CITY OF PROSPECT HEIGHTS
PUBLIC HEARING
2014-15 Fiscal Year Budget
April 14, 2014 – 6:20 PM
City Hall
8 North Elmhurst Road
Prospect Heights, IL 60070

Agenda

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **PUBLIC HEARING – 2014-15 Fiscal Year Budget**

IV. **ADJOURNMENT**

POSTED: April 10, 2014

CITY OF PROSPECT HEIGHTS
CITY COUNCIL WORKSHOP AGENDA

April 14, 2014 – 6:30 p.m.
City Hall
8 North Elmhurst Road
Prospect Heights, IL 60070

Agenda

I. CALL TO ORDER

II. ROLL CALL

III. CLOSED SESSION

IV. PROCLAMATIONS

A. A Proclamation Proclaiming April 25, 2014 as Arbor Day in the City of Prospect Heights.

V. WORKSHOP DISCUSSION ITEMS

B. Presentation by William Balling regarding City Water opportunities.

C. Review and discussion of SSA-9 Water Reports.

D. Discussion of Request by Walgreens for a new Class B liquor license.

E. Introduction of an Ordinance Adopting the FY 2014-15 Budget (1st Reading).

F. Information Only. Staff memorandum regarding ordinance establishing a Capital Improvement Program. (Previously discussed at Budget Workshop-direction to place on regular meeting consent agenda).

G. Discussion of City street sign project – Public Works Director Steve Cutaia

VI. APPROVAL OF CONTRACTS

H. Approval of a Contract for Architectural Services with Green and Associates. Subject to attorney review. (Waive 1st Reading and approve)

I. A Resolution authorizing the execution of a law enforcement mutual aid agreement and the existence and formation of the Illinois Law Enforcement Alarm System by intergovernmental cooperation.

J. Approval of IDOT Proposal for Intersection and Lighting Upgrades throughout the City of Prospect Heights, subject to attorney review.

K. Approval of an Employment Agreement for the City Administrator

VII. APPROVAL OF EXPENDITURES

L. Approval of Warrants

General Fund	$152,686.59
MFT Fund	$2,230.16
Palatine/Milwaukee TIF	$1,351.65
Tourism District	$5,289.90
Development Fund	$3,832.48
Non-Home Rule Sales Tax Fund	$0.00
DEA Fund	$1,199.74
Solid Waste Fund	$34,120.99
SS Area #1	$0.00
SS Area #2	$0.00
SS Area #3	$0.00
SS Area #4	$0.00
SS Area #5	$112.04
SS Area #8 – Levee Wall #37	$111.69
SS Area-Constr #6 (Water Main)	$0.00
SS Area- Debt #6	$0.00
Road Construction	$150.00
Water Fund	$2,302.34
Parking Fund	$2,196.45
Road/Building Bond Escrow	$0.00
TOTAL Expenditures	$205,584.03
Wire Payments, Service Charges, & Payroll	$281,610.11
TOTAL	**$487,194.14**

VIII. PUBLIC COMMENT

VII. ADJOURNMENT

Posted: April 10, 2014 at 4:30 pm by Karen S., Deputy Clerk

This meeting will be televised on the following Prospect Heights Cable Channels: Comcast and WOW Channel 17and AT&T U-verse Channel 99

A

A PROCLAMATION PROCLAIMING APRIL 25, 2014 AS ARBOR DAY IN THE CITY OF PROSPECT HEIGHTS

WHEREAS, in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitats for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal;

NOW, THEREFORE, I, Nicholas J. Helmer, Mayor, do hereby proclaim April 29, 2014, as Arbor Day in the City of Prospect Heights and i encourage residents to support efforts to protect our trees and woodlands and to support the City's forestry program.

Dated this 25th day of April, 2014

Nicholas J. Helmer, Mayor

C

City of Prospect Heights

Department of Building & Zoning-Engineering Division
8 North Elmhurst Road, Prospect Heights Illinois, 60070-6070
Office:847/398-6070 x 211-FAX: 847/590-1854-www.prospect-heights.il.us

Memorandum

To: Jamie Dunne, Acting City Administrator

From: Steven D. Berecz, City Engineer Steven D. Berecz

Re: Review of SSA-9 Water Reports

Date: April 7, 2014

I've reviewed the following reports:

- Baxter & Woodman – 2013 Water System Study
- Norman J. Toberman – December 2011 Water Study for SSA-9

I did not have engineers at Gewalt Hamilton Associates (GHA) provide any detailed review of the water modeling, computer simulation runs and/or other detailed design issues, as I believe that the reports and the preliminary design for SSA-9 and the ultimate water network build out for the City to be accurate.

I've also reviewed the associated engineer's opinion of probable cost (EOPC) presented in both reports and divided these costs into two main components:

1. The installation costs for the public water mains (not including the private water services and private valve boxes)
2. The project soft costs (contingency, water towers and water supply improvements, engineering, administration, legal, permits, etc.)

In short, I feel that the costs presented in the Toberman report are aggressive on the low side, both on the installation costs and soft costs. I feel that the installation costs in the Baxter & Woodman report are within reason; however the soft costs are a little conservative.

A few differences between and highlights of the 2013 B&W and 2011 Toberman reports are:

- Toberman EOPC was based on 382 properties, B&W on 400 properties.
- Toberman EOPC was based on 2011 costs, B&W on 2013 costs (assume anywhere between a 5% and 8% escalation per year)
- Toberman used 10% construction contingency on just the water mains portion (and did not include the water tower and water supply improvements). B&W used 20% construction contingency on all of these items.
- Toberman assigned $50,000 for the water tower and water supply improvements, whereas B&W assigned $2,275,000. (Based on my review of the reports, a new water tower of 750,000 gallons and other minor improvements will be required to add the 400 properties in SSA-9 to the existing water network.)
- Toberman assigned $1,105,000 for engineering, legal, permits, administration, etc., whereas B&W assigned $2,704,000 to these same items.

Following is a summary of estimated projects costs (EOPC):

	2011 Toberman	2014 Toberman w/ 6% escalation	2013 B&W	2014 B&W w/ 6% escalation	2014 City Engineer
Water main distribution installation	$5,778,000	$6,882,000	$9,077,000	$9,621,000	$9,600,000
Water Tower & water supply*	$50,000	$60,000	$2,275,000	$2,412,000	$2,100,000
Contingency	$578,000 (10%)	$688,000 (10%)	$2,306,000 (20%)	$2,444,000 (20%)	$1,755,000 (15%)
Easement & Land	$376,000	$448,000	$0	$0	$0
Engineering, legal, admin, permits	$1,105,000	$1,316,000	$2,704,000	$2,866,000	$1,900,000
Total	$7,887,000	$9,394,000	$16,362,000	$17,343,000	$15,355,000
Cost per property with all costs**	$20,600	$24,600	$40,900	$43,400	$38,400
Cost per property excluding water tower costs**	$20,400	$24,400	$34,100	$36,100	$32,400

* Toberman report did not assign costs for the water tower, which B&W report said is required to support the additional properties brought on-line in SSA-9.

** Toberman EOPC based on 382 properties. B&W and City Engineer based on 400 properties.

Based on 2014 dollars, the estimated cost per property (excluding water tower and water supply costs) from Toberman, B&W and I range from $24,400 to $36,100. The costs from Toberman and B&W did not include any work related to the residential water service from the public main to the residence such as the water service box, water service line or water meter. However the costs that I show above **do include** the residential water service line from the public main to within one foot of the public right-of-way, including the water buffalo box (but does not include any work on private property or the water meter).

I understand that there have been some previous conversations about the material used for the water mains. The two most probable materials would be ductile iron pipe (DIP) and polyvinyl chloride (PVC). There are pros and cons to each. If the SSA-9 project was built this year, the approximate savings if PVC water mains were installed is $400,000. I'd recommend that the material chosen be based more on the long term performance and maintenance requirements, rather than the initial capital investment. That said, if/when SSA-9 project is bid, one likely scenario would be to bid the project specifying each material and then run actual benefit/cost ratios prior to award of the project. At this preliminary stage of the project, I don't think final resolution is needed on the pipe material.

The bidding climate for underground public utility improvements the past 4 to 5 years in Chicagoland has been fairly turbulent. As with any project, the time of bid and what the market will bear at such time will determine the ultimate project costs.

E

ORDINANCE NO. O-14-__

AN ORDINANCE ADOPTING THE ANNUAL BUDGET 2014-2015

WHEREAS, the City Council of the City of Prospect Heights has adopted the "Budget Officer System" as provided in sections 8-2-9.1 through 8-2-9.10 of the Illinois Municipal Code (65 ILCS 5/8-2-9.1 – 8-2-9.10); and

WHEREAS, pursuant to the applicable ordinances and Statutes, an annual budget shall be adopted by the Corporate Authorities in lieu of the passage of any appropriation ordinance; and

WHEREAS, the City Council of the City of Prospect Heights has held all of the hearings and caused to be made all of the publications and notices required by law; and

WHEREAS, the Mayor and City Council have reviewed the budget for fiscal year 2014-2015 as presented by the City Administrator as the budget officer and have determined that it is in the best interests of the City of Prospect Heights;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COOK COUNTY, ILLINOIS:

SECTION ONE: That the fiscal 2014-2015 budget for the City of Prospect Heights, Illinois, attached and incorporated into this ordinance as Exhibit A is hereby adopted and approved.

SECTION TWO: That the City Clerk of the City of Prospect Heights is directed to publish this Ordinance in pamphlet form.

SECTION THREE: That this Ordinance shall be in full force and effect from and after its passage, approval and publication.

AYES:

NAYS:

ABSENT:

PASSED and APPROVED this ___ day of __________, ____.

____
Nicholas J. Helmer, Mayor

ATTEST:
(SEAL)

____
City Clerk

Published in pamphlet form ______________.

Prospect Heights

April 10, 2014

TO: Mayor and City Council

FROM: Stephanie Hannon, Finance Director

RE: **Fiscal Year 2014-2015 City of Prospect Heights Proposed Budget**

The Fiscal Year 2014-2015 budget cycle public hearing will be held on April 14, 2014. This year's cycle began with an in-depth review of the proposed budget for all City funds. The General fund focus reflects the fact that the majority of the City's services (police, public works, finance, administration, City Council, City Clerk, liability insurance, etc.) are provided by and recorded within the General fund.

The following guidelines were used by staff in preparing the proposed budget for the coming year:

- Revenue budget estimates were based upon projections from the Commission on Government Forecasting & Accountability (COGFA) and Illinois Municipal League.
- Salaries and wages union negotiated rates and various increased based upon merit.

Staff completed and submitted their proposed budgets. Attached is a summary of the all the City of Prospect Heights Funds proposed budgets; as well as, the detail for each account.

All changes and recommendation made at the Budget workshop have been incorporated in the proposed budget and any changes are reflected on page 1 of the budget packet.

CITY OF PROSPECT HEIGHTS

Budget

Fiscal Year 2014 – 2015

City of Prospect Heights
FY 2014-2015
Budget

GL Acct #	Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget #1	FY2014-15 Proposed Budget Current	Variance	Description
Revenues								
01-150-36**	Service Charges	$ 1,442,221	$ 902,000	$ 1,304,400	$ 1,003,500	$ 1,006,600	$ 3,100	Service fees adjusted to current forecast/actuals
Expenses								
01-310-4000	WAGES	$ 11,465	$ 7,600	$ 11,365	$ 11,465	$ 16,260	$ 4,795	Increase in PZBA and Fire & Police Board
01-310-5100	PROFESSIONAL SERVICES	8,984	865	12,800	1,000	3,500	2,500	Mailing
01-310-5950	SPECIAL EVENTS	$ 760	$ 15,359	$ 16,000	$ 2,000	$ 13,000	11,000	Farmers Market $2,000, Community Days $1,500, and Block Party - $7,500. The City and Park District will split the expenses. Amount discussed and agreed upon with Park District.
01-320-4000	WAGES	321,488	230,558	345,174	356,603	364,403	7,800	Merit increase
01-320-4003	WAGES - PART-TIME	10,409	12,540	20,000	20,400	25,459	5,059	Part-Time Administrative Assistant increase in hours
01-320-4200	SOCIAL SECURITY	20,165	14,489	21,940	22,878	23,675	797	Part-Time Administrative Assistant increase in hours
01-320-4210	MEDICARE	4,798	3,473	5,295	5,467	5,653	186	Part-Time Administrative Assistant increase in hours
01-320-4220	IMRF	35,443	31,270	48,739	49,031	53,683	4,652	Part-Time Administrative Assistant increase in hours
01-320-5100	PROFESSIONAL SERVICES	20,632	11,598	28,000	70,000	90,000	20,000	Detailed site plan for Allstate property.
01-320-5721	SIGNS	17,491	-	-	-	15,000	15,000	Additional signage 2 monument signs and 5 banner signs
01-350-5721	SIGNS	1,597	1,141	-	2,500	12,500	10,000	$10,000 for new street signs on major thorough-fare roads
01-360-4000	WAGES	391,635	278,246	420,426	433,331	483,831	50,500	Merit increase and staff for prisoner care
01-360-4004	WAGES - PART-TIME SWORN OFFCRS	96,589	49,088	96,450	110,000	90,000	(20,000)	Reduction in Part-time officers and utilizing part-time admin for prisoner care
01-360-4200	SOCIAL SECURITY	22,669	14,935	24,768	26,464	27,735	1,271	
01-360-4210	MEDICARE	30,646	21,052	34,446	35,839	36,281	442	Merit increase and staff for prisoner care
01-360-4220	IMRF	17,833	12,735	20,235	31,694	40,994	9,300	Merit increase and staff for prisoner care
01-360-5140	PRISONERS CARE	13,775	7,769	16,000	20,500	500	(20,000)	Prisoner care to be provided by City offset by staffing
01-390-5216	GRANT - GREEN REGION	-	-	-	-	5,000	5,000	Slough and Bike Trail Progam
01-550-7010	BUILDING - PW	-	-	-	150,000	-	(150,000)	Salt Dome expense removed
01-550-7011	BUILDING IMPROVEMENTS - PW	-	-	-	274,000	-	(274,000)	Added to TIF
01-550-7020	EQUIPMENT - PW	-	-	-	136,000	175,000	39,000	Bobcat
	Total General Fund Expense Adj	$ 1,026,379	$ 712,719	$ 1,121,638	$ 1,759,172	$ 1,482,474	$ (276,698)	
	Net Change Increase in Net Income						$ 279,798	

City of Prospect Heights

FY 2014-2015

Budget

Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to to Prior Year Budget	% Inc/(Dec)	
Local Taxes	$ 2,084,284	$ 999,091	$ 1,967,037	$ 1,994,350	$ 27,313	1.39%	Increase in Places for Eating tax offset by elimination of hotel taxes to general fund
Intergovernmental Revenues	2,274,811	1,019,694	3,088,631	3,191,130	102,499	3.32%	Non-Home rule sales tax moved from its own fund to GF per HB5362 & Airport Sharing Rev
Grant Revenues	95,560	35,300	403,157	75,157	(328,000)	-81.36%	Elimination of State Farm grant and DCEO lighting grant
Vehicle Stickers	672,905	184,746	690,125	703,350	13,225	1.92%	Reduction in rates
Licenses	172,005	148,975	162,725	159,768	(2,957)	-1.82%	Additional liquor licenses
Franchise Fees	299,708	149,144	262,000	260,500	(1,500)	-0.57%	Same
Building & Zoning Fees	404,697	209,479	370,000	393,500	23,500	6.35%	Hawthorn/Lexington Townhomes
Public Safety Fines & Fees	467,308	538,125	727,600	630,100	(97,500)	-13.40%	New collection company agreement fees paid by debtor
Public Safety Special Revenue	38,243	48,932	40,100	48,100	8,000	19.95%	New Gaming Tax
Interfund Service Charges	1,442,221	902,000	1,304,400	1,006,600	(297,800)	-22.83%	Service fees adjusted to current forecast/actuals
Reimbursable Income	221,914	83,886	184,270	113,750	(70,520)	-38.27%	Billable PW, Admin, and Tourism expense reimbursement for Police & Beautification
Other Revenues	148,577	49,178	63,850	147,296	83,446	130.69%	CVB rent eliminated
Interfund Transfer In	726,475	658,150	658,222	403,433	(254,789)	-38.71%	None Anticipated
Total Revenue	$ 9,048,707	$ 5,026,699	$ 9,922,117	$ 9,127,034	$ (795,083)	-8.01%	
City Council & Boards	$ 35,786	$ 39,584	$ 64,535	$ 64,687	$ 152	0.24%	AV equipment & contractual services for current volunteer
Administration	959,348	618,594	1,083,133	1,100,540	17,407	1.61%	Part-time administrator and increased city attorney fees offset reduction in website exp
Engineering	67,674	34,074	59,730	134,364	74,634	124.95%	
Building Department	347,953	285,536	439,991	467,162	27,171	6.18%	Asst B&Z director less transfer of employee to PW
Public Works	744,311	446,278	844,028	982,685	138,657	16.43%	Transfer of employee from building department
Public Safety	3,936,691	2,482,741	4,114,198	4,287,960	173,762	4.22%	Full yr of 3 new officers salary & exp, extra duty overtime offset reduction in
Public Safety Special Revenue	8,894	1,608	1,608	-	(1,608)	-100.00%	
Reimbursable Expenses	58,696	65,171	114,534	159,500	44,966	39.26%	SSA #9 expenses
Other Expenses	2,122	2,019	2,500	301,422	298,922	11956.88%	
Grant Expense	106,072	55,500	105,684	85,684	(20,000)	-18.92%	Expenses related to new grant awards
Debt Service	189,738	189,812	189,881	184,689	(5,192)	-2.73%	
Line of Credit	-	400,000	400,000	-	(400,000)	(1)	SSA #8 Line of Credit
Capital Expenses	245,573	178,886	235,700	1,257,700	1,022,000	433.60%	2 new squad cars for FY2014
Interfund Transfer Out	-	-	-	-	-	0.00%	
Total General Fund Expense	$ 6,702,859	$ 4,799,803	$ 7,655,522	$ 9,026,394	$ 1,370,872	17.91%	
Total Net Income	$ 2,345,849	$ 226,896	$ 2,266,595	$ 100,640	$ (2,165,955)	-95.56%	

City of Prospect Heights
FY 2014-2015
Budget

Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to to Prior Year Budget	% Inc/(Dec)	
Motor Fuel Tax			-				
Total Revenue	$ 465,047	$ 310,100	$ 469,147	$ 386,140	$ (83,007)	-17.69%	Elimination of IJN Capital Bill Program
Total Expenses	268,065	185,775	724,243	575,900	(148,343)	-20.48%	Sidewalk, other road related projects and service charge adjustment
Net Income MFT	$ 196,982	$ 124,325	$ (255,096)	$ (189,760)	$ 65,336	-25.61%	
TIF FUND							
Total Revenue	$ 700,569	$ 272,049	$ 872,434	$ 715,751	$ (156,683)	-17.96%	Lowering of assessed values resulted in lower tax revenue FY2013 project flat
Total Expenses	817,489	529,241	1,261,585	2,828,635	1,567,050	124.21%	TIF allowable expenses anticipated reimbursements and service charge adjustments
Total Net Income	$ (116,920)	$ (257,192)	$ (389,151)	$ (2,112,884)	$ (1,723,733)	442.95%	
Tourism District Fund							
Total Revenue	$ 718,500	$ 499,106	$ 700,770	$ 700,348	$ (422)	-0.06%	Based upon current trends
Total Expenses	1,666,833	864,502	1,074,822	1,101,982	27,160	2.53%	Allocation of fund balances to Hotels and Police and no balance sheet adjustments
Net Income	$ (948,333)	$ (365,396)	$ (374,052)	$ (401,634)	$ (27,582)	7.37%	
Development Fund							
Total Revenue	$ 213	$ 4	$ 8	$ 3	$ (5)	-59.30%	
Total Expenses	286,394	224,561	501,508	505,818	4,310	0.86%	Engineering, site evaluation, commission sale of property
Net Income	$ (286,180)	$ (224,556)	$ (501,500)	$ (505,815)	$ (4,315)	0.86%	
NON-HOME RULE SALES TAX FUND							
Total Income	$ 555,438	$ -	$ -	$ -	$ -	0.00%	Moved to general fund per HB5362
Total Expenses	16,242	254,717	254,717	-	(254,717)	-100.00%	
Total Net Income	$ 539,196	$ (254,717)	$ (254,717)	$ -	$ 254,717	-100.00%	
DEA SEIZURE FUND							
Total Revenue	$ 18,712	$ 107,713	$ 26,498	$ -	$ (26,498)	-100.00%	
Total Expenses	81,411	52,154	79,960	67,430	(12,530)	-15.67%	Includes only police station adjustments and DEA overtime expense
Total Net Income	$ (62,699)	$ 55,559	$ (53,462)	$ (67,430)	$ (13,968)	26.13%	
SOLID WASTE FUND							
Total Revenue	$ 567,255	$ 329,912	$ 564,257	$ 567,291	$ 3,034	0.54%	
Total Expense	445,903	295,380	570,772	553,390	(17,382)	-3.05%	Service charges adjustments
Net Income	$ 121,352	$ 34,531	$ (6,515)	$ 13,901	$ 20,416	-313.37%	

City of Prospect Heights
FY 2014-2015
Budget

Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to to Prior Year Budget	% Inc/(Dec)	
SSA #1 FUND							
Total Revenue	$ 19,332	$ 22,805	$ 35,000	$ 35,000	$ -	0.00%	Tax Levy
Total Expense	39,015	25,865	32,720	35,790	3,070	9.38%	Televising in FY2013
Net Income	$ (19,682)	$ (3,060)	$ 2,280	$ (790)	$ (3,070)	-134.65%	
SSA #2 FUND							
Total Income	$ 16,154	$ 41,549	$ 50,000	$ 50,000	$ -	0.00%	Tax Levy
Total Expenses	38,023	25,097	35,800	38,850	3,050	8.52%	Televising in FY2013
Net Income	$ (21,868)	$ 16,452	$ 14,200	$ 11,150	$ (3,050)	-21.48%	
SSA #3 FUND							
Total Revenue	$ 38,654	$ 189	$ 20,118	$ 20,460	$ 342	1.70%	Tax Levy
Total Expense	56,352	37,890	50,100	47,700	(2,400)	-4.79%	Televising in FY2013
Net Income	$ (17,698)	$ (37,701)	$ (29,982)	$ (27,240)	$ 2,742	-9.14%	
SSA #4 FUND							
Total Revenue	$ 16,494	$ 24,715	$ 35,004	$ 37,021	$ 2,017	5.76%	Tax Levy
Total Expenses	38,604	25,049	34,010	36,740	2,730	8.03%	Service Charge Adjustment
Net Income	$ (22,110)	$ (334)	$ 994	$ 281	$ (713)	-71.75%	
SSA #5 FUND							
Total Revenue	$ 7,077	$ 118	$ 5,080	$ 5,841	$ 761	14.99%	Tax Levy
Total Expenses	54,947	39,308	63,420	62,500	(920)	-1.45%	Service Charge Adjustment
Net Income	$ (47,871)	$ (39,191)	$ (58,340)	$ (56,659)	$ 1,681	-2.88%	
SSA #6 FUND							
Total Revenue	$ 160	$ 16	$ 30	$ 150	$ 120	400.00%	
Total Expenses	69,261	41,371	55,370	47,720	(7,650)	-13.82%	
Net Income	$ (69,102)	$ (41,355)	$ (55,340)	$ (47,570)	$ 7,770	-14.04%	
SSA #8 FUNDS							
Total Revenue	$ 164,055	$ 556,836	$ 600,000	$ 200,000	$ (400,000)	-66.67%	
Total Expenses	168,190	96,153	168,671	209,990	41,319	24.50%	Interest Exp from Line of Credit less equipment purchased in FY2013
Net Income	$ (4,135)	$ 460,683	$ 431,329	$ (9,990)	$ (441,319)	-102.32%	
ROAD CONSTRUCTION FUND							
Total Revenue	$ 5,054,588	$ 661	$ 1,250	$ 100	$ (1,150)	-92.00%	Amount will be FY2014 if not received in FY2013
Total Expenses	5,242,717	3,648,320	5,073,470	551,860	(4,521,610)	-89.12%	
Net Income	$ (188,129)	$ (3,647,660)	$ (5,072,220)	$ (551,760)	$ 4,520,460	-89.12%	
ROAD CONSTRUCTION DEBT SERVICE							
Total Revenue	$ 667,235	$ 723,776	$ 942,364	$ 1,302,806	$ 360,442	38.25%	Real Estate Taxes were Extended Tax Levy
Total Expenses	424,944	943,414	844,764	1,305,506	460,742	54.54%	Bond Principal and Interest for Bond 2011A and 2012
Net Income	$ 242,291	$ (219,638)	$ 97,600	$ (2,700)	$ (100,300)	-102.77%	

City of Prospect Heights
FY 2014-2015
Budget

Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to to Prior Year Budget	% Inc/(Dec)	
SSA #6 Debt Service							
Total Revenue	$ 242,063	$ 110,320	$ 234,318	$ 234,778	$ 460	0.20%	
Total Expenses	234,457	234,218	234,668	235,203	535	0.23%	
Net Income	$ 7,606	$ (123,897)	$ (350)	$ (425)	$ (75)	21.43%	
WATER FUND							
Total Revenue	$ 734,479	$ 467,283	$ 770,903	$ 791,602	$ 20,699	2.69%	Increase in water rates
Total Expenses	819,919	447,775	903,701	917,945	14,244	1.58%	Scada system updates and leak detection
Net Income	$ (85,440)	$ 19,507	$ (132,798)	$ (126,343)	$ 6,455	-4.86%	
PARKING FUND							
Total Revenue	$ 55,593	$ 43,269	$ 58,000	$ 58,000	$ -	0.00%	
Total Expenses	$ 163,274	$ 52,205	$ 112,154	$ 93,004	$ (19,150)	-17.07%	Service charge adjustment
Net Income	$ (107,680)	$ (8,936)	$ (54,154)	$ (35,004)	$ 19,150	-35.36%	
PENSION FUND							
Total Revenue	$ 1,418,990	$ 979,526	$ 1,263,122	$ 1,349,298	$ 86,176	6.82%	Appreciation of investments at 5% per actuarial assumptions
Total Expenses	$ 416,274	$ 225,142	$ 328,500	$ 346,729	$ 18,229	5.55%	One time payout for a police officer and investment expenses in FY2013
Net Income	$ 1,002,716	$ 754,384	$ 934,622	$ 1,002,569	$ 67,947	7.27%	
ROAD & BUILDING BOND ESCROW							
Total Expenses	$ 78,823	$ -	$ -	$ -	$ -	0.00%	

City of Prospect Heights

FY 2014-2015

Budget

GL Acct #	Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to to Prior Year Budget	% Inc/(Dec)	
01-105-3000	REAL ESTATE TAXES	$ 265,107	$ 128,455	$ 272,452	$ 276,000	$ 3,548	1.30%	Adjusted for the CPI as of December 2013 is 1.5%
01-105-3005	USE TAX	260,876	113,781	271,500	285,000	13,500	4.97%	IML projection is at $17.55 per capita
01-105-3010	UTILITY - ELECTRIC	410,617	219,980	375,000	369,000	(6,000)	-1.60%	Based upon $.0032 kilowatt - slightly lower due to more efficient technology, aggregation program, and ComEd contract decrease which continues in FY2015 current trends are 9% lower than FY2013.
01-105-3011	UTILITY - NATURAL GAS	166,846	61,185	124,000	120,000	(4,000)	-3.23%	Warmer winter weather projected for FY2015, tax credits, and new agreements based upon $0.024 per therm
01-105-3012	UTILITY- TELEPHONE	565,465	216,914	520,000	520,000	-	0.00%	COGFA projection are flat from FY2014 to FY2015 based upon a tax rate of 13%
01-105-3020	HOTEL TAXES	28,620	-	-	-	-	0.00%	Hotel Taxes are not allocated to GF 100% in Tourism Fund
01-105-3030	ROAD & BRIDGE TAXES	30,507	14,947	30,750	30,750	-	0.00%	Flat
01-105-3040	RENTAL CAR TAXES	12,585	5,617	12,000	12,000	-	0.00%	Flat projections based upon a 12% renting tax rate
01-105-3050	PLACES FOR EATING TAX	272,726	177,164	285,810	297,000	11,190	3.92%	Currently trending 9% higher than FY2012-2013
01-105-3060	HANDLE TAX - OTB	67,319	58,695	72,000	81,000	9,000	12.50%	OTB Revenue is estimated at $6,750/mo
01-105-3070	AMUSEMENT TAX	3,617	2,354	3,525	3,600	75	2.13%	3% of admission fees, participation fees, viewing fees, or other to gain admittance or access to viewing of amusement - Currently trending @$300/month
	Total Local Taxes	$ 2,084,284	$ 999,091	$ 1,967,037	$ 1,934,350	$ 27,313	1.39%	
01-110-3100	INCOME TAXES	$ 1,538,101	$ 568,313	$ 1,540,000	$ 1,540,000	$ -	0.00%	IML projection is at $94.70 per capita
01-110-3101	PERSONAL PROPERTY REPLACE TAX	1,786	441	1,631	1,630	(1)	-0.06%	IML projection 0% growth.
01-110-3110	SALES TAXES	734,218	318,249	771,000	1,132,000	361,000	46.82%	Commission on Gov't Forecasting & Accountability (COGFA) projection 1.55% plus $350,000 for Ultra
01-110-3111	GLENVIEW SHARED REVENUE	705	10,598	10,500	10,500	-	0.00%	Intergovernmental Agreement with Village of Glenview for Palatine/Sanders Road Development. Per agreement City receives 8.2% of sales, property, and hotel tax receipts. Projected at FY2013-2014 estimates
01-110-3112	NON-HOME RULE SALES TAX	-	122,094	290,500	365,000	74,500	25.65%	Commission on Gov't Forecasting & Accountability (COGFA) projection 1.55% moved from its own fund plus $70,000 for Ultra Foods
01-110-3113	AIRPORT SHARING REVENUE	-	-	475,000	142,000	(333,000)	-70.11%	Estimated sales tax shared revenue based upon 2012 actuals
	Total Intergovernmental Revenues	$ 2,274,811	$ 1,019,694	$ 3,088,631	$ 3,191,130	$ 102,499	3.32%	
01-115-3200	GRANT REVENUE	$ -	$ 2,121	$ -	$ -	$ -	0.00%	
01-115-3210	GRANT - VOCA	74,002	27,620	64,067	64,067	-	0.00%	Awarded Grant for 2014-2015
01-115-3211	GRANT - DECO	-	-	325,000	-	(325,000)	-100.00%	One time award
01-115-3212	GRANT - EAB	14,850	-	-	-	-	0.00%	Emerald Ash Bore Grant denied
01-115-3213	GRANT - STEP	4,618	3,635	12,000	9,000	(3,000)	-25.00%	Will be participating for the remaining for the calendar year
01-115-3215	GRANT - DCEO LIGHTING	-	-	-	-	-	0.00%	
01-115-3247	GRANT - POLICE TOBACCO	2,090	1,925	2,090	2,090	-	0.00%	Flat
	Total Grant Revenues	$ 95,560	$ 35,300	$ 403,157	$ 75,157	$ (328,000)	-81.36%	

City of Prospect Heights
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Budget

GL Acct #	Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to to Prior Year Budget	% Inc/(Dec)	
01-120-3300	VEHICLE STICKERS	$ 600,369	$ 111,606	$ 594,000	$ 630,000	$ 36,000	6.06%	9,000 stickers @$70
01-120-3310	VEH. STICKERS SENIORS	42,433	4,030	34,375	41,250	6,875	20.00%	1,375 Senior Stickers @ $30
01-120-3320	VEH. STICKERS LATE FEES	27,583	65,730	60,000	30,100	(29,900)	-49.83%	200 late fees at $105 plus 65 late fees at $140 FY2013-14 includes delinquent program revenues
01-120-3321	VEH. STICKERS TRANSFERS	2,520	3,380	1,750	2,000	250	14.29%	200 transfers @ $10
	Total Vehicle Stickers	$ 672,905	$ 184,746	$ 690,125	$ 703,350	$ 13,225	1.92%	
				-				
01-120-3342	LICENSES - ANIMALS	$ 12,962	$ 984	$ 9,200	$ 10,800	$ 1,600	17.39%	900 pets @12 per pet
01-120-3343	LICENSES - LIQUOR	73,040	71,410	74,125	71,815	(2,310)	-3.12%	Class A: 5 @ $3,300 = $16,500,Class A-2: 1 @ $4,400 = $4,400, Class A-3: 1 @ $4,000 = $4,000, Class B: 7 @ $2,200 = $15,400, Class B-1: 3 @ $1,925 = $5,775, Class B-2: 1 @ $2,200 = $2,200, Class C: 3 @ $3,300 = $9,900, Class C-1: 5@ $1,650 = $8,250, Class C-2: 1 @ $3,300 = $3,300, Class C-3-1 1@$1,650 = $1,650; Class SB: 1@$440 = $440.
01-120-3344	LICENSES - BUSINESS	16,257	16,985	16,500	14,773	(1,727)	-10.47%	Salon no washroom (8) - $1,056; Salon w/ washroom (4) - $726; Billiard Tables (13) - $145; Kennel 11-25 animals (1) - $132; Kennel 26 or more (1) - $198; Laundry no washroom (4) - $264; Laundry w/ washroom (1) $115.50; Paint/oil/flammables dealer (24) - $3,076; Service station pedestal fee (27) - $1,848; Scavenger service (1) - $2,559; Swimming pool (11) - $1,089; Tobacco dealer (20) - $3,300
01-120-3345	LICENSES - COIN OPERATED	2,547	3,523	3,500	3,055	(445)	-12.71%	Coin-op machine owner (2) - $990; Coin-op proprietor (25) - $1,658; Juke box (7) - $407
01-120-3346	LICENSES - CONTRACTORS	34,900	23,800	27,000	25,000	(2,000)	-7.41%	250 Licensed Contractors at $100 each
01-120-3347	LICENSES - FOOD HANDLERS	32,300	32,273	32,400	34,325	1,925	5.94%	Food dealer (31) - $4,092; Food establishment 1-2 employees (14) - $1,848; 3-4 employees (10) - $1,980; 5-7 employees (2) - $594; 8-10 employees (5) - $2,475; 11 or more employees (9) - $5,940; Food processing (1) - $132; Food service vehicle (7) - $924; Food vending machine (56) - $4,928; Frozen dessert establishment (2) - $264; Gumball or toy vending machines $.01 - $.49 (32) - $704; Gumball or toy vending machines $.50+ (21) - $808.50; Ice Machine (57) - $7,524; Milk dealer (16) - $2,112
	Total Licenses	$ 172,005	$ 148,975	$ 162,725	$ 159,768	$ (2,957)	-1.82%	
				-				
01-125-3350	CABLE FRANCHISE FEES	$ 175,914	$ 90,166	$ 154,000	$ 154,000	$ -	0.00%	Same as FY2013-2014 Budget
01-125-3355	SOLID WASTE FRANCHISE FEES	99,329	58,978	82,000	82,000	-	0.00%	Same as FY2013-2014 Budget
01-125-3360	NATURAL GAS FRANCHISE FEES	24,466	-	26,000	24,500	(1,500)	-5.77%	Same as FY2012-2013 Actuals
	Total Franchise Fees	$ 299,708	$ 149,144	$ 262,000	$ 260,500	$ (1,500)	-0.57%	
				-				
01-130-3400	BUILDING PERMITS	$ 218,517	$ 175,104	$ 200,000	$ 225,000	$ 25,000	12.50%	Assisted living and 5 new single family homes
01-130-3402	PUBLIC HEARING FEES	2,750	450	2,600	2,600	-	0.00%	Flat
01-130-3403	ELEVATOR INSPECTION FEE	6,375	650	4,400	4,400	-	0.00%	44 elevators at $100 per inspection
01-130-3404	CERT. OF OCC. INSPECTION FEES	450	1,100	1,000	500	(500)	-50.00%	10 certificates of occupancy
01-130-3405	HEALTH INSPECTION FEE	665	415	1,000	1,000	-	0.00%	20 Reinspections @$50.00
01-130-3406	COMMERCIAL INSPECTION FEE	9,640	2,110	8,000	8,000	-	0.00%	200 inspections @$40.00
01-130-3410	BUILDING RE-INSP. FEE	2,525	1,250	3,000	2,000	(1,000)	-33.33%	40 reinspections @$50.00
01-130-3411	RENTAL INSPECTION FEE	163,775	28,400	150,000	150,000	-	0.00%	1,500 inspections @100.00
	Total Building & Zoning Fees	$ 404,697	$ 209,479	$ 370,000	$ 393,500	$ 23,500	6.35%	

GL Acct #	Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to to Prior Year Budget	% Inc/(Dec)	
01-140-3500	TRAFFIC FINES	$ 259,553	$ 291,009	$ 430,000	$ 380,000	$ (50,000)	-11.63%	Moving violations and RedSpeed Revenue $30,000 per month RedSpeed and $20,000 Circuit Court Collection
01-140-3505	ORDINANCE & PARKING FINES	113,763	171,629	204,000	154,000	(50,000)	-24.51%	FY2013-14 includes $50,000 from Vehicle Sticker Program enforcement. Amount not anticipated in FY2014-15
01-140-3510	LIQUOR FINES	100	-	100	100	-	0.00%	One projected
01-140-3515	VEHICLE SEIZURE FEE	76,500	68,750	77,500	80,000	2,500	3.23%	160 seizures @500 each
01-140-3520	DUI ASSESSMENTS	2,765	4,132	5,000	5,000	-	0.00%	Average FY2013 & FY2014 and hiring of new officer
01-140-3525	POLICE ALARM LICENSES & FEES	14,627	2,605	11,000	11,000	-	0.00%	Flat
	Total Public Safety Fines & Fees	$ 467,308	$ 538,125	$ 727,600	$ 630,100	$ (97,500)	-13.40%	
01-145-3551	POLICE REVENUE-TASK FORCE	$ 14,969	$ 8,958	$ 15,000	$ 15,000	$ -	0.00%	Same as last year - overtime for Federal (DEA)
01-145-3552	POLICE REV-ABANDENED PROP EVID	38	-	-	-	-	0.00%	None anticipated
01-145-3553	POLICE REVENUE-SPECIAL DETAILS	19,039	12,842	15,000	15,000	-	0.00%	Park District and House of Music & Entertainment Detail
01-145-3554	POLICE REVENUE - GAMING TAX	4,172	10,355	10,000	18,000	8,000	80.00%	$1,000/year for 18 machines
01-145-3555	POLICE REVENUE - SEIZED ASSETS	-	16,777	-	-	-	0.00%	None anticipated
01-145-3560	POLICE REVENUE - PROPERTY	26	-	100	100	-	0.00%	Flat
	Total Public Safety Special Revenue	$ 38,243	$ 48,932	$ 40,100	$ 48,100	$ 8,000	19.95%	
				-				
01-150-3611	MFT FUND SERVICE CHARGE	$ 174,698	$ 122,867	$ 184,200	$ 219,400	$ 35,200	19.11%	Accounting, B&Z, PW time and O/H
01-150-3612	TIF SERVICE CHARGE	128,003	77,400	137,600	139,900	2,300	1.67%	Accounting, B&Z, PW time and O/H
01-150-3613	CVB/TOURISM SERVICE CHARGE	48,075	31,733	38,500	54,800	16,300	42.34%	Accounting, B&Z, PW time and O/H
01-150-3617	SOLID WASTE SERVICE CHARGE	78,880	57,333	92,000	96,000	4,000	4.35%	Accounting, B&Z, PW time and O/H
01-150-3621	SSA #1 SERVICE CHARGE	36,873	24,800	30,900	34,100	3,200	10.36%	Accounting, B&Z, PW time and O/H
01-150-3622	SSA #2 SERVICE CHARGE	36,196	24,200	34,200	37,300	3,100	9.06%	Accounting, B&Z, PW time and O/H
01-150-3623	SSA #3 SERVICE CHARGE	52,411	35,867	47,000	45,000	(2,000)	-4.26%	Accounting, B&Z, PW time and O/H
01-150-3624	SSA #4 SERVICE CHARGE	36,295	24,267	32,100	34,900	2,800	8.72%	Accounting, B&Z, PW time and O/H
01-150-3625	SSA #5 SERVICE CHARGE	48,433	36,400	46,200	45,500	(700)	-1.52%	Accounting, B&Z, PW time and O/H
01-150-3626	SSA #6 SERVICE CHARGE	65,504	40,200	54,200	46,800	(7,400)	-13.65%	Accounting, B&Z, PW time and O/H
01-150-3628	SSA #8 SERVICE CHARGE	58,360	36,933	66,500	69,900	3,400	5.11%	Accounting, B&Z, PW time and O/H
01-150-3631	ROAD CONSTRUCTION - SERV CHRG	406,595	269,333	360,000	-	(360,000)	-100.00%	The Road Construction Fund will have no funds remaining next year
01-150-3651	WATER FUND SERVICE CHARGE	169,226	106,667	160,000	162,000	2,000	1.25%	Accounting, B&Z, PW time and O/H
01-150-3652	PARKING FUND SERVICE CHARGE	102,671	14,000	21,000	21,000	-	0.00%	Accounting, B&Z, PW time and O/H
	Total Interfund Service Charges	$ 1,442,221	$ 902,000	$ 1,304,400	$ 1,006,600	$ (297,800)	-22.83%	
				-				
01-155-3700	EMPLOYEE SALARY REIMBURSEMENT	$ 17,991	$ 10,835	$ 22,090	$ 22,235	$ 145	0.66%	Crossing Guards expense 80 hours for 19 periods @ $15.53 per hours plus fringe benefits and O/H expenses & Worker's Comp
01-155-3701	EMPLOYEE EXPENSE REIMBURSEMENT	6,780	696	-	240	240	0.00%	Personal phone charges $20 per month
01-155-3702	EMPLOYEE INS. REIMBURSEMENT	42,167	31,671	43,891	50,326	6,435	14.66%	All employees are required to pay 10% of their health insurance & dental insurance premiums, except for employees who are members of the Union Local 150
01-155-3703	RETIREE HEALTH INS REIMBURSEME	17,116	10,032	15,336	15,500	164	1.07%	4 dental
01-155-3720	FIRE DISTRICT GAS REIMB.	12,002	3,155	14,000	14,000	-	0.00%	Based upon current actuals
01-155-3730	INSURANCE REIMBURSEMENTS	428	5,807	-	-	-	0.00%	None projected
01-155-3741	BUILDING & ENG DEPT REIMB	4,061	3,067	3,000	5,000	2,000	66.67%	Estimated base upon last year plus additional $2,000 for county engineering permit fee
01-155-3743	PUBLIC WORKS REIMBURSABLE FEES	24,110	1,033	50,285	1,000	(49,285)	-98.01%	Tourism District included in Service Charges
01-155-3744	ADMIN REIMBURSABLE FEES	74,513	10,811	20,668	5,449	(15,219)	-73.64%	City Administrator & Finance Director Time related to Tourism District
01-155-3745	PUBLIC SAFETY REIMURSABLE FEES	22,747	6,780	15,000	-	(15,000)	-100.00%	None anticipated
	Total Reimbursable Income	$ 221,914	$ 83,886	$ 184,270	$ 113,750	$ (70,520)	-38.27%	

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GL Acct #	Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to to Prior Year Budget	% Inc/(Dec)	
				-				
01-160-3800	INTEREST INCOME	$ 11,145	$ 11,744	$ 15,600	$ 16,296	$ 696	4.46%	Additional Cash Balances earning higher % - Fund balance @.22%
01-160-3801	INTEREST INCOME - DEBT	-	4,500	10,000	6,750	(3,250)	-32.50%	SSA #8 Interest on Line of Credit 2.25% on $300,000
01-160-3805	NOTE PAYABLE - PRINCIPAL PYMT	-	-	-	100,000	100,000	0.00%	Principal payment for SSA #8 Note Payable
01-160-3810	NEWSLETTER ADVERTISING	1,806	500	2,500	2,500	-	0.00%	Current Year estimate
01-160-3811	BUS SHELTERS AD REVENUE	2,263	-	2,250	2,250	-	0.00%	Current Year estimate
01-160-3820	SALE OF CITY PROPERTY	16,867	22,559	22,500	10,000	(12,500)	-55.56%	2 squad cars $2,500 each and 1 public works vehicle 1 ton dump truck $5,000
01-160-3830	GASOLINE REBATE	2,924	-	1,500	1,500	-	0.00%	Estimated base upon last year
01-160-3840	AIRPORT MEETING FEES	3,000	3,000	3,000	3,000	-	0.00%	Estimated base upon last year
01-160-3855	SOLID WASTE - RECYCLING REBATE	5,712	-	-	-	-	0.00%	Recycling prices have come down substantially
01-160-3899	MISCELLANEOUS INCOME	104,860	6,876	6,500	5,000	(1,500)	-23.08%	Mayor's Breakfast
	Total Other Revenues	$ 148,577	$ 49,178	$ 63,850	$ 147,296	$ 83,446	130.69%	
				-				
01-200-3990	INTERFUND TRANSFER IN	$ 726,475	$ 658,150	$ 658,222	$ 403,433	$ (254,789)	-38.71%	Police Reimbursement for Tourism District
				-				
	Total Revenue	$ 9,048,707	$ 5,026,699	$ 9,922,117	$ 9,127,034	$ (795,083)	-8.01%	**One time Grant revenue, Airport Sharing Revenue, non-home rule sales tax transfer in, and reduction in road construction service charges due to less anticipated road maintenance offset by sales tax revenue increases due to Ultra Foods**

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				-				
01-310-4000	WAGES	$ 11,465	$ 7,600	$ 11,365	$ 16,260	$ 4,895	43.07%	Council - $9,600 Police & Fire - 20 meeting @$100 PZBA 14 meetings @$380
01-310-4200	SOCIAL SECURITY	711	471	705	711	6	0.83%	FY2013 Actuals
01-310-4210	MEDICARE	166	110	165	166	1	0.76%	FY2013 Actuals
01-310-5100	PROFESSIONAL SERVICES	8,984	865	12,800	3,500	(9,300)	-72.66%	Plaques, AV travel reimbursement, discussion
01-310-5300	ALDERMANIC EXPENSES	1,856	3,393	5,000	4,300	(700)	-14.00%	Training, Conferences and Travel
01-310-5310	MEMBERSHIPS	10,284	10,708	11,000	11,000	-	0.00%	Illinois NATOA - AV society, IL Municipal League, NW Municipal Conference
01-310-5330	TRAINING	260	135	-	-	-	0.00%	None projected
01-310-5950	SPECIAL EVENTS	760	15,359	16,000	13,000	(3,000)	-18.75%	Community Breakfast $2,000, Farmers Market $2,000, $1,500 Community Days, $7,500 Block party amount - 50% of expenses with Park District
01-310-7020	EQUIPMENT	-	942	7,500	15,250	7,750	103.33%	AV Equipment - City Hall microphone wiring repairs $1,500, Sound control materials and installation $4,000, computer upgrades from WinXP OS machines $2,500, Playout system software replacement $5,000, File storage and backup system $1,000 and supplies & misc $750, (1) I-pad - $500
01-310-7025	SOFTWARE	1,300	-	-	500	500	0.00%	I-Pad software agenda and packet
	Total City Council & Boards	$ 35,786	$ 39,584	$ 64,535	$ 64,687	$ 152	0.24%	
				-				

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GL Acct #	Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to Prior Year Budget	% Inc/(Dec)	
01-320-4000	WAGES	$ 321,488	$ 230,558	$ 345,174	$ 364,403	$ 19,229	5.57%	Salary Increases
01-320-4003	WAGES - PART-TIME	10,409	12,540	20,000	25,459	5,459	27.30%	Part-Time Administrative Assistant increase in hours
01-320-4010	OVERTIME	318	800	1,000	1,000	-	0.00%	Emergency
01-320-4100	HEALTH INSURANCE	35,056	25,657	44,004	64,052	20,048	45.56%	10% increase over last year
01-320-4110	LIFE INSURANCE	292	194	325	325	-	0.00%	Life insurance based upon salaries
01-320-4200	SOCIAL SECURITY	20,165	14,489	21,940	23,675	1,735	7.91%	Salary Increases
01-320-4210	MEDICARE	4,798	3,473	5,295	5,653	358	6.76%	Salary Increases
01-320-4220	IMRF	35,443	31,270	48,739	53,683	4,944	10.14%	IMRF increase to 13.48% CY 2014 and 15.00% in CY2015 & Part-time employee increase in hours
01-320-5100	PROFESSIONAL SERVICES	20,632	11,598	28,000	90,000	62,000	221.43%	Codification maintenance of City Code, SEC Disclosure Requirements, EOC Building Improvements, $40,000 - Economic Development Services, $20,000 - Detailed site plan for Allstate property.
01-320-5101	AUDIT	10,925	14,610	14,660	17,790	3,130	21.35%	City Audit & GASB 45 audit expense
01-320-5120	CITY ATTORNEY	101,193	55,862	112,500	105,000	(7,500)	-6.67%	Current Trend
01-320-5121	HOUSING ATTORNEY	9,600	3,400	9,600	9,600	-	0.00%	$800 per month *12 month Contract
01-320-5122	CITY PROSECUTOR	15,540	7,690	19,800	24,000	4,200	21.21%	Additional court cost due to increased RedSpeed and Ordinance Violations $2,000 for attorney and Court reporter
01-320-5123	LABOR ATTORNEY	35,105	57,946	75,000	20,000	(55,000)	-73.33%	Contract Negotiations should be complete - expenses are for unforeseen labor issues
01-320-5125	BILLABLE ATTORNEY	2,476	-	1,000	1,000	-	0.00%	Estimated base upon last year
01-320-5130	COMPUTER CONSULTANT	109,964	39,824	100,000	67,600	(32,400)	-32.40%	Protecting and Improving current system $3,550/month maintenance improved system expense of $25,000
01-320-5200	POSTAGE	11,428	10,170	14,000	14,000	-	0.00%	$ 1
01-320-5220	PHOTOCOPY	11,031	9,359	14,100	12,600	(1,500)	-10.64%	Color Copier $900/mo and small copier $150/mo
01-320-5221	PRINTING	12,091	5,931	10,000	10,000	-	0.00%	Newsletter mailing, vehicle stickers
01-320-5222	LEGAL NOTICES	1,716	568	3,500	3,500	-	0.00%	Annual Treasurer's Report $950, Prevailing Wage Ord $450, Annual Budget $600, Truth in Taxation Notice $500, Public hearings, RFP's and special meetings
01-320-5230	WEBSITE	20,860	4,219	5,000	5,000	-	0.00%	Maintenance Fee - Civic Plus
01-320-5310	MEMBERSHIPS	1,469	1,381	3,100	4,100	1,000	32.26%	ILCMA $1000, Municipal Clerks $100, Notary $200, Gov't Finance Officers $500, IL Municipal League $1,300, $1,000 Pension Fairness Coalition
01-320-5330	TRAINING	342	627	4,000	4,000	-	0.00%	ILCMA Conference, GFOA Conference
01-320-5410	UTILITIES	66,700	29,434	71,700	54,000	(17,700)	-24.69%	Call One cancelled, Cable, Nicor, Verizon, Water, Electric @4,500/mo - lower electric and gas bills due to agreements & LED lighting
01-320-5430	CREDIT CARD & BANK CHARGES	4,485	3,125	6,000	10,000	4,000	66.67%	Credit Card Service Charges - More residents are using the Credit Card Services
01-320-5500	LIABILITY INSURANCE	30,489	19,982	33,000	32,200	(800)	-2.42%	Based upon building & equipment allocations
01-320-5501	INSURANCE DEDUCTIBLES	825	5,008	20,000	20,000	-	0.00%	8 deductibles @$2,500 each
01-320-5530	WORKERS COMPENSATION INSURANCE	2,253	1,208	2,600	2,750	150	5.77%	Allocation to Department based upon classification codes
01-320-5540	PAYROLL SERVICE FEES	4,754	3,153	4,550	6,200	1,650	36.26%	$200 per payroll for pro-data plus reporting requirements $1,000
01-320-5541	ACCTING SERVICE FEES	4,227	2,524	6,946	4,200	(2,746)	-39.53%	$350 per month
01-320-5700	OFFICE SUPPLIES	6,270	8,709	13,500	13,500	-	0.00%	Current Year estimate
01-320-5710	OPERATING SUPPLIES	-	-	-	-	-	0.00%	None
01-320-5721	SIGNS	17,491	-	-	15,000	15,000	0.00%	Additional signage 2 monument signs and 5 banner signs
01-320-5751	GASOLINE	96	45	250	250	-	0.00%	Flat
01-320-5820	PUBLICATIONS	851	32	500	500	-	0.00%	Paddock Publications
01-320-5951	EMPLOYEE RECOGNITION	-	79	600	2,500	1,900	316.67%	Additional expenses allocated base upon Council recommendation
01-320-7011	IMPROVEMENTS	-	-	-	10,000	10,000	0.00%	Fence north side - Open and Low Maintenance
01-320-7020	EQUIPMENT	17,225	33	-	2,000	2,000	0.00%	Computer Replacement
01-320-7025	SOFTWARE	11,300	2,750	2,750	1,000	(1,750)	-63.64%	Adobe writer
	Total Administration	$ 959,348	$ 618,594	$ 1,083,133	$ 1,100,540	$ 17,407	1.61%	
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City of Prospect Heights
FY 2014-2015
Budget

GL Acct #	Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to to Prior Year Budget	% Inc/(Dec)	
01-330-4000	WAGES	$ 29,258	$ 17,835	$ 20,507	$ 19,635	$ (872)	-4.25%	Administrative Assistant Expenses
01-330-4100	HEALTH INSURANCE	8,916	4,418	9,250	7,111	(2,139)	-23.12%	10% increase over last year
01-330-4110	LIFE INSURANCE	50	28	50	40	(10)	-20.80%	Flat
01-330-4200	SOCIAL SECURITY	1,814	1,087	1,288	1,217	(71)	-5.48%	Salary Increases
01-330-4210	MEDICARE	424	254	301	285	(16)	-5.41%	Salary Increases
01-330-4220	IMRF	3,733	2,555	2,934	2,746	(188)	-6.40%	IMRF increase to 13.48% CY 2014 and 15.00% in CY2015
01-330-5100	PROFESSIONAL SERVICES	21,162	6,778	22,000	75,000	53,000	240.91%	Contracted Engineering Expense General Work, Hillcrest Outflow Pipe, WMO - Cook County Stormwater Mgmt Ordinance
01-330-5110	BILLABLE ENGINEERING SERVICES	2,092	997	3,000	28,000	25,000	833.33%	Contracted Engineering Expense - Reimbursable including County Engineering Permit Fees
01-330-5530	WORKERS COMPENSATION INSURANCE	225	121	300	330	30	10.00%	Allocation to Department based upon classification codes
01-330-5820	PUBLICATIONS	-	-	100	-	(100)	-100.00%	None anticipated
	Total Engineering	$ 67,674	$ 34,074	$ 59,730	$ 134,364	$ 74,634	124.95%	
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01-340-4000	WAGES	$ 207,071	$ 178,418	$ 266,312	$ 271,341	$ 5,029	1.89%	New Assistant Director less Building Inspector
01-340-4010	OVERTIME	2,517	1,016	5,000	5,000	-	0.00%	None anticipated
01-340-4100	HEALTH INSURANCE	50,459	44,469	68,751	70,744	1,993	2.90%	10% increase in Health Insurance
01-340-4110	LIFE INSURANCE	264	226	347	336	(11)	-3.21%	New Assistant Director less Building Inspector
01-340-4200	SOCIAL SECURITY	12,844	10,941	16,958	17,133	175	1.03%	New Assistant Director less Building Inspector
01-340-4210	MEDICARE	3,004	2,559	3,966	4,007	41	1.03%	New Assistant Director less Building Inspector
01-340-4220	IMRF	26,541	24,607	38,620	38,651	31	0.08%	IMRF increase to 13.48% CY 2014 and 15.00% in CY2015
01-340-5100	PROFESSIONAL SERVICES	36,408	18,879	28,080	40,000	11,920	42.45%	Health, Electrical, Plumbing Inspections at $39 per inspection - Current trend and GIS upgrades related to buildings
01-340-5221	PRINTING	469	572	1,000	2,000	1,000	100.00%	Health Inspection forms, zoning map, business cards, etc. & scanning of documents for archive and new zoning maps
01-340-5310	MEMBERSHIPS	125	205	250	250	-	0.00%	International Code Council (ICC) $150 ICC & NWBOCA 2@$50
01-340-5321	AUTO EXPENSE	-	6	200	1,550	1,350	675.00%	$200 gas and $1,350 radios to communicate with PW
01-340-5222	LEGAL NOTICES	2,525	329	2,500	2,500	-	0.00%	Legal Notice due to building & zoning requirements
01-340-5330	TRAINING	350	372	1,170	1,750	580	49.57%	NWBOCA $45/month for 6 meetings, MWBOCA Continuing Ed $80 per session for 9, SBOC $125 for 6 sessions
01-340-5500	LIABILITY INSURANCE	-	-	400	900	500	125.00%	Based upon building & equipment allocations
01-340-5530	WORKERS COMPENSATION INSURANCE	3,480	483	2,600	5,500	2,900	111.54%	Allocation to Department based upon classification codes
01-340-5700	OFFICE SUPPLIES	38	30	150	1,000	850	566.67%	New copy machine and other supplies - Scanner estimated at $10,000 not included. B&Z doesn't feel that the expense and amount to be scanned do not justify the expense
01-340-5751	GASOLINE	1,857	2,425	2,500	4,000	1,500	60.00%	Gasoline for building Department Vehicle #101 and #502
01-340-5820	PUBLICATIONS	-	-	1,187	500	(687)	-57.88%	($549x3 sets of ICC Code Books & $80x3 NFPA $70 NEC)
	Total Building Department	$ 347,953	$ 285,536	$ 439,991	$ 467,162	$ 27,171	6.18%	
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City of Prospect Heights
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Budget

GL Acct #	Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to to Prior Year Budget	% Inc/(Dec)	
01-350-4000	WAGES	$ 350,005	$ 222,000	$ 340,705	$ 350,764	$ 10,059	2.95%	B&Z employee replaced PW employee at a higher rate, increase for employee for water license, promotion of employee to Crew Chief - $5,000
01-350-4003	WAGES - PART-TIME	$ -	2,410	2,500	$ 10,000	$ 7,500	300.00%	Summer help - 4 P-T employees @ $10/hour for 20 hrs/wk for 12 weeks
01-350-4010	OVERTIME	31,649	10,476	90,000	60,000	(30,000)	-33.33%	34 to 40 events @$1,000 and water main breaks 6 per year @1,000
01-350-4100	HEALTH INSURANCE	97,992	69,000	92,500	102,000	9,500	10.27%	10% increase in Health Insurance
01-350-4110	LIFE INSURANCE	552	325	495	495	-	0.00%	Additional employee
01-350-4200	SOCIAL SECURITY	23,662	14,563	23,373	25,467	2,094	8.96%	Related to increased wages
01-350-4210	MEDICARE	5,534	3,406	5,466	5,956	490	8.97%	Related to increased wages
01-350-4220	IMRF	48,372	31,429	53,229	57,452	4,223	7.93%	IMRF increase to 13.48% CY 2014 and 15.00% in CY2015
01-350-5020	VEHICLE MAINTENANCE	37,503	14,698	44,700	45,000	300	0.67%	Fleet growth and new maintenance program flat projection
01-350-5031	SIGNAL MAINTENANCE	13,700	7,895	14,000	20,000	6,000	42.86%	Opticon's are obsolete; therefore, costs for replacement will increase $500*12
01-350-5100	PROFESSIONAL SERVICES	12,766	1,333	14,000	15,000	1,000	7.14%	Engineering $5,000 and GIS mapping streets, sewer, stormwater
01-350-5103	PROF SERVICES - FORESTRY	-	-	-	40,000	40,000	0.00%	Remove of surveyed dead trees
01-350-5104	PROF SERVICES - BUILDING MAIN	21,973	14,024	34,460	35,000	540	1.57%	Cleaning service - Police State, City Hall, Public Works) $1,150 per month X 12 Months = $13,800, City Hall carpet cleaning $1,400, Window Washing $700, Elevator Maint $3,800, Plumbing Insp/service $500, Fire services $3,000, Security alarm maint, $2,000, Sprinkler main $2,000, Sprinkler inspection $960, HVAC Maint $2,100, Backflow insp $1,600, Pest Control $300, Overhead Garage Door Service $700, Uniform service $300/month x 12 Months = $3,600
01-350-5105	PROF SERVICES - VEHICLE MAINT	916	-	1,000	5,000	4,000	400.00%	Gas Tank Probe Service - Probes obsolete
01-350-5106	PROF SERVICES - STREETS/DRAIN	-	1,000	1,000	1,000	-	0.00%	Illinois EPA NPDES permit
01-350-5310	MEMBERSHIPS	768	982	1,200	1,500	300	25.00%	Illinois Arborist, Tree City USA, Morton Arboretum, APWA
01-350-5330	TRAINING	315	21	2,000	2,000	-	0.00%	Forester, ASE training and APWA Training
01-350-5411	WATER AND ELECTRIC PURCHASES	5,282	5,139	8,500	5,800	(2,700)	-31.76%	Group 1 street lights $2,000, Group II $2,600
01-350-5421	DUMP CHARGES	-	-	500	500	-	0.00%	Trees, concrete, miscellaneous
01-350-5441	LICENSES	1,295	359	1,500	1,500	-	0.00%	New truck registration
01-350-5500	LIABILITY INSURANCE PREMIUM	16,827	12,256	23,800	38,900	15,100	63.45%	Based upon building & equipment allocations
01-350-5510	RENTAL EQUIPMENT	1,467	349	1,000	2,000	1,000	100.00%	Extra chipper, emergency equipment, sidewalk grinder, trencher
01-350-5530	WORKERS COMPENSATION INSURANCE	21,131	14,028	17,600	9,350	(8,250)	-46.88%	Allocation to Department based upon classification codes
01-350-5610	EQUIPMENT MAINTENANCE	1,606	73	1,500	2,500	1,000	66.67%	Tools and Lawn mower maintenance
01-350-5634	STONE & CONCRETE	-	-	-	20,000	20,000	0.00%	50 sidewalk squares, Elm, Piper, Quincy Park Subdivision
01-350-5635	STORM SEWER & PIPE	157	21	2,500	2,500	-	0.00%	Storm sewer ditch line maintenance
01-350-5650	LANDSCAPE SUPPLIES	982	22	10,000	14,000	4,000	40.00%	Replace of surveyed dead trees
01-350-5700	OFFICE SUPPLIES	680	(33)	1,000	1,000	-	0.00%	Based upon last years actuals
01-350-5710	OPERATING SUPPLIES	23,838	10,882	30,000	30,000	-	0.00%	Pipes, topsoil, grates, iron work, landscape materials, hand tools, repair parts, cleaning supplies, heating & cooling parts, lighting supplies, replacement flags, plow supplies, mailbox repairs.
01-350-5721	SIGNS	1,597	1,141	-	12,500	12,500	0.00%	Barricades, cones, replacement signs - high density prismatic, $10,000 for new street signs on major thorough-fare roads
01-350-5730	TOOLS	348	686	2,500	3,000	500	20.00%	Rakes, shovels, chainsaws, snowplower
01-350-5751	GASOLINE	19,788	6,946	20,000	25,000	5,000	25.00%	Gas Prices and prior year comparison
01-350-7011	IMPROVEMENTS - PW	-	-	-	10,000	10,000	0.00%	Fence east side
01-350-7020	EQUIPMENT	-	-	-	5,000	5,000	0.00%	New Trailer - Current condition of trailers and additional mowing personnel warrant this expense
01-350-7021	RADIO EQUIPMENT	-	-	-	7,500	7,500	0.00%	Radio equipment for trucks
01-350-7023	SAFETY EQUIPMENT	1,459	847	3,000	5,000	2,000	66.67%	Winter clothing per CBA and replacement work shoes, vests, t-shirts, polo shirts, sweatshirts, hats, gloves, glasses
01-350-7025	SOFTWARE	-	-	-	10,000	10,000	0.00%	PW management program/vehicle maintenance and Complaint
	Total Public Works	$ 744,311	$ 446,278	$ 844,028	$ 982,685	$ 138,657	16.43%	
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City of Prospect Heights
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GL Acct #	Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to to Prior Year Budget	% Inc/(Dec)	
01-360-4000	WAGES	$ 391,635	$ 278,246	$ 420,426	$ 483,831	$ 63,405	15.08%	(1) Chief (1) Deputy Chief (1) Records Sup (1) Records Clerk (1) Administrative Assistant Longevity Pay $1,925 plus Crossing Guards 70 hours per pay period @ $15.53/hour x 19 pay periods reimbursed by school district and fringe benefits
01-360-4001	WAGES - SWORN OFFICERS	1,468,191	1,026,861	1,656,731	1,724,306	67,575	4.08%	(5) Sergeants, (5) Corporals, (1) DEA (2) Detective (8) Patrol Officers $1,307,538 Longevity Pay $15,400
01-360-4002	WAGES - EXTRA STRAIGHT PAY	57,906	37,904	71,050	70,000	(1,050)	-1.48%	Holiday Compensation sell back per contract $25,500, Holiday Compensation when on duty $8,500, Weekend Pager on Call $22,000
01-360-4004	WAGES - PART-TIME SWORN OFFCRS	96,589	49,088	96,450	90,000	(6,450)	-6.69%	(5) @ 12 to 36 hours per pay period
01-360-4010	OVERTIME	894	131	2,000	2,000	-	0.00%	Administrative Overtime
01-360-4011	OVERTIME - SWORN OFFICERS	159,687	100,751	133,980	132,000	(1,980)	-1.48%	Court $35,000, Manpower Hire back $35,000, Investigations $5,000, Training $25,000 and Contingency $5,000, reimbursable extra details $15,000, reimbursable traffic grants $12,000
01-360-4100	HEALTH INSURANCE	401,379	258,557	436,906	413,258	(23,648)	-5.41%	10% increase over last year & new officers taking single rate
01-360-4110	LIFE INSURANCE	2,305	1,670	2,550	2,540	(10)	-0.37%	flat
01-360-4200	SOCIAL SECURITY	22,669	14,935	24,768	27,735	2,967	11.98%	Related to increased wages
01-360-4210	MEDICARE	30,646	21,052	34,446	36,281	1,835	5.33%	Related to increased wages
01-360-4220	IMRF	17,833	12,735	20,235	40,994	20,759	102.59%	IMRF increase to 13.48% CY 2014 and 15.00% in CY2015
01-360-4230	PENSION CONTRIBUTION - R/E TAX	266,147	129,505	272,452	276,000	3,548	1.30%	Adjusted for the CPI as of December 2013 is 1.5%
01-360-4231	PENSION CONTRIBUTION-CITY GF	421,876	150,000	347,021	362,057	15,036	4.33%	Based upon actuarial valuations plus 3%
01-360-5100	PROFESSIONAL SERVICES	30,103	18,451	26,600	27,750	1,150	4.32%	(1) PT Secretary $25x10 hoursx52 weeks total $13,000, Emergency Siren Maint $530. Duty related physicals, entry level physicals, psychological, polygraph and fitness for duty moved from physical exams $9,000, deceased body removal to ME office $3,750, Recruit testing and Promotional testing F and P Commission $2,000
01-360-5140	PRISONERS CARE	13,775	7,769	16,000	500	(15,500)	-96.88%	Prisoner care to be provided by Prospect Height
01-360-5141	KENNEL FEES	798	350	2,000	1,750	(250)	-12.50%	Save-a-pet, Orphans of the Storm
01-360-5150	PHYSICAL EXAMS	4,481	-	-	-	-	0.00%	Moved to Professional Services
01-360-5200	POSTAGE	2,158	1,201	3,200	3,000	(200)	-6.25%	Collection letters and prior year experience/FED EX for Attorney Communication DAG's
01-360-5221	PRINTING	2,913	3,314	4,800	2,900	(1,900)	-39.58%	Bus. Cards $400, Tickets $1,200, Field Directory $700, forms and case jackets $600
01-360-5240	NORTHWEST CENTRAL DISPATCH	190,725	143,908	190,361	221,872	31,511	16.55%	Per agreement. 3% of NWCDS 2015 operating budget assessments
01-360-5310	MEMBERSHIPS	8,772	9,023	11,850	36,715	24,865	209.83%	FBINA $200, NIPAS EST $3,300, NIPAS $400, MCAT $3,000, Illinois Arson Investigators Assoc $40, Fire and Police Comm Assoc $375, IL ACP $400, International IACP $240, North Suburban Chiefs $125, Cook Co Captains $60, LERMI $40, Lexipol $2,850, NIPAS MFF $805, Rotary $340, Northeastern Illinois Regional Crime Laboratory $1.32 per resident 16,318) + $3,000 totaling $24,540
01-360-5321	AUTO EXPENSE	1,772	1,445	1,750	2,500	750	42.86%	Busse Car Wash and Stevie's , annual detailing of fleet
01-360-5330	TRAINING	26,963	13,072	19,720	20,049	329	1.67%	Mileage Reimbursement $1,000, ET and other specialty training $4,600, NERT membership $2,790, NEMRT Training $1600, reimburse meals $400, Mgmt and Supervisor courses $1,250, NWPA $1000, Captains $480, North Sub Chiefs $480, Lexipol Daily Training Bulletins $2000, $2,849 State Police Academy X 1 new recruit, refreshments in service training $240, Rotary Meetings $960, NWCDS training/liaison Meetings $400
01-360-5500	LIABILITY INSURANCE PREMIUM	30,170	19,756	34,200	37,400	3,200	9.36%	Based upon building & equipment allocations
01-360-5510	RENTAL EQUIPMENT	684	187	800	800	-	0.00%	Postage Meter and Scale
01-360-5520	ID NETWORKS	18,579	8,752	8,752	13,247	4,495	51.36%	Annual RMS fee $8,752 *2014-15 include $4,495 for Livescan Maint.
01-360-5530	WORKERS COMPENSATION INSURANCE	120,598	56,847	94,200	98,450	4,250	4.51%	Allocation to Department based upon classification codes
01-360-5610	EQUIPMENT MAINTENANCE	10,122	5,249	16,500	14,025	(2,475)	-15.00%	Verizon Wireless MDT Aircards $6775, Truck Scales $400, Radar repair and recert $600, Evidence Room BEAST software $850,Pentegra Maintenance contract $2,600, Wheeling Range Maint $1,000, Routine Misc (Ken) $1,800
01-360-5611	RADIO MAINTENANCE	1,769	853	1,000	1,000	-	0.00%	In car radio T and M $1,000
01-360-5700	OFFICE SUPPLIES	6,394	5,004	7,000	7,500	500	7.14%	General office supplies and copier paper
01-360-5710	OPERATING SUPPLIES	6,810	7,483	10,000	10,000	-	0.00%	Same as budget
01-360-5740	RANGE SUPPLIES	11,817	1,806	8,200	8,200	-	0.00%	Ammunition: Duty and Training, $6000, Targets and training supplies $800, ammunition $800, AR-15 parts $600

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GL Acct #	Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to to Prior Year Budget	% Inc/(Dec)	
01-360-5741	CLOTHING	27,142	9,304	24,400	20,700	(3,700)	-15.16%	28 officers at $600, $1,000 misc (replacement and patches), $2,400 for a new officer, $500 volunteer shirts/vest
01-360-5751	GASOLINE	56,165	40,833	60,000	75,000	15,000	25.00%	Estimated based upon current trends
01-360-5820	PUBLICATIONS	166	80	350	350	-	0.00%	Arrest Law Update
01-360-5970	REFUNDS	100	239	-	-	-	0.00%	None anticipated
01-360-7022	POLICE EQUIPMENT	17,664	46,382	53,500	23,250	(30,250)	-56.54%	Road flares: $900, OC spray replacement $250, ET supplies $4,750, Fingerprint station supplies $200, Misc. vehicle replacement parts $3000, Breaching Kit $500, (1) replace EST tactical vest $2,900, (5) ballistic vests $550 each total $2,750, Police Center Building radio signal enhancement 6,000
01-360-5972	PROPERTY TAX REFUND	8,291	-	-	-	-	0.00%	None anticipated
	Total Public Safety	$ 3,936,691	$ 2,482,741	$ 4,114,198	$ 4,287,960	$ 173,762	4.22%	
01-365-5980	EVIDENCE ROOM EXPENSE	$ -	$ -	$ -	$ -	$ -	0.00%	None
01-365-5982	NARCOTICS EXPENSE	-	108	108	-	(108)	-100.00%	None
01-365-5983	SEIZED ASSET - EXPENSE	8,894	1,500	1,500	-	(1,500)	-100.00%	None
	Total Public Safety Special Revenue	$ 8,894	$ 1,608	$ 1,608	$ -	$ (1,608)	-100.00%	

City of Prospect Heights

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Budget

GL Acct #	Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to to Prior Year Budget	% Inc/(Dec)	
01-370-4101	RETIREE HEALTH INSURANCE	$ 15,136	$ 9,024	$ 15,336	$ 15,500	$ 164	1.07%	4 dental and 1 health insurance
01-370-5102	GRANT WRITER	30,000	10,000	20,000	20,000	-	0.00%	New Contract 9/1/12 - $20,000
01-370-5510	RENTAL EQUIPMENT	-	-	-	-	-	0.00%	None
01-370-5751	GASOLINE	11,444	7,951	14,000	14,000	-	0.00%	Fire Department Gas Purchases
01-370-5990	SSA #9 - EXPENSES	2,116	32,998	60,000	110,000	50,000	83.33%	Engineering estimate SSA#6 cost of $44,000 *2.5 amount of residents
01-370-7020	EQUIPMENT REIMBURSEMENT	-	5,198	5,198	-	(5,198)	-100.00%	None anticipated
	Total Reimbursable Expenses	$ 58,696	$ 65,171	$ 114,534	$ 159,500	$ 44,966	39.26%	
01-380-5970	REFUNDS	$ 1,146	$ 260	$ 500	$ 500	$ -	0.00%	Prior year actuals
01-380-5975	SALES TAX REBATE	-	-	-	299,922	299,922	0.00%	71.41% of Sales Tax Income ($420,000) to SVT
01-380-5999	MISCELLANEOUS EXPENSE	976	1,759	2,000	1,000	(1,000)	-50.00%	Estimated based upon prior years
	Total Other Expenses	$ 2,122	$ 2,019	$ 2,500	$ 301,422	$ 298,922	11956.88%	
01-390-5900	GRANT - GENERAL EXPENSE	$ -	$ -	$ -	$ -	$ -	0.00%	
01-390-5910	GRANT - VOCA EXPENSE	81,341	53,875	80,084	80,084	-	0.00%	VOCA Grant submission required expense & match
01-390-5912	GRANT - EAB	24,186	1,325	-	-	-	0.00%	Remove and replace trees - Emerald Ash Bore Program
01-390-5213	GRANT - STEP	-	-	-	-	-	0.00%	Expenses related to approved grants
01-390-5215	GRANT - DCEO LIGHTING	-	-	25,000	-	(25,000)	-100.00%	Expenses related to approved grants
01-390-5216	GRANT - GREEN REGION	-	-	-	5,000	5,000	0.00%	Slough and Bike Trail Progam
01-390-5946	GRANT-POLICE EQUIP EXPENSE	245	-	300	300	-	0.00%	
01-390-5947	GRANT-POLICE TOBACCO EXPENSE	300	300	300	300	-	0.00%	
01-390-5948	GRANT-TRAFFIC ENFORCE EXPENSE	-	-	-	-	-	0.00%	
	Total Grant Expense	$ 106,072	$ 55,500	$ 105,684	$ 85,684	$ (20,000)	-18.92%	
01-400-6000	PRINCIPAL	$ 115,000	$ 120,000	$ 120,000	$ 120,000	$ -	0.00%	Series 2008 GO Debt Certificates
01-400-6010	INTEREST	74,738	69,812	69,881	64,689	(5,192)	-7.43%	Series 2008 GO Debt Certificates
01-400-6020	NEW DEBT ISSUANCE COST	-	-	-	-	-	0.00%	
	Total Debt Service	$ 189,738	$ 189,812	$ 189,881	$ 184,689	$ (5,192)	-2.73%	
01-400-6030	NOTES RECEIVABLE	$ -	$ 400,000	$ 400,000	$ -	$ (400,000)	-100.00%	None anticipated prior year includes note to SSA #8
01-520-7011	BUILDING IMPROVEMENTS - ADMIN	$ -	$ -	$ -	$ 158,000	$ 158,000	0.00%	Drainage issue lower level CH - $58,000, Parking Lot Improvements $50,000, Brick Pavers - $30,000, New Carpeting & painting $20,000
01-520-7020	EQUIPMENT - ADMIN	31,837	-	-	-	-	0.00%	None
01-550-7010	BUILDING - PW	-	-	-	-	-	0.00%	None
01-550-7011	BUILDING IMPROVEMENTS - PW	-	-	-	-	-	0.00%	Total included in TIF
01-550-7020	EQUIPMENT - PW	-	-	-	175,000	175,000	0.00%	Stump Grinder - $16,000, lighting repair & replacement - $100,000, Pump Lift Station - $20,000, Bobcat $39,000
01-550-7050	ROAD CONSTRUCTION	-	-	-	200,000	200,000	0.00%	Road Improvements after Road Construction fund has a zero balance will be general fund expenses.
01-550-7053	DRAINAGE IMPROVEMENTS	-	-	-	350,000	350,000	0.00%	Drainage Improvements - reduced based upon current projects total projects $600,000 less $250,000 included in the Road Construction Fund
01-560-7011	BUILDING IMPROVEMENTS - POLICE	49,989	121,108	155,000	260,000	105,000	67.74%	Parking structure $200,000 & Repair/Replace Parking lot $60,000
01-560-7020	EQUIPMENT - POLICE	-	-	-	34,000	34,000	0.00%	2 servers
01-560-7040	VEHICLES - POLICE	163,746	57,778	80,700	80,700	-	0.00%	2 new squad cars
	Total Capital Expenses	$ 245,573	$ 178,886	$ 235,700	$ 1,257,700	$ 1,022,000	433.60%	
	Total General Fund Expense	$ 6,702,859	$ 4,799,803	$ 7,655,522	$ 9,026,394	$ 1,370,872	17.91%	
	Total Net Income	$ 2,345,849	$ 226,896	$ 2,266,595	$ 100,640	$ (2,165,955)	-95.56%	

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Budget

GL Acct #	Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to to Prior Year Budget	% Inc/(Dec)	
Motor Fuel Tax								
11-100-3131	HIGH GROWTH CITIES	$ 3,479	$ -	$ -	$ -	$ -	0.00%	
11-100-3200	GRANT REVENUE	-	-	3,100	-	(3,100)	-100.00%	
11-100-3800	INTEREST INCOME	294	62	100	60	(40)	-40.19%	Illinois Funds @.1%
11-100-3899	MISCELLANEOUS INCOME	-	-	-	-	-	0.00%	
11-110-3120	MOTOR FUEL TAX	461,274	310,038	465,947	386,080	(79,867)	-17.14%	$23.75 per capita per Illinois Municipal League projections - Jobs Now Revenue not anticipated this year
11-200-3990	INTERFUND TRANSFER IN	-	-	-	-	-	0.00%	
	Total Revenue	$ 465,047	$ 310,100	$ 469,147	$ 386,140	$ (83,007)	-17.69%	
				-		-		
11-300-5100	PROFESSIONAL SERVICES	5,072	-	30,000	30,000	-	0.00%	Engineering - SRTS and MFT audit
11-300-5401	SERVICE CHARGE - GENERAL FUND	174,698	122,867	350,000	219,400	(130,600)	-37.31%	Based upon actual hours of PW employees
11-300-5632	ICE CONTROL MAINTENANCE	29,657	7,256	100,000	76,500	(23,500)	-23.50%	Estimated snow fall 25% less than FY2014 Budget
11-300-7020	EQUIPMENT	-	24,243	24,243	-	(24,243)	-100.00%	Non-anticipated
11-500-7050	ROAD CONSTRUCTION	-	-	-	-	-	0.00%	
11-500-7051	SIDEWALKS	58,637	31,409	220,000	250,000	30,000	13.64%	Schoenbeck/Willow Sidewalk pending grant approval
	Total Expenses	$ 268,065	$ 185,775	$ 724,243	$ 575,900	$ (148,343)	-20.48%	
						-		
	Net Income MFT	$ 196,982	$ 124,325	$ (255,096)	$ (189,760)	$ 65,336	-25.61%	
TIF								
12-100-3000	REAL ESTATE TAXES	$ 699,226	$ 271,843	871,267	714,688	$ (156,579)	-17.97%	Based on Cook County Clerk TIF Summary Report
12-100-3800	INTEREST INCOME	1,343	206	1,167	1,063	(104)	-8.89%	
12-100-3899	MISCELLANEOUS INCOME	-	-	-	-	-	0.00%	
	Total Revenue	$ 700,569	$ 272,049	$ 872,434	$ 715,751	$ (156,683)	-17.96%	
				-		-		
12-300-5100	PROFESSIONAL SERVICES	$ 19,875	$ 2,460	$ 50,000	$ 50,000	$ -	0.00%	Engineer, economic development
12-300-5101	AUDIT	3,590	3,472	3,470	3,400	(70)	-2.02%	Based upon allocation of 50% # of journal entries, 25% fund balance & 25% # of funds
12-300-5120	LEGAL SERVICES	5,421	819	25,000	50,000	25,000	100.00%	TIF ordinance review and extension
12-300-5401	SERVICE CHARGE - GENERAL FUND	128,003	77,400	137,600	139,900	2,300	1.67%	Based upon actual hours of PW employees
12-300-5430	BANK FEES	850	425	850	850	-	0.00%	
12-300-5500	LIABILITY INSURANCE	-	-	-	-	-	0.00%	
12-300-5501	INSURANCE DEDUCTIBLES	-	-	-	-	-	0.00%	
12-300-5560	TIF - REHAB/REPAIR EXIST BLDG	200,000	-	600,000	600,000	-	0.00%	Developer reimbursement of TIF eligible expenses - Players
12-300-5972	PROPERTY TAX REFUND	15,565	-	-	-	-	0.00%	
12-400-6000	PRINCIPAL	330,000	345,000	345,000	400,000	55,000	15.94%	Palatine/Milwaukee TIF Load, Series 2004 Bonds
12-400-6010	INTEREST	114,185	99,665	99,665	84,485	(15,180)	-15.23%	Palatine/Milwaukee TIF Load, Series 2004 Bonds
12-500-7011	BUILDING IMPROVEMENTS	-	-	-	1,500,000	1,500,000	0.00%	Public Works Addition
12-600-8090	INTERFUND TRANSFER OUT	-	-	-	-	-	0.00%	
	Total Expenses	$ 817,489	$ 529,241	$ 1,261,585	$ 2,828,635	$ 1,567,050	124.21%	
						-		
	Total Net Income	$ (116,920)	$ (257,192)	$ (389,151)	$ (2,112,884)	$ (1,723,733)	442.95%	Amount in reduction of reserve and due to general fund

City of Prospect Heights
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Budget

GL Acct #	Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to to Prior Year Budget	% Inc/(Dec)	
Tourism District Fund								
13-100-3020	HOTEL TAXES	$ 717,312	$ 498,387	$ 700,000	$ 700,000	$ -	0.00%	Treading like prior year
13-100-3800	INTEREST INCOME	1,188	719	770	348	(422)	-54.86%	Reserve funds are being depleted interest lower than prior years
13-100-3899	MISCELLANEOUS INCOME	-	-	-		-	0.00%	
	Total Revenue	$ 718,500	$ 499,106	$ 700,770	$ 700,348	$ (422)	-0.06%	
				-				
13-300-4000	WAGES	$ 6,591	$ -	$ -	$ -	$ -	0.00%	
13-300-4100	HEALTH INSURANCE	1,555	-	-	-	-	0.00%	
13-300-4120	UNEMPLOYMENT INSURANCE	12,078	-	-	-	-	0.00%	
13-300-4200	SOCIAL SECURITY	224	-	-	-	-	0.00%	
13-300-4210	MEDICARE	53	-	-	-	-	0.00%	
13-300-4220	IMRF	943	-	-	-	-	0.00%	
13-300-5100	PROFESSIONAL SERVICES	88,580	-	10,000	10,000	-	0.00%	Administrative Expenses to manage grants
13-300-5101	AUDIT	1,520	1,470	1,470	1,270	(200)	-13.61%	Based upon allocation of 50% # of journal entries, 25% fund balance & 25% # of funds
13-300-5108	BEAUTIFICATION	4,440	22,117	133,461	147,381	13,920	10.43%	15% of hotel tax revenue less service charges, admin expenses & membership plus $65,000 potential carryover
13-300-5120	LEGAL EXPENSES	2,945	-	-	-	-	0.00%	
13-300-5200	POSTAGE	35	-	-	-	-	0.00%	
13-300-5310	MEMBERSHIPS	84,725	63,000	84,525	84,725	200	0.24%	Chicago's North Shore CVB Membership Dues
13-300-5401	SERVICE CHARGE - GENERAL FUND	48,075	31,733	38,500	54,800	16,300	42.34%	Based upon actual hours of PW employees/Administration
13-300-5410	UTILITIES	740	-	-	-	-	0.00%	
13-300-5500	LIABILITY INSURANCE	1,760	-	-	-	-	0.00%	
13-300-5510	RENTAL EQUIPMENT	609	-	-	-	-	0.00%	
13-300-5511	FACILITY RENT	5,200	-	-	-	-	0.00%	
13-300-5530	WORKERS COMPENSATION INSURANCE	250	-	-	-	-	0.00%	
13-300-5700	OFFICE SUPPLIES	3,512	-	-	-	-	0.00%	
13-300-5800	ADVERTISING	21,877	-	-	-	-	0.00%	
13-300-5810	PROMOTIONAL PROJECTS	11,646	-	-	-	-	0.00%	
13-300-5920	GRANT - HOTELS	313,217	342,748	403,433	400,373	(3,060)	-0.76%	$166,961 in reserve plus 42.5% of hotel tax revenue less service charge, admin expense and membership
13-300-5999	MISCELLANEOUS EXPENSE	5	-	-	-	-	0.00%	
13-300-7020	EQUIPMENT	7,931	-	-	-	-	0.00%	
13-500-7020	EQUIPMENT - CAPITAL	45,840	-	-	-	-	0.00%	Signage
13-600-8090	INTERFUND TRANSFER OUT	1,002,483	403,433	403,433	403,433	-	0.00%	Police portion of $166,961 in reserve plus 42.5% of hotel tax revenue less service charge, admin expense and membership
	Total Expenses	$ 1,666,833	$ 864,502	$ 1,074,822	$ 1,101,982	$ 27,160	2.53%	
	Net Income	$ (948,333)	$ (365,396)	$ (374,052)	$ (401,634)	$ (27,582)	7.37%	Amount of reduction to Reserve balance

City of Prospect Heights
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Budget

GL Acct #	Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to to Prior Year Budget	% Inc/(Dec)	
Development Fund								
14-100-3800	INTEREST INCOME	$ 213	$ 4	$ 8	$ 3	$ (5)	-59.30%	
	Total Revenue	$ 213	$ 4	$ 8	$ 3	$ (5)	-59.30%	
14-300-5100	PROFESSIONAL SERVICES	$ 10,768	$ 36,395	$ 300,000	$ 300,000	$ -	0.00%	Engineering, site evaluation, commission sale of property, TIF attorney review
14-300-5101	AUDIT	2,509	1,911	1,920	1,780	(140)	-7.29%	
14-300-5430	BANK FEES	-	350	-	450	450	0.00%	Loan Maintenance Fees
14-300-5450	PROPERTY TAXES	600	-	-	-	-	0.00%	
14-300-5500	LIABILITY INSURANCE	24,584	16,217	29,900	33,900	4,000	13.38%	
14-400-6010	INTEREST	247,932	169,688	169,688	169,688	-	0.00%	Note: The General Fund is funding the expenses as the fund does not have any cash
	Total Expenses	$ 286,394	$ 224,561	$ 501,508	$ 505,818	$ 4,310	0.86%	
						-		
	Net Income	$ (286,180)	$ (224,556)	$ (501,500)	$ (505,815)	$ (4,315)	0.86%	
DEA SEIZURE FUND								
16-100-3551	POLICE REVENUE-TASK FORCE	$ 18,485	$ 107,693	$ 26,481	$ -	$ (26,481)	-100.00%	None anticipated per law
16-100-3800	INTEREST INCOME	226	20	17	-	(17)	-100.00%	
	Total Revenue	$ 18,712	$ 107,713	$ 26,498	$ -	$ (26,498)	-100.00%	
16-300-4000	WAGES	$ -	$ -	$ -	$ -	$ -	0.00%	
16-300-4011	OVERTIME - SWORN OFFICERS	-	-	20,000	20,000	-	0.00%	DEA enforcement overtime expenses
16-300-5100	PROFESSIONAL SERVICES	1,640	-	-	-	-	0.00%	
16-300-5101	AUDIT	1,130	759	760	730	(30)	-3.95%	Based upon allocation of 50% # of journal entries, 25% fund balance & 25% # of funds
16-300-5310	MEMBERSHIP	-	-	-	4,200	4,200	0.00%	LEADS On-Line - Investigative tool for pawned property
16-300-5330	TRAINING	1,490	-	-	4,800	4,800	0.00%	International Association of Chiefs Conference - Chief & Deputy Chief
16-300-5710	OPERATING SUPPLIES	-	1,948	2,000	12,500	10,500	525.00%	$4,000 Education materials and supplies $4,000 Anniversary Badges & crime prevention materials
16-300-7020	EQUIPMENT	42,391	5,200	5,200	7,200	2,000	38.46%	Training room furniture and equipment
16-300-7021	RADIO EQUIPMENT	7,530	-	-	8,000	8,000	0.00%	(2) APX Motorola Spare Radios, one for volunteer use
16-500-7020	EQUIPMENT - CAPITAL	27,230	44,248	52,000	10,000	(42,000)	-80.77%	Police Station Enhancements as needed
	Expenses	$ 81,411	$ 52,154	$ 79,960	$ 67,430	$ (12,530)	-15.67%	
	Total Net Income	$ (62,699)	$ 55,559	$ (53,462)	$ (67,430)	$ (13,968)	26.13%	
SOLID WASTE FUND								
17-100-3355	SOLID WASTE FEES	$ 567,044	$ 329,704	$ 564,000	$ 567,100	$ 3,100	0.55%	Flat - no increase in fees
17-100-3800	INTEREST INCOME	211	208	257	191	(66)	-25.78%	
	Total Revenue	$ 567,255	$ 329,912	$ 564,257	$ 567,291	$ 3,034	0.54%	
17-300-5100	PROFESSIONAL SERVICES	$ 2,266	$ 882	$ -	$ -	$ -	0.00%	
17-300-5101	AUDIT	1,021	710	710	790	80	11%	Based upon allocation of 50% # of journal entries, 25% fund balance & 25% # of funds
17-300-5401	SERVICE CHARGE - GENERAL FUND	78,880	57,333	92,000	96,000	4,000	4.35%	Based upon actual hours of PW & Building & Zoning employees
17-300-5420	SWANCC CHARGES	363,736	236,455	478,062	456,600	(21,462)	-4.49%	7610 tons @ $60 per ton estimate per SWANCC
	Total Expense	$ 445,903	$ 295,380	$ 570,772	$ 553,390	$ (17,382)	-3.05%	
						-		
	Net Income	$ 121,352	$ 34,531	$ (6,515)	$ 13,901	$ 20,416	-313.37%	

City of Prospect Heights
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GL Acct #	Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to to Prior Year Budget	% Inc/(Dec)	
SSA #1 Fund								
21-100-3000	REAL ESTATE TAXES	$ 19,327	$ 22,804	$ 35,000	$ 35,000	$ -	0.00%	Based upon tax levy
21-100-3800	INTEREST INCOME	6	0	-	-	-	0.00%	
21-100-3899	MISCELLANEOUS INCOME	-	-	-		-	0.00%	
	Total Revenue	$ 19,332	$ 22,805	$ 35,000	$ 35,000	$ -	0.00%	
21-300-5100	PROFESSIONAL SERVICES	$ 146	$ -	$ 500	$ 500	$ -	0.00%	Televising in FY2014
21-300-5101	AUDIT	1,021	621	620	640	20	3.23%	Based upon allocation of 50% # of journal entries, 25% fund balance & 25% # of funds
21-300-5401	SERVICE CHARGE - GENERAL FUND	36,873	24,800	30,900	34,100	3,200	10.36%	Based upon actual hours of PW employees
21-300-5500	LIABILITY INSURANCE	-	-	-	-	-	0.00%	
21-300-5530	WORKERS COMPENSATION INSURANCE	975	444	700	550	(150)	-21.43%	Allocation of Department based upon classifications & sewer lines
21-300-8090	INTERFUND TRANSFER OUT	-	-	-	-	-	0.00%	
	Total Expense	$ 39,015	$ 25,865	$ 32,720	$ 35,790	$ 3,070	9.38%	
	Net Income	$ (19,682)	$ (3,060)	$ 2,280	$ (790)	$ (3,070)	-134.65%	
SSA #2 FUND								
22-100-3000	REAL ESTATE TAXES	$ 16,149	$ 41,547	$ 50,000	$ 50,000	$ -	0.00%	
22-100-3800	INTEREST INCOME	5	2	-	-	-	0.00%	
	Total Income	$ 16,154	$ 41,549	$ 50,000	$ 50,000	$ -	0.00%	
22-300-5100	PROFESSIONAL SERVICES	$ 146	$ -	$ 500	$ 500	$ -	0.00%	Televising in FY2013
22-300-5101	AUDIT	1,030	601	600	610	10	1.67%	Based upon allocation of 50% # of journal entries, 25% fund balance & 25% # of funds
22-300-5401	SERVICE CHARGE - GENERAL FUND	36,196	24,200	34,200	37,300	3,100	9.06%	Based upon actual hours of PW employees
22-300-5500	LIABILITY INSURANCE	-	-	-	-	-	0.00%	
22-300-5530	WORKERS COMPENSATION INSURANCE	650	296	500	440	(60)	-12.00%	Allocation of Department based upon classifications & sewer lines
22-300-8090	INTERFUND TRANSFER OUT	-	-	-	-	-	0.00%	
	Total Expenses	$ 38,023	$ 25,097	$ 35,800	$ 38,850	$ 3,050	8.52%	
	Net Income	$ (21,868)	$ 16,452	$ 14,200	$ 11,150	$ (3,050)	-21.48%	
SSA #3 FUND								
23-100-3000	REAL ESTATE TAXES	$ 38,238	$ 129	$ 20,000	$ 20,000	-	0.00%	
23-100-3800	INTEREST INCOME	415	60	100	439	339	338.90%	
23-100-3899	MISCELLANEOUS INCOME	-	-	18	21	3	15.33%	
	Total Revenue	$ 38,654	$ 189	$ 20,118	$ 20,460	$ 342	1.70%	
23-300-5100	PROFESSIONAL SERVICES	$ 146	$ 19	$ 500	$ 500	$ -	0.00%	Televising in FY2013
23-300-5101	AUDIT	1,149	799	800	770	(30)	-3.75%	Allocation of 50% # of journal entries, 25% fund balance & 25% # of funds
23-300-5401	SERVICE CHARGE - GENERAL FUND	52,411	35,867	47,000	45,000	(2,000)	-4.26%	Based upon actual hours of PW employees
23-300-5500	LIABILITY INSURANCE	-	-	-	-	-	0.00%	
23-300-5530	WORKERS COMPENSATION INSURANCE	2,645	1,205	1,800	1,430	(370)	-20.56%	Allocation of Department based upon classifications & sewer lines
23-300-8090	INTERFUND TRANSFER OUT	-	-	-	-	-	0.00%	
	Total Expense	$ 56,352	$ 37,890	$ 50,100	$ 47,700	$ (2,400)	-4.79%	
	Net Income	$ (17,698)	$ (37,701)	$ (29,982)	$ (27,240)	$ 2,742	-9.14%	

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GL Acct #	Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to Prior Year Budget	% Inc/(Dec)	
SSA #4 FUND				-				
24-100-3000	REAL ESTATE TAXES	$ 16,467	$ 24,713	$ 35,000	$ 37,000	$ 2,000	5.71%	
24-100-3800	INTEREST INCOME	27	3	4	21	17	418.98%	
	Total Revenue	$ 16,494	$ 24,715	$ 35,004	$ 37,021	$ 2,017	5.76%	
24-300-5100	PROFESSIONAL SERVICES	$ 146	$ -	$ 1,000	$ 1,000	$ -	0.00%	Televising in FY2013
24-300-5101	AUDIT	1,030	613	610	620	10	1.64%	Allocation of 50% # of journal entries, 25% fund balance & 25% # of funds
24-300-5401	SERVICE CHARGE - GENERAL FUND	36,295	24,267	32,100	34,900	2,800	8.72%	Based upon actual hours of PW employees
24-300-5500	LIABILITY INSURANCE	-	-	-	-	-	0.00%	
24-300-5530	WORKERS COMPENSATION INSURANCE	371	169	300	220	(80)	-26.67%	Allocation of Department based upon classifications & sewer lines
24-300-5972	PROPERTY TAX REFUND	761	-	-	-	-	0.00%	
24-300-8090	INTERFUND TRANSFER OUT	-	-	-	-	-	0.00%	
	Total Expenses	$ 38,604	$ 25,049	$ 34,010	$ 36,740	$ 2,730	8.03%	
	Net Income	$ (22,110)	$ (334)	$ 994	$ 281	$ (713)	-71.75%	
SSA #5 FUND								
25-100-3000	REAL ESTATE TAXES	$ 5,472	$ 73	$ 5,000	$ 5,500	$ 500	10.00%	
25-100-3800	INTEREST INCOME	210	44	80	341	261	326.87%	
25-100-3899	MISCELLANEOUS INCOME	1,395	-	-	-	-	0.00%	
	Total Revenue	$ 7,077	$ 118	$ 5,080	$ 5,841	$ 761	14.99%	
25-300-5050	SYSTEM MAINTENANCE	$ 3,485	$ 990	$ 5,000	$ 5,000	$ -	0.00%	
25-300-5100	PROFESSIONAL SERVICES	385	-	10,000	10,000	-	0.00%	
25-300-5101	AUDIT	1,181	824	820	800	(20)	-2.44%	Based upon allocation of 50% # of journal entries, 25% fund balance & 25% # of funds
25-300-5401	SERVICE CHARGE - GENERAL FUND	48,433	36,400	46,200	45,500	(700)	-1.52%	Based upon actual hours of PW employees
25-300-5500	LIABILITY INSURANCE	1,463	965	1,400	1,200	(200)	-14.29%	Based upon building & equipment allocations
25-300-5972	PROPERTY TAX REFUND	-	129	-	-	-	0.00%	
25-300-8090	INTERFUND TRANSFER OUT	-	-	-	-	-	0.00%	
25-500-7020	EQUIPMENT	-	-	-	-	-	0.00%	
	Total Expenses	$ 54,947	$ 39,308	$ 63,420	$ 62,500	$ (920)	-1.45%	
	Net Income	$ (47,871)	$ (39,191)	$ (58,340)	$ (56,659)	$ 1,681	-2.88%	

City of Prospect Heights
FY 2014-2015
Budget

GL Acct #	Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to to Prior Year Budget	% Inc/(Dec)	
SSA #6 FUND								
26-100-3800	INTEREST INCOME	$ 160	$ 16	$ 30	$ 150	$ 120	400.00%	
	Total Revenue	$ 160	$ 16	$ 30	$ 150	$ 120	400.00%	
26-300-5100	PROFESSIONAL SERVICES	$ -	$ -	$ -	$ -	$ -	0.00%	
26-300-5101	AUDIT	1,981	1,171	1,170	920	(250)	-21.37%	Based upon allocation of 50% # of journal entries, 25% fund balance & 25% # of funds
26-300-5120	CITY ATTORNEY	1,777	-	-	-	-	0.00%	
26-300-5401	SERVICE CHARGE - GENERAL FUND	65,504	40,200	54,200	46,800	(7,400)	-13.65%	Based upon actual hours of PW employees
26-500-7020	EQUIPMENT	-	-	-	-	-	0.00%	
	Total Expenses	$ 69,261	$ 41,371	$ 55,370	$ 47,720	$ (7,650)	-13.82%	
	Net Income	$ (69,102)	$ (41,355)	$ (55,340)	$ (47,570)	$ 7,770	-14.04%	
SSA #8 FUNDS								
28-100-3000	REAL ESTATE TAXES	$ 122,003	$ 156,715	$ 200,000	$ 200,000	$ -	0.00%	
28-100-3800	INTEREST INCOME	10.21	121	-	-	-	0.00%	
28-200-3910	PROCEEDS FROM NOTE	-	400,000	400,000	-	(400,000)	-100.00%	Note Payable @2.25% on $400,000
28-200-3990	INTERFUND TRANSFER IN	42,042.65	-	-	-	-	0.00%	
	Total Revenue	$ 164,055	$ 556,836	$ 600,000	$ 200,000	$ (400,000)	-66.67%	
28-300-5050	SYSTEM MAINTENANCE	$ -	$ 5	$ -	$ -	$ -	0.00%	
28-300-5100	PROFESSIONAL SERVICES	3,399	53,986	25,000	25,000	-	0.00%	Pump servicing - Flood Control
28-300-5101	AUDIT	931	750	750	740	(10)	-1.33%	Based upon allocation of 50% # of journal entries, 25% fund balance & 25% # of funds
28-300-5401	SERVICE CHARGE - GENERAL FUND	58,360	36,933	66,500	69,900	3,400	5.11%	Levee wall may be turned over to the City by January 1, 2015
28-300-5500	LIABILITY INSURANCE	508	(21)	-	600	600	0.00%	Based upon building & equipment allocations
28-300-5650	LANDSCAPE SUPPLIES	-	-	10,000	-	(10,000)	-100.00%	Landscape maintenance charged under Service Charges
28-300-5690	MAINTENANCE SUPPLIES	-	-	-	-	-	0.00%	
28-300-7020	EQUIPMENT	-	-	-	7,000	7,000	0.00%	Lawnmower $7,000
28-400-6000	PRINCIPAL	-	-	-	100,000	100,000	0.00%	Repayment of notes payable
28-400-6010	INTEREST	-	4,500	10,000	6,750	(3,250)	-32.50%	Interest expense line of credit at 2.25%
28-500-7002	EASEMENT	56,536	-	56,421	-	(56,421)	-100.00%	Levee Wall easement FY2014 last year of payment
28-500-7020	CAPITAL EXPENSE	48,456	-	-	-	-	0.00%	
	Total Expenses	$ 168,190	$ 96,153	$ 168,671	$ 209,990	$ 41,319	24.50%	
	Net Income	$ (4,135)	$ 460,683	$ 431,329	$ (9,990)	(441,319)	-102.32%	

City of Prospect Heights
FY 2014-2015
Budget

GL Acct #	Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to Prior Year Budget	% Inc/(Dec)	
ROAD CONSTRUCTION FUND								
31-100-3000	REAL ESTATE TAXES	$ -	$ -	$ -	$ -	$ -	0.00%	
31-100-3800	INTEREST INCOME	2,677	661	1,250	100	(1,150)	-92.00%	Interest on Bond Balance
31-200-3900	PROCEEDS FROM DEBT ISSUED	5,000,000	-	-	-	-	0.00%	Amount will be in FY2014 if not received in FY 2013. We will monitor this line item
31-200-3901	DEBT PROCEEDS - PREMIUM	51,912	-	-	-	-	0.00%	
	Total Revenue	$ 5,054,588	$ 661	$ 1,250	$ 100	$ (1,150)	-92.00%	
31-300-5100	PROFESSIONAL SERVICES	$ 98,700	$ 16,606	$ 100,000	$ -	$ (100,000)	-100.00%	Engineering Reviews
31-300-5101	AUDIT	3,469	1,464	1,470	1,860	390	26.53%	Based upon allocation of 50% # of journal entries, 25% fund balance & 25% # of funds
31-300-5401	SERVICE CHARGE - GENERAL FUND	406,595	269,333	360,000	-	(360,000)	-100.00%	The Road Construction Fund will have no funds remaining next year
31-400-6020	NEW DEBT ISSUANCE COST	74,011	-	-	-	-	0.00%	
31-500-7040	VEHICLES	255,365	243,350	312,000	-	(312,000)	-100.00%	
31-500-7050	ROAD CONSTRUCTION	4,362,534	3,117,567	4,300,000	300,000	(4,000,000)	-93.02%	Repairs to current roads
31-500-7053	DRAINAGE IMPROVEMENTS	-	-	-	250,000	250,000	0.00%	Drainage Improvements $2,000,000 - $250,000 to road fund until funds are depleted remaining $1,750,000 in General Fund
31-600-8090	INTERFUND TRANSFER OUT	42,043	-	-	-	-	0.00%	
	Total Expenses	$ 5,242,717	$ 3,648,320	$ 5,073,470	$ 551,860	$ (4,521,610)	-89.12%	
	Net Income	$ (188,129)	$ (3,647,660)	$ (5,072,220)	$ (551,760)	$ 4,520,460	-89.12%	
ROAD CONSTRUCTION DEBT SERVICE								
41-100-3000	REAL ESTATE TAXES	$ 667,235	$ 723,776	$ 942,364	$ 1,302,806	$ 360,442	38.25%	Amount per Tax Levy
41-100-3800	INTEREST INCOME	-	-	-	-	-	0.00%	
	Total Revenue	$ 667,235	$ 723,776	$ 942,364	$ 1,302,806	$ 360,442	38.25%	
41-300-5430	BANK FEES	$ 350	$ 1,050	$ 2,400	$ 2,700	$ 300	12.50%	$450 per payment 6 payments
41-400-6000	PRINCIPAL	175,000	585,000	485,000	875,000	390,000	80.41%	G.O. Debt Certificates Series 2011A, 2012, and 2013
41-400-6010	INTEREST	249,594	357,364	357,364	427,806	70,442	19.71%	G.O. Debt Certificates Series 2011A, 2012, and 2013
	Total Expenses	$ 424,944	$ 943,414	$ 844,764	$ 1,305,506	$ 460,742	54.54%	
	Net Income	$ 242,291	$ (219,638)	$ 97,600	$ (2,700)	$ (100,300)	-102.77%	
SSA #6 Debt Service								
46-100-3000	REAL ESTATE TAXES	$ 241,938	$ 110,297	$ 234,218	$ 234,753	$ 535	0.23%	
46-100-3800	INTEREST INCOME	125	23	100	25	(75)	-75.00%	
	Total Revenue	$ 242,063	$ 110,320	$ 234,318	$ 234,778	$ 460	0.20%	
46-300-5100	PROFESSIONAL SERVICES	$ -	$ -	$ -	$ -	$ -	0.00%	
46-300-5430	BANK FEES	350	-	450	450	-	0.00%	
46-300-5972	PROPERTY TAX REFUND	1,019	-	-	-	-	0.00%	
46-400-6000	PRINCIPAL	90,000	95,000	95,000	100,000	5,000	5.26%	SSA #6 Bonds, Series 2009
46-400-6010	INTEREST	143,088	139,218	139,218	134,753	(4,465)	-3.21%	SSA #6 Bonds, Series 2009
	Total Expenses	$ 234,457	$ 234,218	$ 234,668	$ 235,203	$ 535	0.23%	
	Net Income	$ 7,606	$ (123,897)	$ (350)	$ (425)	$ (75)	21.43%	

City of Prospect Heights
FY 2014-2015
Budget

GL Acct #	Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to Prior Year Budget	% Inc/(Dec)	
WATER FUND								
51-100-3200	GRANT REVENUE	$ -	$ -	$ -	$ -	$ -	0.00%	
51-100-3800	INTEREST INCOME	3,781	2,205	3,000	3,000	-	0.00%	
51-100-3880	WATER SALES	288,253	189,536	305,030	291,310	(13,720)	-4.50%	47,500,000 gallons @ $6.13/1000 gallons
51-100-3881	WATER DELIVERY CHARGE	245,126	154,521	260,896	284,490	23,594	9.04%	1090 customers x $21.75/month per water study
51-100-3882	WATER INFRASTRUCTURE RESERVE	116,154	71,944	121,451	129,492	8,041	6.62%	1090 customers x $9.90/month per water study
51-100-3883	WATER DEBT RETIREMENT CHARGE	77,131	45,450	76,726	79,510	2,784	3.63%	1090 customers x $6.08 ($78,510/12 months/1,090 customers)
51-100-3884	WATER SANITARY SEWER	558	326	600	600	-	0.00%	5 customers @$10/month
51-100-3885	PENALTY	3,441	3,301	3,200	3,200	-	0.00%	Flat
51-100-3899	MISCELLANEOUS INCOME	35	-	-	-	-	0.00%	
	Total Revenue	$ 734,479	$ 467,283	$ 770,903	$ 791,602	$ 20,699	2.69%	
51-300-4000	WAGES	$ 78,561	$ 44,451	$ 68,176	$ 70,998	$ 2,822	4.14%	New water operator at lower rate
51-300-4010	OVERTIME	4,035	1,540	2,000	5,000	3,000	150.00%	Water main breaks and emergency
51-300-4100	HEALTH INSURANCE	21,255	15,764	21,888	22,930	1,042	4.76%	10% increase over last year
51-300-4110	LIFE INSURANCE	140	87	131	141	10	7.62%	
51-300-4200	SOCIAL SECURITY	5,086	2,838	4,661	4,836	175	3.75%	New water operator at lower rate
51-300-4210	MEDICARE	1,189	664	1,090	1,131	41	3.76%	New water operator at lower rate
51-300-4220	IMRF	10,793	6,238	10,615	10,909	294	2.77%	IMRF increase to 13.48% CY 2014 and 15.00% in CY2015
51-300-5000	BUILDING MAINTENANCE	903	-	1,000	3,000	2,000	200.00%	Bulbs, general supplies, seal coating
51-300-5050	SYSTEM MAINTENANCE	5,346	14,862	33,000	37,400	4,400	13.33%	value and pipe repairs $15,000 , meters $7,500, hydrant painting $1,600, and locator @$3,000
51-300-5100	PROFESSIONAL SERVICES	35,740	23,602	55,000	80,000	25,000	45.45%	Scada System and Leak Detection & GIS mapping, $20,000 reservoir cleaning & televising
51-300-5101	AUDIT	2,429	4,124	4,130	4,180	50	1.21%	Allocation of 50% # of journal entries, 25% fund balance & 25% # of funds
51-300-5200	POSTAGE	1,986	1,677	3,000	3,100	100	3.33%	postage changed to postcards new rate increase of $0.01 or 3%
51-300-5221	PRINTING	432	-	500	-	(500)	-100.00%	Consumer Confidence Report posted on web and journal
51-300-5222	LEGAL NOTICES	1,363	1,363	1,500	1,500	-	0.00%	CCR Publishing
51-300-5310	MEMBERSHIPS	792	839	1,000	1,000	-	0.00%	Sean, Jim, and Joe certification
51-300-5330	TRAINING	2,392	90	3,050	3,050	-	0.00%	Water licensing training 3 employees $1,950, IL American Water Works Training Seminar $500, Confined space training $600 for 3 employees
51-300-5401	SERVICE CHARGES	169,226	106,667	160,000	162,000	2,000	1.25%	Based upon actual hours of PW employees
51-300-5410	UTILITIES	13,216	5,736	30,000	20,000	(10,000)	-33.33%	Adjusted for electric and gas savings
51-300-5412	WATER	277,154	146,253	285,600	291,310	5,710	2.00%	amount per water study 2% increase
51-300-5430	CREDIT CARD & BANK CHARGES	1,123	1,222	1,000	2,500	1,500	150.00%	Loan Fees & Credit Card fees more residents using credit cards
51-300-5500	LIABILITY INSURANCE	20,632	17,934	27,600	23,900	(3,700)	-13.41%	Based upon building & equipment allocations
51-300-5501	INSURANCE DEDUCTIBLES	-	-	2,500	2,500	-	0.00%	Same as last years budget
51-300-5530	WORKERS COMPENSATION INSURANCE	8,924	2,120	4,500	6,050	1,550	34.44%	Allocation to Department based upon classification codes
51-300-5661	METERS	7,234	-	-	-	-	0.00%	moved to system maintenance
51-300-5710	OPERATING SUPPLIES	3,409	8,306	13,500	10,000	(3,500)	-25.93%	Supplies
51-300-5750	CHEMICALS	911	1,236	3,000	2,000	(1,000)	-33.33%	Based upon current year actual projections
51-300-5751	GASOLINE	1,970	1,403	1,500	2,500	1,000	66.67%	Based upon last years actuals
51-300-7021	RADIO EQUIPMENT	-	-	-	1,500	1,500	0.00%	Radio equipment for trucks
51-300-7025	SOFTWARE	-	7,250	7,250	-	(7,250)	-100.00%	
51-400-6010	INTEREST	33,510	31,510	31,510	29,510	(2,000)	-6.35%	Based upon actual GO Bond Certificate, Series 2010
51-500-7020	EQUIPMENT	-	-	-	-	-	0.00%	
51-600-8000	DEPRECIATION	110,168	-	125,000	115,000	(10,000)	-8.00%	
	Total Expenses	$ 819,919	$ 447,775	$ 903,701	$ 917,945	$ 14,244	1.58%	
	Net Income	$ (85,440)	$ 19,507	$ (132,798)	$ (126,343)	$ 6,455	-4.86%	

GL Acct #	Account Name	Actual 2012-13 Fiscal Year	Actual December Year-to-Date	FY2013-14 Amended Budget	FY2014-15 Proposed Budget	Variance to to Prior Year Budget	% Inc/(Dec)	
PARKING FUND								
52-100-3330	PARKING FEES	$ 55,588	$ 43,267	$ 58,000	$ 58,000	$ -	0.00%	Flat
52-100-3725	REIMBURSABLE INCOME	-	-	-	-	-	0.00%	None anticipated
52-100-3800	INTEREST INCOME	5	2	-	-	-	0.00%	None
	Total Revenue	$ 55,593	$ 43,269	$ 58,000	$ 58,000	$ -	0.00%	
				-				
52-300-5100	PROFESSIONAL SERVICES	$ -	$ 850	$ 1,000	$ 1,000	$ -	0.00%	Fire & safety inspections
52-300-5101	AUDIT	1,520	1,151	1,170	1,200	30	2.56%	Based upon allocation of 50% # of journal entries, 25% fund balance & 25% # of funds
52-300-5401	SERVICE CHARGE - GENERAL FUND	102,671	14,000	21,000	21,000	-	0.00%	Based upon actual hours of PW employees
52-300-5410	UTILITIES	8,575	4,526	11,000	11,000	-	0.00%	Electric & gas
52-300-5500	LIABILITY INSURANCE	3,509	2,315	4,000	4,000	-	0.00%	
52-300-5501	INSURANCE DEDUCTIBLES	-	-	2,500	2,500	-	0.00%	
52-300-5511	FACILITY RENT	14,308	10,875	16,563	17,563	1,000	6.04%	New Lease amount
52-300-5632	ICE CONTROL MAINTENANCE	-	-	500	500	-	0.00%	Salting of station
52-300-5710	OPERATING SUPPLIES	520	674	2,000	2,000	-	0.00%	Bulbs, locks, cleaning supplies
52-300-5970	REFUNDS	35	-	105	105	-	0.00%	Parking fee refunds
52-300-7020	EQUIPMENT	-	17,814	20,000	-	(20,000)	-100.00%	None anticipated
52-600-8000	DEPRECIATION	32,136	-	32,316	32,136	(180)	-0.56%	
	Total Expenses	$ 163,274	$ 52,205	$ 112,154	$ 93,004	$ (19,150)	-17.07%	
	Net Income	$ (107,680)	$ (8,936)	$ (54,154)	$ (35,004)	$ 19,150	-35.36%	
PENSION FUND								
71-100-3000	REAL ESTATE TAXES	$ 270,466	$ 128,513	$ 272,452	$ 276,000	$ 3,548	1.30%	
71-100-3800	INTEREST INCOME	226,996	162,380	205,644	243,574	37,930	18.44%	Investment R of R utilized by Actuary was 7%, the City chose to budget is 5%
71-100-3801	NET APPRECIATION - FV INV	341,948	421,553	278,361	299,992	21,631	7.77%	Investment R of R utilized by Actuary was 7%, the City chose to budget is 5%
71-100-3860	CITY CONTRIBUTION	421,876	150,000	347,021	362,057	15,036	4.33%	Per Actuarial Calculations plus 3%
71-100-3861	EMPLOYEE CONTRIBUTION	156,506	116,811	159,644	167,675	8,031	5.03%	9.991% of Officer's Pensionable Salary
71-100-3899	MISCELLANEOUS INCOME	1,199	270	-	-	-	0.00%	None projected
	Total Revenue	$ 1,418,990	$ 979,526	$ 1,263,122	$ 1,349,298	$ 86,176	6.82%	
				-				
71-300-4232	DISABILITY BENEFITS	$ 105,273	$ 70,182	$ 106,000	$ 113,169	$ 7,169	6.76%	Two officers and one non-duty officer
71-300-4233	PENSION PAYMENTS	230,593	111,665	169,000	180,061	11,061	6.54%	Last year included a one time payout for police officer- two retiree's
71-300-4234	PENSION INCOME REINVESTMENT	40,511	12,674	-	-	-	0.00%	None projected
71-300-5100	PROFESSIONAL SERVICES	20,677	19,618	32,500	32,500	-	0.00%	Auditor, Actuarial Report, Legal Service Conference
71-300-5107	INVESTMENT EXPENSE	16,906	8,906	16,000	16,000	-	0.00%	Based upon last year actuals
71-300-5331	CONFERENCES	2,313	2,096	2,500	2,500	-	0.00%	Officer's attendance at conferences
71-300-5440	STATE FILING FEE	-	-	2,500	2,500	-	0.00%	Annual Report to Illinois Department of Insurance
	Total Expenses	$ 416,274	$ 225,142	$ 328,500	$ 346,729	$ 18,229.4	5.55%	
	Net Income	$ 1,002,716	$ 754,384	$ 934,622	$ 1,002,569	$ 67,947	7.27%	
ROAD & BUILDING BOND ESCROW								
72-100-3899	MISCELLANEOUS INCOME	$ 78,823	$ 8	$ 13	$ -	$ -	0.00%	
72-300-5430	BANK CHARGES	$ 0	$ -	$ -	$ -	$ -	0.00%	
72-600-8090	TRANSFER OUT	78,823	-	-	-	-	0.00%	
	Total Expenses	$ 78,823	$ -	$ -	$ -	$ -	0.00%	
	Net Income	$ -	$ 8	$ 13	$ -	$ -	0.00%	

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04/03/13

ORDINANCE NO.__________

AN ORDINANCE ESTABLISHING A CAPITAL IMPROVEMENT PROGRAM FOR THE CITY OF PROSPECT HEIGHTS, ILLINOIS

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COOK COUNTY, ILLINOIS:

SECTION ONE: A Capital Improvement Program is hereby established as a means of planning for required improvement to the infrastructure of the city of Prospect Heights and reserving funds for those improvements. That the fiscal 2014-2015 Capital Improvement Program budget for the City of Prospect Heights, Illinois, attached and incorporated into this ordinance as Exhibit A is hereby adopted and approved.

SECTION TWO: The City of Prospect Heights Municipal Code, Chapter 11A-5A is hereby amended to read:

A. The Capital Improvement Program (CIP) will be prepared and reviewed annually during the budgeting process. The CIP will be adopted by reference. Placing items on the CIP does not imply that there are funds available to complete these projects. The plan will be adjusted as funds become available or priorities change.

SECTION THREE: That the City Clerk of the City of Prospect Heights is directed to publish this Ordinance in pamphlet form.

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

AYES:

NAYS:

ABSENT:

PASSED and APPROVED this ____day of _____, 2014.

____
Mayor

ATTEST:
(SEAL)

____
City Clerk

Published in pamphlet form __________________, 2014

April 10, 2014

TO: Mayor and City Council

FROM: Stephanie Hannon, Finance Director

RE: **FY2015-2019 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 FY2014-15 Budget:

Department	Amount Expensed	Amount Assigned
Police	$ 375,000	$ 178,612
Public Works	$ 3,144,000	$ 3,530,000
Building & Zoning	$ 0	$ 8,000
Administration	$ 158,000	$ 60,000
Total	$ 3,677,000	$ 3,776,612
Potential General Fund Repayment of Development Fund Bond Reserve		$ 3,500,000

It is recommended that the Council approve the assignment of the lesser of $7,276,612 or the total unassigned balance in the General Fund as of 4/30/14 for the purpose of capital improvement and bond repayment.

CITY OF PROSPECT HEIGHTS

Capital Improvement Plan

FY2015 – FY2019

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 FY2014/2015 – FY2018/2019 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 2014-2015 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 year2008-2010, 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 currently holds its long term funds in the IMET funds earning a.37% rate of return.

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 2014-15 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).

PROSPECT HEIGHTS FIVE YEAR CAPITAL RESERVE PLAN

POLICE DEPARTMENT	Anticipated Replacement Cost	Priority Ranking	Expensed in FY2014-15	Assigned Reserve Amount FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2018-19	Total	Description
Beginning Assigned Balance Public Safety				$ 223,195	$ 401,807	$ 408,607	$ 415,407	$ 422,207		
Technology - 2 computer servers ($17,000 each)	$ 34,000	A	$ 34,000	$ 34,000	$ 6,800	$ 6,800	$ 6,800	$ 6,800	$ 95,200	
Vehicles - 2 per year replacements/with Light Bars	40,500/vehicle	A	$ 81,000	$ 144,612	$ 81,000	$ 81,000	$ 81,000	$ 81,000	$ 549,612	
Building Improvements: Parking Structure	$ 200,000	A	$ 200,000						$ 200,000	
Building Improvements: Repair/replace parking lot	$ 300,000	A	$ 60,000						$ 60,000	
Expensed					$ (81,000)	$ (81,000)	$ (81,000)	$ (81,000)	$ (324,000)	
TOTAL PUBLIC SAFETY	$ 534,000		$ 375,000	$ 178,612	$ 6,800	$ 6,800	$ 6,800	$ 6,800	$ 580,812	

PUBLIC WORKS	Anticipated Replacement Cost	Priority Ranking	Expensed in FY2014-15	Assigned Reserve Amount FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2018-19	Total	Description
Beginning Assigned Balance Public Works				$ -	$ 3,144,000	$ 6,674,000	$ 8,884,000	$ 11,391,000		
Facility-Addition	$ 1,500,000	A	$ 1,500,000						$ 1,500,000	TIF $1,500,000 and DECO grants available
Facility-Salt Dome	$ 150,000	A	$ -		$ 150,000				$ 150,000	
Facility-Pump Lift-Station	$ 20,000	A	$ 20,000						$ 20,000	TIF - Public Works
Road Repair/Maintenance	$ 15,000,000	C	$ 500,000	$ 2,000,000	$ 1,000,000	$ 1,000,000	$ 1,000,000	$ 1,000,000	$ 6,500,000	
Sidewalks-Safe Routes to School	$ 3,000,000	A	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 1,500,000	SRTS STP - Grants $500,000 per year total - 50% grants
Sidewalks - Replacement	$ 400,000	A	$ 20,000	$ 45,000	$ 70,000	$ 95,000	$ 120,000	$ 145,000	$ 495,000	$400,000 for 20 years plus additional sidewalks
Tree Program/EAB	$ 200,000	B	$ 54,000	$ 50,000	$ 25,000	$ 25,000	$ 25,000	$ 21,000	$ 200,000	EAB - Grants
Utility-Storm Sewers (Replacement)	$ 5,000,000	C		$ 125,000	$ 125,000	$ 125,000	$ 125,000	$ 125,000	$ 625,000	$5,000,000 over 40 years
Utility-Drainage Improvements	$ 4,000,000	A	$ 600,000	$ 680,000	$ 680,000	$ 680,000	$ 680,000	$ 680,000	$ 4,000,000	$350,00 in GF and $250,000 in Road
Utility-Water (Sanders Road)	$ 1,000,000	C		$ 250,000	$ 200,000	$ 200,000	$ 250,000	$ 100,000	$ 1,000,000	
Utility-Street Lighting/Repair/Replacement	$ 500,000	B	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000		$ 500,000	
Equipment-John Deere Generator 175Kw Levee 37	$ 35,000	A	$ 35,000						$ 35,000	Levee 37 Pump Stations Shared/Lift Station Piper
Equipment-Sewer Camera	$ 120,000	A	$ -						$ -	None anticipated
Equipment-Stump Grinder	$ 16,000	A	$ 16,000						$ 16,000	
Equipment-Trailer	$ 10,000	B	$ 10,000						$ 10,000	
Equipment-Bob Cat	$ 30,000	C	$ 39,000						$ 39,000	
Vehicle-Chevy Pickup	$ 32,000	C		$ 10,000	$ 10,000	$ 12,000			$ 32,000	
Vehicle-Bucket Truck	$ 100,000	C		$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 100,000	
Expensed Roads					$ (150,000)	$ (150,000)	$ (150,000)	$ (150,000)		
Expensed Sidewalks					$ (270,000)	$ (270,000)	$ (270,000)	$ (270,000)		
Expensed Drainage						$ (1,000,000)		$ (1,000,000)		
Expensed EAB					$ (50,000)	$ (25,000)	$ (25,000)	$ (25,000)		
Expensed Lighting					$ (100,000)	$ (100,000)	$ (100,000)	$ (100,000)		
Expensed Equipment						$ -	$ -			
Expensed Salt Dome					$ 150,000					
TOTAL	$ 29,270,000		$ 3,144,000	$ 3,530,000	$ 2,210,000	$ 2,507,000	$ 2,570,000	$ 1,341,000	$ 16,722,000	

PROSPECT HEIGHTS FIVE YEAR CAPITAL RESERVE PLAN

BUILDING & ZONING

Project Type	Anticipated Replacement Cost	Priority Ranking	Expensed in FY2014- 15	Assigned Reserve Amount FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2018-19	Total	Description
Beginning Assigned Balance Building & Zoning				$ -	$ 8,000	$ 16,000	$ 24,000	$ 28,000		
Vehicle-Replacement/upgrade	$ 28,000	B		$ 8,000	$ 8,000	$ 8,000	$ 4,000		$ 28,000	
Expense								$ (28,000)		
TOTAL	$ 28,000		$ -	$ 8,000	$ 8,000	$ 8,000	$ 4,000	$ (28,000)	$ 28,000	

ADMINISTRATION

Project Type	Anticipated Replacement Cost	Priority Ranking	Expensed in FY2014- 15	Assigned Reserve Amount FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2018-19	Total	Description
Beginning Assigned Balance Administration				$ -	$ 60,000	$ 120,000	$ 180,000	$ -		
Facility-City Hall Drainage Project (Council Chambers)	$ 58,000	A	$ 58,000						$ 58,000	Patching
Facility-City Hall Parking Lot-repair/replace/brick pavers	$ 80,000	A	$ 80,000						$ 80,000	Parking Lot & Brick Pavers
Facility-City Hall Improvements	$ 50,000	A	$ 20,000	$ 10,000	$ 10,000	$ 10,000			$ 50,000	Carpeting, painting, miscellaneous
Facility-City Hall Foundation Repair	$ 150,000	A		$ 50,000	$ 50,000	$ 50,000			$ 150,000	Leak
Expense - Hall Improvements							$ (30,000)		$ (30,000)	Carpeting, painting, miscellaneous
Expense - Foundation Repair							$ (150,000)		$ (150,000)	
TOTAL	$ 338,000		$ 158,000	$ 60,000	$ 60,000	$ 60,000	$ (180,000)	$ -	$ 158,000	

Water

Project Type	Anticipated Replacement Cost	Priority Ranking	Expensed in FY2014- 15	Assigned Reserve Amount FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2018-19	Total	Description
Beginning Assigned Balance Administration				$ -	$ 2,025,680	$ 2,195,480	$ 2,330,080	$ 2,469,680		
Equipment-SCADA System	$ 25,000	B		$ 15,000	$ 10,000				$ 25,000	
Water Distribution System	$ 10,094,650	C		$ 1,550,880	$ 134,600	$ 134,600	$ 134,600	$ 134,600	$ 2,089,280	Cost per Water Study over 75 years
Reservoir	$ 1,200,000	C		$ 450,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 510,000	Estimate per Engineer for 80 years - current age 30 years
Vehicle-Water Step Truck	$ 40,000	C		$ 10,000	$ 10,000	$ 10,000	$ 10,000		$ 40,000	
Expense - SCADA System						$ (25,000)				
Expense - Truck								$ (40,000)		
TOTAL	$ 11,359,650		$ -	$ 2,025,880	$ 169,600	$ 134,600	$ 159,600	$ 109,600	$ 2,664,280	

Project: **Upgrade Computer Servers**

Priority Ranking: A

Funding Request: See table

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
$34,000	$6,800	$6,800	$6,800	$6,800	$6,800

Estimated Start Date: 05/01/2014

Estimated Completion Date: 04/30/2015

Project Purpose, Description and Benefit

As part of the Turnkey IT project in 2012 the police department and city hall were supposed to receive a server each that would serve as a backup to each other and create a redundant storage system. This purchase was never made because the vendor eliminated equipment from the original proposal to accommodate a second negotiated purchase price. At this time we are operating with equipment that predates the rest of our technology.

Each server costs $17,000. In order to ensure the ability to retain our records and future stability and integrity of the system we should upgrade our servers immediately.

As part of a five year plan, funds for 15/16, 16/17, 17/18 and 18/19 are amortized over a five year period.

Project: **8 Vehicle Car Port Structure at Police Center**

Priority Ranking: A

Funding Request: See table

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
$200,000					

Estimated Start Date: 05/01/2014

Estimated Completion Date: 04/30/2015

Project Purpose, Description and Benefit

Marked police vehicles that are fully equipped have a new purchase value in excess of $40,000. These vehicles are left unprotected in the various elements of Illinois weather 24/7. In extreme cold and snowy weather, unused vehicles become snow and ice covered.

A car port would keep vehicles that are not being currently deployed safe and potentially increase their useable lifespan.

Project: **Upgrade/Replace Police Center Parking Lot**

Priority Ranking: A

Funding Request: See table

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
$60,000					

Estimated Start Date: 05/01/2014

Estimated Completion Date: 04/30/2015

Project Purpose, Description and Benefit

The parking surface at Police Center is in a state of disrepair and is in need of replacing. The cost is estimated.

Project: **PW Addition**

Priority Ranking: High

Funding Request: $1,500,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
$1,500,000					

Estimated Start Date: 05/01/2014

Estimated Completion Date: ASAP

Project Purpose, Description and Benefit

The following item will need to be addressed as soon as possible:

-The size and interior storage availability is extremely undersized for the amount of required space we need to store our newer trucks and equipment. The City currently utilizes a remote location to store about 10 trucks and equipment in which the City is selling. Therefore PW is in need of more indoor heated space to protect the investment of our trucks and equipment.

Project: **PW Salt Dome**

Priority Ranking: High

Funding Request: $150,000.00

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
	$150,000				

Estimated Start Date: 05/01/2015

Estimated Completion Date: After or during the PW addition

Project Purpose, Description and Benefit

The following item will need to be addressed as soon as possible:

-The current salt dome is extremely undersized for the amount of salt the City normally needs to stock. Much of our stock pile is unprotected from the elements.

Project: **Piper Lane Lift Station**

Priority Ranking: High

Funding Request: $20,000.00

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
$20,000					

Estimated Start Date: 05/01/2014

Estimated Completion Date: 08/01/2014

Project Purpose, Description and Benefit

The following item will need to be installed/replaced/updated this next year:

-The 25 plus year old storm lift station located on Piper Lane is in dire need of upgrading. The electric box and wiring is obsolete and deteriorating. The station needs a new electric panel, wiring and pumps.

Project: **Road Repair and Maintenance**
Priority Ranking: Medium
Funding Request: $15,000,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
$500,000	$2,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000

Estimated Start Date: 05/01/2014
Estimated Completion Date: Ongoing

Project Purpose, Description and Benefit

The following item will need to be addressed every year:

-The City had completed a major three year road resurfacing program. Roads shall require continuous maintenance as well as resurfacing again depending upon use. Maintenance of roads now prevents a more costly repair in the future. And eventually no matter how well we may be able to maintain a road, they will eventually require replacement.

Project: **Sidewalks-Safe Routes To School Program**

Priority Ranking: Medium

Funding Request: $3,000,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
$250,000	$250,000	$250,000	$250,000	$250,000	$250,000

Estimated Start Date: 05/01/2014

Estimated Completion Date: pending grant

Project Purpose, Description and Benefit

The following item will need to be installed this next year:

-This proposal includes grant money to provide a sidewalk where there are currently none for children to walk safety to school on Willow Road.

Project: **Sidewalks Replacement**

Priority Ranking: High

Funding Request: $400,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
$20,000	$45,000	$70,000	$95,000	$120,000	**$145,000**

Estimated Start Date: 05/01/2014

Estimated Completion Date: 08/01/2014 & throughout 2019

Project Purpose, Description and Benefit

The following item will need to be installed this next year:

-The city owned sidewalks have been surveyed. There are many sidewalks throughout the city, but much of the sidewalks are under the State or County jurisdiction. There are five sections of sidewalks the city has jurisdiction over. These sections are; Elm Street, Piper/Apple Lane, Schoenbeck Road, Fairway Estates and Old Willow Road which includes the Quincy Park Subdivision.

-There are 50 sidewalk squares that are categorized as mild to moderate. There are 47 sidewalk squares that are categorized severe. To remove an average 5' x 5' concrete square it is estimated to be about $113.00 each which totals.

-The estimated installation of this concrete sidewalk installation is about $15,000.00 for the removal and replacement squares.

Project: **Tree Program**

Priority Ranking: High

Funding Request: $200,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
$54,000	$50,000	$25,000	$25,000	$25,000	$21,000

Estimated Start Date: 05/01/2014

Estimated Completion Date: Ongoing

Project Purpose, Description and Benefit

The following item will need to be addressed this next year and following years:

This program includes removing trees and planting trees. The City must remove many trees that are dead or dying. These trees do not necessarily involve the EAB infestation. This proposal includes planting 2 ½ inch trees.

- As you are aware the City currently does not have a budget for tree removal. We currently employ an Arborist. Considering the city has drainage ditches I strongly recommend we do not replace trees at or near drainage ditches. It appears that the estimated 104 bad trees that should be removed and 142 questionable trees.
- The following numbers have been taken from our recent EAB inventory;

Number of *BAD* Trees	**104**
Total Inches	**1444**
Average Diameter	**13.9**
Removal Cost (est.)	**$54,600**
Replacement Cost (est.)	**$130,000**
Number of *QUESTIONABLE* Trees	**142**
Total Inches	**188111.8** **846**
Average Diameter	**1324.7**
Removal Cost (est.)	**$74,550**
Replacement Cost (est.)	**$177,500**

Number of ***GOOD*** Trees	75
Total Inches	628648.5 008
Average Diameter	8382.0
Removal Cost (est.)	$39,375

- A proposed policy would include only planting trees in areas that have curb/cutter/sidewalks. I propose a policy that no longer plants any trees in areas that have no curbs and drainage ditches. The three chosen species from our forester are variety of hardy maples and elms. The 2013 prices included $165.00 per tree plus $100.00 for planting. The estimated costs are $14,000.00.

Project: **Utility- Storm Sewer Replacement**

Priority Ranking: Medium

Funding Request: $5,000,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
	$125,000	$125,000	$125,000	$125,000	$125,000

Estimated Start Date: 05/01/2014

Estimated Completion Date: Ongoing

Project Purpose, Description and Benefit

The following item will need to be installed/repaired/replaced this next year:

-The City storm sewers must be monitored constantly to ensure storm water flows correctly, and quickly to prevent property damage and/or injuries from flooding or ponding. The underground utilities move often with the freeze thaw cycle of our climate. Furthermore tree roots also damage sewer lines.

-PW must continue to maintain the storm sewer systems to ensure public safety.

Project: **Utility- Drainage Improvements**

Priority Ranking: High

Funding Request: $4,000,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
$600,000	$680,000	$680,000	$680,000	$680,000	

Estimated Start Date: 05/01/2014

Estimated Completion Date: 11/01/2015-2019

Project Purpose, Description and Benefit

The following item will need to be installed/repaired/replaced this next year:

There are three categories this proposal addresses. They are; six separate locations where ponding or poor drainage occurs near the front yards in the ditches, four separate locations that have major flooding and the replacement of the drainage pipe on Kenilworth Avenue.

The first year staff intends on addressing most areas that affect the most residents. We intend on addressing all of six locations of Situation One, one or two locations in Situation Two, and Situation Three. Two issues in Situation Two are pending the Levee 37 completion, support/assistance from Cook County. The final remaining issue in Situation Two, estimated at 2,000,000.00+, is to be determined at a later date.

SITUATION ONE

BACKGROUND:

Staff has identified eleven separate locations where ponding or poor drainage occurs. This does not address occurrence of street closures due to the massive overland flooding from waterways. These are documented consistent nuisances filed by property owners pertaining to non-draining consistent standing stagnant water. While some of these locations only include one address other locations include a whole block. Staff has walked these sites with the engineers from GHA. GWA had provided the city as-built drawings and proposed remedies for each location. Our initial intensions were to include these grading modifications in the 2013 Road Program but the accumulated amount to remedy all these locations were extremely costly.

LOCATIONS:

1. ***Eleanor Drive***
   - Priority Rating: Very High
     - (has standing green water)
   - Approximate Price: $48,105.00
   - Description: 485' of pipe & 1,400sf re-grade ditches
   - Proposal: Budget for 2014/Establish an R.F.P
2. ***Drake Avenue***
   - Priority Rating: Medium to High
     - (Full Block. Staff received many complaints, very consistent moist ditch)
   - Approximate Price: $95,700.00
   - Description: 1000'+ pipe & Re-grade ditches
   - Proposal: Budget for 2014/Establish an R.F.P.
3. ***Lynbrook Drive***
   - Priority Rating: High
     - (Full Block. Staff received many complaints, standing water in areas)
   - Approximate Price: $63,758
   - Description: 580sf + pipe & Re-grade ditch
   - Proposal: Budget for 2014/Establish an R.F.P.
4. ***Glenbrook Drive***
   - Priority Rating: Low
     - (no complaints filed from neighbors, but has standing water in well maintained ditch)
   - Approximate Price: $22,000.00
   - Description: Re-grade ditch
   - Proposal: Public Works can perform in the Spring with engineer supervision
5. ***South Wildwood Drive***
   - Priority Rating: Low-Medium
     - (I question the urgency, PW performed minor work on this summer and only one area appears to pond.)
   - Approximate Price: $34, 016.00
   - Description: 500' pipe & re grade ditch

- Proposal: Budget for 2014/Establish an R.F.P.

6. Alton Road

- Priority Rating: Medium to High (This area only appears to flood after a large rain, and takes time to drain. A few rear yards)
- Approximate Price: $49,974.00
- Description: 465' of pipe, pipe across street Connect to cook county & re grade ditch
- Proposal: 2013 Road Program is installing Some pipe under the street for future work Budget for 2014/Establish an RFP

Total Cost of situation one only

The total estimated costs to eliminate these drainage issues are $316,000.00. Public Works may be able to perform # 4 at Glenbrook Drive, therefore reducing the total cost of this accumulated capital improvement proposal to **$294,000.00**.

SITUATION TWO

Re: Major Flooding Resolutions

Christopher B. Burke Engineering Ltd. (CBBEL) was retained by the City of Prospect Heights to perform a flood risk reduction analysis based on the flooding that occurred from the July 22-23, 2011 storm event. The primary goals of this study were to determine the extent of the flood damage, establish possible causes for the flooding and to provide potential solutions to reduce the risk of future flooding. There are five focus areas which are;

East Side TIF

SUB TOTAL =	$1,402,900.00
CONTINGENCY (30%) =	$420,870.00
CONSTRUCTION TOTAL =	$1,823,770.00
DESIGN ENGINEERING (10%) =	$136,782.75

CONSTRUCTION OBSERVATION (10%) =	$136,782.75
PERMITTING (5.0%) =	$70,145.00
TOTAL PROJECT COST INCLUDING ENGINEERING =	$2,167,480.50

Arlington Countryside Area

SUB TOTAL =	$1,199,600.00
CONTINGENCY (30%) =	$359,880.00
CONSTRUCTION TOTAL =	$1,559,480.00
DESIGN ENGINEERING (10%) =	$116,961.00
CONSTRUCTION OBSERVATION (10%) =	$116,961.00
PERMITTING (5.0%) =	$59,980.00
TOTAL PROJECT COST INCLUDING ENGINEERING =	$1,853,382.00

Lake Clare and Shires Pond

SUB TOTAL =	$43,500.00
CONTINGENCY (30%) =	$13,050.00
CONSTRUCTION TOTAL =	$56,550.00
DESIGN=	$10,000.00
PERMITTING=	$10,000.00
TOTAL PROJECT COST INCLUDING ENGINEERING =	$76,550.00

Elm & Willow Area

SUB TOTAL =	$549,300.00
CONTINGENCY (30%) =	$164,790.00
CONSTRUCTION TOTAL =	$714,090.00
DESIGN ENGINEERING (10%) =	$71,409.00
CONSTRUCTION OBSERVATION (10%) =	$71,409.00
PERMITTING (5%) =	$35,704.50
EASEMENTS (1 LOT)=	$60,000.00
TOTAL PROJECT COST INCLUDING ENGINEERING =	$952,612.50

SITUATION THREE

Re: Kenilworth Drainage Improvement Project

There is a privately owned area of vacant land that has a drainage creek from Hillcrest Lake that drains to MacDonald Creek. It is owned by 201 Kenilworth. There is a legal drainage easement for the City to maintain. It is our understanding that if we remove an existing length of about 30' of pipe, clean out the creek bed and replace the pipe, it may reduce flooding at Hillcrest Lake, Will Road, the Slough and maybe perhaps Route 83/Elmhurst Road.

It was presumed that PW would perform this work if possible. As directed staff has requested a quote from Gewalt Hamilton. The quote is pending.

Project: **Utility-Water Sanders Road**

Priority Ranking: Low

Funding Request: $1,000,000.00

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
	$250,000	$200,000	$200,000	$250,000	$100,000

Estimated Start Date: 05/01/2014

Estimated Completion Date: Ongoing

Project Purpose, Description and Benefit

The following item will need to be installed/repaired/replaced this next year:

-In preparation of any development on Sanders Road, this proposal is preliminary preparation of the extension of a water main.

Project: **Utility- Street Lighting**

Priority Ranking: High/Medium

Funding Request: $500,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
$100,000	$100,000	$100,000	$100,000	$100,000	

Estimated Start Date: 05/01/2014

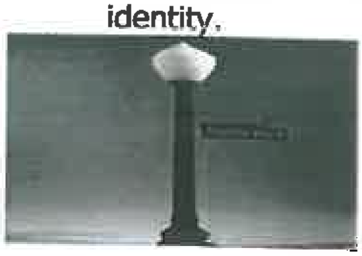
Estimated Completion Date: 11/01/2014-06/01/2019

Project Purpose, Description and Benefit

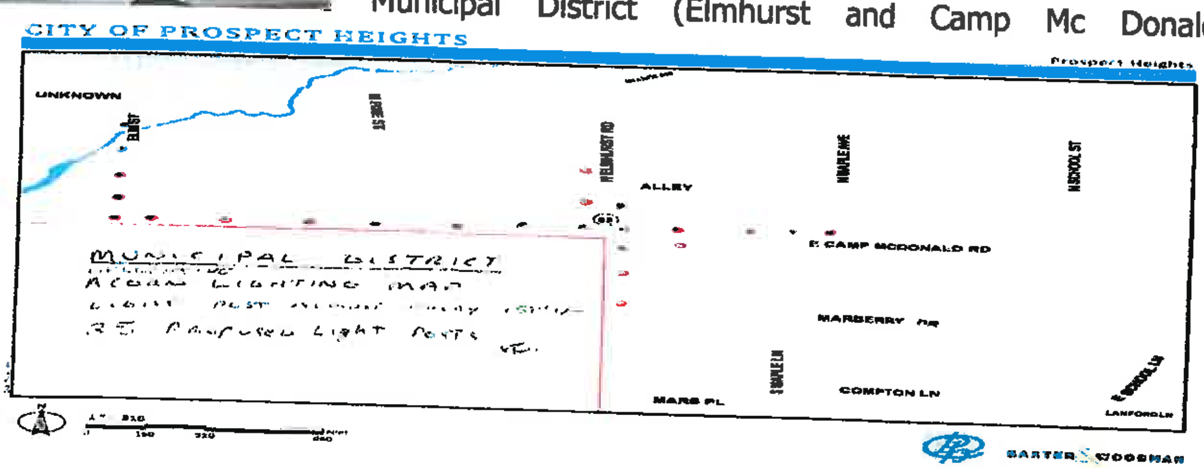
The following item will need to be installed/repaired/replaced this next year:

This involves two separate street lighting locations and situations;

1. The first location includes four existing street lights located on Apple Lane had underground electrical disturbances many years ago. At that time due to the financial situation, the light poles were rewired with above ground wires. These poles need to be re-wired underground correctly. This item will need to be installed/repaired/replaced this next year.
2. The second location will include new decorative acorn type lighting installed in a one block radius, in all directions from Elmhurst Road and Camp McDonald Road intersection. This item will to be installed in a few years to establish City identity.



Municipal District (Elmhurst and Camp Mc Donald)



Project: **Equipment-Sewer Camera**

Priority Ranking: Medium

Funding Request: $120,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
$120,000					

Estimated Start Date: 05/01/2014

Estimated Completion Date: 08/01/2016

Project Purpose, Description and Benefit

The following item will need to be purchased this next year:

-The PW staff needs this equipment to examine the interior of the storm and sanitary sewer systems as part of our detailed maintenance program.

-It is expected to use the budget from various SSAs to purchase this device.

- This should create a more effective and efficient public works department.

Project: **Equipment-Stump Grinder**

Priority Ranking: Medium

Funding Request: $16,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
$16,000					

Estimated Start Date: 05/01/2014

Estimated Completion Date: 06/01/2014

Project Purpose, Description and Benefit

The following item will need to be purchased the following year:

To in efforts to expand our forestry division and provide a complete service of tree removal, staff was requesting a small to medium size stump grinder at a cost of about $6,000.00.

- This should create a more effective and efficient public works department rather than relying on contractors to perform this operation.

Project: **Equipment-Trailer**

Priority Ranking: Medium

Funding Request: $10,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
$10,000					

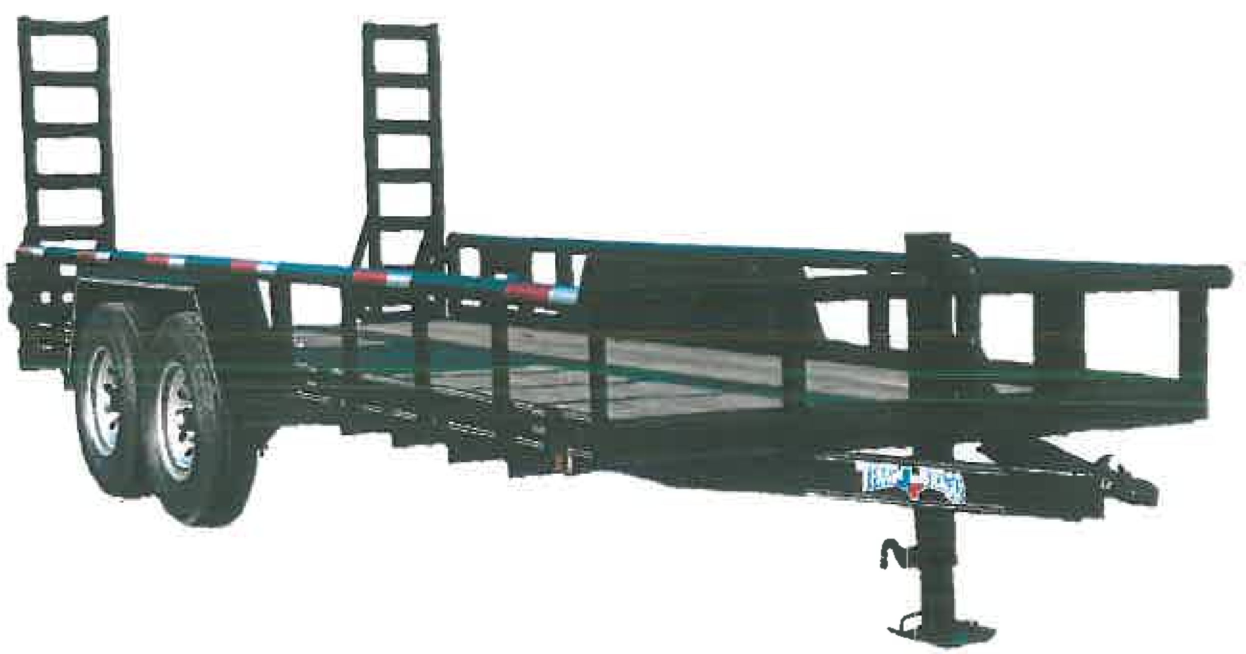
Estimated Start Date: 05/01/2014

Estimated Completion Date: 06/01/2014

Project Purpose, Description and Benefit

The following item will need to be purchased within this year:

The Public Works Department currently has two very well worn trailers. Staff anticipates increased lawn mowing and tree maintenance. With this in mind an additional trailer will create a more effective and efficient department.



Project: **Equipment-Bobcat**

Priority Ranking: Medium

Funding Request: $30,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
$39,000					

Estimated Start Date: 05/01/2014

Estimated Completion Date: 08/01/14

Project Purpose, Description and Benefit

The following item will need to be purchased the following year:

The current BOBCAT machine is extremely worn. Better improved machinery results in less repairs and a more effective and efficient public works department.

Project: **Equipment-Pick Up truck**

Priority Ranking: Medium

Funding Request: $32,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
	$10,000	$10,000	$12,000		

Estimated Start Date: 05/01/2014

Estimated Completion Date: 06/01/2017

Project Purpose, Description and Benefit

The following item will need to be purchased in about three years:

A Basic Pick-up truck or general purpose utility trucks are becoming slightly aged. The general purpose vehicles are often used by summer help pulling lawn mowers etc.

Project: **Equipment-Bucket Truck**

Priority Ranking: Medium

Funding Request: $100,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
	$20,000	$20,000	$20,000	$20,000	$20,000

Estimated Start Date: 05/01/2014

Estimated Completion Date: 06/01/2019

Project Purpose, Description and Benefit

The following item will need to be purchased the following year:

Public Works currently has a smaller lift truck which has limited reach and capabilities. as the City of Prospect Heights increases their street light inventory and tree maintenance program this truck is needed.

Project: **Vehicle-Replacement/upgrade**

Priority Ranking: Medium

Funding Request: $28,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
	$8,000	$8,000	$8,000	$4,000	28,000

Estimated Start Date: 05/01/2014

Estimated Completion Date: 06/01/2018

Project Purpose, Description and Benefit

The following item will need to be purchased in about four years:

-The Building and Zoning Department currently has dated Ford Crown Victoria that has mileage of 100,000+. The field inspector uses this vehicle every day to perform his duties.

-This proposal includes purchasing a new more fuel efficient vehicle.

Project: **Facility-City Hall Drainage Project (Council Chambers)**
Priority Ranking: High
Funding Request: $58,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
$58,000					

Estimated Start Date: 05/01/2014
Estimated Completion Date: 06/01/2015

Project Purpose, Description and Benefit

The following item will need to be addressed as soon as possible.

-The City Hall Council Chambers has a seepage problem along the north/east wall.

NOTE: This is project suggestion 1 of 2.

-The land grades along the north lot line naturally slope toward the City Hall structure. The City Hall Council Chambers prior to the fire had light wells along the north wall. During reconstruction after the fire the light wells were closed to gain more square footage. The original foundation walls remained. The original walls had cracks; a contractor sealed them, but because of the condition could not warrantee their work.

-This project is to obtain a professional company to open the drywall/ examine the wall and epoxy inject the cracks AND/OR open the concrete floor, install drain tile to drain to a sump pit and seal/conceal the new drainage system.

Project: **Facility-City Hall Parking lot-repair/replacement/brick pavers**

Priority Ranking: High

Funding Request: $80,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
$80,000					

Estimated Start Date: 05/01/2014

Estimated Completion Date: 06/01/2015

Project Purpose, Description and Benefit

The following item will need to be addressed this year:

-The City Hall parking lot quality has drastically decreased recently especially due to this extreme weather we had experienced this winter.

-There is major cracking/sinking etc. throughout the parking lot. The asphalt will need to be removed entirely. All three drainage manholes will need to be dissected and adjusted. All three south downspout are to be connected underground to prevent water ponding on the surface which is currently a nuisance and a safety concern.

-Finally the brick pavers in the rear of the building a slowly denigrating and becoming a tripping hazard. They are to be removed. A portion of the area will be reverted to landscaping while the rest will be concreted.

-After all of the above infrastructure is corrected the parking lot shall be repaved and restriped.

Project: **Facility-City Hall Improvements**

Priority Ranking: Medium

Funding Request: $50,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
$20,000	$10,000	$10,000	$10,000		

Estimated Start Date: 05/01/2014

Estimated Completion Date: 06/01/2019

Project Purpose, Description and Benefit

The following item will need to be addressed this year:

-To maintain the City Hall in a pristine condition, routine maintenance is needed.

-The City Hall shall require new paint on walls as deemed necessary, especially in the high traffic areas.

-The City Hall main lobby carpeting has experienced wear. Alternative flooring is suggested. A non-slid tile type flooring is considered.

-The City Hall lobby lighting operates on a ballast type high energy fixture. Furthermore, due to the proximity of the staircase and the fixtures it is extremely difficult to access the fixture to repair/replace. Through a grant we are seeking to replace these fixture that no longer uses a ballast and utilizes a LED bulb, which expected to last about ten years.

Project: **Facility-City Hall Foundation Repair (Council Chambers)**

Priority Ranking: High

Funding Request: $150,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
	$50,000	$50,000	$50,000		

Estimated Start Date: 05/01/2014

Estimated Completion Date: 06/01/2015

Project Purpose, Description and Benefit

The following item will need to be addressed as soon as possible.

-The City Hall Council Chambers has a seepage problem along the north/east wall.

NOTE: This is project suggestion 2 of 2.

-The land grades along the north lot line naturally slope toward the City Hall structure. The City Hall Council Chambers prior to the fire had light wells along the north wall. During reconstruction after the fire the light wells were closed to gain more square footage. The original foundation walls remained. The original walls had cracks, and a contractor sealed them, but because of the condition could not warrantee their work.

-This project is to obtain a professional company to investigate and obtain the best possible solution to resolve the seepage problem, which may involve interior drain tile to an exterior excavation.

Project: **Equipment-SCADA system**
Priority Ranking: Medium
Funding Request: $25,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
	$15,000	$10,000			

Estimated Start Date: 05/01/2014
Estimated Completion Date: 06/01/2016

Project Purpose, Description and Benefit

The following item will need to be purchased the following year:

-The SCADA system currently regulates our water system. It can send an electronic notification to our water plant operator if there are any problems. The water plant operator has an electronic tablet, in which he can adjust many controls from his couch at home.

-This proposal will connect electronic notification devices from our Levee 37 pumps and Piper lane lift station pumps to our emergency notification system. This will make staff aware once the pumps operate and how they are operating remotely.

- This should create a more effective and efficient public works department.

Project: **Water Distribution System**

Priority Ranking: Medium

Funding Request: $10,094,650

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
	$1,550,880	$134,600	$134,600	$134,600	$134,600

Estimated Start Date: 05/01/2014

Estimated Completion Date: 06/01/2019

Project Purpose, Description and Benefit

The following item will need to be addressed in the following years:

The City watermains, valves, hydrants, and meter require repair and replacement on a continuous basis. The assigned amount for FY2014-15 is based upon the amount currently depreciated plus the engineering study estimate of the systems value depreciated over 75 years.

Project:	**Equipment-Water shop Truck**
Priority Ranking:	Medium
Funding Request:	$40,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
	$10,000	$10,000	$10,000	$10,000	

Estimated Start Date:	05/01/2014
Estimated Completion Date:	06/01/2018

Project Purpose, Description and Benefit

The following item will need to be purchased in about four years:

As our water system begins to age, we anticipate an increase in basic maintenance and repairs. A large serviceable vehicle able to hold all necessary supplies and parts would make any on-site repair efficient.

Project: **Utility-Reservoir**

Priority Ranking: Medium

Funding Request: $510,000

Expensed FY2014-15	Assigned FY2014-15	Assigned FY2015-16	Assigned FY2016-17	Assigned FY2017-18	Assigned FY2018-19
	$450,000	$15,000	$15,000	$15,000	$15,000

Estimated Start Date: 05/01/2014

Estimated Completion Date: 06/01/2019

Project Purpose, Description and Benefit

The following item will need to be addressed in the following years:

The City water reservoirs are underground vaults that require continuous maintenance and observation. To observe and insect these reservoirs cameras and/or scuba divers must physically inspect. We have had this performed this year but will need to have a regular five-year program.

H

City of Prospect Heights

Department of Building & Zoning-Engineering Division
8 North Elmhurst Road, Prospect Heights Illinois, 60070-6070
Office:847/398-6070 x 211-FAX: 847/590-1854-www.prospect-heights.il.us

Memorandum

To: Anne Marrin, City Administrator
From: Steven D. Berecz, City Engineer

Re: Summary of RFP's for Public Works Architectural Addition

Date: March 4, 2014

A total of eight responses were received from the Request for Qualifications, of which three firms were shortlisted. These three firms were requested to submit a formal response to the proposal, along with a design cost summary for the three projects.

1. Green Associates - Deerfield
   a. Public Works Addition
      i. Architectural Services $17,000
      ii. Structural Services $4,000
      iii. Mechanical, Electrical, Plumbing $20,700
      iv. Reimbursables $300 — Total = $42,000
   b. Lunchroom / Conference Room Addition
      i. Architectural Services $13,000
      ii. Structural $2,800
      iii. MEP $4,900
      iv. Reimbursables $300 — Total = $21,000
   c. Eight Stall Carport
      i. Architectural $6,000
      ii. Structural $4,200
      iii. Electrical $2,400
      iv. Reimbursables $200 — Total = $12,800
   d. **Grand Total = $75,800**
2. Cordogan Clark & Associates – Aurora – All in house work
   a. Public Works Addition — Total = $55,260
   b. Lunchroom / Conf. Room Addition — Total = $11,730
   c. Eight Stall Carport — Total = $10,200
   d. **Grand Total = $77,190**
3. Hezner Corporation – Libertyville
   a. Public Works Addition — Total = $99,677
   b. Lunchroom / Conf. Room Addition — Total = $16,000
   c. Eight Stall carport — Total = $22,375
   d. **Grand Total = $138,052**

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The total estimated construction cost for the Public Works Addition is around $1,000,000. Typically I would expect architectural design costs to be in the range of 5-7% of the estimated construction costs, so about $60,000. I feel that the professional design costs presented by both Green Associates and Cordogan Clark & Associates are reasonable and within industry standards and more towards the cost effective side of design costs.

Green Associates schedule shows a design start date of March 17th for the Public Works Addition, with bid documents completed by May 15th and bids received around June 9th. They estimate construction starting July 7th and be finished by November 24th.

Cordogan Clark & Associates stated the design phase would take about eight weeks and the bidding phase around four weeks. So assuming a March 17th start, they state bid documents would be completed around May 12th, bids received around June 9th. They estimated construction length around 6 months.

These costs do not include any construction administration services. I would recommend that after the design is complete, the City negotiate with the selected firm to provide such services. I estimate these professional costs to be in the range of $25,000 to $30,000 for all three projects combined.

The grand total costs for both Green and Cordogan were very close with Green costing slightly less. However, the design cost from Green for the Public Works Addition was significantly less ($13,260) than Cordogan. I recommend award of a design contract to Green and Associates in the amount of $75,800.

Project-Specific Addendum
15 April 2014
GA Project Number 0526-201416

This project-specific addendum to AIA Document B101, dated 15 April 2014, is made between the City of Prospect Heights (Owner) and GreenAssociates, Inc. (Architect) (GA).

ARTICLE 1 INITIAL INFORMATION

§ 1.1 The following shall serve as a project specific addendum to the referenced AIA Document B101 and shall set forth the basic project scope and general scheduling parameters of this specific project. To the extent of any conflict between such addendum and this Agreement, this Agreement shall control.

§ 1.1.2. Project Description: Public Works Facility Addition and Eight Stall Carport.

In general the Project Work consists of the Public Works Facility Main Addition, the Public Works Facility Lunchroom / Conference Room Addition and an Eight Stall Police Carport. A further description of the Scope of Work is included in the Proposal of Design Services, dated 28 February 2014, attached hereto.

§ 1. 2. Anticipated Project Schedule: The anticipated Project Timelines are as follows:

Public Works Facility Addition:

Issue Bidding Documents: May 15, 2014

Receipt of Bids: June 3, 2014

Award of Contracts: June 9, 2014

Start of Construction: July 7, 2014

Substantial Completion: November 24, 2014

Eight Stall Police Carport:

Issue Bidding Documents: June 16, 2014

Receipt of Bids: July 8, 2014

Award of Contracts: July 15, 2014

Start of Construction: August 11, 2014

Substantial Completion: October 6, 2014

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.6 CONSTRUCTION PHASE SERVICES

Construction Phase Services shall not be included in the scope of this Project Specific Addendum. Construction Phase Services shall be addressed in a subsequent Project Specific Addendum.

ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 When the Architect prepares a project-specific addendum in accordance with Section 1.1, above, Architect shall specifically identify any Additional Services to be performed in connection with that project. Additional Services listed in such addendum are not included in Basic Services but may be required for the Project. The Architect shall provide such Additional Services only if specifically designated in the

This project-specific addendum to AIA Document B101, dated 15 April 2014, is made between the City of Prospect Heights (Owner) and GreenAssociates, Inc. (Architect) (GA).

addendum as the Architect's responsibility, and the Owner shall compensate the Architect as provided in the addendum.

Additional Services	**Responsibility** *(Architect, Owner or Not Provided)*	**Location of Service Description** *(Section 4.2 below or in an exhibit attached to this document and identified below)*
§ 4.1.1 Programming	NP	
§ 4.1.2 Multiple preliminary designs	NP	
§ 4.1.3 Measured drawings	NP	
§ 4.1.4 Existing facilities surveys	NP	
§ 4.1.5 Site Evaluation and Planning (B203™–2007)	NP	
§ 4.1.6 Building information modeling	NP	
§ 4.1.7 Civil engineering	Owner	
§ 4.1.8 Landscape design	NP	
§ 4.1.9 Architectural Interior Design (B252™–2007)	NP	
§ 4.1.10 Value Analysis (B204™–2007)	NP	
§ 4.1.11 ~~Detailed~~ cost estimating	Architect	Inc. in Basic Services
§ 4.1.12 On-site project representation	NP	
§ 4.1.13 Conformed construction documents	NP	
§ 4.1.14 As-designed record drawings	NP	
§ 4.1.15 As-constructed record drawings	NP	
§ 4.1.16 Post occupancy evaluation	NP	
§ 4.1.17 Facility Support Services (B210™–2007)	NP	
§ 4.1.18 Tenant-related services	NP	
§ 4.1.19 Coordination ~~of~~ with Owner's consultants	Architect	
§ 4.1.20 Telecommunications/data design	NP	
§ 4.1.21 Security Evaluation and Planning (B206™–2007)	NP	
§ 4.1.22 Commissioning (B211™–2007)	NP	
§ 4.1.23 Extensive environmentally responsible design	NP	
§ 4.1.24 LEED® Certification (B214™–2007)	NP	
§ 4.1.25 Fast-track design services	NP	
§ 4.1.26 Historic Preservation (B205™–2007)	NP	
§ 4.1.27 Furniture, Finishings, and Equipment Design (B253™–2007)	NP	

§ 4.3.2, 4.3.3 Construction Phase Services shall not be included in the scope of this Agreement. Construction Phase Services shall be addressed in a subsequent Project Specific Addendum.

§ 4.3.4 If the services covered by this Agreement have not been completed within nine (9) months of the date of this Agreement, through no fault of the Architect, the Architect shall promptly notify the

Project-Specific Addendum
15 April 2014
GA Project Number 0526-201416

This project-specific addendum to AIA Document B101, dated 15 April 2014, is made between the City of Prospect Heights (Owner) and GreenAssociates, Inc. (Architect) (GA).

Owner in writing, and thereafter the extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

Public Works Main Building Addition
The fee for the Architect's Basic Services shall be the Lump Sum of $42,000.00, which includes $300.00 of reimbursable expenses.

Public Works Lunch Room / Conference Room Addition
The fee for the Architect's Basic Services shall be the Lump Sum of $21,000.00, which includes $300.00 of reimbursable expenses.

Eight Stall Police Carport
The fee for the Architect's Basic Services shall be the Lump Sum of $12,800.00, which includes $200.00 or reimbursable expenses.

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Architect as follows:

Hourly, in accordance with the Architect's "Schedule of Hourly Rates for Professional Services", a current version of which is attached herewith.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Architect as follows:

Hourly, in accordance with the Architect's "Schedule of Hourly Rates for Professional Services", a current version of which is attached herewith.

§ 11.4 Compensation for Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus fifteen (15) percent, or as otherwise stated below:

§ 11.5 The compensation for each phase of services shall be as follows:

Schematic Design Phase	Twenty	percent (	20	%)
Design Development Phase	Twenty Five	percent (	25	%)
Construction Documents Phase	Forty Five	percent (	45	%)
Bidding Phase	Ten	percent (	10	%)
Total Basic Compensation	One Hundred	percent (	100	%)

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

Architect's "Schedule of Hourly Rates for Professional Services" attached herewith.

Project-Specific Addendum
15 April 2014
GA Project Number 0526-201416

This project-specific addendum to AIA Document B101, dated 15 April 2014, is made between the City of Prospect Heights (Owner) and GreenAssociates, Inc. (Architect) (GA).

§ 11.8 COMPENSATION FOR REIMBURSABLE EXPENSES

§ 11.8.2 For Reimbursable Expenses the compensation shall be in accordance with the Architect's "Schedule of Reimbursable Expenses" attached herewith. The limit of Reimbursable Expenses shall be as stipulated in Article 11.1, except as otherwise agreed to by the Owner and Architect.

This Project-Specific Addendum to AIA Document B101 is entered into as of the day and year first written above.

OWNER	**ARCHITECT**
(Signature) City of Prospect Heights	*(Signature)* GreenAssociates, Inc.
Nicholas J. Helmer, Mayor *(Printed name and title)*	George W. Reigle, AIA, Principal *(Printed name and title)*

Attachments:

Proposal for Design Services, dated 28 February 2014
Schedule of Hourly Rates for Professional Services, dated 1 July 2012.
Schedule of Reimbursable Expenses, dated 1 March 2007.

GREEN ASSOCIATES
ARCHITECTURE
CONSTRUCTION SERVICES

28 February 2014

Steven D. Berecz, PE
City Engineer
City of Prospect Heights
8 N. Elmhurst Road
Prospect Heights, IL

Re: Public Works Facility Additions & Eight Stall Carport
Proposal for Architectural and Engineering Services

Dear Mr. Berecz,

Thank you requesting a proposal for the Architectural and Engineering Services for the Public Works Facility Additions and the Eight Stall Carport. I have summarized below my understanding of the scope of work, and the proposed services for the project.

1. **Project Scope of Work**
    a. Public Works Main Building Addition: Design complete permit drawings, bid specifications, cost estimates, construction drawings and all other required work for an approximately 80' x 80', one story addition (no basement) to the southern end of the existing facility located at 401 Piper Lane. The building shall match the existing structure in appearance, materials and height. Mechanical, electrical, sprinkler, alarm and plumbing provided.
    b. Public Works Main Lunchroom / Conference Room Addition: Design complete permit drawings, bid specifications, cost estimates, construction drawings to be located on the east side of the existing facility at 401 Piper Lane. The building shall closely match the existing facility in materials and color. HVAC, electrical and plumbing provided per City of Prospect Heights RFP.
    c. Eight Stall Police Carport: Design complete permit drawings, bid specifications, cost estimates, construction drawings approximately 20' deep x 80' wide x 12' tall, constructed of non-combustible masonry and steel. Electrical service, power and lighting provided per City of Prospect Heights RFP.
2. **Design Phase Services**
    a. Architectural Design; Mechanical, Electrical, Plumbing, Sprinkler and Fire Alarm Design and Structural Design to be provided by GreenAssociates, Inc. and the following Consultants:
        i. Mechanical, Electrical, Plumbing and Fire Protection Engineering Services: Berg Engineering Consultants, LTD., 801 West Wise Road, Schaumburg, IL 60193
        ii. Structural Engineering Services: 20/10 Engineering Group, LLC, 1216 Tower Road, Schaumburg, IL 60173.

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Practical Solutions

111 Deerlake Road, Suite 135
Deerfield, Illinois 60015-4998
telephone 847-317-0852
facsimile 847-317-0899
www.greenassociates.com

George W. Reigle, AIA
Carole Donovan Pugh, AIA
Colin A. Marshall, AIA
Gerald L. Guy, PE
William H.R. Taylor, AIA
Lynn D. Gibbons

Illinois Wisconsin

3. **Bidding Phase Services**
    a. A Notice to Bidders will be provided to the City for Publication.
    b. Documents will be issued by GreenAssociates to bidders.
    c. Any Bidder questions to be answered by GreenAssociates during the Bid Phase.
    d. Bids received will be reviewed and a recommendation for award made to the City.
4. **Services and Documents provided by the City**
    a. Civil Engineering services, if required.
    b. Soil Boring Report, Plat of Survey, Landscape Plan.
5. **Schedule**
    a. Per the attached Public Works Facility Addition Proposed Timeline and Eight Stall Police Carport Proposed Timeline, dated 28 February 2014.
6. **Fee Proposal**

A. Public Works Main Building Addition

1. Architectural Services: $17,000.00
2. Structural Services: $4,000.00
3. Mechanical, Electrical, Plumbing, Fire Protection Services: $20,700.00
4. <u>Reimbursable Expenses: $300.00</u>
5. **Total Including Reimbursable Expenses: $42,000.00**

B. Public Works Lunchroom / Conference Room Addition

1. Architectural Services: $13,000.00
2. Structural Services: $2,800.00
3. Mechanical, Electrical, Plumbing, Fire Protection Services: $4,900.00
4. <u>Reimbursable Expenses: $300.00</u>
5. **Total Including Reimbursable Expenses: $21,000.00**

C. Eight Stall Police Carport

1. Architectural Services: $6,000.00
2. Structural Services: $4,200.00
3. Electrical Services: $2,400.00
4. <u>Reimbursable Expenses: $200.00</u>
5. **Total Including Reimbursable Expenses: $12,800.00**

7. **Additional Services**

A. Other Additional Services: To be billed on an Hourly Basis, as approved by the City of Prospect Heights, per the attached Schedule of Hourly Rates, dated 1 July 2012.

G|A

8. Form of Agreement

A. Basic Services

1. AIA Document B101 – 2007 – Standard Form of Agreement between Owner and Architect, as amended by the City of Prospect Heights and GreenAssociates, Inc.

Thank you again for the request of this proposal. Please let me know if you have any questions on the outlined scope of work or services.

Sincerely,

Colin A. Marshall, AIA
Principal-in-Charge

Attachments:

Public Works Facility Addition – Proposed Timeline, dated 28 February 2014
Eight Stall Police Carport – Proposed Timeline, dated 28 February 2014
Proposal Sheet For Request For Proposal, dated 28 February 2014
Schedule of Hourly Rates, dated 1 July 2012

GREEN | ASSOCIATES
ARCHITECTURE
CONSTRUCTION SERVICES

SCHEDULE OF HOURLY RATES FOR PROFESSIONAL SERVICES

Principal-in-Charge	$210.00
Senior Project Manager	$175.00
Senior Project Designer	$175.00
Project Manager	$160.00
Project Architect	$148.00
Project Designer	$130.00
Field Manager	$145.00
Specification Writer	$145.00
Senior Project Coordinator	$130.00
Project Coordinator	$110.00
Senior Draftsperson	$90.00
Draftsperson	$75.00
Senior Administrative Assistant	$130.00
Administrative Assistant	$90.00
Technical Support	$65.00

Effective: 1 July 2012

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SCHEDULE OF REIMBURSABLE EXPENSES

Reproduction and Document Preparation:	
Copying – In House:	
Photocopying	$ .15/copy
Color Photocopying	$ .50/copy
Outside Printing Service Companies	Cost x 1.15
Mileage – Current allowable IRS reimbursement	Cost x 1.15
Transportation	Cost x 1.15
Delivery Service / Postage	Cost x 1.15
Consultant Reimbursables	Cost x 1.15

Effective: 1 March 2007

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Illinois Wisconsin

Client#: 855618

GREENINC4

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/08/2013

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
USI Midwest - Euclid-Prof Liab
234 Spring Lake Dr
Itasca, IL 60143

CONTACT NAME:
PHONE (A/C, No, Ext): 630 625-5219 | FAX (A/C, No): 610 537-4939
E-MAIL ADDRESS: laurie.cloninger@usi.biz

INSURED
GreenAssociates, Inc.
111 Deerlake Rd Ste 135
Deerfield, IL 60015

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Sentinel Insurance Company Ltd.	11000
INSURER B : Hartford Accident & Indemnity	22357
INSURER C : AXIS Specialty Insurance Co	15610
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL 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 X Additional Insured - Primary/Non-Contrib. GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC	Y	Y	83SBAVZ3068	10/31/2013	10/31/2014	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$1,000,000 $1,000,000 $10,000 $1,000,000 $2,000,000 $2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS	Y	Y	83SBAVZ3068	10/31/2013	10/31/2014	 COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $1,000,000 $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $	Y	Y	83SBAVZ3068	10/31/2013	10/31/2014	 EACH OCCURRENCE AGGREGATE 	$ $1,000,000 $1,000,000 $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N — N/A If yes, describe under DESCRIPTION OF OPERATIONS below		Y	83WECZL8830	10/31/2013	10/31/2014	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $500,000 $500,000 $500,000
C	Professional Liability			MBZ777557012013	11/06/2013	11/06/2014	$1,000,000 each claim / $2,000,000 annual aggregate	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Professional Liability is written on a 'claims made' policy form.

THIS CERTIFICATE OF INSURANCE IS INTENDED AS A SPECIMEN COPY ONLY.

CERTIFICATE HOLDER

GreenAssociates, Inc.

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

LXCAA

AIA® Document B101™ – 2007

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the Fifteenth day of April in the year Two Thousand Fourteen
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

City of Prospect Heights
8 N. Elmhurst Road
Prospect Heights, IL 60070
Telephone Number: 847-698-6070
Fax Number: 847-392-4244
GA Client Number: 0526

and the Architect:
(Name, legal status, address and other information)

GreenAssociates, Inc.
111 Deerlake Road, Suite 135
Deerfield, Illinois 60015
Telephone Number: 847-317-0852
Fax Number: 847-317-0899

for the following Project:
(Name, location and detailed description)

Master Agreement
Various facility projects as identified in Project Specific Addenda

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

TABLE OF ARTICLES

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1 and in optional Exhibit A, Initial Information:

(Complete Exhibit A, Initial Information, and incorporate it into the Agreement at Section 13.2, or state below Initial Information such as details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, authorized representatives, anticipated procurement method, and other information relevant to the Project.)

See Project Specific Addenda

§ 1.2 The Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

.1 Commencement of construction date:

See Project Specific Addenda

.2 Substantial Completion date:

See Project Specific Addenda

§ 1.3 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services as set forth in this Agreement.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Architect normally maintains, the Owner shall reimburse the Architect for any additional cost:
(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

.1 General Liability

Each Occurrence	$1,000,000
Damage to Rented Properties (each occurrence)	$1,000,000
Med Ex (any one person)	$10,000
Personal and ADV Injury	$1,000,000
General Aggregate	$2,000,000
Products-Com/OP Agg	$2,000,000

.2 Automobile Liability

Combined Single Limit (each accident)	$1,000,000

.3 Workers' Compensation

	Statutory Limits
E. L. Each Accident	$500,000
E. L. Disease – Each Employee	$500,000
E. L. Disease – Policy Limit	$500,000

.4 Professional Liability

Per Claim	$1,000,000
Aggregate	$2,000,000

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, consult with the Owner, research applicable design criteria, attend Project meetings, communicate with members of the Project team and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution made without the Architect's approval.

§ 3.1.5 The Architect shall, at appropriate times, contact the governmental authorities required to approve the Construction Documents and the entities providing utility services to the Project. In designing the Project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 SCHEMATIC DESIGN PHASE SERVICES

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and the proposed procurement or delivery method and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project, including the feasibility of incorporating environmentally responsible design approaches. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project's requirements agreed upon with the Owner, the Architect shall prepare and present for the Owner's approval a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include at the Architect's discretion, some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

(Paragraph deleted)

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner a Statement of Probable Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

§ 3.3 DESIGN DEVELOPMENT PHASE SERVICES

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

§ 3.3.2 The Architect shall update the Statement of Probable Cost of the Work.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the Statement of Probable Cost of the Work, and request the Owner's approval.

§ 3.4 CONSTRUCTION DOCUMENTS PHASE SERVICES

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the Statement of Probable Cost of the Work.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the Statement of Probable Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.5 BIDDING OR NEGOTIATION PHASE SERVICES

§ 3.5.1 GENERAL

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 3.5.2 COMPETITIVE BIDDING

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by

- **.1** procuring the reproduction of Bidding Documents for distribution to prospective bidders;
- **.2** distributing the Bidding Documents to prospective bidders, requesting their return upon completion of the bidding process, and maintaining a log of distribution and retrieval and of the amounts of deposits, if any, received from and returned to prospective bidders;

.3 organizing and conducting a pre-bid conference for prospective bidders;
.4 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda; and
.5 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.

(Paragraphs deleted)
§

§ 3.6 CONSTRUCTION PHASE SERVICES
§ 3.6.1 GENERAL
§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2007, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2007, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.3, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment or sixty (60) days following the Date of Substantial Completion, whichever occurs first.

§ 3.6.1.3.1 The Architect shall cause language to be included in the General Conditions of the Contract for Construction making the Contractor responsible for the cost of any services of the Architect which are incurred more than sixty (60) days beyond the Date of Substantial Completion, due to the Contractor's failure to complete the Work, not caused by the Owner or the Architect.

§ 3.6.2 EVALUATIONS OF THE WORK
§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.3.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2007, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 CERTIFICATES FOR PAYMENT TO CONTRACTOR

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 SUBMITTALS

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review.

§ 3.6.4.2 In accordance with the Architect-approved submittal schedule, the Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Architect. The Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to the provisions of Section 4.3, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth in the Contract Documents the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 CHANGES IN THE WORK

§ 3.6.5.1 The Architect may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to the provisions of Section 4.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 PROJECT COMPLETION

§ 3.6.6.1 The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When the Work is found to be substantially complete, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance for purposes of identifying any warranty related issues to be addressed by the Contractor(s).

ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 Additional Services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Additional Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2.
(Designate the Additional Services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 4.2 or in an attached exhibit. If in an exhibit, identify the exhibit.)

Additional Services	Responsibility *(Architect, Owner or Not Provided)*	Location of Service Description *(Section 4.2 below or in an exhibit attached to this document and identified below)*

§ 4.1.1 Programming (B202™–2009)		
§ 4.1.2 Multiple preliminary designs		
§ 4.1.3 Measured drawings		
§ 4.1.4 Existing facilities surveys		
§ 4.1.5 Site Evaluation and Planning (B203™–2007)		
§ 4.1.6 Building Information Modeling (B202™–2008)		
§ 4.1.7 Civil engineering		
§ 4.1.8 Landscape design		
§ 4.1.9 Architectural Interior Design (B252™–2007)		
§ 4.1.10 Value Analysis (B204™–2007)		
§ 4.1.11 Detailed cost estimating		
§ 4.1.12 On-site Project Representation (B207™–2008)		
§ 4.1.13 Conformed construction documents		
§ 4.1.14 As-Designed Record drawings		
§ 4.1.15 As-Constructed Record drawings		
§ 4.1.16 Post occupancy evaluation		
§ 4.1.17 Facility Support Services (B210™–2007)		
§ 4.1.18 Tenant-related services		
§ 4.1.19 Coordination of Owner's consultants		
§ 4.1.20 Telecommunications/data design		
§ 4.1.21 Security Evaluation and Planning (B206™–2007)		
§ 4.1.22 Commissioning (B211™–2007)		
§ 4.1.23 Extensive environmentally responsible design		
§ 4.1.24 LEED® Certification (B214™–2012)		
§ 4.1.25 Fast-track design services		
§ 4.1.26 Historic Preservation (B205™–2007)		
§ 4.1.27 Furniture, Furnishings, and Equipment Design (B253™–2007)		

§ 4.2 Insert a description of each Additional Service designated in Section 4.1 as the Architect's responsibility, if not further described in an exhibit attached to this document.

See Project Specific Addenda

§ 4.3 Additional Services may be provided after execution of this Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.3 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.3.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following services until the Architect receives the Owner's written authorization:

.1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including, but not limited to, size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;

.2 Services necessitated by the Owner's request for extensive environmentally responsible design alternatives, such as unique system designs, in-depth material research, energy modeling, or LEED® certification;

.3 Changing or editing previously prepared Instruments of Service necessitated by the enactment or revision of codes, laws or regulations or official interpretations;

.4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;

.5 Preparing digital data for transmission to the Owner's consultants and contractors, or to other Owner authorized recipients;
.6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
.7 Preparation for, and attendance at, a public presentation, meeting or hearing beyond routine meetings with the Owner for purposes of updating the Owner on the progress of the Work or obtaining approval of the progress of the Work;
.8 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
.10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or
.11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.3.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If the Owner subsequently determines that all or parts of those services are not required, the Owner shall give prompt written notice to the Architect, and the Owner shall have no further obligation to compensate the Architect for those services:
.1 Reviewing a Contractor's submittal out of sequence from the submittal schedule agreed to by the Architect;
.2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
.3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
.4 Evaluating an extensive number of Claims as the Initial Decision Maker;
.5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom; or
.6 To the extent the Architect's Basic Services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work or (2) the anticipated date of Substantial Completion identified in Initial Information, whichever is earlier.

§ 4.3.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner: See Project Specific Addenda.
.1 ( ) reviews of each Shop Drawing, Product Data item, sample and similar submittal of the Contractor
.2 ( ) visits to the site by the Architect over the duration of the Project during construction
.3 ( ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
.4 ( ) inspections for any portion of the Work to determine final completion

§ 4.3.4 If the services covered by this Agreement have not been completed within ( ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services. See Project Specific Addenda.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.

§ 5.2 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 On the basis of information requested by the Architect, the Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 On the basis of information requested by the Architect, the Owner shall furnish services of geotechnical engineers, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance as appropriate to the services provided.

§ 5.7 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.8 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.9 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.10 Except as otherwise provided in this Agreement, or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor and the Architect's consultants through the Architect about matters arising out of or relating to the Contract Documents. The Owner shall promptly notify the Architect of any direct communications that may affect the Architect's services.

§ 5.11 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.12 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, contingencies for changes in the Work or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and may be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect,

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represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices, or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work or from any estimate of the Cost of the Work or evaluation prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to make reasonable adjustments in the program and scope of the Project; and to include in the Contract Documents alternate bids as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget for the Cost of the Work. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requests detailed cost estimating services, the Architect shall provide such services as an Additional Service under Article 4.

§ 6.4 If the Bidding or Negotiation Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, through no fault of the Architect, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- **.1** give written approval of an increase in the budget for the Cost of the Work;
- **.2** authorize rebidding or renegotiating of the Project within a reasonable time;
- **.3** terminate in accordance with Section 9.5;
- **.4** in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- **.5** implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect, without additional compensation, shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. The Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Architect intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 GENERAL

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2007, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 MEDIATION

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

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§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box. If the Owner and Architect do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)

[ ] Arbitration pursuant to Section 8.3 of this Agreement

[X] Litigation in a court of competent jurisdiction

[ ] Other (Specify)

§ 8.3 ARBITRATION
§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

(Paragraphs deleted)
ARTICLE 9 TERMINATION OR SUSPENSION
§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due.

(Paragraph deleted)

§ 9.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 11.9.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201–2007, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

§ 10.8 If the Architect or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

See Project Specific Addenda.

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

Hourly in accordance with the Architect's "Schedule of Hourly Rates for Professional Services" or as otherwise mutually agreed.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

Hourly in accordance with the Architect's "Schedule of Hourly Rates for Professional Services" or as otherwise mutually agreed.

§ 11.4 Compensation for Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus one and fifteen hundredths percent (1.15 %), or as otherwise stated below:

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows: See Project Specific Addenda.

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§ 11.6 When compensation is based on a percentage of the Cost of the Work and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Section 11.5 based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent estimate of the Cost of the Work for such portions of the Project. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

The Architect's "Schedule of Hourly Rates for Professional Services" is attached herewith. Hourly rates for Consultants shall be in accordance with the Consultants standard hourly rates in effect at the time of the occurrence adjusted in accordance with article 11.4

Employee or Category	Rate

§ 11.8 COMPENSATION FOR REIMBURSABLE EXPENSES

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, unless otherwise stipulated on the attached Architect's "Schedule of Reimbursable Expenses", reimbursable expenses shall be as follows:

- **.1** Transportation and authorized out-of-town travel and subsistence;
- **.2** Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- **.3** Fees paid for securing approval of authorities having jurisdiction over the Project;
- **.4** Printing, reproductions, plots, standard form documents;
- **.5** Postage, handling and delivery;
- **.6** Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- **.7** Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;
- **.8** Architect's Consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Architect's consultants;
- **.9** All taxes levied on professional services and on reimbursable expenses;
- **.10** Site office expenses; and
- **.11** Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus one and fifteen hundredths percent (1.15 %) of the expenses incurred.

§ 11.9 COMPENSATION FOR USE OF ARCHITECT'S INSTRUMENTS OF SERVICE

If the Owner terminates the Architect for its convenience under Section 9.5, or the Architect terminates this Agreement under Section 9.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Architect's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

§ 11.10 PAYMENTS TO THE ARCHITECT

(Paragraph deleted)

§

§ 11.10.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable within thirty (30) days of receipt of the Architect's invoice. Amounts unpaid shall bear interest in accordance with Illinois statute 815 ILCS 205/2.

(Insert rate of monthly or annual interest agreed upon.)

%

§ 11.10.3 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.4 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

Init.

/

(1147300218)

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents listed below:

.1 AIA Document B101™–2007, Standard Form Agreement Between Owner and Architect

.2 AIA Document E201™–2007, Digital Data Protocol Exhibit, if completed, or the following:

.3 Other documents:

(List other documents, if any, including Exhibit A, Initial Information, and additional scopes of service, if any, forming part of the Agreement.)

This Agreement entered into as of the day and year first written above.

OWNER	**ARCHITECT**
(Signature)	*(Signature)*
Nicholas J. Helmer, Mayor	George W. Reigle, AIA, NCARB, CSI, Principal, Senior Project Manager
(Printed name and title)	*(Printed name and title)*

Additions and Deletions Report for
AIA® Document B101™ – 2007

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 10:00:48 on 04/04/2014.

PAGE 1

AGREEMENT made as of the Fifteenth day of April in the year Two Thousand Fourteen

...

City of Prospect Heights
8 N. Elmhurst Road
Prospect Heights, IL 60070
Telephone Number: 847-698-6070
Fax Number: 847-392-4244
GA Client Number: 0526

...

Green Associates, Inc.
111 Deerlake Road, Suite 135
Deerfield, Illinois 60015
Telephone Number: 847-317-0852
Fax Number: 847-317-0899

...

Master Agreement
Various facility projects as identified in Project Specific Addenda

PAGE 2

See Project Specific Addenda

...

See Project Specific Addenda

...

See Project Specific Addenda

PAGE 3

Each Occurrence	$1,000,000
Damage to Rented Properties (each occurrence)	$1,000,000
Med Ex (any one person)	$10,000
Personal and ADV Injury	$1,000,000

(1147300218)

General Aggregate	$2,000,000
Products-Com/OP Agg	$2,000,000

Combined Single Limit (each accident)	$1,000,000

...

	Statutory Limits
E. L. Each Accident	$500,000
E. L. Disease – Each Employee	$500,000
E. L. Disease – Policy Limit	$500,000

.4 Professional Liability

Per Claim	$1,000,000
Aggregate	$2,000,000

PAGE 4

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include at the Architect's discretion, some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

~~**§ 3.2.5.1** The Architect shall consider environmentally responsible design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain other environmentally responsible design services under Article 4.~~

§ 3.2.6 The Architect shall submit to the Owner ~~an estimate of the~~ a Statement of Probable Cost of the Work prepared in accordance with Section 6.3.

PAGE 5

§ 3.3.2 The Architect shall update the ~~estimate of the~~ Statement of Probable Cost of the Work.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the ~~estimate of the~~ Statement of Probable Cost of the Work, and request the Owner's approval.

...

§ 3.4.4 The Architect shall update the ~~estimate for the~~ Statement of Probable Cost of the Work.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the ~~estimate of the~~ Statement of Probable Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

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~~**§ 3.5.3 NEGOTIATED PROPOSALS**~~
~~**§ 3.5.3.1** Proposal Documents shall consist of proposal requirements and proposed Contract Documents.~~

(1147300218)

~~§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by~~

~~.1 procuring the reproduction of Proposal Documents for distribution to prospective contractors, and requesting their return upon completion of the negotiation process;~~
~~.2 organizing and participating in selection interviews with prospective contractors; and~~
~~.3 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.~~

~~§ 3.5.3.3 The Architect shall consider requests for substitutions, if the Proposal Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective contractors.~~

§

...

§ 3.6.1.3 Subject to Section 4.3, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for ~~Payment.~~ Payment or sixty (60) days following the Date of Substantial Completion, whichever occurs first.

§ 3.6.1.3.1 The Architect shall cause language to be included in the General Conditions of the Contract for Construction making the Contractor responsible for the cost of any services of the Architect which are incurred more than sixty (60) days beyond the Date of Substantial Completion, due to the Contractor's failure to complete the Work, not caused by the Owner or the Architect.

PAGE 8

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and ~~performance.~~ performance for purposes of identifying any warranty related issues to be addressed by the Contractor(s).

PAGE 9

See Project Specific Addenda

PAGE 10

.7 Preparation for, and attendance at, a public presentation, meeting or ~~hearing;~~ hearing beyond routine meetings with the Owner for purposes of updating the Owner on the progress of the Work or obtaining approval of the progress of the Work;
.8 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
~~.9 Evaluation of the qualifications of bidders or persons providing proposals;~~

...

§ 4.3.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner: See Project Specific Addenda.

...

§ 4.3.4 If the services covered by this Agreement have not been completed within ( ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services. See Project Specific Addenda.

PAGE 11

(1147300218)

§ 5.4 ~~The~~ On the basis of information requested by the Architect, the Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 ~~The~~ On the basis of information requested by the Architect, the Owner shall furnish services of geotechnical engineers, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

PAGE 14

[X] Litigation in a court of competent jurisdiction

...

~~**§ 8.3.4 CONSOLIDATION OR JOINDER**~~

~~§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).~~

~~§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.~~

~~§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.~~

PAGE 15

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then ~~due and all Termination Expenses as defined in Section 9.7.~~ due.

~~§ 9.7 Termination Expenses are in addition to compensation for the Architect's services and include expenses directly attributable to termination for which the Architect is not otherwise compensated, plus an amount for the Architect's anticipated profit on the value of the services not performed by the Architect.~~

PAGE 16

See Project Specific Addenda.

...

Hourly in accordance with the Architect's "Schedule of Hourly Rates for Professional Services" or as otherwise mutually agreed.

...

Hourly in accordance with the Architect's "Schedule of Hourly Rates for Professional Services" or as otherwise mutually agreed.

§ 11.4 Compensation for Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus one and fifteen hundredths percent (1.15 %), or as otherwise stated below:

...

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows: See Project Specific Addenda.

~~Schematic Design Phase~~		~~percent (~~		~~%)~~
~~Design Development Phase~~		~~percent (~~		~~%)~~
~~Construction Documents Phase~~		~~percent (~~		~~%)~~
~~Bidding or Negotiation Phase~~		~~percent (~~		~~%)~~
~~Construction Phase~~		~~percent (~~		~~%)~~
~~Total Basic Compensation~~	~~one hundred~~	~~percent (~~	~~100~~	~~%)~~

...

The Architect's "Schedule of Hourly Rates for Professional Services" is attached herewith. Hourly rates for Consultants shall be in accordance with the Consultants standard hourly rates in effect at the time of the occurrence adjusted in accordance with article 11.4

PAGE 17

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, unless otherwise stipulated on the attached Architect's "Schedule of Reimbursable Expenses", reimbursable expenses shall be as follows:

...

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus one and fifteen hundredths percent (1.15 %) of the expenses incurred.

...

~~§ 11.10.1 An initial payment of (($) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.~~

§

§ 11.10.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable ~~upon presentation~~ within thirty (30) days of receipt of the Architect's invoice. Amounts unpaid ~~( ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.~~ shall bear interest in accordance with Illinois statute 815 ILCS 205/2.

PAGE 18

Nicholas J. Helmer, Mayor

George W. Reigle, AIA, NCARB, CSI, Principal, Senior Project Manager

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Colin A. Marshall, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 10:00:48 on 04/04/2014 under Order No. 8476017552_1 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B101™ – 2007, Standard Form of Agreement Between Owner and Architect, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

____
(Signed)

____
(Title)

____
(Dated)

I

CITY OF PROSPECT HEIGHTS

RESOLUTION NO. ________

A RESOLUTION AUTHORIZING THE EXECUTION OF A LAW ENFORCEMENT MUTUAL AID AGREEMENT AND THE EXISTENCE AND FORMATION OF THE ILLINOIS LAW ENFORCEMENT ALARM SYSTEM BY INTERGOVERNMENTAL COOPERATION.

WHEREAS the City of Prospect Heights, of the State of Illinois (hereinafter "City") is a City of the State of Illinois and duly constituted public agency of the State of Illinois, and;

WHEREAS the City, as a public agency of the State of Illinois, is authorized and empowered by the Constitution of the State of Illinois (Ill. Const. Art. VII, § 10) and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.)* to enter into intergovernmental agreements with other public agencies on matters of mutual concern and interest such as the provision of adequate law enforcement personnel and resources for the protection of residents and property falling within the jurisdiction of the City, and;

WHEREAS the City recognizes that certain natural or man-made occurrences may result in emergencies or disasters that exceed the resources, equipment and/or law enforcement personnel of a single given public agency, and;

WHEREAS, a given public agency can, by entering into a mutual aid agreement for law enforcement services and resources, effectively provide a broader range and more plentiful amount of law enforcement capability for the citizenry which it serves, and;

WHEREAS, in order to have an effective mutual aid agreement for law enforcement resources and services, this City recognizes it must be prepared to come to the aid of other public agencies in their respective times of need due to emergencies or disasters, and;

WHEREAS, this City recognizes the need for our specific City to develop an effective mutual aid agreement for law enforcement services and resources upon which it may call upon in its time of need and is prepared to enter into a mutual aid agreement for law enforcement services and resources with other like-minded public agencies, and;

WHEREAS, this City also recognizes the need for the existence of a public agency, formed by an intergovernmental agreement between two or more public agencies, which can serve to coordinate and facilitate the provision of law enforcement mutual aid between signatory public agencies to a mutual aid agreement for law enforcement services and resources, and;

WHEREAS, this City has been provided with a certain "Law Enforcement Mutual Aid Agreement" which has been reviewed by the elected officials of this City and which other public agencies in the State of Illinois are prepared to execute, in conjunction with this

City, in order to provide and receive law enforcement mutual aid services as set forth in the "Law Enforcement Mutual Aid Agreement," and;

WHEREAS, it is the anticipation and intention of this City that this "Law Enforcement Mutual Aid Agreement" will be executed in counterparts as other public agencies choose to enter into the "Law Enforcement Mutual Aid Agreement" and strengthen the number of signatory public agencies and resources available from those public agencies, and;

WHEREAS, it is the anticipation and intention of this City that this "Law Enforcement Mutual Aid Agreement" will continue to garner support and acceptance from other currently unidentified public agencies who will enter into the "Law Enforcement Mutual Aid Agreement" over time and be considered as if all signatory public agencies to the "Law Enforcement Mutual Aid Agreement" had executed the "Law Enforcement Mutual Aid Agreement" at the same time.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COUNTY OF COOK, STATE OF ILLINOIS, as follows:

Section 1: This Resolution shall be known as, and may hereafter be referred to as, the Resolution Authorizing the Execution of a Law Enforcement Mutual Aid Agreement and the Existence and Formation of the Illinois Law Enforcement Alarm System by Intergovernmental Cooperation.

Section 2: The Resolution Authorizing the Execution of a Law Enforcement Mutual Aid Agreement and the Existence and Formation of the Illinois Law Enforcement Alarm System by Intergovernmental Cooperation shall be, and hereby is, enacted as follows:

a. Authorization to enter into a Certain Agreement. The Mayor of this City is hereby authorized to sign, execute and deliver the agreement known as the "Law Enforcement Mutual Aid Agreement" and thereby enter into an intergovernmental agreement with such other public agencies of the State of Illinois as are likewise willing to enter into said "Law Enforcement Mutual Aid Agreement" and recognize the existence and formation of the Illinois Law Enforcement Alarm System as set forth in the said "Law Enforcement Mutual Aid Agreement."

b. Savings Clause. If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the provisions of this Resolution.

c. Effective Date. This Resolution shall be in full force and effect from and after its passage, approval and publication as provided by law.

PASSED AND APPROVED this ____ day of ________________, _________.

____
Mayor

ATTEST:

____
City Clerk

AYES:
NAYS:
ABSENT:

J

City of Prospect Heights

Department of Building & Zoning-Engineering Division
8 North Elmhurst Road, Prospect Heights Illinois, 60070-6070
Office:847/398-6070 x 211-FAX: 847/590-1854-www.prospect-heights.il.us

Memorandum

To: Jamie Dunne, Interim City Administrator
From: Steven D. Berecz, City Engineer

Steven D. Berecz

Re: IDOT Agreement for LED Improvements at Various Locations

Date: March 28, 2014

Agenda Item for April 14, 2014 City Council Meeting

Attached to this memorandum is a letter from Illinois Department of Transportation (IDOT), dated March 19, 2014, along with a four page agreement prepared by IDOT. I have reviewed both documents. In addition, I've reviewed the engineering plans designed by IDOT for this project (not attached) and find them acceptable.

IDOT is proposing improvements to traffic signals at seven intersections in the City. The entire project encompasses about 60 locations involving many other communities. The improvements range from installation of uninterrupted power supplies, countdown pedestrian signals and LED signal heads. The project is being funded similarly to the federal Highway Safety Improvement Program (HSIP) in that State funds will be used for 90% of the costs with the remaining 10% spilt based on the proportionate share of approach leg jurisdiction (either State or local agency).

Per the City's Master Traffic Signal Agreement with IDOT, the City is responsible for shared responsibility on four of the seven traffic signals on this program. The four shared intersections are:

- US 12 at Olive Street
- US 45-IL 21 at Palatine Ramp (red light camera at intersection). The red light camera will need to be inoperative during construction operations at this intersection. The City will need to work closely with IDOT to minimize the down time for this camera.
- Wolf Rd at Edward Rd
- Wolf Rd at Willow/Old Willow Rd.

The estimated total cost of the improvements (all 7 signals) within the City is $146,000. The 5% matching cost for City of Prospect Heights (at the 4 signals) is $2,760.00. This amount could be paid out of a multiple of City budgets, such as general funds, MFT or likely others if desired. IDOT will invoice the City 80% ($2,208.00) upon award of the contract (around July 2014). IDOT will invoice the City the remaining 20% upon contract completion (likely a year or so from now).

I recommend that the City Council approve the project, the total estimated expenditure of $2,760.00 and authorize the Mayor to sign the agreement. I am prepared to sign page four of the agreement which gives engineering plan approval to IDOT, once the expenditure / agreement has been approved by the Council. The fully executed agreements need to be returned to IDOT no later than June 2, 2014.

AGREEMENT

THIS AGREEMENT entered into this ______ day of ___________ A.D., by and between the STATE OF ILLINOIS, acting by and through its Department of Transportation, hereinafter called the STATE, and the City of Prospect Heights, in Cook County, of the State of Illinois, hereinafter called the CITY.

WITNESSETH

WHEREAS, the STATE is proposing to upgrade the traffic signals on the state highways with Light-Emitting-Diode (LED) modules, Uninterruptible Power Supply (UPS) and Countdown Pedestrian Signals (CD Ped) at the intersections of IL 83 (Elmhurst Rd) at Willow Rd; US 45/IL 21 (Milwaukee) at Palatine Rd So Ramp; IL 83 (Elmhurst Rd) at Palatine Rd; US 12 (Rand Rd) at Olive St; US 45-IL 21 (Milwaukee Av) at Palatine No Ramp; Wolf Rd at Edward Rd and Wolf Rd at Willow/Old Willow Rd (to be known as STATE Section 2014-007TS and Contract No. 60X82-Job No. C-91-222-14). This LED upgrade project will require cost participation similar to the federal Highway Safety Improvement Program (HSIP). State funds will be used for 90% of the traffic signal upgrade costs with the remaining 10% split based on the proportionate share of approach leg jurisdiction.

WHEREAS, the CITY is desirous of said improvement in that same will be of immediate benefit to the CITY, and permanent in nature; and,

WHEREAS, the CITY shares jurisdiction of the following intersections with the STATE at US 12 (Rand Rd) at Olive St; Wolf Rd at Edward Rd and Wolf Rd at Willow/Old Willow Rd

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The STATE agrees to prepare plans and specifications, receive bids, award the contract, furnish engineering inspection during construction, and cause the improvement to be built in accordance with the plans, specifications, and contract. The STATE also agrees to pay all construction and engineering costs subject to reimbursement by the CITY as hereinafter stipulated.

2. The CITY agrees to approve the plans and specifications by letter or resolution prior to the STATE advertising for the work to be performed hereunder.

3. It is mutually agreed that the proportional participation for the estimated construction costs and engineering costs of this improvement shall be as follows:

	Improvement Cost	State Cost	**Prospect Heights Cost**
IL 83 (Elmhurst Rd) at Willow Rd	$20,000.00 (Signal upgrades)	$20,000.00 (90% +10%)	$0 (-%)
Engineering (15%)		$3,000.00	$0
US 45/IL 21 (Milwaukee) at Palatine Rd So Ramp	$12,000.00 (Signal upgrades)	$12,000.00 (90% +10%)	$0 (-%)
Engineering (15%)		$1,800.00	$0
IL 83 (Elmhurst Rd) at Palatine Rd	$27,000.00 (Signal upgrades)	$27,000.00 (90% +10%)	$0 (-%)
Engineering (15%)		$4,050.00	$0

	Improvement Cost	State Cost	Prospect Heights Cost
US 12 (Rand Rd) at Olive St	$15,000.00 (Signal upgrades)	$14,250.00 (90% +5%)	$750.00 (5%)
Engineering (15%)		$2,137.50	$112.50
US 45-IL 21 (Milwaukee Av) at Palatine No Ramp	$22,000.00 (Signal upgrades)	$22,000.00 (90% +10%)	$0 (-%)
Engineering (15%)		$3,300.00	$0
Wolf Rd at Edward Rd	$18,000.00 (Signal upgrades)	$17,100.00 (90% +5%)	$900.00 (5%)
Engineering (15%)		$2,565.00	$135.00
Wolf Rd at Willow/Old Willow Rd	$15,000.00 (Signal upgrades)	$14,250.00 (90% +5%)	$750.00 (5%)
Engineering (15%)		$2,137.50	$112.50
TOTAL		$145,590.00	**$2,760.00**

4. It is mutually agreed that the CITY will reimburse the STATE in an amount equal to the CITY'S share of the actual cost as determined in accordance with Item #3 above. It is mutually agreed that upon award of the contract for this improvement, the CITY will pay to the Department of Transportation of the State of Illinois, in a lump sum from any funds allotted to the CITY, an amount equal to 80% of its obligation incurred under this Agreement, and will pay to the said Department the remainder of its obligation (including any non-participating costs for FA projects) in a lump sum, upon completion of the project based upon final costs.

5. Upon acceptance by the Department of Transportation of the traffic signal improvement included herein, the financial responsibility for maintenance and electrical energy for the operation of the traffic signals shall remain as outlined in the current Master Agreement executed between the City of Prospect Heights and the Department of Transportation for the term of which begins on July 1, 2011.

6. The agency performing actual traffic signal maintenance will remain as listed in the Exhibit A of the current Master Agreement.

7. Payment by the STATE of any or all of its share of maintenance and energy costs is contingent upon the STATE receiving adequate funds in its annual appropriation.

8. The STATE retains the right to control the sequence of timing on the traffic signals.

9. This Agreement shall be binding upon and inure to the benefit of the parties hereto, their successors and assigns.

CITY OF PROSPECT HEIGHTS

By: ______________________________
Mayor

Date: ______________________________

ATTEST:

____
CLERK

SEAL

STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION

By: ______________________________

By: John Fortmann, P.E.
Title: Deputy Director of Highways, Region One Engineer

Date: ______________________________

PLAN APPROVAL

WHEREAS, in order to facilitate the improvement at the intersections of US 12 (Rand Rd) at Olive St; Wolf Rd at Edward Rd and Wolf Rd at Willow/Old Willow Rd, CITY OF PROSPRECT HEIGHTS hereby approves to that portion of the plans and specifications relative to the City's financial and maintenance obligations described herein prior to the STATE'S advertising for the proposed traffic signal improvements at said intersections above.

APPROVED:

By: ______________________________
CITY ENGINEER

Date: ______________________________

APPROVAL OF WARRANTS L

4/14/14-COUNCIL MEETING		
Checks		
General Fund	$ 152,686.59	
MFT Fund	2,230.16	
Palatine/Milwaukee TIF	1,351.65	
Tourism District	5,289.90	
Development Fund	3,832.48	
DEA Fund	1,199.74	
Solid Waste Fund	34,120.99	
S S Area #1	-	
S S Area #2	-	
S S Area #3	-	
S S Area #4	-	
S S Area #5	112.04	
S S Area #8 - Levee Wall #37	111.69	
S S Area-Constr#6(Water Main)	-	
S S Area-Debt#6		
Road Construction	150.00	
Road Construction Debt		
Water Fund	2,302.34	
Parking Fund	2,196.45	
Road/Building Bond Escrow		
TOTAL	$ 205,584.03	
Wire Payments		
PAYROLL 3/21/14	130,463.19	
PAYROLL 4/4/14	129,369.75	
FEBRUARY IMRF	21,777.17	
Total Warrant	$ 487,194.14	

I:\Finance\forms\Approval of Warrants