CITY OF PROSPECT HEIGHTS
REGULAR MEETING AMENDED AGENDA
OF THE CITY COUNCIL
MONDAY JUNE 22, 2015 6:30 PM
CITY HALL
8 NORTH ELMHURST ROAD
PROSPECT HEIGHTS, ILLINOIS

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE – Led by City Administrator Wade

IV. INVOCATION – Led by Mayor Helmer

V. RESIDENT COMMENTS (Agenda Items)

VI. PRESENTATION – Made by Mayor Helmer to Interim City Administrator Balling for his service to the City and City Staff.

VII. STAFF AND ELECTED OFFICIALS REPORTS

- City Administrator
- Director of Finance
- Chief of Police
- Director of Building and Development
- Director of Public Works
- Assistant to the City Administrator
- City Clerk Morgan-Adams
- City Alderman Ward 1 Messer
- City Alderman Ward 2 Rosenthal
- City Alderman Ward 3 Williamson
- City Alderman Ward 4 Ludvigsen
- City Alderman Ward 5 Derwin
- City Treasurer Tibbits
- Mayor Helmer

VIII. **ADOPTION OF THE CONSENT AGENDA**

A. **Ordinance O 15- PZBA approval – 1112 N. Stratford**

B. **Ordinance 0 15- PZBA approval – 111 N Elm Street**

C. **APPROVAL OF MEETING MINUTES June 8, 2015**

IX. **APPROVAL OF EXPENDITURES**

D. **Warrants**

General Fund	$188,383.78
MFT Fund	$0.00
Palatine/Milwaukee TIF	$191,342.56
Tourism District	$353.77
Development Fund	$318.01
DEA Fund	$8,663.53
Solid Waste Fund	$312.72
SS Area #1	$300.64
SS Area #2	$309.45
SS Area #3	$312.47
SS Area #4	$306.43
SS Area #5	$80,226.16
SS Area #8 – Levee Wall #37	$0.00
SS Area-Constr #6 (Water Main)	$0.00
SS Area- Debt #6	$0.00
Road Construction	$0.00
Road Construction Debt	$622.93
Water Fund	$24,490.15
Parking Fund	$602.84
Road/Building Bond Escrow	$11,729.40

TOTAL	**$508,611.99**
6/12/15 BOND PAYMENTS	**$353,412.26**
6/12/15 PAYROLL	**$133,946.98**
6/17/15 POLICE PENSION PAYMENT	**$27,874.51**
TOTAL WARRANT	**$1,023,845.74**

X. UNFINISHED BUSINESS

E. Approval of the Salary Ordinance for FY 2015-2016 (second reading)

F. Approval of the purchase of a sewer system televising camera through NJPA pricing in the amount of $59,995 in compliance with the 2015-2016 budget

G. Approval of the five year Capital Improvement Plan for the City of Prospect Heights.

H. Staff report on use of organic liquids for deicing of City streets.

I. Report on request from Rob Roy Association for a hold harmless agreement for their work related to private sidewalk repairs.

J. Resolution R-15-_____ A Resolution approving appropriating for the construction of local matching funding for the Willow road sidewalk Project (Russett Wood Drive to Schoenbeck Road)

K. Consideration and follow up of a modified landscape contract from Moore Landscaping in amount of: $162,798 for Tourism District improvements (SECOND READING)

L. Consideration of a modified electrical contract from Hecker and Co. in the amount of: $102,908 for Tourism District improvements (SECOND READING)

XI. NEW BUSINESS

M. Approval of the revised budget for FY 2015-2016 for the Chicago Executive Airport

N. Approval of a tree removal contract with Winkler's Tree service in the amount not to exceed $15,600.00.

O. Request from the CSE Development for consideration of Ordinance supporting 7C Tax Incentive at 1414 Rand Road

XIII. RESIDENT COMMENTS (non-agenda items)

XIV. CLOSED SESSION

XV. ADJOURN

Items A/B

AGENDA
May 28, 2015

PLAN/ZONING BOARD OF APPEALS
Prospect Heights City Hall
8 North Elmhurst Road – 7 p.m.

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **APPROVAL OF MINUTES**
March 26, 2015

IV. **Case No. ZBA-15-04V**
Applicant: Scott & Jennifer Berk
Address: 1112 N. Stratford Rd. Arlington Heights, IL 60004
Requesting 7' 8" side yard variation to construct an attached two-car garage and a 10' front yard variation to construct a covered porch, on a legal, existing, non-conforming home.

Case No. ZBA-15-05V
Applicant: Fritz Hengge
Address: 111 Elm Street Prospect Heights, IL 60070
Requesting a 25' corner side yard setback variation to allow construction of a 4' high, open, aluminum, fence along the Olive St. property line.

V. **COMMUNICATIONS**

VI. **OLD BUSINESS**

VII. **NEW BUSINESS**

VIII. **ADJOURNMENT**

City of Prospect Heights
Plan/Zoning Board of Appeals
May 28, 2015

The regular meeting of the Plan/Zoning Board of Appeals was called to order at 7:00 pm by Chairman Weidman, at City Hall, 8 N. Elmhurst Road, in Prospect Heights, Illinois.

ROLL CALL:

Present: Commissioners Jones, Roscoe, Tammen, Wienold, Dash and Chairman Weidman

Absent: Commissioners Frank-Watson, by prior notice.

Present at the meeting: Director of Building & Zoning Steve Skiber and Administrative Assistant Julie Malik-Mordian.

APPROVAL OF March 26, 2015 MINUTES

Motion made by Commissioner Jones, seconded by Commissioner Tammen, to approve the meeting minutes from March 26, 2015 as presented. The motion was approved by a roll call vote.

ROLL CALL VOTE:

AYES: Commissioners Jones, Tammen, Wienold, Dash and Chairman Weidman

NAYS: None

ABSENT: Commissioners Frank-Watson

ABSTAIN: Commissioner Roscoe

Motion carried.

Case No. ZBA-15-04V

Applicant: Scott Berk

Address: 1112 Stratford Rd. Arlington Heights, IL 60004

Reason: Permission to construct an attached two-car garage, expand current family room into existing garage and enlarge covered porch.

Chairman Weidman entered the following exhibits into the record:

ZBA Exhibit 1: Application
ZBA Exhibit 2: Agenda
ZBA Exhibit 3: Legal Notice
ZBA Exhibit 4: Certificate of Publication
ZBA Exhibit 5: List of Property Owners
ZBA Exhibit 6: Plat of Survey
ZBA Exhibit 7: Notice of Property Owners
ZBA Exhibit 8: Proposed Site Plan
ZBA Exhibit 9: Staff Report
ZBA Exhibit 10: Picture ID
ZBA Exhibit 11: Hardship Letter
ZBA Exhibit 12: Letter from Commissioner Frank-Watson
ZBA Exhibit 13: Letter from Neighbors

Mr. Scott Berk didn't have the green cards and will bring them in the next day to the City Hall.

Chairman Weidman swore in Mr. Scott Berk at 1112 Stratford Rd. Arlington Heights, IL 60004

Mr. Berk stated I'm here tonight to ask for a variance on a two-car garage and a covered porch. I bought my house back in 2001 with the idea of a one-car garage will not fit my family's needs and today I'm asking for your permission to move forward on adding a second garage. I have spoken with my neighbors on several different ideas on how to take care of this need.

My neighbors from the north and south both came up with the idea of a two-car attached garage at the north end of my house. The porch is there for several reasons, one would be for the weather which my wife waits there with my kids for the school bus and the other is for ecstatic's.

Mr. Skiber stated if the Commissioners reference the site plan the house is not centered on the lot through the original construction and it does encroach into the south interior side yard setback with the one-car garage by 6 feet and it also encroaches into the required front yard by 2 feet.

So you have encroachments on an existing non-conforming home in two yards and I agree that in-order to balance the home by going to the north instead of the south and removing existing driveway and proposing the new driveway, it makes sense. We did need to ask for a variation of 7.9 feet to the north and also to request a full 10ft variation to the front yard for the covered porch due to the non-conformity and the finished porch will allow for a 30ft front yard.

Commissioner Rosoce stated that a neighbor two houses down from Mr. Berk, it looks like a very good plan and we've talked about his hardship for a while. We're trying to figure things out to make everyone else happy in the neighborhood. It's taken him a lot of time to get to this point. If you take a drive in the neighborhood you can see that the house looks unbalanced. This is really going to fit in the neighborhood; this should really balance things out with the neighbor's support and that it's a great plan.

Letter Read from Mr. Berk's Neighbor:

To Whom It May Concern:
Recently our neighbor Mr. Scott and Jennifer Berk at 1112 N. Stratford Rd had discussed potential addition of a two-car garage to their home, with the option of either an attached or detached garage in their plans. Tammy Chaplin and Jason Emely are the owners of the house. Tammy and I both approved the current plans for the attached. First the detached garage would be intrusive from the line of sight from our kitchen in the back of our home. The ideal of looking out from our kitchen at a two-car garage would not be very appealing. We very much look forward on sitting in our kitchen and on our patio and not having an obstructed view. Second the current south side of our home is a home office, the attached garage would not have any impact on our daily living. We are currently 22ft off our property line which will help with Mr. Berk in keeping up with the spirit of the law. The Berks are terrific neighbors and hope to allow to proceed with their request.

Letter from Commissioner Frank-Watson:

I support this project and believe this would be a nice addition to the neighborhood. However, I have the following concerns that should be addressed prior to approval. First is that the driveway removal and landscaping where the driveway existed and the planting of sod is inspected for completion. We have homes in Prospect Heights that a family converted there garage into living space and either left the driveway or removed the hard surface and didn't landscape which become eye sores. We need to be sure that this driveway is removed and that an appropriate attractive landscaping is done. Secondly, that the engineering indicates the new driveway and storm water runoff will not inversely interfere with the neighbors to the north.

Motion made by Commissioner Tammen, seconded by Commissioner Roscoe.

ROLL CALL VOTE:

AYES:	**Commissioners Tammen, Jones, Roscoe, Wienold, Dash and Chairman Weidman.**
NAYS:	**None**
ABSENT:	**Commissioners Frank-Watson**
ABSTAIN:	**None**

Motion carried.

Case No. 15-05V
Applicant: Fritz Hengge
Address: 111 Elm Street Prospect Heights, IL 60070
Reason: A variance from the side yard setback on a reverse corner lot, to allow placing the fence along property line on the side yard along Olive Street.

Chairman Weidman entered the following exhibits into the record:
ZBA Exhibit 1: Application
ZBA Exhibit 2: Agenda
ZBA Exhibit 3: Legal Notice
ZBA Exhibit 4: Notice to Property Owners
ZBA Exhibit 5: List of Property Owners
ZBA Exhibit 6: Certificate of Publication
ZBA Exhibit 7: Plat of Survey
ZBA Exhibit 8: Site Plan
ZBA Exhibit 9: Hardship Letter
ZBA Exhibit 10: Proof of Ownership
ZBA Exhibit 11: Staff Report

Mr. Fritz Hengge brought the green cards from the notices to Chairman Weidman.

Chairman Weidman swore in Mr. Fritz Hengge at 111 Elm Street Prospect Heights, IL 60070

Mr. Hengge stated we recently moved to Prospect Heights and bought the house in October 2014. We are looking to put up an aluminum fence around the backyard; I have two kids and a dog. We're on the corner lot and on a busy street which has a bit of traffic. It's to keep the dog out of the neighbor's yard and keep the kids safe. I'm here asking for a variance to place the fence on Olive Street on the property line.

Chairman Weidman stated when was the house built?

Mr. Hengge stated the house was built a long time ago and re-constructed with the existing foundation back in 2007.

Mr. Skiber stated yes the house was reconstructed with the existing foundation. However, it did remain as a legal existing non-conforming single family home. The setback on the north on Olive Ave side is the 17.88ft not the full 25ft corner side yard setback.

So if you look at Mr. Hengge's hardship letter it states that if we were to follow the code and place the fence 25ft setback corner side yard, they would lose a substantial amount of yard space and effectively lose the use and the full enjoyment of his yard. This is very typical of the corner side yard variation that we have seen in the past. I don't see any line of site issues regarding the variation and installation of this fence.

Letter from Commissioner Frank-Watson:

I support this project as long as there is no line of site issues.

Chairman Weidman stated is the property line close to the where you have the temporary construction fence?

Mr. Hengge stated yes it is. We had some issues with our neighbors because of our dog who is old and deaf. The fence would be on the property side of the Elm trees.

Motion made by Commissioner Jones, seconded by Commissioner Roscoe.

ROLL CALL VOTE:

AYES:	**Commissioners Tammen, Jones, Roscoe, Wienold, Dash and Chairman Weidman.**
NAYS:	**None**
ABSENT:	**Commissioners Frank-Watson**
ABSTAIN:	**None**

Motion carried.

COMMUNICATIONS

New City Administrator – Joe Wade – Start Date is 6/8/15
New Building Director – Dan Peterson – Start Date is 6/15/15

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

The May 28, 2015 Plan/Zoning Board of Appeals meeting was adjourned by unanimous voice vote, at 7:25pm with a motion made by Commissioner Tammen and seconded by Commissioner Wienold.

Respectfully Submitted,

Julie Malik-Mordian, Recording Secretary

A

To: Mayor Nicholas J. Helmer and the Prospect Heights City Council

From: Steve Skiber, Director

Date: June 18th 2015

Re: PZBA # 15-04V – 1112 N Stratford Rd. Arlington Hts. Il 60004

Issue: This petition for variations is related to the proposed construction of a 23' x 28' attached garage and a covered front porch, with a request for waiver of first reading.

Analysis: The owners, Scott and Jennifer Berk, are requesting to convert the existing, single car, attached garage, into living space, constructing a new, attached, 23' x 28' garage, on the north side of the house and propose to cover the center front porch. The existing home is legal, non-conforming, with respect to the south side yard and existing front yard and if approved the existing driveway will be removed.

Recommendation: After all testimony, including a written statement from the immediate north neighbor, the Commissioners voted 6-0 to approve both variations. Staff concurs and the applicants have respectfully requested wavier of first reading.

Thank You.

PZBA #1 Application

RECEIVED
CITY OF PROSPECT HEIGHTS
2015 APR 30 PM 3:45

FOR OFFICE USE ONLY:
FEE PAID $150.00
RECEIPT # 2206
DATE 4/30/15
RECV'D BY JM
CASE # 15-04V
MEETING DATE 5/28/15

PLAN/ZONING BOARD OF APPEALS APPLICATION

☐ Special Use ($400)
☒ Variation ($150)
☐ Text Amendment ($300)
☐ Map Amendment (Refer to Ord. 0-03-18)
☐ Subdivision/PUD (Refer to Ord. 0-03-18)
☐ Lot Consolidation (Refer to Ord. 0-03-18)

APPLICANT: Scott & Jennifer Berk

ADDRESS: 1112 N Stratford
Arlington Hts IL 60004

PHONE: Home: 847-637-3424 / 847-702-0329 Work: 847-480-5420

ADDRESS OF SUBJECT PROPERTY: 1112 N Stratford RD, AH

PROPERTY IS LOCATED IN THE R1 **ZONING DISTRICT.**

APPLICABLE SECTION OF ORDINANCE: 7.01E.2/7.01E.1

DESCRIPTION OF REQUEST: Permission to construct an attached Two-car garage, Expand current family room into existing garage and enlarge covered porch

Are there any covenants, conditions, restrictions or floodplain issues concerning type of improvements, setbacks, area or height requirements, occupancy or use limitations, etc. placed on the property and now of record: YES ____ NO X If yes, please describe:

Has the property been the subject of previous or pending administrative legislative or court action:
YES ____ NO X If yes, give details:

The following items MUST be submitted at time of filing:

1. Application (*12 copies*)
2. Plat of Survey (*12 copies*) - must be drawn to scale and indicate the location of the proposed addition or construction and must contain the legal description of the property, along with additional information to support the application (*12 copies*). (*Note*- please include one copy for file no larger than 11"x 17"*).
3. Proof of Ownership (1 copy)
4. Letter indicating Hardship (*for variations only -12 copies*)
5. Notice to Property Owners (*1 copy*)
6. List of Property Owners (*1 copy*) ***obtained from the Wheeling Township Office, 1616 N. Arlington Heights. Rd., Arlington Heights., IL 60004 - Tel: 847/259-1515 of all properties lying within 350 ft. of property line/subject's property once approved confirmation letter from the City of Prospect Heights is received.***
7. Application Fee (cash or check made payable to: City of Prospect Heights)

Date: 4/30/15

Scott Berk
Signature of Applicant

PZBA #9 Staff Report

Prospect Heights

Building/Zoning Departments

Memo

DATE: May 22th, 2015

TO: Tom Weidman, Chairman
Plan/Zoning Board Commissioners

FROM: Steve Skiber, Director of Building and Zoning

RE: **Plan/Zoning Board of Appeals Case #15-04 V**
1112 N Stratford Rd Arlington Hts Il 60004

Please be advised that this application is a request for an interior 7'9" side yard variation to construct a 23' x 28' attached garage and a 10' front yard variation to construct a covered front porch, on a non-conforming single family home. Please note that the existing structure is not centered on the lot. Further, we have had several similar petitions, in the past, regarding side yard, attached garage encroachments. Please note the comments from neighbors.

Thank you.

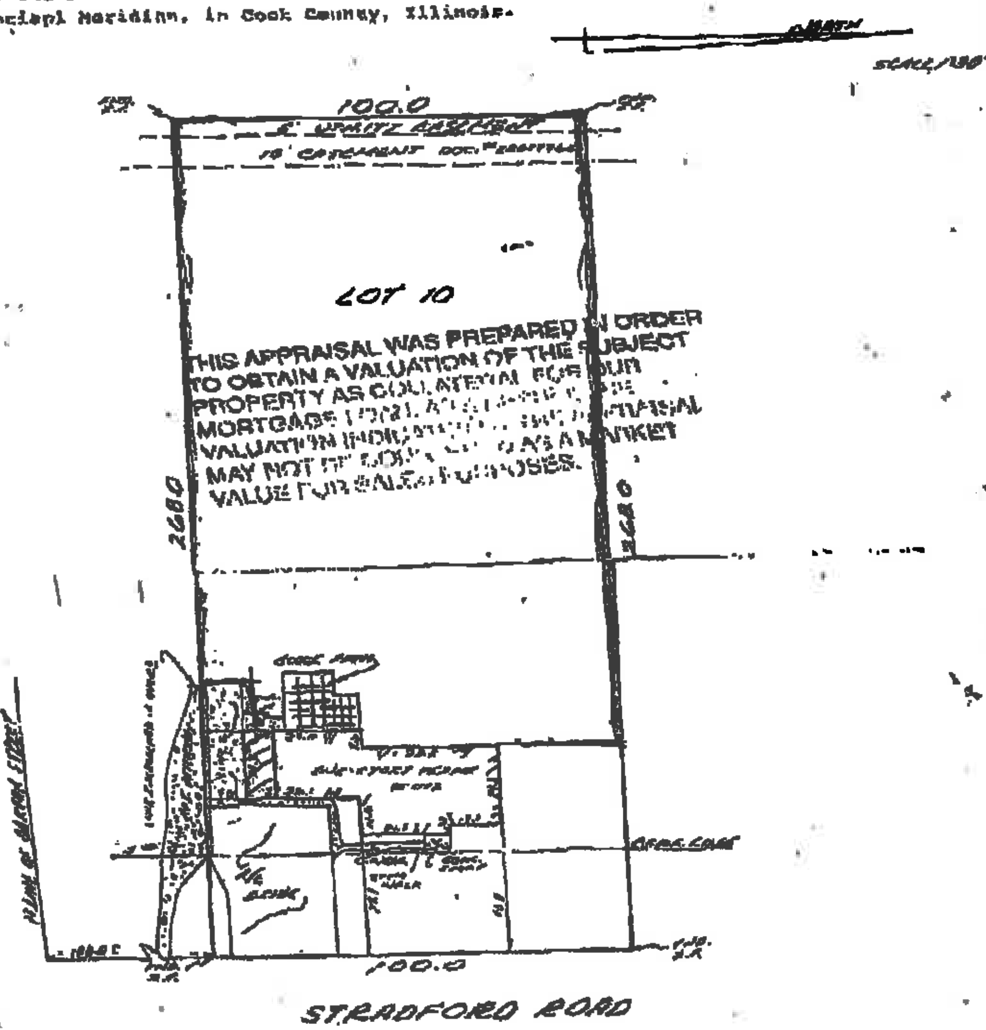
C: ZBA 2007/Memo ZBA CASE 08-12 SUB 8-26-08 Mtg.

P2BA #6 Plat of Survey

PLAT OF SURVEY

RECEIVED
CITY OF PROSPECT HEIGHTS
2007 NOV -5

LEGAL DESCRIPTION OF:
Lot 10 in Block 4 in Arlington Countryside Unit Number 2, being a Subdivision of part of the South Half of the Southwest Quarter of Section 21, Township 42 North, Range 11, East of the Third Principal Meridian, in Cook County, Illinois.



STATE OF ILLINOIS } 1980
COUNTY OF
I hereby certify that the improvements on the lot shown are within property lines and

STATE OF ILLINOIS } 1980
COUNTY OF
I hereby certify that I have surveyed the above described ...

PZBA #8, Proposed Site Plan

RESIDENCE
AD, PROSPECT HEIGHTS, ILLINOIS
NCE PROPOSAL

ASK: ASK 002
Date: 1 DEC 2014
Scale: 1" = 20'-0"
Job Number: 204-001
Drawn By: JKT

ID PROPOSED:

MAXIMUM HEIGHT = 29'-0"; PROPOSED = NOT APPLICABLE.

PLICABLE

JM FAR = 6,700SF; ACTUAL FAR = 2,620SF; PROPOSED FAR = 2,888SF

JM COVERAGE = 6,700SF; ACTUAL FAR = 2,062F; PROPOSED FAR = 2,86SF.

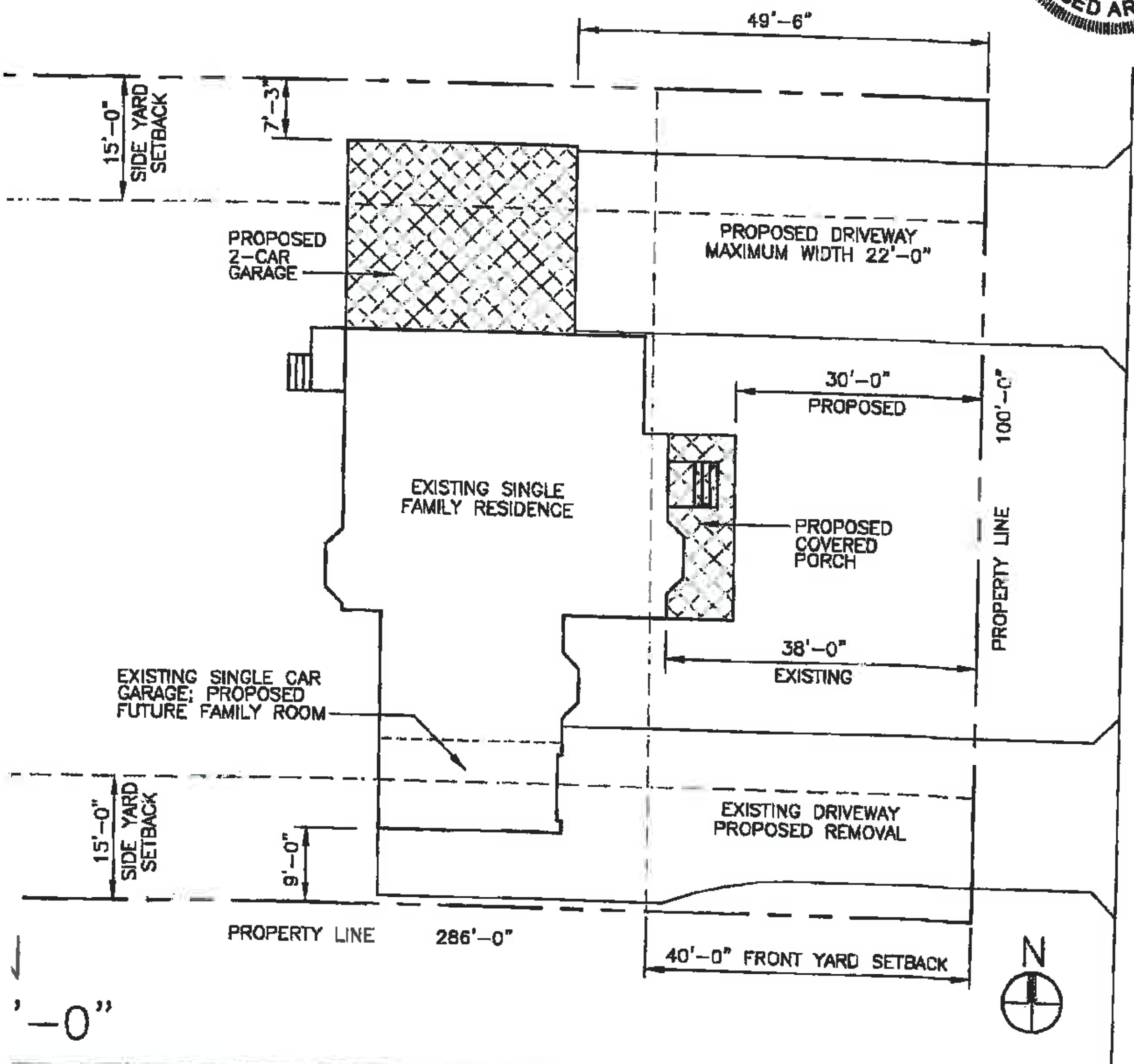
SQUARE FEET = 2,620SF; PROPOSED SQUARE FEET = 2,888SF

LOT SIZE = 26,800SF

LEGAL DESCRIPTION:

Lot 10 in Block 4 in Arlington Countryside Unit Number 2, being a subdivision of part of the South Half of the Southwest Quarter of Section 21, Township 42 North, Range11, East of the Third Principal Meridian, in Cook County, Illinois.

STATE OF ILLINOIS
JANET K TEBBENKAMP
001-014552
LICENSED ARCHITECT



'-0"

PZBA #3 Legal Notice

PUBLIC HEARING NOTICE

Notice is hereby given that the Plan/Zoning Board of Appeals of the City of Prospect Heights, Cook County, Illinois, will conduct a Public Hearing on the 28th day of May 2015, 7pm, at the Prospect Heights City Hall, 8 North Elmhurst Road, Prospect Heights, Illinois, for consideration of a variation to construct a twenty three (23) foot by twenty eight (28) foot, attached garage, encroaching 7' 9" into the required 15' interior side yard setback and a variation for construction of a covered porch, encroaching 10' into the required 40' front yard setback, on a legal, existing, non-conforming single family home, from sections 7.01 E. 2., 5-6-1 E. 2. and 7.01 E. 1., 5-6-1 E. 1., of the Zoning Ordinance, for the property legally described as follows:

LOT 10 IN BLOCK 4 IN ARLINGTON COUNTRYSIDE UNIT NUMBER 2, BEING A SUBDIVISION OF PART OF THE SOUTH HALF OF THE SOUTHWEST QUARTER OF SECTION 21, TOWNSHIP 42 NORTH, RANGE 11 EAST, OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, commonly known as 1112 North Stratford Road, Arlington Heights, Illinois, 60004.

PIN 03-21-302-024-0000

The applicants are Scott and Jennifer Berk, 1112 North Stratford Road, Arlington Heights, Illinois 60004. A copy of the application is on file at City Hall, 8 North Elmhurst Road, Prospect Heights, Illinois 60070. All persons present at the meeting will be given an opportunity to be heard.

Thomas Weldman

Chairman, Plan/Zoning Board of Appeals

PZBA #11
Hardship letter- [redacted]

Scott & Jennifer Berk

1112 N Stratford Rd• Arlington Heights, IL 60004• Phone: 847-637-3424
E-Mail: sjberk@comcast.net

Date: January 25, 2015

Letter of Hardship for Variance Request

To: City of Prospect Heights
From: Scott and Jennifer Berk
Subject: Variance for Construction

I am requesting permission to construct an attached two-car garage, expand current family room into existing one-car garage with a gas fireplace and enlarge covered porch for protection from the elements.

The construction of the new attached garage, which will be 23 feet by 28 feet, and will require a new driveway with removal of the existing driveway. The expansion of the family room into the one-car garage will use the current footprint. The new front porch is enlarged for protection from the elements and creates balance to the home.

First, the current one car garage currently does not work for my growing family. In todays homes they typically have two-car garages. This addition will not only protect my cars from the harsh weathers we have here in Illinois, but allow my home to look and feel like the existing homes in my neighborhood.

Second, The larger family room, will allow us to have the additional space needed for the extended family during our family get together.

Third, the front porch is an area that will not only balance the look of the home, but provided protection from the elements while my wife waits for my children to get off the school bus.

Fourth, My neighbors to the north, Jason Emery and Tammy Chipain, who would be most directly impacted by this request, are not opposed to my building of the attached garage. In fact they would prefer it attached vs. it detached. See attached letter.

Fifth, my neighbors to the south, Jeff and Leslie Grange, would also not be apposed to this addition because it would create separation of our existing driveways. They are under standing of the desire to have a fireplace in the family room and do not see an issue with the new placement of the fire place. See attached letter.

In summary, the proposed construction of the attached garage would be practical, and consistent with existing and new homes in our area.

Your attention to this matter is greatly appreciated.

Sincerely,

Scott Berk

Scott Berk

PZBA #13

May 1, 2015

To: City of Prospect Heights
From: Jason Emery and Tammy Chipain
Subject: Variance for Construction at 1112 N Stratford Rd, Arlington Heights IL

To Whom It May Concern:

Recently our neighbors Scott & Jennifer Berk at 1112 N Stratford Road discussed their potential addition of a two-car garage to their home. With the option of either attached or detached in there plans. Tammy and I both approve the current plans for the attached garage.

First, the detached garage would be very intruesive to our line of sight from our kitchen in the back of our home. The idea of looking out of the kitchen at a two-car garage would not be very appealing. We very much look forward to sitting in our kitchen or off our patio and having an unobstructed view.

Second, the current south side of our home is a home office and the attached garage will not impact any of our daily living. We are currently 22' off our property line, which would help Mr. Berk in keeping up with the sprit of the law. Homes in Prospect Heights will be approximately 30 feet from each other.

The Berk's are terrific neighbors and we hope they are allowed to proceed with their addition.

Sincerely,

Jason Emery
1120 N Stratford Rd
Arlington Heights IL 60004

Tammy Chipain

Prospect Heights

B

To: Mayor Nicholas J. Helmer and the Prospect Heights City Council

From: Steve Skiber, Director S.S.,

Date: June 18th 2015

Re: PZBA # 15-05V – 111N. Elm Street, Prospect Hts. Il 60070

Issue: This petition relates to a request for a 25' corner side yard variation to construct a 4 foot high, open, aluminum fence, with a request for waiver of first reading.

Analysis: The owner, Fritz Hennge, has requested a full, corner side yard variation to construct a 4 foot high, open fence. The existing, single family, corner home is legal non-conforming, due to the 17.88' corner side yard setback. A full 25' setback is warranted in this scenario.

Recommendation: After all testimony, the Commissioners voted 6-0 to support a 25' corner side yard variation to allow for 4 foot high, open, aluminum fence. Also, Mr. Hengge has respectfully requested wavier of first reading.

Thank You.

PZBA #1 Application

RECEIVED
CITY OF PROSPECT HEIGHTS
2015 MAY -5 AM 8:44

FOR OFFICE USE ONLY:
FEE PAID ✓
RECEIPT # ____
DATE 5/5/15
RECV'D BY JM
CASE # 15-05V
MEETING DATE 5-28-15

PLAN/ZONING BOARD OF APPEALS APPLICATION

☐ Special Use ($400)
☒ Variation ($150)
☐ Text Amendment ($300)

☐ Map Amendment (Refer to Ord. 0-03-18)
☐ Subdivision/PUD (Refer to Ord. 0-03-18)
☐ Lot Consolidation (Refer to Ord. 0-03-18)

APPLICANT: Fritz Hengge

ADDRESS: 111 Elm St.
Prospect Heights, IL 60070

PHONE: Home: 776-466-0173 Work: 773-562-4863

ADDRESS OF SUBJECT PROPERTY: 111 Elm St., Prospect Heights, IL 60070

PROPERTY IS LOCATED IN THE R1 **ZONING DISTRICT.**

APPLICABLE SECTION OF ORDINANCE: 4.04H 1.f.2.

DESCRIPTION OF REQUEST: A variance from the sideyard setback on a reverse corner lot, to allow placing the fence along the property line on the sideyard along Olive Street.

Are there any covenants, conditions, restrictions or floodplain issues concerning type of improvements, setbacks, area or height requirements, occupancy or use limitations, etc. placed on the property and now of record: YES ____ NO X If yes, please describe:

Has the property been the subject of previous or pending administrative legislative or court action:
YES ____ NO X If yes, give details:

The following items MUST be submitted at time of filing:

1. Application (*12 copies*)
2. Plat of Survey (*12 copies*) - must be drawn to scale and indicate the location of the proposed addition or construction and must contain the legal description of the property, along with additional information to support the application (*12 copies*). *(Note - please include one copy for file no larger than 11"x 17").*
3. Proof of Ownership (1 copy)
4. Letter Indicating Hardship (*for variations only -12 copies*)
5. Notice to Property Owners (*1 copy*)
6. List of Property Owners (*1 copy*) ***obtained from the Wheeling Township Office, 1616 N. Arlington Heights. Rd., Arlington Heights., IL 60004 - Tel: 847/259-1515 of all properties lying within 350 ft. of property line/subject's property once approved confirmation letter from the City of Prospect Heights is received.***
7. Application Fee (cash or check made payable to: City of Prospect Heights)

Date: 5/4/15

Signature of Applicant

PZBA # 3 - Legal Notice

PUBLIC HEARING NOTICE

Notice is hereby given that the Plan/Zoning Board of Appeals of the City of Prospect Heights, Cook County, Illinois, will conduct a Public Hearing on the 28th day of May 2015, 7pm, at the Prospect Heights City Hall, 8 North Elmhurst Road, Prospect Heights, Illinois, for consideration of placing a four (4) foot high aluminum, open, fence, to encroach twenty five (25) feet into the required twenty five (25) foot corner side yard setback, on a legal existing non-conforming single family home, from sections 4.04 H. 1. f. (2) and 5-3-4 H. 1. f. (2), of the Zoning Ordinance, for the property legally described as follows:

LOT 4 IN IMONETTI'S RESUBDIVISION OF LOT 33 AND 34 OF SMITHS AND DAWSON COUNTRY CLUBS ACRES IN THE EAST HALF OF THE SOUTHWEST QUARTER OF SECTION 22, TOWNSHIP 42 NORTH, RANGE 11 EAST, OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, commonly known as 111 Elm Street, Prospect Heights, Illinois, 60070.

PIN 03-22-306-016-0000

The applicant is Fritz Hengge, 111 Elm Street, Prospect Heights, Illinois 60070. A copy of the application is on file at City Hall, 8 North Elmhurst Road, Prospect Heights, Illinois 60070. All persons present at the meeting will be given an opportunity to be heard.

Thomas Weidman

Chairman, Plan/Zoning Board of Appeals

PZBA # 11 Staff Report

Prospect Heights

Building/Zoning Departments

Memo

DATE: May 22th, 2015

TO: Tom Weidman, Chairman
Plan/Zoning Board Commissioners

FROM: Steve Skiber, Director of Building and Zoning

RE: **Plan/Zoning Board of Appeals Case #15-05 V**
111 Elm Street Prospect Hts Il 60070

Please be advised that this application is a request for 25' corner side yard variation to allow for the placement of a 4' high, open, aluminum fence. The existing structure is legal non-conforming due to the encroachment into the required 25' corner side yard setback. Compliance with placing the fence 25' from the side lot line would deprive the owners of the full use and enjoyment of their yard. As you know, we have had many similar, corner side yard fence requests in the past.

Thank you.

P2BA #7 Plat of Survey

PLAT OF SURVEY

NORTH

Residential
Commercial
ALTA

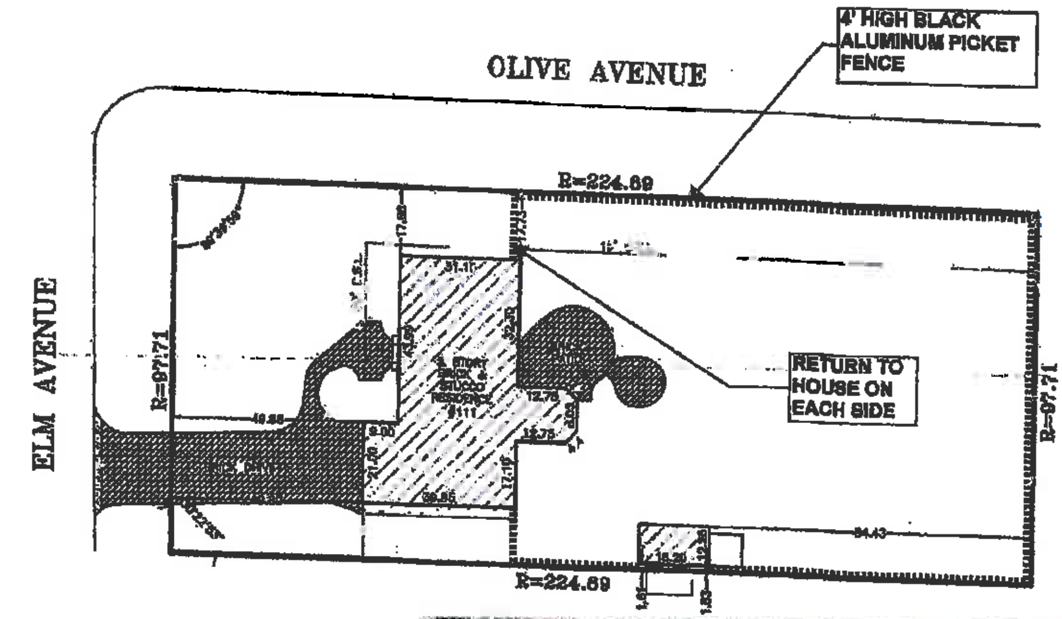
Studnicka and Associates, Ltd.

Topographical
Condominium
Site Plans

Tel. 815 485-0445
Fax 815 485-0528

17901 Haas Road
Mokena, Illinois 60448

LOT 4 IN IMONETT'S RESUBDIVISION OF LOTS 33 AND 34 OF SMITHS AND DAWSON COUNTY COUNTRY CLUB ACRES IN THE EAST 1/2 OF THE SOUTHWEST 1/4 OF SECTION 22, TOWNSHIP 42 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS,



Scale: 1" = 30 feet
Distances are marked in feet and decimals.
Ordered by: Loza Law Offices
Order No.: 14-9-166
Compare all points before building by same and at once report any difference.
For building lines, restrictions, or easements not shown hereon, refer to abstract, deed or ordinance.
Field work completed: 09/24/14
Drawn by: J.G.S.
Proofed by: T.S.
Design Firm Registration # 184-002791

STATE OF ILLINOIS } ss
COUNTY OF WILL }

Studnicka and Associates, Ltd., an Illinois Land Surveying Corporation does hereby certify that this professional service conforms to the current Illinois standards for boundary survey.

Mokena, IL. September 25, A.D. 2014

by ____________

License No. 3304 Expires 11/30/14

PZBA #4 Hardship letter

5/4/2015

Fritz T Hengge
111 Elm Street
Prospect Heights, IL 60070

Prospect Heights Plan/Zoning Board of Appeals
Prospect Heights, IL

Re: Letter indicating hardship in support for a 25 ft. corner side yard variation for a fence.

Honorable Members of the Plan/Zoning Board of Appeals,

My wife and I own a home at the corner of Elm Street and Olive Street in Prospect Heights and we would like to place a fence around the perimeter of our backyard for safety and security of our two daughters and our dog. In order to maximize the use and enjoyment of our yard we would like to request a variation from the ordinance stipulating a 25 ft. corner side yard setback.

Compliance with the 25 feet corner side yard setback requirement would cause undue hardship, since it would prevent us from full enjoyment and use of our backyard.

We are hoping to construct a 4 feet high black aluminum picket fence along the North property line, which is along a tree lined street (Olive Street).

Thank you for your thoughtful consideration of this matter.

Respectfully

F. Hengge

Fritz T Hengge
Home Owner, 111 Elm Street

APPROVAL OF WARRANTS

D

6/23/2015 COUNCIL MEETING		
Checks		
General Fund	$ 188,383.78	
MFT Fund		
Palatine/Milwaukee TIF	191,342.56	
Tourism District	353.77	
Development Fund	318.01	
DEA Fund	8,663.53	
Solid Waste Fund	312.72	
S S Area #1	300.64	
S S Area #2	309.45	
S S Area #3	312.47	
S S Area #4	306.43	
S S Area #5	80,226.16	
S S Area #8 - Levee Wall #37	337.15	
S S Area-Constr#6(Water Main)		
S S Area-Debt#6		
Road Construction		
Road Construction Debt	622.93	
Water Fund	24,490.15	
Parking Fund	602.84	
Road/Building Bond Escrow	11,729.40	
TOTAL	$ 508,611.99	
Wire Payments		
6/12/15 BOND PAYMENTS	353,412.26	
6/12/15 PAYROLL	133,946.98	
6/17/15 POLICE PENSION PAYMENT	27,874.51	
Total Warrant	$ 1,023,845.74	

Report Criteria:
Detail report.
Invoices with totals above $0.00 included.
Paid and unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
ADVANTAGE MARKETING GRO	28062	NEWSLETTER PRINTING	06/01/2015	01-320-5221	2,484.00	.00	
Total ADVANTAGE MARKETING GROUP LTD:					2,484.00	.00	
ALL TRAFFIC SOLUTIONS	SIN006963	SPEED DISPLAY SIGNS	06/02/2015	01-365-5981	7,000.00	.00	
ALL TRAFFIC SOLUTIONS	SIN006963	SPEED DISPLAY SIGNS	06/02/2015	16-300-7022	8,343.00	.00	
Total ALL TRAFFIC SOLUTIONS:					15,343.00	.00	
ALPHA PRIME COMMUNICATIO	111907	RADIOS FOR CITY VEHICLES	06/04/2015	01-320-5100	435.00	.00	
ALPHA PRIME COMMUNICATIO	111907	RADIOS FOR CITY VEHICLES	06/04/2015	01-340-5100	435.00	.00	
Total ALPHA PRIME COMMUNICATIONS:					870.00	.00	
AMENT DESIGN	G4011.R0326-	QUINCY PARK DRAINAGE PRO	06/03/2015	25-300-5100	1,170.00	.00	
Total AMENT DESIGN:					1,170.00	.00	
APPLIED CONCEPTS INC	271717	PD EQUIP MAINT	06/11/2015	01-360-5610	419.00	.00	
Total APPLIED CONCEPTS INC:					419.00	.00	
ARAMARK UNIFORM SERVICES	05/31/2015	PW UNIFORMS	05/31/2015	01-350-5104	466.36	.00	
Total ARAMARK UNIFORM SERVICES:					466.36	.00	
ARLINGTON HEIGHTS FORD	C56495	VEH MAINT PROF FEE	06/04/2015	01-350-5020	247.84	.00	
ARLINGTON HEIGHTS FORD	C57048	VEH MAINT PROF FEE	06/08/2015	01-350-5020	169.90	.00	
Total ARLINGTON HEIGHTS FORD:					417.74	.00	
ARLINGTON POWER EQUIPME	641412	LANDSCAPE EQUIPMENT	06/09/2015	01-350-5610	109.15	.00	
ARLINGTON POWER EQUIPME	641555	LANDSCAPE EQUIPMENT	06/10/2015	01-350-5610	3.28	.00	
ARLINGTON POWER EQUIPME	641719	LANDSCAPE EQUIPMENT	06/11/2015	01-350-5610	1.62	.00	
Total ARLINGTON POWER EQUIPMENT INC:					114.05	.00	
AT&T	847255912806/	SCADA LINE	06/01/2015	51-300-5410	49.32	.00	
Total AT&T:					49.32	.00	
AT&T LONG DISTANCE	MAY USAGE	LONG DISTANCE STATEMENT	06/04/2015	01-320-5410	32.63	.00	
Total AT&T LONG DISTANCE:					32.63	.00	
BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	01-320-5101	3,577.10	.00	
BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	12-300-5101	353.01	.00	
BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	13-300-5101	353.77	.00	
BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	14-300-5101	318.01	.00	
BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	16-300-5101	320.53	.00	
BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	51-300-5101	836.22	.00	
BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	17-300-5101	312.72	.00	
BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	52-300-5101	454.99	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	41-300-5101	622.93	.00	
BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	21-300-5101	300.64	.00	
BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	22-300-5101	309.45	.00	
BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	23-300-5101	312.47	.00	
BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	24-300-5101	306.43	.00	
BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	25-300-5101	331.36	.00	
BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	51-300-5101	453.22	.00	
BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	28-300-5101	337.15	.00	
Total BAKER TILLY VIRCHOW KRAUSE LLP:					9,500.00	.00	
BARCO PRODUCTS COMPANY	051500553	PICNIC TABLE AT PW	06/12/2015	12-500-7011	847.85	.00	
Total BARCO PRODUCTS COMPANY:					847.85	.00	
BUSSE CAR WASH	1708/1741/174	PD CARWASHES	05/31/2015	01-360-5321	23.00	.00	
Total BUSSE CAR WASH:					23.00	.00	
CANYON CONTRACTING, INC.	1149	QUINCY PARK DRAINAGE PRO	06/16/2015	25-300-5100	78,724.80	.00	
Total CANYON CONTRACTING, INC.:					78,724.80	.00	
CHAPPLE DESIGN BUILD	PYMT 06	PW ADDITION	05/21/2015	12-500-7011	168,007.70	.00	
Total CHAPPLE DESIGN BUILD:					168,007.70	.00	
CHICAGO DESIGN LAB	06-08-15	NEWSLETTER - SPRING EDITIO	06/08/2015	01-320-5221	1,000.00	.00	
Total CHICAGO DESIGN LAB:					1,000.00	.00	
CHICAGOLAND PAVING	146703	PD PARKING LOT WORK	06/08/2015	01-560-7011	43,055.84	.00	
CHICAGOLAND PAVING	146703	CITY HALL PARKING LOT WOR	06/08/2015	01-520-7011	37,344.64	.00	
CHICAGOLAND PAVING	146703	CITY HALL SEEPAGE PROJECT	06/08/2015	01-520-7011	13,431.75	.00	
Total CHICAGOLAND PAVING:					93,832.23	.00	
COMCAST	06/07-07/06/15	PD SERVICE #0882	06/01/2015	01-320-5410	189.12	.00	
COMCAST	06/13-07/12/15	PW SERVICE #8066	06/06/2015	01-320-5410	147.85	.00	
COMCAST	06/16-07/15	SERVICE AT METRA STATION	06/09/2015	52-300-5410	147.85	.00	
Total COMCAST:					484.82	.00	
COMED I	5/12/15-6/11/1	11 E CAMP MCDONALD SERVIC	06/11/2015	01-320-5410	26.82	.00	
COMED I	5/13/15-6/15/1	WATER 1823083040	06/15/2015	51-300-5410	31.03	.00	
Total COMED I:					57.85	.00	
CONSTELLATION NEWENERGY	0024826246	WATER #0179716002	06/04/2015	51-300-5410	1,117.30	.00	
CONSTELLATION NEWENERGY	0024933351	STRTS #0924068002	06/07/2015	01-350-5411	147.58	.00	
Total CONSTELLATION NEWENERGY INC.:					1,264.88	.00	
CONSTRUCTION & GEOTECHNI	2936	PW ADDITION	05/15/2015	12-500-7011	913.00	.00	
Total CONSTRUCTION & GEOTECHNICAL MATERIAL TES:					913.00	.00	
CUTLER WORK WEAR INC.	68626/68745	PW SAFETY EQUIPMENT	05/22/2015	01-350-7023	179.92	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
Total CUTLER WORK WEAR INC.:					179.92	.00	
CYNTHIA LA MANTIA	6/15/15	COURT REPORTING SERVICES	06/15/2015	01-320-5122	280.00	.00	
Total CYNTHIA LA MANTIA:					280.00	.00	
FOX VALLEY FIRE & SAFETY	917322	PD FIRE ALARM INSPECTION	05/30/2015	01-350-5104	275.00	.00	
Total FOX VALLEY FIRE & SAFETY:					275.00	.00	
FRANCZEK RADELET	161652	LEGAL SERVICES	06/11/2015	01-320-5123	238.00	.00	
Total FRANCZEK RADELET:					238.00	.00	
FROMM-HUFF FARM, INC.	257	PLUGS FOR NATURAL RESOU	06/13/2015	01-390-5916	2,087.92	.00	
Total FROMM-HUFF FARM, INC.:					2,087.92	.00	
GE CAPITAL	62870351	KONICA COPIER AT CITY HALL	06/07/2015	01-320-5220	1,010.38	.00	
GE CAPITAL	62937881	KYOCERA COPIER AT PD	06/14/2015	01-320-5220	148.70	.00	
Total GE CAPITAL:					1,159.08	.00	
HEALY ASPHALT COMPANY LL	51880MB	PATCH MATERIAL	06/03/2015	01-350-5631	26.20	.00	
Total HEALY ASPHALT COMPANY LLC:					26.20	.00	
HOME DEPOT CREDIT SERVIC	05/28/2015	PW OPERATING SUPPLIES	05/28/2015	01-350-5710	870.04	.00	
Total HOME DEPOT CREDIT SERVICES:					870.04	.00	
ILLINOIS-AMERICAN WATER C	APR 30 TO JU	PW 1025-210002055629	06/02/2015	01-320-5410	198.32	.00	
ILLINOIS-AMERICAN WATER C	APR30 TO JU	WTR 1025-210004321674	06/04/2015	51-300-5412	19,138.65	.00	
ILLINOIS-AMERICAN WATER C	JUN 02 TO JU	PW 1025-210002055667	06/02/2015	01-320-5410	33.84	.00	
Total ILLINOIS-AMERICAN WATER CO.:					19,370.81	.00	
IMPACT NETWORKING LLC	509237	KONICA TONER	06/02/2015	01-320-5700	19.50	.00	
IMPACT NETWORKING LLC	513089	CH COPIER SUPPLIES	06/11/2015	01-320-5700	151.47	.00	
Total IMPACT NETWORKING LLC:					170.97	.00	
KIMBERLY G. TRAUSCH	06/16/2015	PIZZAS FOR RETIREMENT PAR	06/16/2015	01-320-5951	131.25	.00	
Total KIMBERLY G. TRAUSCH:					131.25	.00	
LEXISNEXIS CO.	1290571-2015	MONTHLY ACTIVITY	05/31/2015	01-360-5100	169.74	.00	
Total LEXISNEXIS CO.:					169.74	.00	
LOGSDON OFFICE SUPPLY	0943139-001	CH OFFICE SUPPLIES	06/04/2015	01-320-5700	59.90	.00	
Total LOGSDON OFFICE SUPPLY:					59.90	.00	
MADISON NATIONAL LIFE	1173970	LIFE INSURANCE	06/12/2015	01-320-4110	18.74	.00	
MADISON NATIONAL LIFE	1173970	LIFE INSURANCE	06/12/2015	01-330-4110	3.24	.00	
MADISON NATIONAL LIFE	1173970	LIFE INSURANCE	06/12/2015	01-340-4110	19.74	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
MADISON NATIONAL LIFE	1173970	LIFE INSURANCE	06/12/2015	01-350-4110	49.45	.00	
MADISON NATIONAL LIFE	1173970	LIFE INSURANCE	06/12/2015	01-360-4110	217.98	.00	
MADISON NATIONAL LIFE	1173970	LIFE INSURANCE	06/12/2015	51-300-4110	11.71	.00	
Total MADISON NATIONAL LIFE:					320.86	.00	
MENARDS	57660	PW OPERATING SUPPLIES	06/01/2015	01-350-5710	49.96	.00	
MENARDS	57721	PW OPERATING SUPPLIES	06/02/2015	01-350-5710	123.68	.00	
MENARDS	57911	PW OPERATING SUPPLIES	06/05/2015	01-350-5710	36.77	.00	
Total MENARDS:					210.41	.00	
MICHAEL WAGNER & SONS IN	1352606	PW OPERATING SUPPLIES	06/04/2015	01-350-5710	58.09	.00	
Total MICHAEL WAGNER & SONS INC:					58.09	.00	
MIDWEST OPERATING ENG FRI	07/2015	HEALTH/DENTAL INS PREMIUM	06/18/2015	51-300-4100	1,800.00	.00	
MIDWEST OPERATING ENG FRI	07/2015	HEALTH/DENTAL INS PREMIUM	06/18/2015	01-340-4100	1,800.00	.00	
MIDWEST OPERATING ENG FRI	07/2015	HEALTH/DENTAL INS PREMIUM	06/18/2015	01-350-4100	9,000.00	.00	
Total MIDWEST OPERATING ENG FRINGE BENEFITS:					12,600.00	.00	
MPC COMMUNICATIONS & LIG	15-1164	VEHICLE MTC	06/15/2015	01-360-5611	78.75	.00	
MPC COMMUNICATIONS & LIG	15-1165	VEHICLE MTC	06/15/2015	01-320-5100	313.75	.00	
Total MPC COMMUNICATIONS & LIGHTING INC:					392.50	.00	
N SUB EMPL DENTAL BENEFIT	JUL-15	DENTAL & VISION INSURANCE	06/17/2015	01-320-4100	269.00	.00	
N SUB EMPL DENTAL BENEFIT	JUL-15	DENTAL & VISION INSURANCE	06/17/2015	01-340-4100	399.00	.00	
N SUB EMPL DENTAL BENEFIT	JUL-15	DENTAL & VISION INSURANCE	06/17/2015	01-360-4100	3,025.25	.00	
N SUB EMPL DENTAL BENEFIT	JUL-15	DENTAL & VISION INSURANCE	06/17/2015	51-300-4100	40.00	.00	
N SUB EMPL DENTAL BENEFIT	JUL-15	DENTAL & VISION INSURANCE	06/17/2015	01-370-4101	260.00	.00	
Total N SUB EMPL DENTAL BENEFIT COOP:					3,993.25	.00	
N SUBURBAN EMPL BENEFIT C	MAY-15	MEDICAL INSURANCE EXPENS	06/17/2015	01-320-4100	2,389.50	.00	
N SUBURBAN EMPL BENEFIT C	MAY-15	MEDICAL INSURANCE EXPENS	06/17/2015	01-330-4100	573.50	.00	
N SUBURBAN EMPL BENEFIT C	MAY-15	MEDICAL INSURANCE EXPENS	06/17/2015	01-340-4100	3,753.50	.00	
N SUBURBAN EMPL BENEFIT C	MAY-15	MEDICAL INSURANCE EXPENS	06/17/2015	01-360-4100	24,762.00	.00	
N SUBURBAN EMPL BENEFIT C	MAY-15	MEDICAL INSURANCE EXPENS	06/17/2015	51-300-4100	266.50	.00	
Total N SUBURBAN EMPL BENEFIT COOP:					31,745.00	.00	
NORTH EAST MULTI-REGIONAL	197426	PD TRAINING	06/09/2015	01-360-5330	35.00	.00	
Total NORTH EAST MULTI-REGIONAL TRAINING INC.:					35.00	.00	
OCCUPATIONAL HEALTH CENT	1008858541	DRUG TESTING FOR PW SEAS	05/26/2015	01-350-5100	118.00	.00	
OCCUPATIONAL HEALTH CENT	1008870007	DRUG TESTING FOR PW SEAS	06/02/2015	01-350-5100	118.00	.00	
Total OCCUPATIONAL HEALTH CENTERS OF IL:					236.00	.00	
OFFICE DEPOT INC.	5563210	PD OFFICE SUPPLIES	05/31/2015	01-360-5700	268.76	.00	
Total OFFICE DEPOT INC.:					268.76	.00	
OHANA FARMS, INC.	2928/2	TREE DELIVERY/PLANTING/LA	03/15/2015	01-390-5916	1,480.00	.00	
OHANA FARMS, INC.	2975	TREE PLANTING	04/23/2015	01-350-5650	7,400.00	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
Total OHANA FARMS, INC.:					8,880.00	.00	
PDC LABORATORIES INC	801352S	WATER TESTING	05/31/2015	51-300-5100	120.00	.00	
Total PDC LABORATORIES INC:					120.00	.00	
PENTEGRA SYSTEMS LLC	52305	KEY PAD/CARD READERS AT P	05/29/2015	12-500-7011	23,221.00	.00	
Total PENTEGRA SYSTEMS LLC:					23,221.00	.00	
PITNEY BOWES	0787820-JN15	PD EQUIPMENT RENTAL	06/13/2015	01-360-5510	129.00	.00	
Total PITNEY BOWES:					129.00	.00	
PRECISION SVC & PARTS INC	MAY 31 15	VEH MAINT SUPPLIES	05/31/2015	01-350-5020	323.40	.00	
Total PRECISION SVC & PARTS INC:					323.40	.00	
PRO DATA PAYROLL SERVICE	344802	PAYROLL PROCESSING	06/10/2015	01-320-5540	188.65	.00	
Total PRO DATA PAYROLL SERVICES INC.:					188.65	.00	
QUILL CORPORATION	4874048	CLEANING SUPPLIES	06/08/2015	01-350-5710	187.96	.00	
Total QUILL CORPORATION:					187.96	.00	
RAY O'HERRON CO INC	1532532-IN	PD CLOTHING	06/12/2015	01-360-5741	169.99	.00	
Total RAY O'HERRON CO INC:					169.99	.00	
READY PRESS LLC	75806	PD PRINTING	06/11/2015	01-360-5221	225.00	.00	
READY PRESS LLC	75814	B&Z INSPECTION FORMS	06/12/2015	01-340-5221	69.00	.00	
READY PRESS LLC	75820	ADMIN FORMS/ENVELOPES	06/15/2015	01-320-5700	63.00	.00	
Total READY PRESS LLC:					357.00	.00	
RESA CONSTRUCTION INC	11-190	BUILDING & ROAD BOND REFU	08/31/2011	72-000-2310	11,729.40	11,729.40	06/10/2015
Total RESA CONSTRUCTION INC:					11,729.40	11,729.40	
RICHARD TIBBITS	05/18/15	AV ROOM EQUIPMENT	05/18/2015	01-310-7020	17.98	.00	
RICHARD TIBBITS	05/18/2015	AV TRAVEL REIMBURSEMENT	05/18/2015	01-310-5100	30.24	.00	
Total RICHARD TIBBITS:					48.22	.00	
SAFEBUILT INC.	0020173-IN	PLUMBING INSPECTIONS	05/31/2015	01-340-5100	884.25	.00	
Total SAFEBUILT INC.:					884.25	.00	
SHERWIN INDUSTRIES INC	SS060630	STREET SIGNS	06/12/2015	01-350-5721	694.78	.00	
Total SHERWIN INDUSTRIES INC:					694.78	.00	
STANDARD EQUIPMENT CO	C03129	PW OPERATING SUPPLIES	06/03/2015	01-350-5710	259.70	.00	
STANDARD EQUIPMENT CO	C03312	PW OPERATING SUPPLIES	06/08/2015	01-350-5710	628.46	.00	
STANDARD EQUIPMENT CO	C03367	PW OPERATING SUPPLIES	06/09/2015	01-350-5710	201.64	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
Total STANDARD EQUIPMENT CO:					1,069.80	.00	
SUNBELT RENTALS, INC.	52749855-001	SCAFFOLD RENTAL FOR LIGHT	06/02/2015	01-350-5510	193.35	.00	
Total SUNBELT RENTALS, INC.:					193.35	.00	
TIGERDIRECT INC	L18312570102	AV ROOM EQUIPMENT	04/30/2015	01-310-7020	846.80	.00	
TIGERDIRECT INC	L21605730101	AV ROOM EQUIPMENT	06/10/2015	01-310-7020	146.00	.00	
Total TIGERDIRECT INC:					992.80	.00	
TRESSLER LLP	357659	GENERAL LEGAL MATTERS	05/20/2015	01-320-5120	8,171.43	.00	
TRESSLER LLP	357659	REIMBURSABLE ATTORNEY FE	05/20/2015	01-320-5125	378.00	.00	
Total TRESSLER LLP:					8,549.43	.00	
VERIZON WIRELESS	9746517812	GENERAL BALANCE	06/01/2015	01-320-5410	766.55	.00	
VERIZON WIRELESS	9746517812	WATER OP.	06/01/2015	51-300-5410	34.06	.00	
Total VERIZON WIRELESS:					800.61	.00	
VILLAGE OF MOUNT PROSPEC	06/15/2015	WATER USAGE #3286-001	06/15/2015	51-300-5412	241.86	.00	
VILLAGE OF MOUNT PROSPEC	6/15/15	WATER USAGE #3287-001	06/15/2015	51-300-5412	350.28	.00	
Total VILLAGE OF MOUNT PROSPECT:					592.14	.00	
WAREHOUSE DIRECT OFFICE	2714737-0	PW OFFICE SUPPLIES	06/02/2015	01-350-5700	74.20	.00	
WAREHOUSE DIRECT OFFICE	2717207-0	CH OFFICE SUPPLIES	06/03/2015	01-320-5700	470.00	.00	
WAREHOUSE DIRECT OFFICE	2721721-0	CH OFFICE SUPPLIES	06/09/2015	01-320-5700	14.88	.00	
Total WAREHOUSE DIRECT OFFICE PROD INC.:					559.08	.00	
Grand Totals:					508,611.99	11,729.40	

Dated: ______________________

Mayor: ______________________

City Council: ______________________

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City Recorder: ______________________

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid

Report Criteria:

Detail report.

Invoices with totals above $0.00 included.

Paid and unpaid invoices included.

GL Account and Title	Net Invoice Amount	Amount Paid	Date Paid
GENERAL FUND			
Total GENERAL FUND:	188,383.78	.00	
PALATINE/MILWAUKEE TIF FUND			
Total PALATINE/MILWAUKEE TIF FUND:	191,342.56	.00	
TOURISM DISTRICT			
Total TOURISM DISTRICT:	353.77	.00	
DEVELOPMENT FUND			
Total DEVELOPMENT FUND:	318.01	.00	
DEA SEIZURE FUND			
Total DEA SEIZURE FUND:	8,663.53	.00	
SOLID WASTE DISPOSAL FUND			
Total SOLID WASTE DISPOSAL FUND:	312.72	.00	
SSA #1			
Total SSA #1:	300.64	.00	
SSA #2			
Total SSA #2:	309.45	.00	
SSA #3			
Total SSA #3:	312.47	.00	
SSA #4			
Total SSA #4:	306.43	.00	
SSA #5			
Total SSA #5:	80,226.16	.00	
SSA #6			
Total SSA #6:	337.15	.00	
ROAD CONSTRUCTION DEBT			
Total ROAD CONSTRUCTION DEBT:	622.93	.00	
WATER FUND			

GL Account and Title	Net Invoice Amount	Amount Paid	Date Paid
Total WATER FUND:	24,490.15	.00	
PARKING FUND			
Total PARKING FUND:	602.84	.00	
ROAD & BUILDING BOND ESCROW			
Total ROAD & BUILDING BOND ESCROW:	11,729.40	11,729.40	
Grand Totals:	508,611.99	11,729.40	

City of Prospect Heights Council Meeting
Report dates: 6/9/2015-6/23/2015

Jun 18, 2015 02:33PM

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
GENERAL FUND							
CITY COUNCIL & BOARDS							
01-310-5100 PROFESSIONAL SERVIC	RICHARD TIBBITS	05/18/2015	AV TRAVEL REIMBURSEMENT	05/18/2015	30.24	.00	
01-310-7020 EQUIPMENT	RICHARD TIBBITS	05/18/15	AV ROOM EQUIPMENT	05/18/2015	17.98	.00	
01-310-7020 EQUIPMENT	TIGERDIRECT INC	L18312570102	AV ROOM EQUIPMENT	04/30/2015	846.80	.00	
01-310-7020 EQUIPMENT	TIGERDIRECT INC	L21605730101	AV ROOM EQUIPMENT	06/10/2015	146.00	.00	
Total CITY COUNCIL & BOARDS:					1,041.02	.00	
ADMINISTRATION							
01-320-4100 HEALTH INSURANCE	N SUB EMPL DENTAL BENEFIT	JUL-15	DENTAL & VISION INSURANCE	06/17/2015	269.00	.00	
01-320-4100 HEALTH INSURANCE	N SUBURBAN EMPL BENEFIT C	MAY-15	MEDICAL INSURANCE EXPENS	06/17/2015	2,389.50	.00	
01-320-4110 LIFE INSURANCE	MADISON NATIONAL LIFE	1173970	LIFE INSURANCE	06/12/2015	18.74	.00	
01-320-5100 PROFESSIONAL SERVIC	ALPHA PRIME COMMUNICATIO	111907	RADIOS FOR CITY VEHICLES	06/04/2015	435.00	.00	
01-320-5100 PROFESSIONAL SERVIC	MPC COMMUNICATIONS & LIG	15-1165	VEHICLE MTC	06/15/2015	313.75	.00	
01-320-5101 AUDIT	BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	3,577.10	.00	
01-320-5120 CITY ATTORNEY	TRESSLER LLP	357659	GENERAL LEGAL MATTERS	05/20/2015	8,171.43	.00	
01-320-5122 CITY PROSECUTOR	CYNTHIA LA MANTIA	6/15/15	COURT REPORTING SERVICES	06/15/2015	280.00	.00	
01-320-5123 LABOR ATTORNEY	FRANCZEK RADELET	161652	LEGAL SERVICES	06/11/2015	238.00	.00	
01-320-5125 BILLABLE ATTORNEY	TRESSLER LLP	357659	REIMBURSABLE ATTORNEY FE	05/20/2015	378.00	.00	
01-320-5220 PHOTOCOPY	GE CAPITAL	62870351	KONICA COPIER AT CITY HALL	06/07/2015	1,010.38	.00	
01-320-5220 PHOTOCOPY	GE CAPITAL	62937881	KYOCERA COPIER AT PD	06/14/2015	148.70	.00	
01-320-5221 PRINTING	ADVANTAGE MARKETING GRO	28062	NEWSLETTER PRINTING	06/01/2015	2,484.00	.00	
01-320-5221 PRINTING	CHICAGO DESIGN LAB	06-08-15	NEWSLETTER - SPRING EDITIO	06/08/2015	1,000.00	.00	
01-320-5410 UTILITIES	AT&T LONG DISTANCE	MAY USAGE	LONG DISTANCE STATEMENT	06/04/2015	32.63	.00	
01-320-5410 UTILITIES	COMCAST	06/07-07/06/15	PD SERVICE #0882	06/01/2015	189.12	.00	
01-320-5410 UTILITIES	COMCAST	06/13-07/12/15	PW SERVICE #8066	06/06/2015	147.85	.00	
01-320-5410 UTILITIES	COMED I	5/12/15-6/11/1	11 E CAMP MCDONALD SERVIC	06/11/2015	26.82	.00	
01-320-5410 UTILITIES	ILLINOIS-AMERICAN WATER C	APR 30 TO JU	PW 1025-210002055629	06/02/2015	198.32	.00	
01-320-5410 UTILITIES	ILLINOIS-AMERICAN WATER C	JUN 02 TO JU	PW 1025-210002055667	06/02/2015	33.84	.00	
01-320-5410 UTILITIES	VERIZON WIRELESS	9746517812	GENERAL BALANCE	06/01/2015	766.55	.00	
01-320-5540 PAYROLL SERVICE FEE	PRO DATA PAYROLL SERVICE	344802	PAYROLL PROCESSING	06/10/2015	188.85	.00	
01-320-5700 OFFICE SUPPLIES	IMPACT NETWORKING LLC	509237	KONICA TONER	06/02/2015	19.50	.00	
01-320-5700 OFFICE SUPPLIES	IMPACT NETWORKING LLC	513089	CH COPIER SUPPLIES	06/11/2015	151.47	.00	
01-320-5700 OFFICE SUPPLIES	LOGSDON OFFICE SUPPLY	0943139-001	CH OFFICE SUPPLIES	06/04/2015	59.90	.00	
01-320-5700 OFFICE SUPPLIES	READY PRESS LLC	75820	ADMIN FORMS/ENVELOPES	06/15/2015	63.00	.00	
01-320-5700 OFFICE SUPPLIES	WAREHOUSE DIRECT OFFICE	2717207-0	CH OFFICE SUPPLIES	06/03/2015	470.00	.00	
01-320-5700 OFFICE SUPPLIES	WAREHOUSE DIRECT OFFICE	2721721-0	CH OFFICE SUPPLIES	06/09/2015	14.88	.00	
01-320-5951 EMPLOYEE RECOGNITI	KIMBERLY G. TRAUSCH	06/16/2015	PIZZAS FOR RETIREMENT PAR	06/16/2015	131.25	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total ADMINISTRATION:					23,207.58	.00	
ENGINEERING							
01-330-4100 HEALTH INSURANCE	N SUBURBAN EMPL BENEFIT C	MAY-15	MEDICAL INSURANCE EXPENS	06/17/2015	573.50	.00	
01-330-4110 LIFE INSURANCE	MADISON NATIONAL LIFE	1173970	LIFE INSURANCE	06/12/2015	3.24	.00	
Total ENGINEERING:					576.74	.00	
BUILDING DEPARTMENT							
01-340-4100 HEALTH INSURANCE	MIDWEST OPERATING ENG FRI	07/2015	HEALTH/DENTAL INS PREMIUM	06/18/2015	1,800.00	.00	
01-340-4100 HEALTH INSURANCE	N SUB EMPL DENTAL BENEFIT	JUL-15	DENTAL & VISION INSURANCE	06/17/2015	399.00	.00	
01-340-4100 HEALTH INSURANCE	N SUBURBAN EMPL BENEFIT C	MAY-15	MEDICAL INSURANCE EXPENS	06/17/2015	3,753.50	.00	
01-340-4110 LIFE INSURANCE	MADISON NATIONAL LIFE	1173970	LIFE INSURANCE	06/12/2015	19.74	.00	
01-340-5100 PROFESSIONAL SERVIC	ALPHA PRIME COMMUNICATIO	111907	RADIOS FOR CITY VEHICLES	06/04/2015	435.00	.00	
01-340-5100 PROFESSIONAL SERVIC	SAFEBUILT INC.	0020173-IN	PLUMBING INSPECTIONS	05/31/2015	884.25	.00	
01-340-5221 PRINTING	READY PRESS LLC	75814	B&Z INSPECTION FORMS	06/12/2015	69.00	.00	
Total BUILDING DEPARTMENT:					7,360.49	.00	
PUBLIC WORKS							
01-350-4100 HEALTH INSURANCE	MIDWEST OPERATING ENG FRI	07/2015	HEALTH/DENTAL INS PREMIUM	06/18/2015	9,000.00	.00	
01-350-4110 LIFE INSURANCE	MADISON NATIONAL LIFE	1173970	LIFE INSURANCE	06/12/2015	49.45	.00	
01-350-5020 VEHICLE MAINTENANCE	ARLINGTON HEIGHTS FORD	C56495	VEH MAINT PROF FEE	06/04/2015	247.84	.00	
01-350-5020 VEHICLE MAINTENANCE	ARLINGTON HEIGHTS FORD	C57048	VEH MAINT PROF FEE	06/08/2015	169.90	.00	
01-350-5020 VEHICLE MAINTENANCE	PRECISION SVC & PARTS INC	MAY 31 15	VEH MAINT SUPPLIES	05/31/2015	323.40	.00	
01-350-5100 PROFESSIONAL SERVIC	OCCUPATIONAL HEALTH CENT	1008858541	DRUG TESTING FOR PW SEAS	05/26/2015	118.00	.00	
01-350-5100 PROFESSIONAL SERVIC	OCCUPATIONAL HEALTH CENT	1008870007	DRUG TESTING FOR PW SEAS	06/02/2015	118.00	.00	
01-350-5104 PROF SERVICES - BUILD	ARAMARK UNIFORM SERVICES	05/31/2015	PW UNIFORMS	05/31/2015	466.36	.00	
01-350-5104 PROF SERVICES - BUILD	FOX VALLEY FIRE & SAFETY	917322	PD FIRE ALARM INSPECTION	05/30/2015	275.00	.00	
01-350-5411 WATER AND ELECTRIC	CONSTELLATION NEWENERGY	0024933351	STRTS #0924068002	06/07/2015	147.58	.00	
01-350-5510 RENTAL EQUIPMENT	SUNBELT RENTALS, INC.	52749855-001	SCAFFOLD RENTAL FOR LIGHT	06/02/2015	193.35	.00	
01-350-5610 EQUIPMENT MAINTENA	ARLINGTON POWER EQUIPME	641412	LANDSCAPE EQUIPMENT	06/09/2015	109.15	.00	
01-350-5610 EQUIPMENT MAINTENA	ARLINGTON POWER EQUIPME	641555	LANDSCAPE EQUIPMENT	06/10/2015	3.28	.00	
01-350-5610 EQUIPMENT MAINTENA	ARLINGTON POWER EQUIPME	641719	LANDSCAPE EQUIPMENT	06/11/2015	1.62	.00	
01-350-5631 PATCH MATERIAL	HEALY ASPHALT COMPANY LL	51880MB	PATCH MATERIAL	06/03/2015	26.20	.00	
01-350-5650 LANDSCAPE SUPPLIES	OHANA FARMS, INC.	2975	TREE PLANTING	04/23/2015	7,400.00	.00	
01-350-5700 OFFICE SUPPLIES	WAREHOUSE DIRECT OFFICE	2714737-0	PW OFFICE SUPPLIES	06/02/2015	74.20	.00	
01-350-5710 OPERATING SUPPLIES	HOME DEPOT CREDIT SERVIC	05/28/2015	PW OPERATING SUPPLIES	05/28/2015	870.04	.00	
01-350-5710 OPERATING SUPPLIES	MENARDS	57660	PW OPERATING SUPPLIES	06/01/2015	49.96	.00	
01-350-5710 OPERATING SUPPLIES	MENARDS	57721	PW OPERATING SUPPLIES	06/02/2015	123.68	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
01-350-5710 OPERATING SUPPLIES	MENARDS	57911	PW OPERATING SUPPLIES	06/05/2015	36.77	.00	
01-350-5710 OPERATING SUPPLIES	MICHAEL WAGNER & SONS IN	1352606	PW OPERATING SUPPLIES	06/04/2015	58.09	.00	
01-350-5710 OPERATING SUPPLIES	QUILL CORPORATION	4674048	CLEANING SUPPLIES	06/08/2015	187.96	.00	
01-350-5710 OPERATING SUPPLIES	STANDARD EQUIPMENT CO	C03129	PW OPERATING SUPPLIES	06/03/2015	259.70	.00	
01-350-5710 OPERATING SUPPLIES	STANDARD EQUIPMENT CO	C03312	PW OPERATING SUPPLIES	06/08/2015	628.46	.00	
01-350-5710 OPERATING SUPPLIES	STANDARD EQUIPMENT CO	C03387	PW OPERATING SUPPLIES	06/09/2015	201.64	.00	
01-350-5721 SIGNS	SHERWIN INDUSTRIES INC	SS060630	STREET SIGNS	06/12/2015	694 78	.00	
01-350-7023 SAFETY EQUIPMENT	CUTLER WORK WEAR INC.	68626/68745	PW SAFETY EQUIPMENT	05/22/2015	179.92	.00	
Total PUBLIC WORKS:					22,014.33	.00	
PUBLIC SAFETY							
01-360-4100 HEALTH INSURANCE	N SUB EMPL DENTAL BENEFIT	JUL-15	DENTAL & VISION INSURANCE	06/17/2015	3,025.25	.00	
01-360-4100 HEALTH INSURANCE	N SUBURBAN EMPL BENEFIT C	MAY-15	MEDICAL INSURANCE EXPENS	06/17/2015	24,762.00	.00	
01-360-4110 LIFE INSURANCE	MADISON NATIONAL LIFE	1173970	LIFE INSURANCE	06/12/2015	217.98	.00	
01-360-5100 PROFESSIONAL SERVIC	LEXISNEXIS CO.	1290571-2015	MONTHLY ACTIVITY	05/31/2015	169.74	.00	
01-360-5221 PRINTING	READY PRESS LLC	75806	PD PRINTING	06/11/2015	225.00	.00	
01-360-5321 AUTO EXPENSE	BUSSE CAR WASH	1708/1741/174	PD CARWASHES	05/31/2015	23.00	.00	
01-360-5330 TRAINING	NORTH EAST MULTI-REGIONAL	197426	PD TRAINING	06/09/2015	35.00	.00	
01-360-5510 RENTAL EQUIPMENT	PITNEY BOWES	0787820-JN15	PD EQUIPMENT RENTAL	06/13/2015	129.00	.00	
01-360-5610 EQUIPMENT MAINTENA	APPLIED CONCEPTS INC	271717	PD EQUIP MAINT	06/11/2015	419.00	.00	
01-360-5611 RADIO MAINTENANCE	MPC COMMUNICATIONS & LIG	15-1164	VEHICLE MTC	06/15/2015	78.75	.00	
01-360-5700 OFFICE SUPPLIES	OFFICE DEPOT INC.	5563210	PD OFFICE SUPPLIES	05/31/2015	268.76	.00	
01-360-5741 CLOTHING	RAY O'HERRON CO INC	1532532-IN	PD CLOTHING	06/12/2015	169.99	.00	
Total PUBLIC SAFETY:					29,523.47	.00	
PUBLIC SAFETY-SPECIAL ACCT EXP							
01-365-5981 DUI EXPENSE	ALL TRAFFIC SOLUTIONS	SIN006963	SPEED DISPLAY SIGNS	06/02/2015	7,000.00	.00	
Total PUBLIC SAFETY-SPECIAL ACCT EXP:					7,000.00	.00	
REIMBURSABLE EXP							
01-370-4101 RETIREE HEALTH INSUR	N SUB EMPL DENTAL BENEFIT	JUL-15	DENTAL & VISION INSURANCE	06/17/2015	260.00	.00	
Total REIMBURSABLE EXP:					260.00	.00	
GRANTS							
01-390-5916 GRANT - GREEN REGIO	FROMM-HUFF FARM, INC.	257	PLUGS FOR NATURAL RESOU	06/13/2015	2,087.92	.00	
01-390-5916 GRANT - GREEN REGIO	OHANA FARMS, INC.	2928/2	TREE DELIVERY/PLANTING/LA	03/15/2015	1,480.00	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total GRANTS:					3,567.92	.00	
01-520-7011 BUILDING IMPROVEMEN	CHICAGOLAND PAVING	146703	CITY HALL PARKING LOT WOR	06/08/2015	37,344.64	.00	
01-520-7011 BUILDING IMPROVEMEN	CHICAGOLAND PAVING	146703	CITY HALL SEEPAGE PROJECT	06/08/2015	13,431.75	.00	
Total :					50,776.39	.00	
PUBLIC SAFETY CAPITAL OUTLAY							
01-560-7011 BUILDING IMPROVEMEN	CHICAGOLAND PAVING	146703	PD PARKING LOT WORK	06/08/2015	43,055.84	.00	
Total PUBLIC SAFETY CAPITAL OUTLAY:					43,055.84	.00	
Total GENERAL FUND:					188,383.78	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
PALATINE/MILWAUKEE TIF FUND							
EXPENSES							
12-300-5101 AUDIT	BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	353.01	.00	
Total EXPENSES:					353.01	.00	
12-500-7011 BUILDING IMPROVEMEN	BARCO PRODUCTS COMPANY	051500553	PICNIC TABLE AT PW	06/12/2015	847.85	.00	
12-500-7011 BUILDING IMPROVEMEN	CHAPPLE DESIGN BUILD	PYMT 06	PW ADDITION	05/21/2015	166,007.70	.00	
12-500-7011 BUILDING IMPROVEMEN	CONSTRUCTION & GEOTECHNI	2936	PW ADDITION	05/15/2015	913.00	.00	
12-500-7011 BUILDING IMPROVEMEN	PENTEGRA SYSTEMS LLC	52305	KEY PAD/CARD READERS AT P	05/29/2015	23,221.00	.00	
Total :					190,989.55	.00	
Total PALATINE/MILWAUKEE TIF FUND:					191,342.56	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
TOURISM DISTRICT							
EXPENSES							
13-300-5101 AUDIT	BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	353.77	.00	
Total EXPENSES:					353.77	.00	
Total TOURISM DISTRICT:					353.77	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
DEVELOPMENT FUND							
EXPENSES							
14-300-5101 AUDIT	BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	318.01	.00	
Total EXPENSES:					318.01	.00	
Total DEVELOPMENT FUND:					318.01	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
DEA SEIZURE FUND							
EXPENSES							
16-300-5101 AUDIT	BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	320.53	.00	
16-300-7022 POLICE EQUIPMENT	ALL TRAFFIC SOLUTIONS	SIN006963	SPEED DISPLAY SIGNS	06/02/2015	8,343.00	.00	
Total EXPENSES:					8,663.53	.00	
Total DEA SEIZURE FUND:					8,663.53	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SOLID WASTE DISPOSAL FUND							
EXPENSES							
17-300-5101 AUDIT	BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	312.72	.00	
Total EXPENSES:					312.72	.00	
Total SOLID WASTE DISPOSAL FUND:					312.72	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SSA #1							
EXPENSES							
21-300-5101 AUDIT	BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	300.64	.00	
Total EXPENSES:					300.64	.00	
Total SSA #1:					300.64	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SSA #2							
EXPENSES							
22-300-5101 AUDIT	BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	309.45	.00	
Total EXPENSES:					309.45	.00	
Total SSA #2:					309.45	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SSA #3							
EXPENSES							
23-300-5101 AUDIT	BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	312.47	.00	
Total EXPENSES:					312.47	.00	
Total SSA #3:					312.47	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SSA #4							
EXPENSES							
24-300-5101 AUDIT	BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	306.43	.00	
Total EXPENSES:					306.43	.00	
Total SSA #4:					306.43	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SSA #5							
EXPENSES							
25-300-5100 PROFESSIONAL SERVIC	AMENT DESIGN	G4011.R0326-	QUINCY PARK DRAINAGE PRO	06/03/2015	1,170.00	.00	
25-300-5100 PROFESSIONAL SERVIC	CANYON CONTRACTING, INC.	1149	QUINCY PARK DRAINAGE PRO	06/16/2015	78,724.80	.00	
25-300-5101 AUDIT	BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	331.36	.00	
Total EXPENSES:					80,226.16	.00	
Total SSA #5:					80,226.16	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SSA #8							
EXPENSES							
28-300-5101 AUDIT	BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	337.15	.00	
Total EXPENSES:					337.15	.00	
Total SSA #8:					337.15	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
ROAD CONSTRUCTION DEBT							
EXPENSES							
41-300-5101 AUDIT	BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	622.93	.00	
Total EXPENSES:					622.93	.00	
Total ROAD CONSTRUCTION DEBT:					622.93	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
WATER FUND							
EXPENSES							
51-300-4100 HEALTH INSURANCE	MIDWEST OPERATING ENG FRI	07/2015	HEALTH/DENTAL INS PREMIUM	06/18/2015	1,800.00	.00	
51-300-4100 HEALTH INSURANCE	N SUB EMPL DENTAL BENEFIT	JUL-15	DENTAL & VISION INSURANCE	06/17/2015	40.00	.00	
51-300-4100 HEALTH INSURANCE	N SUBURBAN EMPL BENEFIT C	MAY-15	MEDICAL INSURANCE EXPENS	06/17/2015	266.50	.00	
51-300-4110 LIFE INSURANCE	MADISON NATIONAL LIFE	1173970	LIFE INSURANCE	06/12/2015	11.71	.00	
51-300-5100 PROFESSIONAL SERVIC	PDC LABORATORIES INC	801352S	WATER TESTING	05/31/2015	120.00	.00	
51-300-5101 AUDIT	BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	836.22	.00	
51-300-5101 AUDIT	BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	453.22	.00	
51-300-5410 UTILITIES	AT&T	847255912806/	SCADA LINE	06/01/2015	49.32	.00	
51-300-5410 UTILITIES	COMED I	5/13/15-6/15/1	WATER 1823083040	06/15/2015	31.03	.00	
51-300-5410 UTILITIES	CONSTELLATION NEWENERGY	0024826246	WATER #0179716002	06/04/2015	1,117.30	.00	
51-300-5410 UTILITIES	VERIZON WIRELESS	9746517812	WATER OP.	06/01/2015	34.06	.00	
51-300-5412 WATER	ILLINOIS-AMERICAN WATER C	APR30 TO JU	WTR 1025-210004321674	06/04/2015	19,138.65	.00	
51-300-5412 WATER	VILLAGE OF MOUNT PROSPEC	06/15/2015	WATER USAGE #3288-001	06/15/2015	241.86	.00	
51-300-5412 WATER	VILLAGE OF MOUNT PROSPEC	6/15/15	WATER USAGE #3287-001	06/15/2015	350.28	.00	
Total EXPENSES:					24,490.15	.00	
Total WATER FUND:					24,490.15	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
PARKING FUND							
EXPENSES							
52-300-5101 AUDIT	BAKER TILLY VIRCHOW KRAUS	BT854560	4/30/15 FINANCIAL STETEMENT	05/28/2015	454.99	.00	
52-300-5410 UTILITIES	COMCAST	06/16-07/15	SERVICE AT METRA STATION	06/09/2015	147.85	.00	
Total EXPENSES:					602.84	.00	
Total PARKING FUND:					602.84	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
ROAD & BUILDING BOND ESCROW							
72-000-2310 DEPOSIT ROAD/BUILDE	RESA CONSTRUCTION INC	11-190	BUILDING & ROAD BOND REFU	08/31/2011	11,729.40	11,729.40	06/10/2015
Total :					11,729.40	11,729.40	
Total ROAD & BUILDING BOND ESCROW:					11,729.40	11,729.40	
Grand Totals:					508,611.99	11,729.40	

E

ORDINANCE NO. O-15-___

An Ordinance Amending Title 1 of City Code and Adopting the Pay Plan (Compensation of Officers, Employee Salaries and Pay Plan)

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COOK COUNTY, ILLINOIS as follows:

SECTION 1. Title 1, ADMINISTRATIVE, Chapter 7, City Officers and Employees, Section 1-7-1 Salary Schedules of the Prospect Heights City Code, as amended, is hereby further amended with additions shown in bold, underlined text and deletions shown in strikethrough text so that the same shall be read as follows:

1-7-1 ~~SALARY SCHEDULES~~ **COMPENSATION OF OFFICERS, EMPLOYEE SALARIES AND PAY PLAN.**

A. Elected Officers:

1. Salaries: Effective with the commencement of the terms of the below elected officers in May 2015, the annual salaries of the following elected officials of the city shall be as follows:

Mayor	\$500.00	per month
City clerk	\$250.00	per month
Aldermen	\$250.00	per month
City treasurer	\$250.00	per month

B. ~~City Administrator: (Rep. by Ord. 0-04-33, 7-19-2004, eff. 7-29-2004)~~

Employees—Authorized Positions and Pay Plan

1. **Adoption of Pay Plan. The City Council shall from time to time adopt an ordinance which sets forth the title of each employee position in the City, the number of authorized positions in each title and the salary range for every employment position in the City and such other information about each title or position as it deems necessary. Such an ordinance shall be known as the pay plan ordinance.**

2. **Appointments and Promotions. The city administrator shall appoint, reappoint or promote employees to authorized positions and within the designated salary range based upon merit performance and subject to the availability of funds in the annual budget.**

3. **Authority to Hire and Promote. Appointment and promotion of all employees who are not officers shall be done in accordance with Section 1-6-7 of this code except where applicable law places the power of appointment with the mayor, city**

council or some other body. Appointment of all officers shall be done in accordance with applicable law.

4. Departments. Except for the police department, and subject to any collective bargaining agreement, the City Administrator may organize departments and employees in accord with 1-6-7.G of this Code. Accordingly, the City Administrator may change the Department designation in the approved pay plan ordinance. Upon any such change, the city administrator shall notify the city council. The department designations shall be revised to reflect the city administrator's changes whenever the pay plan is updated.

~~C.~~ ~~Employees: All full time and part time employees, except the city administrator shall be classified, graded and compensated as follows:~~

~~Class Title—Class Grade—Salary Range~~
~~Crossing guards—1—$ 22.00—$ 25.00/day~~
~~Receptionist—2—17,279.00—23,615.00/year~~
~~Account clerk—2—17,279.00—23,615.00~~
~~Records clerk—3—18,431.00—25,343.00~~
~~Community service officer—3—18,431.00—25,343.00~~
~~Secretary—4—20,160.00—27,647.00~~
~~Maintenance person—5—24,191.00—32,831.00~~
~~Engineering assistant—6—28,114.00—40,318.00~~
~~Accountant—6—28,114.00—40,318.00~~
~~Patrolman—7—28,682.00—42,968.00~~
~~Code enforcement director—8—31,103.00—43,774.00~~
~~Crew leader—8—31,103.00—43,774.00~~
~~Administrative assistant—8—31,103.00—43,774.00~~
~~Convention bureau/executive~~
~~—director—9—33,146.00—45,644.00~~
~~Superintendent of public works—10—36,221.00—47,478.00~~
~~Finance director—10—36,221.00—47,478.00~~
~~Code enforcement officer—10—36,221.00—47,478.00~~
~~Sergeant—10—36,221.00—47,478.00~~
~~City engineer—11—46,078.00—57,598.00~~
~~Police chief—12—48,382.00—60,480.00~~

~~The class title of each position as classified herein shall be used to designate such position in all budget estimates, payrolls, and other official records, documents, vouchers and communications, and in personnel processes.~~

~~The city administrator shall appoint, reappoint or advance employees in grade and salary range based upon merit performance and subject to the availability of funds in the appropriation ordinance.~~

D.

~~E. Health Inspector: The health inspector shall receive a salary of ten dollars ($10.00) per hour; the salary shall be paid twice per month, and the health officer shall be entitled to receive said salary only for the time spent performing his duties.~~

F. Chairman And Board Members Of Plan/Zoning Board Of Appeals: The sums of money set out below shall be paid monthly; provided, that each individual being paid has attended a minimum of one meeting during said month. The annual salaries of the following appointed officials of the city shall be as follows:

Chairperson $600 .00 ($50.00 per month)
Board member$480 .00 ($40.00 per month)

SECTION 2: The Authorized Positions and Pay Plan, attached as Exhibit A to this ordinance is hereby approved and incorporated into this ordinance in full.

SECTION 3: Sections 1-7-2 (Administrative Assistant), 1-7-3 (Executive Secretary), 1-7-8 (Bookkeeper) and 1-7-13 (Police Records Clerk) of the City code are hereby repealed, as those items are addressed in the Authorized Positions and Pay Plan approved above.

SECTION 4: This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

PASSED and APPROVED this ____day of _______, 2015.

ATTEST:

____
Nicholas J. Helmer, Mayor

____
City Clerk

AYES:
NAYS:
ABSENT:

Published in pamphlet form:

Exhibit A—Authorized Positions and Pay Plan

Department	Title	Authorized Positions	Salary Range Low – Mid – High
Building & Development	Building & Development Director	1	$85,000 – $105,000 – $125,000
Building & Development	Code Enforcement Officer	1 Part-Time	$20.00 –$27.50 – $35.00/hr
Building & Development	Health Inspector	0	Services currently provided by contractor.
Building & Development	Plumbing Inspector	0	Services currently provided by contractor.
Building & Development	Electrical Inspector	0	Services currently provided by contractor.
Building & Development	Assistant Director	0	$55,000 - $67,500 - $75,000 Vacant and Not Funded
Building & Development	Building Inspector	1	Currently filled under Collective Bargaining Agreement If replaced, agreement states the position will not be filled under the collective bargaining agreement
Building & Development	Building and Development Administrative Assistant / Permit Coordinator	1	$40,000 - $52,500 - $65,000
Administration	City Administrator	1	Set by Action of the City Council
Administration	Assistant to the City Administrator	1	$60,000 – $72,500 – $85,000
Administration	Deputy Clerk	1 Part-Time	$20.00 – $26.00 – $32.00/hr
Administration	Administrative Assistant	1	$40,000 – $52,500 – $65,000

Department	**Title**	**Authorized Positions**	**Salary Range** **Low – Mid – High**
Administration	Special Advisor to the City	1 Part-Time	$40.00 – $50.00 – $60.00/hr
Administration	Finance Director	1 Part-Time	$60.00 – $70.00 – $80.00/hr
Administration	Senior Financial Analyst	0	$55,000 – $67,500 – $80,000 Position not funded in current budget.
Administration	Financial Analyst	1	$45,000 – $57,500 – $70,000
Police	Police Chief	1	$115,000 – $130,000 – $154,000
Police	Deputy Chief	1	$110,000 – $122,500 – $135,000
Police	Sergeants	5	Compensation Under Collective Bargaining Agreement
Police	Patrolman(Officers)	16	Compensation Under Collective Bargaining Agreement
Police	Patrolman Part Time	4	Compensation Under Collective Bargaining Agreement
Police	Records Supervisor	1	$55,000 – $67,500 – $80,000
Police	Desk Officers/Records Clerk	2	$40,000 – $52,500 – $65,000
Police	Part Time Desk Officers	3	$15.00 – $17.50 – $20.00/hr
Police	Technical Assistant	1	$25.00 – 27.50 – $30.00/hr
Police	Crossing guards	4 Part-Time	$22.00 – $26.00 – $30.00/hr
Police	Relief Guards	3 Part-Time	$22.00 – $26.00 – $30.00/hr
Police	Social Workers	0	Services currently provided by contractor.

06/19/2015

Department	**Title**	**Authorized Positions**	**Salary Range** **Low – Mid – High**
Public Works	Public Works Director	1	$85,000 – $105,000 – $125,000
Public Works	Foreman	1	Compensation Under Collective Bargaining Agreement
Public Works	Crew Leader	1	Compensation Under Collective Bargaining Agreement
Public Works	Maintenance Worker	2	Compensation Under Collective Bargaining Agreement
Public Works	Mechanic	1	Compensation Under Collective Bargaining Agreement
Public Works	Water Operator	1	Compensation Under Collective Bargaining Agreement

F

Prospect Heights

City Council Meeting
Agenda Item No:

Meeting Date:	June 1, 2015
Item:	Purchase of a *Rovver X Mainline Televising System*
Motion:	I move to accept a purchase of a *Rovver X Mainline Televising System* in the amount of $ 59,995.00
Staff Contact:	Steven L. Cutaia, Public Works Director

Purpose:
The purpose of this memo is to request approval to purchase of a *Rovver X Mainline Televising System* in perform investigative televising of storm and sanitary sewers.

Background:
The City owned sanitary and storm sewers are an aging infrastructure which will result in increasing maintenance and supervision. Furthermore, the Old Town Sanitary District had obtained City services twice last year to unclog two of their sewer mains last year. The Public Works Department cannot decipher the actual condition of a sewer line without either televising a line or manually digging up sections and looking into each area. By utilizing a sewer camera/televising system, staff can easily observe the general condition in a maintenance observation or the severity of the sewer's problem area after a clog is temporarily unclogged by power rodded.

Financial Impact:
The proposal is for $59,995.00, which is budgeted in the 2015-16 capitol improvement budget.

Recommendation:
Staff recommends purchase of a *Rovver X Mainline Televising System* in the amount of $59,995.00. The attached quote was is based off the National Joint Powers Alliance (NJPA) purchasing contract # 022014-EVS.

Votes Required to Pass:
Majority vote

Enclosures:
Copy of Proposal, NJPA description, Manufactures' specs.

Range

Measurement

Field Readiness

Specifications

system

ratings	CE, NRTL
power	120-240 Vac, 60 Hz
viewing capability	pipelines 6–72" diameter

camera (RCX90)

imager	color ¼" CCD
resolution	720 × 576 pixels
zoom lens	120× (10× optical, 12× digital)
pressure rating	1 bar
features	auto shutter, auto/manual focus
illumination	dimmable shadowless 40-LED array
articulation	±145 deg tilt, infinite pan
measurement	twin laser diodes
sensing	temperature, pressure, pan/tilt angles
size	6.6" × 3.1" × 2.8" (168 × 81 × 72 mm)
weight	3.3 lb (1.5 kg)
materials	aluminum, stainless steel

crawler (RX130)

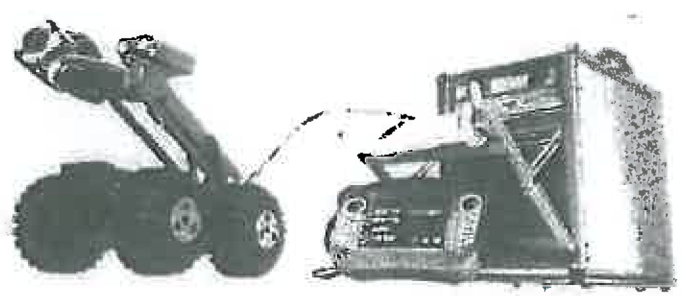
wheels	6
turn radius	down to 0.0"
camera	color rear-view w/ high-lux tri-LED lamp
sensors	pitch, roll, temperature, pressure
pressure rating	1 bar
size	12.2" × 4.4" × 3.2" (310 × 111 × 90 mm)
weight	13.2 lb (6 kg)
materials	aluminum, stainless steel
sonde transmitter	33 kHz / 512 Hz

control pendant (VC200)

controls	twin proportional joysticks, push-button controls *(power, lamp intensity, camera lift, zoom, focus, reel mode, pull force, crawl speed/direction)*, 10 soft keys, touchscreen
touchscreen	8.4" color (800×600 pixels)
video capture	MPEG-4 (H.256)
image capture	JPEG
storage	external USB, internal flash (64 GB)
connectivity	Ethernet
size	13.5" × 9.3" × 3" (342 × 236 × 75 mm)
weight	4.4 lb (2 kg)
firmware	VisionControl (auto-updating)
bundled software	VisionReport

axial auxiliary lamp (optional)

lamps	four (4) hi-lux tri-LED lamps
dimensions	4.6" × 5.2" × 5.2" (117 × 132 × 132 mm)
materials	aluminum, stainless steel



cable reel (RAX300)

cable length	1000' (300 m)
cable diameter	¼" (6.5 mm)
cable weight	0.03 lb/ft
cable strength	1000 lb
cable conductors	6
controls (local)	power, emergency stop
controls (via pendant)	auto/manual, speed, forward/reverse, pull strength
sensors	tension, tilt
size	24.2" × 12.4" × 19.3" (620 × 315 × 490 mm)
weight	123.5 lb (56kg)
connections	pendant, service port, video in/out

camera lift (optional)

lift range	3.1–10.2" (132–312 mm)
materials	aluminum, stainless steel

carriage (optional)

wheelbase (width/length)	14.5"/12.2" (368/310 mm)
weight	34.2 lb (15.5 kg)
materials	aluminum, stainless steel

auxiliary lamp/rear camera (optional)

forward illumination	twin hi-lux tri-LED lamps
camera	color rear-view w/ high-lux tri-LED lamp
sonde transmitter	33 kHz / 512 Hz
materials	aluminum, stainless steel

basic system

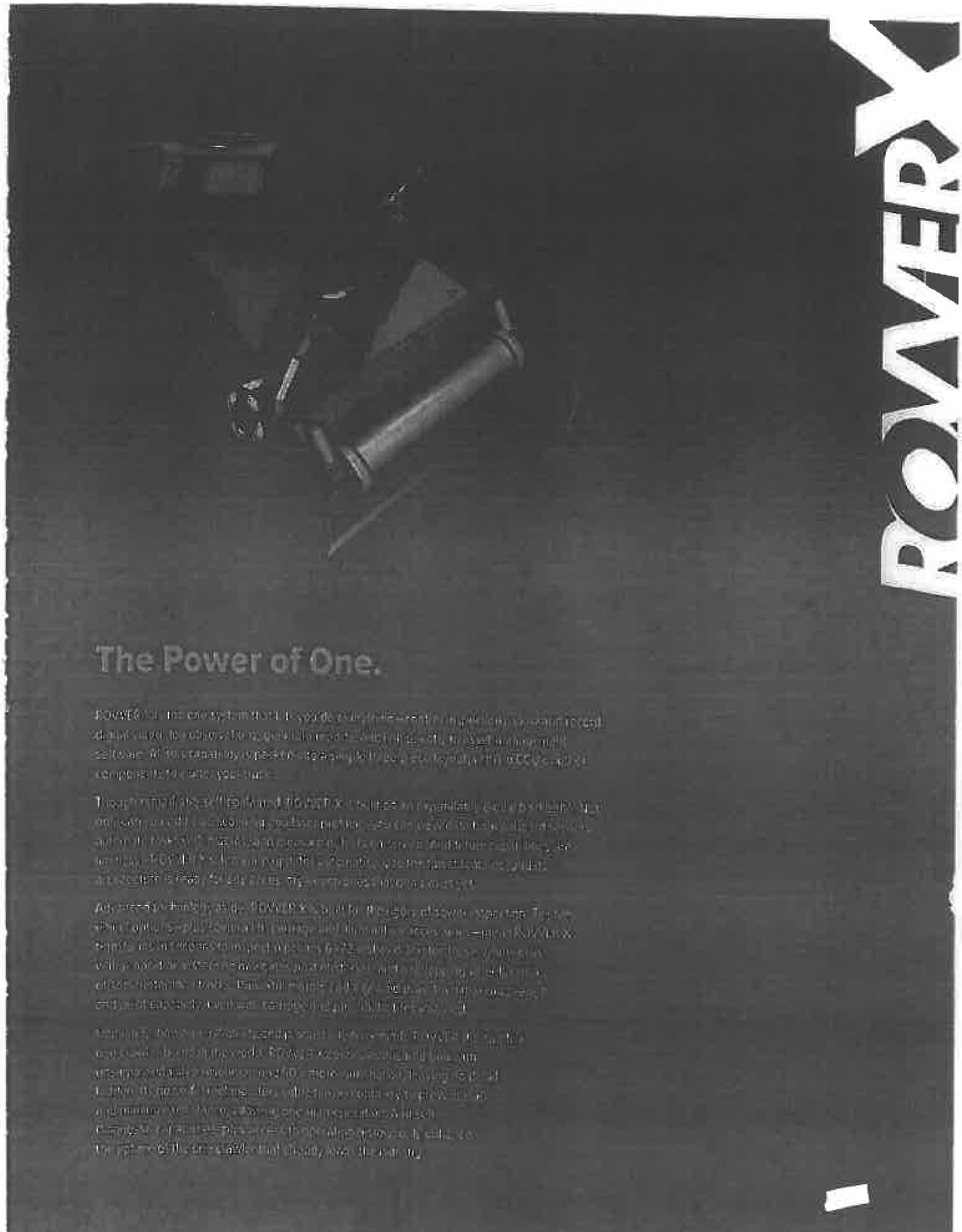
- RX130 crawler body
- RCX90 camera head
- RAX300 reel with 1000' cable
- VC200 control pendant
- VisionReport software
- wireless remote control
- small rubber wheels (6)
- medium rubber wheels (4)
- medium grease wheels (4)
- large rubber wheels (4)
- wheel spacers (4)
- crawler body transport case
- camera head transport case
- tools (wrenches, pressure kit)

optional accessories

- laser profiler
- DigiSewer side-scan camera
- remote camera lift
- large-pipe carriage
- auxiliary lamp/rear-view camera
- desktop mount for pendant
- USB media for pendant
- wheel sets (see chart on flap)
- cable management accessories
- lowering devices
- WinCan observation and asset management software
- other accessories

ROWERX

The Power of One.


The Power of One.

2033 WEST WALNUT STREET • CHICAGO. IL 60612 • 312/829-1919 • FAX 312/829-6142
E-MAIL: sales@standardequipment.com • INTERNET: http://www.standardequipment.com

STANDARD
EQUIPMENT COMPANY

Mr. Jim O'Neil
Supervisor
Prospect Heights Public Works
401 Piper Lane
Prospect Heights, IL 60070

5/27/15

Dear Jim,

Standard Equipment is pleased to provide a quote for you on the following Envirosight Rovver X Mainline CCTV Televising System. The pricing in this quote is based off of the National Joint Powers Alliance purchasing contract # 022014-EVS. This quote includes the following equipment:

-Rovver X Mainline Televising System
-RAX300 Automatic Cable Reel 1000'
-RX130 Crawler Body
-RCX90 Camera Head
-VC200 Control Pendant
-VisionReport Software
-WinCan VX Entry Level License
-Crawler Body Transport Case
-Infinite VC200 Updates
-Wireless Remote Control
-Small Rubber Wheels (6)
-Medium Rubber Wheels (4)
-Medium Grease Wheels (4)
-Large Rubber Wheels (4)
-Wheel Spacers (4)
-Tools (Wrenches, Pressure Kit)
-Camera Head Transport Case
-Training

Total List Envirosight List Price:	**$68,000.00**
NJPA 12% Discount:	**-$ 8,005.00**
Total NJPA Contract # 022014-EVS Purchase Price:	**$59,995.00**

We look forward to supporting your sewer equipment needs. Please contact me with any questions regarding this quote, at 312-241-4449.

Respectfully,

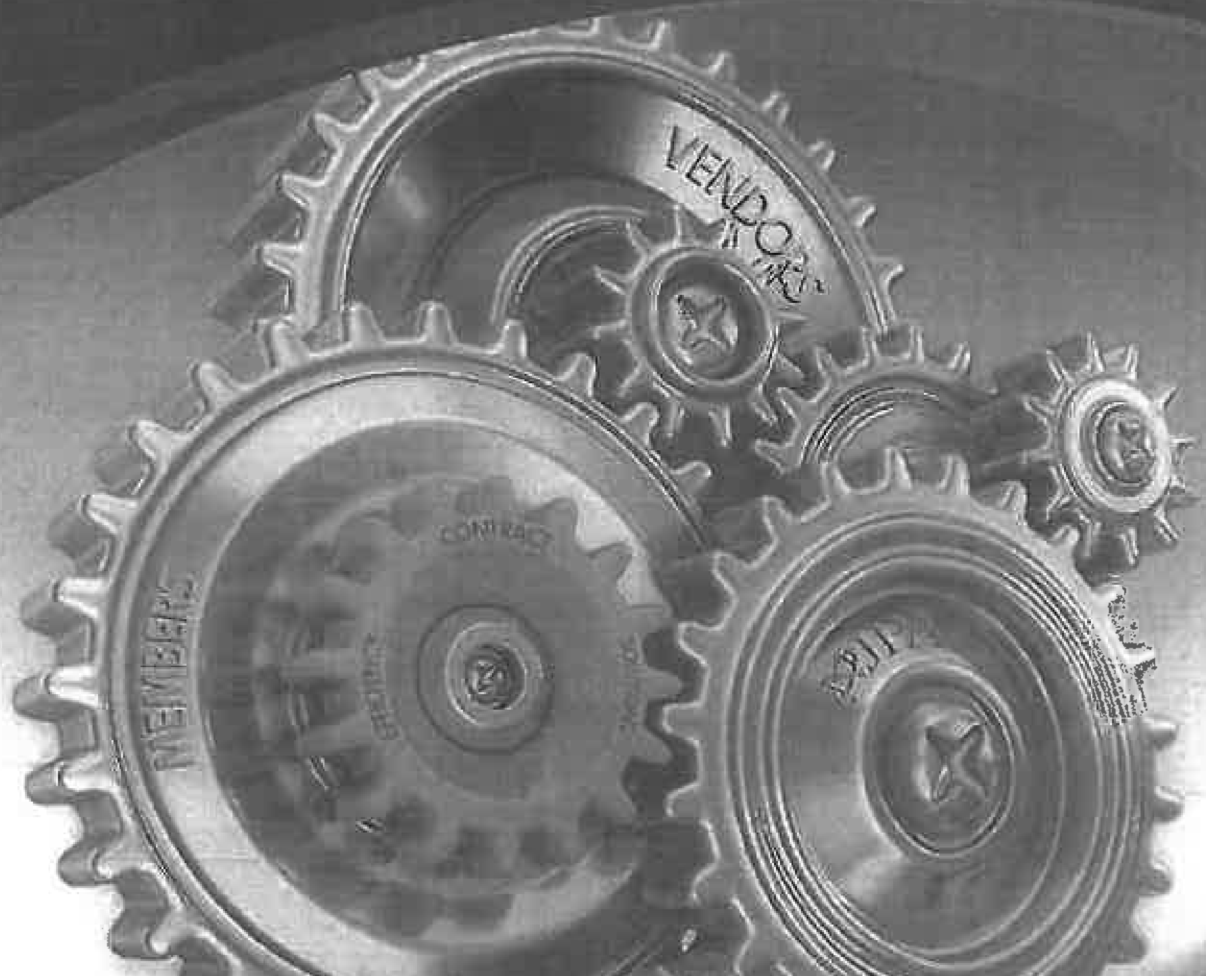
Steve Szymczak
Customer Relationship Manager
Standard Equipment Company

NJPA

National Joint Powers Alliance®

ABOUT US

Contract Purchasing



Working cooperatively...

TOGETHER

REALIZE THE POWER AND VALUE OF CONTRACT PURCHASING

Chad Coauette
Executive Director/CEO
chad.coauette@NJPAcoop.org
218-894-5463

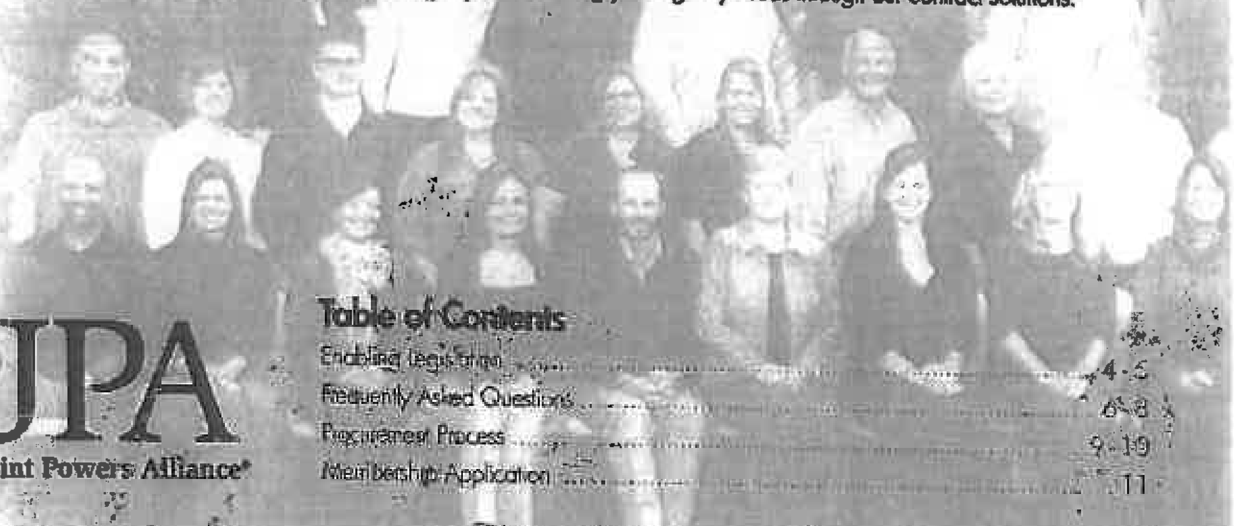
We invite your organization to take the opportunity to join our member agencies that have access to national contract volume pricing and value from nationally acclaimed vendors. NJPA contracts represent thousands of competitively solicited equipment, products and related services. NJPA contracts save you and your agency considerable time and money while eliminating the need to duplicate the solicitation and contracting process. It takes only minutes to complete a no-cost, no-obligation or liability membership. Get started today at NJPAcoop.org.

National Joint Powers Alliance® (NJPA) is established as a public agency serving our member agencies across the country as a municipal contracting agency. NJPA operates under the enabling authority of Minnesota Statute 123A.21. This statute was created in 1978 and revised in 1995 to allow participating government and education agencies to reduce the cost of purchased equipment and products by leveraging their combined national purchasing power through cooperative efforts.

NJPA is also guided and enabled by M.S. 471.59, the "Joint Exercise of Powers" Laws, which defines the ability of two or more government agencies to enter into an agreement to contract in common through the action of each of the governing bodies. In general, Joint Powers Laws state: "What two units of government and/or education can individually do for themselves, one can do for another." This includes the ability of agencies to enter into cooperative agreements. As such, we are a public agency serving our members from government, K12, higher education, and all non-profit agencies throughout the United States and Canada.

NJPA establishes and provides nationally-leveraged and competitively solicited purchasing contracts under the guidance of the Uniform Municipal Contracting Law (M.S. 471.345 Subd. 15). The Joint Exercise of Powers Laws (M.S. 471.59) allow our members to legally purchase through our contracts without duplicating their own competitive solicitation process and requirements. The result of this cooperative effort is a high quality selection of nationally leveraged, competitively solicited contract solutions to help meet the ever challenging needs of our current and future member agencies.

We look forward to being a part of serving your agency needs through our contract solutions.



NJPA
National Joint Powers Alliance®

Table of Contents

SERVICE IS OUR FOUNDATION

At NJPA, we are driven to provide efficient public service through our national contract purchasing program of world class vendors. The common needs of our members and our desire to effectively serve your agency will lead our commitment and overall efforts as together we face the budget and purchasing challenges in the future.

Mike Hajek
Director of Business & Relationship Development
mike.hajek@NJPAcoop.org
218-894-5477

OUR PURPOSE: The general purpose of NJPA is to serve our member agencies by facilitating a national municipal contracting alliance. Our goal is to provide our members with requested programs and services that are created, coordinated and delivered through a cooperative effort between NJPA and our member agencies. **NJPA is a national organization that creates a business and service relationship alliance between buyers and suppliers.** Appropriate levels of membership are offered to government, education and all non-profit agencies nationwide and in Canada. Member agencies are responsible for interpreting their own purchasing laws and recognizing NJPA as having satisfied their own competitive solicitation and contracting requirements.

OUR MEMBER COMMITMENT: NJPA is committed to serving you, our member agency, through a continuous effort to meet your present and future needs. Our goals are highlighted by our desire to provide valued national contract purchasing solutions. We will strive to identify and meet your needs in a measurable, cost-effective manner. We will research the industry with regard to our members' common needs, and as a result deliver to you the opportunity to purchase the very best products, equipment and services through nationally leveraged contracts offering our members the lowest possible contract price. We are only able to do this as we work together to develop business and member agency relationships, creating a unified purchasing alliance.

We look forward to working closely with you and your agency, listening to your needs and interests and responding by providing valued national and international contract solutions.

NJPA is nationally endorsed by: AASA aasa.org GOVERNMENT FLEET government-fleet.com

ENABLING LEGISLATION

JOINT POWERS AUTHORITY

NJPA members may be authorized to use NJPA contracts through "Joint Exercise of Powers" Laws, interlocal cooperation or cooperative purchasing laws. In general, these laws state: "What two units of government and/or education can individually do for themselves, one can do for another." Interpretation of these laws varies from individual to individual and from agency to agency and falls entirely on the responsibility of the member. NJPA therefore invites, evaluates and awards nationally leveraged, competitively solicited and cooperatively shared procurement contracts for our current and potential membership nationwide.

SERVICE IS OUR STANDARD

As a unit of government, NJPA exists for the singular purpose of providing valued services to our member agencies. We engage our membership throughout our procurement process in an effort to stay in tune to their individual needs and interests. Members are encouraged to give us input and express their views on everything we do on their behalf. This includes which products and equipment to solicit for, the process we use, how to evaluate, and finally, how our members judge the value of our contracts. We are driven to provide efficient public service through our national cooperative purchasing programs. Our common needs and the desire to serve your agencies will lead our efforts as we face the challenges of the procurement, business and industry communities both now and in the future.

MEMBERSHIP WITH NJPA

Membership in NJPA is at no-cost, no-obligation or liability to "Participating Members" and can be established in the following ways:

- Online at: NJPAcoop.org/join/application
- Through hard copy participation membership application
- Through "Joint Exercise of Powers" or "Interlocal" agreement

OUR FOUNDATION

MINNESOTA STATUTE 123A.21: SERVICE COOPERATIVES

This is the statute under which our "Service Cooperative" (SC) was created. Previously known as the North Central Service Cooperative (NCSC), we are now doing business as the National Joint Powers Alliance® (NJPA). Amendments to this legislation in 1995 expanded our potential participating membership to include any unit of government, education or non-profit agency.

- **M.S. 123A.21 Subd. 2** states the purpose of a service cooperative is to "assist in meeting specific needs of clients in participating governmental units which could be better provided by the service cooperative than by the members themselves."
- **M.S. 123A.21 Subd. 3: Membership and Participation** Full membership with a service cooperative shall be limited to public school districts, cities, counties and other governmental units as defined in section 471.59. Participating members, in contrast, are non-voting members whom retain full right and title to cooperative purchasing contracts created by NJPA. Participating members have no cost, obligation or liability to the organizational liabilities of NJPA.
- **M.S. 123A.21 Subd. 7 (23)** identifies the specific directive for our service cooperative to provide "cooperative purchasing services" to our members.

- **M.S. 123A.21 Subd. 9 (d,e): Funding and benefit** "(d) the SC is a public corporation and agency and its board of directors may make application for, accept, and expend private, state and federal funds that are available for programs of the members."

  Organization by definition and limitations "(e) The SC is a public corporation and agency and as such, no earnings or interest of the SC may incur to the benefit of an individual or private entity."

STATE OF MINNESOTA ENABLING LEGISLATION

The following summary is an explanation of the enabling legislation referenced by NJPA. The plain language of the statutes, from our perspective, gives NJPA very clear authority to serve current and future members through cooperative efforts.

NJPA ENABLING LEGISLATION

- **Minnesota Statute 471.345: Uniform Municipal Contracting Law (UMCL)**
  NJPA as a political subdivision of the State of Minnesota, adheres to the competitive solicitation requirements of the UMCL.

- **M.S. 471.345 Subd. 1: Municipality Defined**
  For purposes of this section, "municipality" means a county, town, city, school district or other municipal corporation or political subdivision of the state authorized by law to enter into contracts.

- **M.S. 471.345 Subd. 15: Cooperative Purchasing**
  A municipality may contract for the purchase of supplies, materials, or equipment without regard to the competitive solicitation requirements of this section if the purchase is through a national municipal association's purchasing alliance or cooperative created by a Joint Powers Agreement that purchases items from more than one source on the basis of competitive solicitations or quotations.

MINNESOTA STATUTE 471.59: JOINT EXERCISE OF POWERS

Subd. 1 defines the ability of two governmental agencies to enter into an agreement to contract in common through the action of each of their own governing bodies. Subd. 10 expands on the ability to enter into cooperative agreements.

- **M.S. 471.59 Subd. 1: Agreement**
  Two or more governmental units, by agreement entered into through action of their governing bodies, may jointly or cooperatively exercise any power common to the contracting parties or any similar powers, including those which are the same except for the territorial limits within which they may be exercised. The agreement may provide for the exercise of such powers by one or more of the participating governmental units on behalf of the other participating units. The term "governmental unit" as used in this section includes every city, county, town, school district, independent nonprofit firefighting corporation, other political subdivision of this or another state, another state, federally recognized Indian tribe, the University of Minnesota, the Minnesota Historical Society, nonprofit hospitals licensed under sections 144.50 to 144.56, rehabilitation facilities and extended employment providers that are certified by the commissioner of employment and economic development, day training and habilitation services licensed under sections 245B.01 to 245B.08, and any agency of the state of Minnesota or the United States, and includes any instrumentality of a governmental unit. For the purpose of this section, an instrumentality of a governmental unit means an instrumentality having independent policy-making and appropriating authority.

- **M.S. 471.59 Subd. 10: Services Performed by Governmental Units; Commonality of Powers**
  "Notwithstanding the provisions of Subd. 1 requiring commonality of powers between parties to any agreement, the governing body of any governmental unit as defined in Subd. 1, may enter into agreements with any other governmental unit to perform on behalf of that unit any service or function which the governmental unit providing the service or function is authorized to provide for itself."

FREQUENTLY ASKED QUESTIONS

Q. WHO IS NJPA?

A. NJPA is a public corporation or agency serving as a municipal contracting agency for government and education agencies. NJPA serves member agencies under the legislative authority established and granted by Minnesota Statute 123A.21 (see specific statutory references on pages 4-5). All NJPA employees are public employees whom are required to pay into Public Employment Retirement Association (PERA) through payroll deduction. NJPA employees have the same employment status as employees of NJPA government and education member agencies.

Q. WHAT IS NJPA'S PRIMARY PURPOSE?

A. Among other areas of serving members, NJPA creates national cooperative contract purchasing solutions on behalf of its member agencies which include all government, education and non-profit agencies nationwide and in Canada. These cooperative contract opportunities offer both time and money savings for their users by consolidating the efforts of numerous individually prepared solicitations to one national, cooperatively shared process. This process leverages the aggregation of volume from members nationwide.

Q. WHO IS ELIGIBLE FOR NJPA MEMBERSHIP?

A. Eligible members include any unit of government, education (K-12 and higher ed) or non-profit agencies nationwide.

Q. HOW IS NJPA GOVERNED?

A. NJPA is governed by the NJPA Board of Directors. The eight-member board is comprised of publicly elected governing officials; including school board, city council members and county commissioners from Region Five in Minnesota.

Q. HOW MUCH DOES IT COST TO PARTICIPATE IN NJPA?

A. There is no-cost, no-obligation or liability to join or participate in the NJPA contract purchasing program. There are no minimum contract purchasing requirements or commitments for members use of NJPA contracts.

Q. HOW IS NJPA FUNDED?

A. Vendors realize substantial efficiencies through their ability to respond to one NJPA solicitation and Request for Proposal (RFP) that will potentially earn thousands of sales opportunities. From these efficiencies, vendors pay an administrative fee to NJPA calculated as a percentage of sales processed through the competitively solicited procurement contracts awarded and held by the vendor. This administrative fee is not an added cost to the member. This administrative fee covers the costs of contract marketing and facilitation and it offsets operating expenses incurred by NJPA. This fee may also be used for other purposes as allowed by Minnesota statute. NJPA does not receive state or federal aid or membership fees. With respect to cooperative contract purchasing, NJPA is a self-funded governmental unit. NJPA also shares these fees with certain other NJPA members, partner cooperatives or associations as they demonstrate the desire and ability to help facilitate and market available NJPA contracts. Administrative fees paid to NJPA are not an additional cost to NJPA members.

Q. HOW CAN WE JOIN AND PARTICIPATE IN NJPA AND ITS CONTRACTS AND SERVICES?

A. A membership can be initiated by: • Online membership application: NJPAcoop.org/join/application • Paper-based membership application • "Joint Exercise of Powers" or "Interlocal" agreement. Participating members are non-voting members of NJPA that are able to enter into Joint Powers Agreements. Non-profit organizations, non-public schools and other similar entities may join NJPA through an associate membership. Full voting memberships are limited to units of government or education located within the five county region of Minnesota which NJPA was originally created to serve.

Q. DOES NJPA HAVE A PROFESSIONAL PUBLIC PURCHASING BOARD OF ADVISORS?

A. Yes. At this point, all current members are a part of our Board of Advisors. NJPA also has multiple member advisory committees that specialize in various membership verticals. These verticals include our general membership represented by procurement professionals from our government and education agencies and others, such as fleet departments, food service departments, park and recreation departments and public utility departments.

FREQUENTLY ASKED QUESTIONS

Q. CAN AGENCIES OTHER THAN GOVERNMENT AND EDUCATION USE THE PROGRAM?

A. Yes, under M.S. 123A.21, non-profit agencies may also participate.

Q. WHAT SPECIFIC STATUTE GIVES MY AGENCY THE AUTHORITY TO PARTICIPATE?

A. Generally, joint powers and/or cooperative purchasing laws create the authority for members to work together with NJPA and accept NJPA procurement laws. These laws are a part of state law in every state, however, they are written slightly differently. Essentially, what these laws state is: "What two units of government can individually do for themselves, one can do for the other." NJPA membership forms are designed to help establish an appropriate agreement to comply with the Joint Powers Laws of our qualifying agencies.

Q. WHAT ARE THE ADVANTAGES OF BEING A MEMBER OF NJPA?

A. • The competitive solicitation and contract process is completed and satisfied on behalf of your agency. • National aggregation of product and equipment demand and volume resulting in aggressive and competitive pricing. • Choice of equipment, products and services is offered under awarded contracts featuring the highest quality solutions from industry-leading and nationally acclaimed vendors. • Members enjoy a broad range of exceptional product and equipment selections complimented by substantial time savings and multiple other related benefits for participating agencies. • NJPA contract solutions offer choice with the ability to continue to perform your own competitive solicitation process if you choose to do so.

NJPA strives to exceed our members' needs and expectations. Our contracting process mirrors our members' process. In creating a contract pathway through a unified and commonly embraced contracting process, NJPA contracts are accepted by the highest level of government and education agencies across the country. NJPA increases our members' comfort by conducting complete financial audits of our organization annually through an independent auditor with the results submitted to the State of Minnesota as required by state law.

Q. AS NJPA MEMBERS, ARE WE STILL ABLE TO BUY FROM OTHER CONTRACTS?

A. Yes, all NJPA membership and contracts are non-exclusive with no obligation to purchase and are contracts of choice by our member agencies.

Q. CAN MY PUBLIC AGENCY USE NJPA CONTRACTS WITHOUT ISSUING OUR OWN SOLICITATION?

A. Yes, In most states and local jurisdictions, though it is the responsibility of individual members to make the determination. All NJPA contracts have been competitively solicited nationally, reviewed, evaluated by committee and recommended to the NJPA Board of Directors for award in accordance with Minnesota public purchasing and contracting rules, guidelines and regulations applicable to NJPA. Each solicitation is issued on behalf of NJPA and current and potential NJPA members nationwide. Each RFP advises all responders that NJPA most desires and invites a vendor whom can sell and service participating member agencies in all fifty states and, optionally, provinces and territories of Canada. All RFP respondents understand that these contracts will be under consideration for use by government, education and non-profit member agencies throughout the United States.

Q. HOW CAN I OBTAIN COPIES OF THE LEGAL DOCUMENTATION ASSOCIATED WITH EACH CONTRACT?

A. Related contract and competitive solicited process documentation is available on the NJPA website under each individual vendors' page or by request. Once on a vendor page, there is a tab titled "Contract Documentation" where these documents can be reviewed. Please follow the instructions under each vendor's "Pricing" tab to access pricing for specific contracts. Due to pricing complexity, most pricing is not located on the website and is available upon request in compliance with MN Data Practices. Procurement files are also available upon request.

Q. WHAT IS THE SOLICITATION AND REQUEST FOR PROPOSAL (RFP) PROCESS?

A. NJPA conducts a comprehensive 12-step process (described in full on pages 9-10) that includes: 1) Identify members' needs, 2) Research solutions available in the marketplace, 3) Request permission from the NJPA Board of Directors, 4) Draft a solicitation, public advertisement and notice, 5) Conduct a pre-proposal conference followed by receipt of responses, 6) Evaluate proposers' responses, 7) Review evaluation results, 8) Provide recommendations to the NJPA Board, 9) Award vendor(s), 10) Post approved contract documents, 11) Develop and implement a joint marketing plan with awarded vendor(s), and 12) Review and maintain our contract throughout its term.

FREQUENTLY ASKED QUESTIONS

Q. HOW DOES THE PURCHASE PROCESS FLOW?

A. NJPA contracts establish a business to government style transaction flow. Members are encouraged to begin communications with their local dealer/representative of our contract holder, as they are the experts in helping members determine their specific needs and thereby defining the best solution for equipment, products and services needed. Members communicate with the vendors through contract proposals that include pricing. Members may contact NJPA to verify the awarded contract pricing and confirm contract terms and conditions. To execute a purchase, a member should issue a purchase order according to their normal organizational parameters. In addition, the member should include identifying language on the face of that purchase order such as: "This purchase order is issued pursuant to NJPA Contract #XXXXXX-AAA" which will notify the local dealer/representative of the desire and intent to use the NJPA contract that includes its pricing, terms and conditions.

Q. CAN MY AGENCY ADD ADDITIONAL TERMS & CONDITIONS TO MEET MY LOCAL REQUIREMENTS?

A. Members have the ability to propose new or additional terms and conditions. By reviewing your procurement documentation and local requirements you may find that there are specific requirements by your agency that are not included in the NJPA terms and conditions. The terms and conditions of the NJPA contract cannot be changed, but custom or additional terms and conditions are acceptable between the customer and vendor at the purchase order level.

Q. WHAT ABOUT CUSTOMER SATISFACTION AND ASSURANCE?

A. NJPA cooperative procurement contracts do not guarantee sales. Each vendor must earn each individual sale they propose. Excellent products/equipment and customer service yields excellent customer satisfaction and assurance. As a result, NJPA cooperative procurement contracts are based on the quality and performance of the equipment/products and support of the on-going customer services. Our members issue their most important and final vote with their purchase orders. We find that our vendors exceed our members' expectations due to the quality of vendors we have under contract and how each vendor sees the value of the contract for their company.

Q. DESCRIBE WHO NJPA CONTRACT AWARDS TO.

A. NJPA prefers to award contracts at the manufacturer level when possible. Contract awards to manufacturers are made on behalf of that manufacturer's dealer network through the established relationship between manufacturer and authorized dealers. Likewise, contract awards made to a re-seller are made on behalf of the re-seller's manufacturers, again through the established relationship between the re-seller and their manufacturers. In many cases, some products or equipment are only available through re-sellers. Whichever is the case, NJPA members have a single source of responsibility in the awarded contractor and that awarded contractor takes responsibility for all third party sub-contractors used in the acquiring and delivering of products and services to be delivered. As a result of the contracting reputation NJPA has earned, NJPA is able to award contracts to quality vendors that members can trust.

Q. HOW DO MY REGULAR SUPPLIERS BECOME AUTHORIZED SUPPLIERS FOR NJPA?

A. Ask the supplier to watch for solicitations being posted. NJPA solicitations are posted in the *USA Today* (usatodayclassifieds.com), at least once in Oregon and Utah in the *Daily Journal of Commerce* (djcoregon.com) and the *Salt Lake News* (nadegal@mediaoneutah.com), respectively; on the NJPA website (NJPAcoop.org); distributed to other third party procurement websites such as BidSync (bidsync.com), Onvia (onvia.com), MERX (merx.com), and Biddingo (biddingo.com); and distributed to the procurement offices at the state level in each state for re-publication in their jurisdictions at their discretion. Suppliers who respond to NJPA RFPs in a sufficient manner are awarded a contract according to the terms and conditions contained therein.

Q. HOW DO I GET MORE INFORMATION ABOUT NJPA?

A. Contact us at NJPAcoop.org | 888-894-1930 or contact any of our vendors listed in our Contract Directory.

Q. HOW CAN WE BECOME A NJPA VENDOR?

A. All current NJPA vendors became awarded vendors by responding to a NJPA nationally advertised solicitation in their respective categories. To learn more visit our website at NJPAcoop.org/how-to-become-a-vendor.

OUR 12-STEP PROCUREMENT PROCESS

It is the desire of NJPA to meet our members' procurement requirements, but it is ultimately our members' responsibility to interpret local purchasing laws to determine their own ability to access and participate with NJPA contracts. Our request for proposal (RFP) process is continuously being refined to meet the changing needs of our members. The desired result is a national, competitively solicited procurement and contract process that is not only valued by members but meets or exceeds local requirements—offering exceptional products and services from nationally acclaimed vendors.

1) IDENTIFY MEMBERS' NEEDS

NJPA pursues member participation and conducts research through our member advisory committees, which are represented by various verticals, at numerous national trade shows, and through daily member interaction.

2) RESEARCH SOLUTIONS AVAILABLE IN THE MARKETPLACE

Constant research helps us develop the best approach for each offering. Some industries lend themselves to a manufacturer's response because that manufacturer provides a complete industry solution through their authorized dealers. Other industries lend themselves to a distributor response because they are able to provide the most complete industry solutions through the large number of manufacturers they represent.

3) REQUEST PERMISSION FROM THE NJPA BOARD OF DIRECTORS

After establishing the existence of both a viable need and a viable NJPA style solution, permission from the publicly elected NJPA Board of Directors is sought and must be granted to officially begin the development of the solicitation and overall procurement process.

4) DRAFT A SOLICITATION, PUBLIC ADVERTISEMENT AND NOTICE

Our solicitation document is our cornerstone of cooperative contract purchasing. The consistency of that solicitation document, its response forms and evaluation criteria are some of our greatest assets. NJPA advertises each RFP:

- In print: *Salt Lake News* (Utah), *USA Today* (National)
- In print and online: *Daily Journal of Commerce* within the State of Oregon
- In print and online: *The State* within the State of South Carolina
- On the NJPA website
- On e-commerce sites: BidSync, Biddingo, MERX, Onvia, PublicPurchase
- We notify the state level procurement departments in each state for possible re-posting of the solicitation within their systems and at their option

5) CONDUCT A PRE-PROPOSAL CONFERENCE FOLLOWED BY RECEIPT OF RESPONSES

Proposers are typically given 5-6 weeks from the start of the RFP advertisement to respond to the RFP. A Pre-Proposal Conference is conducted to answer questions. An addendum may also be issued if there are any items covered beyond RFP content clarifications in the conference, and if such items are deemed material by NJPA. NJPA uses an atomic clock to electronically time and date stamp all Proposals immediately upon receipt in NJPA's Staples, MN office. Proposals are opened by a Contracts & Compliance department employee at the time, date and place specified in the RFP.

6) EVALUATE PROPOSERS' RESPONSES

Evaluation begins at the proposal opening by determining the "responsiveness" of each proposal. **"Level One Responsiveness"** includes: • Timely submission • Properly organized • Electronic as well as physical copies as required • Original signatures on appropriate documents • **"Level Two Responsiveness"** is the evaluation of the proposal response according to the evaluation criteria provided in the RFP and documented on the "Proposal Evaluation" (Form G) by the Proposal Evaluation Committee. Our typical RFP invites the widest possible variety of products and services within the scope of a proposal. Our intention is to create a contract that provides the widest possible array of utility to the widest possible array of NJPA members. We also specifically invite proposers to define their products and services not only by industry standard terms, but also in terms of the latest technological advances and its applicability and utility to our members.

Evaluating proposers' responses, continued:

The perceived procurement value of a proposal to NJPA and its Members, in the opinion of NJPA, includes but is not limited to:

- Conformance to RFP's intent, scope and specifications
- Competitive pricing strategies
- Ability to sell and service NJPA Members nationally
- Financial strength, experience and success in the industry/marketplace
- References from past customers and prior experience with NJPA
- A clear, concise, aggressive and effective marketing plan
- Value added related products, services and technological advances
- Financing options and detailed payment terms
- Warranty, product and service responsibility
- Identifying the depth, breadth and quality of products and service offerings

Additional consideration is given to proposer's who demonstrate "Green" and Disadvantaged Business Enterprise and the ability to sell and service Canada and other international provinces.

The final evaluation is conducted using the "Proposal Evaluation" form defined in the RFP. This form establishes a weighted scoring method and also provides for an optional "Cost Comparison." This point-based system is used as a part of the final scoring and awarded vendor determination.

7) REVIEW EVALUATION RESULTS

Recommendations of the Proposal Evaluation Committee are reviewed by NJPA's Contract Council. Final recommendations are then approved for consideration by the NJPA Board of Directors.

8) PROVIDE RECOMMENDATIONS TO THE NJPA BOARD

Recommendations of the Contract Council are presented to the NJPA Board of Directors for final review and possible award. The NJPA Board has the final authority to issue or deny a procurement contract.

9) AWARD VENDOR(S)

Upon approval by the NJPA Board, the recommended vendor is awarded a four-year contract term with one additional one-year renewal at the discretion of NJPA. The Contracts & Compliance Department emails Notices of Award and Non-Award to vendors.

10) POST APPROVED CONTRACT DOCUMENTS

A complete procurement file is maintained by NJPA, and contract documentation is posted on our website for review by our members.

11) DEVELOP AND IMPLEMENT A JOINT MARKETING PLAN WITH AWARDED VENDOR(S)

NJPA works with both the vendor and member to educate on the benefits and uses of an awarded contract. We work with the awarded vendor(s) to educate and energize their sales and service teams. NJPA advertises awarded contracts in select national publications; produces a full-color, hard copy "Contract Directory", maintains a website offering of the contract solutions; exhibits with vendor partners in numerous national and regional trade shows; and provides breakout meetings at trade shows.

12) REVIEW AND MAINTAIN OUR CONTRACT THROUGHOUT ITS TERM

Contracts are periodically reviewed for their effectiveness. NJPA contracts are written with four-year terms with a fifth year option at NJPA's discretion. NJPA does not eliminate member responsibility for following the solicitation process, rather, we provide a nationally pre-competed option to avoid duplicating the formal solicitation process.

MEMBERSHIP AGREEMENT
PARTICIPATING MEMBER

NJPA
National Joint Powers Alliance®

This Agreement, made and entered into this ___ day of ________, 20___, by and between National Joint Powers Alliance®, hereinafter referred to as "NJPA" and ________________________________ hereinafter referred to as the "Applicant".

Witnesseth:
That for a good and valuable consideration of the premises, mutual terms, covenants, provisions, and conditions hereafter set forth, it is agreed by and between the parties as follows:

***Whereas**, the NJPA is created by Minnesota Statute §123A.21 (with membership further defined in M.S. §471.59)to serve cities, counties, towns, public or private schools, political subdivisions of Minnesota or another state, another state, any agency of the State of Minnesota or the United States including instrumentalities of a governmental unit and all non-profits; and*

***Whereas**, NJPA's purpose as defined in M.S. §123A.21 is to assist in meeting specific needs of clients which could be better provided by NJPA than by the members themselves; and*

***Whereas**, the NJPA Board of Directors has established the ability for an "Applicant" desiring to participate in NJPA contracts and procurement programs to become a Participating Member; and*

***Whereas**, the NJPA Board of Directors has determined that Participating Members will have no financial or organizational liability to NJPA or to its organizational activities;*

Now Therefore, it is hereby stipulated and agreed that the "Applicant" Agency desires to be a Participating Member of NJPA with contract purchasing benefits, in accordance with terms and conditions of the applicable contract(s), and that NJPA hereby grants said Membership to said "Applicant."

Term:
This continuing agreement shall remain in force or until either party elects to dissolve the Agreement by written notice.

THEREFORE, IN WITNESS THEREOF,
the parties hereto have executed this Agreement the day and year written above.

Member Name:

By ________________________
AUTHORIZED SIGNATURE

Its ________________________
TITLE

____
DATE

National Joint Powers Alliance®
202 12th Street NE, P.O. Box 219
Staples, MN 56479

____
AUTHORIZED SIGNATURE

____
TITLE

____
DATE

Please indicate an address to which your membership materials may be delivered. Thank you.

____
ADDRESS

____
PHONE

____
EMAIL ADDRESS

____
ORGANIZATION TYPE

For membership questions contact:
Duff Erholtz
Phone: 218-894-5490
Fax: 218-894-3045
Email: duff.erholtz@njpacoop.org

G

Prospect Heights

May 19, 2015

TO: Mayor and City Council

FROM: Stephanie Hannon, Finance Director

RE: **FY2016-2020 City of Prospect Heights Proposed Capital Improvement Plan**

The City of Prospect Heights has prepared its first Capital Improvement Plan. The plan includes capital expenditures and projects projected to be expensed or have funds assigned so improvements may be made in future periods.

Summary of items to be included in the FY2015-16 Budget:

Department	Amount Expensed	Amount Assigned
Police	$ 85,000	$ 91,800
Public Works	$ 996,000	$ 2,479,000
Building & Zoning	$ 0	$ 8,000
Administration	$ 200,000	$ 210,000
Total	$ 1,281,000	$ 2,788,800

Unassigned Balance as of 4/30/16 (Estimated)	$9,966,752
Restricted	(2,571,981)
Available Funds	$7,394,771
Repayment of Development Fund Bond Reserve	(2,950,000)
Capital Improvement Plan	(4,440,154)
Available Funds	$ 4,617

It is recommended that the Council approve the assignment of the $7,390,154 for the purpose of capital improvement and bond repayment.

INTRODUCTION

Like most communities, the City of Prospect Heights does not have sufficient funds to accomplish all of the infrastructure and public improvement projects required by a growing community. The City of Prospect Heights is faced with the universal dilemma of attempting to meet the needs of its residents for improved public services and facilities with limited revenues, coupled with the continued increase of costs for providing these same requested services and facilities. This situation is further compounded by the non-Home Rule status of the City where there are no property taxes.

In an effort to meet this challenge, the City of Prospect Heights has developed an objective and uniform method of establishing project priorities and identifying the amount and source of funds available to undertake these capital projects. The City is also charged with the responsibility of insuring that the public funds are spent wisely and efficiently. A Capital Improvement Program (CIP) is the process best suited to assist the Mayor and City Council in accomplishing this objective.

Among the primary responsibilities of municipal officials is to preserve, maintain, and improve the City's inventory of buildings, streets, parks, and water and sewer facilities. Capital Improvement Planning is recognized as a practical financial management tool and a necessary planning practice. Maintenance and upkeep of facilities today may prevent emergency and major replacement costs tomorrow.

Equally important, communities that are seeking to attract business investment to guarantee a balanced and stable economic base recognize that a carefully-planned infrastructure program is critical to this effort. In conjunction with the Prospect Heights Comprehensive Plan Update, Water Master Plan, Sewer Master Plan and Stormsewer Master Plan the CIP brings all these together and promotes new investment in locations that can accommodate development with quality systems and services.

As presented, the FY2015/2016 – FY2019/2020 CIP attempts to balance the competing needs of maintaining existing facilities (i.e., what we have) with expanded and/or new facilities to meet present and future needs (i.e., what we need). This process also aids in distinguishing a "want" from a "need".

WHAT ARE CAPITAL IMPROVEMENTS?

Capital improvements are, basically, public improvements that meet a set of pre-determined criteria. They represent projects involving the expenditure of public funds, over and above annual operating expenses, for the purchase, construction, or replacement of physical facilities of a community. Examples include:

- Streets/Roads/Sidewalks
- Parks
- Public Buildings and Facilities
- Water & Sanitary Sewer Systems
- Water Treatment/Pump House

WHAT ARE THE GENERAL CHARACTORISTICS OF CAPITAL IMPROVEMENTS?

1. They are large in scope.
2. The have a substantial price tag.
3. The have long-term usefulness and permanence (10-30 years).
4. The involve expenditures of a non-recurring nature (The routine maintenance of a facility once in place become part of the annual operating budget).
5. They usually provide a governmental facility for public service.
6. They add substantially to the value of the City's fixed assets.

Although some characteristics are common in communities, the actual types of projects included in the CIP vary from place to place. For example, The City of Prospect Heights has chosen to include major replacement projects. The City has chosen to follow its Capital Asset Policy and include assets that follow the policy threshold.

1. Road & Bridges	$200,000
2. Land	$ 50,000
3. Buildings & Improvements	$ 50,000
4. Machinery & Equipment	$ 20,000
5. Vehicles	$ 10,000
6. Water & Sewer mains	$ 10,000
7. Sidewalks/Paths	$ 50,000

This is common practice in smaller municipalities with a limited budget. Any projects below this amount will be incorporated into the departmental budgets as part of our Annual Budget Review and Workshop.

WHAT IS CAPITAL IMPROVEMENT PLANNING?

Capital improvement planning is the multi-year preparation, scheduling and updating of a list of proposed projects and related equipment to be built or purchased by the City within a specified period. It covers the entire gamut of public facility and service requirements. The program lists all future projects, the project type and the amount requested to be appropriated and expended in that year. Also included is an explanation of why the project is needed and the proposed funding sources.

THE CAPITAL BUDGET YEAR

The first year of scheduled projects is referred to as the "capital budget year" and includes those projects recommended to be funded in the upcoming fiscal year. The CIP does not in and of itself, raise money for capital projects. Instead, these projects will subsequently be included in the Fiscal Year 2015-2016 Budget submitted to the Council for their review and approval.

PROGRAMMING PERIOD

The Capital Improvement Budget is a multi-year short and long range plan for the physical development and links the City's Comprehensive Plan as well as other planning documents with the annual budget. It provides a mechanism for:

- Estimating capital requirements
- Proposing revenue sources for existing and needed projects
- Planning, scheduling and implementing projects
- Coordinating the activities for various department project schedules
- Monitoring and evaluating the progress of the capital projects

The CIP is a five year plan for project funding and is considered most suitable. Two or three years is too little time for effective planning, programing and funding as the processes take a large amount of time and coordination. In contrast, any time over five years is too long and may skew the numbers and accuracy of projections to the point of becoming obsolete or meaningless. The CIP is not static and should be reviewed and updated each year in conjunction with the budget process to reflect changing priorities, unexpected events, unforeseen opportunities, cost changes and alternate funding sources.

CIP PROCESS

During the month of December the City Administrator meets with the Departments Heads to conduct a review of requests for projects. The projects are then prioritized according to their perceived economic and operational value. The months of December and January are dedicated to the development of the Capital Budget document. Goals and policy recommendations, detailed project descriptions and 5-year budget estimates are developed for each of the categories. The budget estimates are then allocated to the appropriate funding source-General Fund, Water Fund, MFT Fund etc. The CIP document is then given to the City Council in January for their review and consideration and discussed at greater length at the Annual Budget Workshop Meeting along with the City Budget.

The entire CIP process ensures that the projects reflect community-wide goals and identified the resources available. It requires the collective overview of projects as opposed to singularly to determine their value to the community. This type of advanced programming can help avoid mistakes that can be costly and duplications. The projects in the CIP are prioritized in part, on the basis of the greatest benefit to the greatest number of City residents as opposed to usually narrower department objectives.

Coordination of capital projects can reduce scheduling problems and overlapping projects. For example, it can prevent paving a street one year just to tear it up two years later to install a sewer. The CIP grants the opportunity to plan the location, timing and financing of improvements and reduces the frequency of unplanned and unbudgeted expenditures that can endanger the financial well-being of the City. Lastly, the CIP has a positive impact on the City's credit rating and makes the community more attractive to business and industry. It also improves the City's chances of obtaining grant funds through documentation of projects as officially identified community needs.

CIP REVENUE

CIP revenues are dependent on and susceptible to unforeseen and external factors over which the City has no control. In earlier years 2008-2010, the recession and economic factors presented the City with great budgetary challenges in revenue and limited the ability to address any capital needs. The current down trend in housing development and business has given the City a significant increase in foreclosures and vacant businesses.

CIP funds typically invest their cash balances until needed by applicable projects. The short-term interest rates continue to be adversely influenced by the Federal Reserve Rate and offer minimal rates of return at this point. The City is currently earning between .25 and .35% on funds held at Village Bank.

The CIP process will prove to be a vital planning tool for the City generating substantial benefits by prioritization and completing projects using the City's limited resources, without the need to use other financial bases such as bonds.

As with the City's operating budget, ***CIP expenditures are delayed until the associated revenues are available or their receipt is imminent***. It is in part for this reason< (i.e. the failure to receive pledged or anticipated funds) that some projects will be unable to be completed in their entirety. However, there may be instances when delinquent funds will arrive and the project can be completed the following fiscal year when funds become available. There may be external factors, such as state and federal approval processes (i.e. grants),that may delay a project.

Existing fund balances consisting of revenues carried over from the previous year combined with current year revenues will provide the necessary funding for the City's comprehensive FY 2015-16 Capital Improvement Program. It is important to remember that some of these funds are specifically earmarked by state statute (i.e. grant funds, MFT funds etc.), or other regulations that restrict their use to a defined purpose (i.e. bond proceeds).

				$ 250,[illegible]							
Technology - 2 computer servers ($17,500 each)	$ 34,000	A	$ -			$ 6,800	$ 6,800	$ 6,800	$ 6,800	$ 6,800	$ 34,000
Vehicles - 2 per year replacements/with Unit Spec	$ 32,500	A	$ 65,000	$ 65,000	$ 65,000	$ 65,000	$ 65,000	$ 10,000	$ 65,000	$ 65,000	$ 410,000
Building Improvements: Parking Structure	$ 200,000	A	$ 200,000		$ 200,000						$ 200,000
Building Improvements: Patch/replace parking lot	$ 115,000	A	$ 115,000		$ 115,000						$ 115,000
Expensed					$ (380,000)	$ (65,000)	$ (65,000)	$ (65,000)	$ (65,000)	$ (65,000)	$ (621,000)

Facility-Salt Dome	$ 150,000	A	$ -	$ -		$ -	$ 150,000				$ 150,000	
Facility-Pump Lift Station	$ 20,000	A	$ 20,000								$ -	
Road Resurf/Maintenance	$ 15,000,000	C	$ 500,000	$ 250,000	$ 7,500,000	$ 1,250,000	$ 1,000,000	$ 1,000,000	$ 1,000,000	$ 1,000,000	$ 7,750,000	
Sidewalks-Safe Routes to School	$ 3,000,000	A	$ 250,000	$ 20,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 1,500,000	SRTS STP - Grants $500,000 per year total - 80% grants
Sidewalks - Replacement	$ 400,000	A	$ 20,000	$ 8,000	$ 20,000	$ 8,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 120,000	$400,000 for 20 years plus additional sidewalks
Tree Program/EAB	$ 200,000	B	$ 64,000	$ 48,000	$ 64,000	$ 48,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 200,000	
Utility-Storm Sewers (Replacement)	$ 5,000,000	C			$ 125,000	$ 125,000	$ 125,000	$ 125,000	$ 125,000	$ 125,000	$ 750,000	$5,000,000 over 40 years
Utility-Drainage Improvements	$ 4,000,000	A	$ 770,000	$ 430,000	$ 770,000	$ 480,000	$ 700,000	$ 700,000	$ 700,000	$ 700,000	$ 4,000,000	$450,000 in General Fund
Utility-Water (Gordon Road)	$ 1,000,000	D			$ 250,000	$ 200,000	$ 200,000	$ 250,000	$ 100,000		$ 1,000,000	
Utility-Street Light Ins/Repair/Replacement	$ 500,000	B	$ 100,000	$ -	$ 100,000	$ 200,000	$ 100,000	$ 100,000			$ 500,000	
Bridge Improvements	$ 170,000						$ 170,000				$ 170,000	
Equipment-John Deere Grader 1750v Lease 57	$ 35,000	A	$ 35,000		$ 35,000						$ 35,000	
Equipment-Sewer Camera	$ 120,000	A	$ -	$ 60,000		$ 60,000					$ 60,000	
Equipment-Stump Grinder	$ 18,000	A	$ 18,000		$ 18,000						$ 18,000	
Equipment-Trailer	$ 10,000	B	$ 10,000		$ 10,000						$ 10,000	
Equipment-Bob Cat	$ 30,000	C	$ 30,000		$ 30,000						$ 30,000	
Vehicle-Ford Explorer	$ 27,000	C									$ -	
Vehicle-John Deere End Loader	$ 175,000	C					$ 175,000				$ 175,000	
Vehicle-Ford 1 ton chipper	$ 65,000	C										
Expensed Roads											$ -	
Expensed Sidewalks					$ (500,000)	$ (250,000)	$ (150,000)	$ (150,000)	$ (150,000)	$ (150,000)	$ (1,350,000)	
Expensed Drainage					$ (20,000)	$ (250,000)	$ (250,000)	$ (250,000)	$ (250,000)	$ (250,000)	$ (1,270,000)	
Expensed EAB					$ (770,000)	$ (430,000)	$ (700,000)	$ (700,000)	$ (700,000)	$ (700,000)	$ (4,000,000)	
Expensed Utility					$ (64,000)	$ 48,000	$ (20,000)	$ (20,000)	$ (20,000)	$ (20,000)	$ (150,000)	
Expensed Equipment					$ (100,000)	$ -	$ (100,000)	$ (100,000)	$ (100,000)	$ -	$ (400,000)	
Expensed Salt Dome					$ (100,000)	$ (60,000)	$ (175,000)	$ (60,000)			$ (375,000)	
							$ (150,000)				$ (150,000)	

BUILDINGS & GROUNDS

Project Type	Anticipated Replacement Cost	Priority	Expended in FY2014-15	Expended in FY2015-16	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21	Total	Notes
[illegible]					$ -	$ 5,000	$ 10,000	$ 20,000	$ 32,000	[illegible]		
Vehicle-Replace (Maint/Grounds)	$ 32,000	$			$ 6,000	$ 8,000	$ 8,000	$ 8,000		$ 8,000	$ 40,000	
Expense									$ (32,000)			
Total												

ADMINISTRATION

Project Type	Anticipated Replacement Cost	Priority	Expended in FY2014-15	Expended in FY2015-16	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21	Total	Notes
[illegible]					$ -	$ 10,000	$ 20,000	$ -				
Facility-City Hall Drainage Project (Council Chambers)	$ 4,000	A	$ 4,000	$ -	$ 4,000	$ -					$ 4,000	Painting
Facility-City Hall Parking Lot-resurfacing/brick pavers	$ 118,000	A	$ 118,000	$ -	$ 118,000	$ -					$ 118,000	Parking Lot & Brick Pavers
Facility-City Hall Improvements	$ 50,000	A	$ -	$ -	$ 10,000	$ 10,000	$ 10,000				$ 30,000	Carpeting, painting, miscellaneous
Facility-Parking Lot Camp McDonald	$ 200,000	A		$ 200,000	$ -	$ 200,000	$ -				$ 200,000	Land
Expense - Hall Improvements					$ (118,000)	$ -	$ (50,000)				$ (148,000)	Carpeting, painting, miscellaneous
Expense - Drainage Repair					$ (4,000)	$ -	$ -				$ (4,000)	
Expense - Parking Lot						$ (200,000)					$ (200,000)	
Total												

Reserve required each Fiscal Year $ 4,440,154 $ 5,789,824 $ 7,020,754 $ 7,990,824 $ 9,020,354

Water

Project Type	Anticipated Replacement Cost	Priority	Expended in FY2014-15	Expended in FY2015-16	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21	Total	Notes
Equipment-SCADA System	$ 25,000	B			$ 15,000	$ 10,000					$ 25,000	
Water Distribution System	$ 10,000,000	C			$ 1,010,000	$ 124,000	$ 124,000	$ 124,000	$ 124,000	$ 124,000	$ [illegible]	Cost per Water Study over 75 years
Reservoir	$ 1,200,000	C			$ 400,000	$ 18,000	$ 18,000	$ 18,000	$ 18,000	$ 18,000	$ [illegible]	Estimate per Engineer for 50 years - did not use 20 years
Vehicle-Water Dept Truck	$ 40,000	C			$ 10,000	$ 10,000	$ 10,000	$ 10,000			$ 40,000	
Expense - SCADA System							$ (25,000)				$ (25,000)	
Expense - Truck									$ (40,000)		$ (40,000)	
Total												

H

City Council Workshop Agenda Item No:

Meeting Date:	June 22, 2015
Item:	Liquid Anti-Icing Pilot Program Update/Report
Motion:	**Topic is open for discussion**
Staff Contact:	Steven L. Cutaia, Public Works Director

Purpose:
The purpose of this memo is to discuss the Public Works Liquid Anti-icing Pilot Program.

Background:
At the request of Alderman Scott Williamson, staff prepared this report regarding the Liquid Anti-icing Pilot Program. Specifically requested were the program's amount of applications, its effectiveness, feasibility with current staffing levels and the case of either maintaining the or discontinuing this program.

Financial Impact:
The variation between the two chemicals, per application, is $4.00 -$8.00 by using rock salt vs. approximately $243.00 by using a liquid anti-icing pre-mixed formula (***Liquid Snow Shovel)***

Recommendation:
Open for discussion

Enclosures:
- Liquid Anti-icing Pilot Program Report

2014-15 Liquid Anti-icing Pilot Program Report

City of Prospect Heights
Public Works Department
Steven Cutaia, Director
June 17, 2015

INDEX

1. **INTRODUCTION**

This is a report based upon a pilot program the City of Prospect Heights Public Works Department had performed by replacing rock salt with a liquid anti-icing formula which is applied prior to a snow fall in a designated test area. NOTE: Every snow event, every chemical (solid or liquid) and every snow plow operator varies at different levels.

2. **BACKROUND OF THIS PROGRAM**

The City Public Works Department created an anti- icing pilot program for the 2014-15 winter in efforts to be more environmentally friendly. Staff researched the chemicals and applicators along with obtaining information from various communities that currently have a program. Staff obtained approval to purchase a pre-formulated liquid and a multi-use applicator. Staff created a pilot program area around the slough and a detailed policy (see section #6). The streets include; Marion/Maple, Hillcrest Drive & Court, Owen Street & Court, and Hillside Avenue.

3. **Anti-icing and the INDUSTRY**

The anti-icing industry is still somewhat in its infancy stages. Staff learned that there appears to be very little consistency in this industry. The policies on when and how to apply the liquid differ as well as the liquid formula and type of applicators.

Some municipalities mix their own formulas, while a few order it premixed. Some spray the mixture directly on the street, while others spray it on the salt prior to spreading the salt.

One of the concepts of applying liquid salt brine is to prevent the salt dust that often blows away

The industry itself has many techniques. Material options vary from abrasives such as slag, sand, and cinders, while some chemicals include chloride, acetate, potassium and rock salt. Some communities wet their salt prior to slating while others rely on the snow to create the brine.

4. **Snow Removal 101 Basics:**

- The basic concept is to prevent snow from sticking to the pavement
- Common policy is to plow after 2" of snow depending upon the weather forecasts
- Anti-icing applications depends upon many variables-see Ant-icing Policy
- Chemicals are applied to prevent or break the bond between ice & snow to the road surface. The purpose of using chemicals is NOT to "burn off" the snow
- We remove snow and ice with the plow, but make it easier to remove with chemicals

5. CITY'S EQUIPTMENT AND FORMULA

The market offers a variety of mixtures to choose from. While some municipalities purchase premixed formulas, other larger municipalities create and mix their own concoction(s). This essential formula is a salt content with a sticky substance to make the salt stick to the street surface.

The formula staff chose was *Liquid Snow Shovel* which is calcium chloride. It is marketed to be a clear liquid with no odor. These are delivered in a 275 gallon 4' x4' x4' plastic tote.

5340

MATERIAL SAFETY DATA SHEET
FOR
Liquid Snow Shovel
(CALCIUM CHLORIDE)

2012

A. GENERAL INFORMATION

Liquid Snow Shovel Calcium Chloride
Chemical Name & Synonyms: Calcium Chloride
Formula $CaCl_2$
Uses Anti-icing/deicing

Manufacturer Advanced Seasonal Innovations, Llc.
17621 Van Wagoner Rd
Spring Lake, MI 49456

B. COMPOSITION INFORMATION ON INGREDIENTS

	Approx %	CAS. Reg. No.
Calcium Chloride	**32-38%**	010043-52-4
Water	**51-68%**	007732-18-5

Organic proprietary stabilizer, anti-spalling agent and corrosive inhibitor 7%

C. HAZARDS IDENTIFICATION

APPEARANCE AND ODOR: Clear liquid, no odor.
EYE: Material may be handled at elevated temperatures; contact with heated material may cause thermal burns. May cause severe irritation with corneal injury. Effects may be slow to heal.

SKIN: Short single exposure is not likely to cause significant skin irritation. Prolonged or repeated exposure may cause skin irritation, even a burn. May cause more severe response if confined to skin or skin is abraded (scratched or cut). Material may be handled at elevated temperatures; contact with heated material may cause thermal burns. A single prolonged exposure is not likely to result in the material being absorbed through the skin in harmful amounts. Not classified as corrosive.

INGESTION: Single dose oral toxicity is believed to be low. Small amounts swallowed incidental to normal handling procedures are not likely to cause injury; swallowing amounts larger than that may cause injury. Ingestion may cause gastrointestinal irritation or ulceration.

INHALATION: Vapors are unlikely due to physical properties. Mists may cause irritation to upper respiratory tract.

D. FIRST AID

EYES: Irrigate with flowing water immediately and continuously for 15 minutes. Contact medical personnel (if required).

SKIN: Wash off in flowing water or shower.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LSS

6. CITY'S EQUIPTMENT

As with liquids there are many applicators also to choose from. There are many ways to construct homemade applicators, while there are many manufactured applicators available on the market. The applicator is very similar to a farmer's pesticide applicator that basically includes a liquid storage container, a pump, and a spray arm. Staff picked this device for many reasons. Staff liked the enclosed structure, the hose applicator and the versatility with a possibly using this in the summer for watering or spraying.

This heavy duty unit was designed to apply Liquid Snow Shovel to sidewalks and parking lots. Applicators include 12 volt heavy duty battery (200 min. capacity) and charger, 7-way pigtail for auxiliary power, 7 gpm pump with 80 psi, hose reel w/50 foot of hose. The drip bar is incased in durable powder coated channel which mounts into any hitch. 200 gallon tank coverage rate is 400,000 square feet, or more, depending on surface to be treated.


12 3 2014 15 32

7. SNOW EVENTS

12/3/2014

It was 35 degrees, sunny, at 3:00pm, when staff sprayed Marion/Maple, Hillcrest Drive & Court, Owen Street & Court, and Hillside Avenue. Pavement was 30 degrees. **On 12/5-7/2014 we received a mild rain, on & off, liquid washed off which resulted in a waste. See photo.**

12/27/2015

Staff applied liquid when the temperature was 30 digress. Staff sprayed in the AM on Marion/Maple, Hillcrest Drive & Court, Owen Street & Court, and Hillside Avenue. I drove Hillcrest Drive after a council meeting at 7:15 PM and could not visually tell a difference between the areas that had been sprayed or areas that had not been salted yet. **We received about 1"-2" by midnight. Staff plowed the area as a routine procedure. The liquid appeared to work this case.**

2/25/2015

Staff applied liquid at 3:00 PM, while the temperature was 20 degrees and surface temperature was 17 degrees. Precipitation began at about 6:00PM, on & off through about 7:00AM. We received about 6" -7" of snowfall. **Staff drove Hillside and did not witness any difference; the liquid appeared to work this case.**

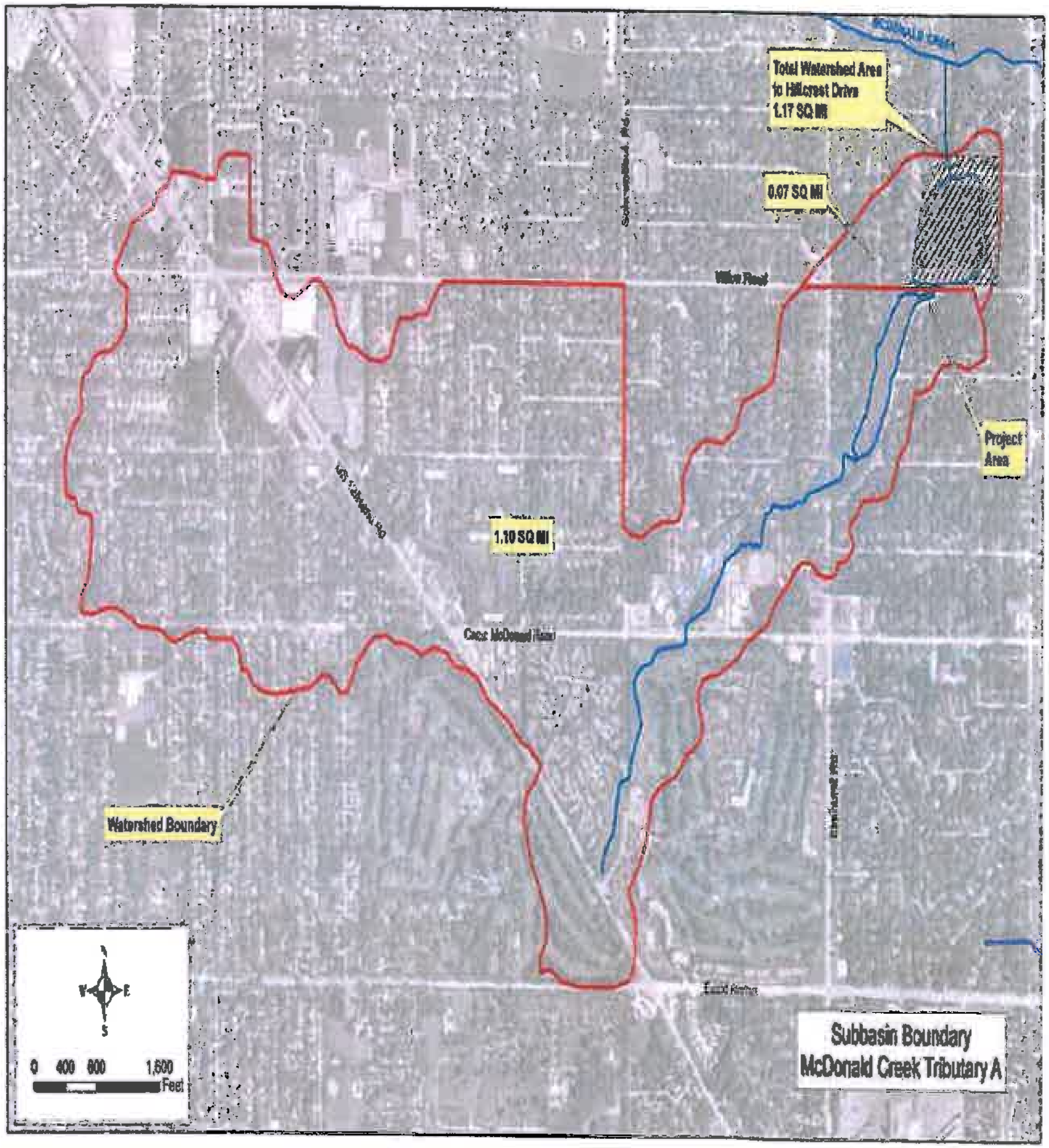
2/28/2015

Staff applied liquid at around noon. The temperature was about 20 degrees. Precipitation was predicted from 3"-6" for 3/1/2015. No precipitation occurred. **Sleet and snow fell on 3/4/2015 which resulted in a waste, since it got washed away.**

SUMMERY:

1. **In some events the weather changed and the liquid simply got washed away.**
2. **Unfortunately, in cases that the precipitation continued after the initial anti-icing liquid was applied, staff plowed the streets and salted as necessary to repeat the process until the precipitation stopped and the streets were clean.**
3. **OTHER SNOW EVENTS THROUGHOUT THE WINTER SEASON DID NOT QUALIFY FOR ANTI-ICING AS OUR POLICY DICTATED BASED UPON WEATHER FORCASTS AND CURRENT WEATHER CONDITIONS.**

8. WATERSHEAD MAP



9. POLICY & PROCEEDURE

FROM: Steven L. Cutaia, Public Works Director

DATE: January 13, 2015

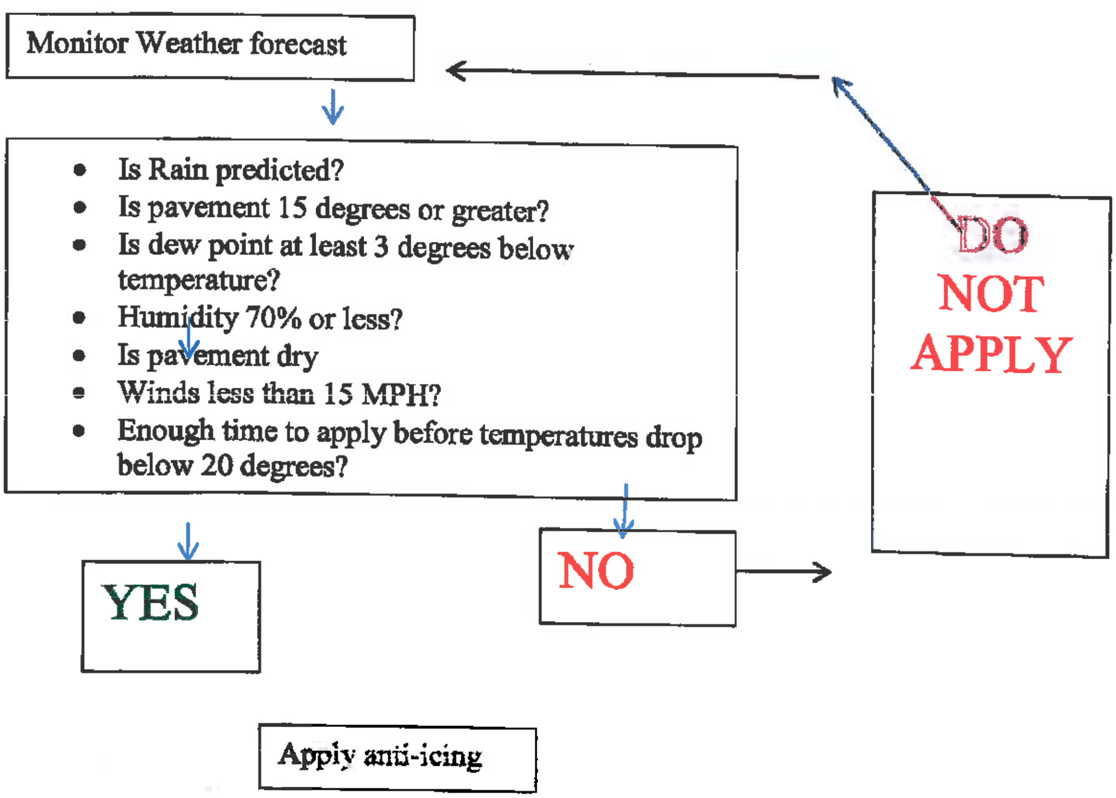
Re: Policy & Procedure amendment for Snow Plowing

BACKROUND:

As directed, the City Public Works Department shall provide an anti-icing program by applying an anti-icing liquid to select streets near the slough.

PROCEEDURE:

Prior to a forecasted snow or ice event, an anti-ice liquid application will be made according to the Anti-Icing Application Decision Flowchart below and all decisions shall be made by the snow commander. Streets shall include Marion/Maple, Hillcrest Drive & Court, Owen Street & Court, and Hillside Avenue



Deicing Application Rate Guidelines

24' of pavement (typical two-lane road)

These rates are not fixed values, but rather the low end of a range to be selected and adjusted by an agency according to its local conditions and experience.

			Lbs/ two-lane mile			
Pavement Temp. (°F) and Trend (↑↓)	**Weather Condition**	**Maintenance Actions**	**Salt Prewetted/ Pretreated With Salt Brine**	**Salt Prewetted/ Pretreated With Other Blends**	**Dry Salt***	**Winter Sand (abrasives)**
>30° ↑	Snow	Plow, treat intersections only	80 (40/lane mile)	70	100*	Not recommended
	Frz. rain	Apply chemical	80 – 160	70 – 140	100 – 200*	Not recommended
30° ↓	Snow	Plow & apply chemical	80 – 160	70 – 140	100 – 200*	Not recommended
	Frz. rain	Apply chemical	150 – 200	130 – 180	180 – 240*	Not recommended
25 - 30° ↑	Snow	Plow & apply chemical	120 – 160	100 – 140	150 – 200*	Not recommended
	Frz. rain	Apply chemical	150 – 200	130 – 180	180 – 240*	Not recommended
25 - 30° ↓	Snow	Plow & apply chemical	120 – 160	100 – 140	150 – 200*	Not recommended
	Frz. rain	Apply chemical	160 – 240	140 – 210	200 – 300*	400
20 - 25° ↑	Snow or frz. rain	Plow & apply chemical	160 – 240	140 – 210	200 – 300*	400
20 - 25° ↓	Snow	Plow & apply chemical	200 – 280	175 – 250	250 – 350*	Not recommended
	Frz. rain	Apply chemical	240 – 320	210 – 280	300 – 400*	400
15 - 20° ↑	Snow	Plow & apply chemical	200 – 280	175 – 250	250 – 350*	Not recommended
	Frz. rain	Apply chemical	240 – 320	210 – 280	300 – 400*	400
15 - 20° ↓	Snow or frz. rain	Plow & apply chemical	240 – 320	210 – 280	300 – 400*	500 for frz. rain
0 to 15° ↑↓	Snow	Plow, treat with blends, sand hazardous areas	Not recommended	300 – 400	Not recommended	500 – 750 spot treat as needed
< 0°	Snow	Plow, treat with blends, sand hazardous areas	Not recommended	400 – 600**	Not recommended	500 – 750 spot treat as needed

*Dry salt is not recommended. It is likely to blow off the road before it melts ice.

**A blend of 6 – 8 gal/ton $MgCl_2$ or $CaCl_2$ added to NaCl can melt ice as low as -10°.

Basic Concepts
Before the Winter
Before the Storm
During the Storm
After the Storm
Materials and Quality Control
Bibliography and Additional Resources
Appendix

Application Rate Guidelines

How long an application will last depends on five factors: pavement temperature, application rate, precipitation, beginning concentration, and chemical type. These factors explain why one application rate will not fit all storm events.

- If your equipment is unable to deliver material at lower rates, consider exchanging the 9-inch-diameter auger for either a 6-inch or 9-inch special auger to deliver about two-thirds less material/revolution.

Anti-icing Application Rate Guidelines

These guidelines are a starting point. Reduce or increase rates incrementally based on your experience.

Condition	Gallons/Lane Mile			Other Products
	$CaCl_2$	$MgCl_2$	Salt Brine	
1. Regularly scheduled applications	15 – 25	15 – 25	20 – 40	Follow manufacturers' recommendations.
2. Prior to frost or black ice event	15 – 25	15 – 25	20 – 40	
3. Prior to light or moderate snow	15 – 25	15 – 25	20 – 50	

Pounds of Ice Melted Per Pound of Salt

Pavement Temp. °F	One Pound of Salt (NaCl) melts	Melt Times
30	46.3 lbs of ice	5 min.
25	14.4 lbs of ice	10 min.
20	8.6 lbs of ice	20 min.
15	6.3 lbs of ice	1 hour
10	4.9 lbs of ice	Dry salt is ineffective and will blow away before it melts anything.
5	4.1 lbs of ice	
0	3.7 lbs of ice	
-6	3.2 lbs of ice	

At temps below 15 degrees, it may be more cost-effective to use a chemical other than NaCl.

See research at www.dot.state.mn.us/maintenance/training

10. FINACIAL RESULTS

SALT: It takes an estimated 100lbs-200lb of salt to salt this test area that includes Marion/Maple, Hillcrest Drive & Court, Owen Street & Court, and Hillside Avenue. The cost of our salt was about $63.00 per ton, which is 2000lbs. Therefore, to salt this test area costs about $4.00-$8.00.

Anti-ICING LIQUID: A 275 gallon tote costs about $745.00. At $745.00 for a 275 gallon tote, it costs = $2.70 a gallon. The test area (Marion/Maple, Hillcrest Drive & Court, Owen Street & Court, and Hillside Avenue) is approximately 2.2 miles. The applicator holds 200 gallons. To spray the test area we use approximately 1/3 of the tote which is about 90 gallons. Ninety gallons at $2.70 it costs the City about $243.00 each application.

11. STAFFS RECOMMENDATION

Staff attempted to approach this pilot program with an open mind. We found the process a little more time consuming than we thought. The sticky substance required proper cleaning of the equipment. The process of determining when exactly the best and most cost-effective time to apply the liquid was difficult to schedule. In a few cases, staff felt discouraged after completing the liquid application process only to discover the liquid got washed away due to changing weather conditions.

Taking everything into account with; the additional costs of the liquid vs. rock salt, the detailed intricacies of the weather with consideration on the best time to apply the liquid, and minimal amount of actual salt prevention, staff questioned if the costs outweighed the attempt to be more ecologically environmentally friendly.

12. REFERENCES

a. ***City of Prospect Heights-Operations Manual***- City of Prospect Heights
b. ***Safe and Sustainable Snow fighting-The Snow Fighter's Handbook***-Salt Institute
c. ***Winter Maintenance Supervisor Workshop***- APWA Winter Maintenance Supervisor 2015 Seminar
d. ***Elmhurst Snow Operations Manual***- City of Elmhurst
e. ***De-icing Workshop/Sensible Salting for Roads***-APWA Seminar
f. ***Minnesota Snow & Ice Control***- MnDot
g. ***Village of Wheeling Staff***

William Balling

From: Scott Williamson
Sent: Tuesday, May 05, 2015 9:22 AM
To: William Balling
Cc: Nick Helmer
Subject: Beet juice - snow removal

Bill,

I would like to request a report from public works regarding the use of beet juice for snow removal and The impact that it has had impact on the lake/Slough. Specifically, How many times did we apply it this past winter? Were we proactive enough to be able to use it effectively? Did it work when we did apply it? Is this process feasible with our current level of staffing? In summary, I am looking for public works to opine on this process and make a case for either maintaining or discontinuing this service.

Thank you.

-Scott Williamson
*forgive any Typos - Sent from my iPhone

I

Tressler | LLP

MEMORANDUM

Via Email

To: Nicholas J. Helmer, Mayor
City Council
William Balling, Interim City Administrator

From: Michael F. Zimmermann, City Attorney

Date: June 5 2015

Re: Whether the City owns the sidewalks in the Rob Roy Country Club Village

---

A question has been raised as to whether the City owns the Rob Roy Country Club Village sidewalks. In my opinion, the City does not own the sidewalks. The City owns only the streets from the back-of-curb to back-of-curb.

The term "dedication" means a transfer of ownership of land to a public entity for a specified public use. The Rob Roy Country Club Village Association dedicated the streets to the City via a "plat of dedication" in 1990. Prior to the actual dedication, the association and the City entered into a dedication agreement. The agreement is very clear that only the streets and cul-de-sacs are dedicated to the public. In fact, the association retained ownership and maintenance responsibility of the street lights, related wiring and street signage. There is no mention of sidewalks in any of the dedication language.

The only mention of "sidewalks" relates to the City's right to repair broken facilities which the Association still owns. Paragraph 6 of the dedication agreement states that the City has the right, after giving 30-days notice to the association, to enter the property to repair ". . . dedicated streets, curbs, ways, sidewalks . . ." This appears to be a drafting error since it does not accurately refer to the facilities of which the association retained ownership. Instead of being limited to the street lights, wiring and signs, it includes "dedicated streets, curbs, ways, sidewalks." In fact, paragraph 6 directly conflicts with paragraph 2 of the agreement in which the City "agrees to provide repair and/or replacement of the pavement and base of all dedicated streets and cul-de-sacs including curbs and gutters, as part of the City's road improvement program."

The plat is the instrument which actually completed the dedication pursuant to the agreement. It indicates that a strip of land approximately 34 feet wide and generally following the contours of the paved streets and cul-de-sacs (excluding the cul-de-sac islands) was the land dedicated as public streets. The director of building and zoning physically measured the paved streets and they are approximately 34 feet back-of-curb to back-of-curb which is consistent with the dedication agreement's language which limits the dedication to streets and not sidewalks.

If there remains doubt as to whether the sidewalks were dedicated or not, either the association or the City could hire a licensed surveyor to either stake the limits of the 1990 plat of dedication or prepare a plat of survey to show the current conditions and the limits of the dedication.

J

RESOLUTION NO. R-15-____

A RESOLUTION APPROVING APPROPRIATING THE CONSTRUCTION LOCAL MATCHING FUNDING FOR THE WILLOW ROAD SIDEWALK PROJECT

(Section No. 12-00051-00-SW, Russet Wood Drive to Schoenbeck Road)

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COOK COUNTY, ILLINOIS:

SECTION ONE: That the Local Agency Agreement between the City of Prospect Heights and the Illinois Department of Transportation (IDOT), attached as Exhibit A is hereby approved and the Mayor is authorized to execute the same.

SECTION TWO: That the City Council has appropriated the construction local matching funding for this project. The total construction funding for the project is estimated to be $355,000 of which 80% ($284,000) is being funded by an Illinois Transportation Enhancement Program grant. The remaining 20% of the estimated total construction costs ($71,000) have been appropriated by the City.

SECTION THREE: Prior to execution of same, the Mayor is authorized to make changes to theAgreement which do not materially increase the obligations of the City thereunder. The actions of the Mayor taken in furtherance of the purposes of this Agreement, but prior to its execution, are hereby ratified.

SECTION FOUR: This Resolution shall be in full force and effect from and after its passage as provided by law.

PASSED and APPROVED this ____ day of ______________, 2015.

____
Nicolas J. Helmer, Mayor

ATTEST:

____
CITY CLERK

AYES:

NAYS:

ABSENT:

EXHIBIT A

Local Agency Agreement between the City of Prospect Heights and the Illinois Department of Transportation

Joe Wade

Items K/L

From: John Zachara <jzachara@ifspm.com>
Sent: Thursday, June 18, 2015 2:35 PM
To: Steve Cutaia; Joe Wade
Subject: CPH001 Prospect Heights Milwaukee Avenue Landscape - Revised Proposals
Attachments: CPH001 Moore Landscapes proposal REVISED 061615.pdf; CPH001 Hecker proposal REVISED 061815 with comments.pdf; CPH001 Pinnacle proposal REVISED 061715.pdf

Steve / Joe,

Attached you will find the following proposal for the Prospect Heights Milwaukee Avenue Landscape project:

Moore Landscape:	$162,798
Hecker and Co.:	$102,908
Program Management:	$ 35,560
Contingency:	$ 20,000
TOTAL:	$321,266
Pinnacle Electric:	$117,600 (alternate electric bid)

The above recap is the total for the revised Phase 1 scope which includes Landscaping, Irrigation, and Electrical for the embankment areas at Palatine and Milwaukee and also for the island just south of Palatine on Milwaukee. The areas further south on Milwaukee and the island at Milwaukee and River Road are not included. The character piers are also not included in the above.

As we discussed previously, the City of Prospect Heights Public Works Department will assist with street cleaning and road closure signage as needed in order to keep the overall project cost low. Permit fees and engineering fees are not included in the above budget.

Please call with any questions or if you wish to discuss. Thanks.

John Zachara, LEED AP
Project Executive

IFS Integrated Facilities Solutions, Inc.

5270 Lincoln Avenue, Skokie, Illinois 60077

Office 847-673-0010
Cell 847-714-7481

K

Area #1 Base Bid:	$159,098
P&P Bond:	$ 3,700
TOTAL:	$162,798

BID FORM

For the Construction of
City of Prospect Heights
CPH001 Milwaukee Avenue Corridor Landscape

TO: Integrated Facilities Solutions, Inc.
5270 North Lincoln Avenue
Skokie, Illinois 60077
Attn: John Zachara

FROM: Contractor: Moore Landscapes Inc.

Address: 1869 Techny Road Northbrook Illinois 60062

Gentlemen:

The undersigned, after having carefully studied the Contract Documents (comprised of the Drawings) as prepared by Teska Associates, Halloran & Yauch, Inc., & Gewalt Hamilton Associates, Inc. and having fully acquainted themselves with the conditions affecting the work, proposes to furnish all labor, materials, services, equipment and incidentals necessary to complete the construction of the work in accordance with said Contract Documents dated January 12, 2015 and Addenda Nos. ____, ____, and ____ thereto, issued prior to opening of bids, for the consideration of the following amounts:

Base Proposal

For the completion of all work (including line items listed below) as shown on the Contract Documents for the sum of:

Two Hundred fifty six thousand eight hundred seventy eight
Dollars

($ 256,878.00)

Performance and Payment Bonds

The undersigned agrees, if requested, to furnish Performance and Payment Bonds in the amount of 100% of the awarded Contract, from a Bonding Company acceptable to the Owner. The premium for such bonds to be paid by Owner, will be in the amount of: $3,700.00.

Substantial Completion:

The undersigned agrees if awarded the Contract, to complete the work, including all Alternates, to the approval of the Architect, Owner Representative, and Owner By July 1. after commencement of construction.

- Provide Schedule

Pricing Breakdown by Area:

A. Palatine Road Embankment & Median North of Apple Drive (as shown on L1, L2 and Irrigation Plans): $159,097.75.

B. Landscape Median on Milwaukee Avenue South of Apple Drive and at River Road (as shown on sheet L3, L4 and Irrigation Plans): $97,780.25.

C. Character Piers (as shown on L7): N/A.

D. Electrical work: N/A.

Additional Pricing Requests:

E. Provide manual irrigation controller in lieu of powered automatic irrigation controller
DEDUCT: No irrigation cost change.

F. Remove landscape ~~outcroppings~~ plantings around character piers in median areas and replace with sod (3 areas total)
DEDUCT: $7,200.00.

G. Delete center character pier
DEDUCT: N/A.

H. Remove perennials at the (4) embankment locations around the intersection of Palatine Road and Milwaukee and replace with mulch
DEDUCT: $12,448.00.

I. Install underground conduit feeds to all tree locations (approx. 28) for future installation of pedestal mounted GFI outlets
DEDUCT: N/A.

J. Provide 1-year of landscape maintenance for project area
ADD: $4,000.00.

Principal Subcontractors:
This Proposal is based on proposals of the following subcontractors and vendors for the principal parts of the Work: (attach separate sheet) Halloran and Yauch Irrigation

Trade Cost Breakdown:
Please attach a trade line item breakdown (schedule of values) of all costs including General Conditions.

Contractor Markup on Change Orders:

1. Subcontractor Markup (Overhead & Profit): 10 %
2. Contractor Markup on Subcontractor Work: 5 %
3. Contractor Markup on Work performed by Own Forces: 10 %

Moore Landscapes, Inc.

April 1, 2015

John Zachara
Integrated Facilities Solutions
5270 Lincoln Ave
Skokie, Illinois 60077

Re: Milwaukee Avenue Corridor Landscape Project
Landscape proposal

Following is Moore Landscapes proposal to complete the landscape work on the Milwaukee Avenue Corridor Project.

Qualifications / Exclusions

1. Proposal based on drawings dated 1.19.15.
2. Proposal based on Illinois State Prevailing Wage Rates.

Qt.	Unit	Description		Unit Cost		Total Cost
A. Palatine Road Embankment and North Median						
Site Work						
72	cy	Hardwood mulch / Compost	$	110.00	$	7,920.00
140	tn	Outcropping stone work	$	400.00	$	56,000.00
1	ls	Irrigation	$	52,500.00	$	52,500.00
1	ls	Traffic Control	$	3,000.00	$	3,000.00
72	cy	Planting mix	$	70.00	$	5,040.00
1	ls	Turf Repair	$	1,800.00	$	1,800.00
				Sub Total	**$**	**126,260.00**
Planting Work						
2	3"	Armstrong Maple	$	600.00	$	1,200.00
12	10'	River Birch	$	600.00	$	7,200.00
70	30"	SeaGreen Juniper	$	60.00	$	4,200.00
43	30"	Redtwig Dogwood	$	50.00	$	2,150.00
64	24"	GroLow Sumac	$	50.00	$	3,200.00

Qualifications:
Submit resume of experience including references for the Project Manager and Superintendent.

Execution of Contract:

A. Upon receipt of written notice of the acceptance of this Bid, Bidder will execute the formal contract within ten (10) days and, if requested, deliver a Performance and Payment Bond as described in the General Conditions.

B. The undersigned agrees that this bid may be held by the Owner for a period not exceeding sixty (60) days from the date set up for the opening of bids and that the bid may not be withdrawn within that period.

C. If written notice of the acceptance if this proposal is mailed, or delivered to the undersigned within the time noted herein, after the date of the opening of bids, or at any time thereafter before this proposal is withdrawn, the undersigned agrees that he will execute and enter into a construction contract with the proposal as accepted.

Signed and Sealed this 1st day of April 2015.

(FIRM NAME) Moore Landscapes, Inc.

In the presence of: ______________________ SEAL
(Principal)

243	1g	Stella De Oro Daylily	$	13.00	$	3,159.00
271	1g	Select Blue Catmint	$	13.00	$	3,523.00
247	1g	Dwarf Fountain Grass	$	14.00	$	3,458.00
252	1g	East Freisland Salvia	$	13.00	$	3,276.00
203	4"	Angelina Sedum	$	7.25	$	1,471.75
				Subtotal	$	32,837.75
				Area A Total	$	159,097.75

B. South Median and River Road Median

Site Work

48	cy	Hardwood mulch / Compost	$	110.00	$	5,280.00
10	tn	Outcropping stone work	$	400.00	$	4,000.00
1	ls	Irrigation	$	45,403.00	$	45,403.00
1	ls	Traffic Control	$	3,000.00	$	3,000.00
48	cy	Planting Mix	$	70.00	$	3,360.00
1	ls	Turf Repair	$	1,750.00	$	1,750.00
				Sub Total	$	62,793.00

Planting Work

14	3"	Armstrong Maple	$	600.00	$	8,400.00
288	24"	GroLow Sumac	$	50.00	$	14,400.00
203	1g	Stella De Oro Daylily	$	13.00	$	2,639.00
171	1g	Select Blue Catmint	$	13.00	$	2,223.00
106	1g	Dwarf Fountain Grass	$	14.00	$	1,484.00
132	1g	East Freisland Salvia	$	13.00	$	1,716.00
569	4"	Angelina Sedum	$	7.25	$	4,125.25
				Subtotal	$	34,987.25
				Area B Total	$	97,780.25
				Project Total	$	256,878.00

Please contact me if you have any questions regarding this proposal. I can be reached at 224.383.2116.

Respectfully submitted;

Moore Landscapes, Inc.

Christopher Coe

Vice President - Construction

L/chris/Construction 2015/Bids/Milwaukee Avenue/Landscape Proposal 4.1.15.xls

HECKER and COMPANY Inc.

Base Bid: $ 99,908.00
ComEd: $ 3,000.00
TOTAL: $102,908.00

OWNER: City of Prospect Heights
LOCATION: Milwaukee Ave Corridor
LETTING DATE: 04/03/15

ITEM #	DESCRIPTION	QTY	U/M	UNIT PRICE	EXTENSION
	ELECTRICAL WORK COMPLETE	1.00	LSUM	$ 99,908.00	$ 99,908.00

PROPOSAL FIRM FOR 60 DAYS

WORK INCLUDED: All work shown on Sheet 1 Only. Rev. 1-18/15 drawn by Gewalt Hamilton
Bond, and traffic control for our work is included.

NOT INCLUDED: Landscape Restoration
Lay Out
Haul Off (Estimated 1 semi loads of dirt)
Pavement Removal/Replacement (If required for potholing utilities)
Sidewalk Removal/Replacement (If required for conduit installation)
Environmental Charges
QA/QC Costs for Concrete
Approved Concrete wash out location
Any fixtures or junction boxs on piers
Com Ed Charges

Base Bid:	$106,600
Bond:	$ 6,000
Traffic:	$ 5,000
TOTAL:	$117,600

PINNACLE SERVICES INC.

1337 Industrial Drive, Itasca, Illinois 60143
Telephone 630-773-8660
Fax 630-773-8586

Proposal

PROPOSAL SUBMITTED TO *INTEGRATED FACILITIES SOLUTIONS*		PHONE	DATE *6/17/2015*
STREET *5270 N. LINCOLN AVE.*		EMAIL JZACHARA@IFSPM.COM	
CITY, STATE AND ZIP CODE *SKOKIE, IL 60077*		PROJECT NAME *MILWAUKEE AVE CORRIDOR LANDSCAPE*	
ARCHITECT	PLANS DATED / REVISIONS 1/16/2015	CITY, STATE AND ZIP CODE *CITY OF PROSPECT HEIGHTS, IL*	

We hereby propose to furnish labor and materials for the completion of the following electrical installation:

A) ALL WORK PER ELECTRICAL INSTALLATION PLAN #1 DATED 1/16/15
B) PROVIDE TRENCHING, BACKFILL COMPACTION, SPOILS REMOVAL & DIRECTIONAL BORING AS REQUIRED, PER PLANS
C) FURNISH & INSTALL GRC PIPE & WIRE, PER ELECTRICAL PLAN #1
D) FURNISH & INSTALL 14-RECEPTACLES ON POSTS, PER PLANS
E) FURNISH & INSTALL 1-PIER LIGHT FIXTURE, PIER BY OTHERS; PER PLANS
F) FURNISH & INSTALL 1-CONTROLLER CABINET, PER PLANS
G) COORDINATE COMED SERVICE CONNECTION, $3,000 ALLOWANCE INCLUDED, PER SPECS

Qualifications
(The following items are not included)
WORK OTHER THAN LISTED; OVERTIME; INSPECTION DELAYS; PERFORMANCE BONDS; PERMIT; ENGINEERED DRAWINGS
WEATHER DELAYS; UNDERGROUND OBSTRUCTIONS; IDOT BONDING; PIERS; LANDSCAPE REPAIR; WORK TO BE COMPLETED IN 2015

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other insurances, as well as provide access to and security on its premises. Our workers are fully covered by Workmen's Compensation Insurance.
ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined below. Contractor may suspend work and remove all of its equipment and supplies from the jobsite, without penalty, if any of the billings provided for in this proposal are not paid within 15 days of the payment date set forth herein.

____________ Customer Signature   Authorized Signature
JENNI JORDAN, PROJECT MANAGER
PINNACLE SERVICES INC

____________ Date of Acceptance   Note: This proposal may be withdrawn by us if not accepted within *30* days

WE PROPOSE hereby to furnish labor and materials - complete in accordance with the above specifications for the sum of:
ONE HUNDRED SIX THOUSAND SIX HUNDRED dollars *$106,600*

Payment to be made as follows: *MONTHLY PROGRESS PAYMENTS NET 15 DAYS OF INVOICE*

M

CHICAGO EXECUTIVE AIRPORT

Memo

Date: June 8, 2015

To: Chicago Executive Airport Board of Directors
City and Village Officials

From: Jamie Abbott

Subject: Amended FY16 Budget Changes

Attached to this memo is a summary document which shows the proposed changes to the FY16 Chicago Executive Airport Budget. Also attached is the complete Amended Budget with the changes highlighted in yellow. Below is more detail of these changes;

- Single Audit Cost – Due to the fact that we received more than $500,000 of federal funds in FY15, we are required to have a single audit performed by our auditor. An amount was not budgeted on this line item so an additional $2,000 is being added to the budget.
- Consultant Special Projects – This line item is where $100,000 was budgeted for the CEO position. The $100,000 line item has been removed. Also, $20,000 has been added to this line item to begin looking at possible solutions to noise and noise monitoring. The net effect is a reduction of $80,000 to the budget.
- Engineering Services – CMT has provided us with an updated cost to perform the necessary engineering services related to Phase II of the Master Plan. This has the effect of adding $100,000 to this line in the budget.
- Copiers – Since the original budget was prepared, our copier supplier has told us our copier is now obsolete and in need of replacement. Their proposal included a purchase option and a lease option. It is management's opinion that we should choose the lease option. This will add $5,000 to the budget.
- PGA Encompass Sponsorship - $4,500 has been added to the budget for sponsorship of this PGA event. This will allow signage and advertising to identify Chicago Executive Airport as the official airport of the tournament. We hope to split some of this cost with our tenant FBO's.

These five changes will add a total of $31,500 to the budget and reduce expected Net Income to $265,206.

- Airport Master Plan (Phase II) – The original budget called for $175,000 on this line item. No changes are proposed.

The Net Unrestricted Assets after the proposed changes is $18,837, which is down from $58,212. It is required to maintain a positive balance on this line item and even with the proposed changes it continues to do so.

Summary of Amended FY16 Budget Changes

		Amended FY16 Budget	Original FY16 Budget	Budget Change
Administration Department				
52060.05	**Single audit cost** With receipt of more then $500,000 in Federal Funds a single audit is necessary Added: Cost of Single Audit	$ 2,000	$ -	$ 2,000
52540.20	**Consultant - special projects** Added: Airport Noise Coordination Services consultant Removed: Consultant fee for CP	$ 20,000	$ 100,000	$ (80,000)
52180.10	**Engineering Services -** Costs for professional engineering services rendered by an outside engineer. Added: Extra costs allocated to Phase 2 of the Master Plan for CMT	$ 160,000	$ 60,000	$ 100,000
52210.25	**Copiers** Added: Lease payments for FY16 for replacement of the main copier. Lease is for 5 years.	$ 10,000	$ 5,000	$ 5,000
54270.05	**PGA Encompass sponsorship** Added: Sponsorship funds for the Tournament at the Northshore Country Club	$ 4,500	$ -	$ 4,500
Change in Net Income		$ 265,206	$ 296,706	$ (31,500)

CAPITAL IMPROVEMENTS

	Amended FY16 Budget	Original FY16 Budget	Budget Change
Airport Master Plan (Phase 2) Secondary project work on the Master Plan update. This amount is for CMT expenses and are estimated to be approximately $175,000 for FY16. A similar amount will be necessary for FY17 & FY18. They will be bourne by the Airport until any projects relating to the Master Plan are approved.	$ 175,000	$ 175,000	$ -

CHICAGO EXECUTIVE AIRPORT

LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO(S): 15-012

DATE OF BOARD MEETING: June 10, 2015

TITLE OF ITEM SUBMITTED:

A RESOLUTION RECOMMENDING APPROVAL OF THE AMENDED FY16 BUDGET FOR CHICAGO EXECUTIVE AIRPORT

SUBMITTED BY: Jamie L. Abbott, Executive Director

BASIC DESCRIPTION OF ITEM[1]: Section 4.G, 3 of the current Intergovernmental Agreement requires the Chicago Executive Airport Board to propose for approval by the Municipalities an annual budget for operating expenses ($2,999,353), debt service and other expenses ($477,586), transfers ($170,000) and capital needs ($978,053) totaling $4,624,992. The attached budget meets that purpose.

BUDGET[2]: N/A

BIDDING[3]: N/A

EXHIBIT(S) ATTACHED: Amended FY16 Budget

RECOMMENDATION: To approve

SUBMITTED FOR BOARD APPROVAL: Jamie L. Abbott

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[1] *The purpose of the proposed item and a description of same. If the issue is site specific, such as an annexation or road improvement, a map must be attached to the memorandum.*

[2] *If applicable, provide all budgetary considerations as follows: is the item covered in the current budget; fund(s) the item is to be charged to; expenses per fund(s) and total cost; and necessary transfer(s) or supplemental appropriation(s).*

[3] *If applicable, describe the bidding process and results for purchases and contracts. If applicable, state whether or not any particular city, state or federal program was considered*

RESOLUTION NO. 15-012

A RESOLUTION RECOMMENDING APPROVAL OF THE AMENDED FY16 BUDGET FOR CHICAGO EXECUTIVE AIRPORT

WHEREAS, the City of Prospect Heights and the Village of Wheeling have entered into an Intergovernmental Agreement dated July 1, 2005 for the Organization, Operation and Maintenance of the Chicago Executive Airport; and,

WHEREAS, Section 4.G, 3 of the said Agreement requires the Chicago Executive Airport Board to propose for approval by the Municipalities an annual budget for the Chicago Executive Airport, and,

WHEREAS, the Airport staff have prepared and presented to the Chairman and Board of Directors the amended proposed budget for FYE April 30, 2016 totaling $4,624,992; and,

WHEREAS, the Chairman and Board of Directors have reviewed the budget document in its entirety; and,

WHEREAS, the adoption of said budget constitutes the appropriation of monies for the Chicago Executive Airport in the FYE April 30, 2016; and,

WHEREAS, the Chairman and Board of Directors deem it in the best interests of the Chicago Executive Airport to recommend said budget as prepared for approval.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT that the Amended Annual Budget for FYE April 30, 2016, totaling $4,624,992, is hereby recommended for approval.

Director Cloud moved, seconded by Director Pace that Resolution No. 15-012 be adopted.

Director Cloud	Aye	Director Kolssak	Aye
Director Katz	Aye	Director Lang	Absent
Director Kearns	Aye	Director Pace	Aye

ADOPTED this 10th day of June, 2015, by the Board of Directors of the Chicago Executive Airport.

Robert A. McKenzie
Chairman

ATTEST:

Neal Katz
Neal Katz
Secretary

Chicago Executive Airport Budget
(Amended)

Fiscal Year Ending

April 30, 2016

Approved at the CEA Board Meeting 06/10/2015

An Intergovernmental Cooperative of
The City of Prospect Heights, Illinois and
The Village of Wheeling, Illinois

Table of Contents

Budget Document

The Airport has one enterprise fund, the Joint Airport Fund. The budget basis for this fund is the accrual basis of accounting whereby revenues are recorded in the period in which they are earned and expenditures are recorded in the period in which they are incurred. This basis is the same as our financial statement reporting except for: depreciation and amortization are not included in the budget, and capital outlays and the receipt of long-term debt proceeds are not included in operations within the financial statements. While the Sewer Reserve, the Capital Equipment Reserve and the new Building Reserve sub-funds are presented in the budget as separate funds, they are combined into the Joint Airport Fund for financial reporting purposes, and the reserve balance information is notated in the footnotes.

The budget is prepared considering historic costs as well as anticipated costs for the coming fiscal year. The budget is developed using a line-item form for each category that details and describes each income and expense item. During the course of the fiscal year, any expense category overages are covered by either contingency amounts or budget surplus amounts in other categories. The Airport Board of Directors and the two municipalities would need to approve any budget adjustment necessary to cover a department or capital budget section that exceeds the approved budget.

The budget document is divided into six components, **Budget Overview, Revenue Budget, Operating Budget, Non-Operating Budget, Capital Budget,** and **Supplemental Information.** The Operating Budget is divided into six sub parts: Finance and Administration Expenses, Operations and Maintenance Expenses, Interest Income, Other Expense, and Debt Service. This division was done so that the Airport can more accurately determine the cost of services in the future.

Executive Review

Operating income is operating revenues less operating expenses. It does not include the purchase of capital items or the expense of depreciation and amortization. Operating income is budgeted to increase in FY16 by $196,612. Much of this increase is due to the expiration of Rent Credits to Signature Flight Support and Hawthorne Global Aviation. Additionally Fuel Flowage fees are budgeted to increase to $0.14 per gallon from $0.1271 per gallon. Another component is the addition of a new tenant who is leasing part of the runway safety area. The balance from the increase is due to the CPI adjusted rent amounts from the various tenants.

Revenues: FY16 total budgeted revenues are $3,911,360, which is a $215,202 (5.62%) increase from FY15. As noted above, much of this increase is due to the expiration of Rent Credits to Signature Flight Support and increasing Fuel Flowage Fees. Rent credits to Hawthorne continue this year and amount to approximately $87,000. While this does reduce rental income in FY16, these credits will expire this year and they will be paying full rent next year going forward. Revenue generated from renting part of the runway safety area amount to approximately $25,000. The CPI increase of 1.25% was instituted for almost all fees.

Expenses: The operating budget is comprised of two departments, Finance & Administration (F&A) and Operations & Maintenance (O&M). Total budgeted operating expenses for the combined departments are above FY15 by approximately $18,000, or 0.69%, from $2,980,763 in FY15 to $2,999,353 in FY16.

Interest Income: The budget shows a decrease in interest income from $4,375 to $3,685, a decrease of $690, this continues to reflect our decreasing cash balance and the poor rate of return on investments in the flat rate environment.

Debt Service: We expect an interest expense decrease of $14,752, from $184,777 to $170,026. We received entitlement funds of $148,500, which historically have been applied to the principle balance on the Northeast T Hangar loan. The same was done in FY15. The rest of the decline is due to the decreased interest costs on the declining loan/note balances as the principal is paid down each month. No new debt is planned.

Reserves: Continuing in the FY16 budget, sewer revenues will go directly into the Sewer Reserve sub-fund, instead of being received in the Joint Airport Fund and then being transferred into the reserve sub-fund. This began in FY14. This year's transfer to CERF is $50,000. New for FY16 is an additional Reserve Fund for new buildings. $120,000 is budgeted for FY16 to be transferred to the Building Reserve. Transfers to the reserves have been reduced for FY16 to help pay for Phase 2 of the Master Plan, the cost of which shows up in the Capital section later on.

Capital "A" Projects: The total cost of all the projects is estimated at $6,528,015 with the Airport's local share expected to be $548,365 with offsetting grant revenue of $5,900,710. $175,000 in funds allocated for Phase 2 of the Master Plan are included here.

Unrestricted Net Assets Available: The Airport Business Plan requires that the Airport maintain an unrestricted net asset balance equal to 3 months (25%) of the current year's budgeted operating expenses, which would be $749,838 ($2,999,353 x 25%). The Airport's estimated running balance at April 30, 2016 of $768,675 will be sufficient to cover this requirement.

Staffing, Compensation & Benefits

The number of staff positions is expected to remain unchanged from FY15 at 14.59 FTEs (Full Time Equivalents). Personnel compensation has been budgeted using a CPI increase of 1.25%. Provisions have also been included to provide for up to a three percent merit increase for those employees who have not reached the top of their pay grade and whose performance justifies such action.

Employee Benefits consist of health, life and disability insurance, retirement plan, and the Airport's share of FICA and Medicare taxes. Health insurance has been budgeted to include an expected 5.0% increase.

Airport staff will be comprised of one Executive Director, one Chief Financial Officer, one Executive Secretary, one Accountant, one Administrative Assistant, one Management Intern, one Operations Coordinator, one Lead Maintenance Worker, five Maintenance Technicians, and five Seasonal Maintenance Technicians. All positions are full time with the exception of the seasonal maintenance technicians and management intern. The Executive Director reports to the Airport

Board of Directors. The position of Assistant Director has been removed from this budget in order to meet our Unrestricted Net Asset requirement.

Detailed Budget Analysis

Revenues

Revenues are budgeted to increase $215,202 from what was budgeted the previous year. The increase is primarily due to the expiration of rent credits to Signature Flight Support. This will add approximately $60,000 to revenue for FY16 as compared to FY15. Also, an increase in Fuel Flowage Fees for FY16 is expected to add approximately $63,000 to revenue. Long-term leases, T-hangar rentals and most other revenues incurred a CPI increase of 1.25%. The Airport uses figures from the Bureau of Labor Statistics Table (CPI-U) Chicago-Gary-Kenosha, IL-IN-WI, all items 1982-84=100, CUURA207SA0, for its calculations. The lease agreement with Hawthorne allows rent credits to continue for most of FY16. These credits amount to $86,900 for FY16 and will expire late in the fiscal year.

Long-term lease revenues comprise 52% of the total revenues generated on the Airport and, like nearly all Airport revenues, receives an annual CPI increase, depending on the language in the lease.

Fuel flowage fees comprise 17% of budgeted revenues. Fuel flowage is a per gallon fee calculated on the number of gallons of aviation fuel purchased by the Airport FBOs. Using an average volume over the past several years, fuel flowage revenues are expected to increase slightly this year due from $620,844 to $683,900; actual gallons dispersed is expected to remain flat at an estimated 4.5 million gallons. The number of flights flown remains flat, plus newer aircraft are more fuel efficient, reducing overall fuel needs. Additionally, some airport tenants purchase fuel at nearby airports that do not have the tax burden imposed by Cook County. We do not expect this to be a growing revenue in future years until the economy increases significantly. Fuel flowage is quite unpredictable and is budgeted conservatively.

Tiedown and T-hangar fees comprise about 10% of budgeted revenues. All of the 20 southwest T-hangars and nearly all of the newer 48 northeast T-hangars were rented as of March 1, 2015 with just five vacant. Our budgeted revenues are conservative and assume that one unit in the SW Ts will be vacant for three months and one unit in the NE Ts will be vacant for 12 months. We expect little, if any, increase in the number of tie down tenants, as demand is stagnant.

In FY14, the airport received a One-time Revenue of $350,000 for a payment under a land purchase agreement. Related to this transaction, another pending revenue is an annual Access Fee which is directly offset against monies owed on the purchase of a property. The offset is included in Capital Outlay-Other. This offset in FY16 is expected to be $15,187. This amount is adjusted by CPI annually and will continue for nine or ten years. Once the purchase funds are exhausted this will become a revenue item.

Operating Budget

The operating budget is departmentalized by function – Finance & Administration and Operations & Maintenance. Expenses for the combined departments are budgeted to increase by approximately $18,590, or 0.69% compared to FY15.

Finance & Administration Department
FY16 budgeted Finance & Administration expenses are $1,680,515, which is up $41,451, or 2.83%, from FY15.

Personnel: The Personnel section's decrease of $36,403 is primarily due to the removal of the Assistant Director from the budget. It does however; include a 1.25% CPI salary adjustment and applicable taxes and benefits. We are estimating a 5.0% increase in health insurance costs, which will change in July.

Services and Supplies: This category is up by $23,354, from $642,622 to $665,976. The largest difference is an increase in Engineering Expense of $100,000. Another significant change is non-health Insurance costs of $111,000 which includes $8,000 for the estimated premium cost for the north end EMAS bed scheduled to be constructed this summer. Most other line items remain flat to last year.

Other: This category shows an expense increase of $54,500, from $353,200 to $407,700. This increase is due to a large increase in Public Relations/Marketing and a slight decrease in NBAA budgeted expenses. The line item for Special Events has been reduced and a portion of this expense has been transferred to the Marketing Specialist line. Representatives of the Board and Public Officials are planning on attending the NBAA National Convention in Las Vegas but CEA is not planning on exhibiting this year. CEA will however, is planning on exhibiting and attending the NBAA Dispatcher's conference in Tampa this year.

Operations and Maintenance Department: Overall, expenses are down by $22,861, or 1.70%, from the FY15 budget to $1,318,838. The bulk of this decrease is because FY15 had a large expense of removing contaminated soil from the Hawthorne site. Without this reduction, Operations expense actually increase by approximately 1.25%

Personnel: this section's increase of $21,089 to $699,613 reflects the salary and benefits for seven full-time and five seasonal personnel, with a 1.25% CPI salary adjustment and increased applicable taxes and benefits. In FY15 we added a winter seasonal worker and expect to continue that in FY16. We are estimating a 5.0% increase in health insurance costs, which will change in July.

Services and Supplies: down to $589,225 from $633,175 for FY16. As mentioned before, the largest portion of this reduction is due to the reduced amount budgeted for contaminated soil removal. Most other categories are flat.

Non-Operating Budget Items

Interest Income: The budget shows a decrease in interest income from $4,375 to $3,685, a decrease of $690, this continues to reflect our decreasing cash balance and the low rate of return on investments.

Other Expense: Bank Fees, which will remain basically the same.

Debt Service: We expect debt service expense to decrease by $12,152, from $489,737 to $477,586, mainly due to the principle reduction from entitlement funds of $148,500. Further reduction in interest costs on the declining loan/note balances as the principal is paid down each month.

Capital Budget

The Capital Budget includes expenses for Capital items (Improvements, Construction and Outlay), and Grant Service ("A" Projects).

There are four categories of Capital expenditures: Capital Improvements, Capital Construction, Capital Outlay, and Grant Service. In all categories, the expected expense must be in excess of $2,000 to be included. With the exception of Grant Service, the capital items are fully-funded internally by the Airport. A Capital Improvement is a cost for an improvement on an already existing asset of the Airport. In contrast, a Capital Outlay is for the purchase of a new asset; except for buildings. Capital Construction is for buildings and major building improvements. Grant Service projects are only partially-funded by the Airport with additional State and Federal funds providing the remainder of the funding. Projects in this category are taken directly from the Transportation Improvement Program (TIPs) submitted annually to the Illinois Department of Transportation, Division of Aeronautics (IDOT), for projects eligible for state and federal grant funding. Illinois is one of 10 states that participate in the State Block Grant Program. Under this program, the State assumes responsibility for administering Airport Improvement Program (AIP) grants at general aviation and "other than primary" airports. Each State is responsible for determining which locations will receive funds for ongoing project administration.

This year's budget includes the following subcategories as follows:

> **Capital Improvements:** Capital Improvements consists of $42,000 for facilities improvements, $40,000 for fence/gate/landscaping projects, and $150,000 for pavement/sewer projects.
>
> **Capital Construction:** Nothing is anticipated at this time.
>
> **Capital Outlay:** The vehicles sub-section, $168,000, includes refurbishing one piece of snow equipment to extend the useful life of the item; a replacement of the 11 year-old dump truck (AP33), replacement of a 25 year-old mowing tractor (AP25), a ramp plow blade for the snow vehicle that is expected to be leased for the winter. Shop Equipment includes $10,000 for a portable generator/light plant, and Other includes the $15,188 annual offset to a property purchase related to the 94th Aero Squadron sale.

Grant Service: This information has been taken from the 12/12/13 Final Submittal of the Transportation Improvement Program: Airports FFY2014-2019. Congress has reduced funding levels for future projects from 95% to 90%. The State of Illinois increased their funding to 5% from 2.5% to make up half of the reduction, and the Airport's funding has been changed to 5% instead of the previous 2.5%. This has <u>doubled the cost</u> of the Airport's local share for most projects.

We have budgeted $548,365 for the local share of Airport Improvement and State Grants for the "A" Projects. We are uncertain if any of these projects will be funded by the state and federal government, but they are still being budgeted. The construction resulting from these projects will continue to enhance the safety of this already safe Airport.

Continuing in this year's Grant "A" budget are Estimated FY16 Revenues. Some of the projects require the State to pay the Airport and then we, in turn, pay the contractor, whereas, previously the State paid the contractors directly. We will show these payments received as grant revenue. Although the Airport's final cost should be 5% of the total project cost, some of revenues listed for the projects are short of offsetting 95% of the cost. We cannot be certain that, for each listed project, the revenues will all be received in FY16, so we have reduced our estimated grant revenue budget. Another issue with grant revenue is that the FAA directed the State to implement a 10% funds holdback program as an incentive to encourage timely submittal of project closeout paperwork. The holdback funds are supposed to be released upon finalization of the project, which will delay receipt of the Airport's reimbursement funds and most likely will not be in FY16. Funds for Phase 2 of the Master Plan are included here.

The "B" projects are listed in the budget for informational purposes only and are <u>not</u> included in the expense numbers. It is highly unlikely that any of them will be funded.

"C" category projects are those projects which have already been paid for by the Airport and we are hoping to receive reimbursement from the FAA and State of Illinois. At this time we have no "C" category projects. If we had, there would be little likelihood of these funds being received in FY16, so they would <u>not</u> be included in the budget numbers.

Other: In the FY15 Budget, a Grant-GA Entitlement was not listed as expected revenue. We did indeed however, receive $148,500. Grant-GA Entitlement amounts are available only if the FAA budget reaches a certain level. For FY16, it is uncertain whether or not these funds will be received so they are not included in the budget. All GA Entitlement Funds received will be used to pay down the NE T-hangar note principal, so there is no effect on the budget.

Reserve Funds

Sewer Reserve Sub-Fund

A Sewer Reserve sub-fund was established by the Airport Board in FY12 to allow for the future repair and maintenance of both the sanitary sewer and storm water systems without the issuance of debt. To reduce future costs, the sanitary sewer line was extended during the construction of Hangar 42 in 2012, in anticipation of the eventual construction of Hangar 43 in the same area. There are no proposed plans for a Hangar 43 at this time. In FY12 and FY13, sewer and storm water revenues were received into the operating fund and transferred into the Sewer Reserve Sub-Fund. Beginning in FY14, sewer and storm water related revenues were deposited directly into the Sewer Reserve Sub-Fund. This practice continued in FY15 and will do so this year and into the future.

Capital Equipment Replacement Sub-Fund

The Capital Equipment Replacement Sub-Fund (CERF) was formally established by the Airport Board of Directors in FY13. In order to avoid the issuance of debt, this sub-fund is used to set aside money for capital equipment. As the six major Airport pieces of snow removal equipment age, they are being refurbished to extend their useful life, hopefully by 10 or more years. However, they cannot last indefinitely. The estimated cost of replacing the three snow brooms is $700,000 each, the snow blower is $300,000, and the two snow plows/sprayer/spreaders are $250,000 each, which totals $2,900,000. The plan is to have sufficient capital equipment reserves in place to cover the future replacement of these vehicles. The budget contains a $50,000 transfer to the CERF fund this year. This is a reduction of funds from previous years because they have been re-tasked to help pay for Phase 2 of the Master Plan, establish a Building Reserve fund and other Capital projects.

Building Reserve Sub-Fund

A new Building Reserve fund is to be established in FY16. This fund will operate like our other sub-funds and allow the airport to set aside monies. This fund will be for building construction and airport improvements per the Board's discretion. In FY16 we have budgeted a transfer into this fund of $120,000.

Unfortunately, there aren't sufficient reserve funds planned yet to replace/improve/repair the Airport's office building, maintenance facility, and nine owned hangars.

Operating and Reserve Funds Available

The Airport uses a Joint Airport Fund for its operating activities. Revenues are deposited into this fund and operating expenses are drawn from it.

The working capital projected as of April 30, 2015, plus those amounts to be realized during FY16, will fund the budgeted operating and capital outlays, and will provide a minimum balance to allow the Airport to operate. The Airport's Business Plan requires that the Airport maintain an unrestricted net asset balance equal to 25% of the current year's budgeted operating expenses, which would be $749,838 ($2,999,353 x 25%), plus the capital improvement and outlay balances totaling $429,688, plus $170,000 in reserve transfers, plus sufficient funds to meet the local share requirements of the Grant Service "A" list approved projects for the year, which is $548,365 after expected offsetting revenues.

The Business Plan also requires that operating expenses not exceed 90% of revenues. No unusual expenses are expected in FY15. With expected revenues to be $3,911,644; total operating expenses of $2,999,353 are 77% of revenues.

Debt Obligations

We expect an interest expense decrease of $14,752 to $170,026, mainly due to the decreased interest costs due to declining outstanding loan/note balances.

In January 2004, the Airport, through its owning communities, entered into a loan arrangement with an area national bank for a loan totaling $1,237,000 for the purpose of constructing two buildings containing 10 small T-hangars each in the SW quadrant of the Airport. Repayment of the loan began in January 2005 with a 20-year period amortization period. The interest rate is variable to be reset every 5 years. Pricing on this loan reset in January 2014 from 4.55% to 4.74%. Airport revenues generated by the new hangars will cover the required debt service over the period of the loan. Airport staff has negotiated a reduction of the interest rate to 3.65% on this note for FY16 and into the future.

A revenue anticipation note for $4,700,000 was issued in December 2006 by Northbrook Bank for the Village of Wheeling, one of the owning communities, to fund a portion of the purchase price of land designated as a runway safety area (RSA) for the Airport. The note was reduced by $1,500,000 in November 2008 and refinanced in April 2010 for 10 years with a balloon payment upon maturity. The Airport received a grant in April 2011 that was used to pay down $984,426 of the principal, thus reducing interest cost. Airport staff has negotiated a reduction of the interest rate to 3.25% on this loan for FY16 and into the future.

Also in April 2010, a construction loan from Northbrook Bank of $2,300,000 was negotiated for the construction of six buildings containing 48 T-hangars in the NE quadrant. This note was interest only until June 1, 2011, when payment of both monthly principal and interest was required. The note matures in May 2020 with a balloon payment upon maturity. Airport staff has negotiated an interest rate of 3.25% on this loan for FY16 until maturity.

No general obligation bonds of either airport-owning community have been issued for the above borrowings, and no new loans or notes are planned to be issued at this time. The two T-hangar projects generate sufficient revenue to cover the principal and interest costs, plus operating expenses. The RSA note property is vacant land and part of it is being rented for truck trailer storage. This generates approximately $25,000 per year to help offset the approximately $230,000 annual debt service payment. Airport staff are working with the FAA to obtain additional purchase cost reimbursement that would be applied to the outstanding debt. Any reduction in the debt payment would help alleviate the strain of funding upcoming capital projects and equipment as previously mentioned. Though interest expense is expected to be lower in FY16, payment levels on three notes will remain as before. This will have the effect of accelerating the principle pay down of all three notes.

Chicago Executive Airport
Total Proposed FY16 Budget

	FY15 Est Actual	FY15 Budget	Proposed FY16 Budget	FY15 vs FY16 Budget Change
OPERATING BUDGET:				
Revenues	$ 3,827,102	$ 3,696,158	$ 3,911,360	$ 215,202
Expenses:				
Administration Department	(1,463,559)	(1,639,064)	(1,680,515)	(41,451)
Operations and Maint Dept	(1,221,900)	(1,341,699)	(1,318,838)	22,861
Net Operating Expenses	(2,685,459)	(2,980,763)	(2,999,353)	(18,590)
Operating Income	1,141,643	715,395	912,007	196,612
Other:				
Other Income	3,286	4,375	3,685	(690)
Other Expense	(4,583)	(2,900)	(2,900)	-
Debt Service	(638,668)	(489,737)	(477,586)	12,152
Total Other	(639,965)	(488,262)	(476,801)	11,462
Revenues less Net Expense	501,678	227,133	435,206	208,074
Transfers to Reserves-Sewer	-	-	-	-
Transfers to Reserves-CERF	(220,000)	(220,000)	(50,000)	170,000
Transfers to Reserves-Building			(120,000)	(120,000)
Transfers to Reserves Reduced in FY2016 to Balance Budget				
Net	281,678	7,133	265,206	258,074
CAPITAL BUDGET:				
Capital Improvement	231,630	255,000	232,000	(23,000)
Capital Outlay	85,066	227,000	197,688	(29,312)
Capital Construction	0	30,000	0	(30,000)
Grant Service	419,841	665,412	548,365	(117,047)
Capital Other	-	15,000	15,188	188
	736,537	1,192,412	993,241	(199,171)
Less: Grant Revenue	(369,057)	(1,417,600)	(5,900,710)	(4,483,110)
Less: Capital Financing	-	-	-	-
Net Capital Budget	367,480	(225,188)	(4,907,469)	(4,682,281)
Funding (from)/to Reserve Funds	(85,802)	232,321	5,172,675	4,940,355
NET	0	0	0	0

Operating Revenues
FY16 Proposed Budget
Line Item Detail within Category

	Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
40000.00 **Long Term Leases -**	$ 2,051,476	2,234,962	2,161,933	(110,457)

Long term revenue is derived from leases with a term of more than one (1) year. These leases are comprised of hangar, building and ground leases. To the extent possible, lease rents increase annually with the CPI. Following are the leases presently in effect and proposed to be in effect during FY16. We are assuming a 1.25% CPI increase for 2016.
The 2015 ground lease rate is $0.6482. FY16 will be $0.6563

Property	FY16		Projected	FY15
Hangar #5 & #6	399,630		337,972	309,860
Hangar #8	-	1	236,091	240,718
Hangar #9	334,155		332,768	334,338
Hangar #10	260,474		259,393	260,614
Hangar #11 IPO	123,457		122,580	121,915
Hangar #13-revenue split	4,100		4,100	4,100
Ground Lease - ACCO	7,283	2	7,193	7,283
Ground Lease - Hangar 15	69,685		69,251	68,866
Ground Lease - Hangar 16	36,594		36,483	36,421
Ground Lease - Hangar 18	44,202	4	44,067	45,032
Ground Lease - Hangar 19	65,881		65,476	65,121
Ground Lease - Hangar 20	37,561		37,213	37,076
Ground Lease - Fuel Farm	2,884		2,860	2,839
Ground Lease - Hangar 40	120,339		119,590	118,934
Ground Lease - Hangar 41	82,535		81,599	81,434
Ground Lease - Hangar 42	85,503		84,977	84,513
Ground Lease - Exec Inn Pkg Lot	-	3		-
Ground Lease - SFS Ramp	76,926		76,686	76,545
Ground Lease - SFS Terminal (24)	185,882		185,302	184,964
Ground Lease - Hawthorne	140,206	5	131,360	131,361
Ground Lease - Stery Trucking	24,180		24,180	-
	2,101,476			2,211,933
Less: Rent Reserve	(50,000)			(50,000)
	2,051,476			2,161,933

1) Hangar 8 moved to a Short Term Rental for FY2016
2) CPI increase only done every five years. Adjusted for FY16 next adjustment FY21.
3) The Airport took back its property in November 2012.
4) Occupancy began in Janursy 2014. CPI increases in monthly rent occur in January of each year.
5) Revenue figure reflects rent credits due Hawthorne per lease agreement of $7,900 per month.

Proposed Operating Revenue Budget

		Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
	due to expire in March of 2016				
	Fuel Flowage Fees	$ 683,900	695,876	620,844	63,057
	Fees received from fuel flowage and were adjusted for FY16. The estimates are based on the past several years of Fuel Flowage.				
	Fuel flowage is paid when the fuel is put into the FBO fuel tanks, not into the aircraft.				
40460.01	JetA-On Arpt, 3.9MM gal @ $.14	546,000	570,690	495,690	
40460.03	JetA-Off Arpt, 400,000 gal @ $.28	112,000	101,672	101,640	
40460.02	100LL, 185,000 gal @ $.14/gal.	25,900	23,514	23,514	
	T-Hangars -	$ 385,357	362,367	380,257	5,100
	Rents are adjusted by the estimated CPI change of 1.25.				
	SW-Bldng 50 rent per month $4,592, bldng 51 = $5,445, possible total $10,037, annual $120,444.				
	NE-40 small, 6 medium, and 2 large units; possible monthly rent of $22,674, annual of $272,088.				
	Subtracting a vacancy rate of 3 months of 1 unit avg for SW ($1,516) and 1 full unit of NE ($5,669).				
40200-01	SW T-hangars	118,938	115,494	117,339	
40200-02	NE T-hangars	266,419	246,873	262,918	
	One-time revenue	$ -	-	$ -	-
40550.02	**U.S. Customs Service -**	$ 275,000	286,314	275,000	-
	U.S. Customs inspection service - this is a break-even service we provide to CEA users.				
40100.00	**Short Term Rental -**	$ 366,260	124,506	123,832	242,428
	Hangar #4 & #7 month-to-month rental, adjusted by CPI increases back to the lease start dates.				
	Eclipse	110,810	109,442	108,894	
	SFS	15,220	15,064	14,938	
	Hangar #8	240,230	-	-	
	The lease on Hangar #8 converted to a Short Term Lease in January 2015.				
	Tie-Downs -	$ 39,216	34,001	39,500	(284)
	Area 2 expected rent for FY16, 8 spots @$161 = $15,456				
	Area 3 expected rent for FY16, 20 spots @$99 = $23,760.				
	We do not anticipate an increase in the number of tie-down tenants at this time.				
40310.02	Area #2	15,456	11,789	15,500	
40310.03	Area #3	23,760	22,212	24,000	

Proposed Operating Revenue Budget

Account	Description	Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
	Permits/Fees -	$ 54,938	34,137	39,846	15,092
	Revenue derived from monthly Commercial Operating Permits (COP), which were subject to the CPI increase of 1.25%. Air taxi is per seat of $1.42 and terminal chg $30 per flight, plus monthly COP of $79.				
40470.01	COP 9 @ $79	8,532	5,472	5,613	
40470.01	COP 2 @ $366	8,784	8,533	8,675	
40470.01	COP 17 @ $157	32,028	14,647	20,582	
40470.01	COP 1 @ air taxi (3 months)	2,500	2,429	2,500	
40470.02	Vehicle, fuel - SFS 10 @$206	2,060	2,030	2,060	
40470.02	Vehicle, fuel - Atlantic 4 @$104	416	408	416	
40470.02	Vehicle, fuel - Hawthorne - 3 @$206	618	618		
40007.00	**Easement Fees**	$ 28,060	27,815	28,050	10
	Waste Management-stormwater, drainage & detention easement fee, adjusted for CPI increase.				
40490.01	**Access Fee**	$ 15,187	15,000	15,000	187
	Access Fee Agreement in process Due annually, for the term of the agreement. The first $180,000 in payments to be offset against the Airport's purchase of a property, then due in cash. Subject to annual CPI increase. FY2017 Balance to offset $149,813				
40550.09	**Sign Rental**	$ 4,080	4,008	4,010	70
	CPI increase of 1.25%.				
	Monument sign rental-SFS @ $340	4,080	4,008	4,010	
	Other -	$ 4,286	3,491	4,286	-
	Revenue from other miscellaneous sources (parking decals, plan fees, flag sales, etc). The fuel management fee is for the use of the Airport's vehicle fueling station.				
40550.01	Fuel mngmt (CPI + 1.25%) $257 mthly	3,086	3,084	3,086	
40550.04	Other Miscellaneous	1,000	326	1,000	
40550.05	Waiting List Fees (cancellations)	100	-	100	
40550.08	Parking decals	100	81	100	
40500.00	**Late Charges -**	$ 3,600	4,625	3,600	-
	Late charges are generally assessed at 10% per month for all T-hangar and most larger tenant leases.				
	Total Revenues	$ 3,911,360	$ 3,827,102	$ 3,696,158	215,202
	% Change from FY15	5.82%			

Administration Department
FY16 Proposed Budget
Line Item Detail within Category

Personnel Services		Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
50400.10	**Salaries - Full-time**	387,000	403,099	410,000	(23,000)
	Salaries of five full-time existing department personnel				
50300.05	**Salaries - Part-time**	14,300	-	14,300	-
	Salary for one management intern. One employee at $11.00/hr. for 52 weeks @ 25 hours/week.				
50200.05	**Overtime** -	4,000	3,494	3,000	1,000
	Overtime costs as required for non-exempt employees of department.				
	Service Awards/Recognition	13,600	12,039	13,600	-
50700.10	Holiday party -Board/staff/officials	9,000	8,358	9,000	
50700.10	Holiday lunch - Staff in-house	300	344	300	
50700.15	Other-flowers, plaques, retirement	1,000	1,137	1,000	
50700.17	Staff recog ($30 gift cert x 2, 5 emp)	300	330	300	
50700.17	Incentive program	2,500	1,370	2,500	
50700.20	Service Awards	500	500	500	
	Pay for 1 employee with greater than five (5) years of service at $500				
	Payroll taxes -	37,639	31,013	39,364	(1,725)
	Payroll taxes as follows:				
50500.05	FICA, 6.20%, Medicare 1 45%	31,302	31,013	32,908	
50500.15	Unemployment, (7.15%, was 2.05%)	6,337	-	6,456	
	Insurance -	95,975	108,135	98,678	(2,703)
	Premiums for employee insurance, provided by the Airport.				
	Wheeling is projecting a 5.0% insurance increase; renewal date is July 1st.				
50100.03	Dental	-	676	-	
50100.05	Disability (6)	5,620	6,224	7,522	

Proposed Administration Department Budget

		Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
50100.15	Health (6)	90,355	101,235	91,156	
	Retirement Contribution -	19,025	19,171	25,000	(5,975)
	Full time employee Retirement Contributions @ 4.5% of pay.				
50600.05	Employer Contributions	17,775	18,143	23,750	
50600.15	Annual fees ($250 annual + $250/qtr.)	1,250	1,028	1,250	
	Training -	6,500	7,681	10,500	(4,000)
50800.10	Training-Other	500	3,121	500	
50800.11	Education reimbursement	6,000	4,560	10,000	
50400.05	**Board/Community Reimb**	28,800	27,850	28,800	-
	Stipends for six Airport Board of Directors at $250 each for 12 meetings. The Chairman receives $400 per meeting for 12 meetings. Each community receives $3,000 per year for admin costs.				
50400.05	Community Reimbursement	6,000	6,000	6,000	
50400.05	Board stipends	22,800	21,850	22,800	
	Total Personnel Services	606,839	612,482	643,242	(36,403)

SERVICES AND SUPPLIES

		Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
	Airport Meetings	12,500	11,436	12,500	-
	Provisions and costs incurred for in-house, BOD meetings, and staff purposes. One community joint meeting tentatively scheduled for the fall.				
54060.15	Airport Meetings	10,000	9,380	10,000	
52120.20	Joint Meetings (dinner)	2,500	2,056	2,500	
	Audit Services -	13,400	28,605	11,200	2,200
52060.05	Cost to perform the annual audit	11,000	28,235	10,600	
52060.05	Single audit cost (if necessary)	2,000			
	With receipt of more then $500,000 in Federal Funds a single audit is necessary				
52060.10	GFOA CAFR (400) award fees	400	370	600	
52090.05	**Building Repairs -**	2,500	2,914	2,500	-
	Cost for minor repairs or modifications of the administration office.				

Proposed Administration Department Budget

		Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
	Computer & Software	25,000	32,81 1	29,000	(4,000)
	Accounting and other administrative software purchases, update and support programs-Timberline (2300), Qquest Timeclock (250), FAS (1035), Symantec (884), SonicWall (105) and related training.				
54050.01	Computer Hardware & Supplies	-	-	4,000	
54420.05	Software & maint	6.000	1,631	6,000	
52210.05	Office network maintenance	16,000	28,012	16,000	
52540.05	Web hosting/internet service	3,000	3,168	3,000	
	Conf and Meeting Registration	5,130	2,272	4,550	580
	Registration fees for conferences, seminars, and lunch meetings (Chamber).				
52120.05	AAAE-Annual - Jamie	800	-	800	
52120.05	AAAE-Finance - Scott	500	-	500	
52120.15	IGFOA Conf (Bloomington) 1	350	-	350	
52120.15	GFOA Conf (Chicago) 1	580	-	-	
	Advanced Governmental Accounting Seminar				
52120.16	CABAA Meetings-monthly	400	181	400	
52120.17	IL Aviatn Conf (Rockford) 3	700	280	700	
52120.19	IPAA Fall Conf (Galena) 3	1,000	411	1,000	
52120.25	Meetings & Luncheons	800	1,400	800	
	Consultants -	26,000	73,696	101,000	(75,000)
52510.08	Storm water consultant (LFR-Arcadis)	6,000	5,500	6,000	
52540.20	Consultant - special projects	20.000	68.196	95,000	
	Includes Airport Noise Coordination Services consultant				
52180.10	**Engineering Services -**	160,000	22,108	60,000	100,000
	Costs for professional engineering services rendered by an outside engineer. Includes extra costs allocated to Phase 2 of the Master Plan				
54090.05	**Equipment**	2,000	604	2,000	-
	Administrative equipment and furniture purchased that cost less than $2,000, individually.				

Proposed Administration Department Budget

Account	Description	Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
	Equipment Rental and Maint	**12,500**	5,136	7,000	5,500
	Office equipment rental and maintenance cost-meter rent. Ricoh copier maint (920 annual), Konica-copy charges only.				
52210.15	Mail machine-meter & base maint plus meter annual rental & supplies	2,000	2,245	1,500	
52210.20	Other repairs	500	84	500	
52210.25	Copiers-2 (per page charges)	10,000	2,807	5,000	
	Includes lease payments on replacement of the main copier. Lease is for 5 years.				
54150.05	**Fuel -**	**5,000**	3,058	8,000	(3,000)
	Unleaded fuel cost for four department vehicles.				
	Insurance -	**111,000**	98,760	106,500	4,500
	The environmental policy renewed in Aug 1, 2014 for a 3 year term. All the other policies run Dec 1 through Nov 30th. NationAir is the Airport's insurance broker, whose fixed fee contract runs through Dec 2015. We are anticipating the second EMAS bed will be finished in FY16, therefore the need for insurance. The annual expected cost of Airport insurance is as follows:				
52300.05	Commercial Automobile	6,000	4,874	5,000	
52300.09	Broker fee	9,000	9,709	9,500	
52300.10	Commercial Crime	2,000	1,844	2,000	
52300.15	Airport Liability (incl. excess liability)	22,000	23,784	25,000	
52300.20	Commercial Property	31,000	25,089	24,000	
52300.25	Public Officials Liability	17,000	17,867	19,000	
52300.26	Environmental	15,000	13,375	12,000	
52300.30	Worker's Comp	1,000	1,415	2,000	
52300.35	EMAS System insurance south end (included in property insurance above)	-	803	8,000	
52300.35	EMAS System insurance north end (estimate based on south end figure above)	8,000	-	-	
56200.05	**Lease Development -**	**55,000**	27,271	55,000	-
	Expenses incurred for new leases, i.e survey, site selection, legal including reimbursable items.				
52360.05	**Legal Services -**	**60,000**	31,410	60,000	-
	Costs for the professional legal services provided by outside counsel.				
	Membership Dues -	**5,480**	6,640	12,980	(7,500)
	Department employee and Airport membership dues as follows:				
52450.05	AAAE (2) @$275 JA, SC	550	550	550	
52450.07	AAAE Great Lakes Chapter (1)	80	35	80	
52450.37	AAAE Regulatory and Legislative	-	1,500	7,500	

Proposed Administration Department Budget

		Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
52450.36	CABAA	300	275	300	
52450.17	Chamber of Comm/CVB	250	200	250	
52450.41	GA Airport Coalition (GAAC)	500	500	500	
52450.20	GFOA (1)	200	160	200	
52450.21	IGFOA (2)	400	400	400	
52450.30	IPAA (1)	1,500	1,500	1,500	
52450.27	NATA/IATA	1,200	1,050	1,200	
52450.35	NBAA	500	470	500	
	Office Maintenance -	**11,906**	11,651	11,882	24
	Cost for routine office janitorial service.				
52480.10	Janitorial serv $794 and supplies	10,350	10,264	10,350	
52480.15	Rug runners	800	641	800	
52480.20	Insect/Rodent control-$63 per	756	746	732	
	Other Services -	**24,100**	17,711	22,650	1,450
	Costs for other services not specifically listed any other categories.				
52420.15	Medical exams & drug testing plus annual hearing and vision exams.	500	84	500	
52510.02	Records disposal and storage	500	84	500	
52510.05	Credit crd, GovDeal, bckgrnd ck fees	1,200	607	1,200	
52510.06	Casualty loss deductibles, 1 @$5,000	5,000	834	5,000	
52510.10	Payroll service - Paychex	2,400	2,616	2,200	
52510.11	Employee Hiring Exp	2,100	350	2,100	
52510.12	Office Security-ADT (qtr 1,200)	4,800	5,335	4,400	
52720.20	Alarm line-Office (211 mth)	2,600	1,832	1,750	
52720.20	Alarm line-hgr 4&7 (32 but net=0)	-	-	-	
52510.15	Appraisals	4,000	4,666	4,000	
52540.23	Satellite programming	1,000	1,303	1,000	
52600.15	**Postage -**	**3,000**	1,897	3,000	-
	Cost for letter, parcel delivery, overnight delivery, and newsletter mailings.				
	Printing -	**2,000**	1,211	2,000	-
52630.05	Aerial photography	1,000	1,045	1,000	
52630.15	Duplication/enlarging/binding	1,000	166	1,000	
52660.05	**Public Notices -**	**2,000**	1,632	2,000	-
	Publication costs for public notices, bid documents, personnel ads, etc.				

Proposed Administration Department Budget

		Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
	Subscriptions -	600	541	3,800	(3,200)
	Periodicals subscribed to by department personnel as follows: Crains, Daily Herald and Misc books and maps. Flight Tracker was canceled in FY15				
54450.31	Flight Tracker	-	-	3,300	
54450.40	Subscriptions-misc (Crains)	200	200	200	
54451.40	Subscriptions-misc (Daily Herald)	400	341	300	
54480.15	**Supplies -**	7,000	5,500	7,000	-
	Purchase of stationary and office, computer, and copier supplies.				
	Telephone/Data	8,000	7,820	8,000	-
52720.05	Cellular-Sprint (1)	1,500	962	1,500	
52720.10	Local, long distance, fax	5,200	5,779	5,200	
52720.12	Pilot lounge wireless	700	469	700	
52720.03	iPad data plan-1 @ $50 each/mth	600	610	600	
	The Cellular-Sprint & iPad YTD lines FY15 1 unit				
	Travel Expenses	10,850	1,220	7,550	3,300
	Travel costs (commercial transportation, $500; ground transportation, $50/day, hotel, $175/night; meals and $50 per diem associated with attendance at conferences for department employees.				
52750.05	AAAE-Conf TBD Jamie	2,500	-	2,500	
52750.05	AAAE-Finance Scott	1,200	-	1,200	
52750.07	IPAA Conf-Fall (Galena) (3)	1,500	-	1,500	
52750.09	IL Aviation Conf (3)	1,000	101	1,000	
52750.10	IGFOA Conference-IL	350	-	350	
52750.10	GFOA Conf (Chicago)	100	-	-	
52750.11	Other - Various destinations	1,000	1,119	1,000	
52751.11	Other - NBAA Dispatch Conference January 2016, Tampa FL - 2 staff	3,200	-	-	
	Utilities	96,510	97,793	96,510	-
	Monthly electric, natural gas, and water cost as follows:				
Electricity:					
52150.02	141378911, Gate 31	50	117	50	
52150.03	141595480, Runway Lights	2,800	2,931	2,800	
52150.04	141458406, Hgr 4 rd, blast fence	700	770	700	
52150.05	141595499, Maint/Admin. Office	11,000	8,829	11,000	
52150.08	115131215, Gate #27	500	400	500	
52150.15	141599876, 12 REIL Lts, Blast Fnce	700	766	700	
52150.17	141650725-CAP Trailer Gate	300	127	300	
52150.20	141195850, Electric Vault	45,000	43,540	45,000	

Proposed Administration Department Budget

		Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
52150.22	140401329, Hangar #50	1,000	1,401	1,000	
52150.23	140401326, Hangar #51	1,200	1,877	1,200	
52150.28	140291821 Beacon	360	129	360	
52150.31	NE T-Hangars #52 (lounge)	3,200	4,393	3,200	
52150.32	NE T-Hangars #53 (lights)	2,000	2,492	2,000	
52150.33	NE T-Hangars #54 (bath)	2,500	2,929	2,500	
52150.34	NE T-Hangars #55 (lights)	1,500	2,034	1,500	
52150.35	NE T-Hangars #56 (bath)	2,500	3,281	2,500	
52150.36	NE T-Hangars #57 (lights)	2,500	3,415	2,500	
52150.16	Elec-Taxiway Q pole light (flat rate)	500	84	500	
Gas:					
52150.26	3722672, Generator	1,100	990	1,100	
52150.27	Hangar 4&7 (shd be 0)	-	-	-	
52150.50	2584479, Maintenance	5,000	4,837	5,000	
52150.55	3326641, Admin. Office	1,200	1,538	1,200	
Water:					
52150.60	Water-Maint./Admin. Office (1020)	2,200	2,047	2,200	
52150.61	Water-Entry Sign Area	6,000	6,009	6,000	
52150.62	Water-SW T-Hangar 50 & 51	2,400	2,401	2,400	
52150.63	Water-NE T-Hangar 52 (1018)	100	80	100	
52150.64	Water-NE T-Hangar 54 (1014)	100	280	100	
52150.65	Water-NE T-Hangar 56 (1010)	100	96	100	
	Vehicle Maintenance -	4,500	2,758	6,000	(1,500)
	Vehicle maintenance service costs for four (4) administrative vehicles.				
54510.05	Airport #1, 2006 Expedition	2,000	1,517	1,000	
54510.06	Airport #2, 2002 Tahoe	-	809	2,500	
	This vehicle will be disposed of in FY16 and not replaced				
54510.07	Airport #7, 1997 Tour Van	1,250	224	1,250	
54510.37	Airport #37, 2006 Taurus Sedan	1,250	208	1,250	
	Total Services and Supplies	665,976	496,455	642,622	23,354

OTHER

		Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
	NBAA Convention -	20,000	35,090	21,500	(1,500)
	CEA Board members and/or staff attending the NBAA Convention in Las Vegas NV November 17-19, 2015				
56300.15	Exhibitor fee	-	9,610	6,000	
56300.16	Exhibit expenses	-	6,457	-	
56300.21	Exhibit storage fees	-	-	-	
56300.18	Exhibit shipping	-	-	500	
56300.19	Travel Exp-staff (2)	6,000	5,641	5,000	
56300.20	Travel Exp-CEA board members-4	8,000	7,702	10,000	
56300.22	Travel-Communities	6,000	5,680	-	

Proposed Administration Department Budget

		Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
	Public Relations/Marketing	107,700	88,055	51,700	56,000
52405.05	Marketing specialists	62,000	50,777	5,000	
	Includes Marketing Consultant Services				
52405.10	Projects, videos, photos	3,000	3,246	3,000	
54255.05	Promo material-	8,000	4,110	8,000	
	Materials include various promotional items				
54255.22	Promo clothing	3,500	3,160	3,500	
52405.15	PACE expenses	100	-	100	
54255.20	Special events	12,000	12,427	20,000	
	FY16 Special events: 5K Run-the-Runway + evening event				
54255.26	July 4th parade float	1,500	2,988	1,500	
54255.27	Chamber events & golf	1,600	775	1,600	
54255.28	CABAA golf events & sponsorship	4,000	7,467	4,000	
54270.05	Scholarship-Dollars for Scholars	1,000	950	1,000	
54270.05	Encompass Championship sponsorship	4,500			
	Tournament is at Northshore Country Club				
54270.05	Other-community events	4,000	2,155	4,000	
	Other also includes Taste of the Town, breakfasts, and misc community events.				
54255.60	NBAA Dispatch Conf-Jan (exhibit)	2,500	-	-	
	January 19-22, 2016 Tampa FL				
	U.S. Customs Service	250,000	231,477	250,000	-
	Operating costs to provide inspection service on a break-even basis to CEA users. The service cost is the total cost of providing an agent, which is calculated annually and billed to us quarterly. We receive the annual connectivity fee invoice in November, so the telecom number is an estimate.				
56550.01	U.S. Customs service cost	125,000	123,704	125,000	
56550.02	U.S. Customs overtime charges	51,000	50,850	51,000	
56550.03	Telecom (USCS network, cellphone)	20,000	11,007	20,000	
56550.04	Waste removal services	30,000	24,902	30,000	
56550.06	Other forms, supplies & services	2,000	606	2,000	
56550.07	Collection fees	6,000	5,792	6,000	
56550.08	Facilities costs	16,000	14,616	16,000	
	Facility remodeling expense				
56600.01	**Contingencies -**	30,000	-	30,000	-
	Account for unanticipated and underestimated department expenditures.				
	Total Other	407,700	354,622	353,200	54,500
	Total Administration	1,680,515	1,463,559	1,639,064	41,451
	% Change from FY15	2.53%			

Operations & Maintenance Department
FY16 Proposed Budget
Line Item Detail Within Category

Account	Personnel Services	Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
60400.10	**Salaries - Full-time**	$ 386,000	383,365	$ 375,000	11,000
	Department salaries (6 maint)				
	Operations Coordinator (1)				
60300.05	**Salaries - Seasonal**	$ 26,370	23,387	$ 19,620	6,750
	Four summer positions, 12 weeks for 37.5 hours/week at $10.90/hour = $19,620, plus 1 as needed.				
	One winter position, 12 weeks for 37.5 hours/week at $15.00/hour = $6,750				
60200.05	**Overtime**	$ 60,000	49,964	$ 60,000	-
	Overtime costs as required, mainly for snow removal. Approx fifteen hundred hours are budgeted at a 1½ hourly rate of $42.12. Includes weekend airfield inspections.				
	Service Awards/Recognition	$ 5,750	4,548	$ 5,670	80
	Recognition of services provided by seven employees, 2 times per year @ $30/gift cert.				
60700.17	Recognition awards	500	420	420	
60700.17	Incentive program	2,500	1,628	2,500	
60700.20	Service Awards	2,750	2,500	2,750	
	Pay for 1 employee with twenty-five or more years of service at $1,250, 1 employee with 15-19 years of service at $750, 1 with 10-14 years of service at $500 and 1 with 5-9 years of service at $250.				
	Payroll taxes -	$ 45,015	44,691	$ 43,332	1,683
60500.05	FICA, 6.20%, Medicare, 1.45%	36,022	35,155	35,122	
60500.15	Unemployment, 7.15% (was 2.05%)	8,993	9,536	8,210	
	Insurance -	$ 134,078	125,008	$ 130,002	4,076
	Premiums for the following employee insurance, provided by the Airport:				
	Wheeling is projecting a 5.0% insurance increase, renewal date is July 1st.				
60100.03	Dental		52		
60100.05	Disability (7)	8,205	7,101	8,205	
60100.15	Health (7)	125,873	117,855	121,797	
60600.05	**Retirement Contribution -**	$ 21,000	19,496	$ 20,000	1,000
	Full time employee Retirement Contributions @ 4.5% of pay.				

Proposed Operations and Maintenance Department Budget

		Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
	Training -	$ 9,900	7,784	$ 14,900	(5,000)
	SAE certifications, Harper certifications. ANTN web based training from AAAE.				
60800.08	Other - Local	2,000	-	2,000	
60800.09	ANTN training system	1,400	1,284	1,400	
60800.07	Disaster drill	1,500	-	1,500	
60800.11	Education reimbursement	5,000	6,500	10,000	
	Uniforms -	$ 11,500	10,825	$ 10,000	1,500
	Uniform cleaning and replacement for 6 employees at $1055/yr & 4 seasonal employees at $360 per year, plus $120 boot allowance per FT employee.				
60900.03	Safety Equip	500	538	500	
60900.05	Uniforms (safety shoes, gloves, caps)	10,000	9,571	8,500	
60900.10	Uniforms part-time	1,000	716	1,000	
	Total Personnel Services	$ 699,613	$ 669,068	$ 678,524	$ 21,089

SERVICES AND SUPPLIES

		Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
62090.05	**Building Repairs and Supplies -**	$ 10,000	4,697	$ 10,000	-
	Cost for the repair of Airport buildings and hangars.				
	Conf and Meeting Registration	$ 1,700	-	$ 800	900
	Registration fees for conferences, seminars, and lunch meetings. IAC is in Moline May 2013.				
62120.17	IL Aviatn Conf (Spring) 1	200	-	200	
62120.30	AAAE conference	1,500	1,640	600	
	Equipment/Tools -	$ 20,000	16,190	$ 20,000	-
	Equipment purchased that cost less than $2,000, individually.				
62210.05	Equipment maintenance cost.	6,000	6,292	6,000	
64090.05	Communication equipment	8,000	4,569	8,000	
	Includes purchase of 4 replacement radios at $1,400 each				
64090.10	Shop equipment	6,000	5,329	6,000	
62240.05	**Equipment Rental -**	$ 20,000	-	$ 20,000	-
	Temporary replacement of non-operative equipment, special equipment and tools. New in FY16, rental of additional piece of snow equipment.				

Proposed Operations and Maintenance Department Budget

		Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
62270.05	**Fence/Gate Supplies & Maint**	$ 3,000	1,443	$ 3,000	-
	Fencing and gate supplies purchased for repairs by department personnel. Replacement of Dog House gate				
	Fuel -	$ 75,000	56,158	$ 75,000	-
64150.05	Diesel	60,000	42,524	60,000	
64150.10	Unleaded gasoline	15,000	13,634	15,000	
	Insurance -	$ 44,500	46,608	$ 44,500	-
	Department vehicle and workers compensation insurance. NationAir is the Airport's insurance broker, whose fixed fee contract runs through Dec 2014.				
62300.05	Vehicles	11,000	10,701	11,000	
62300.30	Workers compensation	27,000	31,384	27,000	
62300.09	Broker fee	6,500	4,523	6,500	
	Landscaping Service & Supplies	$ 32,500	37,237	$ 34,800	(2,300)
	Application of growth inhibitor, tree trimming and perimeter landscape services. Purchase of flowers, fertilizer, grass seed, holiday decorations.				
62330.05	Growth inhibitor, weed control	5,000	4,028	5,000	
62330.07	Landscaping-Other	500	174	500	
62330.10	Tree trimming/removal	1,000	10,089	2,000	
62330.11	Perimeter landscaping services	18,000	19,281	17,300	
64210.05	Landscaping materials	8,000	3,665	10,000	
64240.05	**Lighting Service & Supplies**	$ 29,000	20,004	$ 29,000	-
	Maintenance of and supplies for the Airport lighting system (runways, taxiways & street lights).				
	Membership Dues -	$ 275	275	$ 275	-
	Membership dues for Operations Coordinator position.				
62450.05	AAAE (1) KN	275	275	275	

Proposed Operations and Maintenance Department Budget

		Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
	Other Services -	$ 18,300	15,462	$ 18,300	-
	Costs for other contractual services not specifically listed in this category.				
62420.15	Medical Exams plus annual hearing and vision exams.	1,400	1,008	1,400	
62510.05	Other-Permits, stormwater, MWRD	1,500	1,250	1,500	
62540.05	Vehicle Towing-tenants	200	34	200	
62540.21	Other-Backflow Inspections (7)	3,000	2,439	3,000	
	Hgr 50 (520) Hgr 51 (733) TH 52 (190) TH 54 (190) TH56 (190) sprinkler (300) admin (300)				
62540.22	Fuel Tank inspection	1,500	1,185	1,500	
62540.25	Monitor-Light Vault ($175/qtr ADT)	700	700	700	
62540.25	Alarm line-Light Vault ($125/mth ATI	1,500	1,587	1,500	
62540.26	Monitoring-SW Ts-Alarm line (ATT 2,500) FSS (700) permits/misc (300)	3,500	1,334	3,500	
62540.31	Snow plowing & hauling	5,000	5,925	5,000	
	Other -	$ 3,000	2,375	$ 3,000	-
	Costs not defined by another account plus US flags, windsocks, construction safety flags.				
64270.10	Other	2,000	1,378	2,000	
64270.05	Staff meals during snowplowing	1,000	997	1,000	
62570.10	**Pavement Marking -**	$ 60,000	73,851	$ 60,000	-
	Annual pavement marking costs-FY15				
	Materials -	$ 72,500	45,336	$ 72,250	250
	Materials used for Airport operations are as follows:				
64330.05	Asphalt	1,500	-	1,500	
64330.10	E36 - liquid runway/taxiway deicer	40,000	23,592	40,000	
64330.15	Salt	4,000	6,610	4,000	
64330.20	Stone	500	84	500	
64330 25	Propane	1,000	602	1,000	
64330.27	Urea-solid runway deicer	25,000	13,383	25,000	
64330.30	Welding	500	1,065	250	
	Sewer Maintenance & Supplies	$ 3,000	500	$ 3,000	-
64360.00	Rodding, pipe, and supplies for minor repairs.		500		

Proposed Operations and Maintenance Department Budget

		Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
	Signage Supplies	$ 8,000	3,639	$ 8,000	-
64390.05	Safety, information, airfield guidance signs and replacement of damaged signs.				
	Supplies-Misc	$ 19,000	18,774	$ 19,000	-
64480.05	Aircraft tiedown	500	135	500	
64480.10	Environmental spill control	1,500	250	1,500	
64480.15	Shop supplies	15,000	15,073	15,000	
64480.20	Visual aids-taxiway markers	1,000	1,668	1,000	
64480.30	Hangar Supplies (fire ext, locks, keys)	1,000	1,648	1,000	
	Telephone	$ 4,600	4,973	$ 4,600	-
62720.05	Cellular-Sprint (2 + puck)	2,800	3,257	2,800	
62720.10	Telephone (warehouse)	1,800	1,716	1,800	
	Travel Expenses	$ 2,000	1,404	$ 2,500	(500)
62750.04	Travel costs (commercial transportation, $500; ground transportation, $50/day; hotel, $175/night; meals and $50 per diem associated with attendance at conferences for department employees.				
	Vehicle Maintenance -	$ 81,100	88,911	$ 88,400	(7,300)
	Cost for vehicle supplies for department vehicles.				
64510.05	General supplies	9,000	7,896	9,000	
64510.03	Airport #3, 2011 Chevy pickup	800	484	800	
64510.04	Airport #4, 2005 Expedition (Ops)	1,000	1,067	1,000	
64510.07	Airport #5, 2006 F-350 Pickup	1,000	2,296	1,000	
64510.06	Airport #6, 2013 F- 250 Pickup	800	486	800	
64510.08	Airport #8, 2003 Chevy Pickup	1,000	531	1,300	
64510.09	Airport #9, 2014 Chevy Pickup w/box*	500	876	-	
64510.10	Airport #10, 2008 Bobcat	500	4,191	500	
64510.11	Airport #11, 1990 Snow blower	4,500	4,942	4,500	
64510.12	Airport #12, Plow with Spreader	2,000	1,064	3,500	
64510.13	Airport #35, 2004 Yale forklift	500	166	1,000	
64510.14	Airport #14, Plow with Sprayer	2,000	638	2,000	
64510.15	Airport #15, Case Front-end Loader	2,000	2,586	2,000	
64510.16	Airport #16, JCB backhoe w/loader	1,000	334	2,000	
64510.17	Airport #17, 1997 Oshkosh Broom**	20,000	26,872	11,000	
64510.18	Airport #18, 2003 Oshkosh Broom	15,000	13,831	15,000	
64510.19	Airport #19, 2007 Oshkosh Broom	11,000	14,222	20,000	
64510.21	Airport #21, Tractor (new in FY13)	1,500	1,190	1,500	
64510.22	Airport #22, Deere mower (FY13)	1,500	644	1,500	
64510.23	Airport #23, Deere mower (FY13)	1,500	250	1,500	
64510.25	Airport #25 Mower (new in 1990)	1,000	1,999	1,500	
64510.33	Airport #33, 2003 Dump Truck	1,000	1,010	5,000	
64510.36	Airport #36, Tenant sweeper	500	405	500	
64510.28	Bobcat Mowers	1,000	847	1,000	

Proposed Operations and Maintenance Department Budget

		Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
64510.40	Terrain King mower	500	84	500	
	*Vehicle was replaced in FY15				
	**Vehicle is scheduled for refurbishment				
	Waste Removal -	$ 52,750	93,406	$ 87,750	(35,000)
	Waste removal costs for Airport debris, used oil, solvents, and Port-O-Let rentals.				
62810.05	Debris from airfield	50,000	91,393	85,000	
	FY15 Includes $75,000 expense to complete soil removal from Hawthorne site.				
62810.10	Oil & Other Removal	2,500	1,971	2,500	
62810.15	Waste Removal-Regulatory (solvent)	250	42	250	
	Wildlife Control -	$ 29,000	21,589	$ 29,000	-
64480.25	Wild Goose Chase bird control contract, bird bangers, mis		21,589		
	Total Services and Supplies	$ 589,225	$ 552,832	$ 633,175	$ (43,950)
Other					
66600.01	**Contingencies -**	$ 30,000	-	$ 30,000	-
	Account for unanticipated and underestimated department expenditures.				
	Total Operations	$ 1,318,838	$ 1,221,900	$ 1,341,699	$ (22,861)
	% Change from FY15 Budget	-1.70%			

Other Income and Expenses
FY16 Proposed Budget
Line Item Detail within Category

Interest Income (Operating funds)	Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
90100.01 **Checking Account Interest** The Airport now receives an interest rate of .25 on its checking accounts at Northbrook Bank.	$ 3,000	2,444	3,000	-
90100.02 **Certificates of Deposit Interest** 2 year CD with Wheaton Bank & Trust-matured 12/20/14	0 #	189	500	(500)
90100.03 **Illinois Funds Interest** Account is necessary for the deposits of Illinois grants. Earns money market rate with no fees.	$ 25	22	25	-
90100.04 **Money Market Interest** Account at MB Financial.	$ 600	535	600	-
90100.06 **IMET Interest** Illinois Metropolitan Investment Pool. Enhanced money market rate.	$ 60	96	250	(190)
Total Interest Income	$ 3,685	$ 3,286	$ 4,375	$ (690)
% Change from FY15	-15.77%			

Other Income and Expenses

91050.03 **Bank Fees** Fees to maintain the Northbrook checking account and Popular loan account	3,900	$ 4,583	3,900	-
93000.xx **Other (Income) and Expenses** Misc income, expenses, plus gain/loss on sale of assets.	(1,000)	$ -	(1,000)	-
Total Other Expense	$ 2,900	$ 4,583	$ 2,900	$ -
% Change from FY15	0.00%			

Other Income and Expenses

Interest Income (Operating funds)		Proposed FY16 Budget	Projected FY15 Actual	FY15 Budget	Budget Change
Debt Service					
	Loan/Note Interest	$ 170,026	192,469	184,777	(14,752)
	Interest on three bank loans/notes.				
91000.03	First Midwest Bank-SW T-Hgrs	35,751	37,476	38,260	
91000.04	Northbrook Bk #1-NE T-Hgrs	74,691	83,241	83,040	
91000.05	Northbrook Bk #3-RSA Land	59,584	71,752	63,477	
	Loan/Note Principal	$ 307,560	446,199	304,960	2,600
	Principal on three bank loans/notes.				
91010.03	First Midwest Bank-SW T-Hgrs *	55,548	53,731	52,948	
91010.04	Northbrook Bk #1-NE T-Hgrs +	92,004	240,504	92,004	
91010.05	Northbrook Bk #3-RSA Land ^	160,008	151,964	160,008	

* Fixed monthly payment-principal and interest varies.
+ Fixed monthly principal payments of $7,667.
^ Fixed monthly principal payments of $13,334.

Total Principal and Interest	$ 477,586
First Midwest Bank-SW T-Hgrs	91,299
Northbrook Bk #1-NE T-Hgrs	166,695
Northbrook Bk #3-RSA Land	219,592

Loan/Note Balances as of:	4/30/2015	4/30/2016	Maturity
	$ 3,974,248	$ 3,666,688	
First Midwest Bank*-SW T-Hgrs	754,230	698,682	Nov 2025
Northbrook Bk #1-NE T-Hgrs	1,791,151	1,699,147	May 2020
Northbrook Bk #3-RSA Land	1,428,867	1,268,859	May 2020

*Formerly Popular Community Bank

Total Debt Service	$ 477,586	$ 638,668	$ 489,737	$ (12,152)
% Change from FY15	-2.48%			

Sewer Reserve Fund
FY16 Proposed Budget

Revenues:	Proposed FY16 Budget	Projected FY15 Actual	Budget FY15	Budget Change
80100.01 **Sewer/Stormwater Annual Fees**	$ 18,587	18,356	18,177	410
Fees for annual sanitary maintenance or stormwater assessement fees. All the rates are subject to an annual CPI increase. Square Foot rates vary by service type and location on the Airport.				
Hangar 19-sanitary sewer maint fee	627	618	617	
Hangar 19-stormwater fee	616	607	606	
Hangar 16-sanitary sewer maint fee	464	457	461	
Hangar 16-stormwater fee	287	283	285	
IPO-sanitary sewer maint fee*	400	400	400	
Hangar 7-sanitary sewer maint fee*	400	400	400	
Hangar 4-sanitary sewer maint fee*	400	400	400	
WM-various Sumac-san sewer maint	2,397	2,361	2,314	
WM-200 Sumac-san sewer maint	285	281	285	
Hgr 20-sanitary sewer maint fee	389	383	381	
Hgr 20-annual stormwater fee	1,159	1,142	1,138	
Hgr 18-sanitary sewer maint fee*	447	447	447	
Hgr 18-annual stormwater fee*	1,342	1,342	1,342	
Hawthorne-sanitary sewer maint fee	2,334	2,300	2,266	
Hawthorne-annual stormwater fee	7,040	6,936	6,834	
* No CPI Increase				
80100.02 **Sewer/Storm One-Time Fees**	$ -	35,916	35,916	(35,916)
Fees for one-time connection or stormwater assessement fees. All the rates are subject to an annual CPI increase. Square Foot rates vary by service type and location on the Airport.				
Hgr 18-sanitary sewer-connection		26,878	26,878	
Hgr 18-stormwater assessment		9,039	9,039	
80100.30 **Interest**	$ 1,500	1,505	$ 1,500	-
Interest earned on money market funds				
Total revenue	$ 20,087	$ 55,777	$ 55,593	$ (35,506)

Sewer Reserve Fund
FY16 Proposed Budget

Capital Outlay:

82500.01 Hangar 43 Sewer Construction	0	-	$ -	-
82500.02 Admin office sewer repair	0	-	$ -	-
Total expenses:	**$ -**	**$ -**	**$ -**	**$ -**
Net Income:	**$ 20,087**	**$ 55,777**	**$ 55,593**	**$ (35,506)**

Balance of Reserves:	**FY16 Budget**	**FY15 Actual**	**FY15 Budget**	
FY15 Beginning Balance				330,747
FY15 Actual - Budget		55,565	55,593	
FY 16 Beginning Balance				386,312
FY16 Budget	20,087			
FY16 Projected ending balance:				406,398

Capital Equipment Reserve Fund (CERF)
FY16 Proposed Budget

This fund was established in FY13 to provide money for the future purchase of vehicles and equipment; plus facilities repair and construction, including new administration and maintenance buildings.

	Proposed FY16 Budget	Projected FY15 Actual	Budget FY15	Budget Change
Revenues:				
85100.30 **Interest**	$ 2,000	2,030	$ 1,750	250
Interest earned on money market funds				
85100.01 **Transfers In:**	$ 50,000	220,000	$ 220,000	(170,000)
CERF Transfer Reduced in FY15 to Balance Budget				
Total revenue	$ 52,000	$ 222,030	$ 221,750	$ (169,750)
Capital Outlay:				
None	0	0	0	0
Total expenses:	0	0	0	0
Net Income:	52,000	222,030	221,750	

Balance of Reserves:	FY16 Budget	FY15 Actual	FY15 Budget	
FY15 Beginning Balance				501,509
FY15 Actual - Budget		222,030	221,750	
FY16 Beginning Balance				723,539
FY16 Projected ending balance:	52,000			775,539

Building Reserve Fund
FY16 Proposed Budget

This fund, newely established this year in FY16, is to provide money for the future construction of airpo improvements; including new administration and maintenance buildings

		Proposed FY16 Budget	Projected FY15 Actual	Budget FY15	Budget Change
	Revenues:				
85100.30	**Interest** Interest earned on money market funds	$ 200	-	$ -	200
85100.01	**Transfers In:** CERF Transfer Reduced in FY15 to Balance Budget	$ 120,000	-	$ -	120,000
	Total revenue	$ 120,200	$ -	$ -	$ 120,200
	Capital Outlay:				
	None	0	0	0	0
	Total expenses:	0	0	0	0
	Net Income:	120,200	-	221,750	

Balance of Reserves:	FY16 Budget	FY15 Actual	FY15 Budget	
FY15 Beginning Balance				0
FY15 Actual - Budget		-	-	
FY16 Beginning Balance				0
FY15 Projected ending balance:	120,200			120,200

Capital Summary

Does not include Sewer or CERF

	FY16 Budget	Projected FY15 Actual	FY15 Budget
Revenue			
Grant-GA Entitlement (applied to NE T loan)			
Grant-Lima Project (Taxiway Bypass)	(760,000)		
Grant-Rehab Runway 16/34	(4,512,500)		
Grant-EMAS	(248,210)	(265,917)	(506,603)
Grant-Rehab East Quad GA Apron (HFC)	(380,000)	(103,140)	(910,997)
Grant-Develop East Quad GA Apron	-		-
Grant-Develop Airport Expansion Plan			
Total	(5,900,710)	(369,057)	(1,417,600)
Capital Improvements			
Building replacement/repair	42,000	7,662	85,000
Fence/Gate repair	40,000	1,883	40,000
Pavement Repair	150,000	222,085	160,000
Total	232,000	231,630	285,000
Capital Outlay			
Office Equipment	4,500	5,850	-
Vehicles	168,000	62,245	162,000
Shop Equipment	10,000		10,000
Other	15,188	16,971	55,000
Total	197,688	85,066	227,000
"A" Projects			
Taxiway Lima Construction-Reimb by the State	40,000		
Runway 16/34 rehab-Reimb by the State	237,500		
Property RSA Acquisition-Montessori School	13,365		13,365
EMAS-Design Engineering Reviews	-	48,475	30,000
EMAS-Blocks/Construction/Phase Services	-	208,819	278,365
Rehab East Quad GA Apron (HFC)	20,000	162,547	47,947
Develop East Quad GA Apron	62,500		62,500
Airport Development Plan	175,000		200,000
Property Acquisition			
FAA Airspace Study			
Hawthorn Water Main Extension			
Total	548,365	419,841	632,177
Other			
Debt Service-from GA entitlement grant	-	148,500	-
Total	-	148,500	-
Total	(4,922,657)	515,980	(273,423)

Capital Projects-Internally Funded
FY16 Proposed Budget
Line Item Detail within Category

		Proposed FY16 Budget	
CAPITAL IMPROVEMENTS			
72000.01	**Facilities**	$ 42,000	
	Capital Improvements budgeted for Airport facilities are as follows:		
	Runway 06/24 Eectrical Recabling (5,000)		5,000
	IPO Indeck lease agreement (12,000) 10% credit for repairs		12,000
	Misc building repairs (25,000)		25,000
72100.01	**Fencing, Gates, Landscaping -**	$ 40,000	
	Repair/improvement of fencing and gates. (20,000)		20,000
	Hangar 5 & 6 gate & landscaping (20,000)		20,000
72200.01	**Pavement & Sewer -**	$ 150,000	
	Pavement replacement, crack sealing and sewer repair.		
	Airfield pavement & sewer (150,000)		150,000
	Total Capital Improvements	$ 232,000	232,000
CAPITAL CONSTRUCTION			
73000.01	**Building renovation**	0	
	None planned at this time		0
	Total Capital Construction	0	

Capital Projects Proposed Budget

		Proposed FY16 Budget	
CAPITAL OUTLAY			
74000.01	**Office Equipment -**	$ 4,500	
	New computers (Conference room, Shop, Pilot's lounge & CAD Room)		4,500
74100.01	**Vehicles-**	$ 168,000	
	Refurbish snow equipment - (25,000)		25,000
	Dump truck includes radios-replace AP33 (52,000)		52,000
	New mower tractor - Replace AP25		75,000
	Ramp plow blade for leased vehicle (16,000): Plow is for a Case Tractor to be leased.		16,000
	Shop Equipment	10,000	
74200.01	Portable generator/light plant (10,000)		10,000
	Other	$ 15,188	
74300.01	SFS Purchase Agreement (15,188). Balance remaining $149,812 *For a property purchase, which is offset by the annual CPI adjusted access fee revenue until the purchase price is paid off.*		15,188
	Total Capital Outlay	$ 197,688	197,688
	Grand Total-Internally Funded	$ 429,688	429,688

"A" Projects
FY16 Proposed Budget

Grant Service

The "A", "B" and "C" projects listed are taken directly from the IL Dept of Transportation, Division of Aeronautics, Transportation Improvement Program: Airports FFY2014-2019, Final Submittal 12/12/14. The Airport Board of Directors approved the plan with Resolution____________on ___________. Only projects that have been requested through FFY2015 are listed. Federal Fiscal Year (FFY) 2015 runs from Oct 1, 2015 to Sept 30, 2016.

	Est FY16 Revenue	Local Share	Total Project Cost
Property RSA Acquisition-Montessori School	-	13,365	267,305
Runwy 16/34 RSA/OFA-Contract 2a; Twy L1 (Bypass)	760,000	40,000	800,000
Rehabilitate Runway 16/34	4,512,500	237,500	4,750,000

Property RSA Acquisition-Montessori School

Acquisition of a portion of Runway 6 End RSA. Total reimbursement and local share for this project are $267,305 and $13,365 respectively. This property will not be purchased unless there is FAA funding is programed.
Approved on Resolution 11-032.

Runwy 16/34 RSA/OFA-Contract 2a; Twy L1 (Bypass)

Runway 16/34 RSA/OFA safety grading and clearing, construct taxiway Lima 1 (bypass).
Total cost and local share is $800,000 and $40,000, respectively.
Current funding program is federal 90%, state 5%, local 5%.

Rehabilitate Runway 16/34

Rehabilitate Runway 16/34-estimate.
Total cost and local share is $4,750,000 and $237,500, respectively.
Current funding program is federal 90%, state 5%, local 5%.

Grant Service "A" Projects

	Est FY16 Revenue	Local Share	Total Project Cost
EMAS (Engineered Material Arresting System) - Phase 2 Design of EMAS beds on both ends of Runway 16/34 plus planned construction of departure end 16 bed (Hintz Rd). Current funding program is federal 90%, state 5%, local 5%. Total project is $6,440,000 and local share is $320,000, not including FAA Design Review.			
a) EMAS-FAA Design Engineering Reviews-additional funding FAA required review of the EMAS engineering. Estimated cost-we will be charged for the actual time spent, any unspent funds will be returned. Total estimated cost $135,755, $87,280 paid in FY14. Phase 1 project provides $82,916 in funds returning to the Airport This is 95% reimbursable from AIP funds.	30,000	-	30,000
b) Rnwy 16/34 EMAS 16 End (Hintz Rd)-construction phase service Construction observation for the EMAS bed and block installation. Final local share is estimated to be $3,750 after reimbursement from the State.	218,210	-	218,210
Subtotal EMAS Project	**248,210**	-	**248,210**

	Est FY16 Revenue	Local Share	Total Project Cost
Rehab East Quadrant GA Apron - Phase 2 PWK-4262 Rehabilitate HFC apron and land acquisition reimbursement. Total cost and local share are $400,000 and $20,000, respectively Expected funding is federal 90%, state 5%, local 5%.			
a) Rehab East Quadrant GA Apron-design - Phase 2 CMT contract to design the rehab of East Quadrant GA Apron (HFC) Approved on resolution 12-046. Final local share is estimated to be $1,540 after State reimbursement.	29,260	1,540	30,800
b) Rehab East Quadrant GA Apron-construction - Phase 2 (est) Construction oversight for the rehab of the HFC taxiway by CMT. Approved on resolution 14-008 Final local share is estimated to be $2,250 after State reimbursement.	42,750	2,250	45,000
c) Rehab East Quadrant GA Apron-construction/local share - Phase 2 Approved on Board Resolution 14-009. Final local share is estimated to be $16,210 Contingency of approximately $26,000 has been added From TIPs FFY2015-2019	307,990	16,210	324,200
Subtotal Rehab East Quadrant GA Apron	**380,000**	**20,000**	**400,000**

Grant Service "A" Projects

Expand East Quadrant GA Apron	**Est FY16 Revenue**	**Local Share**	**Total Project Cost**

Development of the East Quadrant GA Apron & sitework. Total cost and local share for this project are $910,000 and $227,500. Current funding program is federal 0%, state 75%, and local 25%. From TIPs FFY2015-2019

Expand East Quadrant GA Apron-design CMT contract to design the development of the East Quad GA Apron. Approved on resolution 12-045. Final local share is estimated to be $3,125 if Federally funded.	-	62,500	62,500
Subtotal Develop East Quadrant GA Apron	**-**	**62,500**	**62,500**

Airport Master Plan (Phase 2)

Secondary project work on the Master Plan update. This amount is for CMT expenses and are estimated to be approximately $175,000 for FY16. A similar amount will be necessary for FY17 & FY18. They will be bourne by the Airport until any projects relating to the Master Plan are approved.

	-	175,000	175,000
Subtotal Airport Development	**-**	**175,000**	**175,000**
Total Grant Service "A" projects	**5,900,710**	**548,365**	**6,703,015**

"B" Projects
FY16 Proposed Budget

The following grant-supported projects, while important to the development of the Airport, are not expected to be funded during the fiscal year due to the funding level being provided by the FAA & IDOT for other projects carrying higher funding priorities. There is a high probability these amounts will not be required, so they are not included in our FY16 budget funding requirements.

	Local Share	Total Project Cost
Develop East Quad GA Apron-construction phase services (est) Construction oversight for the East Quad Apron development by CMT. No Board resolution yet. Final local share is estimated to be $3,950 after reimbursement from the State.	15,800	79,000
Develop East Quadrant GA Apron-construction/local share (est) Development of the East Quadrant GA Apron & sitework. No Board resolution yet.	200,000	768,500
RSA Acquisition-Phase 3B Land purchased south of Palatine Rd in 2006 at a cost of $10.5 million for a Runway Safety Area (RSA). Current funding program is federal 90%, state 5%, local 5%. Total cost and local share is $3,924,541 and $196,227, respectively. Any funds received will be applied to the outstanding loan first.	196,227	3,924,541
RSA Acquisition-Phase 3-Clearing and Fencing To clean, grade, seed and fence RSA property south of Palatine Rd. Current funding program is federal 90%, state 5%, local 5%. Total cost and local share is $400,000 and $20,000, respectively.	20,000	400,000
SE Quad Apron-Phase 1 Reconstruct and develop of southeast quadrant apron including EA reimbursement. Alternative financing option. Current funding program is federal 48.7%, state 1.3%, local 50%. Total cost and local share for this project is $2,233,643 and $1,116,409.	1,116,409	2,233,643
Rehab Hangar 9 Apron Rehabilitate Hangar 9 Apron. Current funding program is federal 90%, state 5%, local 5%. Total cost and local share for this project is $850,000 and $42,500.	42,500	850,000

"B" Projects
FY16 Proposed Budget

	Local Share	Total Project Cost
Acquire Avigation Easements-Phase 3 Acquire Avigation Easements-All Runway Approach Zones-phase 3. Total cost and local share for this project is $2,000,000 and $100,000. Current funding program is federal 90%, state 5%, local 5%.	100,000	2,000,000
Overlay East Access Road Overlay East Quadrant Access Road (Tower Rd) Current funding program is federal 0%, state 90%, local 10%. Total cost and local share for this project is $225,000 and $22,500.	22,500	225,000
Develop NW Quad GA Apron-Phase 1 Sitework for northwest quad GA apron (phase 1). Total cost and local share is $1,250,000 and $312,500, respectively. Current funding program is federal 0%, state 75%, local 25%.	312,500	1,250,000
EA for Land Acquisition Environmental Assessment for Land Acquisition per ALP/Master Plan. Total cost and local share for this project is $500,000 and $25,000. Current funding program is federal 90%, state 5%, local 5%.	25,000	500,000
East Quad Apron-Phase 3 Construct east quadrant GA apron-phase 3 Current funding program is federal 90%, state 5%, local 5%. Total cost and local share for this project is $2,570,000 and $128,500.	128,500	2,570,000
SW Quadrant Apron SW quadrant apron construction. Current funding program is federal 0%, state 75%, local 25%. Total cost and local share for this project is $550,000 and $137,500.	137,500	550,000
Total Grant Service "B" projects-not included in proposed budget	$ 2,316,936	$ 15,350,684

Unrestricted Net Assets (Reserves) Available:

	Operating	Building Reserves	(CERF) Capital Reserves	Sewer Reserves	Total
Balances @ 4/30/14 (from audit)	1,715,824	-	501,509	330,747	3,019,210
FY15 Projected Results:					
Revenues	3,827,102			55,777	3,882,879
Operating Expenses	(2,685,459)				(2,685,459)
Other Income & Expense	(1,297)	0	0		(1,297)
Debt Service	(638,668)				(638,668)
Transfer to reserves	(220,000)	0	222,030		2,030
Grant revenue	369,057				369,057
Capital Improvements	(231,630)			0	(231,630)
Capital Outlay	(85,066)				(85,066)
Capital Construction	0				0
Grant Service "A" Projects	(419,841)				(419,841)
Capital Other	(148,500)				(148,500)
Projected results for FY15	**(234,302)**	**0**	**222,030**	55,777	**43,505**
Projected Running Balances @ 4/30/15	1,481,522	-	723,539	386,524	3,062,715
FY16 Budget:					
Revenue Budget	3,911,360			18,587	3,929,946
Operating Expenses	(2,999,353)				(2,999,353)
Other Income & Expense	785	200	2,000	1,500	4,485
Debt Service	(477,586)				(477,586)
Transfer to Sewer Reserve	0				0
Transfer to CERF	(50,000)		50,000		0
Transfer to Building Reserve	(120,000)	120,000			0
Capital Improve (Facilities/Paving)	(232,000)				(232,000)
Capital Outlay (Vehicles/Equip)	(197,688)				(197,688)
Capital Construction	0				0
Grant revenue	0				0
Grant Service "A" Projects	(548,365)				(548,365)
Capital Other	-				0
Projected results for FY16	**(712,847)**	**120,200**	**52,000**	**20,087**	**(520,560)**
Est Running Balances @ 4/30/16	**768,675**	**120,200**	**775,539**	**406,611**	**2,542,155**
Less 3 month operating reserve*	(749,838)				
Over/(short)	**18,837**				

* FY16 budgeted operating expenses times 25% as required by the Airport's business plan.

6/5/2015

N

City Council Meeting Agenda Item

Meeting Date:	June 22, 2015
Item:	2015 Spring Tree Removal Program
Motion:	**I move to approve the proposal from Winkler's Tree Service Inc. to remove 23 trees for a sum not to exceed $15,600.00.**
Staff Contact:	Steven L. Cutaia, Public Works Director

Purpose:
The purpose of this memo is to discuss and approve Winkler's Tree Service Inc. to perform the removal of 23 large city owned trees that the city staff cannot.

Background:
The Public Works Department continually surveys city trees and collects complaints. Staff compiled a list of large trees that cannot be removed in-house by staff due to the trees' size or complexity of the situation. The complied list comprises of trees that are either; dead, dying, diseased, deemed unsafe, or deemed to cause an nuisance or obstruction. It is our policy to create a list and have a spring and fall tree removal process through a sealed bid process. Staff hosted a sealed bid process on May 29, 2015 and attracted 5 submittals

Please note: throughout the year staff continually evaluates all trees and removes small obtainable trees as time and staffing permits.

The proposed tree removal locations are as follows

1.	203 N Pine	tree at street-marked with a green "X"
2.	200 N Pine	(4) trees at street-marked with a green "X"
3.	201 S Maple	tree at street-marked with a green "X"
4.	28/30 Oakwood	tree at street-marked with a green "X"
5.	13 W Willow/Pine	(4) side tree at street-marked with a green "X"
6.	42 Glenbrook	tree at on Wildwood West-marked with a white "X"
7.	402 Olive	(2) trees at street-marked with a white "X"
8.	701 Alderman	tree at street-marked with a white "X"
9.	110 East Olive	tree at side street-marked with a white "X"
10.	200 East Kenilworh	(2) trees at side street-marked with a white "X"
11.	200 Marion	tree at side street-marked with a white "X"
12.	1521 Quaker Lane	tree at side street-marked with a white "X"
13.	1402 Cove	tree at side street-marked with a white "X"
14.	1344 Quaker	tree at side street-marked with a white "X"
15.	100 W Camp McDonald	tree next to garage-marked with a white "X"

Financial Impact:
Funds were specifically designated and budgeted to remove trees (01-350-5103). Winkler's Tree Service Inc. quoted to remove 23 trees for a sum not to exceed $15,600.00.

Recommendation:
The City had hired Winkler's Tree Service in previous years and had experienced no problems. Staff recommends approving Winkler's Tree Service Inc. to remove 23 trees for a sum not to exceed $15,600.00.

Enclosures:
- Proposal Winkler's Tree Service
- Winkler's list of References
- Winkler's Certificate of Liability

Winkler's Tree Service, Inc.
P.O. Box 1154 • LaGrange Park, Illinois 60526
(708) 544-[illegible] • Fax (708) 544-[illegible]
e-mail: info@winklerstreeservice.com
www.winklerstreeservice.com
Illinois's First Nationally Accredited Tree Care Company

CITY OF PROSPECT HEIGHTS
2015 MAY 29 AM 8:25

May 27, 2015

City of Prospect Heights
Attn: Steven Cutaia
8 N Elmhurst Rd
Prospect Heights IL 60070

Dear Steve,

Below are the prices for tree work.

Trimming	$8 990.00
Removals	$15,600.00
Extra Removals	$28.00 an inch

If you have any questions please call Vince Winkler at 708-945-3394.

Sincerely,

Vince Winkler

Vince Winkler

Winkler's Tree Service, Inc.

P.O Box 1154 • LaGrange Park, Illinois 60526
(708) 544-1219 • Fax (708) 544-0405
e-mail: info@winklerstreeservice.com
www.winklerstreeservice.com

Illinois's First Nationally Accredited Tree Care Company

City of Batavia removal & trim
Attn. Kathy Montanari 630-545-2423
100 N Island Ave
Batavia IL 60510-1930

Village of Bensenville trim
Attn: Ken Rubach (630)350-3432
717 E Jefferson St
Bensenville IL 60106

City of Chicago trim
Attn. Mike Brown (312)446-1162
2352 S. Ashland
Chicago, IL 60608

Village of Clarendon Hills trim & removal
1 N. Prospect Ave. (630)323-3500
Clarendon Hills, IL 60514

City of Elmhurst removal
Attn. Mark Stevens (630)530-3126
209 N. York St.
Elmhurst, IL 60126

Village of Flossmoor removal & stump
Attn: Rocky Murphy 708-957-4100
1700 Central Park Av
Flossmoor, IL 6042

Village of Glenview removal & trim
Attn. Roy Fickel (847)376-0160
2225 Waukegan Rd
Glenview IL 60025

City of Highland Park trim
100 Theodore Dr
Attn: Larry King (847)926-1043 1150 Half Day Rd Highland Park, IL

City of Wheaton Attn: Kevin Maloney stump grind
821 W. Liberty Dr 630-260-7500
Po Box 727 Wheaton, IL 60187

Village of Wilmette trim
Attn: Kevin Sorby 847-853-7500
1200 Wilmette Ave
Wilmette, IL 60091

Village of Hinsdale trim
Attn: John Finnell (630)789-7000
19 E. Chicago Ave
Hinsdale, IL 60521

Village of Homewood trim
Attn: Jim Tresouthick (708)206-3896
17755 S. Ashland
Homewood, IL 60430

Village of LaGrange Park stump grind
447 N. Catherine Ave (708)446-4493
LaGrange Park, IL 60526

Village of Mount Prospect removal
Attn: Sandy Clark (847)392-6000
50 S. Emerson
Mount Prospect, IL 60056

Village of Oswego remova
Attn: Mark Runyon (630)554-3242
100 Theodore Dr
Oswego IL 6054

Village of Oak Park removal
Attn: Jim Semelka (708)358-5700
201 South Blvd
Oak Park, IL 60302

Fully Insured • Certified Arborist • State Licensed Pesticide Applicator

City of Chicago — trim
Attn: Mike Brown — (312) 446-1162
2352 S Ashland
Chicago, IL 60608

Village of Burr Ridge — trim & removal
Attn: Gary Gatlin — (630) 323-4733
7660 S County Line Rd
Burr Ridge, IL 60521

Cook County Forest Preserve — trim & removal
536 N. Harlem — (630) 771-1000
River Forest, IL 60305

Village of Downers Grove — trim & removal
5101 Walnut Ave — (630) 434-5500
Downers Grove, IL 60515

City of Elmhurst — removal
Attn: Mark Stevens — (630) 530-3126
209 N York St
Elmhurst, IL 60126

Chicago O'Hare Dept. of Aviation — removals
PO Box 66142 — (773) 894-6907
Chicago, IL 60666

Village of Hillside — trim & removal
Attn. Joe Pisano — (708) 202-3434
425 Hillside Ave
Hillside, IL 60162

Village of Hinsdale — trim
Attn: John Finnell — (630) 789-7000
19 E Chicago Ave
Hinsdale, IL 60521

Village of Homewood — trim & removal
Attn: Jim Tresouthick — (708) 206-3396
17755 S Ashland Ave
Homewood, IL 60430

Village of Maywood — trim & removal
Attn: John West — (708) 491-8842
40 Madison St
Maywood, IL 60153

Village of Mount Prospect — trimming
Attn: Sandy Clark — (847) 392-6000
50 S Emerson St
Mount Prospect, IL 60056

Village of North Riverside — trim & removal
Attn: Tim Kutt — (708) 447-4211
2734 S 9th Ave
Broadview, IL 60154

Village of Oak Park — removal
Jim Semelka Forestry — (708) 358-5700
201 South Blvd
Oak Park, IL 60302 4209

Village of Lincolnwood — trim
Attn: Mark Dunteman — (847) 675-0888
7001 N. Lawndale
Lincolnwood, IL 60712

Chicago Park District — trim & removal
541 N. Fairbanks — (312) 742-7529
Chicago, IL 60611

Village of Wilmette — trim
1200 Wilmette Ave. — (847) 853-7587
Wilmette, IL 60091

Kane County — trim & removal
Attn: John Lochbaum — (630) 208-6580
719 S Batavia Ave., Bldg A
Geneva, IL 60134

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/4/2014

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

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

PRODUCER
The Horton Group
10320 Orland Parkway
Orland Park IL 60467

CONTACT NAME: Dionne Townsend
PHONE (A/C, No, Ext): 708-845-3673
FAX (A/C, No):
E-MAIL ADDRESS: constructioncerts@thehortongroup.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Western National Insurance	15377
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Winkler's Tree &
Landscaping, Inc.
P. O. Box 1164
LaGrange Park, IL 60526

COVERAGES — CERTIFICATE NUMBER: 1095823999 — REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY: X COMMERCIAL GENERAL LIABILITY; CLAIMS-MADE X OCCUR; GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PROJECT LOC	Y	Y	CPP1104700	12/1/2014	12/1/2015	EACH OCCURRENCE	$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$100,000
							MED EXP (Any one person)	$5,000
							PERSONAL & ADV INJURY	$1,000,000
							GENERAL AGGREGATE	$2,000,000
							PRODUCTS - COMP/OP AGG	$2,000,000
							Employment Practices	$100,000
A	AUTOMOBILE LIABILITY: X ANY AUTO; ALL OWNED AUTOS; SCHEDULED AUTOS; X HIRED AUTOS; X NON-OWNED AUTOS	Y	Y	CPP1103848	12/1/2014	12/1/2015	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR; EXCESS LIAB CLAIMS-MADE; DED X RETENTION $10,000			UMB1117187	12/1/2014	12/1/2015	EACH OCCURRENCE	$5,000,000
							AGGREGATE	$
								$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N: ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N; If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	WCV1319350	12/1/2014	12/1/2015	X WC STATUTORY LIMITS / OTH-ER	
							E.L. EACH ACCIDENT	$1,000,000
							E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000

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

Waiver of subrogation in favor of the listed additional insured with respect to General and Auto Liability only when required by written contract. Additional insured with respect to General Liability only when required by written contract:
City of Prospect Heights

CERTIFICATE HOLDER

CITY OF PROSPECT HEIGHTS
8 NORTH ELMHURST RD
PROSPECT HEIGHTS IL 60070

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Dionne L. Townsend

REFERENCES

1. Bryan Glaza 920 Newton Glen Ellyn, IL 630-640-7839	Removed 2 Ash trees and grind stumps
2. Patrick Adams 415 N. Villa Avenue Villa Park, IL 630-423-1517	Removed several Ash and Maple trees Trimmed and shaped several trees
3. Ted Bowan 721 Maclean Avenue Kenilworth, IL 312-420-8895	Removed Ash tree Cleaned and thinned 3 Honey Locust trees
4. Goch 359 Elm Elmhurst, IL 630-487-0228	Removed fallen Spruce tree from garage
5. Mrs. Kujawa Meadowood Drive Oak Brook, IL 630-279-4358	Removed hangers due to a storm and cleaned it up
6. Pat McVeigh 2410 Scoville Ave Berwyn IL 60402 (708) 795-8011	Trim parkway weeping cherry

O

44 Hawthorne Road Suite 1000, Barrington Hills IL 60010 • Phone: 847-220-2449

CSE Development, Inc.
Established 1996

June 17, 2015

The Honorable Nicholas Helmer
Mayor of the City of Prospect Heights
8 North Elmhurst Road
Prospect Heights, IL 60070

Re: Request for City Ordinance supporting 7C tax incentive at 1414 N. Rand Road

Dear Mayor Helmer:

CSE Development, Inc. would like to formally request the City of Prospect Heights to support our application for the 7C tax incentive offered by Cook County. The 7C incentive program is the newest of the property tax reduction incentives and is targeted for properties like ours at 1414 N Rand Road. The incentive is for 5 years and will lower the Assessed Valuation rate of the property from 25% to 10% for 3 years, 15% for 1 year and 20% for 1 year. The incentive will expire after this initial period and the property will then be taxed like any other commercial property in Wheeling Township.

Also, we are attempting to be ready to meet the county on their July 29th meeting to discuss the details of our qualifications for approval. One of the major parts of the approval process is an ordinance passed by the City of Prospect Heights indicating support of our application. Please let me know how we can be of assistance to meet this deadline.

Sincerely,

Jonathan D. Lunn
CSE Development, Inc.
President