

Tuesday, February 19, 2013 7:00 p.m.

A G E N D A

1. CALL TO ORDER

- 2. ROLL CALL:** Village President Suzanne Branding, Trustee Jeff Halen, Trustee Terry Mastandrea, Trustee Tom Poynton, Trustee Dana Rzeznik, Trustee Jonathan Sprawka, and Trustee Rich Sustich

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

(This is an opportunity for residents to comment briefly on matters included on the agenda and otherwise of interest to the Board of Trustees.)

5. PRESIDENT'S REPORT

(This is an opportunity for the Village President to report on matters of interest to the Village.)

A. Community Update

6. CONSENT AGENDA

(These titles will be read by the Village Clerk and approved by a single Roll Call Vote. Any item may be pulled from the Consent Agenda for discussion by any member of the Board)

A. Minutes of the Village Board Meeting, February 4, 2013

- B. Ordinance Declaring Certain Village Property Items as Surplus.** (Assign ORD. #2013-02-883)

Summary: Village staff has determined that the items listed with the proposed ordinance are no longer necessary, useful or for the best interests of the Village to retain ownership. The proposed ordinance declares the property as surplus and authorizes the Manager to direct the sale or disposal of the items in the most appropriate manner to be consistent with the State Statute.

C. IMRF Resolution – Taxable Allowances (Assign Resolution #2013-02-06C)

Summary: The Village of Lake Zurich has consistently considered taxable allowances such as vehicle and technology allowances as IMRF eligible wages. In order to formalize this practice, a resolution is required by the Village Board to make both past and future allowance payments officially includable as IMRF eligible.

Recommended Action: Motion to approve the Consent Agenda as presented. (Roll Call Vote)

7. OLD BUSINESS

(This agenda item includes matters for action by the Board of Trustees.)

No old business at this time.

8. NEW BUSINESS

(This agenda item includes matters coming to the Board of Trustees for discussion and possible action.)

A. Agreement for Well #10 Preventative Maintenance (Trustee Halen)

Summary: One of the Village's wells is pulled for service each year on a rotating basis. Well #10, which was last pulled and serviced in 2008, is due for preventative maintenance that is vital to keep the well functioning reliably and to meet peak demand of the Village's potable water supply.

Recommended Action: Motion to accept the proposal for year three of the Professional Services Agreement, authorizing preventative maintenance for Well #10, and for the replacement of pipe. (Roll Call Vote)

B. Public Works Vehicle Replacement – Utility Truck #431 (Trustee Halen)

Summary: The Public Works Department has a vehicle that is in need of extensive repair due to corrosion on the cab floor pan. It has been determined that it would be cost prohibitive to make these repairs due to the age and overall condition of the truck.

Recommended Action: Motion to approve the purchase of a 2013 Ford F-250 Pickup truck using the Suburban Purchasing Cooperative Contract #103. (Roll Call Vote)

C. Semi-Monthly Warrant Register Dated February 19, 2013, Totaling \$182,632.73
(Trustee Rzeznik)

Recommended Action: Motion to approve the semi-monthly warrant register dated February 19, 2013, totaling \$182,632.73 (Roll Call Vote)

9. TRUSTEE REPORTS

(This is an opportunity for Trustees to report on matters of interest to the Board of Trustees.)

10. VILLAGE MANAGER'S REPORT

(This is an opportunity for the Village Manager to report on matters of interest to the Board of Trustees.)

A. Bi-weekly Departmental reports as of February 8, 2013

B. Financial Report for month of December, 2012

11. ATTORNEY'S REPORT

(This is an opportunity for the Village Attorney to report on legal matters of interest to the Board of Trustees.)

12. DEPARTMENT HEAD REPORTS

(This is an opportunity for department heads to report on matters of interest to the Board of Trustees.)

A. Police Department – Cost of Obtaining Police Reports

B. Police Department – Cost of Hire Backs

13. EXECUTIVE SESSION (5 ILCS 120/2(c)(1)), (5 ILCS 120/2(c)(21)) and (5 ILCS 120/2(c)(11)) to discuss personnel, litigation and approval of Executive Session minutes.

A. Executive Session Minutes

B. Personnel

C. Litigation

14. ADJOURNMENT

Attachments:

1. Park and Recreation Advisory Board Agenda/Cancellation, February 12, 2013.
2. Calendar for February, 2013.
3. Calendar for March, 2013.

The Village of Lake Zurich is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations so that they can observe and participate in this meeting, or who have questions regarding the accessibility of the meeting or the Village's facilities, should contact the Village's ADA Coordinator at 847.438.5141 (TDD 847.438.2349) promptly to allow the Village to make reasonable accommodations for those individuals.

**UNAPPROVED
VILLAGE OF LAKE ZURICH BOARD OF TRUSTEES
REGULAR MEETING
70 East Main Street
Monday, February 4, 2013 7:00 p.m.**

1. **CALL TO ORDER** by President Suzanne Branding at 7.00pm.
2. **ROLL CALL:** Village President Suzanne Branding, Trustee Terry Mastandrea, Trustee Tom Poynton, Trustee Dana Rzeznik, Trustee Jonathan Sprawka, and Trustee Rich Sustich. Trustee Jeff Halen was absent and excused. Also present: Village Manager Jason Slowinski, Asst. Village Manager Roy Witherow, Village Attorney Scott Uhler, Building/Zoning Dir. Dan Peterson, Finance Dir. Jodie Andrew, I/T Dir. Michael Duebner, Public Works General Services Superintendent Mike Brown, Deputy Police Chief Kevin Finlon and Fire Chief Dave Wheelock. Police Chief Pat Finlon arrived later.
3. **PLEDGE OF ALLEGIANCE.**
4. **PUBLIC COMMENT.**

Carly Rubin, 1063 Markus Court, addressed the Board in regard the LZACC's Young Entrepreneurs program and a proposed activity, with her business partner, of a Dance Club, "Infinity", for 16-20 year olds. They would like to have a trial dance in late February or early March at the Trilogy Dance studios location. There was discussion with Ms. Rubin and the Board. The Board was polled and agreed to the request. President Branding advised Ms. Rubin to work with the Building and Zoning department.

Bill Leahy, 326 Whitney Road, addressed the Board on item #8D, the proposed water rate increase.

Mike Vujica, 35 Lake Zurich Drive and 22 Lakeview Place, addressed the Board on item #8D, the proposed water rate increase.

Jim Tarbet, 1195 Cedar Creek Drive, addressed the Board on an items on the agenda #10A, #6D, #8D.

Mary Mihilic, Kincaid Drive, addressed the Board on item #6 D, Parks Director to Parks Manager.
5. **PRESIDENT'S REPORT**
 - A. **Community Update:**

SWALCO reminder on conservation.

Quentin Road Improvements – Open House 2/6/13 at Lake Zurich High School 5-7pm.

IDOT tollway information - traffic congestion link is on the Village of Lake Zurich's website.

Credit card payments are now available.

An announcement about Police Chief Pat Finlon will held when he arrives at the meeting.
6. **CONSENT AGENDA**
 - A. **Minutes of the Village Board Meeting, January 21, 2013**
 - B. **Bond Reduction for Zurich Meadows**

Summary: The Engineering staff has reviewed the submitted bond reduction request and has inspected and approved the completed site improvements. Based on the aforementioned analysis, the Engineering Department concurs with the

request and recommends that Bond #105517108, in the amount of \$864,160.00, be reduced to \$86,416.00.

C. Final Acceptance of Meadow Wood Subdivision Public Improvements

Summary: The Engineering staff has reviewed the request from Pulte Homes for final acceptance of the public improvements and finds the improvements acceptable. The Engineering Department concurs with the request and recommends that Bond #5039298, in the amount of \$268,874.34 be returned. This reduction will conclude the two-year maintenance guaranty period.

D. Approval of Organizational Changes and Position Eliminations

Summary: Staff is recommending organizational and structural changes that are reflective of the Board's goal to increase operational efficiency and reduce operational expenditures. The following positions will be reclassified: Assistant Finance Director (Grade 12) to Accounting Supervisor (Grade 10); Executive Assistant (Grade 8) to Management Analyst (Grade 8); Parks Director (Grade 17) to Recreation Manager (Grade 13); and Planning Manager (Grade 12) to Village Planner (Grade 8). The following positions will be eliminated: Network Administrator and MIS Assistant. The total budgetary impact of all changes is an approximate annual cost savings of \$115,000.

Recommended Action: Motion made by President Branding, seconded by Trustee Sustich, to approve the Consent Agenda as presented.

AYES: 5 Trustees Mastandrea, Poynton, Rzeznik, Sprawka, Sustich.

NAYS: 0

ABSENT: 1 Trustee Halen.

MOTION CARRIED.

7. OLD BUSINESS

No old business at this time.

8. NEW BUSINESS

A. Ordinances Approving a Zoning Code Text Amendment and Special Use Permit for 715-717 Rose Road (The Fine Canine) (Trustee Mastandrea)

Summary: Monica Bedrosian is the business owner for the proposed dog training business at 717 Rose Road. The Applicant filed an application with the Village of Lake Zurich seeking the following approvals: (i) Zoning Code text amendment to permit SIC #0752 – Animal Specialty Services, Except Veterinary in the industrial zoning districts. (ii) Special use permit to allow Animal Specialty Services, Except Veterinary on the Subject Property. The Lake Zurich Plan Commission conducted a public hearing on January 23, 2013, and unanimously recommended that the Board of Trustees approve the Application, subject to the conditions stated in the approval ordinance.

Building/Zoning Dir. Dan Peterson stated that staff concurred with the recommendation and he answered the Board's questions.

Recommended Action: Motion made by Trustee Mastandrea, seconded by Trustee Poynton, to approve "An Ordinance Approving a Zoning Code Text Amendment to Add New Special Use for Animal Specialty Services and Facilities" and An Ordinance Approving and Granting Special Use Permit for 715-717 Rose Road (The Fine Canine)" Assign ORD. #2013-02-879 & #2013-02-880.

AYES: 5 Trustees Mastandrea, Poynton, Rzeznik, Sprawka, Sustich.

NAYS: 0

ABSENT: 1 Trustee Halen.

MOTION CARRIED.

B. Courtesy Review for the proposed Craft Distillery at 532 W. IL Route 22 (Trustee Mastandrea)

Summary: Jose L. Hernandez, the Applicant for proposed Copper Fiddle Distillery at 532 W. IL Route 22, requested a courtesy review with the Village of Lake Zurich seeking referral to the Plan Commission for the following approvals: (i) Zoning Code text amendment and (ii) Special use permit.

President Branding stated that Mr. Jose Hernandez was in attendance. Building/Zoning Dir. Dan Peterson reported that the staff concurred with the request for a courtesy review and he answered the Board's questions. Mr. Hernandez described the operations of the craft distillery and answered the Board's questions. The Board agreed to move this courtesy review to the Plan Commission.

C. Ordinance Granting Zoning Variation for Linden Subdivision Lots 4, 5, and 6 (Trustee Mastandrea)

Summary: Michael and Kimberly Schroeder are the applicants and owners of the vacant property of Lots 4, 5 and 6 in the Linden Subdivision. The Applicants filed an application with the Village of Lake Zurich seeking the following zoning code variations: (i) reduction of required corner side yard along Honey Lake Road for Lot 4 from 30 feet to 20 feet; (ii) allowance for driveway encroachment on conservancy soils on Lots 5 and 6. The Lake Zurich ZBA conducted a public hearing on January 17, 2013, and unanimously recommended that the Board of Trustees approve both applications for relief with the following condition: the Application for reduction of corner side yard requirements on Lot 4 reduce the side yard setback from 30 feet to 25 feet and not to 20 feet as requested.

Mr. Michael Schroeder addressed the Board on his request for the 20 foot reduction and he answered the Board's questions. The Board discussed the request.

Recommended Action: Motion made by Trustee Mastandrea, seconded by Trustee Rzeznik, to approve "An Ordinance Granting Variations for Lots 4, 5 and 6 Linden Subdivision." Assign ORD. #2013-02-881.

Trustee Sustich made an amendment to the motion to strike the words from the proposed Ordinance #2013-02-881, Section 2, lines 3 and 4, "to 25 feet and not". Atty. Uhler advised the Board. Trustee Rzeznik seconded the amendment to the motion.

AYES: 5 Trustees Mastandrea, Poynton, Rzeznik, Sprawka, Sustich.

NAYS: 0

ABSENT: 1 Trustee Halen.

MOTION CARRIED.

The vote on the original motion was then taken.

AYES: 5 Trustees Mastandrea, Poynton, Rzeznik, Sprawka, Sustich.

NAYS: 0

ABSENT: 1 Trustee Halen.

MOTION CARRIED.

D. Ordinance Approving Water Rate Increase for 2013 and 2014 (Trustee Rzeznik)

Summary: Following discussion of the need for water and sewer rate increases from the January 7, 2013 board meeting, staff has prepared an ordinance to increase water and sewer rates on May 1, 2013 and May 1, 2014. These increases will result in total rate increases for combined water and sewer service of 7.4% for the increase in 2013 and 8.0% for the increase in 2014. The increases are necessary to fund the operations of the water and sewer service and more significantly, critical repairs and maintenance of the aging infrastructure as identified in the 2013 Capital Improvement Plan.

Finance Dir. Jodie Andrew gave an explanation of the proposed water rates and answered the Board's questions. The Board discussed the proposed increases.

Recommended Action: Motion made by Trustee Rzeznik, seconded by Trustee Mastandrea, to approve "An Ordinance Amending the Lake Zurich Municipal Code Related to Water and Sewer Rates" Assign ORD. 2013-02-882.

AYES: 5 Trustees Mastandrea, Poynton, Rzeznik, Sprawka, Sustich.

NAYS: 0

ABSENT: 1 Trustee Halen.

MOTION CARRIED.

E. Toshiba Business Systems Copier Lease Agreement (Trustee Rzeznik)

Summary: Staff published an RFP document for multi-function copiers and received 11 responses. An analysis of the materials and discussion with various vendors as well as a check of references determined that Toshiba Business Systems offered a 5-year lease for 11 copiers for \$1,265.25 per month, a 50% savings over the previous lease.

I/T Dir. Michael Duebner reported on the agreement.

Recommended Action: Motion made by Trustee Rzeznik, seconded by Trustee Sustich, to approve a Resolution authorizing the Village to enter a lease and maintenance agreement with Toshiba Business Systems. Assign RES. #2013-02-08A.

AYES: 5 Trustees Mastandrea, Poynton, Rzeznik, Sprawka, Sustich.

NAYS: 0

ABSENT: 1 Trustee Halen.

MOTION CARRIED.

F. Agreement to Provide Police Dispatch Services to the Village of Island Lake (Trustee Sustich)

Summary: The Village of Island Lake was exploring the possibility of outsourcing their dispatch services. In an analysis of the Island Lake Police Department's activity, it was determined that the Lake Zurich PSAP could accommodate the increased activity without the need for expansion of facilities or hiring additional staff.

Police Chief Finlon reported that it was a good opportunity for the village and the department.

Recommended Action: Motion made by Trustee Sustich, seconded by Trustee Sprawka, to approve the agreement with the Village of Island Lake to provide Police Dispatch Services.

AYES: 5 Trustees Mastandrea, Poynton, Rzeznik, Sprawka, Sustich.

NAYS: 0

ABSENT: 1 Trustee Halen.

MOTION CARRIED.

G. Semi-Monthly Warrant Register Dated February 4, 2013, Totaling \$436,579.74 (Trustee Rzeznik)

Finance Dir. Jodie Andrew stated that there were no changes.

Recommended Action: Motion made by Trustee Rzeznik, seconded by Trustee Poynton, to approve the semi-monthly warrant register dated February 4, 2013, totaling \$436,579.74

AYES: 5 Trustees Mastandrea, Poynton, Rzeznik, Sprawka, Sustich.

NAYS: 0

ABSENT: 1 Trustee Halen.

MOTION CARRIED.

President Branding returned to the President's Report to read a press release in regards the certification of Police Chief Patrick Finlon by the Illinois Association Chief's of Police.

9. TRUSTEE REPORTS

Trustee Poynton addressed the comments by Marry Mihilic at Public Comments.

10. VILLAGE MANAGER'S REPORT

A. Bi-weekly Departmental reports as of January 25, 2013. Village Manager Jason Slowinski highlighted some items on the agenda (organizational changes, copiers, dispatch) which will result in the savings of approximately \$250,000 with no impact to the residents. Administration is looking at additional ways to cut costs.

11. ATTORNEYS REPORT

There was none.

12. DEPARTMENT HEAD REPORTS

A. Fire Chief : Earthquake Preparedness. Chief Wheelock reported on the handout he had given the Board which will be posted on the Fire Dept.'s website.

B. Building and Zoning Director: 4th Quarter Vacancy Report. Building/Zoning Dir. Dan Peterson explained the report.

C. Police Chief Finlon recognized the LZHS Girls Bowling team which is heading to the State championships this weekend.

13. EXECUTIVE SESSION (5 ILCS 120/2(c)(1)), (5 ILCS 120/2(c)(11)), and (5 ILCS 120/2(c)(21)) to discuss personnel and litigation, and approval of Executive Session minutes dated December 3, 2012 and December 17, 2012

Motion to adjourn to Executive Session made by President Banding, seconded by Trustee Poynton.

AYES: 5 Trustees Mastandrea, Poynton, Rzeznik, Sprawka, Sustich.

NAYS: 0

ABSENT: 1 Trustee Halen.

MOTION CARRIED.

Meeting adjourned at 8.46pm.

Meeting reconvened at 9.25pm.

Meeting called to order by President Suzanne Branding.

ROLL CALL: Village President Suzanne Branding, Trustee Terry Mastandrea, Trustee Tom Poynton, Trustee Dana Rzeznik, Trustee Jonathan Sprawka, and Trustee Rich Sustich. Trustee Jeff Halen was absent and excused. Also present: Village Manager Jason Slowinski, Village Attorney Scott Uhler and Interim H.R. Manager Doug Gibson.

14. ADJOURNMENT

Motion to adjourn the meeting made by Trustee Sprawka seconded by Trustee Sustich.

AYES: 5 Trustees Mastandrea, Poynton, Rzeznik, Sprawka, Sustich.

NAYS: 0

ABSENT: 1 Trustee Halen.

MOTION CARRIED.

Meeting adjourned at 9.26pm.

Respectfully submitted: Kathleen Johnson, Village Clerk.

Approved by:

Suzanne K. Branding, Village President.

Date

70 E. Main Street
Lake Zurich, IL 60047



Phone: (847) 438-5141
Fax: (847) 540-1768
Web: www.volz.org

MEMORANDUM

Date: February 4, 2013
To: Jason T. Slowinski, Village Manager
From: Steve Schmitt, Utilities Superintendent
Subject: Agenda item for Village Board Meeting on February 19, 2013

Issue: Well #10 Maintenance

Analysis:

History

In order to maintain a high level of reliability and operational efficiency of the Village's potable water system, the pumping assembly from one of the Village's wells is pulled for service each year on a rotating basis. The current five year rotation is based on our five wells that have the Ion Exchange water treatment process. Well #10, which was last pulled and serviced in 2008, is due for preventative maintenance which includes pulling the pumping assembly and column pipe to the surface, cleaning and inspection of 997' of 10" column pipe, replacing approximately 200' of deteriorated column pipe if necessary, inspection and servicing the 400 H.P. Byron Jackson submersible motor and repair of the 15 stage bowl assembly (pump). This type of maintenance is vital in order to keep wells functioning reliably and for the Village's potable water supply to meet peak demand and fire flow capacities. Since the last preventative maintenance to Well #10, it has operated over 6400 hours producing approximately 400,000,000 gallons.

In November 2010 (effective 2011), the Village entered into a five year professional services agreement with Layne Christensen Company to provide preventative maintenance service for the wells because of their qualifications, the quality of the service they have performed for the Village in previous years and a 5% discount on labor and equipment pricing for each year of the agreement.

Well maintenance is a planned service annually and is budgeted for accordingly. The current 2012-2013 budget includes \$90,000 for Well #10 scheduled maintenance in 50156054-5282 and \$20,000 for column pipe replacement in 50156054-5550. If approved, Layne Christensen can schedule the maintenance allowing for completion and closeout prior to the end of the current 2012-2013 fiscal year.

Recommendation: I recommend that the Village accept the attached proposal for year three of the professional services agreement, authorizing preventative maintenance for Well #10, from Layne Christensen Company in the amount of \$84,575.80 and for the replacement of approximately 200' of column pipe not to exceed \$20,000.

w/Attachments:

Well #10 maintenance proposal from Layne Christensen Company dated January 25, 2013.
(6 pages)

Page 4 from the November 15, 2010 Village Board meeting minutes. (1 page)



January 25, 2013

Village of Lake Zurich
505 Telser Road
Lake Zurich, IL 60047

Attn: Mr. Steve Schmitt, Utilities Superintendent

RE: Well No. 10 Maintenance

Dear Mr. Schmitt:

Thank you for requesting a maintenance estimate on your Byron Jackson submersible pumping assembly installed in Well No. 10. From our records, this pump consists of a Layne and Bowler 12RKBH – 15 stage all bronze submersible bowl assembly with a BJ 400HP, 3/4/60/2300 volt, 17" Type H motor set to a depth of 997' 6" on 10" Schedule 40 column pipe; 1,005' of No. 1/0 cable; check valves at 100' and 698' above the pump; dual PVC airlines; and a Maas pitless adapter. The pumping assembly was last removed for preventative maintenance in 2008.

Well No. 10 was constructed by Layne-Western Company in 1989 with 26" surface casing driven to 273'; 22" longstring casing cemented to a depth of 512'; 21" open hole from 512' to 1,037'; 18" liner from 1,037' to 1,120'; and 17" open hole from 1,120' to 1,340'.

We propose to repair the pump for you on a time and material basis at rates indicated on the enclosed Work Order Form and per the conditions of our Services Agreement. We will begin the project by mobilizing either our Smeal R36 or SEMCO 30000 pump service rig to the site. Once on-site we will rig up and assemble pipe racks. After removal the column assembly will be laid out on these racks for an on-site visual inspection. The motor leads will be tagged and disconnected and the pitless adapter, column pipe, cable, motor and bowl assembly will be pulled to the surface. The motor seal will be balanced and the seal and motor can will be dewatered in accordance with our exclusive procedure. These procedures will be performed by a Byron Jackson factory authorized serviceman. As a result of the new July 1, 2012 IEPA guidelines the motor/bowl disconnection and seal servicing will not be conducted over the well but will be conducted in a sealed motor service containment module that will be transported to the site. To our knowledge Layne is the only contractor in the country that is currently utilizing such a device to meet the new IEPA regulations. While on-site we will also measure the static water level and total depth of the well.

We plan on engaging the services of Midwest Mobile Washers to power wash the pipe at the jobsite. Following this pressure washing we will conduct an on-site visual inspection of the column assembly. A crane will then mobilize to the jobsite to haul the motor, bowl assembly, damaged column pipe and column check valve sections to our Aurora shop for inspection and repairs.

WATER RESOURCES

We plan to complete the motor service in our shop in Aurora. The motor service will include a complete oil and filter change. Assuming the cable hipot test is satisfactory we will proceed with splicing a new Byron Jackson Flat Cable Assembly onto the existing submersible cable.

Bowl assembly repairs will be completed in our machine shop. Once the bowl has been transported to our shop it will be disassembled and any encrustation or clogging will be cleaned by fine particle sandblasting or a power washer. The critical fit points will be inspected by micrometer readings and the repairs planned. The shaft will be checked for grooving or wear at the bowl bearing points. If necessary it will be replaced. For estimating purposes, we will plan on replacing the wear rings, bearings, and case gaskets. A cost adder will be supplied in the event the shaft must be replaced.

Removal and remounting of new 10" surge control valves will be done with our threading machine.

Following all repairs, we will return the bowl assembly and pipe sections to the jobsite, prepare and rebalance the motor with Byron Jackson oil, mount the bowl assembly and reinstall the pump, and take and record frequent megger readings. I am assuming you will provide sodium hypochlorite for well chlorination as you have done in the past. After the pump setting has been completed, we will splice the cable leads in the pitless adapter and lay a temporary discharge line for well testing. A test of three hours or more duration will be conducted, allowing collection of a water sample for bacteriological testing. If necessary the test line will be left in place for further sampling. The estimated jobsite labor will include the following:

Mobilize to jobsite; set up pipe racks; tag and disconnect power leads and prepare to remove pump:

Service Rig, support equipment and 2 man crew: 8 hours @ \$393.00	\$ 3,304.00
Crane and operator: 8 hours @ \$262.00	\$ 1,944.00

Remove pump and rack pipe onsite for inspection; Aid in pressure washing column pipe and conduct pipe inspection; ; conduct onsite motor dewatering; transport motor, column check valves, column pipe and bowl assembly to machine shop:

Service Rig and 4 man crew: 16 hours @ \$655.00	\$10,480.00
Power tongs: 2 shifts @ \$384.00	\$ 768.00
Crane and 3 man crew: 16 hours @ \$524.00	\$ 8,384.00

Return repaired pump to project site; splice new flat cable and prepare for installation; install pump with two airlines; conduct startup testing; demobilize all equipment:

Service Rig and 3 man crew: 24 hours @ \$524.00	\$12,576.00
Power tongs: 3 shifts @ \$384.00	\$ 1,152.00
Crane and operator: 16 hours @ \$262.00	\$ 4,192.00
Service Rig and 2 man crew: 16 hours @ \$393.00	\$ 6,288.00



The total estimated labor and equipment cost for work at the jobsite, including hauling and cable splicing is approximately \$49,088.00.

New oil, gaskets, and miscellaneous motor service supplies will cost \$1,350.00. The off-site motor service will require approximately 10 hours for one of our Byron Jackson servicemen to drain the motor, complete the oil and filter change, change out all gaskets, and repaint the motor. It will also require approximately 1 hour to completely sandblast the motor. The labor cost will be approximately \$2,000.00.

The cost for a new 20' Byron Jackson Flat Cable Assembly will be \$3,917.00. We will plan on reusing the existing bronze cable clamp. The cost for hipot testing the existing cable will be \$795.00.

The cost to conduct a downhole video survey will be \$1,620.00.

PVC airline will cost \$0.25 per foot, so the total cost for two airlines will be about \$500.00.

Miscellaneous banding, tape, splice connectors, etc., to complete the pump setting would work out to about \$500.00.

The anticipated cost for pipe washing would be \$4,875.00.

Bowl assembly repairs including all new (17) bearings and new (15) wear rings would be estimated at \$9,100.00. This would include bronze stock for the rings and new case gaskets.

New 10" surge control valves will cost \$1,536.00 each or \$3,072.00. I will include 32 hours for our threading machine and operator at \$183.00 per hour for mounting check valves and rethreading pipe as necessary. This cost is \$5,856.00.

New 10" epoxy coated threaded and coupled column pipe can be provided for \$81.00 per foot. We can provide standard 10" 3/4" taper 8V API monogram couplings for \$276.00 each. 10" API 8 Round short couplings will be \$258.00 each. The cost to sandblast and recoat your existing pipe with epoxy coating will be \$29.00/ft.

Due to our five-year service agreement with the Village you will receive a 5% discount on our labor and equipment pricing. The total estimated project costs are:

Labor and Equipment:	\$61,944.00
Less 5% Discount on Labor and Equipment:	\$ 3,097.20
Materials and Specialty Services:	<u>\$25,729.00</u>
	\$84,575.80




Please note that all of our servicemen will be paid the prevailing wages for Lake County per the Davis-Bacon wage act. Certified payroll will be submitted to the Village for all work performed during the project.

We appreciate the opportunity to submit this proposal and hope that it meets your favorable response. If you have any questions, comments, or concerns regarding this proposal please do not hesitate to contact me. I can be reached in the office at 630.897.6941 or on my mobile at 708.243.3673.

Sincerely yours,

Layne Christensen Company



Christopher G. Peschang, P.E.
Business Development Manager

Enclosures



WORK ORDER



Layne Christensen Company

721 W. Illinois Avenue, Aurora, IL 60506; Phone (630) 897-6941
229 W. Indiana Ave., P.O. Box 489, Beecher, IL 60401; Phone (708) 946-2244

WATER MINERAL EXCHANGE

Purchaser: Village of Lake Zurich; 505 Telser Road, Lake Zurich, IL 60047

Job Location: Well No. 10

SERVICE RATES - EFFECTIVE JAN. 1, 2013

	Straight Time		Overtime	Doubletime
	Per Hr.	8 Hr. Day	Per Hr.	Per Hr.
Serviceman w/hand tools	163.00	1304.00	244.50	326.00
Serviceman w/service truck and hand tools, or welder	193.00	1544.00	274.50	356.00
Helper	131.00	1048.00	196.50	262.00
Serviceman and 1 Helper	294.00	2352.00	441.00	588.00
<u>Small Rig or Winch Truck (\$38.00)</u>				
1 Man Crew	201.00	1608.00	282.50	364.00
2 Man Crew	332.00	2656.00	479.00	626.00
3 Man Crew	463.00	3704.00	675.50	888.00
<u>Middle Rig, Large Hoist or Flatbed Crane (\$60.00)</u>				
1 Man Crew	223.00	1784.00	304.50	386.00
2 Man Crew	354.00	2832.00	501.00	648.00
3 Man Crew	485.00	3880.00	697.50	910.00
<u>Big Rig, Large Hoist and Poles, or Large Crane (\$99.00)</u>				
1 Man Crew	262.00	2096.00	343.50	425.00
2 Man Crew	393.00	3144.00	540.00	687.00
3 Man Crew	524.00	4192.00	736.50	949.00
Power Tong Usage, per 8 hour shift		384.00		
<u>Machine Shop/Yard Labor and Equipment</u>				
Machinist and Equipment	157.00	1256.00	227.00	297.00
12" Threading Machine and Operator	183.00	1464.00	253.00	323.00
Serviceman w/hand tools	140.00	1120.00	210.00	280.00
Helper	126.00	1008.00	189.00	252.00
Sandblast Equipment and 2 man crew	318.00	2544.00	451.00	584.00

Mileage: Auto: \$0.55 Pickup: \$0.70 1-Ton: \$1.00 2-1/2 Ton Flatbed: \$2.10 Semi-Tractor: \$2.75

Subsistence-Per Man

Over 45 miles radius from home office.....\$45.00 + Hotel

The undersigned Purchaser hereby instructs Layne Christensen Company (Contractor), to proceed with the work described with the understanding that the Terms and Conditions shown on the reverse are hereby incorporated as part of this Quotation and with the specific understanding that Contractor will not be held liable for any damage in any way whatsoever for failure to complete the described work, nor for any injury or damage resulting from Contractor's efforts to perform such work, or for delay on Contractor's part in completing same. All work described herein will be provided as quoted above or on a cost plus basis at the hourly rates provided. All quotes indicated, if any, are estimates based on the best information available prior to beginning work. Purchaser's pumps, motors, parts and/or accessories may be stored by the Contractor for sixty (60) days from the date of invoice or other written notice from Contractor. After said sixty (60) days, disposal of such equipment may be made by the Contractor without incurring any liability. All hours worked before or after Contractor's normal work day hours and all hours worked on Saturdays, will be billed at time and one-half rates. All work on Sundays and/or any federally recognized holiday will be billed at double time rates.

REMARKS:

Per proposal dated January 25, 2013

Work Authorized on Behalf of Purchaser By: _____

Date: _____

Title: _____

TERMS AND CONDITIONS

LIABILITY OF CONTRACTOR: Contractor shall not be liable for any bodily injury, death, or injury to or destruction of tangible property except as the same may have been caused by the negligence of Contractor. In no event shall Contractor be liable for any delays or special, indirect, incidental or consequential damages. Purchaser agrees that the total limit of Contractor's liability (whether based on negligence, warranty, strict liability or otherwise) hereunder, shall not exceed the aggregate amount due Contractor for services rendered under this contract. All claims, including claims for negligence or any other cause whatsoever, shall be deemed waived unless made in writing and received by Contractor within one (1) year after Contractor's completion of work hereunder.

INSURANCE: Contractor shall provide workers' compensation insurance, public liability and property damage insurance covering its employees and operation. Purchaser, at its option, may maintain such insurance as will protect it against claims arising out of the work.

REIMBURSABLE COST: In addition to the hourly charge provided on the face of this contract, Purchaser will reimburse Contractor for travel and living expenses necessarily incurred by the Contractor in the performance of the work, minor incidental expenses such as overnight mail, telephone and petty cash expenditures necessarily incurred, cost of removal of all debris if so directed by Purchaser, sales, consumer, use and similar taxes required by law and the cost of permits and all licenses necessary for the execution of the work. The foregoing costs shall be billed at actual cost plus fifteen percent (15%) unless otherwise agreed upon.

PRICE ADJUSTMENT: Any cost estimates or time frames stated herein are subject to equitable adjustment in the event of differing or unforeseeable conditions, changes in applicable laws after the date of this contract, unforeseeable delays or difficulties caused by acts of God, Purchaser or any third parties. Prices of goods acquired by Contractor from others shall be adjusted to reflect Contractor's price in effect at time of shipment. The price of Contractor's goods will be adjusted to the price in effect at time of shipment in accordance with Contractor's current escalation policies or as specifically covered in this contract.

TERMS: Thirty (30) days net from date of invoice. For extended projects, Contractor shall submit invoices on a monthly basis for any and all work completed and materials or equipment provided during the previous month. Past due invoices shall be subject to a delinquency charge of one and one-half percent (1-1/2%) per month (eighteen percent (18%) per annum) unless a lower charge is required under applicable law, in which case the lower rate shall apply. Purchaser agrees to pay all collection fees, attorneys' fees and costs incurred in the collection of any past due amounts arising out of this contract. Contractor shall have the right to immediately terminate this contract without further liability if Purchaser fails to make timely payment or otherwise materially breaches this contract.

MATERIAL SHORTAGES AND COST INCREASES: If any portion of materials or equipment which Contractor is required to furnish becomes unavailable, either temporarily or permanently, through causes beyond the control and without the fault of Contractor, then in the case of temporary unavailability any completion time frames shall be extended for such period of time as Contractor shall be delayed by such above-described unavailability, and in the case of permanent unavailability Contractor shall be excused from the requirement of furnishing such materials or equipment. Purchaser agrees to pay Contractor any increase in cost between the cost of the materials or equipment which have become permanently unavailable and the cost of the closest substitute which is then reasonably available.

DELAYS: If Contractor is delayed at any time in the progress of work by labor disputes, fire, unusual delays in transportation, unavoidable casualties, weather, or any cause beyond Contractor's reasonable control, then any completion time frames shall be extended by a reasonable period of time, at least equal to the period of delay.

CHANGED CONDITIONS: The discovery of any hazardous waste, substances, pollutants, contaminants, underground obstructions or utilities on or in the job site which were not brought to the attention of Contractor prior to the date of this contract will constitute a materially different site condition entitling Contractor, at its sole discretion to immediately terminate this contract without further liability.

ESCALATION: This contract is made with the understanding that Contractor will be able to begin and continuously proceed with its work on or before the proposed start date on the reverse side hereof. In the event Contractor is unable to commence its work on or before said date because the project is not ready for Contractor's work, Contractor will charge Purchaser the amount of increase in Contractor's cost attributable to such delay, plus Contractor's normal overhead percentage.

GUARANTEE AND LIABILITY: Contractor warrants that its labor supplied hereunder shall be free from defect and shall conform to the standard of care in effect in its industry at the time of performance of such labor for a period of twelve (12) months after substantial completion of Contractor's work. Contractor agrees, to the extent it is permitted, to pass on any warranties provided by the manufacturers of materials and/or equipment furnished under this contract. Contractor itself provides no warranty, express, implied or otherwise, on any such materials or equipment. Contractor will not be responsible for: work done, material or equipment furnished or repairs or alterations made by others.

For any breach hereunder, Contractor shall be liable only for the value of the installation work or, if it wrongfully fails to install, then its liability is limited to the difference between the contract price herein, and the value of other similar installation work. If Contractor's breach damages any materials or equipment furnished hereunder, Contractor shall only be liable for the value of such materials or equipment. Under no circumstances will Contractor be liable for consequential, special or indirect damages, including without limitation, any crop loss or damage, damage to other equipment, structures or property, nor for any other similar or dissimilar damages or losses whether due to delay, failure to furnish or install, delay in installation, defective material or equipment, defective workmanship, defective installation, delay in replacing, nor for any cause or breach whatsoever. In any event, Contractor's total liability towards Purchaser for alleged faulty performance or nonperformance under this contract shall be limited to the total contract price. No materials, equipment or services contracted herein carries any guarantee not mentioned in this contract. THE ABOVE WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WHICH ARE HEREBY DISCLAIMED.

TITLE AND OWNERSHIP: In case of default on Purchaser's part, Contractor shall have the right to enter the premises upon which any material or equipment furnished herein have been installed and retake such goods not then paid for and pursue any further remedy provided by law, including recovery of attorneys' fees and any deficiency to the maximum extent and in the manner provided by law. Such materials and equipment shall retain their character as personal property of Contractor until payment in full is received by Contractor, regardless of their mode of attachment. Unless prior specific written instructions are received to the contrary, surplus and replaced materials and equipment resulting from repair or installation work shall become the property of Contractor.

DELIVERY: Shipment schedules and dates, expressed or implied, are contingent on normal conditions. Contractor will not be responsible for any delays in shipment or completion caused by factors beyond its control such as, but not limited to, suppliers' failures, accidents, work stoppages or operation of or changes in the law. Shipments will be made as promptly as Contractor's ability to obtain materials and/or equipment and scheduling will permit. No delay in shipments or variances from shipping schedule shall be cause of cancellation or any claim for damage. Any changes in layout or design requested after acceptance of this contract will be made at Purchaser's additional cost. Any such change and/or time taken to supply engineering data or to approve drawings will automatically extend shipping schedules. Equipment will be shipped "knocked down" to the extent Contractor considers necessary, with small parts stripped from equipment and crated. On and after delivery to the carrier for transportation to the Purchaser's site, Purchaser shall be responsible for all loss or damage to materials or equipment due to any cause, including but not limited to loss or damage resulting from casualty.

INDEMNIFICATION: Purchaser agrees to indemnify and hold Contractor, its directors, officers, stockholders, employees, agents and subcontractors, harmless from and against any and all claims, demands, causes of action (including third party claims, demands or causes of action for contribution or indemnification), liability and costs (including attorneys' fees and other costs of defense) asserted and/or filed by Purchaser or any third party(ies), including without limitation Purchaser's employees, and arising out of or as a result of: (i) the presence of Contractor or its subcontractors at the job site, (ii) the work performed by Contractor or its subcontractors, or (iii) any negligent act or omission of Purchaser, its employees, agents, consultants, other contractors or any person or entity under Purchaser's control; except to the extent that such claims, demands, causes of action, liabilities or costs are caused by the negligence of Contractor or its subcontractors.

President Branding asked if there was any cost to the Village of Lake Zurich and Heyden responded that there is a 100% grant from the State of Illinois.

Motion was made by Trustee Sprawka, seconded by Trustee Sustich, to approve agreements for Phase I and II of the Safe Routes to School project with Gewalt Hamilton Associates, Inc. in accordance with their proposal dated October 12, 2010.

Ayes: 5 Trustees Halen, Poynton, Rzeznik, Sprawka and Sustich.

Nays: 0

Absent: 1 Trustee Johnson.

MOTION CARRIED.

D. Five Year Agreement with Layne Western to provide maintenance on the Village's deep wells. (Trustee Sprawka)

Summary: The Public Works Utilities Division has the duty to ensure the reliable supply of clean drinking water to all Village residents. In an effort to improve reliability in our water supply system, routine maintenance is required on each of the Village's deep wells. This maintenance is performed on a rotating basis over a five-year period. Layne Western has been providing this service to the Village for over 30 years. As Layne Western has acquired most of the larger deep well maintenance contractors in our area, it has become very difficult to provide competitive bids for this work. As such, the staff is proposing to enter into an extended five-year contract with Layne Western for this service. As part of the agreement, Layne Western has proposed a 5% discount in labor costs during the length of the Agreement.

Dir. Heyden introduced Bob Duprey, Assistant Public Works Director, and representatives from Layne Western to answer questions from the Board. Duprey mentioned that Layne Western is a well qualified company to provide the service.

Motion made by Trustee Sprawka, seconded by Trustee Sustich, to approve a five-year contract with Layne Western for maintenance of the Village's deep wells subject to negotiation and approval with the Village Administrator and Public Works Director.

Ayes: 5 Trustees Halen, Poynton, Rzeznik, Sprawka and Sustich.

Nays: 0

Absent: 1 Trustee Johnson.

MOTION CARRIED.

E. Courtesy Review for Lions Club request for a storage shed. (Trustee Rzeznik)

70 E. Main Street
Lake Zurich, IL 60047



AGENDA ITEM

8B

Phone: (847) 438-5141
Fax: (847) 540-1768
Web: www.volz.org

MEMORANDUM

Date: February 11, 2013
To: Jason T. Slowinski, Village Manager
From: Steven J. Paulus, Superintendent, Fleet Services
Subject: Pickup Truck Purchase

Issue: Purchase of a replacement pickup truck for the Utilities Division in the Public Works Department.

Analysis: Approximately two years ago, a Public Works pickup truck was involved in an accident resulting in a total loss. Due to budget constraints and low staffing levels, the truck was not immediately replaced. Once proper staffing levels were established, funds were then budgeted for in the FY 13 budget.

Recently during routine maintenance on truck #431, a 2003 Ford F-150, it was discovered that extensive corrosion has taken place to the cab floor pan. A temporary, short term repair has been made in order to keep the truck in service. Making a lasting and proper repair would be cost prohibitive due to the age and overall condition of the truck. According to our Fleet Replacement Plan, this truck is scheduled to be replaced in the FY 15 budget. If approved, we would postpone this year's purchase of the replacement truck that was a total loss until FY 15 and accelerate the replacement of Truck #431 to the present budget.

A snow plow would also be purchased to be mounted on this truck at an approximate cost of \$4,700.00. Total cost of the truck and equipment is well below the budgeted amount of \$35,000.00.

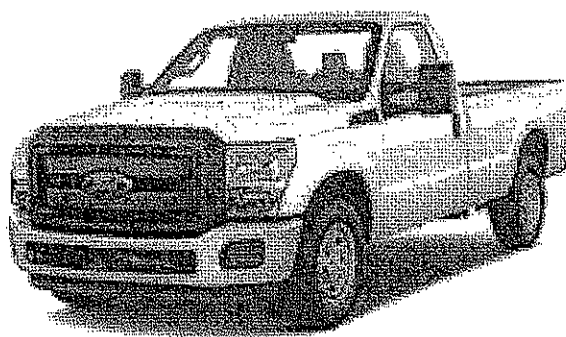
Recommendation: Purchase a 2013 Ford F-250 Pickup Truck from Currie Motors, in the amount of \$22,607.00 using the Suburban Purchasing Cooperative Contract #103.



2013 FORD F-250 XL 4X2

Pick Up

Contract# 103



Currie Motors Fleet

"Nice People To Do Business With"

Your Full-Line Municipal Dealer
www.CurrieFleet.com



find us on
Facebook



follow us on
twitter

Currie Motors Frankfort
SPC Contract Winner
2013 Ford F-250 XL 4x2
Pick Up
Call Tom Sullivan (815) 464-9200

Standard Package: \$17,538.00

Warranty 3 Years 36,000 miles Bumper to Bumper/ 5 Years 60,000 Power train

Free Delivery With in 30 Miles from Point of
Purchaser's Billing Address

Alternator – 157 Amps, Heavy Duty

Axle – Twin I-Beam front axle with coil
spring suspension

Non-Limited Slip Rear Axle

Battery – 72 Amp Hour

Engine – 6.2L 2-Valve V-8 E85

Transmission – TorqShift 6-Speed SelectShift
Automatic O/D

Brakes – (ABS) With Advanced Trac Roll
Stability Control (SRW)

8' Pick Up Bed

Bumper – Front – black painted steel with
grained MIC top cover

Grille – Black MIC

Mirrors – Manually telescoping trailer tow
with manual glass & two-way fold

Wheels – 17" Argent Painted Steel

Windows – fixed rear

Air Conditioning – manual

Audio – AM/FM/Clock

Door Trim – Armrest/grab handle and
reflector

Floor Covering – black vinyl

Instrument Center – Multifunctional switch
message center with ice blue lighting (three
button message control on steering wheel)

Manual door locks and windows

Rearview Mirror – 11.5" day/night

Seats – HD vinyl 40/20/40 split bench with
center armrest, cupholder and storage, manual
lumbar support, driver side

Steering Wheel – black vinyl, telescoping
steering wheel/column

Sunvisors – Color coordinated vinyl, single
driver with pocket, single passenger with
insert

Airbags – Driver and passenger side,
passenger side deactivation switch

Factory Order Cutoff Date: To be determined

Additional Options and Order Ford

Please enter the following:

Ford Fleet Number _____

Contact Name _____

Phone Number _____

Purchase Order Number _____

State Tax Exempt Number _____

PLEASE SUBMIT P.O. TO:

*Currie Motors
9423 W. Lincoln Hwy
Frankfort, IL 60423
PHONE: (815)464-9200 FAX: (815) 464-7500
Contact Person: Tom Sullivan
CurrieFleet@gmail.com
www.CurrieFleet.com*

Options – Cab Style

<input type="checkbox"/>	Super Cab with 6.5' Bed	1,912.00
<input type="checkbox"/>	Crew Cab with 6.5' Bed	3,135.00
<input type="checkbox"/>	Pick Up Box Delete (does not include spare)	-519.00
<input type="checkbox"/>	8' Bed (Super Cab/Crew Cab)	350.00

Options – Powertrain

<input type="checkbox"/>	6.7L OHV Power Stroke Diesel	6,503.00
<input type="checkbox"/>	4x4 with Manual Transfer Case	2,678.00
<input type="checkbox"/>	Limited Slip Axle	350.00
<input type="checkbox"/>	Gaseous Prep (does not include Conversion)	315.00
<input type="checkbox"/>	Electronic Shift On the Fly	154.00
<input type="checkbox"/>	Engine Block Heater	45.00
<input type="checkbox"/>	PTO Provision (available with 6.7L Engine)	232.00
<input type="checkbox"/>	Engine Idle Shut Down (available with 6.7L Engine)	208.00
<input type="checkbox"/>	Dual Alternators (requires 6.7L Engine)	315.00
<input type="checkbox"/>	Extra HD Alternator	62.00
<input type="checkbox"/>		

Options – Suspension

<input type="checkbox"/>	Snow Plow Prep Package	71.00
<input type="checkbox"/>	Heavy Duty Front Suspension Package	104.00
<input type="checkbox"/>	FX4 Off Road Package	245.00
<input type="checkbox"/>	Skid Plates	83.00
<input type="checkbox"/>	5 th Wheel/Gooseneck Hitch Prep Package	307.00

<input type="checkbox"/>	Trailer Brake Controller	230.00
<input type="checkbox"/>	Tires-LT245/75Rx17E BSW A/T	104.00
<input type="checkbox"/>	Tires-LT265/70Rx17E OWL A/T	378.00
<input type="checkbox"/>	Spare Tire with Box Delete Option	350.00
<input type="checkbox"/>	Spare Tire Delete	-71.00

Options – Exterior

<input type="checkbox"/>	Rear Camera	390.00
<input type="checkbox"/>	6" Black Molded Cab Steps	266.00
<input type="checkbox"/>	Exterior Back Up Chime	104.00
<input type="checkbox"/>	Day Time Running Lights	37.00
<input type="checkbox"/>	Manual Sliding Rear Window	104.00
<input type="checkbox"/>	Roof Clearance Lights	46.00
<input type="checkbox"/>	Tail Gate Step	311.00
<input type="checkbox"/>	Tough Bed Spray In Bed Liner	374.00
<input type="checkbox"/>	Reverse Vehicle Aid Sensor	203.00

Options – Interior

<input type="checkbox"/>	XL value Package	494.00
<input type="checkbox"/>	Power Equipment Group	706.00
<input type="checkbox"/>	Remote Start System (requires Power Equipment Group)	162.00
<input type="checkbox"/>	Rapid Heat Supplemental Cab Heater (requires 6.7L Engine and Dual Alternators)	208.00
<input type="checkbox"/>	Sync includes USB Port (requires Steering Wheel Controls and XL Value Package)	328.00
<input type="checkbox"/>	Steering Wheel Audio Controls	58.00
<input type="checkbox"/>	Air Conditioning Delete (call for details)	-706.00
<input type="checkbox"/>	Side Air Bags/Curtain Delete	-162.00
<input type="checkbox"/>	Frontal Passenger and Side Air Bags/Curtain Delete	-162.00
<input type="checkbox"/>	Cruise Control	195.00
<input type="checkbox"/>	Up Fitters Switches	104.00

Options – Additional

<input type="checkbox"/>	Powertrain Care 3 Year 100,000 Warranty 4x2 Gasoline Motor	1,030.00
<input type="checkbox"/>	Powertrain Care 3 Year 100,000 Warranty 4x4 Gasoline Motor with Snow Plow Prep	1,940.00
<input type="checkbox"/>	Rustproofing with Undercoating	395.00
<input type="checkbox"/>	4-Corner Strobes (requires Upfitters Switches)	750.00
<input type="checkbox"/>	8' Steel Service Body (requires Trailer Hitch)	5,403.00
<input type="checkbox"/>	7.5' Meyer Lot Pro Snow Plow	4,250.00
<input type="checkbox"/>	7.5' Boss Snow Plow	4,330.00
<input type="checkbox"/>	7.5' Western Snow Plow	4,330.00
<input type="checkbox"/>	Hand Held Controller	90.00

<input type="checkbox"/>	Snow Deflector	295.00
<input type="checkbox"/>	Ford Drop In Bedliner	295.00
<input type="checkbox"/>	Detailed CD Rom Shop Manual	295.00
<input type="checkbox"/>	Delivery Of More Than 30 Miles	175.00

Exterior

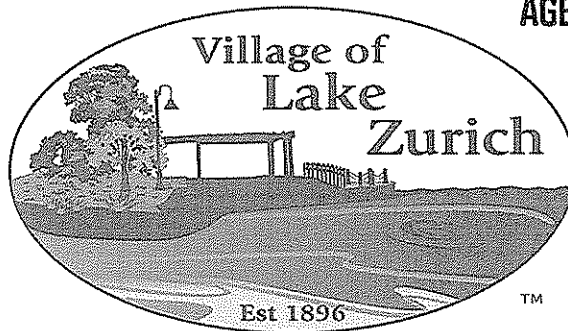
<input type="checkbox"/>	Vermillion Red	
<input type="checkbox"/>	Blue Jeans Metallic	
<input type="checkbox"/>	Pale Adobe Metallic	
<input type="checkbox"/>	Tuxedo Black	
<input type="checkbox"/>	Sterling Grey Metallic	
<input type="checkbox"/>	Ingot Silver Metallic	
<input type="checkbox"/>	Oxford White	
<input type="checkbox"/>	Green Gem	
<input type="checkbox"/>	Special Paint (minimum 5 units. No minimum for School Bus Yellow)	544.00

Interior

<input type="checkbox"/>	Steel 40/20/40 Vinyl	
<input type="checkbox"/>	Steel 40/20/40 Cloth	83.00
<input type="checkbox"/>	Steel 40/Console/40 Vinyl-No Armrest Included	295.00
<input type="checkbox"/>	Steel 40/Console/40 Cloth- No Armrest Included	427.00

Please contact us if we have missed an option.
CurrieFleet@gmail.com

70 E. Main Street
Lake Zurich, IL 60047



Phone: (847)438-5141
Fax: (847) 540-1768
Web: www.volz.org

MEMORANDUM

Date: February 6, 2013
To: Jason T. Slowinski, Village Manager
From: Jodie K. Andrew, Director of Finance
Subject: Taxable Allowances for Inclusion in IMRF

Issue

The Village of Lake Zurich has consistently considered taxable allowances such as vehicle and technology allowances as IMRF eligible wages. In order to formalize this practice, a resolution is required by the Village Board to make both past and future allowance payments officially includable as IMRF eligible.

Analysis

The Village has provided various taxable allowances to employees, both past and present, as a benefit related to their position and job responsibilities. Historically, several employees had received vehicle allowances. This practice has been all but eliminated, with only one employee still receiving a car allowance. Two current employees receive a technology allowance, as they are required to be available at all times for village needs. These allowances, past, present and future, have been included in wages reported to IMRF going back to the inception in IMRF.

To match the current practice, the attached resolution is required to be adopted by the Village Board. Should the Board choose not to adopt this resolution, the village will be required to restate IMRF wages going back at least 10 years to IMRF. This would affect the pension calculation of any retired employee who had received the allowance benefit that is eligible for IMRF, as well as the future benefit of any employees that are not yet retired, but vested in IMRF and have received the benefit in the past. The cost of this benefit is minimal. For calendar year 2013, the cost of including the current \$9,800 in allowances would be \$1,344.

Recommendation

Staff recommends the Village Board adopt the Resolution to include taxable allowances in IMRF wages.

w/Attachments: Resolution to Include Taxable Allowances in IMRF Wages

THE VILLAGE OF LAKE ZURICH

RESOLUTION NO. _____

RESOLUTION TO INCLUDE TAXABLE ALLOWANCES AS IMRF EARNINGS

WHEREAS, standard member earnings reportable to the Illinois Municipal Retirement Fund do not include expense allowances; and

WHEREAS, the governing body of an IMRF participating unit of government may elect to include in IMRF earnings all taxable expense allowances; and

WHEREAS, the Village Board of the Village of Lake Zurich is authorized to include taxable expense allowances as earnings reportable to IMRF and it is desirable that it do so.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Lake Zurich, County of Lake, State of Illinois, as follows:

SECTION ONE: The foregoing recitals are incorporated herein as if fully set forth.

SECTION TWO: The Village of Lake Zurich does hereby elect to include as earnings reportable to IMRF taxable expense allowances.

SECTION THREE: This Resolution shall be in full force and effect going back to the inception of the participation of IMRF by the Village of Lake Zurich.

SECTION FOUR: The Clerk of the Village of Lake Zurich is authorized and directed to file a duly certified copy of this resolution with the Illinois Municipal Retirement Fund.

PASSED this _____ day of February, 2013.

AYES:

NAYS:

APPROVED this _____ day of February, 2013.

By: _____
Village President

CERTIFICATION:

I, _____, the Village Clerk of the Village of Lake Zurich of the County of Lake, State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct copy of a resolution duly adopted by its Village Board at a meeting duly convened and held on the _____ day of _____, 2013.

By: _____
Village Clerk

SEAL



Suggested resolution to include taxable allowances as IMRF earnings

IMRF Form 6.74 (02/08)

PLEASE ENTER Employer IMRF I.D. Number

RESOLUTION

Number _____

WHEREAS, standard member earnings reportable to the Illinois Municipal Retirement Fund do not include expense allowances; and

WHEREAS, the governing body of an IMRF participating unit of government may elect to include in IMRF earnings all taxable expense allowances; and

WHEREAS, the _____ of the
BOARD, COUNCIL, etc.

_____ is authorized to include
EMPLOYER NAME
taxable expense allowances as earnings reportable to IMRF and it is desirable that it do so.

NOW THEREFORE BE IT RESOLVED that the _____ of the
BOARD, COUNCIL, etc.

_____ does hereby elect to
EMPLOYER NAME
include as earnings reportable to IMRF taxable expense allowances effective _____
EFFECTIVE DATE
** going back to inception of the participation of IMRF **

BE IT FURTHER RESOLVED that _____ is authorized and directed
CLERK OF SECRETARY OF THE BOARD
to file a duly certified copy of this resolution with the Illinois Municipal Retirement Fund.

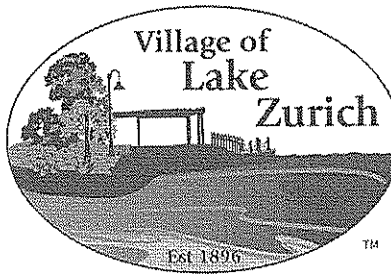
CERTIFICATION

I, _____, the _____
NAME CLERK OR SECRETARY
of the _____ of the County of _____
EMPLOYER NAME COUNTY
State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct copy
of a resolution duly adopted by its _____ at a meeting duly convened
GOVERNING BODY
and held on the _____ day of _____, 20 ____.

SEAL

CLERK OR SECRETARY OF THE BOARD

Illinois Municipal Retirement Fund
Suite 500, 2211 York Road, Oak Brook Illinois 60523-2337
Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673)
www.imrf.org



AGENDA ITEM 6B

70 E. Main Street
Lake Zurich, IL 60047

Phone: (847) 540-1698
Fax: (847) 540-1769

MEMORANDUM

Date: 02/12/13
To: Jason T. Slowinski, Village Manager
From: Stephanie Steiner, Office Coordinator
Subject: Village Surplus Property

Issue: Police Department and Public Works Surplus Property

Analysis: I was asked to create an ordinance for surplus property that the Police Department and Public Works Department wanted to declare. Once the ordinance has been passed, Commander Bradstreet will take care of getting the items picked up for the PD.

Recommendation: Approve an ordinance to declare the surplus items for the beginning of 2013.

VILLAGE OF LAKE ZURICH
ORDINANCE NO. 2013-02-883

AN ORDINANCE AUTHORIZING DISPOSAL OF PERSONAL
PROPERTY OWNED BY THE VILLAGE OF LAKE ZURICH

WHEREAS, pursuant to 65 ILCS 5/11-76.4 and in the opinion of a simple majority of the corporate authorities holding office in the Village of Lake Zurich Lake County, Illinois, ("Village") it is no longer necessary, useful, or for the best interests of the Village to retain ownership of the personal property hereinafter described; and

WHEREAS, it has been determined by the President and the Board of Trustees of the Village of Lake Zurich to dispose of said personal property in the manner described in this Ordinance;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Lake Zurich, Lake County and the State of Illinois, as follows:

Section 1. Recitals. The foregoing recitals are hereby incorporated into this Ordinance as findings of the President and Board of Trustees.

Section 2. Disposal of Surplus Property. The President and Board of Trustees find that the personal property described as follows in Exhibit A (one page) and by this reference incorporated into this Ordinance (the "Property") is no longer necessary or useful to the Village, and thus the Village Manager for the Village of Lake Zurich is hereby authorized to direct the sale or disposal of the property in the manner most appropriate to the Village consistent with 65 ILCS 5/11-76.4. The Village Manager should report to the Village Board of Trustees the results of the property disposition. The property shall be sold "as is."

Section 3. Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this ____ day of _____ 2013.

AYES:

NAYS:

ABSENT:

APPROVED this ____ day of _____ 2013.

By: _____

Suzanne K. Branding, Village President

SEAL

ATTEST:

Kathleen Johnson, Village Clerk

Published: _____

Village of Lake Zurich

Patrick M. Finlon
Chief of Police



Serving with Pride

Police Department

Patrol Division

Interdepartmental Memorandum
Commander David M. Bradstreet

January 30, 2013

2013 Surplus list

2012-00495	Hyper Havoc Boys Bike	DMG10C0373	3.00
2012-02202	Aluminum Vertical Bike	B02TD0208412	5.00
2011-08043	Blue Avalon Comfort Series Bike	0500650	7.00
2011-06744	Aqua Specialized BMX Bike	P5KL14123	3.00
2012-06071	Red Next Flatspin Bike	6Y408171023	5.00
2012-02202	Brown Icon Moto Bike	WTU250P0070C	5.00
2012-01794	Brown / White Mongoose Bike	8NAEB08D05530	10.00
Police	Trek Bike	1679847	10.00
Police	Trek Bike	1679848	10.00
2012-08098	Yellow / Black Trek Bike	0YV5FL1889	10.00
2012-07921	Red / Chrome Bike	ACE709565	3.00
2012-08550	Green BMX Style Bike	None	0.00 junk
2012-08327	Pink Pacific Windstorm Bike	006131VN	5.00
2012-08718	Blue/Silver Mongoose Bike	SNF5D05A25645	10.00
2011-08601	White Fuse Bike	CSP6D00068	2.00
2011-04079	Blue / Silver Boys BMX Bike	SNFSD8B29603	2.00
2012-01157	Silver/Black Schwinn Bike	SNIDC06G11951	5.00
2012-03116	Purple Cobra Bike	FM710395	2.00
2012-07677	Purple Girls BMX	0070404965	3.00
2012-05301	K-Mart Grocery cart	None	0.00 junk
2012-03965	Brown / Beige Stroller	None	5.00
Police	Sanyo Time Lapse Video Recorder	71510165H3	0.00 (inoperable)
Police	Panasonic Video Multiplexer	None	.00 (inoperable)

Respectfully

David M. Bradstreet
Commander of Administration

**SURPLUS FEBRUARY 2013
PUBLIC WORKS DEPT.**

- 1994 BMW 325i WBACB4321RFM03665 164,000 miles Value:\$100.00 (Seized)
- 1997 Ford Explorer 1FMDU24E1VUB59807 150,000. Miles Value:\$100.00 (Seized)
- 1993 Toro CCR2000 Snow Blower 3902038 Value:\$10.00
- John Deere 1032 Snow Blower M01032X596301 Value:\$0.00
- Windsor Power Escort carpet cleaner Model: EBP2 S/N: 262392 Value: \$0.00.
- 2003 Ford F-150 2FTPF18Z13CA64342 124,000 miles. Value: \$1000.00. (431)


70 E. Main Street
Lake Zurich, IL 60047



AGENDA ITEM 10A

Phone: (847)438-5141
Fax: (847) 540-1768
Web: www.volz.org

MEMORANDUM

Date: February 13, 2013
To: Mayor and Board Members
From: Jason T. Slowinski, Village Manager 
Subject: Bi-Weekly Reports from Operating Departments

Attached are bi-weekly Status and Information Reports from the Village's main operating departments.

If you have any questions regarding the items mentioned in the attached reports, please feel free to contact my office.

w/ Attachments: Department Bi-Weekly Reports

VILLAGE OF LAKE ZURICH
PUBLIC WORKS DEPARTMENT
BI-WEEKLY STATUS AND INFORMATION REPORT
JANUARY 20TH THRU FEBRUARY 2ND, 2013

I. Program/Project Management

A. Major Programs/Projects Started

- Route 12/ Ela Road Right Turn Lane – A request for an extension of time has been submitted to IDOT, awaiting return correspondence and possible meeting between all parties. I have not received any correspondence from the state regarding the extension request to date.
- Isaac Fox Safe Routes to School – The consultant (Gewalt Hamilton) has completed the preliminary survey work. A meeting between the school district, the consultant, and the village took place on Tuesday Feb. 12 to discuss the preliminary layout. The school district will respond with any questions or concerns.
- Midlothian Road Traffic Signal Project – IDOT is directing the Village to incorporate a bike path along Midlothian as part of this project. Staff will be meeting with the School District and IDOT to determine feasibility and requirements. This may delay the start of the project due to a late change to the design.
- 2013 MFT Road Resurfacing Project - Staff has completed the preliminary paperwork for the contract proposal that will be sent to IDOT for approval. Awaiting budget approval to determine full scope of this project. Locations and quantities may change due to budget changes.
- Landscape Maintenance Contract (2013-2015) – Staff has completed the preliminary paperwork for the contract proposal. The Village will be utilizing MFT funds for the landscape maintenance within the right-of-way, which requires the submittal of the contract proposal to the state (IDOT) for their approval. Awaiting budget approval to determine the availability of full funding.

B. Major Programs/Projects Completed

- South Old Rand Road and Surryse Sidewalk Project – Staff is finalizing the paperwork and meeting with IDOT to close out the project. All construction work has been completed.
- The up fitting of the new engine has been completed and the unit placed into service.

- 2012 MFT Road Resurfacing Project – All construction work has been completed. Retainage will be held until spring to address any deficiencies that may arise through the winter.
- 2011 ERP Road Resurfacing Project – All construction work has been completed. Retainage will be held until spring to address any deficiencies that may arise through the winter.
- A few snow events which required snow removal and salting. With the timeframe of the event, Utilities and Engineering were available and helped with the snow removal.

C. Major Programs/ Projects Delayed/Terminated

II. Financial Management

- A. Revenue Enhancements
- B. Revenue shortfalls/variances
- C. Capital Equipment/Improvement Expenditures

III. Personnel Management

- A. Recruitments, Terminations, Layoffs, Retirements, Disciplinary Actions
- B. Claims filed against Village (e.g. workers compensation, EEOC, IDHR, union grievances, non-union complaints, unfair labor practices, etc.)
- C. Major Absences

IV. Other Noteworthy Matters

- A. Major departmental accomplishments/activities
 - Repaired one (1) water service leak and replaced one (1) water service curb stop during this reporting period.
 - Assisted General Services with snow plowing during two (2) events this reporting period.
- B. Major unanticipated/unbudgeted items affecting operations
 - On 1/28/13, Orchard Lift Station Pump #1 failed and was replaced with the spare pump on 1/29/13. The failed pump was delivered to Metropolitan

Industries for a repair/replacement estimate on 1/30/13. Results of the estimate are \$10,813 to repair and \$22,827 to replace. Repair was authorized on 2/7/13 which will be expenditure from the current 2012-2013 budget.

- On 2/7/13, Brine Pump #1 at Well #7 WTP failed and will require replacement.

C. Other

- Miscellaneous resolutions completed and ready to be sent to IDOT for approval of the use of MFT funds. Awaiting final approval of the budget.
 1. Salt/Calcium Chloride/Beet Juice
 2. 2013 MFT Road Resurfacing
 3. Landscape Maintenance Contract
 - 4.
- Updating the 2013 Zoning Map with Mary Meyer and Ryan Slattery.

VILLAGE OF LAKE ZURICH
OFFICE OF THE VILLAGE MANAGER
BI-WEEKLY STATUS AND INFORMATION REPORT

Police Department

January 27, 2013

I. Program/Project Management

A. Major Programs/Projects Started

- **Review and Amendment of Tow Agreement** – The Department will review the current tow agreement and develop an amended agreement that addresses concerns of current operators.
- **Police-Community Interaction Survey/University of Illinois at Chicago** – Records personnel continue to forward information to the University of Illinois at Chicago in order to have individuals that have contact with Lake Zurich Police Officers rate their interaction.
- **Police Dispatch Services – Village of Island Lake** – The Department is working with representatives of the Village of Island Lake and Radicom to coordinate installation of dedicated radio circuits and a satellite receiver. A tentative cut-over date of March 20th to begin dispatch services was set. Director Kelly will be coordinating training for both Department personnel and Island Lake Police Department personnel.
- **Hireback Detail Reimbursement Rate** – The current hireback reimbursement for police officers is \$58.00/hour. The overtime rate for all but entry level police officers is in excess of this amount. The Department conducted a survey of area police departments and is recommending an increase in this rate for FY 2013-2014.
- **Mobile Crash Reporting (MCR)** – The Department has identified a provider for electronic traffic crash reporting. The selected service, Lexis-Nexis, requires an agreement to be executed. This will allow individuals to access the reports via the Internet for a fee and the Department will be able to transmit the data to the Illinois Department of Transportation. Additionally, the service provides various analytical reports for the Traffic Safety Section.

B. Major Programs/Projects Completed

- **Freedom of Information Inquiries** - The Department received 8 Freedom of Information Inquiry requests from January 27th until February 8th, 2013 for a year-to-date total of 31.
- **Liquor License Processing** – Department personnel from the Records and Investigations sections have developed various forms and procedures to assist in the administration of liquor licensing. This responsibility has been transferred to the Police Department.

II. Financial Management

A. The Department continues to monitor current expenditures.

B. The Department is reviewing and compiling information related to development of the FY 2013-2014 Budget.

III. Personnel Management

A. Recruitments, Terminations, Layoffs, Retirements, Disciplinary Actions

- One Department member remains on Administrative Leave with Pay after the conclusion of an investigation into off-duty conduct.
- A telecommunicator submitted her resignation to accept a position at another Communications Center. Department staff is interviewing candidates to fill this vacated position. These candidates include telecommunicators from the Village of Island Lake.

B. Claims filed against the Village (e.g. workers compensation, EEOC, IDHR, union grievances, non-union complaints, unfair labor practices, etc.)

- The Department is researching items identified in the recent Labor-Management Meetings.

C. Major Absences (e.g. workers compensation, medical leaves, disability leaves, FLSA, or FMLA leave) and Light Duty Assignments

- A Patrol Officer broke his hand outside of work hours resulting in a potential three week absence. The officer slipped on the ice. This officer requested and was granted a light duty assignment. He is currently assigned to the Investigations Section.
- An officer that injured his knee on-duty during a slip/fall was granted light duty for a short period of time.
- A number of Patrol Officers have been absent due to illness during this time period that required a higher than average need for overtime.

II. Other Noteworthy Matters

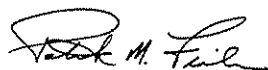
A. Major Departmental Accomplishments/Activities

- **Use of Force Video – TASER Application** – Members of the Department assisted a group of northwest and western police departments in the production of an instructional video regarding the use of TASERS based on an incident that occurred in Mukwonago, Wisconsin decided in the 7th Circuit. (Cyrus v. Town of Mukwonago)

B. Other

- The Department is accommodating three unpaid High School interns for this semester. The students are attending the College of Lake County – Technical Campus. This is in addition to the college interns the Department is accommodating.
- Sergeant Anthony Grunder graduated from the 336th Session of the Northwestern University Center for Public Safety – School of Police Staff and Command. Sergeant Grunder was elected as the Class President.

Respectfully Submitted,



Patrick M. Finlon
Chief of Police
February 12, 2013

VILLAGE OF LAKE ZURICH
FIRE / RESCUE AND EMERGENCY MANAGEMENT
BI-WEEKLY STATUS AND INFORMATION REPORT
February 12, 2013
01/27– 02/09

I. Program/Project Management

A. Major Programs/Projects Started

- Planning for our 2013 Fire prevention Open House has begun, as well as setting up a plan for all 2013 public education events.
- An evaluation of our Fire prevention bureau staffing is underway, given we will have another openings within the next 6 weeks with Guy Trayling's retirement.
- Department Staff continue to review budget issues and line items.
- Met again with Long Grove Fire representatives at the dispatch center to explore possible combination plans. .

B. Major Programs/Projects Completed

- We are closing out our final Citizen Corps grant with the state of Illinois this week.

II. Financial Management

- * Chief Finlon and Wheelock met to review the cost allocation of dispatch expenses to the Fire Department. To date, the number being used was derived from the previous finance director with no discernable rationale.

III. Personnel Management

A. Recruitments, Terminations, Layoffs, Retirements, Disciplinary Actions

- A fire inspector in the prevention Bureau was let go due to performance issues this past week.
- 1 person continues moving through the hiring process.

B. Claims filed against the Village (e.g. workers compensation, EEOC, IDHR, union grievances, non-union complaints, unfair labor practices, etc.)

- Awaiting word if the current grievance will be taken to step 3.

C. Major Absences (e.g. workers compensation, medical leaves, disability leaves, FLSA, or FMLA leave) and Light Duty Assignments

- **Status:** We now have word that one of the firemen on workers compensation will likely be unable to return. He is processing disability paperwork with the Pension Board at this time. Final exams are still needed. That leaves one person on work comp with no return date yet.
- The third person out has begun the FMLA process. He is currently out of benefit time.

IV. Other Noteworthy Matters

- D/C Golubski responded to a fire in Wauconda on mutual aid.
- Fire prevention personnel conducted a number of public education visits in our schools this past couple of weeks. Included were health classes and Ice Safety classes.
- Assistant Fire Marshal Trayling met with North Barrington officials to discuss fire code changes. This is an on-going process with our District communities. He also met with Kildeer officials in the same period.
- Chief Wheelock attended the committee meeting for the Quentin Road widening project. Input was given in regards to keeping access to fire hydrants along Quentin Rd., where noise walls may be installed. Project engineers will review that concept as this will be their first project with noise walls. (This was the week before the open house at the High school)
- Fire Inspector John Bzdusek, represented the Fire Department at a Deer Park plan commission meeting to discuss issues with a senior living/assisted living complex going into Deer Park.

Respectfully Submitted,

David P Wheelock

Fire Chief / Emergency Management Director

Date: February 12,, 2013

VILLAGE OF LAKE ZURICH

BUILDING & ZONING DEPARTMENT

BI-WEEKLY STATUS AND INFORMATION REPORT

February 11, 2013

I. Program/Project Management

A. Major Programs/Projects Started

- Staff met with John Breugelmans on February 7th with Village Manager Slowinski and Assistant Village Manager Witherow to discuss the hotel project along Rt. 22. Mr. Breugelmans is finalizing plans and hopes to move along the project in April.
- Staff met with a representative from a development group with interest in the old BP site (Northeast corner of Rt.22 and Rt.12) to discuss a retail development. The group is looking to build 13,000 SF of retail space on the property.
- Staff met with representatives of a residential developer interested in the Somerset Town Home development. The group is interested in purchasing the property and continuing development of the remaining building sites.
- Staff met with representative of Cornerstone Bank to discuss their future expansion plans.
- Met with representative of the owner for the vacant Menalon Restaurant. They are proceeding with a building evaluation and will be recruiting a new restaurant user.

II. Personnel Management

A. Recruitments, Terminations, Layoffs, Retirements, Disciplinary Actions

- Recruitment activities have begun to replace the Planning Manager. Job announcements will be posted on the Village's website, professional association websites and with major college and university Urban Planning Departments.

III. Other Noteworthy Matters

A. Major Departmental Accomplishments/Activities

- The Fine Canine business was approved by the Board of Trustees for a special use permit to allow animal specialty services, except veterinary, at 717 Rose Road. The Board of Trustees meeting on February 4th and approved the Application, subject to the conditions stated in the approval ordinance.
- The Industrial Working Group met on January 31st to finalize Chapter 6 and review the next steps for the Open House. The Group agreed to 5-8 storyboards and Mike Hilt will look for a date that works to host the Open House at Echo for the first week of March.
- Mike Schroeder applied for variations for corner side yard and encroachment into conservancy soils for the Linden Subdivision. On February 4th, the Board of Trustees approved variations to reduce corner side yards as well as to allow

driveway encroachment into conservancy soils for certain lots within the subdivision.

B. Permit Activity Summary: January

Permits applied for: 77

Permits issued: 67

Construction Value: \$434,812.00

- Residential : 39
- Commercial: 19
- Industrial 9

Scheduled Inspections: 293

Field Correction Notices/Code Issues: 24

** The Department has experienced a significant increase in the number of cases where work is being started without permits and major remodeling projects that require significant plan review and code upgrades.*

January Final Certificates of Occupancy Issued:

- The UPS Store: 830 W Route 22-change in ownership.
- Savannah's Furniture: 475 S Rand Rd-Retail Furniture
- IND Distribution: 908 Donata Court
- Kassia Vetter Photography: 1050 Ensell-unit 132
- Linden Subdivision: 50 Linden-SFR

January Permit Activity:

- Day Break Salon/Spa: 690 E Route 22-interior build out issued
- Chasers Sports Bar: 830 S Rand Rd-interior build out issued
- PNC Bank: 111 Quentin Rd-new commercial building-under review
- Coventry Creek: 1396 Conrad-SFR-approved
- Coventry Creek: 1324 Conrad-SFR-approved
- Linden Subdivision: 30 Linden-under review
- Diamond Dental: 754 S Rand-build out under review
- Brandt Industries: 650 Church Street-under review

January Contractor Registration Activity

- Contractors registered or renewed: 84

Other Activity:

- Elevators: First round of semi-annual inspections are almost over. Certificates have been sent out to those who have passed and have payment in. Currently 2 owe semi-annual fees, 15 owe re-inspect fees, and 2 owe both fees. 2nd billing for semi-annual inspections will go out in March
- Administration: 27 FOI's were processed and managed for the Village. Staff assisted with website and bulletin board postings, mailings, worked on ordinances, resolutions, agendas for board meetings, put together packets filling in for the vacant Executive Assistant position.

Respectfully Submitted,


Daniel A. Peterson

Date: February 11, 2013

VILLAGE OF LAKE ZURICH
FINANCE DEPARTMENT
BI-WEEKLY STATUS AND INFORMATION REPORT
As of February 8, 2013

I. Major Program/Project Management

a. 2013/14 BUDGET

1. *Training:* Complete
2. *Preparation:* First round of discussion has been completed. The administration team is scheduling meetings for the second round of discussions and changes for the week of February 11th.

- b. CREDIT CARD ACCEPTANCE: As of Monday, February 4th, the E-Pay implementation was completed, allowing the village to now accept debit/credit cards at both the Finance Department counter and the Building and Zoning Department Counter. Customers can also pay ONLINE for water bills with debit/credit cards or electronic checks.

II. Financial Management

- MONTHLY FINANCIAL REPORT: December's financial report will be presented at the February 19th board meeting.

III. Other Items of Note

- With the recent board approval of reducing the former, and presently vacant, Assistant Finance Director position to an Accounting Supervisor, staff will be looking for applicants to the new position over the next few weeks.

Respectfully Submitted,

Jodie K. Andrew

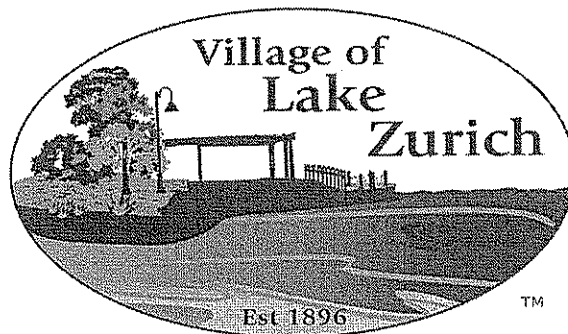
Director of Finance
Date: 2/12/13

March 2013

VILLAGE OF LAKE ZURICH MEETINGS Village Hall Board Room, 70 E. Main Street

						1	2
<div> <div>Feb 2013</div> <div> <div>S</div> <div>M</div> <div>T</div> <div>W</div> <div>Th</div> <div>F</div> <div>S</div> </div> <div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> </div> <div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> </div> <div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> <div>22</div> <div>23</div> </div> </div>		<div> <div>Mar 2013</div> <div> <div>S</div> <div>M</div> <div>T</div> <div>W</div> <div>Th</div> <div>F</div> <div>S</div> </div> <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> </div> <div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> </div> <div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> </div> </div>					
3	4	5	6	7	8	9	
	7:00 PM Board Meeting	6:30 PM Tree Comm, 505 Telser Rd.					
10	11	12	13	14	15	16	
		6:30 PM Park & Rec. mtg.	6:30 PM CPAC Conf room				
17	18	19	20	21	22	23	
St. Patrick's Day	7:00 PM Board Meeting	5:00 PM Fire & Police Comm, 200 Mohawk Trl.	7:00 PM Plan Comm. mtg.	7:30 PM Zoning Board of Appeals			
24	25	26	27	28	29	30	
31							

70 E. Main Street
Lake Zurich, IL 60047



Phone: (847)438-5141
Fax: (847)540-1768
Web: www.volz.org

Park and Recreation Advisory Board

Village Hall Board Room
Tuesday, February 12, 2013
6:30 PM

AGENDA

1. Call to Order
2. Roll Call: Chairperson Dawn Brazier; Members: Tim Andrews, Allen Borg, Jeff Carey, Kevin Koch and Mary Mihelic
3. Approval of Minutes: January 8, 2013
4. Public Comments: Opportunity for residents to briefly comment on matters included on the agenda and/or otherwise of interest to the Park & Recreation Department and Advisory Board.
5. New Business
 - A. Alpine Runners - Running Event (attachments)
Brian Foss, event representative
 - B. Alternating Hemiplegia Child Foundation (AHCF) Walk (attachments)
Gene Andrasco, event representative
 - C. Public Works Q&A: Park & Recreation Tasks & Responsibilities – Mike Brown
6. Old Business
 - A. Park and Recreation capital requests for FY14 budget – Kathy Katz
7. Items attached (Questions/Discussion):
 - A. Park Improvement Fund Status Sheet
8. Advisory Board Member Reports
 - A. Farmers Market – Kevin Koch
 - B. Golf Outing – Jeff Carey
9. Director's Report
 - A. Ela Soccer Club Proposed Lights – Status Report
 - B. Tenant User Liability Insurance Program (TULIP)
 - C. Park and Recreation Director Position – Village Board Action
10. Adjournment

Next Meeting Tuesday, March 12, 2013

The Village of Lake Zurich is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations so that they can observe and participate in this meeting, or who have questions regarding the accessibility of the meeting or the Village's facilities, should contact the Village's ADA Coordinator at 847-438-5141 (TDD 847-438-2349) promptly to allow the Village to make reasonable accommodations for those individuals.

Building & Zoning Dept.
70 E. Main Street
Lake Zurich, IL 60047-3226



Phone: (847) 540-1698
Fax: (847) 540-1769
Web: www.volz.org

PUBLIC NOTICE

**Park and Recreation Advisory Board meeting for tonight, February 12, 2013,
has been CANCELLED.**

Faxed: February 12, 2013 Herald, Courier



D E C E M B E R 2 0 1 2

D E P A R T M E N T O F F I N A N C E

M O N T H L Y F I N A N C I A L R E P O R T

Jodie K. Andrew, CPA

Director of Finance

GENERAL FUND OPERATING RESULTS**SUMMARY**

For the month of December, revenues totaled \$2,730,733 and expenditures totaled \$1,540,577 resulting in an operating surplus of \$1,190,156. This is attributable to the receipt of \$1,270,000 from the State of Illinois for the jurisdictional transfer of Main Street, to be discussed in more detail below. Without the receipt of these unbudgeted funds, the General Fund would have experienced a deficit of \$79,844. From a budget perspective, we had expected expenditures to exceed revenues by \$158,097 in December. Year to date, General Fund is showing a surplus of \$3,568,051, compared to the expected \$974,354. This drops to \$2,298,051 without the \$1.27 million from the State, which has been spoken for as to purpose. These funds will be used to fund operations the remainder of the fiscal year, as property tax receipts are now complete for the year. General Fund is projecting to finish the fiscal year close to the annual budgeted amount.

General Fund Operating Results

	Current Month Budget	Current Month Actual	Year-to-Date Budget	Year-to-Date Actual
Revenues	\$ 1,509,371	\$ 2,730,733	\$ 18,527,093	\$ 19,861,016
Expenditures	1,667,468	1,540,577	17,552,739	16,292,965
Excess (Deficiency)	\$ (158,097)	\$ 1,190,156	\$ 974,354	\$ 3,568,051

REVENUES

Following is a summary of revenues by type through December 31, 2012. A more detailed analysis can be found on pages 7 through 9.

General Fund Revenue by Type

Revenue Type	Current Month's Budget	Current Month's Actual	% Variance	Year-to-Date Budget	Year-to-Date Actual	% Variance	% of Annual Budget
Taxes	\$ 117,877	\$ 129,479	9.84%	\$ 7,599,669	\$ 7,469,215	-1.72%	93.39%
Intergovernmental	1,046,743	2,304,846	120.19%	8,628,908	9,940,319	15.20%	75.64%
Licenses & Permits	156,616	140,438	-10.33%	670,823	903,987	34.76%	100.46%
Fines and Forfeits	66,919	34,547	-48.37%	572,587	516,490	-9.80%	60.32%
Charges for Services	88,732	91,606	3.24%	845,296	794,329	-6.03%	67.20%
Investment Income	500	1,558	211.60%	4,000	16,016	300.40%	266.93%
Miscellaneous	31,984	28,259	-11.65%	205,810	220,660	7.22%	71.11%
Total Revenue	\$ 1,509,371	\$ 2,730,733	80.92%	\$ 18,527,093	\$ 19,861,016	7.20%	81.42%

As can be seen, actual revenues of \$2,730,733 were above our budget estimate of \$1,509,371 by \$1,221,362, attributable to the \$1.27 million from the state.

Taxes:

Revenue from taxes came in at \$129,479 in December, a 9.84% variance from the \$117,877 projected in the budget. Final property tax distributions were higher than expected during the month. Telecommunications Tax for December also came in lower than expected, with receipts of \$85,490 compared to the budgeted \$94,072. Year-to-date, Telecommunications Tax is trending about 4.2% less than expected compared to the budget estimates and compared to last fiscal year. More information regarding the Telecommunications Tax can be found on page 12.

Intergovernmental Revenue:

Revenue from other governments totaled \$2,304,846 in December, which was 120% above the projected \$1,046,743. The \$1.27 million received from the State is for the jurisdictional transfer of Main Street. The funds have been earmarked for TIF expenditures. In order to properly account for the receipt, the revenues have been recorded into the General Fund and will be advanced as a loan to the TIF district funds. Should the TIF district ever have a surplus, the TIF will repay the General Fund for the advance.

After eight months of activity, Income Tax receipts are trending about 15% better than projected. State sales tax receipts came in 2.5% over budget at \$475,088 in December, compared to a budget of \$475,165 for the month. This receipt represents sales from September, 2012. While year-to-date receipts have come in higher than last fiscal year, overall receipts this year have come in almost exactly as expected for this fiscal period. More information regarding Sales Tax can be found on page 13.

Licenses and Permits:

Revenue from the issuance of licenses and permits came in at \$140,438 for December, which was \$16,178 below the projection for the month. Many licenses and permits have already exceeded 50%, if not 100% of the budget for the year. The difference is due to the variable nature of these types of revenues that fluctuate depending on activity. Overall, revenue from licenses and permits as a category is at 100.5% of the annual budget after eight fiscal months.

Fines and Forfeits:

Revenue from police fines totaled \$34,547 in December, which was 36% below the \$66,919 projected. The biggest factor affecting the fines was the temporary disablement of one intersection with a red light camera due to maintenance from the state. The camera is expected to be back on line as soon as the state can complete the work. Year-to-date, fines are lagging 9.8% from budget projections. \$516,490 has been received, compared to \$572,587 that was budgeted.

Charges for Services:

Revenue from service charges totaled \$91,606 in December, compared to a projection of \$88,732. Ambulance fees came in at \$40,292, compared to \$33,703 projected. Park Program fees also came in at \$42,491 compared to \$36,620 expected. As it is based purely on activity and need, this revenue source can fluctuate considerably during the year. After eight fiscal months, charges for services are at 67.2% of the annual budget for this category.

Investment Income:

The General Fund investment income in December continues to exceed expectations at \$1,558, which was above the projected amount of \$500. Year-to-date investment income of \$16,016 has well exceeded the annual amount of \$6,000 for the entire fiscal year. The annualized rate as of December 31, 2012 in the Illinois Fund decreased during the month from a monthly average of .117% in November to .101% in December. The average rate for December 2011 was only 0.077%.

Miscellaneous:

The General Fund miscellaneous revenue in December was \$28,259, which was below the projected amount of \$31,984. The largest item in miscellaneous receipts was rental income.

EXPENDITURES

Expenditures charged to the General Fund in December totaled \$1,540,577, which was 7.6% below projections of \$1,667,468. Year-to-date General Fund expenditures remain conservative, holding at 7.2% below budget expectations. The table below presents a summary of General Fund expenditures by department as of December 31, 2012. Additional detail can be found on pages 10 and 11.

General Fund Expenditures by Department

Department Or Program	Current Month's Budget	Current Month's Actual	% Variance	YTD Budget	YTD Actual	% Variance
Legislative	\$ 17,075	\$ 10,554	-38.2%	\$ 295,425	\$ 295,702	0.1%
Administration	63,349	63,468	0.2%	563,209	447,395	-20.6%
Finance	39,327	35,267	-10.3%	360,954	313,248	-13.2%
Police	563,456	511,942	-9.1%	5,893,327	5,544,579	-5.9%
Fire	654,799	639,672	-2.3%	7,103,099	6,902,677	-2.8%
Building & Zoning	79,512	73,334	-7.8%	671,678	601,059	-10.5%
Public Works	188,302	157,464	-16.4%	1,797,290	1,508,749	-16.1%
Park & Recreation	61,648	48,876	-20.7%	867,757	679,556	-21.7%
Total	\$ 1,667,468	\$ 1,540,577	-7.61%	\$ 17,552,739	\$ 16,292,965	-7.18%

As can be seen on the table above, the month of December saw all departments remain under the budgeted projections except for Administration, due to unanticipated expenditures in the IT division. Year-to-date, all departments sans one are under budgeted expectations. While some of the departments are significantly under budget due to the timing of various expenditures, departments have also been proactively reducing expenditures where possible to save funds while continuing to operate effectively.

The Administration department, IT division expenditures for the month of December came in over the expected budget amount due the timing of machinery and equipment purchases. Year-to-date, the department remains under budget, at 20.6% less than expected after eight months.

The Legislative expenditures are over-budget year-to-date due to the quarterly payments to Peapod for the first few quarters of the fiscal year. The payment is driven on sales for the period, which while inflating the expenditure account, are offset against sales tax receipts. The third quarter payment was expected to be about \$89,000 and instead was about \$98,500. While the expenditure is higher than projected, it is important to remember the sales tax receipts generated by Peapod have also come in higher than projected.

For the end of the first quarter, all departments except legislation have expended less than expected by this point in the fiscal year. General Fund expenditures are \$1,259,774 lower than expected at this point. This may change significantly as the year progresses, but shows a sincere effort by departments to reduce expenditures to only necessary items.

OPERATING RESULTS OF OTHER FUNDS

Attached to this report is a comparison of actual revenues and expenditures to budget for all funds maintained by the Village. Following are some important observations.

Special Revenue Funds:

Motor fuel tax revenue came in at \$42,432 in December, which was 2.6% above budget. Year-to-date receipts are 26.7% higher than expected, with \$86,558 received from the state in October for the annual Illinois Jobs Now Allotment which was not budgeted and is a specialty payment outside of regular Motor Fuel Tax payments. Expenditures this month totaled \$10,270, keeping year-to-date expenditures to \$567,836. Year-to-date, 67.4% of the annual budget has now been spent due to the timing of various capital projects, which is expected to increase over the next few months as invoices for the annual road project come due.

December revenues for the Hotel Tax Fund totaled \$6,879 which was 31% above budget. Eight months into the fiscal year, 94% of the annual budget has already been recorded. \$2 in expenditures was recorded in this fund during December for a residual July 4th expenditure. As the majority of planned expenditures involve the Fourth of December festival, most of the expenditures for this fiscal year have already been paid.

Revenues for the TIF Tax Allocation Fund came in at \$23,101, above the estimate of \$8,835. Year-to-date receipts are at 99.1% of the annual budget as the primary revenue source for this fund is property taxes. Expenditures for TIF Tax Allocation have been kept to a minimum, with the largest portion being a transfer of property tax proceeds to the TIF Debt Service Fund as budgeted.

Debt Service Funds:

The debt service funds recorded annual debt service payments for several of the village issuances, mostly due December 1, 2012 as scheduled. In the month of October, the transaction for the bond refunding from earlier this summer, the 2003 issuance, was recorded in the General Ledger for the TIF Debt Service Fund. Both revenues and expenditures for the month are severely over budget as this refunding opportunity was for interest savings, not a budgeted item. The revenue is bond proceeds and the expenditure for the transfer of the proceeds to the escrow account.

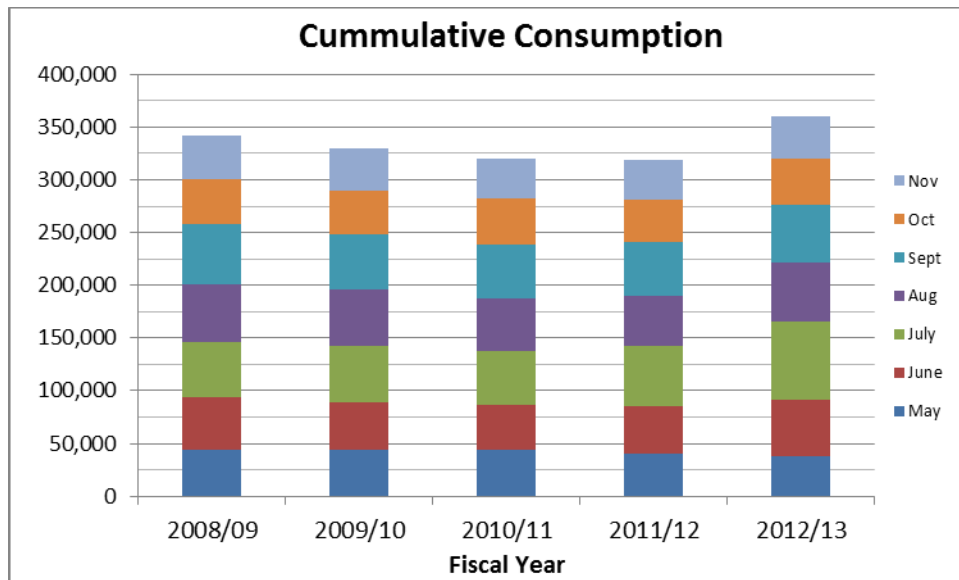
Capital Projects Funds:

December revenue for the capital projects funds in total came in mostly from the Non-Home Rule Sales Tax Fund (NHRST), with receipts for December of \$148,685, which is slightly less than the \$149,136 budgeted. December receipts represent sales from September. More detail on the NHRST revenue can be found on page 15.

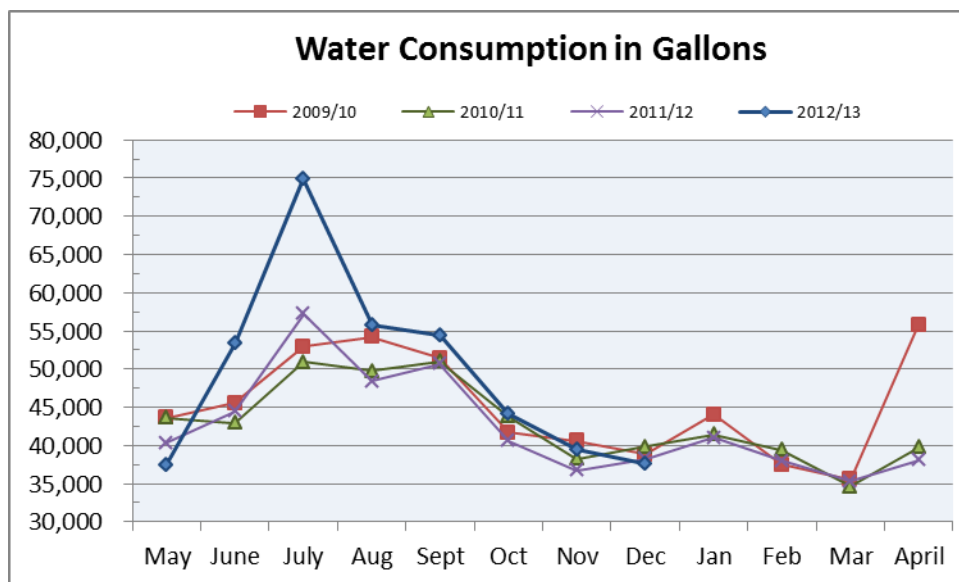
December expenditures for capital projects were under budget for all capital project funds. Non-home Rule Capital Projects fund had the highest amount of expenditures, as budgeted expenses for major infrastructure improvements have come due and been paid in December. For all capital project funds combined, 42.2% of the annual budget has been expended after eight months of activity.

Water and Sewer Fund:

December revenue totaled \$332,936, which was 5.9% below the estimate of \$353,944. As can be seen by the chart below, water consumption billed year-to-date has jumped considerably compared to prior years due to the draught conditions we experienced over the summer months.



The chart below shows the monthly trends of consumption for the past several years. Excluding June and July billings, the usage is fairly consistent compared to the same month of previous fiscal years.



Expenditures in the Water Fund came in 13.2% below budget, totaling \$720,975 compared to an estimate of \$830,733. Overall, the Water Fund netted a negative \$388,039 for the month of December but is up \$535,291 year-to-date for annual activity. This will be used to fund expenses later in the fiscal year as well as to help rebuild the drained fund balance of the Water Fund and provide cash flow for necessary improvements to maintain the aging infrastructure.

Internal Service Funds:

Internal service funds are used to reserve resources for a specific purpose and to allocate the user charges accordingly. The village has three internal service funds: Medical Self Insurance, Vehicle Maintenance and Risk Management. Revenues in these funds are a combination of the user charges from General Fund and other funds as appropriate. Expenditures fluctuate, depending on activity levels, particularly in the Vehicle Maintenance and Risk Management Funds.

Special Service Areas:

While the village does not budget for Special Service Area (SSA) revenues and expenses, as funds are being collected and spent for the village SSA's, the following information can be of value to report.

SSA Activity May 1 through December 31, 2012									
SSA #	Location	Beginning Balance 5/1/2012	Year-To-Date		Ending Balance 12/31/2012	Annual Expected		Annual Expected	
			Revenues	Expenses		Revenues	YTD %	Expenses	YTD %
SSA #8	Heatherleigh	67,857	10,105	9,900	68,062	10,105	100.00%	11,662	84.89%
SSA #9	Willow Ponds	90,720	12,005	1,425	101,300	12,005	100.00%	12,750	11.18%
SSA #10	Westberry	7,395	1,015	-	8,410	1,015	100.00%	-	N/A
SSA #11	Lake Zurich Pines	16,553	3,000	421	19,132	3,000	100.00% ^a	3,100	13.58%
SSA #13	Conventry Creek	200,074	40,001	-	240,075	40,001	100.00% ^a	TBD	N/A
SSA #15	Country Club	-	-	15,741	(15,741)	-	N/A	TBD	N/A
SSA #16	Country Club	-	-	36	(36)	-	N/A	TBD	N/A
		382,599	66,126	27,523	421,202	66,126	100.00%	27,512	0.00%

a) Flat amount levied per property.

b) At some point after enough funds have accrued, Willow Ponds will require dredging, estimated at \$120,000

c) Conventry Creek maintenance costs will be determined once subdivision areas have been turned over to the Village.

d) First levy for SSA #15 and SSA #16 will be the 2013 levy, payable in fiscal year 2014/15

Respectfully Submitted,

Jodie K. Andrew, CPA
Director of Finance

VILLAGE OF LAKE ZURICH
OPERATING REPORT SUMMARY
REVENUES
December 31, 2012

	Current Month			Year-to-Date				% of Annual Budget Collected
	Budget	Actual	% Variance	Budget	Actual	% Variance	Annual Budget	
GENERAL FUND								
Taxes								
Property Tax-General	9,063	15,310	68.9%	2,265,669	2,150,235	(5.1%)	2,265,669	94.9%
Property Tax-Police Prot	2,653	4,665	75.8%	663,216	655,151	(1.2%)	663,216	98.8%
Property Tax-Fire Protec	2,653	4,665	75.8%	663,216	655,151	(1.2%)	663,216	98.8%
Property Tax-Ambulance	531	957	80.2%	132,643	134,390	1.3%	132,643	101.3%
Property Tax-IMRF	772	1,375	78.1%	192,944	193,186	0.1%	192,944	100.1%
Property Tax-Police Pen	4,548	8,133	78.8%	1,137,126	1,142,311	0.5%	1,137,126	100.5%
Property Tax-Fire Pen	5,813	10,406	79.0%	1,453,537	1,461,487	0.5%	1,453,537	100.5%
Property Tax-SRA	716	1,316	83.8%	179,100	184,786	3.2%	179,100	103.2%
Property Tax-Road/Bridge	38	79	107.9%	9,378	8,392	(10.5%)	9,378	89.5%
Utility Tax - Electric	-	-	0.0%	37,000	35,988	(2.7%)	37,000	97.3%
Utility Tax - Gas	-	(203)	0.0%	15,000	8,709	(41.9%)	15,000	58.1%
Cable Tv Franchise	-	-	0.0%	136,000	154,871	13.9%	181,000	85.6%
Telecom Tax	91,090	82,776	(9.1%)	714,840	684,558	(4.2%)	1,067,837	64.1%
Total Taxes	117,877	129,479	9.8%	7,599,669	7,469,215	(1.7%)	7,997,666	93.4%
Intergovernmental								
State Income Tax	144,378	103,659	(28.2%)	987,890	1,141,261	15.5%	1,589,284	71.8%
State Use Tax	24,199	26,036	7.6%	193,592	196,157	1.3%	290,390	67.5%
Personal Prop Repl Tax	-	3,025	0.0%	57,000	31,804	(44.2%)	57,000	55.8%
State Sales Tax	475,165	475,088	(0.0%)	3,931,496	3,907,609	(0.6%)	6,046,138	64.6%
Municipal Auto Rental Tax	200	414	107.0%	1,600	3,674	129.6%	2,400	153.1%
Pull Tab & Jar Game Tax	-	-	0.0%	2,350	-	(100.0%)	2,350	0.0%
IDOT Street Maint Reim	-	-	0.0%	18,000	9,334	(48.1%)	18,000	51.9%
State Fire/Rescue Trng	-	-	0.0%	585	523	(10.6%)	585	89.4%
Rand & Paulus Traffic Lgt	-	-	0.0%	1,000	2,336	133.6%	1,000	233.6%
Grants	-	1,403	0.0%	68,500	36,259	(47.1%)	68,500	52.9%
Fire/Rescue Srvc Contract	400,873	401,738	0.2%	3,206,984	3,134,389	(2.3%)	4,810,479	65.2%
Reimbursements	1,928	1,293,483	66,989.4%	159,911	1,476,973	823.6%	255,709	577.6%
Total Intergovernmental	1,046,743	2,304,846	120.2%	8,628,908	9,940,319	15.2%	13,141,835	75.6%
Licenses & Permits								
Liquor Licenses	60,000	52,294	(12.8%)	76,000	80,842	6.4%	80,000	101.1%
Business Licenses	45,000	35,298	(21.6%)	92,500	92,040	(0.5%)	100,000	92.0%
Building Permits	10,548	6,442	(38.9%)	77,553	62,273	(19.7%)	125,095	49.8%
Electric Permits	2,671	1,650	(38.2%)	21,368	27,945	30.8%	32,050	87.2%
Plumbing Permits	2,755	4,025	46.1%	22,040	67,275	205.2%	33,060	203.5%
Special Use Permits	438	-	(100.0%)	3,504	9,016	157.3%	5,250	171.7%
HVAC/Mechanical	-	1,920	360.4%	-	19,900	0.0%	-	N/A
Com/Ind Sprinkler Sys	417	-	(100.0%)	3,336	1,732	(48.1%)	5,000	34.6%
Build Out Sprinkler Sys	583	-	(100.0%)	4,664	10,136	117.3%	7,000	144.8%
Admin Fees	625	361	(89.7%)	5,000	8,042	60.8%	7,500	107.2%
Contractor Registration	3,500	10,300	661.8%	28,000	50,800	81.4%	42,000	121.0%
Occupancy Certif-Other	1,352	450	(95.2%)	10,816	12,425	14.9%	16,225	76.6%
Admin Plan Review	9,308	18,764	2,401.9%	74,464	111,827	50.2%	111,700	100.1%
Site Plan Review	750	600	(79.4%)	6,000	22,193	269.9%	9,000	246.6%
Engineering Review	2,917	1,000	49.9%	23,336	62,737	168.8%	35,000	179.2%
Pr-Sprinkler System	667	506	(58.4%)	5,336	11,358	112.9%	8,000	142.0%
Elevator Inspections	1,215	110	(83.5%)	9,720	7,200	(25.9%)	14,580	49.4%
Kildeer Inspection Fees	667	-	0.0%	5,336	6,487	21.6%	8,000	81.1%
Deer Park Inspection Fees	-	509	(23.7%)	20,000	22,748	13.7%	20,000	113.7%
Overweight Truck Permits	667	1,095	0.0%	5,336	3,645	(31.7%)	8,000	45.6%
Park Permits	-	-	0.0%	24,750	28,433	14.9%	27,500	103.4%
Park Fees	-	-	0.0%	51,476	64,831	25.9%	54,500	119.0%
Water Shed Devlp	1,000	250	(75.0%)	8,000	11,210	40.1%	12,000	93.4%
Other Permits	8,138	2,175	(73.3%)	65,104	55,378	(14.9%)	97,660	56.7%
Misc. Licenses And Permits	3,398	2,689	(20.9%)	27,184	53,514	96.9%	40,750	131.3%
Total Licenses & Permits	156,616	140,438	(10.3%)	670,823	903,987	34.8%	899,870	100.5%

OPERATING REPORT SUMMARY
REVENUES
December 31, 2012

	Current Month			Year-to-Date			Annual Budget	% of Annual Budget Collected
	Budget	Actual	% Variance	Budget	Actual	% Variance		
Fines and Forfeits	66,919	34,547	(48.4%)	572,587	516,490	(9.8%)	856,288	60.3%
Charges for Services								
Printing/Reproduction Fee	354	227	(35.9%)	2,832	6,935	144.9%	4,250	163.2%
Police-Alarm Fees	1,000	825	(17.5%)	8,000	4,600	(42.5%)	12,000	38.3%
Police-Alarm Rebate Fees	3,750	-	(100.0%)	30,000	21,349	(28.8%)	45,000	47.4%
Police Special Detail	2,917	2,161	(25.9%)	23,336	23,331	(0.0%)	35,000	66.7%
Police Admin Tow Fee	7,500	4,370	(41.7%)	60,000	59,150	(1.4%)	90,000	65.7%
Police Lockout Fees	583	450	(22.8%)	4,664	5,275	13.1%	7,000	75.4%
Fire/Rescue-Special Dtl	584	-	(100.0%)	4,672	8,250	76.6%	7,005	117.8%
Fire/Rescue Ambulance Fee	33,703	40,292	19.6%	269,624	277,743	3.0%	404,435	68.7%
Fire/Rescue Spillage Dtl	-	-	0.0%	-	1,662	0.0%	-	N/A
Fire/Rescue Public Educ	125	-	(100.0%)	1,000	270	(73.0%)	1,500	18.0%
Park Program Fees	36,620	42,491	16.0%	420,697	370,629	(11.9%)	554,575	66.8%
Concert Sales	1,300	288	(77.8%)	1,739	2,110	21.3%	2,500	84.4%
Park Special Events	160	470	193.8%	13,300	9,623	(27.6%)	13,300	72.4%
Park Outings	-	-	0.0%	3,000	-	(100.0%)	3,000	0.0%
Park Concessions	-	-	0.0%	-	1,989	0.0%	-	N/A
Pop Machines	136	32	(76.5%)	2,432	1,366	(43.8%)	2,500	54.6%
Miscellaneous	-	-	0.0%	-	47	0.0%	-	N/A
Total Charges for Services	88,732	91,606	3.2%	845,296	794,329	(6.0%)	1,182,065	67.2%
Investment Income	500	1,558	211.6%	4,000	16,016	300.4%	6,000	266.9%
Miscellaneous								
Recycling Reimbursement	12,208	1,714	(86.0%)	38,202	36,326	(4.9%)	50,000	72.7%
Rental Income	18,792	19,147	1.9%	150,336	154,135	2.5%	225,500	68.4%
Other Miscellaneous Revenue	984	7,398	651.8%	17,272	30,199	74.8%	34,800	86.8%
Total Miscellaneous Revenue	31,984	28,259	(11.6%)	205,810	220,660	7.2%	310,300	71.1%
Total General Fund	1,509,371	2,730,733	80.9%	18,527,093	19,861,016	7.2%	24,394,024	81.4%
							Benchmark:	66.7%

OPERATING REPORT SUMMARY
REVENUES
December 31, 2012

	Current Month			Year-to-Date				% of Annual Budget Collected
	Budget	Actual	% Variance	Budget	Actual	% Variance	Annual Budget	
SPECIAL REVENUE FUNDS								
Motor Fuel Tax Fund	41,352	42,432	2.6%	330,816	419,100	26.7%	496,217	84.5%
Hotel Tax Fund	5,253	6,879	31.0%	57,222	70,737	23.6%	75,050	94.3%
Non-Home Rule Sales Tax Fund	-	-	0.0%	120,621	128,146	6.2%	120,621	106.2%
TIF Tax Allocation Fund	8,835	23,101	161.5%	1,386,409	1,410,871	1.8%	1,423,076	99.1%
Total Special Revenue Funds	55,440	72,412	30.6%	1,895,068	2,028,854	7.1%	2,114,964	95.9%
DEBT SERVICE FUNDS								
General Debt Service Fund	4,180	7,488	79.1%	1,033,140	1,042,077	0.9%	1,033,340	100.8%
TIF Debt Service Fund	833	77	(91%)	1,045,064	3,764,125	260.2%	1,048,400	359.0%
Total Debt Service Funds	5,013	7,565	50.9%	2,078,204	4,806,202	131.3%	2,081,740	230.9%
CAPITAL PROJECT FUNDS								
Capital Project Fund	1,083	261	(75.9%)	408,664	418,258	2.3%	1,810,701	23.1%
Park Improvement Fund	1,358	84	(93.8%)	5,864	2,626	(55.2%)	11,300	23.2%
Non-Home Rule Capital Projects	149,136	148,685	(0.3%)	1,090,492	1,085,564	(0.5%)	1,730,649	62.7%
TIF Redevelopment Fund	417	29	(93.0%)	790,336	791,607	0.2%	792,000	100.0%
Total Capital Projects Funds	151,994	149,059	(1.9%)	2,295,356	2,298,055	0.1%	4,344,650	52.9%
ENTERPRISE FUNDS								
Waterworks and Sewerage Fund	353,944	332,936	(5.9%)	3,585,161	3,496,692	(2.5%)	5,006,494	69.8%
Total Enterprise Funds	353,944	332,936	(5.9%)	3,585,161	3,496,692	(2.5%)	5,006,494	69.8%
INTERNAL SERVICE FUNDS								
Medical Self Insurance Fund	239,513	210,704	(12.0%)	1,916,104	1,902,197	(0.7%)	2,874,159	66.2%
Vehicle Maintenance Fund	98,062	89,895	(8.3%)	784,496	757,815	(3.4%)	1,176,738	64.4%
Risk Management Fund	88,147	92,444	4.9%	705,176	765,096	8.5%	1,057,759	72.3%
Total Internal Service Fund	425,722	393,043	(7.7%)	3,405,776	3,425,108	0.6%	5,108,656	67.0%
TRUST AND AGENCY FUNDS								
Special Service Area No. 8 Fund	-	189	0.0%	-	10,105	0.0%	-	N/A
Special Service Area No. 9 Fund	-	-	0.0%	-	12,005	0.0%	-	N/A
Special Service Area No. 10 Fund	-	-	0.0%	-	1,015	0.0%	-	N/A
Special Service Area No. 11 Fund	-	-	0.0%	-	3,000	0.0%	-	N/A
Special Service Area No. 13 Fund	-	-	0.0%	-	40,001	0.0%	-	N/A
Total Trust and Agency Fund	-	189	0.0%	-	66,126	0.0%	-	N/A
Benchmark:							66.7%	

**OPERATING REPORT SUMMARY
EXPENDITURES
December 31, 2012**

	Current Month			Year-to-Date				% of Annual Budget Expended
	Budget	Actual	% Variance	Budget	Actual	% Variance	Annual Budget	
GENERAL FUND								
Legislative								
Village President and Trustees	15,025	8,521	(43.3%)	275,762	279,326	1.3%	521,983	53.5%
Clerk's Office	1,255	1,378	9.8%	13,042	11,819	(9.4%)	20,330	58.1%
Board and Commissions	795	655	(17.6%)	6,621	4,557	(31.2%)	10,053	45.3%
Total	17,075	10,554	(38.2%)	295,425	295,702	0.1%	552,366	53.5%
Administration								
Village Administration	13,954	11,801	(15.4%)	117,238	105,213	(10.3%)	178,651	58.9%
Legal	8,815	1,212	(86.3%)	71,090	26,558	(62.6%)	106,910	24.8%
Human Resources	12,775	10,314	(19.3%)	106,545	87,040	(18.3%)	161,991	53.7%
MIS	27,805	40,141	44.4%	268,336	228,584	(14.8%)	386,500	59.1%
Total	63,349	63,468	0.2%	563,209	447,395	(20.6%)	834,052	53.6%
Finance Department								
Financial Administration	21,133	18,241	(13.7%)	206,787	178,799	(13.5%)	299,040	59.8%
Accounting Services	18,194	17,026	(6.4%)	154,167	134,449	(12.8%)	235,561	57.1%
Total	39,327	35,267	(10.3%)	360,954	313,248	(13.2%)	534,601	58.6%
Police Department								
Police Administration	88,600	68,807	(22.3%)	836,349	710,512	(15.0%)	1,218,844	58.3%
Operations	299,050	285,899	(4.4%)	3,316,816	3,267,121	(1.5%)	4,642,129	70.4%
Communications	95,269	89,050	(6.5%)	852,031	774,782	(9.1%)	1,277,398	60.7%
Crime Prevention	41,413	26,843	(35.2%)	464,552	397,233	(14.5%)	648,480	61.3%
Intergovernmental	39,124	41,343	5.7%	423,579	394,931	(6.8%)	595,149	66.4%
Total	563,456	511,942	(9.1%)	5,893,327	5,544,579	(5.9%)	8,382,000	66.1%
Fire Department								
Fire Administration	89,518	82,491	(7.8%)	829,304	801,616	(3.3%)	1,195,736	67.0%
Emergency Management	4,598	1,985	(56.8%)	65,359	45,631	(30.2%)	86,252	52.9%
Fire Suppression	236,001	248,287	5.2%	2,651,827	2,555,228	(3.6%)	3,690,575	69.2%
Emergency Medical Services	262,152	255,350	(2.6%)	2,980,993	3,002,033	0.7%	4,155,586	72.2%
Special Rescue	23,776	15,757	(33.7%)	240,659	187,485	(22.1%)	344,973	54.3%
Fire Prevention	38,754	35,802	(7.6%)	334,957	310,684	(7.2%)	507,125	61.3%
Total	654,799	639,672	(2.3%)	7,103,099	6,902,677	(2.8%)	9,980,247	69.2%
Building and Zoning Department								
B&Z Administration	49,907	45,601	(8.6%)	421,184	379,074	(10.0%)	640,192	59.2%
Inspections	27,867	25,889	(7.1%)	235,257	206,315	(12.3%)	359,021	57.5%
Economic Development	1,738	1,844	6.1%	15,237	15,670	2.8%	22,836	68.6%
Total	79,512	73,334	(7.8%)	671,678	601,059	(10.5%)	1,022,049	58.8%
Public Works Department								
PW Administration	23,395	17,177	(26.6%)	238,233	187,741	(21.2%)	335,938	55.9%
Forestry	16,563	14,536	(12.2%)	143,557	120,685	(15.9%)	211,482	57.1%
Park Maintenance	27,587	22,122	(19.8%)	362,877	283,048	(22.0%)	513,363	55.1%
Municipal Property Maint	20,649	15,235	(26.2%)	169,917	134,561	(20.8%)	255,806	52.6%
Right-of-Way Maint	32,213	29,530	(8.3%)	304,895	268,914	(11.8%)	450,098	59.7%
Snow & Ice Control	23,154	19,607	(15.3%)	183,117	160,381	(12.4%)	318,176	50.4%
Street & Traffic Lighting	8,199	7,867	(4.0%)	68,656	65,970	(3.9%)	104,523	63.1%
Storm Water Control	19,444	18,275	(6.0%)	179,747	180,422	0.4%	264,264	68.3%
Engineering	17,098	13,115	(23.3%)	146,291	107,027	(26.8%)	222,532	48.1%
Total	188,302	157,464	(16.4%)	1,797,290	1,508,749	(16.1%)	2,676,182	56.4%
							Benchmark:	66.7%

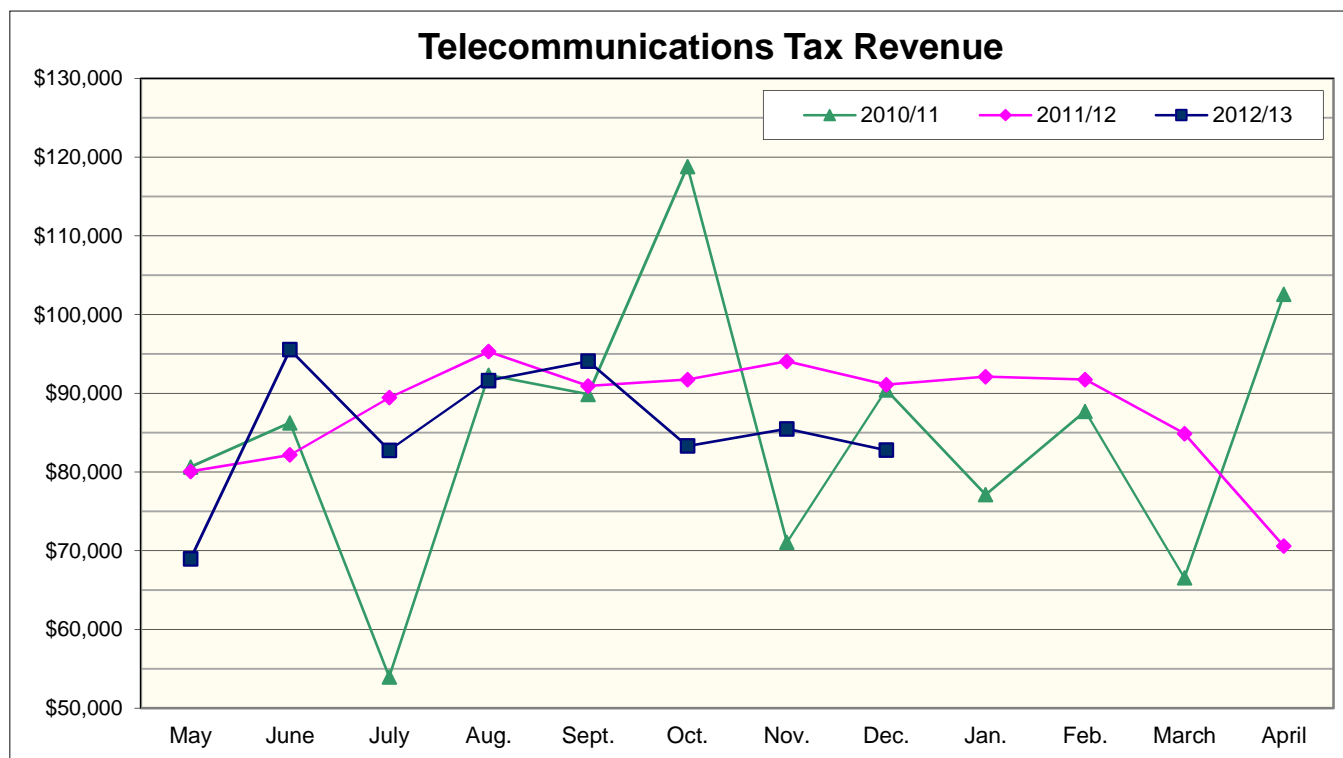
OPERATING REPORT SUMMARY

EXPENDITURES

December 31, 2012

	Current Month			Year-to-Date				% of Annual Budget Expended
	Budget	Actual	% Variance	Budget	Actual	% Variance	Annual Budget	
Park & Recreation Department								
P&R Administration	34,632	26,193	(24.4%)	297,301	264,462	(11.0%)	448,874	58.9%
Special Recreation	-	436	0.0%	180,600	105,527	(41.6%)	210,000	50.3%
Dance Program	5,558	8,036	44.6%	55,211	51,923	(6.0%)	79,396	65.4%
Preschool Program	12,778	11,387	(10.9%)	82,800	62,026	(25.1%)	155,098	40.0%
Youth Program	270	396	46.7%	3,671	2,860	(22.1%)	4,757	60.1%
Camp Program	-	453	0.0%	99,311	88,099	(11.3%)	99,311	88.7%
Athletics Program	5,385	-	(100.0%)	65,476	31,761	(51.5%)	87,119	36.5%
Aquatics Program	-	-	0.0%	61,362	58,963	(3.9%)	61,362	96.1%
Special Interest/Events	1,804	874	(51.6%)	9,856	7,708	(21.8%)	20,805	37.0%
Fitness Program	1,158	1,101	(4.9%)	8,990	3,956	(56.0%)	13,618	29.0%
Miscellaneous	63	-	(100.0%)	3,179	2,271	(28.6%)	3,759	60.4%
Total	61,648	48,876	(20.7%)	867,757	679,556	(21.7%)	1,184,099	57.4%
Total General Fund	1,667,468	1,540,577	(7.6%)	17,552,739	16,292,965	(7.2%)	25,165,596	64.7%
							Benchmark:	66.7%
SPECIAL REVENUE FUNDS								
Motor Fuel Tax Fund	45,417	10,270	(77.4%)	567,836	487,452	(14.2%)	723,000	67.4%
Hotel Tax Fund	-	2	0.0%	58,800	39,524	(32.8%)	58,800	67.2%
Non-Home Rule Sales Tax Fund	-	-	0.0%	-	-	0.0%	-	0.0%
TIF Tax Allocation Fund	19,976	13,386	(33.0%)	1,424,397	1,459,815	2.5%	2,228,547	65.5%
Total Special Revenue Funds	65,393	23,658	(63.8%)	2,051,033	1,986,791	(3.1%)	3,010,347	66.0%
DEBT SERVICE FUNDS								
General Debt Service Fund	-	-	0.0%	1,029,962	1,037,027	0.7%	1,030,562	100.6%
TIF Debt Service Fund	80,049	105,049	31.2%	730,365	3,473,223	375.5%	1,048,338	331.3%
Total Debt Service Funds	80,049	105,049	31.2%	1,760,327	4,510,250	156.2%	2,078,900	217.0%
CAPITAL PROJECT FUNDS								
Capital Project Fund	303,058	271,129	(10.5%)	1,085,544	980,081	(9.7%)	3,328,653	29.4%
Park Improvement Fund	5,975	-	(100.0%)	157,100	16,506	(89.5%)	181,000	9.1%
Non-Home Rule Capital Projects	1,165,198	1,037,660	(10.9%)	1,294,582	1,171,706	(9.5%)	1,455,380	80.5%
TIF Redevelopment Fund	13,750	4,168	(69.7%)	110,000	95,578	(13.1%)	405,000	23.6%
Total Capital Projects Funds	1,487,981	1,312,957	(11.8%)	2,647,226	2,263,871	(14.5%)	5,370,033	42.2%
ENTERPRISE FUNDS								
Waterworks and Sewerage Fund	830,733	720,975	(13.2%)	3,540,490	2,961,401	(16.4%)	4,934,686	60.0%
Total Enterprise Funds	830,733	720,975	(13.2%)	3,540,490	2,961,401	(16.4%)	4,934,686	60.0%
INTERNAL SERVICE FUNDS								
Medical Self Insurance Fund	237,070	522	(99.8%)	1,896,560	1,576,076	(16.9%)	2,844,844	55.4%
Vehicle Maintenance Fund	86,769	46,119	(46.8%)	706,857	545,133	(22.9%)	1,066,598	51.1%
Risk Management Fund	88,541	86,628	(2.2%)	574,348	715,370	24.6%	1,069,074	66.9%
Total Internal Service Funds	412,380	133,269	(67.7%)	3,177,765	2,836,579	(10.7%)	4,980,516	57.0%
TRUST AND AGENCY FUNDS								
Special Service Area No. 8 Fund	-	-	0.0%	-	9,900	0.0%	-	N/A
Special Service Area No. 9 Fund	-	-	0.0%	-	1,425	0.0%	-	N/A
Special Service Area No. 11 Fund	-	-	0.0%	-	421	0.0%	-	N/A
Special Service Area No. 13 Fund	-	-	0.0%	-	-	0.0%	-	N/A
Special Service Area No. 15 Fund	-	-	0.0%	-	15,741	0.0%	-	N/A
Special Service Area No. 16 .Fund	-	-	0.0%	-	36	0.0%	-	N/A
Total Trust and Agency Fund	-	-	0.0%	-	27,523	0.0%	-	N/A
							Benchmark:	66.7%

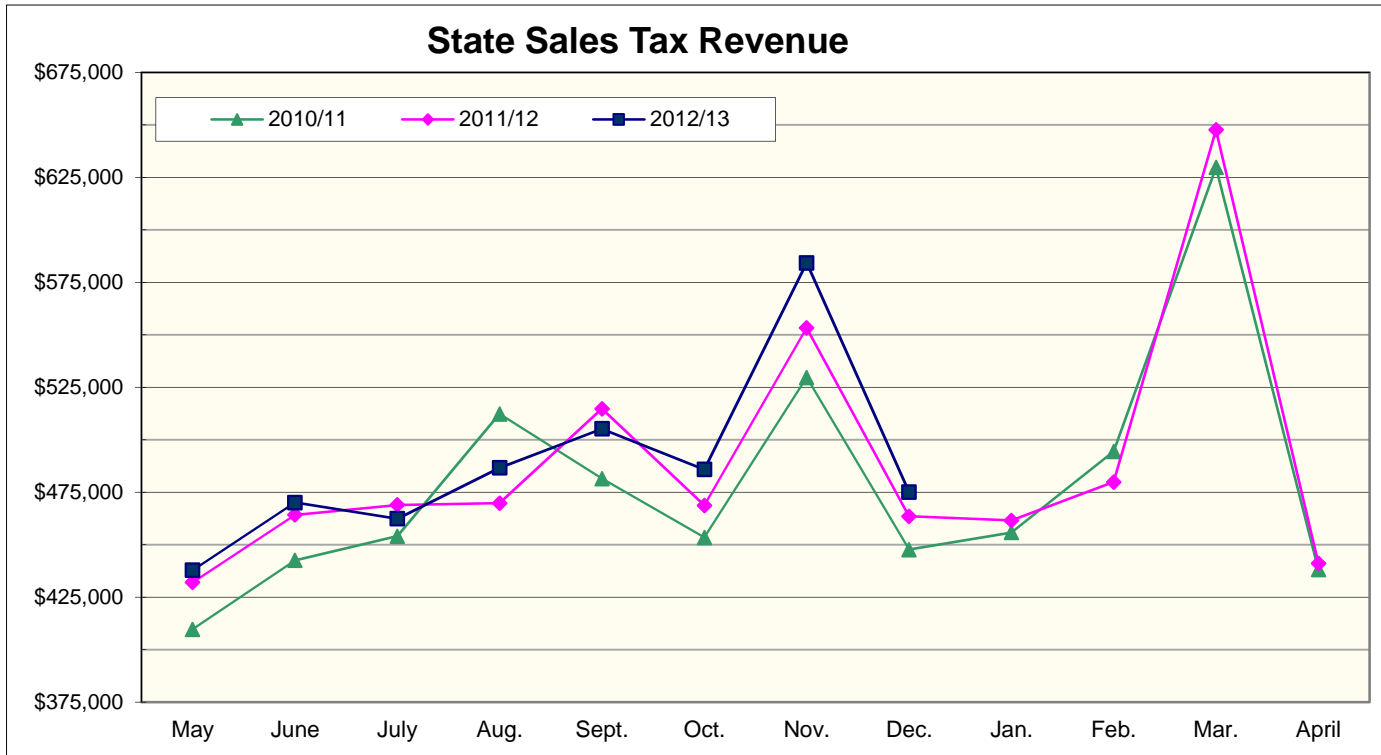
DEPARTMENT OF FINANCE
MONTHLY REPORT
DECEMBER 2012



Telecommunications Tax Collection History (Cash Basis)

Sales Month	FY 2010/11	FY 2011/12	% Change	FY 2012/13	% Change	2012/13 Budget	2012/13 Budget Variance	2012/13 Budget Variance %
May	80,655	80,089	-0.70%	68,957	-13.90%	80,089	(11,132)	-13.90%
June	86,252	82,168	-4.74%	95,543	16.28%	82,168	13,375	16.28%
July	53,993	89,450	65.67%	82,755	-7.48%	89,450	(6,695)	-7.48%
Aug.	92,318	95,301	3.23%	91,626	-3.86%	95,301	(3,675)	-3.86%
Sept.	89,880	90,925	1.16%	94,091	3.48%	90,925	3,166	3.48%
Oct.	118,816	91,746	-22.78%	83,321	-9.18%	91,746	(8,425)	-9.18%
Nov.	71,073	94,072	32.36%	85,490	-9.12%	94,072	(8,582)	-9.12%
Dec.	90,449	91,090	0.71%	82,776	-9.13%	91,090	(8,314)	-9.13%
Jan.	77,136	92,108	19.41%			92,108		
Feb.	87,725	91,755	4.59%			91,755		
March	66,565	84,869	27.50%			66,565		
April	102,570	70,587	-31.18%			102,570		
TOTAL	1,017,431	1,054,158	3.61%	684,559	-35.06%	1,067,837	(30,281)	N/A
Y-T-D	683,436	714,840	4.59%	684,559	-4.24%	714,840	(30,281)	-4.24%

DEPARTMENT OF FINANCE
MONTHLY REPORT
DECEMBER 2012

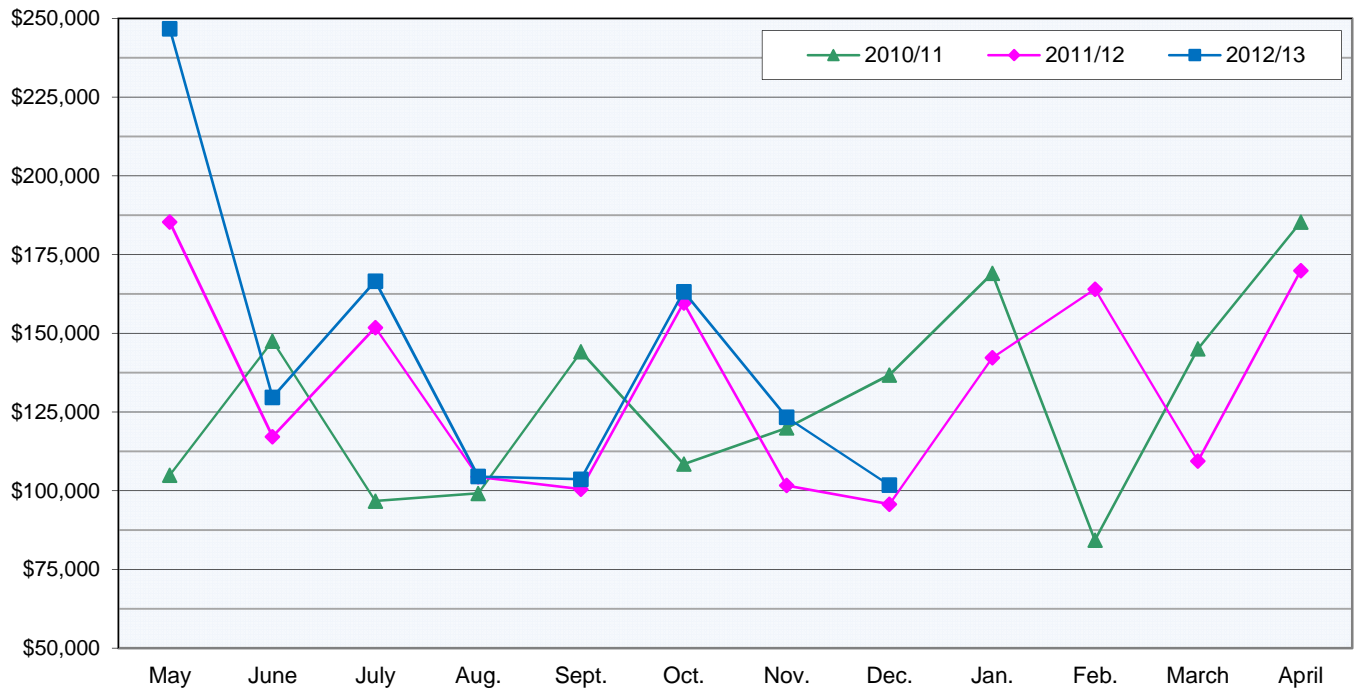


State Sales Tax Collection History (Cash Basis)

Sales Month	Month Received	FY 2010/11	FY 2011/12	% Change	FY 2012/13	% Change	2012/13 Budget	2012/13 Budget Variance	2012/13 Budget Variance %
Feb.	May	409,768	432,121	5.46%	437,868	1.33%	442,924	(5,056)	-1.14%
Mar.	June	442,599	464,280	4.90%	470,153	1.26%	475,887	(5,734)	-1.20%
April	July	454,102	468,983	3.28%	462,414	-1.40%	480,708	(18,294)	-3.81%
May	Aug.	512,306	469,801	-8.30%	486,669	3.59%	481,546	5,123	1.06%
June	Sept.	481,576	514,757	6.89%	505,261	-1.84%	527,626	(22,365)	-4.24%
July	Oct.	453,525	468,714	3.35%	485,876	3.66%	480,432	5,444	1.13%
Aug.	Nov.	529,682	553,374	4.47%	584,280	5.59%	567,208	17,072	3.01%
Sept.	Dec.	447,730	463,576	3.54%	475,088	2.48%	475,165	(77)	-0.02%
Oct.	Jan.	455,848	461,609	1.26%			473,149		
Nov.	Feb.	494,419	479,880	-2.94%			519,448		
Dec.	Mar.	629,765	647,604	2.83%			661,647		
Jan.	April	438,213	441,146	0.67%			460,398		
TOTAL		5,749,533	5,865,845	2.02%	3,907,609	-33.38%	6,046,138	(23,887)	-0.40%
Y-T-D		3,731,288	3,835,606	2.80%	3,907,609	1.88%	3,931,496	(23,887)	-0.61%

DEPARTMENT OF FINANCE
MONTHLY REPORT
DECEMBER 2012

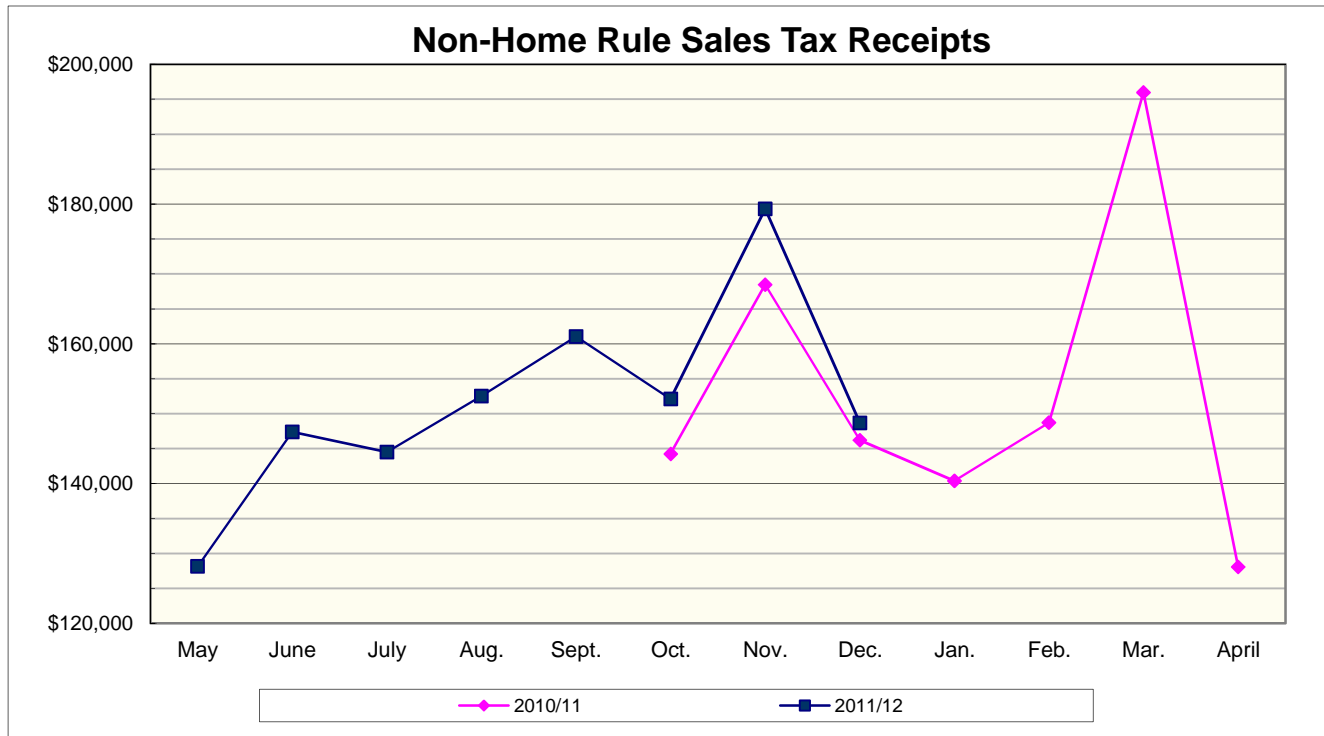
State Income Tax Revenue



State Income Tax Collection History

Voucher Month	FY 2010/11	FY 2011/12	% Change	FY 2012/13	% Change	2012/13 2012/13 Budget	2012/13 Budget Variance	Budget Variance %
May	104,976	185,326	76.54%	246,668	33.10%	118,943	127,725	107.38%
June	147,533	117,185	-20.57%	129,687	10.67%	154,084	(24,397)	-15.83%
July	96,723	151,807	56.95%	166,537	9.70%	106,005	60,532	57.10%
Aug.	99,192	104,439	5.29%	104,504	0.06%	102,034	2,470	2.42%
Sept.	144,165	100,526	-30.27%	103,659	3.12%	162,060	(58,401)	-36.04%
Oct.	108,497	159,665	47.16%	163,219	2.23%	103,209	60,010	58.14%
Nov.	119,992	101,684	-15.26%	123,329	21.29%	97,176	26,153	26.91%
Dec.	136,799	95,740	-30.01%	101,779	6.31%	144,378	(42,599)	-29.51%
Jan.	169,053	142,244	-15.86%			174,163		
Feb.	84,317	164,000	94.50%			86,866		
March	145,054	109,414	-24.57%			149,438		
April	185,326	169,885	-8.33%			190,928		
TOTAL	1,541,627	1,601,915	3.91%	1,139,382	-28.87%	1,589,284	151,493	N/A
Y-T-D	957,877	1,016,372	6.11%	1,139,382	12.10%	987,889	151,493	15.34%

DEPARTMENT OF FINANCE
MONTHLY REPORT
DECEMBER 2012



Non-Home Rule Sales Tax Collection History (Accrual Basis)

Sales Month	Month Received	FY 2011/12	FY 2012/13	% Change	2012/13 Budget	2012/13 Budget Variance	2012/13 Budget Variance %
Feb.	May		128,146	N/A	136,640	(8,494)	-6.2%
March	June		147,404	N/A	146,805	599	0.4%
April	July		144,514	N/A	148,290	(3,776)	-2.5%
May	Aug.		152,514	N/A	148,551	3,963	2.7%
June	Sept.		161,028	N/A	162,770	(1,742)	-1.1%
July	Oct.	144,230	152,110	5.5%	147,114	4,996	3.4%
Aug.	Nov.	168,438	179,311	6.5%	171,806	7,505	4.4%
Sept.	Dec.	146,212	148,685	1.7%	149,136	(450)	-0.3%
Oct.	Jan.	140,374			143,182		
Nov.	Feb.	148,742			150,144		
Dec.	Mar.	195,983			202,694		
Jan.	April	128,087			142,637		
TOTAL		1,072,065	1,213,712	13.2%	1,849,770	2,600	0.1%
Y-T-D		458,879	1,213,712	N/A	1,211,112	2,600	0.2%

*The Non-Home Rule Sales Tax was enacted with a July 1, 2011 effective date.

February 2013

VILLAGE OF LAKE ZURICH MEETINGS

Village Hall Board Room, 70 E. Main Street