to label the Proposal Response properly.

7. EVALUATION OF PROPOSALS

A. PROPOSAL EVALUATION PROCESS

7.1 NJPA will use a 1,000 Point Evaluation System to help determine the best overall Proposer(s) selection. Bonus points may be available for specific proposal characteristics identified such as "Green Product Certifications" or "Disadvantaged Business Entity" status.

7.2 NJPA reserves the right to use a "Cost Scoring Evaluation" through a product comparison process of like products/services. This process will establish points for submitted price levels. See Cost Scoring Evaluation.

7.3 NJPA shall use a final overall scoring system to include consideration for best price and cost evaluation. The total possible score is 1,000 points. NJPA reserves the right to assign any number of point awards or penalties it considers warranted if a Proposer stipulates exceptions, exclusions, or limitations of liabilities.

7.4 To qualify for the final evaluation, a Proposer must have been deemed responsive as a result of the criteria set forth under "Proposer Responsiveness."

7.5 Responses will be evaluated first for responsiveness and thereafter for content. The NJPA Board of Directors will make awards to the selected Proposer(s) based on the recommendations of the Proposal Review Committee.

7.6 The procurement activities of the NJPA Proposal Review Committee are limited to document preparation, answering Proposer questions, advertising the solicitation, distribution of this RFP upon request, conducting an evaluation and making recommendation for possible approval to NJPA Board of Directors.

B. PROPOSER RESPONSIVENESS

7.7 Proposer's Responses received after the deadline for submission will be invalid and returned to the Potential Proposer unopened.

7.8 An essential part of the proposal evaluation process is an evaluation to qualify the Proposer being considered. All proposals must contain answers or responses to the information requested in the proposal forms. Any Proposer failing to provide the required documentation may be considered non-responsive.

7.9 Deviations or exceptions stipulated in Proposer's Response may result in the proposal being classified as non responsive.

7.10 To qualify for evaluation, a proposal must have been submitted on time and materially satisfy all mandatory requirements identified in this document. A proposal must reasonably and substantially conform to all the terms and conditions in the solicitation to be considered responsive.

7.11 **The Proposal Review Committee shall utilize the following criteria to evaluate all proposals received. Items 1-4 constitute the test for "Level One Responsiveness" and are determined on the proposal opening date. "Level 2" responsiveness is determined through the evaluation of the remaining items listed below. These items are not arranged in order of importance and each item may encompass multiple areas of information requested.**

1. The proposal response is received prior to the deadline for submission.
2. The proposal package was properly addressed and identified as a sealed bid with a specific opening date and time.
3. The proposal response contains the required certificate of liability insurance.
4. The proposal response contains original signatures on all documents requiring such.
5. Response's conformance to terms and conditions as described in the solicitation, including documentation.
6. Possesses qualifications as a responding Proposer that meets or exceeds those set within the solicitation.
7. Information from references and past performance information including past member approval.
8. Demonstrates that they offer the most current industry standard products/services and/or services.
9. Demonstrates financial stability and a favorable banking line of credit.
10. Demonstrates their products/services and/or services proposed meet and/or exceed industry standards accepted by educational or governmental institutions.
11. Has demonstrated market place success and their past performance exhibit an acceptable reputation.
12. Demonstrates the company possesses the background, knowledge, capacity, and ability to sell, deliver, and support products/services offered to Members.
13. Has provided documentation defining, outlining, and describing their concept of a national marketing program they will be implementing to facilitate and coordinate the cooperative activities required by an awarded Contract.
14. Has provided all of the required and applicable documentation required i.e. insurance certificates, licenses, and/or registration certificates required to do business nationally.
15. Line-Item Pricing, in approved excel format, listing of all of the proposed products/services and warranty provisions with their associated units of costs.
16. Core List selection of products/services in Line-Item Pricing format
17. Hot List Pricing products/services in a Line-Item Pricing format (where applicable).
18. Contract Pricing submitted as requested to include core list or products/services, Line-Item Pricing and/or Percentage Discount from published gov/ed price list or Catalog.

C. PROPOSAL EVALUATION CRITERIA

7.12 If a manufacturer or supplier chooses not to produce or supply goods and services to meet the scope of this RFP, such action will be considered sufficient cause to reduce evaluation points.

7.13 Consideration will be given in the award based on the completion and degree of information provided regarding available products, equipment, and accessories, as well as, applicable parts of the Proposer Information and Questionnaire.

7.14 The fact a manufacturer or supplier chooses not to produce or provide equipment products or services to meet the intent and scope of this RFP will not be considered sufficient cause to adjudge this RFP as restrictive.

7.15 The Proposer is required to have extensive knowledge and experience with the related activities surrounding the selling of the equipment, service or related products offered.

7.16 NJPA reserves the right to accept or reject newly formed companies solely based on information provided in the proposal and/or its own investigation of the company.

7.17 Consideration will be given in the proposal evaluation based upon the selection, variety, technological advances, and demonstrated quality of products submitted, technological advances, and pricing. The ability of the Proposer to communicate the value of these factors and to demonstrate how the depth and breadth of their product and service offerings provide NJPA and NJPA Members with a sole source of responsibility within the scope of this RFP will be positively reviewed.

7.18 Consideration will also be given to proposals demonstrating technological advances, provide increased efficiencies, expanded service and other related improvements beyond today's NJPA member's needs and applicable standards.

7.19 Strong consideration will be given to a Proposer's past performance, distribution model, and the demonstration their ability to effectively market and service NJPA Membership nationally.

7.20 Strong consideration will be given to the best price as it relates to the quality of the product and service. However, price is ultimately one of the factors taken into consideration in evaluation and award.

7.21 Evaluation of a Proposer's Responses will take into consideration as a minimum response but not necessarily limited to the following:

1. Adherence to all requirements of this RFP as defined by industry standards.
2. Prior knowledge of and experience with a Proposer in terms of past performance and market place success.
3. Capability of meeting or exceeding current and future needs or requirements of NJPA and NJPA Members.
4. Evaluation of Proposer's ability to market to and provide service to all NJPA Members nationally.
5. Financial condition of the Proposer.
6. Nature and extent of company data furnished in Proposer's Response.
7. Quality of products, equipment, and services offered including value added related services.
8. History of member service to NJPA type customers.
9. Overall ability to perform sales, solutions and contract support as submitted.
10. Ability to meet service and warranty needs.
11. History of meeting shipping and delivery expectations of contracted products/ services.
12. Technology advancements and related provisions.
13. Ability to market and promote the Contract within current business practices.
14. Willingness to develop and enter into NJPA Contract and business relations.
15. Favorable bond rating and applicable industry standard licensing ability.

16. Past market place successes and brand recognition.
17. Demonstrated warranty and product/service responsibility.

7.22 The Proposer's ability to follow the proposal preparation instructions set forth in this solicitation will also be considered to be an indicator of the Proposer's ability to follow other future instructions should they receive an award as a result of this solicitation. Any Contract between NJPA and a Proposer requires the delivery of information and data. The quality of organization and writing reflected in the proposal will be considered an indication of the quality of organization and writing which would be prevalent if a Contract was awarded. As a result, the proposal will be evaluated as a sample of data submission.

7.23 Proposer's Financial Statements- The Proposer's financial statements are requested and reviewed to get a general feel for the size, strength, and probable scope of the Proposer.

7.24 NJPA reserves the right to reject the Proposer's Response of the apparent successful Proposer where the available evidence or information does not exhibit the ability or intent to satisfy NJPA that the potential Vendor is unable to properly carry out the terms of this RFP and potential Contract.

7.25 NJPA shall reserve the right to reject any or all proposals. NJPA also reserves the right to reject a proposal not accompanied by required certificate of insurance, other data required by this RFP, or if a Proposer's Response is incomplete or irregular. The NJPA shall reject all proposals where there has been collusion among the Proposers.

7.26 Overall Evaluation (FORM G) - The NJPA Proposal Review Committee will evaluate proposal received based on a 1,000 point evaluation system. The Committee will establish both the evaluation criteria and designate the relative importance of those criteria by assigning possible scores for each category.

7.27 Bonus Evaluation Points- Bonus evaluation points may be awarded by the NJPA Proposal Review Committee based on criteria identified as being both "optional" and "having additional value"

D. COST SCORING EVALUATION

7.28 Cost evaluation may be used to make a best value determination. NJPA reserves the right to use this process in the event the evaluation committee feels it is necessary to make a final determination.

7.29 This process will be based on a point system with points being awarded for being low to high Proposer for each cost evaluation item selected. A "Market Basket" of identical (or substantially similar) products/services shall be selected by the NJPA proposal Review Committee and the unit cost will be used as a basis for determining the point value. The "Market Basket:" will be selected by NJPA from all product categories as determined appropriate by NJPA. The low priced Proposer will receive the full point value and all other Proposers will receive points as follows: Lowest price Proposal = 5 (where there are five proposers), and inferior proposals = 4, 3, 2, 1 points each. The Total Score for each proposer will be the sum of all points earned. The result of this process shall not be the sole determination for award.

E. PRODUCT TESTING

7.30 NJPA reserves the right to request and test products/services and/or services from the apparent successful Proposer. Prior to the award of the Contract, the apparent successful Proposer, if requested by NJPA, shall furnish current information and data regarding the Proposer's resources, personnel, and organization within three (3) days.

F. PAST PERFORMANCE INFORMATION

7.31 Past performance information is relevant information regarding a Proposer's actions under

previously awarded contracts to schools, local, state, and governmental agencies and non-profit agencies. It includes the Proposer's record of conforming to specifications and standards of good workmanship. The Proposer's history for reasonable and cooperative behavior and commitment to member satisfaction shall be under evaluation. Ultimately, Past Performance Information can be defined as the Proposer's businesslike concern for the interests of the NJPA Member.

G. WAIVER OF FORMALITIES

7.32 NJPA reserves the right to waive any minor formalities or irregularities in any proposal and to accept proposals, which, in its discretion and according to the law, may be in the best interest of its members.

8. POST AWARD OPERATING ISSUES

A. SUBSEQUENT AGREEMENTS

8.1 Purchase Order- Purchase Orders for goods and services may be executed between NJPA or NJPA Members (Purchaser) and awarded Vendor(s) or Vendor's sub-contractors pursuant to this invitation and any resulting Contract. NJPA Members are instructed to identify on the face of such Purchase orders that "This purchase order is issued pursuant to NJPA procurement contract #XXXXXX." A Purchase Order is an offer to purchase goods and services at specified prices by NJPA or NJPA Members pursuant to a Contract resulting from this RFP. Purchase Order flow and procedure will be developed jointly between NJPA and an Awarded Vendor after an award is made.

8.2 Governing Law- Purchase Orders, as identified above, shall be construed in accordance with, and governed by, the laws of a competent jurisdiction with respect to the purchaser. Each and every provision of law and clause required by law to be included in the Purchase Order shall be read and enforced as though it were included. If through mistake or otherwise any such provision is not included, or is not currently included, then upon application of either part the Contract shall be physically amended to make such inclusion or correction. The venue for any litigation arising out of disputes related to Purchase Order(s) shall be a court of competent jurisdiction to the Purchaser.

8.3 Additional Terms and Conditions- Additional terms and conditions to a Purchase Order may be proposed by NJPA, NJPA Members, or Vendors. Acceptance of these additional terms and conditions is OPTIONAL to all parties to the Purchase Order. The purpose of these additional terms and conditions is to, among other things; formerly introduce job or industry specific requirements of law such as prevailing wage legislation. Additional terms and conditions can include specific local policy requirements and standard business practices of the issuing Member. Said additional terms and conditions shall not interfere with the general purpose and intent of this RFP.

8.4 Asset Management Contracts: Asset Management type contracts can be initiated pursuant to a Contract resulting from this RFP at any time during the term of said Contract. The establishment of such Asset Management Contracts cannot exceed the authorized term of a Contract resulting from this RFP; however the Asset Management Contract term may extend beyond the maturity date of a Contract resulting from this RFP.

8.5 Specialized Service Requirements- In the event service requirements or specialized performance requirements such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements not addressed in the Contract resulting from this RFP, NJPA Member and Vendor may enter into a separate, stand alone agreement, apart from a Contract resulting from this RFP. Any proposed service requirements or specialized performance requirements require pre-approval by Vendor. Any separate agreement developed to address these specialized service or performance requirements is exclusively between the NJPA Member and Vendor. NJPA, its agents, Members and employees shall not be made party to any claim for breach of such agreement. Product sourcing is not considered a service. NJPA Members will need to conduct procurements for any specialized services not identified in this Contract.

8.6 Performance Bond- At the request of the member, a Vendor will provide all performance bonds typically and customarily required in their industry. These bonds will be issued pursuant to the requirements of Purchase Orders for goods and services. If a purchase order is cancelled for lack of a required performance bond, it shall be the recommendation of NJPA that pending Purchase Orders with all NJPA Members be considered for cancellation. Each member has the final decision on Purchase Order continuation. ANY PERFORMANCE BONDING REQUIRED BY THE MEMBER OR CUSTOMER STATE LAWS OR LOCAL POLICY IS TO BE MUTUALLY AGREED UPON AND SECURED BETWEEN THE VENDOR AND THE CUSTOMER/MEMBER.

B. NJPA MEMBER SIGN-UP PROCEDURE

8.7 A Potential NJPA Member is generally stated as any unit of government, education, or non-profit organization nationwide (and with possible international distribution). A properly executed Membership creates the necessary “Paper Trail” connection between the Member and NJPA. Membership in NJPA is required to participate in any NJPA contract. Any Member of NJPA who is in compliance with the terms and conditions of membership shall have the option and freedom to access any of the procurement contracts of NJPA.

8.8 Awarded Vendors must agree to facilitate in the NJPA Membership process as part of connecting NJPA members to NJPA contracts. Potential NJPA Members may request membership with NJPA through the following methods:

- Potential members can complete their membership through on-line submission, or through a printable form available on-line at njpacoop.org.
- Potential Members may also submit proposed membership documentation which complies with their State and local Laws, rules and regulations for NJPA review.

8.9 As part of the Contract award, it is the responsibility of the Vendor to facilitate the membership process.

8.10 It is agreed the completion of a Member Sign-up form expressing the Qualifying Member’s decision to participate under a Contract resulting from this RFP, signifies the NJPA Member’s acceptance of a Contract resulting from this RFP, and all its specifications, terms and conditions therein.

C. REPORTING OF SALE ACTIVITY

8.11 A report of the total gross dollar volume of all products/services purchased by NJPA Members as it applies to this RFP and Contract will be provided quarterly to NJPA. The form and content of this reporting will be developed by NJPA in cooperation with the Vendor to include, but not limited to, name and address of purchasing agency, amount of purchase, and a description of the items purchased.

D. AUDITS

8.12 During the Term, Vendor will, upon not less than fourteen (14) business days’ prior written request, make available to NJPA no more than once per calendar year, at Vendor’s corporate offices, during normal business hours, the invoice reports and/or invoice documents from Vendor pertaining to all invoices sent by Vendor and payments made by NJPA members for all products/services purchased under this Contract. NJPA may employ an independent auditor or NJPA may choose to conduct such audit on its own behalf. Vendor shall have the right to approve the independent auditor, which approval shall not be unreasonably withheld. Upon approval and after the auditor has executed an appropriate confidentiality agreement, Vendor will permit the auditor to review the relevant Vendor documents. NJPA shall be responsible for paying the auditor’s fees. The parties will make every reasonable effort to fairly and equitably resolve discrepancies to the satisfaction of both parties. Vendor agrees that the NJPA may audit their records with a reasonable notice to establish total compliance and to verify prices charged hereunder of the Contract are being met. Vendor agrees to provide verifiable documentation and tracking in a timely manner.

E. HUB PARTNER

8.13 Hub Partner: When Applicable, NJPA Members may, from time to time, request a Vendor resulting from this RFP to serve them through a “Hub Partner” for the purposes of complying with a Law, Regulation, or Rule to which the individual NJPA Member deems to be applicable in their jurisdiction. An Awarded Vendor resulting from this RFP may reject such a request provided they provide written notice of that rejection.

8.14 Hub Partner Fees: Fees, costs, or expenses levied upon the NJPA Member OR the Vendor for the services provided by the Hub Partner in the transaction provide that:

8.14.1 The NJPA Member be notified by the Vendor that additional charges may apply; and

8.14.2 The Vendor document the transaction to be “Executed for the Benefit of [NJPA Member Name]” on the face of all transactional and warranty documentation.

F. TRADE-INS

8.15 Where Appropriate, the value in US Dollars, of Trade-ins will be negotiated between NJPA or an NJPA Member, and an Awarded Vendor. That identified “Trade-In” value shall be credited in full against the NJPA purchase price identified in a purchase order issued pursuant to any Awarded NJPA procurement contract. The full value of the trade-in will be consideration to that purchase order.

G. OUT OF STOCK NOTIFICATION

8.16 Vendor shall immediately notify NJPA members upon receipt of order(s) when an out-of -stock occurs. Vendor shall inform the NJPA member regarding the anticipated date of availability for the out-of- stock item(s), and may suggest equivalent substitute(s).

- The ordering organization shall have the option of accepting the suggested equivalent substitute, or canceling the item from the order.
- Under no circumstance is Proposer permitted to make unauthorized substitutions.
- Unfilled or substituted item(s) shall be indicated on the packing list.

H. TERMINATION OF CONTRACT RESULTING FROM THIS RFP

8.17 NJPA reserves the right to cancel the whole or any part of a resulting Contract due to failure by the Vendor to carry out any obligation, term or condition as described in the below procedure. Prior to any termination for cause, the NJPA will provide written notice to the Vendor, opportunity to respond and opportunity to cure according to the steps in the procedure in this Cancellation Section. Some examples of material breach are the following:

- The Vendor provides material that does not meet reasonable quality standards and is not remedied under the warranty;
- The Vendor fails to ship the products or provide the services within a reasonable amount of time;
- NJPA has reason to believe the Vendor will not or cannot perform to the requirements of the Contract and issues a request for assurance as described herein and Vendor fails to respond;
- The Vendor fails to observe any of the material terms and conditions of the Contract; and/or,
- The Vendor fails to follow the established procedure for purchase orders, invoices and/or receipt of funds as established by the NJPA and the Vendor in the Contract.
- The Vendor fails to report quarterly sales volume;
- The Vendor fails to actively market this Contract within the guidelines provided in this RFP and the expectations of NJPA.

8.18 Each party shall follow the below procedure if the Contract is to be terminated for violations or

non-performance issues:

Step 1: Issue a warning letter outlining the violations and/or non-performance and state the length of time (10 days) to provide a response and correct the problem(s) if reasonably possible in such time frame.

Step 2: Issue a letter of intent to cancel Contract, if the problem(s) is not resolved within fifty (50) days.

Step 3: Issue letter to cancel Contract for cause.

8.19 Upon receipt of the written notice of concern, the Vendor shall have ten (10) business days to provide a satisfactory response to the NJPA. Failure on the part of the Vendor to reasonably address all issues of concern may result in Contract cancellation pursuant to this Section.

8.20 Any termination shall have no effect on purchases that are in progress at the time the cancellation is received by the NJPA. The NJPA reserves the right to cancel the Contract immediately for convenience, without penalty or recourse, in the event the Vendor is not responsive concerning the remedy, the performance, or the violation issue within the time frame, completely or in part.

8.21 NJPA reserves the right to cancel or suspend the use of any Contract resulting from this RFP if the Vendor files for bankruptcy protection or is acquired by an independent third party. Prior to commencing services under this Contract, the Proposer/Vendor must furnish NJPA certification from insurer(s) proving level of coverage usual and customary to the specific industry. The coverage is to be maintained in full effect during the Contract period. Vendor must be willing to provide, upon request, certification of insurance to any NJPA member or member using this Contract.

8.22 Either party may execute Contract termination without cause with a required 60-day written notice of termination. Termination of Contract shall not relieve either party of financial, product or service obligations incurred or accrued prior to termination.

8.23 NJPA may cancel any Contract resulting from this solicitation without any further obligation if any NJPA employee significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the NJPA is found to be in collusion with any Proposer to this RFP for their personal gain. Such cancellation shall be effective upon written notice from the NJPA or a later date if so designated in the notice given. A terminated Contract shall not relieve either party of financial, product or service obligations due to participating member or NJPA.

8.24 Events of Automatic termination to include:

- Vendor's or NJPA's voluntary or involuntary bankruptcy or insolvency;
- Vendor's failure to remedy a material breach of a Contract resulting from this RFP within sixty (60) days of receipt of notice from NJPA specifying in reasonable detail the nature of such breach; and/or,
- Receipt of written information from any authorized agency finding activities of Vendors engaged in pursuant to a Contract resulting from this RFP to be in violation of the law.

9. GENERAL TERMS AND CONDITIONS

A. ADVERTISEMENT OF RFP

9.1 As a policy, NJPA shall advertise this solicitation 1) for two consecutive weeks in both the print and on-line editions of the MINNEAPOLIS STAR TRIBUNE, 2) it shall be placed on a national wire service by the MINNEAPOLIS STAR TRIBUNE, 3) it shall be posted on NJPA's website, 4) it shall be posted to the website of "Noticetobidders.com," and 5) it shall be posted to other third-party websites deemed appropriate by NJPA. Other third party advertisers may include Onvia and Bidsync,

B. ADVERTISING OF A CONTRACT RESULTING FROM THIS RFP

9.2 Proposer/Vendor shall not advertise or publish information concerning this Contract prior to the award being announced by the NJPA. Once the award is made, a Vendor is expected to advertise the awarded Contract to both current and potential NJPA Members.

C. APPLICABLE LAW

9.3 NJPA Compliance with Minnesota Procurement Law: Contracts awarded through NJPA are intended to meet the procurement laws of all states and NJPA will exhaust all avenues to comply with as many state laws as possible. It is the responsibility of each participating NJPA member to insure to their satisfaction that these laws are satisfied. An individual NJPA member using these contracts is deemed by their own accord to be in compliance with proposal regulations. NJPA encourages the awarded Vendor to assist NJPA and the NJPA member in this research to the benefit of all involved.

9.4 Governing Law: All applicable portions of the Minnesota Uniform Commercial Code and all other applicable Minnesota laws shall govern contracts with the National Joint Powers Alliance®. Any claims pertaining to this RFP and any resulting Contract that develop between NJPA and any other party must be brought forth only in courts in Todd County in the State of Minnesota.

9.5 Vendor Compliance with applicable law: Vendor(s) shall comply with all federal, state, or local laws applicable to or pertaining to the sale of the products/services resulting from this RFP. All such laws, whether or not herein contained, shall be included by this reference. It shall be Proposer's/Vendor's responsibility to determine the applicability and requirements of any such laws and to abide by them.

9.6 Indemnity: Each party agrees it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. NJPA's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section §3.736, and other applicable law.

9.7 Prevailing Wage: It shall be the responsibility of the Vendor to comply, when applicable, with prevailing wage legislation in effect in the jurisdiction of the purchaser (NJPA or NJPA Member). It shall be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this Contract and adjust wage rates accordingly.

9.8 Patent and Copyright infringement: If an article sold and delivered to NJPA or NJPA Members hereunder shall be protected by any applicable patent or copyright, the Vendor agrees to indemnify and save harmless NJPA and NJPA Members against any and all suits, claims, judgments, and costs instituted or recovered against it by any person whoseever on account of the use or sale of such articles by NJPA or NJPA Members in violation or right under such patent or copyright.

D. ASSIGNMENT OF CONTRACT

9.9 No right or interest in this Contract shall be assigned or transferred by the Proposer/Vendor without prior written permission by the NJPA. No delegation of any duty of the Proposer/Vendor shall be made without prior written permission of the NJPA. The NJPA shall notify the members within fifteen (15) days of receipt of written notice by the Vendor. After issuance the awarded Contract may be reassigned to a comparable Vendor at the discretion of NJPA.

9.10 If the original Vendor sells or transfers all assets or the entire portion of the assets used to perform this Contract, a successor in interest must guarantee to perform all obligations under this Contract. NJPA reserves the right to reject the acquiring person or entity as a Vendor. A simple change of name agreement will not change the contractual obligations of the Vendor.

E. PROPOSERS LIST

9.11 NJPA will not maintain or communicate to a proposers list. All interested proposers must respond to the solicitation as a result of one of the methods of proposal advertisements listed above. Because of the scope of the potential Members and national Vendors, NJPA has determined this to be the best method of fairly soliciting proposals.

F. CAPTIONS, HEADINGS, AND ILLUSTRATIONS

9.12 The captions, illustrations, headings, and subheadings in this solicitation are for convenience and ease of understanding and in no way define or limit the scope or intent of this request.

G. CONFIDENTIAL INFORMATION

9.13 If a Proposer wishes to withhold any part of its proposal from public inspection, then a statement advising the NJPA of this fact shall accompany the submission. NJPA shall review the statement to determine whether the information shall be withheld. If NJPA determines to disclose the information, the Executive Director of NJPA shall inform the Proposer, in writing, of such determination prior to award of Contract to Proposer.

H. DATA PRIVACY

9.14 Proposer agrees to abide by all applicable STATE and FEDERAL laws and regulations including HIPPA concerning the handling and disclosure of private and confidential information regarding individuals. Proposer agrees to hold NJPA harmless from its unlawful disclosure and/or use of private/confidential information.

I. ENTIRE AGREEMENT

9.15 The Contract, as defined herein, shall constitute the entire understanding between the parties to that Contract.

9.16 A Contract resulting from this RFP is formed when the NJPA Board of Directors approves and signs the applicable Acceptance and Award Form document (see Form D).

J. FORCE MAJEURE

9.17 Except for payments of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented due to force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence including, but not limited to, the following: acts of God, acts of the public enemy, war, riots, strikes, mobilization, labor disputes, civil disorders, fire, flood, snow, earthquakes, tornadoes or violent wind, tsunamis, wind shears, squalls, Chinooks, blizzards, hail storms, volcanic eruptions, meteor strikes, famine, sink holes, avalanches, lockouts, injunctions-intervention-acts, terrorist events or failures or refusals to act by government authority and/or other similar occurrences where such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with a Contract resulting from this RFP. Force majeure shall not include late deliveries of products/services caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or other similar occurrences. If either party is delayed at any time by force majeure, then the delayed party shall notify the other party of such delay within forty-eight (48) hours.

K. GRATUITIES

9.18 NJPA may cancel this Contract by written notice if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Proposer/Vendor or any agent or representative of the Proposer/Vendor, to any employee of the NJPA are deemed to be excessive with a view toward securing a contract or with respect to the performance of this Contract.

L. HAZARDOUS SUBSTANCES

9.19 Proper Material Safety Data Sheets (MSDS), in compliance with OSHA's Hazard Communication Standard, must be provided by the Vendor to NJPA or NJPA Member at the time of purchase.

M. LEGAL REMEDIES

9.20 All claims and controversies between NJPA and Vendor shall be subject to the laws of the State of Minnesota and are to be resolved in Todd County, Minnesota, the county in which NJPA is domiciled.

N. LICENSES

9.21 Proposer/Vendor shall maintain a current status on all required federal, state, and local licenses, bonds and permits required for the operation of the business conducted by the Proposer/Vendor.

9.22 All responding Proposers must be licensed (where required) and have the authority to sell and distribute offered products/services to NJPA and NJPA Members in all states. Documentation of said licenses and authorities, if applicable, is requested.

O. MATERIAL SUPPLIERS AND SUB-CONTRACTORS

9.23 The apparent successful Vendor shall be required to supply the names and addresses of sourcing suppliers and sub-contractors when requested.

9.24 Awarded Vendors under this RFP will be the sole source of responsibility for transactions originating that award. The Awarded Vendor is solely responsible for products/services and services provided by third party sourcing or service providers.

P. NON-WAIVER OF RIGHTS

9.25 No failure of either party to exercise any power given to it hereunder, nor to insistence upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under a Contract resulting from this RFP shall constitute a waiver of either party's right to demand exact compliance with the terms hereof. Failure by NJPA to take action or assert any right hereunder shall not be deemed as waiver of such right.

Q. PROTESTS OF AWARDS MADE

9.26 Protests shall be filed with the NJPA's Executive Director and shall be resolved in accordance with appropriate state statutes of Minnesota. Protests will only be accepted from Proposers. A protest must be in writing and filed with NJPA. A protest of an award or proposed award must be filed within ten (10) days after the public notice or announcement of the award. No protest shall lie for a claim that the selected Proposer is not a responsible Proposer. A protest must include:

1. The name, address and telephone number of the protester;
2. The original signature of the protester or its representative;
3. Identification of the solicitation by RFP number;
4. A detailed statement of the legal and factual grounds of protest including copies of any

relevant documents; and, the proposal form of relief sought.

R. PROVISIONS REQUIRED BY LAW

9.27 Proposer/Vendor agrees in the performance of a Contract resulting from this RFP, it has complied with or will comply with all applicable statutes, laws, regulations, and orders of the United States and any State thereof.

S. PUBLIC RECORD

9.28 All proposals submitted to this invitation shall become the property of the NJPA and will become a matter of public record and available for review subsequent to the award notification. Proposals may be viewed by appointment at the NJPA offices Monday through Friday from 8:30 a.m. to 3:30 p.m.

T. RIGHT TO ASSURANCE

9.29 Whenever one party to this Contract has reason to question the other party's intent to perform, he/she may demand a written assurance of this intent. In the event a demand is made and no written assurance is given, the demanding party may treat this failure as an anticipatory repudiation of the Contract provided, however, in order to be effective, any such demand shall be addressed to the authorized signer for the party from whom the assurance is being sought, and sent via U.S. Postal Service, certified mail, return receipt requested or national overnight delivery service with proof of delivery.

U. SUSPENSION OR DISBARMENT STATUS

9.30 If within the past five (5) years, any firm, business, person or Proposer submitting a proposal has been lawfully precluded from participating in any public procurement activity with a federal, state or local government, the Proposer must include a letter with its response setting forth the name and address of the public procurement unit, the effective date of the suspension or debarment, the duration of the suspension or debarment and the relevant circumstances relating to the suspension or debarment. Any failure to supply such a letter or to disclose pertinent information may result in the cancellation of any Contract. By signing the proposal affidavit, the Proposer certifies that no current suspension or debarment exists.

V. HUMAN RIGHTS CERTIFICATE

9.31 If Proposer is not domiciled in Minnesota and has NOT on any single working day in the past year, employed more than 40 employees in the State of Minnesota, Proposer must provide a statement to that effect.

9.32 If Proposer is not domiciled in Minnesota and has on any single working day in the past year, employed more than 40 employees in the State of Minnesota, Proposer must document their application for a Human Rights Certificate issued by the Minnesota Commissioner of Human Rights. Proposer must also document receipt by the Minnesota Commissioner of Human Rights of that application and the Proposer's affirmative action plan for the employment of minority persons, women, and qualified disabled individuals.

9.33 If Proposer is domiciled in Minnesota and has on any single working day in the past year, employed more than 40 employees in the State of Minnesota, Proposer must provide a copy of their "Certificate of Compliance" from the Commissioner of the Minnesota Department of Human Rights.

W. SEVERABILITY

9.34 In the event that any of the terms of a Contract resulting from this RFP are in conflict with any rule, law, statutory provision or are otherwise unenforceable under the laws or regulations of any government or subdivision thereof, such terms shall be deemed stricken from a Contract resulting from this RFP, but

such invalidity or unenforceability shall not invalidate any of the other terms of a Contract resulting from this RFP.

X. RELATIONSHIP OF PARTIES

9.35 No Contract resulting from this RFP shall be considered a contract of employment. The relationship between NJPA and an Awarded Contractor is one of independent contractors each free to exercise judgment and discretion with regard to the conduct of their respective businesses. The parties do not intend the proposed Contract to create, or is to be construed as creating a partnership, joint venture, master-servant, principal-agent, or any other relationship. Except as provided elsewhere in this RFP, neither party may be held liable for acts of omission or commission of the other party and neither party is authorized or has the power to obligate the other party by contract, agreement, warranty, representation or otherwise in any manner whatsoever except as may be expressly provided herein.

PROPOSER QUESTIONNAIRE

Form A

Proposer Name: _____

Questionnaire completed by: _____

Please provide an answer to all questions below and address all requests made in this RFP. Please use the Microsoft Word document version of this questionnaire to respond to the questions contained herein. Please provide your answer to each question indented below the question. Please supply any applicable supporting information and documentation you feel appropriate in addition to answers entered to the Word document. Please place your proposal response in a three-ringed binder tabbed as indicated below. Two complete copies are required. All information must be typed, organized, and easily understood by evaluators. Please limit your answer and documentation as they directly relate to this RFP.

INSIDE FRONT COVER (pocket or 3-ringed binder sleeve)

- **Original executed forms D, E, H & I.**
- **Electronic submission of proposal (CD).**
- **Certificate of Insurance**

Please insert a table of contents

Tab 1: Company Information

- 1) Provide the full legal name, address, Tax identification number, and telephone number for your business.
- 2) Provide contact information for the primary contact person from your business relating to this RFP. (Form B)
- 3) Provide a brief history of your company that includes its goals and philosophy.
- 4) Provide profiles and an organizational chart for key sales and marketing executives of your company that will oversee the implementation and operation of a Contract resulting from this RFP.
- 5) How long has your company has been in the **ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES**, industry?
- 6) Is your organization best described as a manufacturer or a distributor/dealer/re-seller for a manufacturer of the products and services being proposed?
 - a) If the Proposer is best described as a re-seller, manufacturer aggregate, or distributor, please provide evidence of your authorization as a dealer/re-seller/manufacturer aggregate for the manufacturer of the products you are proposing.
 - b) If the Proposer is best described as a manufacturer, please describe your relationship with your sales/service force and/or Dealer Network in delivering the products and services proposed. Are these people your employees, or the employees of a third party?
- 7) For public companies, provide your most recent annual report to shareholders.
- 8) For private companies, provide your most recent year-end financial statements, your bond rating, and/or a credit reference from your bank.

Tab 2: Industry-Marketplace Successes

- 9) List and document recent industry awards and recognition.
- 10) Supply three references/testimonials from customers similar to NJPA Members. Please include the customer's name, contact, and phone number.
- 11) Provide names and addresses of the top five (5) governmental or education customers and dollar volumes from the past year.
- 12) Provide documentation indicating the total dollar volume for each of your sales to government, education, and non-profit agencies for the last three (3) fiscal years.

Tab 3: Proposer's ability to sell and service nationwide.

- 13) Please describe your **sales force** in terms of numbers, geographic dispersion, and the proportion of their attention focused on the sale of the products/services contemplated in this RFP? a) Are these individuals your employees, or are they employees of a third party?
- 14) Please describe your **service force** in terms of numbers, geographic dispersion, and the proportion of their attention focused on the sale of the products/services contemplated in this RFP? a) Are these individuals your employees, or are they employees of a third party?
- 15) Describe in detail your customer service program regarding process and procedure. Please include, where appropriate, response time commitments.
- 16) Identify any geographic areas or NJPA market segments of the United States you will **NOT** be serving through the proposed contract.
- 17) Identify any of NJPA Member segments you will NOT be serving? (Government, Education, Non-profit)

Tab 4: Marketing Plan

- 18) Describe your training program for both greet-the-public and sales management levels relating to a NJPA award.
- 19) Describe your general marketing program strategy to promote the proposed Contract nationally.
- 20) Describe your marketing material, and overall marketing ability, relating to promoting this type of partnership and contract opportunity. As much as possible, please send marketing materials in electronic format only to save paper.
- 21) Describe your use of technology and the internet to provide marketing and product awareness.
- 22) Describe your perception of NJPA’s role in marketing the partnership and your products/services.
- 23) Describe the unique quality of the products/services in your proposal in relationship to others available in the market.

Tab 5: Value Added Attributes

- 24) Describe any training programs available as options for members.
- 25) Describe technological advances your proposal products/services offer.
- 26) Describe your “Green” program as it relates to your company, your products, and your recycling program, including a list of all green products accompanied by the certifying agency for each.
- 27) Describe any Women or Minority Business Entity (WMBE) or Small Business Entity (SBE) accreditations of your organization directly involved in a Contract resulting from this RFP.
- 28) Identify any other unique or custom value added attributes.
- 29) Identify any service contract options included in the proposed price, or offered as a proposed option, for the products or services being offered.
- 30) Identify your ability and willingness to service Canada specifically and internationally in general.
- 31) Describe any unique distribution method employed in your proposal.

Tab 6: Payment Terms and Financing Options

- 32) Identify your payment terms. (Net 30, etc.)
- 33) Identify any applicable leasing or other financing options as defined herein.
- 34) Briefly describe your proposed order process for this proposal and contract award. (Note: order process may be modified or refined during an NJPA member’s final Contract phase process).

Tab 7: Warranty

- 35) Describe, in detail, your Warranty Program including conditions to qualify, claims procedure, and overall structure.
- 36) Do all warranties cover all material and labor?
- 37) Do warranties impose usage limit restrictions?
- 38) Do warranties cover the technicians travel time to perform warranty repairs?
- 39) Please list any other limitations or circumstances that would not be covered under your warranty.
- 40) Please list any geographic regions of the United States for which you cannot provide a certified technician to perform warranty repairs. How do NJPA Members in these regions receive warranty work?

Tab 8: Other Cooperative Procurement Contracts Held

- 41) Identify all cooperative governmental procurement contracts which are marketed in more than one state held or utilized by the Proposer.
- 42) Identify all government or state procurement contracts held or utilized by the Proposer with any State of the United States.
- 43) Identify any GSA Contracts held or utilized by the Proposer.
- 44) If you are awarded the NJPA contract, are there any market segments (e.g., higher education, county governments, etc.) or geographical markets where the NJPA contract will not be your primary contract purchasing vehicle? If so, please identify those markets and which cooperative purchasing agreement will be your primary vehicle.

Tab 9: Products/Services and Pricing

- 45) Provide a general narrative description of the products/services and services you are offering in your proposal.
- 46) Provide a general narrative description of your pricing model identifying how the model works (line item and/or percentage discount).
- 47) Propose a strategy, process, and specific method of facilitating “Sourced Goods” solution as defined herein.
- 48) Provide an overall statement of method of pricing for individual line items, catalogs and category pricing with regard to all products/services and being proposed. Provide a SKU number for each item being proposed.
- 49) Provide a “CORE LIST” of products/services (as anticipated and defined by Proposer to meet or exceed the NJPA members needs) as a separate and named spreadsheet. Include special pricing, if any, on these items.
- 50) Provide, if any, your volume rebate programs
- 51) Identify any Total Cost of Acquisition (as defined herein) cost(s) which is **NOT** included “Pricing” submitted with your proposal response. Identify to whom these items are payable and their relationship to Proposer.
- 52) As an important part of the evaluation of your offer, you must indicate the level of pricing you are offering.
 Prices offered in this proposal are:
 - _____ a. The same as typically offered to an individual municipality or school district.
 - _____ b. The same as typically offered to cooperative procurement organizations or state purchasing departments.
 - _____ c. Better than typically offered to cooperative procurement organizations or state purchasing departments.
 (Your proposal will be considered “Non-Responsive” if this question is not answered.)
- 53) Do you offer quantity or volume discounts? _____ YES _____ NO Outline guidelines and program.
- 54) Describe your shipping, exchange and return program(s) and policy(s). Also specifically identify those programs as they relate to Alaska and Hawaii.
- 55) Identify the Proposer’s proposal for an administrative fee payable to NJPA for facilitation and promotion of the Contract opportunity invited here. This fee should be calculated as a percentage of Contract sales.

Authorized Signature (Same signature as on Proposal Affidavit Signature and Acceptance Form)

Form B

PROPOSER INFORMATION

Company Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
Toll Free Number: _____ E-mail: _____
Web site: _____

VOIDS sometimes exist between management (those who respond to RFPs) and sales staff (those who contact NJPA Members) that result in communication problems. Due to this fact, provide the names of your key sales people, phone numbers, and geographic territories for which they are responsible

COMPANY PERSONNEL CONTACTS

Contract Manager:

Email: _____ Phone: _____

Name: _____ Title: _____
Email: _____ Phone: _____

Form G.

OVERALL EVALUATION AND CRITERIA

In accordance with accepted standards of competitive sealed proposal awards as set forth in the Minnesota Procurement Code, competitive sealed proposals/awards will be made to responsible Proposers whose proposals are determined in writing to be responsive and also be the most advantageous to NJPA and its NJPA Members. To qualify for the final evaluation, a Proposer must have been deemed responsive as a result of the criteria set for "Proposer Responsiveness." A proposal must have been submitted on time and materially satisfy all mandatory requirements identified in this document.

Evaluation for: _____

For the Proposed Subject **ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES.**

The evaluation criteria for this solicitation, **not** arranged in order of importance:

	Available Points	Points Awarded
Conformance to terms and conditions to include documentation	75	
Pricing	300	
Industry and Marketplace Successes	50	
Bidder's Ability to Sell and Service Contract Nationally	100	
Bidder's Marketing Plan	75	
Value Added Attributes	75	
Invoicing Payment Terms and Financing Options	25	
Warranty Coverages and Information.	100	
Selection and Variety of Products and Services Offered	200	
Total Points	1000	0
Bonus Points awarded for:		
Bidders "Green" characteristics	50	
Bidders Dissadvantaged Business Entity Characteristics	50	
Overall Evaluation Points	1100	0

Proposed

Reviewed by: _____ Its _____

_____ Its _____

**Proposal Offering
And Acceptance and Award
RFP #081910**

FORM D

**ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT
AND ACCESSORIES,**

Proposal Offering (To be completed Only by Proposer)

In compliance with the Request for proposal (RFP) for ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES, the undersigned warrants that I/we have examined this RFP and, being familiar with all of the instructions, terms and conditions, general specifications, expectations, technical specifications, service expectations and any special terms, do hereby offer and agree to furnish the defined products/services and services in compliance with all terms, conditions of this RFP, any applicable amendments of this RFP, and all Proposer's Response documentation. Proposer further understands they are the sole offeror herein and that the performance of any sub-contractors employed by the Proposer in fulfillment of this offer is the sole responsibility of the Proposer.

Company Name: _____ Date: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

Authorized Signature (ink only): _____
(Name printed or typed)

Contract Acceptance and Award (To be completed only by NJPA)

Your proposal offering is hereby accepted and awarded. As an awarded Proposer, you are now bound to provide the defined goods and services contained in your proposal offering according to all terms, conditions, and pricing set forth in this RFP, any amendments to this RFP, and the Proposer's Response. The effective date of the Contract be _____, _____ and continue for four years thereafter AND which is subject to annual renewal at the option of both parties.

National Joint Powers Alliance® (NJPA)

NJPA Authorized signature: _____
(Name printed or typed)

Title: _____ Executive Director NJPA _____

Awarded this _____ day of _____ **Contract Number # 081910**

NJPA Authorized signature: _____
(Name printed or typed)

Title: _____

Executed this _____ day of _____ **Contract Number # 081910**

PROPOSER ASSURANCE OF COMPLIANCE

Form E

Proposal Affidavit Signature Page

PROPOSER'S AFFIDAVIT

The undersigned, representing the persons, firms and corporations joining in the submission of the foregoing proposal (such persons, firms and corporations hereinafter being referred to as the "Proposer"), being duly sworn on his/her oath, states to the best of his/her belief and knowledge:

1. The undersigned certifies the Proposer is submitting their proposal under their true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, that the Proposer possesses, or will possess prior to the delivery of any goods and services, all applicable licenses necessary for such delivery, and that they are authorized to act on behalf of, and encumber the "Proposer" in this Contract, and
2. To the best of my knowledge, no Proposer or Potential Proposer, nor any person duly representing the same, has directly or indirectly entered into any agreement or arrangement with any other Proposers, Potential Proposers, any official or employee of the NJPA, or any person, firm or corporation under contract with the NJPA in an effort to influence either the offering or non-offering of certain prices, terms, and conditions relating to this RFP which tends to, or does, lessen or destroy free competition in the letting of the Contract sought for by this RFP, and
3. The Proposer or any person on his/her behalf, has not agreed, connived or colluded to produce a deceptive show of competition in the manner of the proposal or award of the referenced contract, and
4. Neither I, the Proposer, nor, any officer, director, partner, member or associate of the Proposer, nor any of its employees directly involved in obtaining contracts with the NJPA or any subdivision of the NJPA, has been convicted of false pretenses, attempted false pretenses or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985, and
5. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the proposal submittal, and
6. If awarded a contract, the Proposer will provide the products/services and/or services to qualifying members of the NJPA in accordance with the terms, conditions, scope of this RFP, Proposer offered specifications and other documents of this solicitation, and
7. The undersigned, being familiar with expectations and specifications request outlined in this RFP under consideration, hereby proposes to deliver through valid service request, Purchase Orders or forms for NJPA Members per this RFP, only new, unused and first quality products/services and services to designated NJPA Members, and
8. The Proposer has carefully checked the accuracy of all items and listed total price per item in this proposal. In addition, the Proposer accepts all general terms and conditions of this RFP, including all responsibilities of commitment and delivery of services as outlined, and
9. In submitting this proposal, it is understood that the right is reserved by the NJPA to reject any or all proposals and it is agreed by all parties that this proposal may not be withdrawn during a period of 90 days from the date proposals were opened regarding this RFP, and
10. The Proposer certifies that in performing this Contract they will comply with all applicable provisions of the federal, state, and local laws, regulations, rules, and orders, and
11. If Proposer has more than 40 employees in the state in which their principal place of business is located, Proposer

hereby certifies their compliance with federal affirmative action requirements.

Company Name: _____

Contact Person for Questions: _____ Phone: _____
(Must be individual who is responsible for filling out this Proposer's Response form)

Address: _____

City/State/Zip: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

Authorized Signature: _____

Authorized Name (typed): _____

Title: _____

Date: _____

Notarized

Subscribed and sworn to before me this _____ the day of _____, 20_____

Notary Public in and for the County of _____ State of _____

My commission expires: _____

Signature: _____

FORM H

State Of Minnesota – Affirmative Action Certification

If your response to this solicitation is or could be in excess of \$100,000, complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement, and to provide documentation of compliance if necessary. It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date and time of the proposal or proposal and to obtain Human Rights certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification **BOX A** – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to **BOX B**.

Your response will be rejected unless your business:

has a current Certificate of Compliance issued by the Minnesota Department of Human Rights (MDHR)

–or–

has submitted an affirmative action plan to the MDHR, which the Department received prior to the date and time the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- We have a current Certificate of Compliance issued by the MDHR. **Proceed to BOX C. Include a copy of your certificate with your response.**
- We do not have a current Certificate of Compliance. However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on _____ (date). [If the date is the same as the response due date, indicate the time your plan was received: _____ (time). **Proceed to BOX C.**
- We do not have a Certificate of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. **We acknowledge that our response will be rejected. Proceed to BOX C. Contact the Minnesota Department of Human Rights for assistance.** (See below for contact information.)

Please note: Certificates of Compliance must be issued by the Minnesota Department of Human Rights. Affirmative Action Plans approved by the Federal government, a county, or a municipality must still be received, reviewed, and approved by the Minnesota Department of Human Rights before a certificate can be issued.

BOX B – For those companies not described in BOX A

Check below.

- We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. **Proceed to BOX C.**

BOX C – For all companies

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.)

Name of Company: ___ Date _____

Authorized Signature: _ Telephone number: _____

Printed Name: _____ Title: _____

For assistance with this form, contact:

Minnesota Department of Human Rights, Compliance Services Section

Mail: 190 East 5th St., Suite 700 St. Paul, MN 55101

Web: www.humanrights.state.mn.us

TC Metro: (651) 296-5663

Fax: (651) 296-9042

Toll Free: 800-657-3704

TTY: (651) 296-1283

Form I

State of Minnesota — Immigration Status Certification

By order of the Governor's Executive Order 08-01, vendors and subcontractors MUST certify compliance with the Immigration Reform and Control Act of 1986 (8 U.S.C. 1101 et seq.) and certify use of the *E-Verify* system established by the Department of Homeland Security.

E-Verify program information can be found at <http://www.dhs.gov/ximgtn/programs>.

If any response to a solicitation is or could be in excess of \$50,000, vendors and subcontractors must certify compliance with items 1 and 2 below. In addition, prior to the delivery of the product or initiation of services, vendors MUST obtain this certification from all subcontractors who will participate in the performance of the contract. All subcontractor certifications must be kept on file with the contract vendor and made available to the state upon request.

1. The company shown below is in compliance with the Immigration Reform and Control Act of 1986 in relation to all employees performing work in the United States and does not knowingly employ persons in violation of the United States immigration laws. The company shown below will obtain this certification from all subcontractors who will participate in the performance of this contract and maintain subcontractor certifications for inspection by the state if such inspection is requested; and

2. By the date of the delivery of the product and/or performance of services, the company shown below will have implemented or will be in the process of implementing the *E-Verify* program for all newly hired employees in the United States who will perform work on behalf of the State of Minnesota.

I certify that the company shown below is in compliance with items 1 and 2 above and that I am authorized to sign on its behalf.

Name of Company: _____

Date: _____

Authorized Signature: _____

Telephone Number: _____

Printed Name: _____

Title: _____

If the contract vendor and/or the subcontractors are not in compliance with the Immigration Reform and Control Act, or knowingly employ persons in violation of the United States immigration laws, or have not begun or implemented the *E-Verify* program for all newly hired employees in support of the contract, the state reserves the right to determine what action it may take. This action could include, but would not be limited to cancellation of the contract, and/or suspending or debaring the contract vendor from state purchasing.

For assistance with the *E-Verify* Program

Contact the National Customer Service Center (NCSC) at **1-800-375-5283** (TTY 1-800-767-1833).

For assistance with this form, contact:

Mail: 112 Administration Bldg, 50 Sherburne Ave. St. Paul, MN 55155

E-mail: MMDHelp.Line@state.mn.us

Telephone: 651.296.2600

Persons with a hearing or speech disability may contact us by dialing 711 or 1.800.627.3529

Proposal Award Recommendation(s) for NJPA Membership Approval

The following are the recommendations of the Proposal Review Committee regarding RFP #081910 for the procurement
of

ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES

The Proposal Review Committee for this RFP consists of:

Chairman:

Member:

Member:

Member:

The findings of the Committee are as follows:

A. Proposals rejected as non-responsive and the reason for that determination:

B. Methodologies used by the committee for evaluation:

C. Proposals recommended for approval with reasons for recommendation:

It is therefore recommended by the Proposal Review Committee that a Contract be approved for the above Proposer(s).

1. _____
2. _____
3. _____
4. _____
5. _____

Pre-submission Checklist

- Have you provided an original written bid response AND one copy of that response?
 - In a three-ringed binder
 - Tabbed in at least the sections identified in Form A Proposer Questionnaire
 - Did you “Save the Trees” by submitting product marketing materials, and other excessively large files in electronic form only?
- Have you provided an electronic copy (saved on a CD or flash drive) of your **entire** proposal in the inside front pouch of your response?
 - Did you organize your electronic response in a “Nested File” format where each tabbed section, and other logical groupings of information, is in an appropriately titled file.
- Have you provided an Accord certificate of insurance in the inside front cover pouch of your response?
 - Does your certificate show coverage for:
 - Commercial General Insurance?
 - Workers Compensation Insurance?
 - Automobile Liability Insurance?
- Have you submitted original signed Forms A, C, D,E,H & I in the inside front cover pouch of your response? (and, of course, a copy in the second copy of your response)
- Have you answered the questions in Form A to the best of your ability?
- Have you sent your response package early enough to arrive prior to its due date?
 - A day early is preferable to a minute late.
- Have you identified on the exterior of your response package “COMPETITIVE BID ENCLOSED, PLEASE HOLD FOR OPENING XXXX, XX 20XX”.
- Have you bid your entire product line as it exists within the scope of this RFP?
- Have you clearly, concisely, competitively and logically priced your products and services being bid?

Addendum 072310

To that certain
RFP#081910
Issued by
The National Joint Powers Alliance®
For the procurement of

ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES

Please consider the following questions and answers to be a part of NJPA RFP#081910

1. Which tab should product specifications be placed?

Product descriptions, specifications, and pricing should be offered under tab 9.

Please note:

Technical Descriptions/Specifications. Bidder's must supply sufficient information to identify the products and services being bid AND differentiate those products and services from others. Excessive technical descriptions and specifications which, in the opinion of NJPA, unduly enlarges the bid response or provides insufficient detail may reduce evaluation points awarded on Form G.

2. Are product samples to be submitted with bid?

Please consider a sample to be equitable to a specification above. If it is necessary to provide "Sufficient" information, please include a sample. If, in the opinion of NJPA, including a sample unduly enlarges the bid response or provides insufficient detail may reduce evaluation points awarded on Form G.

3. Are bid bonds required?

No.

4. Which tab should license documentation be placed?

Tab One.

Provide a discussion of licenses and certifications both required to be held, and actually held by your organization in pursuit of the commerce contemplated by this RFP.

Provide a discussion of licenses and certifications both required to be held, and actually held by third parties and sub-contractors to your organization in pursuit of the commerce contemplated by this RFP. If not applicable, please respond with "Not Applicable."

5. Which tab should product testing/performance testing be placed?

Please consider product testing to be part of the specifications.

Greg Meinhof

7-23-10

Addendum 081210

To that certain
RFP#081910
Issued by
The National Joint Powers Alliance®
For the procurement of

ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES

Please consider the following questions and answers to be a part of NJPA RFP#081910

1. Can we exclude freight in the proposed price for “materials only” . You can reference the following items I found in the bid documents;
 - H 4.29 Total Cost of Acquisition states that the cost of delivery must be included in the proposed price.
 - O 4.50 Shipping & Shipping Program states “Any shipping cost charged to NJPA or NJPA members will be considered to be part of “proposal pricing” .
 - Explain that we cannot determine or average what the freight cost will be for orders shipping all over the country so we cannot account for this cost beforehand.

You have all had the experience of completing hundreds of bid responses to get one job. We are trying to give you the experience of responding to one solicitation to make hundreds of sales. We are talking about efficiency.

You have had the experience of working with numerous variables in each transaction. Some of your customers have a favorite installer that they want to do the work. Sometimes the installation is so specialized you insist on doing it yourself.

If we are going to accomplish the task of having our contract being usable in all of these situations, we need to invite any and all market approaches from materials only (customer supplied installation), to a complete turn-key offering (supplier supplied installation).

In addition to the potential installed-materials only market variation there may be any number of other salient parameters at play here. You are the professional in this space. You tell us what would comprise a complete bid response in this market area and would adequately fulfill our Members needs.

Consider your customer (NJPA’s Member) needs. If 99% of your sales are materials only FOB your dock and the Customer (Member) pays the freight, then bid it that way. If your competition provides that AND “turn-key” options AND five other options we didn’t think to ask for (and our Members love), your bid may be out competed. You may submit **both** a material only bid AND a turn-key bid. You may submit good-better-best quality ratings. We are looking for the greatest value available to our Member.

Total cost of acquisition: If you are submitting a “Materials Only”, FOB your dock with freight paid by the Customer/Member you are being asked to identify all other costs of acquisition NOT included in your bid. If, for example you will ship only to one of your authorized installers instead of to the Customer/Member, and that installer adds a “Last Mile of Delivery” charge, you would be responsible for disclosing this expense in your bid response. You are not responsible for disclosing the amount of that fee, you are only responsible to disclose that it exists. You could disclose it in general by stating “Products must be shipped through a local authorized dealer, additional charges from this dealer may apply.

The Warm Fuzzy Feeling: When our Member contacts us saying “Here is what your Vendor is quoting as the NJPA contract for our particular application” and we can go to our Bidder’s response and show that Member they are getting what they are supposed to be getting and for what they are supposed to be paying, they get a warm fuzzy feeling. Repeat sales to these Members are vastly easier transactions.

2. Once we are awarded a contract, can we deny or refuse any orders? For example, if we do not want to provide a bond for a particular project, can we reject the order?

You are committing to your response to our solicitation. If your response identifies “Performance Bonds” as being the Buyer/Member’s responsibility and all of your competitors identify it as being provided by the Vendor, you may be graded as not providing industry standards. If your response provides for Vendor payment of Performance Bonds while all other competitors quote it as a Buyer/Member expense, your response may receive preference points in the “Value Added” section of analysis.

3. If a particular order required us to pay local prevailing wage rates, can we add anything to our price OR must we account for this in our proposed price that we submit?

If you need to provide two iterations of pricing, one with prevailing wage and one without, please feel free to do so.

we have to be extremely cautious in knowing what price we put out there that could potentially lock in a 4 yr. period.

Read section 4 of the RFP.

Again, there are many aspects of our surfaces and those aspects create ever fluctuating costs and thus prices.

If we were to offer the ‘single bid’ as you state below – what precisely are we basing that on as far as a scope of work goes?

For instance – Attached is our general / ‘ball park’ pricing matrix for customers. As you can see it is based on specific parameters.

Could we submit this for consideration?

We will evaluate responses after the due date for such responses. We cannot review any response information until that time. You are the expert, show us that.

- 1- Does the customer sign our contract or one of yours. This is assuming we are awarded the bid from NJPA and a customer orders from this contract award. Who's contract would they sign?

Please refer to the "Subsequent Agreements" section where we suggest that Members identify on the face of their Purchas Orders "This PO is issued pursuant to NJPA Contract #081910-XXX." The answer therefore is that the Memmber issues their own contract (the PO) on which they should identify the NJPA Contract they wish to associate with.

- 2- We manufacture stuff and most municipalities have to go out for bid on those large dollar purchases, however, we also sell smaller stuff and in this event they wouldn't go out for bid. Potentially we could have a customer that wouldn't go through NRJP for some goods. How would this work?

If you want to offer it on this contract then offer it on this contract. Smaller items in aggregate can equal larger items and trigger the need for competitively bid acquisition requirements.

The RFP also indicates that we award evaluation points for bids with larger depth and breadth of product line.

- 3- Since we are a distributor we buy and resell many different commodity products. Do we need to get the manufacturers to give us a letter stating it is ok to bid these on this proposal? Is that was 1.2 on page 6 is refering to?

We are looking to verify you are an authorized dealer for goods and services in which you claim to be an authorized dealer.

- 4- If awarded the bid, does our pricing get put on your site for all to see?

Please take a look at our website. When you click on "Bidders Response" you get a message saying "Call Gregg Meierhofer." You do not get that Bidder's pricing.

- 5- Is a bid extension ever warranted?

Yes.

**Proposal Offering
And Acceptance and Award
RFP #081910**

FORM D

**ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT
AND ACCESSORIES.**

Proposal Offering (To be completed Only by Proposer)

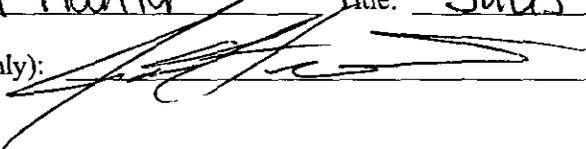
In compliance with the Request for proposal (RFP) for ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES, the undersigned warrants that I/we have examined this RFP and, being familiar with all of the instructions, terms and conditions, general specifications, expectations, technical specifications, service expectations and any special terms, do hereby offer and agree to furnish the defined products/services and services in compliance with all terms, conditions of this RFP, any applicable amendments of this RFP, and all Proposer's Response documentation. Proposer further understands they are the sole offeror herein and that the performance of any sub-contractors employed by the Proposer in fulfillment of this offer is the sole responsibility of the Proposer.

Company Name: American Ramp Company Date: 8-17-10

Company Address: 601 McKinley

City: Joplin State: MO Zip: 64801

Contact Person: John Hunter Title: Sales Manager

Authorized Signature (ink only):  John Hunter
(Name printed or typed)

Contract Acceptance and Award (To be completed only by NJPA)

Your proposal offering is hereby accepted and awarded. As an awarded Proposer, you are now bound to provide the defined goods and services contained in your proposal offering according to all terms, conditions, and pricing set forth in this RFP, any amendments to this RFP, and the Proposer's Response. The effective date of the Contract be _____, _____ and continue for four years thereafter AND which is subject to annual renewal at the option of both parties.

National Joint Powers Alliance® (NJPA)

NJPA Authorized signature:  TODD LYSSIO
(Name printed or typed)

Title: Executive Director NJPA

Awarded this 21st day of October, 2010 Contract Number # 081910-ARC

NJPA Authorized signature: _____
(Name printed or typed)

Title: Lane A Waldell, Board Clerk

Executed this 21st day of October, 2010 Contract Number # 081910

Onsite Specialty Skatepark Construction

Description	UOM	Amount	
Conceptual Design Package	Each	\$5,000.00	
Design / Construction Documents	Each	10%	
General Conditions / Mobilization	Each	12%	
Temporary Facilities	Each	10%	
Shotcrete	SF	\$ 40.00	
4" Concrete Decks (Specialty Finish)	SF	\$ 10.00	
6" Concrete Decks (Specialty Finish)	SF	\$ 12.00	
Concrete Ledges, Steps, Turn Walls	CF	\$ 80.00	
Drain Pipes (Inclusive)	LF	\$ 120.00	
Pipe Coping, Edging, Rails	LF	\$ 60.00	
Pool Coping & Tile (Skateable)	LF	\$ 100.00	
Rough Grading	SF	\$ 3.00	
Fine Grading (skatepark sculpting and contouring)	SF	\$ 4.00	

***Work performed Hardcore Skateparks**

NJAP Members to Receive a 7% discount on all equipment and service type

Added

UOM Legend

- HR Hourly
- EA Each
- SF Square Feet
- LF Lineal Feet
- CF Cubic Fee

!S.

FOR IMMEDIATE RELEASE
NJPA Contract Announcement

200 First Street NE
Staples, MN 56479

NJPA Announces National Contract Award to American Ramp Company



National Contract #081910-ARC: "Athletic and/or Recreational Related Surfaces to include, Athletic Equipment and Accessories" has been competitively bid and awarded to American Ramp Company. Their products are now available to National Joint Powers Alliance® (NJPA) contract purchasing member agencies throughout the nation.

Staples, MN – October 21, 2010 – In response to a national, competitive bid, the National Joint Powers Alliance® (NJPA) has awarded American Ramp Company a contract for "Athletic and/or Recreational Related Surfaces to Include, Athletic Equipment and Accessories". The contract was approved by the NJPA Board of Directors on October 21st and is available nationally to all NJPA member agencies.

"American Ramp Company has an outstanding reputation for providing municipal agencies across the nation with the highest quality skatepark equipment on the market." said Mike Hajek, NJPA's director of business development and marketing. "This contract is defiantly going to be a one stop shop for NJPA member agencies that are in the market for any skatepark related needs. This contract is definitely the best way for NJPA members to purchase from American Ramp Company."

The NJPA contract enables government, education and non-profit agencies a purchasing solution that satisfies most agencies' competitive bid requirements. The American Ramp Company contract broadens the depth and breadth of competitively awarded products and services available to NJPA member agencies.

About American Ramp Company:

American Ramp Company is the world's largest skatepark provider. Since 1998 ARC has built over 1000 skateparks throughout 20 different countries. As the only skatepark builder to offer every skatepark build method ARC is truly a one stop shop for any skatepark development project.

About NJPA:

The National Joint Powers Alliance® (NJPA) is a Municipal Contracting government agency established through legal statute in 1977. NJPA serves over 31,000 member agencies throughout the nation with competitively bid and awarded purchasing solutions from industry-leading vendors.

Contact: Gordy Thompson | 218-894-5489 | gordy.thompson@njpacoop.org



NJPA VENDOR CONTRACT SUMMARY – AMERICAN RAMP COMPANY

DATE October 21, 2010	RFP # 081910
AWARDED CONTRACT NUMBER 081910-ARC	NJPA RFP TITLE & CATEGORY Athletic and/or Recreational Related Surfaces to Include Athletic Equipment and Accessories
CONTRACT PERIOD October 21, 2012 through October 20, 2016	PRICING MODEL Line item pricing
DESCRIPTION Comprehensive offering of every skatepark build option and other related supplies and services.	
VENDOR NAME AND ADDRESS American Ramp Company 601 Mckinley Joplin, MO 64801	VENDOR CONTACT John Hunter 417-206-6816

NJPA CONTRACTS CONSIST OF THE FOLLOWING DOCUMENTS Section 2.4“Contract” as used herein shall mean cumulative documentation consisting of the RFP, and entire Bidder’s Response, and fully executed “Acceptance and Award”. <ul style="list-style-type: none"> • Request for Proposal (RFP) • Bid Acceptance & Award • Bidder's Response and Pricing - Available upon request from the NJPA Contract Manager 	RELATED CONTRACT DOCUMENTATION <ul style="list-style-type: none"> • Affidavit of Advertisement • Bid Opening Witness Page • Bid Evaluation • Bid Comment & Review • Board Minutes
DOCUMENTATION OF CONTRACT MAINTENANCE <ul style="list-style-type: none"> • Renewal Extension 10/21/12 • Renewal Extension 10/21/11 	ADDITIONAL INFORMATION: American Ramp Company Contract Award Announcement

NJPA INFORMATION

NJPA CONTACT Gordy Thompson	TITLE NJPA Contract Manager
PHONE 218-894-5489	EMAIL Gordy.thompson@njpacoop.org
ADDRESS 202 12th Street NE, P.O. Box 219, Staples, MN 56479	WEBSITE www.njpacoop.org

The Bidder's Response is available upon request. To obtain a copy, please contact Gordy Thompson, the Contract Manager dedicated to this contract award, at gordy.thompson@njpacoop.org or 218.894.5489.

OVERALL EVALUATION AND CRITERIA

In accordance with accepted standards of competitive sealed proposal awards as set forth in the Minnesota Procurement Code, competitive sealed proposals/awards will be made to responsible Proposers whose proposals are determined in writing to be responsive and also be the most advantageous to NJPA and its NJPA Members. To qualify for the final evaluation, a Proposer must have been deemed responsive as a result of the criteria set for "Proposer Responsiveness." A proposal must have been submitted on time and materially satisfy all mandatory requirements identified in this document.

For the Proposed Subject **ATHLETIC AND/OR RECREATIONAL RELATED SURFACES TO INCLUDE ATHLETIC EQUIPMENT AND ACCESSORIES**, The evaluation criteria for this solicitation, **not** arranged in order of importance:

	Points Available	Water Odyssey	American Ramp Company	W. H. Porter, Inc.	Fibar	No Fault	Becker	Shaw	Mondo	Ecore	Atlas
Conformance to terms and conditions to include documentation	75	70	70	70	72	70	70	65	70	65	70
Pricing	300	250	245	250	240	200	250	225	270	200	225
Industry and Marketplace Successes	50	40	43	42	40	40	43	37	37	40	40
Bidder's Ability to Sell and Service Contract Nationally	100	90	93	91	95	90	95	92	93	85	93
Bidder's Marketing Plan	75	70	70	72	71	65	70	73	73	70	70
Value Added Attributes	75	70	70	71	72	70	73	73	73	70	73
Invoicing Payment Terms and Financing Options	25	23	21	20	20	20	23	20	23	20	23
Warranty Coverages and Information.	100	85	90	87	90	80	85	85	85	85	85
Selection and Variety of Products and Services Offered	200	190	190	190	190	125	190	180	180	140	180
Total Points	1000	888	892	893	890	760	899	850	904	775	859
Bonus Points awarded for:											
Bidders "Green" characteristics	50	0	0	0	0	0	10	0	10	0	0
Bidders Dissadvantaged Business Entity Characteristics	50	0	0	0	0	10	0	0	0	0	0

Reviewed by: Keith Hansen Its Assistant to Mgr. of Finance
J.L.O. Its Coord. of bids + contracts
Greg Meierhofer Mgr of bids + contracts

SOLO^{G2}



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2924

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DRAWN BY Eric Whitaker
DATE 2/21/13

REP. AGENCY
 American Ramp Company

REP. NAME
 Alex Vestal

REP. PHONE
 417-437-9770

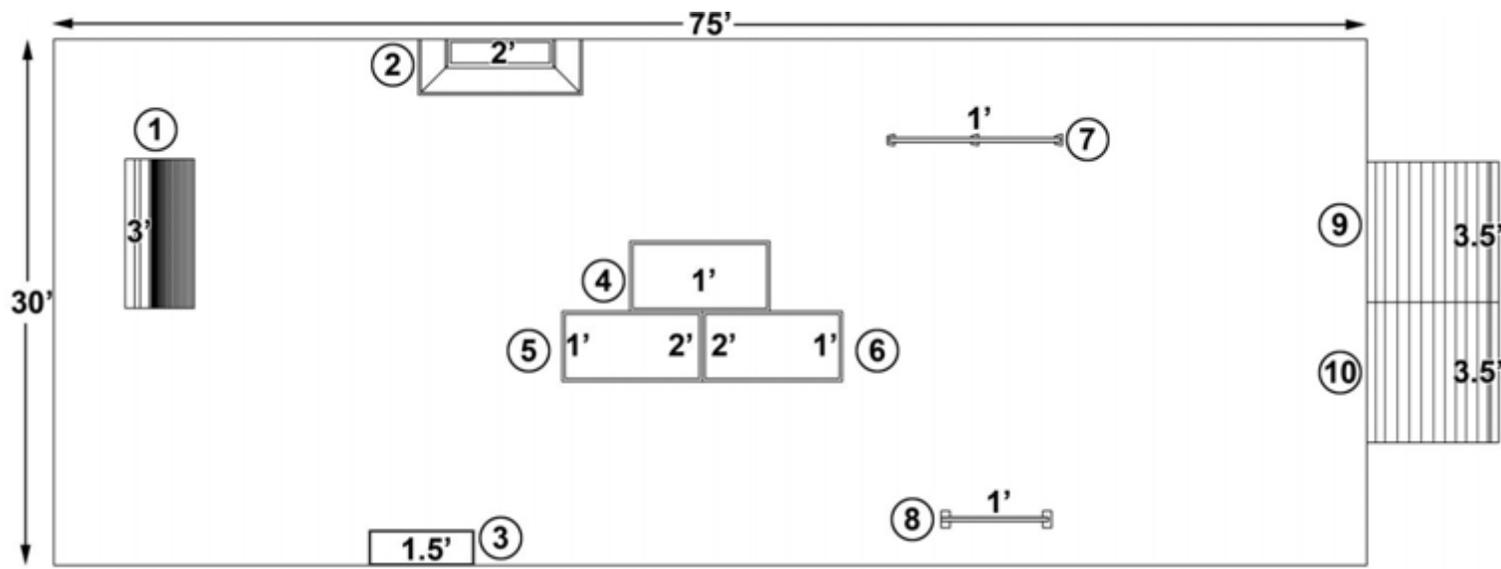
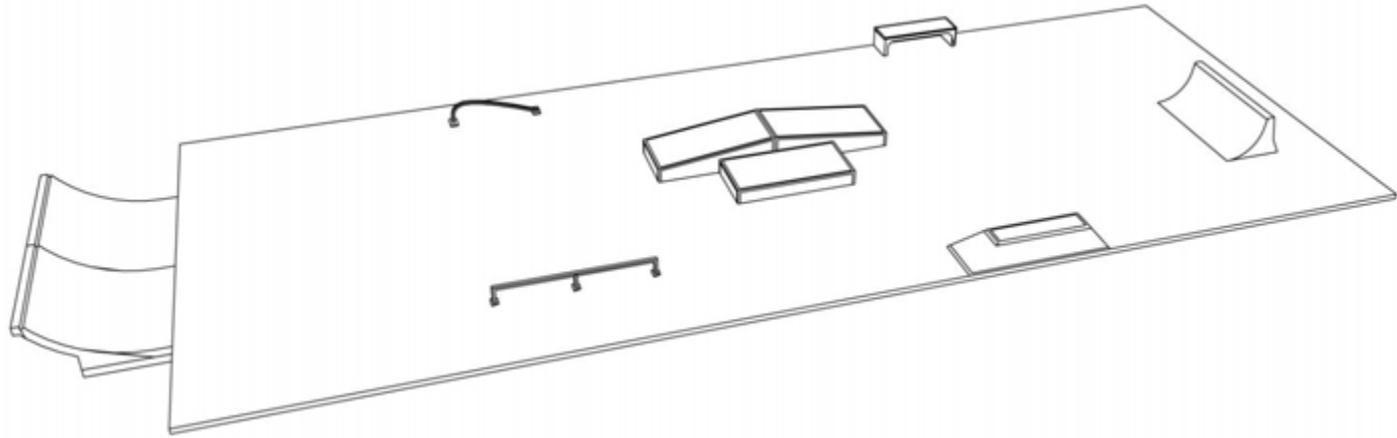


CUSTOMER APPROVAL	DATE

PARK ENCLOSED?	No
PRO SERIES	-
X SERIES	-
STEALTH SERIES	-
SOLO SERIES	✓

PROJECT NAME
 Lincolnwood Skate Park

DESIGN NO. 2924



[CLICK HERE TO VIEW DESIGN VIDEOS](#)

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Design #	Ready to Ship	FOB
2924	30-60 Days	Lincolnwood, IL

Item	Obstacle	Height	Width	Length	Price
1	Jersey Barrier (inground)	3.0'	8.5'	4.5'	
2	LA High Bank (Replica Series)	2.0'	3.2'	11.5'	
3	Skate Bench (Concrete)	1.5'	2.0'	6.0'	
4	Manual Pad	1.0'	4.0'	8.0'	
5	Manual Pad	1'-2'	4.0'	8.0'	
6	Manual Pad	1'-2'	4.0'	8.0'	
7	Grind Rail (Square)	1.0'	3"	10.0'	
8	Grind Rail (Launch Rail)	1.5'	2"	6.0'	
9	Quarter Pipe (ND)	3.0'	8.0'	6.0'	
10	Quarter Pipe (ND)	3.0'	8.0'	6.0'	

Subtotal \$27,472.25

7% NJPA Discount **-\$1,923.06**

Freight \$1,788.00

TOTAL \$27,337.19

Installation \$6,603.91

Site Work \$23,500.00

GRAND TOTAL \$57,441.10

Options and upgrades:

- Add 10% if equipment is installed in ground (Note: Footings for equipment must be poured before installation and pad must be poured after equipment is installed).
- If your project is subject to sales tax please call for revised quote.



Purchase through our competitively bid government NJPA contract.

WE LOOK FORWARD TO BUILDING YOU A GREAT SKATE PARK!

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REPLICA Series

There are a handful of famous skate spots located around the globe that are regularly featured in skate magazines and videos. From the Sants Bench in Barcelona Spain to the Hubba Hideout in San Francisco, California; most skaters will never have the opportunity to travel to a faraway destination to skate any of these legendary spots. So we have developed our Replica Series equipment which duplicates these sites exactly down to the precise angles and dimensions. It is now possible to bring these coveted skate spots to your local skatepark. Though we have not changed the dimensions of the original spots, our engineers have improved the structural durability to withstand the abuse that skateboarding causes on equipment. Our Replica Series equipment can be incorporated into master plan designs or can easily be added to existing skatepark facilities to expand the skating experience.



Jersey Barrier

**LOCATION:
ROADWAY CONSTRUCTION**

The Replica Series Jersey Barrier is a timeless element in skateboarding history possessing the perfect height and dimensions for skateboarding. Our Replica piece maintains the standard dual-slant profile on one side while adding a radius to the other. We have also added subtle steel protection to the top edges staying true to the original "feel" of the riding experience.



Request For Board Action

REFERRED TO BOARD: March 19, 2013

AGENDA ITEM NO: 4

ORIGINATING DEPARTMENT: Finance

SUBJECT: Consideration of a Recommendation from the Finance Committee to Approve a Resolution to Accept the Updated Village Financial Policies

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The Village Financial Policies document has been in place since January, 2006. Staff recommends that the financial policies be reviewed for possible updating every three to five years. In conjunction with this recommendation, staff reviewed the policy for possible updating. The Village auditors also reviewed the updated policy recommendations and concur with them.

The following is a recap of the key changes:

- 1) The document has been divided into three sections for easier referencing
- 2) The document now contains fund balance policies for all funds of the Village
- 3) All fund balances of the Village will be reviewed annually during the budget process
- 4) The Village capitalization policy on equipment has been increased from \$5,000 to \$10,000

The proposed updated financial policies were presented to the Finance Committee at their meeting on March 8, 2013. The Finance Committee unanimously approved the proposed policy updates.

FINANCIAL IMPACT:

None.

DOCUMENTS ATTACHED:

1. Proposed Resolution
2. Proposed updated Village Financial Policies

RECOMMENDED MOTION:

Move to approve a Resolution to accept the updated Village Financial Policies.

VILLAGE OF LINCOLNWOOD

RESOLUTION NO. R2013-_____

A RESOLUTION APPROVING THE VILLAGE'S UPDATED FINANCIAL POLICIES

WHEREAS, in January, 2006, the Village President and Board of Trustees adopted a policy on Financial Policies; and

WHEREAS, the Village Finance Committee and the Village Staff have reviewed, and have made findings and recommendations for specified revisions to, the 2006 Financial Policies; and

WHEREAS, the President and Board of Trustees have considered the findings and recommendations of the Finance Committee and Village Staff, and have determined that it will serve and be in the best interest of the Village and its residents to update the 2006 Financial Policies in accordance with this Resolution;

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

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF UPDATED FINANCIAL POLICIES. The Village President and Board of Trustees shall, and do hereby, adopt the updated policy Financial Policies for the Village, in the form attached to and, by this reference, made a part of this Resolution as Exhibit A ("***Updated Financial Policies***"). The Updated Financial Policies shall, and does hereby, supersede the 2006 Financial Policies.

SECTION 3. EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED this ____ day of March, 2013.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this _____ day of March, 2013.

Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
_____ day of _____, 2013

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

#11367870_v2

Exhibit A

Updated Financial Policies

VILLAGE OF LINCOLNWOOD
FINANCIAL POLICIES
ADOPTED – JANUARY 19, 2006 (Updated ???)

Introduction

Financial policies are the key elements of sound fiscal administration and responsibility. The Village Board should establish and follow financial policies when making financial decisions about the future of the Village of Lincolnwood. The policies represent a foundation to address changing circumstances and conditions, and assist in the decision-making process while maintaining the Villages solid financial condition. These policies have been formally adopted by the Village Board and cover three (3) specific categories:

- Revenues
- Expenditures
- Financial Planning

Financial policies allow the Village Board to view their current approach to financial management from an overall and long-range vantage point. The policies were developed in accordance with the Government Finance Officers Association's (GFOA) Recommended Practices for Budgeting and Fiscal Policy.

Revenues

▲ **Maintain a diversified revenue structure.** The Village shall attempt to maintain a diversified and stable revenue system to shelter it from short-term fluctuations in a single revenue source. The Village shall diversify its revenue base in order to reduce its dependence upon Real Estate Property Taxes.

The Village shall follow an aggressive policy of collecting revenues and seeking public and private grants and other outside sources of revenue to fund projects.

□ **Setting of fees and user charges.** The Village shall establish Fees and User Charges at a level related to the total cost (i.e., operating, direct, indirect and capital expenditures and debt service) of providing that service. The Village shall review all fees and charges annually in order to keep pace with the cost of providing the service. The Village and Parks & Recreation Department shall strive to maintain the real estate tax levy subsidy at \$1,000,000 to the Parks & Recreation Department. The balance of the Parks & Recreation department's operating costs shall be offset by user fees charged for services rendered. Fees shall not be set at a level that results in revenue that is used to subsidize other non parks & recreation services.

The revenue system of the Village shall strive to maintain equality in its structure. The Village shall minimize or eliminate all forms of subsidization between funds, services, utilities and customers. However, it is recognized that Public Policy decisions may lead to subsidies in certain circumstances, e.g., Senior Citizen welfare.

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□ **Limit total annual property tax levy increases to the Cook County consumer price index.** Although the Village is not restricted in its annual levy of taxes, the Village Board has a self-imposed cap on the annual increase in the property tax levy. The Village shall not increase the annual property tax levy in excess of the Cook County consumer price index increase applicable as of the prior December. This will limit the Village's dependence on a single source of revenue and prevent property owners from being overburdened by spikes in the tax rate.

□ **Use of one time revenues.** The Village will not allocate one-time revenues towards the funding of continuing operating expenses. Any one-time revenue (i.e. sale of Village property) will be used to fund a one-time capital expenditure. The Village shall avoid using temporary revenues to fund routine operating expenses.

Expenditures

□ **Maintain adequate public safety programs.** The expenditure policy of the Village provides for the level of expenditures sufficient to ensure the ongoing health, safety and welfare of the citizens and the review of services to monitor if they are being provided effectively and efficiently as possible. The Village shall fully fund its Pension Plans consistent with the actuarial valuation requirements as presented by the Illinois Department of Insurance.

□ **Procurement system polices.** The Village ~~Manager~~Administrator shall be responsible for the purchase and contract of goods and services on behalf of the Village and shall develop and implement administrative procedures in conformity with ordinances and state statutes to perform this function.

The Village shall maintain purchasing rules and regulations for internal use and shall distribute said rules to all eligible vendors at the appropriate time. The operation of the Village's purchasing system shall encourage full and open competition on all purchases and sales subject to the competitive bidding regulations, approval of the Village Board and formal quotations as written in the Municipal Code.

The Department Directors are authorized to use State contracts in lieu of issuing bids when it is to the economic advantage of the Village.

The Village shall purchase recycled or otherwise environmentally friendly products whenever possible.

Unreserved Fund Balance

~~Adopting a viable unreserved fund balance is critical to maintain or improve the Village's current bond rating and credit rating standing with agencies, to plan for contingencies and emergencies, avoid borrowing on a short-term basis and ensure a balanced budget in years of unexpected revenue decreases and/or unexpected expenditures.~~

~~Unreserved fund balance shall be maintained at 25 to 35 percent of annual general fund revenue to ensure service continuity. If the unreserved fund balance is less than 25 percent, the Village shall set aside a sufficient portion of the next year's budgeted revenue to maintain the required reserve amount.~~

~~If the unreserved fund balance is greater than 35 percent then the Village shall designate the excess amount to provide available funds for the purchase of new or replacement capital equipment.~~

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Financial Reporting Policies

~~The Village's accounting and financial reporting systems shall be maintained in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers' Association (GFOA).~~

~~An annual audit shall be performed by an independent certified public accounting firm.~~

~~The financial system shall include internal controls to monitor revenues, expenditures and program performances on an ongoing basis.~~

Financial Planning The Budget Process

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Annual budget. The budget process provides the primary mechanism by which key decisions will be made regarding the levels and types of services to be provided within the estimated available resources.

The annual budget shall be developed in accordance with the financial policies and priorities as set forth by the Village Board.

A balanced budget shall be adopted on a basis consistent with generally accepted accounting principles as promulgated by GASB. Revenues shall be recognized when measurable and available. Expenditures shall be charged against the budget when measurable, a liability has been incurred and due and payable. All budgetary policies shall conform to state regulations and generally accepted accounting principles.

The budget shall be adopted at the legal level of control of a Department within the Fund (i.e., the expenditures shall not exceed the total for any department within a fund without the Village Board approval). The Director of Finance shall have the authority to transfer within a department within the same fund from one line item to other line items. Current costs shall be financed with current revenues, including the use of authorized fund balance. The Village shall not balance current expenditures through the obligation of future year's resources.

The Finance Department shall maintain a budgetary control system to ensure adherence to the Budget and shall prepare monthly financial reports comparing actual revenues and expenditures with budgeted amounts.

The Enterprise (Water Fund) operation of the Village is to be self-supporting, i.e., current (charge for service) revenues shall cover current operating expenses, including Debt Service and Capital Expenditures and Improvements.

The Department Director ~~within the Village~~ shall integrate operating efficiency, operating effectiveness, customer satisfaction and human resource efficiency measurements into their

department's budget. Department directors shall be required to link service levels to funding levels.

The Village shall strive to avoid short-term borrowings to meet current cash flow requirements. However, the Village may enter into short-term borrowing should a critical emergency need arise.

Estimating Revenues

The Village shall estimate its budgeted revenues conservatively, using an objective and analytical approach.

Fund Balance Reserve Policy

The purpose of this policy is to establish guidelines in providing for an unrestricted reserve balance in the Village's General Fund as well as other operating and capital funds.

Adequate fund balance is necessary to provide for operational stability and to provide for needs caused by unforeseen events. Additional benefits of maintaining a strong fund balance include higher interest earnings to support the annual budget and the maintenance of the Village's bond rating. This policy provides for a minimum amount of unreserved fund balance the General Fund and other funds should maintain. All fund balances will be reviewed annually during the budget process.

General Fund

Fund balance shall be maintained at a level equal to 25-35% of the current fiscal year's revenues expenditures.

Should fund balance drop below the 25% level, notification will be given to the Village Board and a plan developed to return the balance to the minimum level within a reasonable time.

Planned drawdown of fund balance below the 25% level will be permitted for operational purposes to cover extraordinary expenditures or bridge a revenue shortfall. Reductions in fund balance are meant to be short term only and must be resolved through the implementation of a new permanent revenue source or reduction in expenditure levels.

Surplus funds above the 35% level will be designated for the purchase of new or replacement capital equipment and capital expenditures.

Debt Service Fund

At the end of each fiscal year, there shall be a minimal fund balance in the debt service fund. The annual revenues comprised of state and home rule sale taxes should equal the annual expected bond principal an interest payments.

Water and Sewer Fund

Fund balance shall be maintained at a level equal to 30% of the current fiscal year's expenditures.

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Should fund balance drop below the 30% level, notification will be given to the Village Board and a plan developed to return the balance to the minimum level within a reasonable time.

Planned drawdown of fund balance below the 30% level will be permitted for operational purposes to cover extraordinary expenditures or bridge a revenue shortfall. Reductions in fund balance are meant to be short term only and must be resolved through the implementation of a new permanent revenue source or reduction in expenditure levels.

Surplus funds above the 30% level can be used to support ongoing water and sewer capital projects or to defer or decrease future rate increases.

Police Pension Fund

The fund balance shall be adequate to fully fund the Police Pension Fund by the date required. An annual actuarial study will be performed to determine the appropriate level of funding and will be paid by the Village and the Police Pension Fund on rotating years.

All Other Funds

All other funds are used primarily for capital improvements or special revenue purposes. These balances will be reviewed annually to determine their adequacy for the expenditures scheduled.

□ Update the five-year operating forecast on an annual basis. The Village shall prepare a five year ~~attempt to maintain a diversified and stable~~ revenue projection with an annual update. This projection shall be used for the preparation of the operating budget.

A revenue handbook shall be prepared and maintained annually. This handbook shall be utilized to adjust fees and user charges. The revenue handbook shall include at least the following information: the ~~system to shelter it from short-term fluctuations in a single~~ revenue source; legal authorization; method of collection; department responsible for collection; and rate or charge history. ~~The Village shall diversify its revenue base in order to reduce its dependence upon Real Estate Property Taxes.~~

□ Financial reporting. The Village's accounting and financial reporting systems shall be maintained in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers' Association (GFOA).

An annual audit shall be performed by an independent certified public accounting firm.

The financial system shall include internal controls to monitor revenues, expenditures and program performances on an ongoing basis.

□ ~~The Village shall establish Fees and User Charges at a level related to the total cost (i.e., operating, direct, indirect and capital expenditures and debt service) of providing that service. The Village shall review all fees and charges annually in order to keep pace with the cost of providing the service. The Village and Parks & Recreation Department shall strive to maintain the real estate tax levy subsidy at \$1,000,000 to the Parks & Recreation Department. The balance of the Parks & Recreation department's operating costs shall be offset by user fees charged for~~

services rendered. Fees shall not be set at a level that results in extra revenue that is used to subsidize other non-parks & recreation services.

The revenue system of the Village shall strive to maintain equality in its structure. The Village shall minimize or eliminate all forms of subsidization between funds, services, utilities and customers. However, it is recognized that Public Policy decisions may lead to subsidies in certain circumstances, e.g., Senior Citizen welfare.

The Village shall follow an aggressive policy of collecting revenues and seeking public and private grants and other outside sources of revenue to fund projects.

The Village shall not increase the annual property tax levy in excess of the Cook County consumer price index increase applicable as of the prior December.

One-time revenues shall be used only for one-time expenditures. The Village shall avoid using temporary revenues to fund routine operating expenses.

Expenditure Policy

The expenditure policy of the Village provides for the level of expenditures sufficient to ensure the ongoing health, safety and welfare of the citizens and the review of services to monitor if they are being provided effectively and efficiently as possible. The Village shall fully fund its Pension Plans consistent with the actuarial valuation requirements as presented by the Illinois Department of Insurance.

Within the resources available each year the Village shall maintain the Capital Assets and Infrastructure at a level to protect the Village's investment, to minimize future replacement and maintenance costs and to continue appropriate service levels.

Unreserved Fund Balance

Adopting a viable unreserved fund balance is critical to maintain or improve the Village's current bond rating and credit rating standing with agencies, to plan for contingencies and emergencies, avoid borrowing on a short-term basis and ensure a balanced budget in years of unexpected revenue decreases and/or unexpected expenditures.

Unreserved fund balance shall be maintained at 25 to 35 percent of annual general fund revenue to ensure service continuity. If the unreserved fund balance is less than 25 percent, the Village shall set aside a sufficient portion of the next year's budgeted revenue to maintain the required reserve amount.

If the unreserved fund balance is greater than 35 percent then the Village shall designate the excess amount to provide available funds for the purchase of new or replacement capital equipment.

Debt Service Administration Policy

The purpose of this policy is to establish parameters and provide guidance governing the issuance, management, evaluation of and reporting on all debt obligations issued by the Village.

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The issuance of long-term debt shall be limited to capital projects, improvements or replacement equipment that cannot be financed from current resources.

When the Village utilizes long-term debt financing it shall ensure that the debt is financed soundly by: conservatively projecting the revenue sources that shall be utilized to repay the debt; every effort shall be made to limit the payback period of the debt to 80 percent of the useful life of the capital expenditure; determine that the cost benefit of the capital expenditure including interest cost shall benefit future citizens; and the amount of long-term debt financing for capital expenditures shall not exceed 90 percent of the fair market value of the cost.

The Village's annual general fund principal and interest debt service cost shall not exceed 15 percent of the amount of general fund revenue.

The Director of Finance is responsible for maintaining relationships with the rating agencies that assign ratings to the Village's various debt obligations. This effort includes providing periodic updates on the Village's general financial condition along with coordinating meetings and presentations in conjunction with a new debt issue.

The Village shall try to keep the average maturity of general obligation bonds at or below ten years.

The Village shall conduct financings on a competitive bid basis. However, negotiated financings may be used to market volatility or the use of an unusual or complex financing or security structure.

□ ~~Update the five-year Capital improvement program~~ **Capital Improvement Program (CIP) Policy**

For the capital improvement program all land and land improvements and building projects costing \$50,000 or more shall be classified as capital assets. Equipment costing ~~\$10,000~~ or more with an estimated useful life of two or more years shall be considered capital assets.

A CIP shall be developed for a period of ~~five~~ six years. As resources are available the most current year of the CIP shall be incorporated into the current year operating budget. The CIP shall be reviewed and updated annually.

~~The Village shall fund a Capital Improvement Fund which will be coordinated with the operating budget. This improvement fund shall build a reserve of \$1,000,000 for the replacement and/or construction of capital assets on a pay as you go basis. Therefore, if the balance drops below the \$1,000,000 fund balance the Village shall attempt to allocate approximately 1 percent or \$100,000, whichever is less, of the annual general fund budgeted revenue for additional and replacement capital assets.~~

The Village's municipal gasoline tax shall be deposited into the Transportation Improvement Fund to provide for the necessary repair and replacement of streets and other transportation related improvements.

□ ~~Ethic policies~~ **Procurement System Policies**

~~The Village Administrator shall be responsible for the purchase and contract of goods and services on behalf of the Village and shall develop and implement administrative procedures in conformity with ordinances and state statutes to perform this function.~~

~~The Village shall maintain purchasing rules and regulations for internal use and shall distribute said rules to all eligible vendors at the appropriate time. The operation of the Village's purchasing system shall encourage full and open competition on all purchases and sales subject to the competitive bidding regulations, approval of the Trustees and formal quotations as written in the Municipal Code.~~

~~The Department Directors are authorized to use State contracts in lieu of issuing bids when it is to the economic advantage of the Village.~~

~~The Village shall purchase recycled or otherwise environmentally friendly products whenever possible.~~

General Village Policies

~~Any employee shall be prosecuted to the extent of the law in any instance where the employee is proven to have committed an illegal act, such as theft.~~

~~The Village shall prepare a five year revenue projection with an annual update. This projection shall be used for the preparation of the operating budget.~~

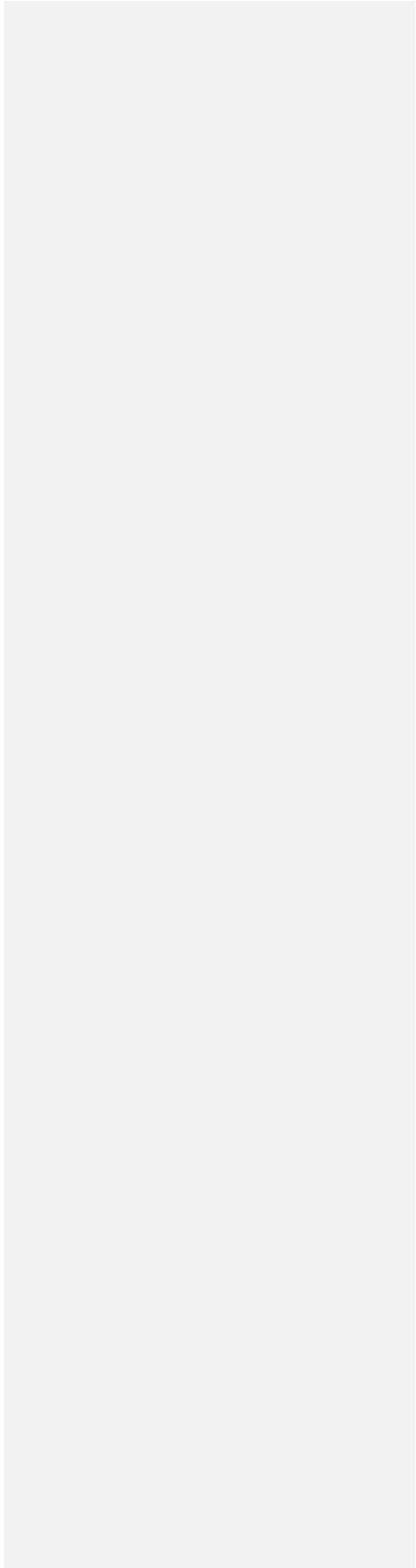
~~A revenue handbook shall be prepared and maintained annually. This handbook shall be utilized to adjust fees and user charges. The revenue handbook shall include at least the following information: the revenue source; legal authorization; method of collection; department responsible for collection; and rate or charge history.~~

Ethics

Public service is a public trust. Each Village employee has a responsibility to the citizens of the Village of Lincolnwood for honesty, loyalty and the performance of their duties under the highest ethical principles.

All employees shall strive to avoid the appearance of wrongdoing by treating all contractors and vendors impartially, by not accepting gratuities, safeguarding proprietary information and avoiding conflicts of interest.

-Any employee shall be prosecuted to the extent of the law in any instance where the employee is proven to have committed an illegal act, such as theft.



Request For Board Action

REFERRED TO BOARD: March 19, 2013

AGENDA ITEM NO: 5

ORIGINATING DEPARTMENT: Village Manager's Office

SUBJECT: Consideration of a Recommendation from the Fire and Water Committee to Adopt a Resolution Approving a Contract with Paramedic Services of Illinois for the Provision of Fire Protection and Emergency Medical Service

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Since 1990 the Village has contracted with Paramedic Services of Illinois (PSI) for the provision of fire fighting and emergency medical services. The current three-year contract between the Village and PSI expires on May 1, 2013. The Fire and Water Committee, Village staff and the Fire Chief met to discuss the provisions of a new contract.

The Village continues to receive excellent service from PSI, therefore the committee was interested in securing a new three year contract. The Fire and Water Committee and PSI is recommending the following contract price adjustments: 2% for the first year; 2% for the second year; and 2.5% for the third year. There are no new positions proposed in the contract, nor any contract language changes. The main rationale for these increases is insurance premium and general wage increases.

The current contract amount is \$2,555,202; the total contract amounts for the three year proposed contract would be: \$2,606,307 for Fiscal Year 2013-14; \$2,658,433 for 2014-15; and \$2,724,894 for 2015-16.

Because of the consistent level of quality performance offered by PSI over the previous contract period, and the proposed contract increases are reasonable in lieu of the current economic condition, the Village Manager believes the proposed contract is a fair and equitable one, and therefore recommends approval.

FINANCIAL IMPACT:

\$2,606,307 from the General Fund for the first year of the contract.

DOCUMENTS ATTACHED:

1. Proposed Resolution
2. Proposed Contract

RECOMMENDED MOTION:

Move to approve a Resolution approving the proposed three year contract between the Village and Paramedic Services of Illinois for the provision of firefighting and emergency medical services.

RESOLUTION NO. R2013-_____

A RESOLUTION APPROVING A CONTRACT WITH PARAMEDIC SERVICES OF ILLINOIS FOR THE PROVISION OF FIRE PROTECTION AND EMERGENCY MEDICAL SERVICE

WHEREAS, the Village of Lincolnwood is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, since 1990 the Village has contracted with Paramedic Services of Illinois (PSI) for the provision of firefighting and emergency medical services; and

WHEREAS, the Fire and Water Committee, Village staff and the Fire Chief met to discuss the provisions of a new contract; and

WHEREAS, the Village continues to receive excellent service from PSI, therefore the committee was interested in securing a new three-year contract.

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

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF CONTRACT. The RENEWAL CONTRACT BY AND BETWEEN THE Village and PSI shall be, and is hereby, approved in substantially the form attached to the Resolution as Exhibit A for a period of three years.

SECTION 3. EXECUTION OF CONTRACT. The Village Manager and the Village Clerk shall be, and they are hereby authorized and directed to execute and attest, on behalf of the Village, the renewal Contract upon receipt by the Village Clerk of at least one original copy of the renewal Contract executed by the Village and PSI.

SECTION 4. EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED this ____ day of _____, 20__.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this ____ day of _____, 20__.

Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
____ day of _____, 20__

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

EXHIBIT A

CONTRACT

AGREEMENT FOR FIRE PROTECTION
AND EMERGENCY MEDICAL SERVICES

1. Parties:The parties to this agreement are the VILLAGE OF LINCOLNWOOD, ILLINOIS (hereinafter referred to as the "Village"), a municipal corporation, and PARAMEDIC SERVICES OF ILLINOIS, INC., (hereinafter referred to as "PSI").

2. Understanding of the Parties: It is understood by the parties that the Village desires to provide fire protection and emergency medical service, including, but not limited to, such services as are required for fire suppression, fire prevention and a hazardous materials incident, to all persons and property within the Village and other areas as determined by the Village. It is understood by the parties that the village desires to provide these services by entering into an agreement with PSI whereby PSI will provide the personnel, leadership and professionalism necessary to provide said services. It is understood by the parties that PSI is in the business of providing personnel for fire protection and emergency medical services. It is understood that PSI will provide the personnel necessary to provide fire protection and emergency medical services and that the Village will provide the necessary equipment and quarters to equip and house the personnel. It is understood by the parties that all equipment except as otherwise set forth in this agreement is the sole property of the Village.

3. Term of the Agreement: This agreement will be effective from 8:00 a.m. on May 1, 2013, until 8:00 a.m. on May 1, 2016.

4. Early Termination: This Agreement may be terminated by either party without cause by giving written notice to the other party at least 365 days prior to the contemplated early termination date.

5. Automatic Extension: This Agreement will automatically be extended and become binding upon the parties for one year after its scheduled termination date unless the parties agree, in writing, to different terms no later than 30 days prior to the scheduled termination date. This paragraph in no way alters the provisions of Paragraph 4 above relating to early termination of this Agreement.

6. Consideration: In addition to the mutual promises made by each party, consideration for this Agreement will be in the form of money payments made by the Village to PSI which are described in Paragraph 23 of this Agreement.

7. Obligations of PSI Relating to Emergency Medical Services:

A. Personnel

(i) PSI will provide to the Village for the term of this Agreement certain emergency medical services personnel. These personnel will be certified as Emergency Medical Technicians (EMT's) as defined and regulated by the Emergency Medical Services (EMS) Systems Act, 210 ILCS50/1, et seq., as amended. The EMT's provided will

consist of EMT-B, EMT-I or EMT-P personnel, depending on the staffing requirements of the Village.

- (ii) Sufficient EMT personnel will be provided to the Village so that the Village will be qualified as an Advanced Life Support provider within the regional emergency medical services system(s) administering the geographic area of the Village and any other institution with whom the Village contracts to provide medical services. At a minimum, two (2) EMT-P (paramedic) personnel will be provided to the Village 24 hours per day, every day of the year.
- (iii) PSI will be responsible for making certain that all EMT personnel provided to the Village maintain all certificates required by the State of Illinois. Expenses of certification and recertification will be the responsibility of PSI.
- (iv) In addition to the basic certification requirements of the State of Illinois and the regional emergency medical services system, all EMT personnel provided to the Village will have additional certifications, consisting of Advanced Cardiac Life Support and/or Pre-Hospital Trauma Life Support and/or Basic Trauma Life Support. Costs of obtaining and maintaining these certifications will be the responsibility of PSI.
- (v) Proof of all certifications required by this agreement shall be provided to the Village.

B. Equipment and Supplies

- (i) PSI will be responsible for providing suitable uniforms for all of its EMS personnel.
- (ii) PSI will be responsible for repair and/or replacement of all uniform items contemplated by this paragraph.

8. Obligations of the Village Relating to Emergency Medical Services:

A. Equipment and Supplies

- (i) The Village will be responsible for providing all equipment supplies determined by the corporate authorities to be necessary for the provisions of emergency medical services by PSI personnel within the Village. The cost of this equipment will be the responsibility of the Village.
- (ii) The Village will be responsible for providing all vehicles determined by the corporate authorities to be necessary for the provision of the emergency medical services to the Village. The ambulance(s) provided by the Village shall meet the State of Illinois and Federal requirements as an Advanced Life Support vehicle. The cost of these vehicles and their maintenance will be the responsibility of the Village.

- (iii) The Village agrees to enter into an appropriate letter of commitment with the appropriate regional emergency medical services system, as required by State law.
- (iv) The Village will be responsible for all costs incurred in connection with the maintenance of the equipment described in paragraph 8.

B. Communications

- (i) The Village shall be responsible for all costs of acquisition, maintenance and/or replacement of communications equipment used in the provision of emergency medical services by PSI employees.
- (ii) The Village will supply appropriate dispatching facilities and personnel, together with appropriate base and mobile radios, and will make certain that all radio equipment provided complies with applicable State and Federal requirements.

FIRE SUPPRESSION SERVICES

9. Obligations of PSI Relating to Fire Suppression Services:

A. Personnel

- (i) PSI will supply all personnel necessary to meet its obligations to provide fire suppression services under this agreement. All fire suppression personnel supplied by PSI will be certified and qualified according to standards set forth by the Office of the State Fire Marshal.
- (ii) Fire suppression personnel supplied by PSI will maintain at least the following qualifications as stated by rank:

Commanders will be certified Fire Fighter III

Lieutenants will be certified Fire Fighter III

Fire Fighters will be certified Fire Fighter II

At least two Fire Fighters shall be certified Fire Fighter III

- (iii) Staffing by PSI will consist of 28 personnel; one chief and 27 fire fighters. There will be three shifts of 9 personnel. A shift will consist of one Battalion Chief, two lieutenants, two fire fighter paramedics assigned to fire suppression, two fire fighter paramedics (described in Paragraph 7A (ii) of this Agreement), and two fire fighter-EMT's assigned to fire suppression. Each fire fighter is scheduled to work a minimum of 109 duty days

with the remaining 13 duty days taken as paid days off. These paid days off may be taken for vacation, personal time, funeral leave or any fire related training, as approved by the Chief. In no event will staffing consist of less than eight personnel for any 24-hour period.

- (iv) The costs of obtaining and maintaining the certifications of its personnel will be the responsibility of PSI.

B. Equipment and Supplies

- (i) PSI will supply its personnel with appropriate uniforms and firefighting protective clothing, except for chemical suits, which will be supplied by the Village. All of the foregoing items, whether supplied by PSI or by the Village, will meet applicable State and Federal requirements.

10. Obligations of the Village Relating to Fire Suppression Services:

A. Equipment and Supplies

- (i) Fire Suppression Vehicles/Apparatus will be provided by the Village and will meet all applicable State and Federal specifications as determined by the corporate authorities.
- (ii) All apparatus provided by the Village will meet all applicable State and Federal specifications.
- (iii) All firefighting equipment and supplies required by State and Federal guidelines will be provided by the Village, and said equipment will meet applicable State and Federal requirements. Purchase, replacement and maintenance costs of all firefighting equipment will be the responsibility of the Village.

B. Communications and Record Keeping

- (i) The Village shall obtain and be responsible for all costs, maintenance and replacement of communications equipment used in the provisions of fire suppression, prevention and investigation services by PSI employees.
- (ii) The Village will supply appropriate dispatching facilities and personnel, together with appropriate base and mobile radios, and will make certain that all radio equipment provided complies with applicable State and Federal requirements.

(iii) The Village may enter into appropriate mutual aid agreements with surrounding municipalities and other emergency services providers, and PSI will make certain that its employees honor and abide by the terms of such agreements.

(iv) The Village will provide all report forms and other record keeping system(s) required by State and Federal regulations. PSI shall maintain such records and reports as required by law, as are customarily kept by municipal fire departments in the State of Illinois, and as requested by the Village Manager. PSI shall report to the Village Manager monthly and at such other times as requested, summarizing, among other things, types of fire and emergency response incidents, their number, losses, fire causes and the number of employees responding. PSI shall also keep the Village informed of the names and the training levels of all employees providing services to the Village under this Agreement.

FIRE PREVENTION AND INVESTIGATION

11. Obligations of PSI Relating to Fire Prevention and Investigation Services:

A. PSI will design and implement a complete fire prevention program, meeting applicable Village, State and Federal requirements. This program will include education programs for children, residents, commercial and industrial establishments, employers and employees in the Village.

B. PSI will design and implement a complete fire prevention code inspection and enforcement program, meeting with applicable Village, State and Federal requirements. This program will include fire prevention code inspections, identification of hazards, fire suppression pre-planning, construction plan analysis and recommendations.

C. PSI will design and implement a complete fire incident investigation program, meeting applicable Village, State and Federal requirements.

D. PSI will provide personnel necessary to implement these programs. These personnel shall be certified by the Office of the State Fire Marshal as Fire Prevention Officers and/or Investigators.

E. The costs of these personnel, certification costs and training costs, except as otherwise set forth in this agreement, shall be the responsibility of PSI.

12. Obligations of the Village Relating to Fire Prevention and Investigation Services:

A. The Village will be responsible for obtaining, and for all costs associated with, supplies and materials required to implement the programs referred to in Paragraph 11, as approved by the Village Manager.

B. The Village will be responsible for all costs associated with any vehicles supplied by the Village to be used in conjunction with the programs set forth in Paragraph 11.

TRAINING

13. Obligations of PSI Relating to Training:

A. PSI will design and implement complete training programs for fire suppression, prevention and investigation. These programs shall meet guidelines established by the Village and the Office of the State Fire Marshal, and will cover all aspects of fire suppression, prevention and investigation.

B. PSI will design and implement complete training programs for emergency medical services, continuing education and public education in cardiopulmonary resuscitation (CPR). These programs will meet all applicable State and Federal requirements.

C. PSI will provide training instructors to teach the training programs. Instructors for fire related programs shall be certified at the Instructor III level by the Office of the State Fire Marshal.

D. The training programs will consist of a minimum training schedule of three (3) hours each day, five (5) days per week, maintaining 20-25 hours per employee per month.

E. PSI instructors and personnel will coordinate and conduct joint training exercises on a regular basis with surrounding communities providing mutual aid to the Village.

14. Obligations of the Village Relating to Training:

A. The Village will be responsible for obtaining, and for the costs of all training material, teaching aids and reference materials used in the training programs outlined in Paragraph 13 of this agreement, as approved by the Village Manager.

B. The Village will provide suitable classrooms and other training facilities, as required, for use during the training programs described in Paragraph 13 of this agreement.

MISCELLANEOUS

15. Scheduling of Personnel: It shall be the responsibility of PSI to schedule its employees so that all services agreed to in this agreement are provided to the Village.

16. Call Back System: PSI will develop and implement an emergency call back system to be approved by the Village Manager that will provide for the call back of PSI personnel for special duties as determined by the Village Manager, should such call back be required. In the event more than two (2) PSI employees must be called back for such special duty, the Village agrees to reimburse PSI for the costs of said personnel at the then-hourly wage rate for each person called back to duty. In the event of a disaster situation, where it is necessary to call back PSI employees for fire suppression and emergency medical services duties, PSI agrees to first, where possible to do so without endangering human life and/or property, obtain approval from the Village Manager or a designee prior to recalling said personnel. The Village agrees to meet with PSI and discuss the issue of reimbursement to PSI for PSI personnel called back for a disaster.

17. Quarters: The Village will obtain and maintain suitable quarters for housing emergency vehicles and suitable living quarters for PSI personnel, along with suitable office space for the

administration of emergency services in the Village. The Village will be responsible for all costs associated with obtaining and maintaining such quarters. It will be part of the responsibility of PSI employees to supply the labor necessary for daily maintenance of the living quarters.

18. Maintenance of Equipment and Quarters: PSI employees will be responsible for performing routine maintenance work on vehicles, equipment and quarters, to the extent that they are qualified to perform said work. PSI employees will keep all vehicles, equipment and quarters in a safe and operational condition. In the event that maintenance or repairs are required, and PSI employees are not qualified to perform said maintenance of repairs, the Village will be responsible for obtaining qualified personnel to perform the repairs and maintenance. The Village will be responsible for all costs and expenses associated with all repairs and/or maintenance of emergency services equipment, vehicles and quarters. PSI employees shall be responsible for interior housekeeping and lawn, driveway and grounds cleaning and other routine maintenance.

19. Employee Benefits: PSI shall be responsible for all salary and other benefits paid to PSI employees.

20. Insurance Carried by PSI: PSI shall be responsible for providing Workers' Compensation insurance for its employees, professional liability insurance for its employees with limits of at least one Million Dollars (\$1,000,000.00), and commercial umbrella excess liability insurance with limits of at least One Million Dollars (\$1,000,000.00). During the duration of this contract, any changes made to lower any limits of insurance policies currently carried by PSI must be submitted to the Village Manager for Village Board approval. Certificates of insurance showing compliance with this paragraph shall be provided to the Village and shall name the Village as an additional insureds.

21. Insurance Carried by the Village: The Village shall be responsible for providing liability insurance covering all vehicles, equipment and buildings, and shall make certain that PSI is named as additional insured on said policies.

22. Prohibited Activities: PSI employees will not be permitted by PSI to engage in solicitation of any kind during working time. "Solicitation" includes, among other things, sales of products or raffle tickets, requests for donations or contributions, of solicitations of membership in or support for any organization or cause. PSI employees shall not distribute literature in working areas at any time, and shall not distribute literature in non-working areas during working time. Non-employees of PSI are not permitted to distribute literature regarding any matter other than a matter described in this agreement, or solicit PSI employees at any time on Village property. As used herein, the term "working time" means the period of time that a PSI employee is supposed to be performing his or her job duties, including the period of time that a PSI employee is supposed to be available to respond to an emergency call. It includes the time when either the employee soliciting or distributing literature of the employee being solicited or receiving literature is supposed to be working. No commercial activities by PSI employees are permitted while PSI employees are on duty.

23. Payment Terms: In consideration for the several promises made by PSI in this agreement, the Village agrees to pay PSI according to the following schedule:

- A. Two Hundred Seventeen Thousand One Hundred Ninety Two Dollars and Twenty Five Cents (\$217,192.25) per month for the period May, 2013, through and including April, 2014.
- B. Two Hundred Twenty One Thousand Five Hundred Thirty Six Dollars and Ten Cents (\$221,536.10) per month for the period May, 2014, through and including April, 2015.
- C. Two Hundred Twenty Seven Thousand Seventy Four Dollars and Fifty Cents (\$227,074.50) per month for the period May, 2015, through and including April, 2016.

24. Authority to Contract: The Village represents and warrants that it has the legal authority, by ordinance or otherwise, to enter into this agreement and to bind the Village to its terms. A copy of the ordinance, or a copy of the minutes from the appropriate meeting if authorization is by motion, authorizing this action by the Village shall be attached to this agreement as Exhibit 1.

25. Assignment: This Agreement shall not be assignable by either party hereto, nor shall the performance of any of the duties hereunder be delegable by any party hereto, without the written consent of all parties. This agreement shall not be assignable by operation of law.

26. Amendment and/or Modification: Neither this agreement nor any term or provision hereof, may be changed, waived, discharged, amended, modified or terminated orally, or in any manner other than by an instrument in writing signed by all the parties hereto.

27. Paragraph Headings: The paragraph and section headings are for convenience only and in no way define, limit, extend or interpret the scope of this agreement or of any particular paragraph hereof.

28. Documents: Each party to this agreement shall perform any and all acts and execute and deliver any and all documents as may be necessary and proper under the circumstances in order to accomplish the intents and purposes of this agreement to carry out its provisions.

29. Validity: If any term or provision of this agreement is, at any time during the term of this agreement, determined by a court of competent jurisdiction to be in conflict with applicable federal law, state law, federal or state administrative agency rule or regulation, or federal or state judicial decision, such term or provision shall continue in effect only to the extent permitted by such law, rule or decision; provided that such part of the agreement cannot be amended to be applied and valid under said law, rule or decision. If, at any time thereafter, such term or provision is no longer in conflict with any federal or state law, administrative rule or judicial decision, such term or provision, as originally embodied in this agreement, shall be restored in full force and effect. If any term or provision of this agreement is ultimately determined to be in conflict with any federal or state law, administrative rule or judicial decision, then the remaining provisions of this agreement will remain in full force and effect, and the agreement will be enforced and interpreted to the extent possible without said conflicting provision(s).

30. Waiver of Breach: The failure of any party hereto to insist upon strict performance of any of the covenants and agreements herein contained, or to exercise any option or right herein conferred, in any one or more instances, shall not be construed to be a waiver or relinquishment of any such option or right, or of any other covenants or agreements, but the same shall be and remain in full force and effect.

31. Notices: To be effective, any notice shall be in writing, delivered in person or mailed by certified or registered mail, postage paid, return receipt requested to the appropriate party or parties at the address set forth below, or to such other address as the parties may hereinafter designate.

ADDRESSES OF THE PARTIES:

Village Manager
Village of Lincolnwood
6900 Lincoln Avenue
Lincolnwood, Illinois 60712
Phone (847) 673-1540

Paramedic Services of Illinois, Inc.
9815 W. Lawrence Avenue
Schiller Park, Illinois 60176
Phone (847) 678-4900

32. Entire Agreement: This agreement (and any attached Exhibits) contains the entire agreement and understanding of the parties with respect to the entire subject matter hereof, and there are not representations, inducements, promises or agreements, oral or otherwise, not embodied herein. Any and all prior discussions, negotiations, commitments and understandings related thereto are merged herein. There are no conditions precedent to the effectiveness of this agreement other than as stated herein, and there are not related collateral agreements existing between the parties that are not referenced herein.

33. Third Party Beneficiaries: This agreement is in no way intended to benefit any persons other than the parties hereto, and is not entered into with the intent to benefit any other person, either directly or indirectly.

34. Law Governing: This agreement shall be governed by, construed and enforced in accordance with the laws of the State of Illinois, without giving effect to principles and provisions thereof relating to conflict or choice of laws and irrespective of the fact that any of the parties is now or may become a resident of a different state. Venue for any action under this agreement shall lie in Cook County, Illinois.

35. Contract Administration: The Village designates the Village Manager as its liaison with PSI. PSI designates its President as its liaison with the Village. The Village Manager and the President of PSI shall serve as a mutual coordinating committee to discuss and, if possible, to resolve all questions, including any disputes, which may arise hereunder. All day-to-day activities of PSI pursuant to this agreement will be supervised by the Village Manager who together with the President of PSI, will develop standard operating procedures not inconsistent with the provisions of this agreement to govern the day-to-day activities of PSI personnel under this agreement. PSI shall at all times enforce strict discipline and good order among its employees and shall not provide any personnel under this agreement whom the Village Manager or the Corporate Authorities deem undesirable or unfit. Fourteen (14) days' written notice from the Village shall be required prior to the replacement of personnel deemed undesirable or unfit by the Village.

The President of PSI, or any other person recommended by the President of PSI and approved by the Corporate Authorities of the Village, will be referred to as the Fire Chief. The Chief will be subject to the direction of the Village Manager and the Village President. Said Fire Chief will not, however, be considered to be an employee, appointed officer or official of the Village and shall not have any authority to exercise any corporate powers of the Village, except as specifically authorized by the Village on or after the date of this agreement, and shall not hold himself out or present himself to other persons in any manner

inconsistent with the description. The Fire Chief shall be responsible for the day-to-day administration and supervision of PSI's employees.

36. Indemnification: PSI agrees to protect, indemnify, defend, hold and save harmless the Village, its employees, representatives, agents, successors and assigns, from any and all claims, costs, causes, actions and expenses, including, but not limited to attorneys fees, incurred by reason of a lawsuit or claim of compensation arising in favor of any person, on account of personal injuries or death, or damages to protect occurring, growing out of, incident to, or resulting directly or indirectly from the performance by PSI pursuant to this agreement, whether such loss, damage, injury or liability is contributed to by the negligence of the Village or by the condition of any premises or equipment supplied by the Village, whether latent or patent, or from any other causes whatsoever, except that this paragraph shall not apply where the liability for damages or the costs incident thereto are caused by the intentional or willful and wanton misconduct of the Village.

37. Labor Charges - Damaged Equipment: It is understood by PSI that all labor for maintenance of equipment and facilities shall be provided by PSI to the extent that PSI personnel are qualified to do so, and any charges for said labor are included in the contract price. Additionally, PSI understands and agrees that its employees will be responsible for routine maintenance of the equipment used under this agreement. Accordingly, it will be the responsibility of PSI to notify the Village Manager of any and all repairs required. Additionally, PSI agrees that if any piece of equipment is damaged due to negligent preventative maintenance by an employee of PSI, or the result of misuse of the equipment by PSI employees, PSI will be responsible for the cost of repair or replacement. If any PSI employee intentionally damages a piece of equipment owned by the Village, PSI shall be responsible for the cost of repair or replacement. The mutual coordinating committee will develop standard operating procedures, not inconsistent with this agreement, to implement the intentions of this paragraph.

38. Delegation of Authority – PSI is not Agent: The Village agrees to authorize PSI to effectively carry out its obligations under this agreement, and to take whatever action is reasonably required to effectuate such authorization. Such authority shall include, but not be limited to, the authority to enforce the fire code, to conduct fire investigations and the authority to manage and control fire scenes. Other than the authority specifically delegated to PSI by ordinance, contract or otherwise, PSI has no authority, as agent or otherwise, to bind the Village to any legal obligation. PSI and its employees are independent contractors and are not the agents or employees of the Village.

39. Default: A default occurs through the failure of either party to cure any breach of the contract after the receipt of fifteen (15) days' written notice. A filing of bankruptcy by either party shall constitute a default.

40. Audit of Records: The Village shall, upon fourteen (14) days' written notice to PSI, be allowed to audit PSI's records relating to its activities under this agreement. PSI agrees to keep a separate set of records concerning its activities under this agreement, and these records are the records that will be supplied to the Village under this paragraph.

41. Contractor's Certification: Pursuant to Article 33E of the Illinois Criminal Code of 1961, 720 ILCS 5/33E-1 et seq. and PSI certifies that it is not barred from executing this agreement as a result of a violation of Section 33E-3 or Section 33E-4 of Article 33E of the Illinois Criminal Code of 1961.

42. Financial Statements: PSI shall provide the Village with a compiled financial statement on an annual basis for the duration of this agreement.

43. Ownership of Computer Hardware, Software and Data Files: All computer purchases and all computer programs/files used and/or developed either prior to or subsequent to this Agreement for the Village Paramedic and Fire Protection Programs are and shall be the exclusive property of the Village of Lincolnwood.

IN WITNESS WHEREOF, the parties hereby agree to be bound by all of the terms set forth in this agreement and acknowledge that each has received sufficient consideration for entering into this agreement and each party executes this agreement on this _____ day of April, 2013.

THE VILLAGE OF LINCOLNWOOD,
ILLINOIS

PARAMEDIC SERVICES OF
ILLINOIS, INC.

Gerald C. Turry, Village President

Michael C. Hansen, Vice President

Timothy C. Wiberg, Village Manager

ATTEST:

Beryl Herman, Village Clerk