



City Council
COMMITTEE OF THE WHOLE
City of Belvidere, Illinois

Alderman Clinton Morris, 1st Ward

Alderman Daniel Snow, 2nd Ward

Co-Chairman, City/County Coordinating

Alderman Thomas Ratcliffe, 3rd Ward

Chairman, Finance and Personnel

Vice Chairman Building Planning and Zoning

Alderman George Crawford, 4th Ward

Chairman, Public Safety

Alderman John Sanders, 5th Ward

Chairman, Building, Planning and Zoning

Alderman Clayton Stevens, 1st Ward

Vice Co-Chairman, City/County Coordinating

Alderman Daniel Arevalo 2nd Ward

Vice Chairman, Public Safety

Alderman Wendy Frank, 3rd Ward

Vice Chairman, Finance and Personnel

Alderman Ronald Brooks, 4th Ward

Chairman, Public Works

Alderman Mark Sanderson, 5th Ward

Vice Chairman, Public Works

AGENDA

February 13, 2017

6:00 p.m.

City Council Chambers

401 Whitney Boulevard

Belvidere, Illinois

Call to Order: Mayor Chamberlain

Roll Call: Present: Absent:

Public Comment:

Public Forum:

Reports of Officers, Boards, and Special Committees:

1. Building, Planning & Zoning, Unfinished Business: None.
2. Building, Planning & Zoning, New Business:
 - (A) Plat #3 of Sager Corporate Park.
 - (B) Community Development Budget Presentation.

3. Public Works, Unfinished Business: None.

4. Public Works, New Business:

- (A) High Water Usage – 121 Biester Drive.
- (B) 2017 Habitat for Humanity Request.
- (C) WWTP Digester Rehabilitation – Construction Services Amendment.
- (D) Newburg Road Bridge Project – American Brook Lamprey Mitigation.
- (E) Tripp Road Dedication Plat.
- (F) Proposed 2017 MFT Street Maintenance Program.
- (G) 2017 Pavement Marking Multi-Jurisdiction Contract.
- (H) Intergovernmental Agreement Mutual Aid and Assistance.
- (I) Public Works Budget Presentation.

5. Other:

- (A) Business Registration – update.

6. Adjournment:

January 5, 2017

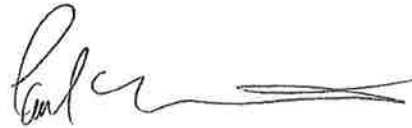
Ms. Gina DelRose
Community Development Planner
City of Belvidere
401 Whitney Boulevard
Belvidere, IL 61008

RE: Plat No. 3 of Sager Corporate Park

Dear Ms. DelRose,

We are aware through your phone call to our engineer that the normal deadline for recording the final plat for this project and providing a recorded copy to the City is coming up next week. Please consider this letter as a request for a 60 day extension on recording the plat. Due to the holiday period and some internal delays with our legal department, the recording has not yet taken place. If there are any fees associated with this extension, please advise.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Thurston", with a long horizontal flourish extending to the right.

Paul Thurston
Vice President of Development and
Pre-Construction

MISSION STATEMENT

The Mission of the Belvidere Community Development Planning Department is to implement a vision of growth for the City of Belvidere that incorporates the need of the community for balanced, controlled and smart growth. The Department communicates that vision to the citizens while guiding the development community towards the goals of that Vision. The Department is also responsible for engaging the public and promoting community spirit by assisting with festivals, community activities and events.

2016/2017 Accomplishments

1. Processed 30 City cases and 5 Poplar Grove cases.
2. Reviewed development site and landscaping plans: 27 plans for the City of Belvidere encompassing 19 projects.
3. Reviewed 8 downtown overlay projects (signs, decks, windows, façade, etc.).
4. Belvidere Historic Preservation Commission: Developed the 2016-2017 work plan and budget for the Belvidere Historic Preservation Commission. Closed out the 2015 Courthouse Square II Survey. Began the development process of the 10-Year Plan which is being paid for primarily through a grant. The Commission held its fifth awards program to recognize individuals and businesses completing outstanding renovation projects during the past year. The commission awarded a small grant of \$1000 to the Pearl Place Apartments. Participated in Hometown Christmas with a table at the Boone County Museum. Began distributing the History Keeper newsletter and providing informational presentations to landowners.
5. Participated in the planning and execution of the three day Heritage Days event.
6. Assisted with the City's Chili Cook-Off's booth and Hometown Christmas Tree. Staff also handed out hot chocolate during Hometown Christmas.
7. Scanned plats for the Recorder's Office, departments and citizens.
8. Staff managed and completed the separation of the City-County Planning Department (webpage, files, equipment, duties, etc.). Staff continued to provide support to county departments for six months while the county sought a new planner.
9. Continued serving as planning consultants for the Village of Poplar Grove.
10. Participates in RMAP's Planners Network and is participating in the APA Ambassador program.

2017/2018 Objectives

1. Continue to process planning and zoning applications, subdivision applications and Zoning Ordinance text amendments for the City of Belvidere and the Village of Poplar Grove.
2. Continue to administer the Downtown Overlay District.
3. Participate with the planning and execution of Heritage Days and Hometown Christmas
4. Continue to participate as a member of RMAP and the Transportation Committee.
5. Work closely with Growth Dimensions for economic development.
6. Continue working with and developing the Belvidere Historic Preservation Commission, continue developing the 10-year plan per the grant award; annual tour/fund raising events, awards program, matching grant program, plaques for newly designated landmarks, etc.).
7. Continue updating planning files and linking to GIS.
8. Continue to scan plats for the county clerk's office and plans for the general public.
9. Become more engaged with stormwater management
10. Begin preparing for the AICP certification.

COMMUNITY DEVELOPMENT DEPARTMENT- BUILDING

MISSION STATEMENT

To promote the construction and maintenance of safe buildings for the people entering or occupying buildings in the City of Belvidere, through the enforcement by qualified staff, of the 2015 Northwest Illinois Regional Building Code, and related codes that have been recognized by the State of Illinois and adopted by the City of Belvidere government as accepted practices and building codes.

2016/ 2017 Accomplishments

1. Maintained a smooth running office and created a friendly environment for all City Hall staff and the public.
2. Provided a good level of health and safety for all Belvidere residents, whether at home or at work.
3. Continued a working relationship with the Belvidere Fire Department, the Department of Public Works, and the Planning Department, as well as the Police Department, in the enforcement of Building, Zoning, and other Local Regulations.
4. Maintained current certifications and expanded our knowledge by attending workshops and building code seminars.
5. Familiarized the Department staff with the new Web QA permitting and code enforcement software.
6. Adopted the new 2015 Northwest Illinois Building Code.

2017/2018 Objectives

1. To further our education and obtain additional Certifications.
2. To work with the builders, architects and homeowners to make the transition between the old and new codes a smooth one.
3. To continue to cross-train staff for a more efficient department.

Community Development Personnel (Building and Planning)

	<u>Actual 2014/15</u>	<u>Actual 2015/16</u>	<u>Actual 2016/17</u>	<u>Projected 2017/18</u>
Full Time	3	3	4	4
Part Time	1	1	1	1

Community Development Department Revenues

		Actual FY 13	Actual FY 14	Actual FY 15	Actual FY 16	Budget FY 17	Budget FY 18	Plan FY 19	Plan FY 20	Plan FY 21
Building Permits	01-4-230-4300	116,293	121,846	270,533	187,991	208,989	215,259	223,955	228,435	233,003
Electric Permits	01-4-230-4310	16,338	14,335	16,032	21,574	21,325	21,965	22,852	23,309	23,776
Electrician Cert Fees	01-4-230-4315	3,550	3,700	4,450	2,550	4,500	3,050	3,173	3,237	3,301
Plumbing Permits	01-4-230-4320	11,598	9,771	53,533	9,258	14,200	14,626	15,217	15,521	15,832
HVAC Permits	01-4-230-4330	6,460	5,019	4,451	3,627	5,310	6,500	6,763	6,898	7,036
Plan Review Fees	01-4-230-4340	20,280	18,862	42,624	40,993	34,149	50,000	52,020	53,060	54,122
Sidewalk/Lot Grading Fee	01-4-230-4350	0	1,020	1,020	723	1,575	1,575	1,575	1,575	1,575
Insulation Permit	01-4-230-4360	1,468	2,055	1,324	1,210	2,050	2,112	2,197	2,241	2,286
Zoning Review Fees	01-4-230-4370	3,050	3,100	2,845	3,348	3,430	3,535	3,678	3,751	3,826
Code Enforcement	01-4-230-4380	0	0	4,100	11,500	11,400	5,900	6,138	6,261	6,386
Other Permits	01-4-230-4390	5,988	4,873	4,043	6,248	5,690	5,861	6,098	6,220	6,344
Miscellaneous	01-4-230-4900	920	249	50	125	500	500	520	531	541
Expense Reimbursement	01-4-230-4940	0	2,926	5,016	5,366	0	2,700	3,000	3,030	3,060
Planning Fees	01-4-230-4950	0	0	0	0	9,000	13,100	15,720	16,034	16,355
Planning- Misc.	01-4-230-4955	0	0	0	0	1,000	500	600	612	624
TOTAL REVENUES		185,942	187,755	410,018	294,510	323,118	347,183	363,507	370,715	378,066
TOTAL EXPENSES		210,760	241,035	286,054	301,643	409,217	429,965	457,719	476,918	497,510
CASH FLOW		(24,818)	(53,281)	123,964	(7,133)	(86,099)	(82,782)	(94,212)	(106,203)	(119,442)
% of change		-1.69%	0.97%	118.38%	-28.17%	9.71%	7.45%	4.70%	1.98%	1.98%

Community Development Department Expenses

		Actual FY 13	Actual FY 14	Actual FY 15	Budget FY 16	Budget FY 17	Budget FY 18	Plan FY 19	Plan FY 20	Plan FY 21
Salaries-Regular-FT	01-5-230-5010	112,224	139,291	155,661	161,690	216,459	218,292	222,658	227,111	231,853
FICA/IMRF	01-5-230-5079	20,865	27,801	31,226	12,369	16,559	16,883	16,961	17,041	17,205
IMRF	01-5-230-5120	0	0	0	19,945	27,955	27,147	28,656	30,250	31,936
Health Ins Expense	01-5-230-5130	28,962	25,401	29,761	43,258	70,269	86,043	104,112	114,523	125,976
Dental Insurance	01-5-230-5131	1,277	4,700	1,852	2,517	4,000	4,000	4,244	4,371	4,502
Unemployment	01-5-230-5136	217	0	0	0	0	0	0	0	0
Training/Conferences	01-5-230-5152	1,281	1,602	2,124	4,445	6,000	6,500	6,896	7,103	7,316
Personnel & Benefits Expenses		164,827	198,795	220,624	244,225	341,242	358,865	383,526	400,398	418,587
Equip Maint / Repair	01-5-230-6020	322	2,295	1,938	2,149	5,000	6,150	6,525	6,720	6,922
Other Prof Services	01-5-230-6190	30,050	33,000	54,950	45,846	46,000	46,000	47,380	48,801	50,265
Telephone / Utilities	01-5-230-6200	100	62	554	2,443	3,000	3,000	3,183	3,278	3,377
Postage	01-5-230-6210	329	302	614	778	1,500	3,000	3,183	3,278	3,377
Printing/Publications	01-5-230-6220	1,253	1,220	957	1,418	1,750	2,800	2,971	3,060	3,151
Total Contractual Expenses		32,054	36,879	59,013	52,634	57,250	60,950	63,240	65,138	67,092
Office Supplies	01-5-230-7020	2,277	3,074	4,651	3,429	5,960	6,950	7,373	7,594	7,822
Gas & Oil	01-5-230-7030	1,602	1,354	1,096	782	2,765	2,200	2,519	2,695	2,884
Miscellaneous Exp	01-5-230-7900	0	933	670	574	2,000	1,000	1,061	1,093	1,126
Operating Transfer Out	01-5-230-9999	10,000	0	0	0	0	0	0	0	0
Total Supplies Expense		13,879	5,361	6,417	4,784	10,725	10,150	10,953	11,382	11,832
TOTAL EXPENSES		210,760	241,035	286,054	301,643	409,217	429,965	457,719	476,918	497,510
% of change		2.47%	14.36%	18.68%	5.45%	35.66%	5.07%	6.46%	4.19%	4.32%

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 2/7/2017
Re: Request for Water Bill Adjustment
121 Biester Drive (Account #05-005800-07)

Attached to this memo is a request from the property owner at 121 Biester Drive for consideration of a water bill adjustment. The water meter at this location was read on October 5, 2016 and the reading indicated high usage. We were unable to make contact with the property owner, so we shut the water off at the street on October 7, 2016. We were notified on October 11th that the water heater had been leaking and the water was turned back on November 7th after the necessary repairs had been made. Their average water and sewer bill for the last year has been \$51.00. The leak occurred over the last two billing periods with those bills being \$3,075.80 and \$206.44 respectively.

An inspection was made of the property and we have determined that the water from the leak did not enter the sanitary sewer system. Therefore, I would recommend a credit of the sanitary sewer charges attributed to the leak of \$1,849.92 for the November bill and \$98.40 for the January bill, for a total revised bill for the two billing cycles of \$1,333.92. The owner has paid \$406.44 since the leak occurred, leaving a current balance of \$927.48.

We will work with the property owner to establish a payment plan to resolve the outstanding balance.

February 7, 2017

City of Belvidere
City Council
401 Whitney Blvd.
Belvidere, IL 61008

Sub: Water Accident

Gentlemen,

Sometime in September of 2016, the water heater located in my basement developed a severe leak that went unnoticed for several weeks, until the City Water Department detected the exceptional volume increase in my meter reading, and shortly after shut off my water. I had the water heater replaced, but during the period of the leak, approximately 570,000 gallons (173 times my normal usage) of water was discharged onto my basement floor and a water and sewer bill of over \$3,000 was issued, dated November 1st for the August – September period. Subsequent investigation by Brent Anderson showed that the leaking water had not gone into the city sewer. Using this information, Brent was able to reduce the current amount due to \$947. I am requesting that this amount be reduced further. Based on financial information provided by Mr. Anderson and the fact that such an accident is a rare occurrence, it would have cost the City about \$73 for pumping and chemicals to produce the entire 570,000 gallons. This is because all of the other costs associated with producing this water and delivering it are fixed and, therefore, already included in the water department annual budget and, thus, had already been paid for by me and all the other users in our regular bi-monthly bills. Please consider these facts: (1) this was an accident and I received no benefit from the water, (2) I am in the midst of repairing \$6,000 worth of damage done to my finished basement and (3) the cost to the City is nominal. The water portion of my bills for the eight months prior to the accident averaged \$7.00/mo. From November thru January, while I have been pursuing a fair assessment, I have made two bi-monthly payments of \$100.00 (water and sewer) against the excessive \$3,075 November 1st bill, as a show of good faith (and to keep my water running). I request that the city accept these amounts as fair compensation for any costs that this accident has caused the city and that any further outstanding amounts through Jan of this year be reduced to the amounts already paid.



Jackie Jones

121 Biester Drive

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 2/8/2017
Re: 2017 Habitat for Humanity Request

Attached is a request from the Habitat for Humanity for the Council's consideration to waive the fees and have the Water Department provide service stubs to the property line for the new house they are proposing to construct at 320 Gilman Street. This property had a house that was demolished, therefore, no connection fees would be charged for the new construction. The existing sanitary sewer service and the existing water service need to be updated.

The following is an estimate of direct and indirect expenses for updating both the sanitary sewer service stub and water service stub to the property line:

Water Service

Indirect Expense (labor & equipment)	\$2,206.00
Direct Expense (materials)	<u>\$ 500.00</u>
	\$2,706.00

Sewer Service

Indirect Expense (labor & equipment)	\$2,206.00
Direct Expense (materials)	<u>\$ 425.00</u>
	\$2,631.00

If the Council is willing to proceed with this project, I would recommend that Habitat for Humanity reimburse the City for direct expenses, estimated to be \$925.00 for the water and sanitary sewer service stubs.



Help build it!

January 18, 2017

Mr. Brent Anderson
Public Works Director
City of Belvidere
401 Whitney Blvd
Belvidere, Illinois 61008

Re: 320 Gilman Street, Belvidere, IL
05 25 329 008

Dear Mr. Anderson:

On behalf of Habitat for Humanity of Boone County, I appreciate the partnership we have shared with the City concerning homes being built in the community. This Spring, we expect to break ground on a single-family home on the above property. We are requesting that the City waive its water and sewer connection and building fees, including, specifically, to tie into service stubs to the property line. We understand that Habitat will be responsible for expenses directly incurred by the city (such as cost of materials) even if fee and service cost waivers are approved. The request is in keeping with the City's past practice to facilitate Habitat's charitable work for low-income families and to enable us to complete the project promptly, within budget. Please reference the project in 2015 at 1021 West Fifth Street, Belvidere.

We understand that this matter will be scheduled for consideration by the City Council. Please keep us informed concerning scheduled dates on which our input may be requested.

Thank you for your consideration and support. We look forward to working with you to complete another project within the City.

Cordially,



Henry Repay
Board Chairman
Henry@RepayLaw.com

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 2/7/2017
Re: WWTP Digester Rehabilitation – Construction Services Amendment

The City Council previously approved the construction and installation of a new floating cover for the Primary Digester Rehabilitation Project at an additional cost of \$351,447.07. This was due to the condition of the existing cover being beyond repair. This change in project scope has required additional construction services provided by Baxter and Woodman as outlined in their attached summary.

Baxter & Woodman's estimated total additional cost for the change in project scope is \$49,179.00. The current total value of the construction contract for the primary digester rehabilitation is \$1,351,347.07. The total revised construction services cost is \$97,919.00, which is 7.2% of the construction cost.

I would recommend approval of the construction services amendment from Baxter & Woodman, in an amount not-to-exceed \$49,179.00, for the rehabilitation of the primary digester at the WWTP. This work will be paid for from the Sewer Equipment Replacement Fund #06-08.

TABULATION

REVISED CONSTRUCTION SERVICES

BELVIDERE PRIMARY DIGESTER REHABILITATION

CONSTRUCTION ADMINISTRATION

Original Construction Services Agreement Amount	\$19,320
Contract Work Completed to Date (As of January 28, 2017)	(\$16,391)
Work Completed Beyond Contract to Date (As of January 28, 2017)	(\$6,330)
Contract Work Expected to be Completed (January 29th to May 5th)	(\$2,929)
Future Work Expected Beyond Contract (January 29th to May 5th)	(\$3,080)

DESIGNER REVIEW AND ASSISTANCE

Original Construction Services Agreement Amount	\$10,500
Contract Work Completed to Date (As of January 28, 2017)	(\$4,460)
Work Completed Beyond Contract to Date (As of January 28, 2017)	(\$1,754)
Contract Work Expected to be Completed (January 29th to May 5th)	(\$6,040)
Future Work Expected Beyond Contract (January 29th to May 5th)	\$0

CONSTRUCTION OBSERVATION

Original Construction Services Agreement Amount	\$12,320
Contract Work Completed to Date (As of January 28, 2017)	(\$10,360)
Work Completed Beyond Contract to Date (As of January 28, 2017)	(\$14,495)
Contract Work Expected to be Completed (January 29th to May 5th)	(\$1,960)
Future Work Expected Beyond Contract (January 29th to May 5th)	(\$23,520)

PROJECT CLOSEOUT

Original Construction Services Agreement Amount	\$6,600
Contract Work Completed to Date (As of January 28, 2017)	\$0
Work Completed Beyond Contract to Date (As of January 28, 2017)	\$0
Contract Work Expected to be Completed (May 5th to June 5th)	(\$6,600)
Future Work Expected Beyond Contract (May 5th to June 5th)	\$0

ORIGINAL APPROVED CONSTRUCTION SERVICES AMOUNT **\$48,740**

 Work Completed Beyond Contract to Date (As of January 28, 2017) \$22,579

 Future Work Expected Beyond Contract (January 29th to May 5th) \$26,600

TOTAL REVISED CONSTRUCTION SERVICES AMOUNT REQUESTED **\$97,919**



Illinois Department of Transportation

Division of Highways / Region 2 / District 2
819 Depot Avenue / Dixon, Illinois / 61021-3500
Telephone 815/284-2271

CITY/MFT
Belvidere
Section 12-00110-00-BR
Newburg Road Bridge

February 7, 2017

Mr. Brent Anderson
Director of Public Works
401 Whitney Boulevard, Suite 200
Belvidere, Illinois 61008

Dear Mr. Anderson:

This letter is in regards to the proposed rehabilitation of the Newburg Road bridge over the Kishwaukee River in Belvidere, Illinois in Boone County. The bridge rehabilitation activities include cleaning and painting of the existing steel beams, replacement of guardrails, and the placement of stone riprap for scour control.

There were two endangered species located in the Kishwaukee River near the work area, the Black Sandshell Mussel and the American Brook Lamprey. Because of the in-stream work necessary to complete the project, there will be impacts to these species.

The Illinois Department of Natural Resources (IDNR) requires a permit called an Incidental Take Authorization (ITA) to account for the killing or "take" of those species. The permit must be obtained before construction activities can begin. Applicants for the permit are required to avoid, minimize, or mitigate any impacts to endangered species.

The reason for this letter is to inform you that the IDNR has asked for monetary mitigation in the amount of \$550.00 plus \$5,178.00 to bring conservation benefit to the species for impacts that could not be avoided or minimized. These funds will go to the Illinois Natural History Survey to provide 1/3 of the project costs supporting the study entitled "Assessing Lamprey Distributions in Illinois: Developing a Framework via Rapid Environmental DNA Assay for American Brook Lamprey". The research aims to develop new, more effective ways to sample for American Brook Lampreys so that more information about their life cycle can be obtained.

The IDNR has prepared a draft "Authorization for Incidental Take and Implementing Agreement" for this project. The draft agreement includes the following in the terms and conditions of the agreement:

Mr. Brent Anderson
Page Two
February 7, 2017

"As mitigation for the potential taking of Black Sandshell, the City of Belvidere shall provide compensatory mitigation to bring conservation benefit to the species potentially impacted by the project in the amount of \$550.00. Compensatory mitigation shall be directed to the Forest Preserve District of DuPage County's Urban Stream Research Center to support mussel propagation research.

As mitigation for the potential taking of the American Brook Lamprey, the City of Belvidere shall provide compensatory mitigation to bring conservation benefit to the species potentially impacted by the project in the amount of \$5,178.00. Compensatory mitigation shall be directed to the Illinois Natural History Survey to provide 1/3 of the project costs supporting the study entitled "Assessing Lamprey Distributions in Illinois: Developing a Framework via Rapid Environmental DNA Assay for American Brook Lamprey".

Mitigation settlement funds earmarked for the conservation benefit of State-listed species are due within 90 days of execution of this agreement and are non-refundable, including events of revocation or termination.

Mitigation valuations are based on the Department's best current understanding of the species' life history needs, real estate values, and impact analysis relevant to the site's proposed conceptual design elements available at the time of review."

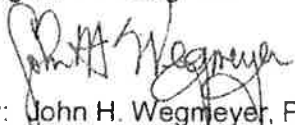
Please review and consider the compensatory mitigation as requested. Attached are two (2) copies of this letter. If the City of Belvidere concurs, please have the Mayor sign and date the bottom of this letter and return one (1) copy to the District 2 Office. The IDNR will then finalize the proposed agreement and will distribute for execution.

If you have any questions or need any additional information, please contact Shawn Ortgiesen, P.E., at 815/284-5384.

Sincerely,

For the City of Belvidere:

Kevin Marchek, P.E.
Region Two Engineer

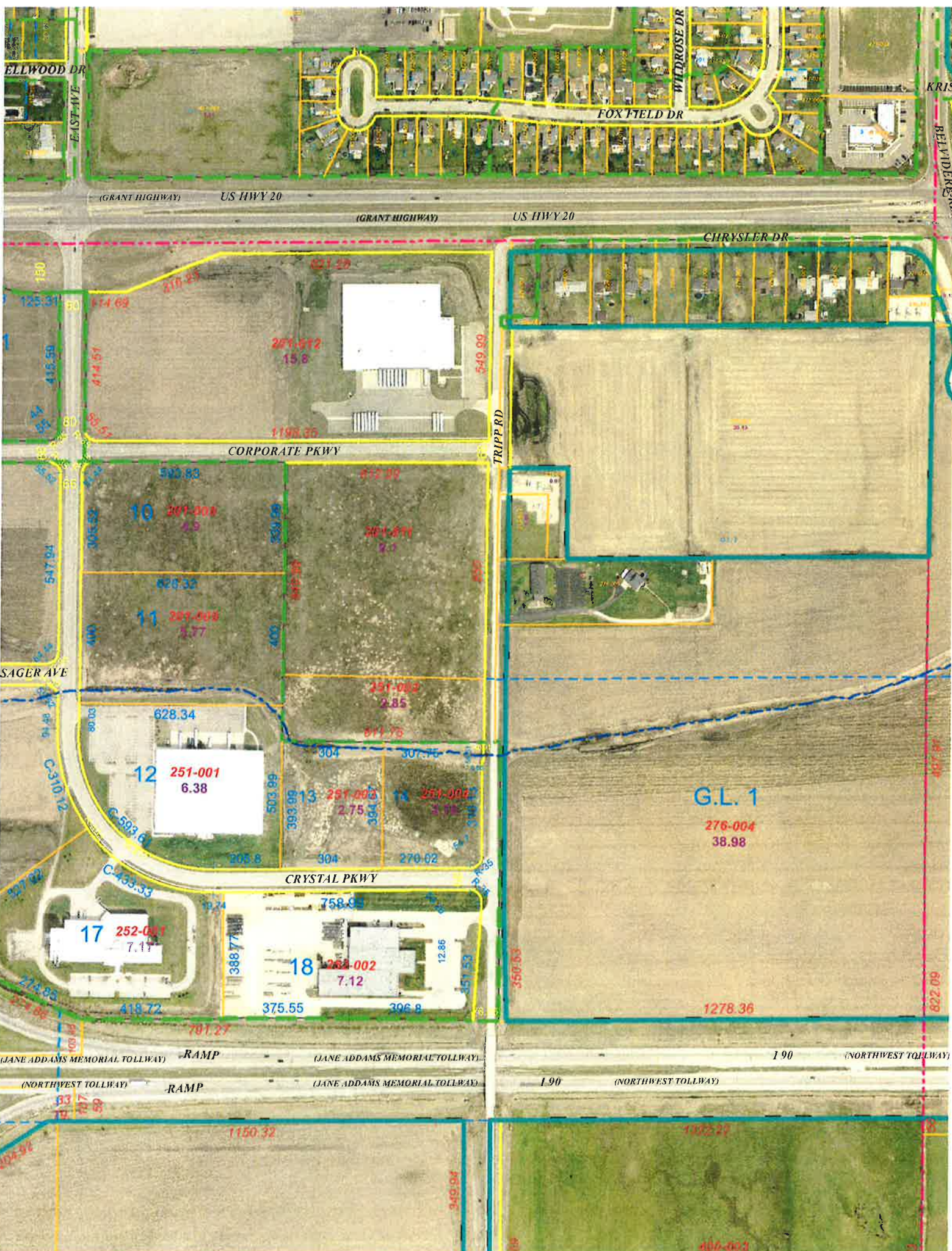

By: John H. Wegmeyer, P.E.
Engineer of Project Implementation

Mike Chamberlain, Mayor

Date

SO02-06-17-1

c: Joe Frazee, P.E.
(Hampton Lenzeni & Renwick Inc.)
LR&S



ELLWOOD DR

FOX FIELD DR

(GRANT HIGHWAY) US HWY 20

(GRANT HIGHWAY)

US HWY 20

CHRYSLER DR

CORPORATE PKWY

SAGER AVE

CRYSTAL PKWY

(JANE ADDAMS MEMORIAL TOLLWAY) RAMP

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400-003

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 2/8/2017
Re: 2017 MFT Street Maintenance Program

The following is the proposed MFT Street Maintenance Program for this year:

Arterial & Collector Street Overlays:

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Ward</u>	<u>Quantity</u>	<u>Distance</u>
East 6 th Street	East	Genoa	5	10,280 SY	2,570 LF
West Locust Street	State	Appleton	1&5	18,367 SY	5,510 LF

Residential Overlays:

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Ward</u>	<u>Quantity</u>	<u>Distance</u>
11 th Avenue	6 th St	9 th St	1	2,817 SY	975 LF
Kishwaukee Street	Jackson	Roosevelt	2	4,053 SY	1,520 LF
Chrysler Drive	Genoa	Gateway Center	3	1,722 SY	250 LF
Andrews Drive	Logan	Julien	3	7,389 SY	1,900 LF
Van Buren Street	Menomonic	Fairgrounds	4	4,222 SY	1,900 LF
Burgess Street	Lincoln	River	4	1,667 SY	625 LF

Current MFT regulations require that ADA compliant sidewalk returns at all intersections of the streets being overlaid must be in place or installed in conjunction with the overlay project.

There is \$460,000 budgeted in MFT for the Street Maintenance Program.

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 2/8/2017
Re: 2017 Pavement Marking Multi-Jurisdiction Contract

The public works department has been in discussions with surrounding municipalities regarding a single, multi-jurisdictional contract for pavement marking for 2017. The municipalities in this combined effort would include Belvidere, Cherry Valley, Loves Park, Machesney Park and Rockford. It is anticipated that the combined quantities will provide a cost savings to each of the participating entities.

In the past, our pavement marking contract work was paid for from our MFT allotment. In the combined effort, each of the municipalities will be utilizing local funds. Currently, the proposed budget includes \$60,000 in MFT for pavement marking. I would recommend that the public benefit fund be used for pavement marking for 2017. The public benefit fund has a budget of \$40,000 and a current balance of \$42,000. The \$60,000 in MFT will be added to the overlay budget for a total of \$460,000.

I would recommend participating in the multi-jurisdictional pavement marking contract with our portion of the cost, estimated at \$60,000, be paid for from the public benefit fund.

DRAFT

INTERGOVERNMENTAL AGREEMENT
MUTUAL AID AND ASSISTANCE

This Intergovernmental Agreement is made as of the _____ day of _____, 20__ , by and between:

City of Rockford
a municipal corporation with its offices located at
425 East State Street
Rockford, IL 61104
hereinafter referred to as “Rockford”

City of Belvidere
A municipal corporation with its offices located at
401 Whitney Boulevard
Belvidere, Illinois 61008
hereinafter referred to as “Belvidere”

RECITALS

WHEREAS, the Parties recognize that they are vulnerable to a variety of potential, natural and man-made disasters; and

WHEREAS, the Parties to this Agreement wish to provide mutual aid and assistance to one another during times of disaster or public works or wastewater emergencies

NOW, THEREFORE, the Parties agree as follows:

SECTION I: DEFINITIONS

The following definitions will apply to the terms appearing in this Agreement.

A. *“AID AND ASSISTANCE”* includes, but is not limited to, personnel, equipment, facilities, services, materials and supplies and any other resources needed to provide mutual aid response.

B. *“AUTHORIZED REPRESENTATIVE”* means a Party's employee who, by reason of his or her position, has been authorized, in writing by that Party, to request, offer, or provide aid and assistance pursuant to this Agreement. Each Party's initial authorized representative, and the representative's title, is listed on the contact list. If the title of the authorized representative as listed by name on the contact list has changed, such change shall have no effect on the authority of the authorized representative and the named person shall continue to be the authorized representative until a different person is named as the authorized representative in writing by the Party. In the event that the person who is listed as authorized representative is no longer employed by the Party, the successor in the office formerly held by the authorized representative shall automatically become the authorized representative unless the Party

indicates otherwise in writing. Each Party's authorized representative shall be responsible to designate someone to supervise that Party's employees who are engaged in the receipt or furnishing of aid and assistance, including, but not limited to, opening of public ways; removal of debris; building of protective barriers; management of physical damage to structures and terrain; transportation of persons, supplies, and equipment; and repair and operation of municipal utilities.

C. "*DISASTER*" means a calamitous incident threatening loss of life or significant loss or damage to property, including, but not limited to flood, winter storm, hurricane, tornado, dam break, or other naturally-occurring catastrophe or man-made, accidental, military, or paramilitary incident, or biological or health disasters or a natural or manmade incident that is, or is likely to be, beyond the control of the services, personnel, equipment and facilities of a Party that requires assistance under this Mutual Aid and Assistance Agreement, but must be coordinated through the appropriate local accredited/certified Emergency Management Agency coordinator.

D. "*LOCAL EMERGENCY*" is defined as an urgent need requiring immediate action or attention beyond normal capabilities, procedures and scope for aid and assistance by an agency.

E. "*MUTUAL AID RESOURCE LIST*" means the list of the equipment, personnel and other resources that each Party has available for the provision of aid and assistance to other Parties. This list shall be periodically updated in accordance with the Operational Plan.

F. "*NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)*" a Presidential directive that provides a consistent nationwide approach that allows federal, state, local and tribal governments as well as private-sector and nongovernmental organizations to work together to manage incidents and disasters of all kinds.

G. "*PARTY*" means an agency which has adopted and executed this Agreement.

H. "*PERIOD OF ASSISTANCE*" means a specified period of time when a Responding Agency assists a Requesting Agency. The period commences when personnel, equipment, or supplies depart from a Responding Agency's facility and ends when the resources return to their facility (portal to portal). All protections identified in the Agreement apply during this period. The specified Period of Assistance may occur during response to or recovery from an emergency, as previously defined.

I. "*RESPONDING AGENCY*" means the Party or Agency which has received a request to furnish aid and assistance from another Party and has agreed to provide the same.

J. "*REQUESTING AGENCY*" means the Party or Agency requesting and receiving aid and assistance from the Responding Agency.

SECTION II: RESPONSIBILITY OF PARTIES

A. *PROVISION OF AID*. Each Party recognizes that it may be requested to provide aid and assistance at a time when it is necessary to provide similar aid and assistance to the Party's own constituents. This Agreement shall not be construed to impose any unconditional obligation on any Party to provide aid and assistance. A Party may choose not to render aid and assistance at any time, for any reason.

B. *AGREEMENT FOR BENEFIT OF PARTIES*. All functions and activities performed under this Agreement are for the benefit of the Parties to this Agreement. Accordingly, this Agreement shall not be construed to be for the benefit of any third parties and no third parties shall have any right or cause of action against the Parties to this Agreement.

C. *IMMUNITIES*. All immunities provided by law to the Parties shall be fully applicable to the Parties providing or receiving aid and assistance pursuant to this Agreement, including, but not limited to, the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, et seq.

SECTION III: PROCEDURES FOR REQUESTING ASSISTANCE

The Agency requesting assistance shall do so in writing (either digital or hard copy) with the responding agency stating in writing (either digital or hard copy) the availability of resources.

SECTION IV: SUPERVISION AND CONTROL

DESIGNATION OF RESPONDING AGENCY'S SUPERVISORY PERSONNEL. Responding Agency shall designate a representative who shall serve as the person in charge of coordinating the initial work assigned to the Responding Agency's employees by the Requesting Agency. The Requesting Agency shall direct and coordinate the work being assigned to the Responding Agency(s) and the Requesting Agency's employees. All actions shall be consistent with and in accordance with the National Incident Management System (NIMS).

SECTION V: LENGTH OF TIME FOR AID AND ASSISTANCE; RENEWABILITY; RECALL

It is presumed that a Responding Agency's aid and assistance shall be given for an initial minimum period of twelve (12) hours. Thereafter, assistance shall be extended as the Responding Agency and Requesting Agency shall agree. The twelve (12) hour period shall start when the aid and assistance departs from Responding Agency's location with the intent of going to Requesting Agency's location. The aid and assistance shall end when it returns to Responding Agency's location with the understanding between the Responding Agency and Requesting Agency that provision of aid and assistance is complete. Responding Agency may recall its aid and assistance at any time at its sole discretion. Responding Agency shall make a good faith effort to give the Requesting Agency as much advance notice of the recall as is practical under the circumstances.

SECTION VI: DOCUMENTATION OF COST & REIMBURSEMENT OF COST

A. *PERSONNEL* – Responding Agency shall continue to pay its employees according to its then prevailing ordinances, rules, regulations, and collective bargaining agreements. At the conclusion of the period of aid and assistance, the Responding Agency shall document all direct and indirect payroll costs plus any taxes and employee benefits which are measured as a function of payroll (i.e.; FICA, unemployment, retirements, etc.). Dates and times shall be recorded for each employee furnished.

B. *EQUIPMENT* – Responding Agency shall document the use of its equipment during the period of aid and assistance including without limitation all repairs to its equipment as determined necessary by its on-site supervisor(s) to maintain such equipment in safe and operational condition, fuels, miscellaneous supplies, and damages directly caused by provision of the aid and assistance. Types, dates and times shall be recorded for each piece of equipment furnished.

C. *MATERIALS AND SUPPLIES* – Responding Agency shall document all materials and supplies furnished by it and used or damaged during the period of aid and assistance.

D. *LAND USE* – When Requesting Agency utilizes land of the Responding Agency it shall take care as to limit damage to the site. If damage occurs the Requesting Agency shall complete restoration of said property to a condition equal to or greater than the condition prior to use or shall pay the Responding

Agency for restoration of said property. Potential uses of property are but not limited to staging of materials, equipment and/or personnel or for debris management.

E. *REIMBURSEMENT OF COSTS* – Equipment, personnel, materials, supplies and/or services provided pursuant to this Agreement shall be at no charge to the Requesting Agency, unless the aid and assistance is requested for more than five (5) calendar days. If aid and assistance is requested from the State of Illinois to be activated as a State asset, the Responding Agency will be reimbursed for personnel, materials, supplies and equipment from the first day of the response to the event by the State of Illinois. Materials and supplies will be reimbursed at the cost of replacement of the commodity. Personnel will be reimbursed at Responding Agency rates and equipment will be reimbursed at an appropriate equipment rate based upon either pre-existing locally established rates, the Federal Emergency Management Agency Equipment Rate Schedule or that published by the Illinois Department of Transportation. In the event that there is no such appropriate equipment rate as described above, reimbursement shall be at the actual cost incurred by the Responding Agency.

SECTION V: RIGHTS AND PRIVILEGES OF RESPONDING AGENCY'S EMPLOYEES

Whenever Responding Agency's employees are rendering aid and assistance pursuant to this Agreement, such employees shall retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographical limits of Responding Agency.

SECTION VI: WORKERS' COMPENSATION

The Parties agree that Requesting Agency shall be responsible for payment of workers' compensation benefits owed to Requesting Agency's employees and that Responding Agency shall be responsible for payment of workers' compensation benefits owed to Responding Agency's employees.

SECTION VII: INSURANCE

Each Party shall bear the risk of liability for its agency and its agency's employees' acts and omissions and shall determine for itself what amount of insurance it should carry, if any. Each Party understands and agrees that any insurance coverage obtained shall in no way limit that Party's responsibility under Section VIII of this Agreement to indemnify and hold the other Parties to this Agreement harmless from such liability.

SECTION VIII: INDEMNIFICATION

Each Party hereto hereby agrees to waive and release all claims against all other Parties hereto for any loss, damage, personal injury or death occurring in consequence of the performance of this Mutual Aid Agreement

Each Party requesting aid pursuant to this Agreement hereby expressly agrees to hold harmless, indemnify and defend the Party rendering aid and its personnel from any and all claims, demands, liability, losses, suits in law or in equity which are made by a third party. This indemnity shall include attorney fees and costs that may arise from providing aid pursuant to this Agreement. Provided, however, that all employee benefits, wage and disability payments, pensions, worker's compensation claims, damage to or destruction of equipment and clothing, and medical expenses of the Party rendering aid shall be the sole and exclusive responsibility of the respective Party for its employees

SECTION IX: NON-LIABILITY FOR FAILURE TO RENDER AID

The rendering of assistance under the terms of this Agreement shall not be mandatory. It is the responsibility of the Responding Agency to immediately notify the Requesting Agency of the Responding Agency's inability to respond; however, failure to immediately notify the Requesting Agency of such inability to respond shall not constitute evidence of noncompliance with the terms of this section and no liability may be assigned.

No liability of any kind or nature shall be attributed to or be assumed, whether expressly or implied, by a party hereto, its duly authorized agents and personnel, for failure or refusal to render aid. Nor shall there be any liability of a party for withdrawal of aid once provided pursuant to the terms of this Agreement.

SECTION X: NOTICE OF CLAIM OR SUIT

Each Party who becomes aware of a claim or suit that in any way, directly or indirectly, contingently or otherwise, affects or might affect other Parties of this Agreement shall provide prompt and timely notice to the Parties who may be affected by the suit or claim. Each Party reserves the right to participate in the defense of such claims or suits as necessary to protect its own interests.

SECTION XI: AMENDMENTS

Proposed amendments to this Agreement shall be made in writing and agreed to by both parties.

SECTION XII: INITIAL TERM OF AGREEMENT; RENEWAL; TERMINATION

The initial term of this Agreement shall be one (1) year from its effective date. Thereafter, this Agreement shall automatically renew for additional one-year terms commencing on the anniversary of the effective date of this Agreement. Any Party may withdraw from this Agreement at any time by giving written notification to the other Party. The notice shall not be effective until ninety (90) days after the notice has been served upon the other Party by First Class mail. A Party's withdrawal from this Agreement shall not affect that Party's liability or obligation incurred under this Agreement prior to the date of withdrawal. This Agreement shall continue in force and effect as to all other Parties until such time as a Party withdraws. Failure to adopt any amended agreement within ninety (90) days of said amended agreement will signify a Party's withdrawal from the Agreement.

SECTION XIII: NOTICES

Any notice to the parties required by or relating to this Agreement shall be sent by first-class U.S. mail or hand delivered to:

Belvidere:

Michael W. Chamberlain
Mayor
City of Belvidere
401 Whitney Boulevard
Belvidere, IL 61008

Rockford:

Lawrence J Morrissey
Mayor
City of Rockford
425 E. State Street
Rockford, IL 61104

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement on the respective dates indicated below.

Signed this _____ day of _____ by:

City of Belvidere

By _____
(Signature)

(Mayor)

ATTEST: (Seal)

(City Clerk)

Approved by the City Council of the City of Rockford this _____ day of _____.

City of Rockford

(Mayor)

(Date)

ATTEST: (Seal)

Legal Director and Ex Officio
Keeper of the Records and Seal

PUBLIC WORKS DEPARTMENT MISSION STATEMENT

To provide and maintain the highest quality services in order to meet the needs of the citizens of Belvidere.

Definition of "Public Works": Infrastructure constructed for the benefit or use of the general public.

City of Belvidere infrastructure includes:

12.455 square miles of land
122 miles of streets
4 miles of improved alleys
400,000 lineal feet of storm sewers, 12" to 72"
31 signalized intersections
Over 2,400 street lights
Over 2,000 traffic signs
7 water wells, ranging in depth from 120' to 1,800', with a pumping capacity of 12.2 MGD
In 2016, we pumped 1.07 billion gallons of water
3 elevated storage tanks with a capacity of 1.1 million gallons
2 ground storage reservoirs with a capacity of 1.935 million gallons
679,624 lineal feet of watermain, 4" to 24"
1,056 valve boxes
1,303 valve vaults
1,245 fire hydrants
Over 7,400 water meters
Activated sludge/tertiary filter wastewater treatment plant with a capacity of 5.85 MGD
In 2016, we processed 1.18 billion gallons of sewage and land applied 5,133,102 gallons of sludge
564,483 lineal feet of sanitary sewer main, 6" to 42"
28,268 lineal feet of sanitary sewer forcemain, 2" to 18"
2,439 sanitary sewer manholes
12 sanitary sewer lift stations

The FY'18 proposed budget includes 30 full time public works employees to maintain this infrastructure as summarized below:

Director of Public Works

Public Works Superintendent

Street:

60 pieces of rolling stock
Field Crew (7)
Mechanic (1)

Water & Sewer:

24 pieces of rolling stock
Production Crew (5)
Distribution Crew (5)
Mechanic (1)
Billing Clerks (2)
Secretary/Receptionist (1)

WWTP:

14 pieces of rolling stock
Field Crew (4)
Lab (2)

PUBLIC WORKS DEPARTMENT MISSION STATEMENT

To provide and maintain the highest quality services in order to meet the needs of the citizens of Belvidere.

ENGINEERING/ADMINISTRATION MISSION STATEMENT

Utilize the latest technology available in the Public Works field to process and retrieve information in order to respond promptly to citizen inquiries and provide the most efficient and cost effective methods for repair and maintenance of our existing infrastructure as well as providing for the orderly extension of infrastructure to support our expanding city limits.

GOALS AND ACCOMPLISHMENTS

2016 Accomplishments:

1. Administration/inspections of the 50/50 Sidewalk Replacement Program.
2. Fuel system monitoring and reporting – Illinois State Fire Marshall Office
3. Project Administration:
 - Streetscape Rehabilitation Project
 - State Street Resurfacing Project
 - Columbia Avenue/Aspen Court Reconstruction Project
 - MFT Maintenance Program
 - Farmington Ponds
 - Landfill #1 and Landfill #2 O&M
 - Forestry Program
 - WWTP – Primary Digester Rehabilitation Project
 - NPDES/MS4/Stormwater Management
 - Traffic Signal Maintenance Program
 - ASB/Leath/Silver Brownfields Site

2017 Objectives:

1. Continue pursuit of quality, cost effective engineering services for city projects.
2. Thorough and efficient plan/subdivision reviews.
3. Effective oversight of Public Works Departmental Operations.
4. Quality, efficient customer service to citizens.
5. Continued representation on the Northern Regional Groundwater Protection Committee
6. Continue sump pump inspections.
7. Contract/construction administration of WWTP Thickener Upgrade Project.
8. Continue computerization of storm sewer system mapping.
9. Continue ADA/PROWAG implementation strategy.

Personnel:

Director of Public Works: Brent Anderson
Public Works Superintendent: Dan Anderson

STREET DEPARTMENT MISSION STATEMENT

To provide for the safe and orderly flow of traffic in the City by the consistent maintenance and upgrading of the roadways and drainage systems within the public right-of-ways.

GOALS AND ACCOMPLISHMENTS

2016 Accomplishments:

1. MFT Street Maintenance Program.
2. Mechanic's Building: new exterior installed and interior renovations completed in house.
3. Branch/Leaf Pick-up Programs.
4. Snow Removal Operations, salting/plowing/pick-up.
5. Completed storm sewer extensions for sump pump connections in Andrews Drive, Grover Street, Lincoln Avenue and Julien Street.
6. Major ditch cleaning/restoration along Columbia Avenue and South Appleton Road.
7. Continued street and storm sewer maintenance activities.
8. DCEO Grant for Chrysler Drive LED Street Light Upgrade Project

2017 Objectives:

1. Street Maintenance
 - Storm/inlet repairs
 - Crack sealing
 - Enhanced street cleaning
2. Storm Sewer System
 - Inspections for illegal connections
 - Detention pond inspections
 - Outfall inspections
 - Inlet cleaning/line cleaning
3. Traffic Signal and Street Lighting Renovations
 - LED Street Light
 - Installation of battery backups at Harrison & State, Appleton & Chrysler
4. Tree Trimming

Personnel:

Field Crew: Rusty Lindberg, Jim Roman, Jack Butenschoen, Jeff Carlson, Jeremy Klinefelter, Jason Charlesworth, Keith Hildebrand

Mechanic: Ryan Morey

WATER & SEWER DEPARTMENT MISSION STATEMENT

To provide the highest quality potable water and the safe and efficient removal of wastewater by the consistent maintenance and upgrading of the water distribution system and the sanitary sewer collection system.

GOALS AND ACCOMPLISHMENTS

2016 Accomplishments:

1. Completed rehabilitation of Well #9.
2. Completed repairs and rehabilitation of Well #4.
3. Completed repairs to Well #5.
4. Completed repairs to Well #7
5. Continued updates to water & sewer system and mapping.
6. Continued addition of radio read meters to the south side of the city.
7. Continued compliance with Illinois Department of Public Health fluoride mandates.

2017 Objectives:

1. Well #8 Rehabilitation and installation of permanent standby generator.
2. Continued repair/replacement of defective sewer lines, water mains, valves and fire hydrants.
3. Continue cleaning and televising of sanitary sewer lines to reduce backups.
4. Continue addition of radio read meters to the south side of the city.

Personnel:

Production Crew: Kim Richardson, Ed Gustafson, Nick Ekberg, Ryan Culvey, Chris McElhinney

Distribution Crew: Jesse Gonzales, Tony Delmore, Bret Fidler, Ken Fisk, Chris Cox

Mechanic: Derrick Vail

Billing Clerks: Cindy Kindschy, Kelly Ahlberg

Secretary/Receptionist: Denise Delaney

WASTEWATER TREATMENT PLANT MISSION STATEMENT

To provide the highest quality treatment and the most environmentally acceptable land application techniques for the disposal of bio-solids.

GOALS AND ACCOMPLISHMENTS

2016 Accomplishments:

1. Installation of generator at Newburg #1 lift station.
2. Ongoing Plant Repair/Maintenance.
3. Continued review and update of pre-treatment and NPDES programs.
4. Primary Digester Rehabilitation Project
5. Capacity, Management, Operations and Maintenance (CMOM) Plan
6. Phosphorous discharge optimization plan
7. Land Application Sludge Program
Applied 5,133,102 gallons of sludge

2017 Objectives:

1. Continue update of pre-treatment and NPDES programs.
2. Sludge Thickener Upgrade Project, estimated project cost \$2,120,000
3. Continue plant expansion process and existing plant upgrades.
4. Land application of sludge.
6. Install generator at Highline Street Lift Station, \$50,000 budget.

Personnel:

Field Crew: Steve Leonard, Scott Przybyla, Scott Roush, Chris Blachford

Lab: Dean Chambers, Nick Steiner

Water Department Income Budget Data

Plant Revenues		Actual FY 13	Actual FY 14	Actual FY 15	Actual FY 16	Budget FY 17	Plan FY 18	Plan FY 19	Plan FY 20
Water Consumption	61-4-810-4500	2,447,688	2,339,182	2,257,557	2,213,451	2,287,373	2,363,702	2,410,976	2,459,196
Dep on Agr-Westhills	61-4-810-4521	6,967	23,485	13,558	8,095	0	0	0	0
Meters Sold	61-4-810-4530	100,115	86,573	92,723	90,456	91,000	88,702	90,476	92,286
Other Services	61-4-810-4590	8,816	8,110	8,202	5,967	10,000	7,500	0	0
Misc Revenues	61-4-810-4900	828	2,579	164	0	0	0	0	0
Exp Reimbursement	61-4-810-4940	1,599	12,679	11,804	24,361	0	0	0	0
Transfer-in	61-4-810-9998	0	0	0	0	0	0	0	0
TOTAL WATER REVENUES		2,566,013	2,472,608	2,384,008	2,342,330	2,388,373	2,459,904	2,501,452	2,551,481
TOTAL WATER O&M EXPENSES		2,226,630	2,239,547	2,300,624	2,728,459	2,370,641	2,458,048	2,563,900	2,652,944
CASH FLOW		339,183	233,061	83,384	(386,129)	17,732	1,856	(62,448)	(101,463)

Water Department Expense Budget Data

Line Title	Acct #	Actual FY 13	Actual FY 14	Actual FY 15	Actual FY 16	Budget FY 17	Plan FY 18	Plan FY 19	Plan FY 20	Plan FY 21
Salaries-Regular-FT	61-5-810-5010	475,051	509,798	518,051	528,948	571,634	590,454	614,308	626,594	639,126
Overtime	61-5-810-5040	24,385	38,268	33,212	26,707	38,000	38,000	39,140	40,314	41,524
FICA Water	61-5-810-5079	0	0	0	50,382	44,567	45,965	46,826	47,705	48,659
IMRF Water	61-5-810-5120	109,109	123,937	132,539	77,466	84,952	79,222	83,899	88,929	92,486
Health Insurance	61-5-810-5130	190,853	164,381	180,142	192,305	207,334	227,735	250,509	275,559	303,115
Uniform Allowance	61-5-810-5140	6,160	7,063	10,286	7,846	14,100	14,000	14,280	14,566	14,857
Personnel & Benefit Expense		805,558	843,447	874,230	883,654	960,587	995,376	1,048,961	1,093,667	1,139,766
Rep/Maint-Infrastructure	61-5-810-6000	33,029	71,298	69,706	72,790	63,900	63,900	65,817	67,792	69,825
Rep/Maint-Buildings	61-5-810-6010	7,302	4,739	14,626	18,336	24,500	24,500	25,235	25,740	26,254
Rep/Maint-Equipment	61-5-810-6020	88,886	53,827	28,846	65,019	8,000	13,000	13,260	13,525	13,796
Rep/Maint-Vehicles	61-5-810-6030	18,817	25,144	26,155	21,012	20,000	20,000	20,600	21,218	21,855
Rep/Maint-Contractual	61-5-810-6040	106,265	53,049	68,375	87,322	85,000	85,000	87,550	90,177	92,882
Other Professional Serv	61-5-810-6190	4,629	13,108	1,477	3,399	11,000	12,000	12,360	12,731	13,113
Telephone	61-5-810-6200	10,798	6,902	6,758	9,548	9,500	9,000	9,270	9,548	9,835
Postage	61-5-810-6210	18,211	16,223	16,073	15,322	19,000	19,000	19,570	20,157	20,762
Utilities	61-5-810-6300	246,274	216,462	261,938	217,295	300,000	270,000	283,500	297,675	312,559
Office Equip Rental/Maint	61-5-810-6410	18,367	15,400	13,745	36,524	31,000	32,750	33,733	34,744	35,787
Liability Insurance	61-5-810-6800	101,245	101,203	105,070	108,510	122,000	134,200	140,910	147,956	155,353
Lab Expense	61-5-810-6812	20,167	25,363	26,966	25,494	33,200	33,200	34,196	35,222	36,279
Total Contractual Expenses		673,990	602,718	639,735	680,571	727,100	716,550	746,001	776,484	808,298
Office Supplies	61-5-810-7020	6,156	6,843	8,629	8,097	9,400	9,000	9,548	9,835	10,130
Gas & Oil	61-5-810-7030	25,348	26,569	23,099	18,594	23,000	23,000	24,150	25,358	26,625
Operating Supplies	61-5-810-7040	48,065	60,741	51,273	64,854	63,000	65,000	66,950	68,959	71,027
Chemicals	61-5-810-7050	90,743	74,336	89,263	89,978	105,000	90,000	92,700	95,481	98,345
Meters	61-5-810-7060	38,272	29,697	129,909	51,832	25,000	20,000	20,600	21,218	21,855
Bad Debt Expense	61-5-810-7850	1,976	80	3,804	2,055	2,000	2,000	2,000	2,000	2,000
Miscellaneous Exp	61-5-810-7900	4,053	5,050	6,961	12,321	8,750	9,000	9,548	9,835	10,130
Total Supplies Expense		214,612	203,316	312,938	247,531	236,150	218,000	225,496	232,684	240,112
Equipment	61-5-810-8200	0	15,895	2,485	0	0	0	0	0	0
Transfer Out	61-5-810-9999	0	0	0	500,000	0	0	0	0	0
Depreciation set Aside		271,526	279,671	288,061	296,703	305,604	314,772	333,942	343,960	354,279
Bond Pmt set Aside		261,145	294,500	183,175	120,000	141,200	213,350	209,500	206,150	-
TOTAL WATER O&M EXPENSES		2,226,830	2,239,547	2,300,624	2,728,459	2,370,641	2,458,048	2,563,900	2,652,944	2,542,455

Sewer Department Income Budget Data

		Actual	Actual	Actual	Actual	Budget	Plan	Plan	Plan	Plan
		FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Plant Revenues										
Sewer Consumption	61-4-820-4500	3,630,700	3,340,970	3,428,139	3,488,838	3,269,987	3,275,147	3,307,898	3,340,977	3,374,387
Dep on Agr - Westhills	61-4-820-4521	3,453	11,943	7,193	4,691	0	0	0	0	0
Meters Sold	61-4-820-4530	91,074	93,675	91,417	85,894	91,000	88,702	91,363	93,190	95,054
Other Services	61-4-820-4590	15,807	32,507	55,958	54,634	14,200	23,000	23,460	23,929	24,408
Misc Revenues	61-4-820-4900	952	3,554	68,904	2,822	0	0	0	0	0
Expense Reimb	61-4-820-4940	538	0	24,585	17,492	0	0	0	0	0
Operating Transfers In	61-4-820-9998	0	0	0	0	500,000	500,000	0	0	0
TOTAL SEWER REVENUES		3,742,525	3,482,649	3,676,196	3,654,171	3,875,187	3,886,849	3,422,722	3,458,097	3,493,849
TOTAL SEWER O&M EXPENSES		3,099,136	3,808,828	3,159,485	3,428,389	3,804,304	3,835,559	2,581,400	3,197,042	0
CASH FLOW		643,389	(326,179)	516,711	225,782	70,883	51,290	841,321	261,055	3,493,849

Sewer Department Expense Budget Data

		Actual	Actual	Actual	Actual	Budget	Plan	Plan	Plan	Plan
		FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Plant Expenses										
Salaries-Regular-FT	61-5-820-5010	574,546	588,432	607,992	551,622	585,057	601,243	613,268	625,533	638,044
Overtime	61-5-820-5040	42,890	64,639	52,761	54,776	55,000	55,000	56,100	57,222	58,366
FICA	61-5-820-5079	0	0	0	39,892	46,894	48,091	0	0	0
IMRF	61-5-820-5120	116,390	125,423	130,567	84,237	89,461	82,944	87,798	93,018	95,808
Group Health Ins	61-5-820-5130	179,855	183,793	196,517	193,555	211,439	232,417	255,659	281,225	309,347
Dental Insurance	61-5-820-5131	18	48	114	0	0	0	0	0	0
Uniform Allowance	61-5-820-5140	19,136	12,480	14,850	18,081	15,500	16,000	16,480	16,974	17,484
Travel	61-5-820-5151	727	1,015	2,554	170	0	0	0	0	0
Personnel & Benefit Expense		933,562	975,830	1,005,355	942,333	1,003,351	1,035,695	1,029,304	1,073,972	1,119,049
Rep/Maint-Lift Stations	61-5-820-6005	31,464	57,653	55,535	21,011	16,500	18,000	18,000	18,540	19,096
Rep/Maint-Buildings	61-5-820-6010	74,735	184,903	129,493	46,681	103,000	100,000	103,000	106,090	109,273
Rep/Maint-Equipment	61-5-820-6020	0	0	6,315	87,630	0	0	0	0	0
Rep/Maint-Vehicles	61-5-820-6030	32,340	18,677	26,587	21,955	23,000	25,000	25,750	26,523	27,318
Rep/Maint-Contractual	61-5-820-6040	8,375	4,149	1,152	4,756	0	0	0	0	0
Other Prof Serv	61-5-820-6190	35,817	37,465	38,344	58,304	73,500	73,500	75,705	77,976	80,315
Telephone/Utilities	61-5-820-6200	15,010	15,498	19,452	10,336	13,500	11,000	11,330	11,870	12,020
Postage	61-5-820-6210	14,263	14,603	16,072	15,314	15,000	16,500	16,995	17,505	18,030
Utilities	61-5-820-6300	186,614	225,575	249,646	227,659	248,000	230,000	241,500	253,575	266,254
Office Equip Rent/Maint	61-5-820-6410	5,055	7,427	5,464	2,576	6,800	6,000	6,180	6,365	6,556
Liability Insurance	61-5-820-6800	121,029	120,179	124,771	122,323	144,110	158,521	166,447	174,769	183,508
Lab Expenses	61-5-820-6812	50,799	38,361	49,884	33,099	56,000	50,000	51,500	53,045	54,636
Sludge Disposal	61-5-820-6814	9,130	7,684	9,587	7,531	9,700	10,000	10,300	10,609	10,927
Total Contractual Expenses		584,631	732,174	732,302	659,175	709,110	698,521	726,707	756,667	787,934
Office Supplies	61-5-820-7020	5,835	7,060	10,944	12,646	8,700	8,000	8,240	8,487	8,742
Gas & Oil	61-5-820-7030	31,451	20,097	28,958	15,402	40,000	35,000	36,750	38,588	40,517
Operating Supplies	61-5-820-7040	9,979	9,782	9,500	20,296	12,000	15,000	15,450	15,914	16,391
Chemicals	61-5-820-7050	63,373	59,180	82,992	26,958	108,000	75,000	77,250	79,568	81,955
Meters	61-5-820-7060	6,060	7,158	12,952	3,951	25,000	20,000	20,000	20,000	20,000
Bad Debt Expense	61-5-820-7850	2,571	24	5,585	2,873	4,000	4,000	4,000	4,000	4,000
Misc Expense	61-5-820-7900	1,927	1,828	18,975	4,125	5,000	5,000	5,100	5,202	5,412
Total Supplies Expense		121,196	105,129	169,906	86,251	202,700	162,000	166,790	171,758	177,016
Equipment	61-5-820-8200	0	705	0	0	0	0	0	0	0
Transfer Out	61-5-820-9999	0	384,000	0	500,000	500,000	500,000	0	0	0
Total Equipment Expense		0	384,705	0	500,000	500,000	500,000	0	0	0
Collection System Expenses										
Salaries	61-5-830-5010	181,208	207,713	262,073	274,308	281,331	287,187	292,931	298,789	304,765
Overtime	61-5-830-5040	16,315	27,216	23,235	22,572	30,000	30,000	30,600	31,212	31,836
FICA	61-5-830-5079	0	0	0	17,820	23,817	24,265	25,152	25,655	26,169
IMRF	61-5-830-5120	46,086	53,806	62,082	43,222	46,139	42,482	44,963	47,631	49,060
Group Health Ins	61-5-830-5130	63,863	58,905	83,149	91,181	98,705	108,409	119,250	131,175	144,292
Uniform Allowance	61-5-830-5140	3,872	3,716	3,402	4,681	6,600	6,600	6,732	6,867	7,004
Personnel & Benefit Expense		311,344	351,356	433,941	453,784	486,592	498,943	519,628	541,329	563,126
Rep/Maint-Infrastructure	61-5-830-6000	13,035	15,635	11,725	23,834	32,000	40,000	41,200	42,436	43,709
Rep/Maint-Equipment	61-5-830-6020	3,449	182	335	11,358	8,000	12,000	12,360	12,731	13,113
Rep/Maint-Vehicles	61-5-830-6030	7,543	17,042	32,430	10,916	13,000	20,000	20,600	21,218	21,855
Office Equip Rent/Maint	61-5-830-6410	12,560	8,872	10,141	31,710	30,300	30,300	30,906	31,524	32,155
Total Contractual Expenses		36,587	41,731	54,631	77,818	83,300	102,300	105,066	107,909	110,831
Gas & Oil	61-5-830-7030	10,891	14,124	11,542	8,392	12,500	10,000	10,500	11,025	11,576
Operating Supplies	61-5-830-7040	12,018	15,393	13,495	14,312	18,500	20,000	20,600	21,218	21,855
Misc Expense	61-5-830-7900	529	1,854	699	1,061	2,900	2,750	2,805	2,861	2,918
Total Supplies Expense		23,438	31,371	25,736	23,765	33,900	32,750	33,905	35,104	36,349
Equipment	61-5-830-8200	0	15,895	2,485	0	0	0	0	0	0
Depreciation Set Aside		402,269	414,337	426,954	439,763	452,956	467,000	0	510,304	525,613
Bond Pmt Set Aside		686,109	756,300	308,175	245,500	332,395	338,350	0	0	0
TOTAL SEWER O&M EXPENSES		3,099,136	3,808,828	3,159,485	3,428,389	3,804,304	3,835,559	2,581,400	3,197,042	3,319,918

Water / Sewer Fund

Depreciation Funding (was 04-09 and 06-08)

	Actual FY 13	Actual FY 14	Actual FY 15	Actual FY 16	Budget FY 17	Plan FY 18	Plan FY 19	Plan FY 20
Beginning Cash	2,707,660	3,298,649	2,291,954	2,777,211	3,042,623	2,686,182	3,138,498	4,473,253
Sources								
Interest Income 61-4-110-4600	14,295	13,495	12,465	11,912	15,000	15,000	15,000	15,000
Loan Funds	801,992	0	0	0	0	0	0	0
Grant	357,956	0	0	0	0	0	0	0
Misc.	0	0	20,549	0	0	0	0	0
Depreciation Set aside-Water (plant)	75,341	77,600	79,928	82,326	84,796	314,772	324,215	333,942
Depreciation Set aside-Water (system)	196,185	202,071	208,133	214,377	220,808	0	0	0
Depreciation Set aside-Sewer (system)	133,317	137,316	141,437	145,680	150,050	966,544	995,540	1,025,406
Depreciation Set aside-Sewer (plant repl)	268,952	277,021	285,517	794,083	802,905	0	0	0
Loan from Connection Fees	0	-	0	0	0	2,100,000	0	0
Total Sources	1,848,038	707,503	748,029	1,248,378	1,273,559	3,396,316	1,334,755	1,374,348
Uses								
Constr in Process Water	0	0	0	191,172	100,000	415,000	0	0
Constr in Process Sewer	1,192,354	1,681,226	173,949	72,235	1,200,000	2,150,000	0	0
Equipment & Vehicles	64,694	32,972	88,823	696,093	330,000	379,000	0	0
Buildings	0	0	0	23,466	0	0	0	0
Infrastructure	0	0	0	0	0	0	0	0
Total Uses	1,257,049	1,714,198	262,772	982,966	1,630,000	2,944,000	0	0
Ending Cash	3,298,649	2,291,954	2,777,211	3,042,623	2,686,182	3,138,498	4,473,253	5,847,601

Water / Sewer Fund

Connection Fees / Deposits on Agreement (was 05-10)

Connections fees are to be used for plant expansion (capacity expansion)

Deposits on Agreement are to be used for system extensions

	Actual FY 13	Actual FY 14	Actual FY 15	Actual FY 16	Budget FY 17	Budget FY 18	Plan FY 19
Beginning Cash	6,189,202	6,343,432	6,292,251	4,005,992	3,719,982	3,807,782	1,795,582
Sources							
Interest Income 61-4-110-4600	17,882	16,695	15,420	14,737	20,000	20,000	20,000
Connection Fees 61-4-810-4510	59,819	22,215	73,033	9,935	24,000	24,000	24,240
Dep on Agreements 61-4-810-4520	770	4,094	11,935	5,247	5,000	5,000	5,050
Connection Fees 61-4-820-4510	75,634	42,653	62,371	18,558	28,800	28,800	29,088
Dep on Agreements 61-4-820-4520	325	9,547	21,737	432	10,000	10,000	10,100
Connection Fee Set-Aside	0	0	0	500,000	0	0	0
Total Sources	154,230	95,204	184,496	548,909	87,800	87,800	88,478
Uses							
Constr in Process Water-1790	0	0	109,509	493,889	0	0	0
Constr in Process Sewer-1790	0	146,385	0	0	0	0	0
Land 61-1710	0	0	0	0	0	0	0
Building 61-1730	0	0	2,361,246	341,030	0	0	0
Loan to Depreciation Fund	0	0	0	0	0	2,100,000	0
Total Uses	0	146,385	2,470,755	834,919	0	2,100,000	0
Ending Cash	6,343,432	6,292,251	4,005,992	3,719,982	3,807,782	1,795,582	1,884,060

Water / Sewer Fund

Bond Payment Accounting (was 06-10 and 06-13)

		Actual FY 13	Actual FY 14	Actual FY 15	Actual FY 16	Budget FY 17	Plan FY 18	Plan FY 19
Beginning Cash		315,819	169,841	236,673	240,873	200,263	121,841	129,449
Revenues								
Interest Income	61-4-110-4600	2,406	2,272	2,100	2,007	2,500	2,500	2,500
Bond Proceeds	61-4-110-4901	2,115,000	0	0	0	0	0	0
Operating Transfer In	61-4-110-9998	141,996	803,996	0	0	0	0	0
Bond Pmt set Aside		947,254	1,050,800	491,350	365,500	473,595	551,700	544,000
Total Sources		3,206,656	1,857,068	493,450	367,507	476,095	554,200	546,500
Debt Serv - Principal	61-5-110-8910	3,116,259	1,685,600	422,401	349,505	501,068	502,335	503,618
Interest Expense	61-5-110-8920	229,825	104,111	66,849	58,612	52,924	44,257	34,974
Fiscal Charges	61-5-110-8930	1,050	525	0	0	525	0	0
Bond Issuance Costs	61-5-110-9031	5,500	0	0	0	0	0	0
Total Uses		3,352,634	1,790,236	489,250	408,117	554,517	546,592	538,592
Ending Cash		169,841	236,673	240,873	200,263	121,841	129,449	137,357

Engineering / Street Department Budget

		Actual FY 13	Actual FY 14	Actual FY 15	Actual FY 16	Budget FY 17	Budget FY 18	Plan FY 19	Plan FY 20	Plan FY 21
Engineering										
Engineering Services	01-5-360-6140	13,925	16,839	11,374	19,061	27,000	27,000	28,091	28,653	29,226
Subdivision Expense	01-5-360-6824	0	-	3,409	3,197	10,000	10,000	10,000	10,000	10,000
Office Supplies	01-5-360-7020	5,044	5,630	5,000	5,391	8,900	8,900	9,396	9,725	10,065
		18,969	22,469	19,783	27,649	45,900	45,900	47,487	48,377	49,291
Total Engineering Expense		18,969	22,469	19,783	27,649	45,900	45,900	47,487	48,377	49,291
% of change		#REF!	18.45%	-11.96%	39.76%	66.01%	0.00%	3.46%	1.88%	1.89%
Street Department										
Salaries-Regular-FT	01-5-310-5010	524,828	528,654	542,624	560,396	588,550	609,950	634,592	647,284	660,229
Overtime	01-5-310-5040	17,829	57,409	38,463	34,967	40,000	40,000	41,616	42,448	43,297
Health Insurance	01-5-310-5130	157,213	152,635	185,333	200,768	217,123	238,292	288,333	317,167	348,883
Uniform Allowance	01-5-310-5140	12,596	10,983	12,776	13,396	15,000	15,000	15,606	15,918	16,236
Training	01-5-310-5152	3,659	181	489	219	1,500	1,500	1,561	1,592	1,624
Personnel & Benefit Expense		716,125	749,862	779,684	809,745	862,173	904,742	981,708	1,024,409	1,070,270
Rep/Maint-Storm Drain	01-5-310-6001	25,732	25,001	17,126	25,576	25,000	25,000	26,010	26,530	27,061
Rep/Maint-St/Parking Lot	01-5-310-6002	63,840	74,745	102,843	85,267	90,500	95,000	98,838	100,815	102,831
Rep/Maint-Sidewalk/Curb	01-5-310-6003	38,090	47,964	69,111	59,127	50,000	50,000	52,020	53,060	54,122
Rep/Maint - Building	01-5-310-6010	9,776	8,623	12,824	21,554	15,000	15,000	15,606	15,918	16,236
Rep/Maint - Equipment	01-5-310-6020	116,008	142,780	133,041	117,438	130,000	130,000	135,252	137,957	140,716
Rep/Maint-Traffic Signals	01-5-310-6024	40,441	37,320	36,832	25,204	43,000	43,000	44,737	45,632	46,545
Telephone / Utilities	01-5-310-6200	4,924	5,175	5,809	5,883	6,000	6,000	6,242	6,367	6,495
Leaf Clean-up/Remov	01-5-310-6826	4,483	5,149	551	14,872	15,000	15,000	15,606	15,918	16,236
Total Contractual Expenses		303,294	346,756	378,138	354,920	374,500	379,000	394,312	402,198	410,242
Maintenance Supplies	01-5-310-7010	1,758	0	0	0	0	0	0	0	0
Office Supplies	01-5-310-7020	6,816	2,408	3,068	3,480	6,000	6,600	6,867	7,004	7,144
Gas & Oil	01-5-310-7030	78,708	100,113	77,964	56,988	85,000	85,000	90,177	92,882	95,668
Operating Supplies	01-5-310-7040	19,779	20,479	18,417	28,232	20,000	21,000	21,848	21,848	21,848
Miscellaneous Exp	01-5-310-7900	1,605	2,784	100,776	15,946	2,100	2,000	2,081	2,122	2,165
Total Supplies Expense		108,666	125,784	200,226	104,646	113,100	114,600	120,972	123,857	126,826
Equipment	01-5-310-8200	0	89	0	0	0	0	0	0	0
Total Street Department Expenses		#####	1,222,491	1,358,048	1,269,311	1,349,773	1,398,342	1,496,992	1,550,463	1,607,338
% of change		2.84%	8.37%	11.09%	-6.53%	6.34%	3.60%	7.05%	3.57%	3.67%
Street Lighting Department										
Street Light Repairs	01-5-330-6022	30,319	32,250	40,782	40,373	20,000	40,000	40,000	40,000	40,000
Street Lighting	01-5-330-6310	235,080	235,202	253,789	289,864	330,000	300,000	318,270	327,818	337,653
Total Street Lighting		265,399	267,453	294,571	330,236	350,000	340,000	358,270	367,818	377,653
% of change		-16.00%	0.77%	10.14%	12.11%	5.98%	-2.86%	5.37%	2.67%	2.67%

Motor Fuel Tax Fund #10

<u>Motor Fuel Tax Fund</u>		FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 18 Plan
Cash Balance - beginning		530,374	241,460	526,361	651,143	831,001	842,557	834,713
Revenues								
State Allotment	4140	622,507	614,916	759,900	614,676	655,715	647,500	647,500
IL Jobs Now		102,192	102,192	102,429	204,384	0	0	0
Interest on Investments	4600	1,263	649	444	680	836	656	656
Misc Revenues (mainly high growth cities)	4900	24,084	24,069	0	56,199	29,294	29,000	29,000
Total Revenues		750,047	741,826	862,773	875,939	685,844	677,156	677,156
Expenditures								
Street Maintenance	6000	153,987	218,760	130,300	159,315	167,953	220,000	220,000
Contracted Work	6000	630,642	238,164	607,691	536,767	506,335	465,000	1,150,000
Miscellaneous Expenditures	7900	254,331	0	0	0	0	0	0
Total Expenditures		1,038,960	456,924	737,991	696,082	674,288	685,000	1,370,000
Cash Balance - ending		241,460	526,361	651,143	831,001	842,557	834,713	141,869
Line 6000 - Day labor & salt/materials								
Rock salt		153,987	218,760	130,300	159,315	157,930	210,000	210,000
Patch mix					0	10,023	10,000	10,000
Day labor					0	0	0	0
other					0	0	0	0
		153,987	218,760	130,300	159,315	167,953	220,000	220,000
Line 6000 - Contract work								
Pavement striping		42,675	23,796	41,200	43,063	38,517	65,000	0
Street & Parking Lot overlays		186,407	192,797	350,000	493,704	467,818	400,000	460,000
Newburg Bridge-engineering				357,800		0	-	690,000
Bridge Painting (7003, 700, 3013)								
Belvidere Newburg Rd Bridge Maint			21,571					
N State Street		401,561		80,000				
W 6th St/7th Ave project in FY 06								
		630,642	238,164	829,000	536,767	506,335	465,000	1,150,000