



Andrew J. Maglio *Mayor*
Patty Burns *Village Clerk*

AGENDA

**VILLAGE OF ROSELLE
MEETING OF THE BOARD OF TRUSTEES
Roselle Village Hall – 31 S. Prospect Street
Monday, August 28, 2017 – 7:00 p.m.**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Presentation of Prepared Agenda**
5. **Citizen Comments/Questions**
Residents who wish to address the Board, please come to the podium, state your name and address, and limit your comments to three minutes. A resident may comment on a Consent Agenda item during this portion of the meeting.
6. **Officials and Staff Reports**
 - A. Mayor
 1. Appoint Diana Maciejewski to the Police Pension Board for a term to end August 31, 2019, with the concurrence of the Board of Trustees.
 2. Reappoint members of the Planning & Zoning Commission with the concurrence of the Board of Trustees as follows:
 - Beth Keller-Stein – for a term ending July 2021
 - Jason Wurtz – for a term ending July 2021
 - Tom Stringfellow – for a term ending July 2022
 - Paul Zinni – for a term ending July 2022
 3. Reappoint Richard Rhode to Zoning Board of Appeals with the concurrence of the Board of Trustees for a term to end July 2021.
 - B. Village Trustees
 - C. Village Clerk
 - D. Village Administrator
 - E. Village Attorney
 - F. Chamber of Commerce Liaison
 - G. Treasurer's Report

CONSENT AGENDA

All items listed on the Consent Agenda are considered to be routine, procedural, informational, self-explanatory, or non-controversial in nature and will be enacted in one motion. There will be no discussion of these items unless a Board member requests that an item be removed from the Consent Agenda and placed on the Regular Agenda.

1. Presentation of Village Board Minutes of August 14, 2017
2. Presentation of Committee of the Whole Minutes of August 14, 2017.
3. Adopt a Resolution adopting the Tablet Use Policy for Elected Officials.
4. Adopt a Resolution authorizing the Mayor to execute a Task Order for engineering services with Robinson Engineering for the 2018 Water Main Replacement Program.
5. Approve third partial payment to Patnick Construction, Inc. for the 2017 Water Main Replacement Program.

REGULAR AGENDA

7. **Community Development – Trustee Lee Trejo**
8. **Administration – Trustee Heather Pransky**
9. **Fire – Trustee Patrick Devitt**
 - A. Authorize the purchase of a 2017 Ford Expedition Police Interceptor for the Fire Department at a cost not to exceed \$41,880.
10. **Police – Trustee Bruce Berkshire**
11. **Public Works – Trustee Wayne Domke**
 - A. Approve a change order to the Contract for the Salt Storage Dome Re-roof project with Filotto Construction, Inc. in the amount of \$1,088.00 for additional work to replace damaged decking and rafters.
 - B. Approve the first and final payment to Filotto Construction, Inc. for the Salt Storage Dome Re-roof in the amount of \$54,338.00 inclusive of the change order.
12. **Finance – Trustee David Pileski**
 - A. Approve Accounts Payable List for August 28, 2017 in the amount of \$1,121,872.84.
13. Citizen Comments/Questions (Residents who wish to address the Board, please come to the podium, state your name and address, and limit your comments to three minutes.)

14. Executive Session (Motion to Convene Executive Session)

- A. Collective Bargaining
- B. Litigation
- C. Review of Closed Session Minutes
- D. Personnel
- E. Real Property
- F. Security Procedures
- G. Risk Management

15. Other Business – For Discussion Only

16. Adjourn

In compliance with the Americans with Disabilities Act, any person with a disability requiring a reasonable accommodation to participate in the meeting should contact Jason Bielawski, ADA Compliance Officer, 8:30 a.m. to 5:00 p.m. Monday through Friday, telephone: 630-671-2810, email: jbielawski@roselle.il.us.

Memo

To: Mayor and Board of Trustees
 Jeff O'Dell, Village Administrator

From: Tom Dahl, Finance Director

Date: August 28, 2017

Re: July 2017 Financial Review

This report's main focus centers on the General Fund and the Water/Sewer Operating Fund. There are several charts reflecting the FY 2017 Amended Budget and the FY 2017 year-to-date revenues and expenditures. We are currently 58.3% through the fiscal year, however revenues and expenditures can be higher or lower than this due to the cyclical nature of some revenue sources and the timing of the receipt and payment of invoices.

General Fund

This fund accounts for the general operations of the Village including public safety, streets and highways, and general administration.

General Fund Revenue Overview

GENERAL FUND	2017 Amended Budget	July Actual	2017 Actual	% of Budget
PROPERTY TAXES/ROAD/BRIDGE TAXES	\$5,529,025	\$169,385	\$2,990,657	54.1%
STATE SHARED TAXES	5,479,220	756,397	3,468,357	63.3%
SALES TAX	2,664,560	245,287	1,614,974	60.6%
INCOME TAX	2,252,725	462,874	1,486,664	66.0%
LOCAL TAXES	747,020	67,395	432,647	57.9%
PLACE OF EATING TAX	350,000	34,721	213,832	61.1%
VIDEO GAMING TAX	113,420	12,571	74,637	65.8%
FEES	244,200	32,717	136,359	55.8%
BUILDING FEES	200,000	30,367	110,919	55.5%
LICENSES	923,750	17,829	865,878	93.7%
VEHICLE STICKERS	700,000	13,424	659,299	94.2%
FINES	739,000	45,031	342,057	46.3%
COURT FINES	200,000	15,854	89,396	44.7%
TRAFFIC SIGNAL ENFORCEMENT	200,000	8,472	94,033	47.0%
TOW FINES	100,000	3,500	31,100	31.1%
LOCAL FINES	180,000	12,721	95,088	52.8%
COMMUNITY DEVEL. FINES	3,000	70	2,310	77.0%
CHARGES FOR SERVICES	1,481,980	113,476	956,659	64.6%
ROSELLE FIRE PROTECTION DIST	673,100	47,481	406,275	60.4%
AMBULANCE BILLING	500,000	50,839	375,508	75.1%
OTHER INCOME	528,405	88,177	434,363	82.2%
CABLE TV FRANCHISE	376,000	80,538	273,211	72.7%
GRANTS/DONATIONS/FUND RAISERS	64,375	206	34,335	53.3%
INVESTMENT INCOME	10,000	5,996	35,518	355.2%
INTEREST INCOME	10,000	3,193	25,537	255.4%
NET CHANGE IN FAIR VALUE	0	2,803	9,982	0.0%
INTERFUND TRANSFERS	300,000	0	100,000	33.3%
TOTAL REVENUE	\$16,046,975	\$1,296,609	\$9,796,831	61.05%

- Overall, revenues are 61% of budget projections. Property Tax comprises 35% of the revenue budget and the Village began receiving the first installment of the Cook County property taxes in February. The first installment of DuPage County property tax was received in June and will continue through October/November. Below is a table with select General Fund revenues comparing the budget amount through July with the actual amount received.

Monthly Budget vs Actual for Select Revenues

GENERAL FUND	2017 Amended Budget	Jan - July Budget	Jan - July Actual	\$ Difference
PROPERTY TAXES/ROAD/BRIDGE TAXES	\$5,529,025	\$2,940,905	\$2,990,657	49,752
STATE SHARED TAXES				
REPLACEMENT TAX (PPRT)	27,000	19,750	24,752	5,002
SALES TAX	2,664,560	1,514,583	1,614,974	100,391
INCOME TAX	2,252,725	1,559,314	1,486,664	(72,651)
LOCAL USE TAX	534,935	317,702	341,968	24,266
LOCAL TAXES				
TELECOMM TAX	128,000	76,384	69,396	(6,988)
VIDEO GAMING TAX	113,420	64,411	74,637	10,227
FEES				
BUILDING FEES	200,000	102,691	110,919	8,228
LICENSES				
BUSINESS LICENSES	98,750	84,925	88,379	3,453
VEHICLE STICKERS	700,000	672,641	659,299	(13,342)
CHARGES FOR SERVICES				
AMBULANCE BILLING	500,000	314,513	375,508	60,995
OTHER INCOME				
CABLE TV FRANCHISE	376,000	281,407	273,211	(8,196)
ALL OTHER REVENUES	2,922,560	1,704,827	\$1,686,469	(18,358)
TOTAL	<u>\$16,046,975</u>	<u>9,654,052</u>	<u>\$9,796,831</u>	142,779

- State Shared Taxes – State Shared Taxes are Personal Property Replacement Tax, Sales Tax, Income Tax and Local Use Tax. Total receipts for July were \$756,397 or 13.8% of the budgeted amount. The Sales Tax received in July was for April sales and was 16.9% higher than the amount received for the same period last year. Income Tax was 1.5% and Local Use Tax was 2.2% lower than last July.
- Local Taxes – Eating establishment, telephone tax and hotel/motel tax make up most of the revenues collected in this category. Total receipts for July were \$67,395 or 9.0% of budget. The amount received for Video Gaming in July was 26.7% higher than the amount received last July.
- Fees – The revenues reported in the Fees category are all related to building activity, with engineering fees, review fees, building permits and re-occupancy fees making up the majority of the budgeted fees. Total receipts for July were \$32,717 and building fees made up \$30,367 of this amount.
- Licenses – Business licenses, alarm licenses, liquor licenses and vehicle stickers are the four revenues reported in this category. The Village collected \$17,829 in July for licenses, mainly for Vehicle Stickers (\$13,424).

- Charges for Services – The three largest revenues in this category are the Lake Park High School resource officers, Roselle Fire Protection District and ambulance fees. The Village collected \$113,476 in charges for services in July. Ambulance Billing is 75% of budget. The Roselle Fire District line item is higher than 58% due to the FY 2016 true-up invoice that was charged to the Fire District. After the FY 2016 results were compiled and the Fire District and Village EAV final numbers were received the Village ended up charging the Fire District \$13,633.22 in June for their full share of the costs of the Fire Department.
- Other Income - \$88,177 or 16.7% of the budget was collected in July. This category is more cyclical than the other categories due to the quarterly collection of Cable Franchise fees.
- Investment income includes interest received and the change in fair value of Village investments. In FY 2016 Finance recorded the net change in fair value after the presentation of the December Treasurer's report. Starting in FY 2017, Finance staff has decided to record the change in fair value each month. Please note that all investments are held to maturity unless called by the issuer and the Village collects 100% of the par value of the investment.

General Fund Expenditure Overview

GENERAL FUND	2017 Amended Budget	July Actual	2017 Actual	% of Budget
REVENUE	\$16,046,975	\$1,296,609	\$9,796,831	61.05%
PERSONNEL SERVICES	\$11,012,985	\$723,337	\$5,983,632	54.33%
SALARIES	6,327,795	435,362	3,319,695	52.46%
OVERTIME	480,800	49,218	355,755	73.99%
ALLOWANCES	17,550	775	10,062	57.34%
HOLIDAY PAY	121,075	8,290	53,991	44.59%
SICK BUYBACK	85,420	0	114,615	134.18%
COMM PD SERVICE	16,500	0	0	0.00%
PART-TIME	536,775	44,051	299,386	55.78%
HEALTH INSURANCE	1,145,665	80,350	592,468	51.71%
FICA/MCARE	543,210	39,175	303,918	55.95%
IMRF	289,015	20,121	168,075	58.15%
POLICE PENSION	1,142,200	37,894	600,022	52.53%
FIRE PENSION	265,845	5,168	140,625	52.90%
ICMA CONTRIBUTIONS	16,465	1,272	9,529	57.88%
RETIRE MEDICAL CONTRIB	24,670	1,662	15,490	62.79%
CONTRACTUAL	3,122,129	230,963	1,774,279	56.83%
COMMODITIES	748,680	52,841	316,916	42.33%
OTHER CHARGES	529,205	30,246	368,388	69.61%
CAPITAL OUTLAY	50,855	0	25,761	50.66%
INTERFUND TRANSFERS	376,742	31,396	219,762	58.33%
TOTAL EXPENSE	\$15,840,596	\$1,068,782	\$8,688,739	54.85%
TOTAL SURPLUS/(DEFICIT)	\$206,379	\$227,827	\$1,108,093	

- Overall, General Fund expenditures are 54.9% of budget projections.

- General Fund FY 2017 personnel services are 54.3% of budget. The Salaries line item should be at 57.7% (15 pay periods out of 26) at this time but due to vacancies in several departments, expenditures are at 52.5% or \$330,956 lower than expected. The table below displays the most significant differences.

Department – Division	% of Budget	\$ Difference
Police – Operations	51.2%	\$181,632
Police – Support Services	51.6%	\$17,550
Fire – Operations	55.4%	\$26,138
Public Works – Street Maintenance	53.5%	\$16,003
Total:		<u>\$241,323</u>

- Overtime costs are 74% of budget. This line item in the chart above is a combination of overtime and comp time payouts. Comp time can be received in lieu of overtime and can be paid out at the employee’s request during the year. The chart below breaks down overtime between Police, Fire and Public Works. Vacancies in several departments have decreased regular salaries but caused an increase in the need for overtime for remaining employees.

Department	Budget	Actual	% of Budget
Police	303,000	150,665	50%
Fire	130,000	174,491	134%
Public Works	46,500	23,316	50%

- Holiday pay reflects the contractual commitment to the Police Department to pay all officers for holidays.
- Sick buyback is paid out in February each year and during retirements throughout the year.
- Contractual service costs for FY 2017 are 56.8% of budget and \$162,660 higher than the same period in 2016. This is mainly due to Administration – Computer Consulting (IT) for \$13,639 due to the additional IT personnel, Administration – and Other Contractual Services for \$20,856.21 for police study costs. In the following departments personnel costs are lower than FY 2016 due to the temporary use of contractual workers. In Community Development (P&Z) – Other Contractual Services for \$28,495 due to the interim planner, Community Development (Building) – Other Contractual Services for \$18,040 for the contractual code enforcer and Public Works - Other Professional Services for the interim PW Director for \$124,222. Several other line items showed smaller increases/decreases but these were the most significant differences.
- Commodities are 42.3% of budget and \$39,208 higher than the same period in 2016. This is mainly due to Administration – Computer Software & Hardware for \$26,706 due to the purchase of several network equipment and wireless equipment items and Public Works – Street Light Maintenance Materials for \$34,225 for the street lights replaced for the DCEO grant program.

- The Interfund Transfers category reflects 7/12 of the budgeted Equipment Replacement Fund transfers.

General Fund Department Overview

The chart below displays the FY 2017 budget by department and the difference between FY 2016 and FY 2017 actual year to date expenditures. The decrease in the Administration Department has several components to it but the two major reasons are the Fire District True-Up (\$77,143.06 in FY 2016 and \$0 in FY 2017) and the Revenue Sharing line item. In FY 2016 the Village made the final payment to Wickstrom for \$76,478.41 and in the current year there have been no revenue sharing payments made yet. The difference in the Community Development Department is due to the creation of the Permit Coordinator position. The difference in the Fire Department is attributed to the overtime due to vacancies (\$89,018.16 difference between FY 2016 and FY 2017).

General Fund	2017 Amended Budget	FY 2016 YTD Actual	Prior Year Comparison		
			FY 2017 YTD Actual	Dollar Difference	% Change
REVENUE	\$16,046,975	\$9,452,992	\$9,796,831	\$343,840	3.6%
EXPENDITURES					
ELECTED OFFICIALS	176,725	108,799	107,661	(1,139)	-1.0%
ADMINISTRATION	1,532,751	1,069,661	989,469	(80,192)	-7.5%
FINANCE	438,400	268,186	255,569	(12,618)	-4.7%
COMMUNITY DEVELOPMENT	505,754	292,084	321,528	29,444	10.1%
POLICE	6,849,889	3,612,492	3,609,248	(3,244)	-0.1%
FIRE	4,029,492	2,208,268	2,278,342	70,074	3.2%
FIRE & POLICE COMMISSION	22,610	14,066	10,095	(3,972)	-28.2%
PUBLIC WORKS	2,284,975	1,056,618	1,116,827	60,209	5.7%
TOTAL EXPENDITURES	\$15,840,596	\$8,630,175	\$8,688,739	\$58,563	0.7%
GRAND TOTAL SURPLUS (DEFICIT)	206,379		1,108,093	285,276	

Water and Sewer Operating Fund

The Water and Sewer Operating Fund is an Enterprise Fund supported by charges for water and sewer use.

Water and Sewer Operating Revenue Overview

WS OPERATING	2017 Amended Budget	July Actual	2017 Actual	% of Budget
OPERATING FEES	\$7,010,215	\$574,752	\$3,989,116	56.90%
WATER REVENUE	4,214,910	345,969	2,373,769	56.32%
SEWER REVENUE	2,795,305	228,783	1,615,348	57.79%
FINES	99,500	8,556	58,516	58.81%
LATE FEES	85,000	7,616	51,386	60.45%
TURN ON FEES	3,000	175	1,625	54.17%
RED TAG DELIVERY FEES	11,500	765	5,505	47.87%
CHARGES FOR SERVICES	6,000	1,800	3,925	65.42%
OTHER INCOME	600	100	2,296	382.58%
INVESTMENT INCOME	5,000	2,643	7,833	156.67%
TOTAL REVENUE	\$7,121,315	\$587,851	\$4,061,686	57.04%

- Water and sewer operating fees are 8.2% of budget projections for July and \$43,252 lower than July 2016. The billed revenue decreased due to a 11.6% decrease in usage compared to last year and the rate increases that went into effect in April 2016 and January 2017.
- Fines collected in July were \$8,556 or 8.6% of budget.

Water usage for July was 11.6% (5,782,550 gallons) lower compared to the same period last year, with all service classes except Government showing a decrease. Revenue in July decreased by 7.3%. The area received 1.5 inches more rain than in July 2016 which may have contributed to the large decline in usage. In the 10 day period of July 12-21 O'Hare received 5.45 inches of rain and may have been even higher in Roselle. The Village billed \$345,969 in revenue in July for Water fees. The difference between the actual amount billed and the amount in the chart below can be attributed to adjustments made on utility accounts. A chart showing Gallons and \$ amounts billed by Service Class is presented below.

Service Class	July 2016 Gallons	July 2017 Gallons	July 2016 Dollar	July 2017 Dollar
Commercial	7,925,932	6,713,578	\$59,551	\$52,985
Government	926,298	1,070,302	4,909	6,706
Utility Meter	188,996	110,172	2,435	2,078
Residential	40,645,112	36,018,253	305,260	283,336
Village	52,660	44,143	573	477
Total:	49,738,998	43,956,448	\$372,728	\$345,582

Water and Sewer Operating Expense Overview

W/S OPERATING	2017 Amended Budget	July Actual	2017 Actual	% of Budget
REVENUE	\$7,121,315	\$587,851	\$4,061,686	57.04%
PERSONNEL SERVICES	2,182,215	164,257	1,229,732	56.35%
<i>SALARIES</i>	1,409,060	105,193	785,371	55.74%
<i>OVERTIME</i>	60,000	6,840	37,072	61.79%
<i>ALLOWANCES</i>	7,500	0	3,312	44.17%
<i>SICK BUYBACK</i>	23,000	0	14,089	61.26%
<i>PART-TIME</i>	0	1,457	11,959	0.00%
<i>HEALTH INSURANCE</i>	369,990	25,660	189,485	51.21%
<i>FICA/MCARE</i>	107,905	8,631	64,749	60.01%
<i>IMRF</i>	192,540	15,378	116,485	60.50%
<i>RETIRE MEDICAL CONTRIB</i>	12,220	1,098	7,210	59.00%
CONTRACTUAL	3,685,655	324,968	1,813,593	49.21%
COMMODITIES	402,170	13,185	157,158	39.08%
OTHER CHARGES	227,050	0	227,050	100.00%
CAPITAL OUTLAY	49,940	0	9,856	19.74%
INTERFUND TRANSFERS	91,067	7,589	53,122	58.33%
CAPITAL IMPRVMT SANITARY	563,645	380	81,854	14.52%
TOTAL EXPENSE	\$7,201,742	\$510,379	\$3,572,365	49.60%
TOTAL SURPLUS/(DEFICIT)	(\$80,427)	\$77,471	\$489,321	

- Both Water and Sewer Divisions are operating within target levels of the adopted FY 2017 budget. The Water Division is operating at 50% of budget and the Sewer Division is operating at 49% of budget.
- Personnel Services is within the budgeted amount for the fiscal year at 56.4%. Overtime is at 61.8% of budget.
- Sick buyback is paid out in February each year and during retirements.
- The major expense in the Contractual category is the purchase of water from the DuPage Water Commission. The invoice paid in July was for \$250,969 and represents 77% of the expense for the month.

Water and Sewer Capital Revenue Overview

- The Capital Improvement Surcharge (CIS) was increased by \$1.00/1,000 gallons in April 2016 and \$0.90/1,000 in January 2017 to pay for the future improvements at the wastewater treatment facilities, the \$1,000,000 annual water main replacement program and to pay off the IEPA loans for the improvements. Revenue for July was \$180,887.

Village of Roselle
 General Fund Balance Sheet
 As of July 31, 2017

Classification	Current YTD Balance
ASSETS	
<i>Current Assets</i>	
Cash & Investments	6,289,433
<i>Current Assets Totals</i>	6,289,433
<i>Current Receivables</i>	
Property Tax Receivable	5,356,959
Other Receivables	300,487
Intergovernmental Receivables	1,126,780
Prepays	24,868
<i>Current Receivables Totals</i>	6,809,094
Due To/From Others	(1,213)
<i>Other Receivables Totals</i>	(1,213)
ASSETS TOTALS	13,097,313
LIABILITIES AND FUND EQUITY	
LIABILITIES	
<i>Current Liabilities</i>	
Payroll Liabilities	420,173
Deferred Revenue	5,355,945
Impact Fees	48,188
Due to Others	251,222
Accounts Payable	5,526
<i>Current Liabilities Totals</i>	6,081,054
LIABILITIES TOTALS	6,081,054
FUND EQUITY	
Fund Balance	5,908,167
DECEMBER 31, 2016 FUND BALANCE	5,908,167
Fund Revenues	(9,796,831)
Fund Expenditures	8,688,739
CURRENT FUND BALANCE	7,016,260
LIABILITIES AND FUND EQUITY	13,097,313

Village of Roselle
General Fund Income Statement
For the period ending July 31, 2017

Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget
REVENUE					
<i>Taxes</i>					
Property Tax	5,352,025	165,486	2,903,653	2,448,372	54
Road & Bridge Tax	177,000	3,899	87,004	89,996	49
<i>Taxes Totals</i>	<u>5,529,025</u>	<u>169,385</u>	<u>2,990,657</u>	<u>2,538,368</u>	54%
<i>State Shared Taxes</i>					
Personal Property Replacement Tax	27,000	4,452	24,752	2,248	92
Sales Tax	2,664,560	245,287	1,614,974	1,049,586	61
Income Tax	2,252,725	462,874	1,486,664	766,061	66
Local Use Tax	534,935	43,784	341,968	192,967	64
<i>State Shared Taxes Totals</i>	<u>5,479,220</u>	<u>756,397</u>	<u>3,468,357</u>	<u>2,010,863</u>	63%
<i>Local Taxes</i>					
Pull Tab Tax	1,100	0	2,421	(1,321)	220
Auto Rental Tax	1,900	150	1,094	806	58
Utility Tax Telephone	128,000	9,037	69,396	58,604	54
Hotel/Motel Tax	105,000	8,084	47,188	57,813	45
Eating Establishment Tax	350,000	34,721	213,832	136,168	61
Amusement Tax	34,150	1,811	17,210	16,940	50
Video Rental Tax	13,450	1,021	6,869	6,581	51
Video Gaming Tax	113,420	12,571	74,637	38,783	66
<i>Local Taxes Totals</i>	<u>747,020</u>	<u>67,395</u>	<u>432,647</u>	<u>314,373</u>	58%
<i>Fees</i>					
Engineering Fees	10,000	650	9,758	243	98
Fire Dept Review Fees	9,000	200	3,900	5,100	43
Building Permits	200,000	30,367	110,919	89,081	56
Re-Occupancy Fees	10,000	1,100	4,325	5,675	43
Annexation Fees	6,000	300	1,300	4,700	22
Zoning Fees	2,500	0	2,700	(200)	108
Recording Fees	700	0	0	700	0
Processing Fees	6,000	100	3,458	2,542	58
<i>Fees Totals</i>	<u>244,200</u>	<u>32,717</u>	<u>136,359</u>	<u>107,841</u>	56%
<i>Licenses</i>					
Business Licenses	98,750	4,280	88,379	10,372	90
Alarm Licenses	40,000	125	31,976	8,024	80
Liquor Licenses	85,000	0	86,225	(1,225)	101
Vehicle Stickers	700,000	13,424	659,299	40,702	94
<i>Licenses Totals</i>	<u>923,750</u>	<u>17,829</u>	<u>865,878</u>	<u>57,872</u>	94%
<i>Fines</i>					
Local Fines	180,000	12,721	95,088	84,912	53
Compliance Fines	20,000	2,825	14,685	5,315	73
Tow Fines	100,000	3,500	31,100	68,900	31
Court Fines	200,000	15,854	89,396	110,604	45
DUI Tech Fines	20,000	1,039	10,523	9,477	53
Traffic Signal Enforcement	200,000	8,472	94,033	105,967	47
Forfeited Assets	500	0	1,697	(1,197)	339
False Alarm	15,000	550	3,225	11,775	22
Liquor Violations	500	0	0	500	0
Community Development Fines	3,000	70	2,310	690	77
<i>Fines Totals</i>	<u>739,000</u>	<u>45,031</u>	<u>342,057</u>	<u>396,943</u>	46%
<i>Charges For Services</i>					
Newsletter Advertising	6,600	1,520	4,920	1,680	75

Village of Roselle
 General Fund Income Statement
 For the period ending July 31, 2017

Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget
Recycling Income	5,000	380	2,776	2,224	56
Community Police Services	20,000	0	5,699	14,301	29
Other Services	3,000	0	0	3,000	0
LPHS Liaison	219,030	0	120,610	98,420	55
PD/FD Reports	5,500	139	2,276	3,224	41
PD/FD Devl. Oblig	1,500	0	0	1,500	0
Misc Reimb - General	5,000	7,632	18,428	(13,428)	369
Misc Reimb - Police/Fire	13,000	0	7,757	5,243	60
Misc Reimb - Public Works	7,500	4,673	10,298	(2,798)	137
Hazmat Reimbursement	100	0	0	100	0
Roselle Fire District	673,100	47,481	406,275	266,825	60
Ambulance Fees	500,000	50,839	375,508	124,492	75
CPR Training	13,000	0	0	13,000	0
Sidewalk Program	1,250	0	1,137	113	91
Tree Program	8,400	813	975	7,425	12
<i>Charges For Services Totals</i>	<u>1,481,980</u>	<u>113,476</u>	<u>956,659</u>	<u>525,321</u>	<u>65%</u>
<i>Other Charges</i>					
Sale of Assets - General	100	0	80	20	80
Sale of Assets - Public Safety	100	0	169	(69)	169
Maps, Codes, Bids	500	0	400	100	80
Cable Franchise	376,000	80,538	273,211	102,789	73
Natural Gas Franchise	35,980	0	33,836	2,144	94
Retail Sales	2,125	192	746	1,379	35
Misc Income	3,000	106	4,566	(1,566)	152
Misc Over/Short	0	1	(12)	12	100
Rental Income - Tower	87,100	0	46,770	40,330	54
Rental Income - Gun Range	4,000	0	0	4,000	0
Rental Income - Property Lease	9,000	0	9,000	0	100
Recaptures	0	0	13,413	(13,413)	100
Workers Comp	10,000	7,341	49,298	(39,298)	493
IRMA - General	500	0	0	500	0
IRMA - Police/Fire	0	0	3,257	(3,257)	100
IRMA - Public Works	0	0	(371)	371	100
<i>Other Charges Totals</i>	<u>528,405</u>	<u>88,177</u>	<u>434,363</u>	<u>94,042</u>	<u>82%</u>
<i>Grants</i>					
Bulletproof Vest Program	900	206	921	(21)	102
Roadside Safety	30,000	0	570	29,430	2
Tobacco Enforcement	2,200	0	0	2,200	0
Community Grant	5,000	0	5,000	0	100
State/Local Grants	18,775	0	18,970	(195)	101
<i>Grants Totals</i>	<u>56,875</u>	<u>206</u>	<u>25,460</u>	<u>31,415</u>	<u>45%</u>
<i>Donations</i>					
Miscellaneous Donations	0	0	390	(390)	100
Fireworks Donation	6,500	0	8,045	(1,545)	124
Police Explorers Donation	1,000	0	440	560	44
<i>Donations Totals</i>	<u>7,500</u>	<u>0</u>	<u>8,875</u>	<u>(1,375)</u>	<u>118%</u>
<i>Investment Income</i>					
Interest Income	10,000	3,193	25,537	(15,537)	255
Net Change in Fair Value	0	2,803	9,982	(9,982)	100
<i>Investment Income Totals</i>	<u>10,000</u>	<u>5,996</u>	<u>35,518</u>	<u>(25,518)</u>	<u>355%</u>
<i>Interfund Transfers</i>					

Village of Roselle
 General Fund Income Statement
 For the period ending July 31, 2017

Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget
Transfer from MFT	300,000	0	100,000	200,000	33
<i>Interfund Transfers Totals</i>	<u>300,000</u>	<u>0</u>	<u>100,000</u>	<u>200,000</u>	<u>33%</u>
REVENUE TOTALS	16,046,975	1,296,609	9,796,831	6,250,144	61%
 EXPENDITURES					
Elected Officials	\$176,725	\$10,103	\$107,661	\$69,064	61%
Administration	1,532,751	87,287	989,469	543,282	65%
Finance	438,400	23,006	255,569	182,831	58%
Community Development	505,754	45,889	321,528	184,226	64%
Police	6,830,544	474,758	3,609,248	3,221,296	53%
Fire	4,029,492	258,288	2,278,342	1,751,150	57%
Fire & Police Commission	22,610	338	10,095	12,515	45%
Public Works	2,284,975	169,113	1,116,827	1,168,148	49%
EXPENDITURES TOTALS	15,821,251	1,068,782	8,688,739	7,132,512	55%
 Fund 10 - General Fund Totals					
REVENUE TOTALS	16,046,975	1,296,609	9,796,831	6,250,144	61%
EXPENDITURES TOTALS	15,821,251	1,068,782	8,688,739	7,132,512	55%
Fund 10 - General Fund Net Gain (Loss)	<u>225,724</u>	<u>227,827</u>	<u>1,108,093</u>	<u>882,369</u>	

Village of Roselle
Water/Sewer Operating Fund Balance Sheet
As of July 31, 2017

Classification	Current YTD Balance
ASSETS	
<i>Current Assets</i>	
Cash & Investments	2,688,275
<i>Current Assets Totals</i>	2,688,275
<i>Current Receivables</i>	
Interest Receivable	2,542
A/R Utilities	1,058,828
Prepays	541,502
Due To/From Other Funds	0
<i>Current Receivables Totals</i>	1,602,872
Capital Assets	20,229,829
ASSETS TOTALS	24,520,976
LIABILITIES AND FUND EQUITY	
LIABILITIES	
<i>Current Liabilities</i>	
Salaries Payable	83,470
Accounts Payable	3,475
Due to Others	36,990
<i>Current Liabilities Totals</i>	123,934
Non-Current Liabilities	2,001,136
LIABILITIES TOTALS	2,125,070
FUND EQUITY	
Fund Balance	21,906,585
DECEMBER 31, 2016 NET POSITION	21,906,585
Fund Revenues	(4,061,686)
Fund Expenses	3,572,365
CURRENT NET POSITION	22,395,906
LIABILITIES AND FUND EQUITY	24,520,976

Village of Roselle
Water/Sewer Operating
For the period ending July 31, 2017

Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget
REVENUE					
<i>Fees</i>					
Water Sales	4,214,910	345,969	2,373,769	1,841,141	56
Sewer Sales	2,795,305	228,783	1,615,348	1,179,957	58
<i>Fees Totals</i>	<u>7,010,215</u>	<u>574,752</u>	<u>3,989,116</u>	<u>3,021,099</u>	<u>57%</u>
<i>Fines</i>					
Utility Billing Late Fees	85,000	7,616	51,386	33,614	61
Turn On Fees	3,000	175	1,625	1,375	54
Red Tag Fees	11,500	765	5,505	5,995	48
<i>Fines Totals</i>	<u>99,500</u>	<u>8,556</u>	<u>58,516</u>	<u>40,984</u>	<u>59%</u>
<i>Charges For Service</i>					
Misc Reimbursement	1,000	0	0	1,000	0
Meter Sales	5,000	1,800	3,925	1,075	79
<i>Charges For Service Totals</i>	<u>6,000</u>	<u>1,800</u>	<u>3,925</u>	<u>2,075</u>	<u>65%</u>
<i>Other Income</i>					
Sale of Assets	500	0	1,600	(1,100)	320
Miscellaneous Income	0	100	265	(265)	100
IRMA - Other	100	0	430	(330)	430
<i>Other Income Totals</i>	<u>600</u>	<u>100</u>	<u>2,296</u>	<u>(1,696)</u>	<u>383%</u>
<i>Investment Income</i>					
Interest Income	5,000	860	9,166	(4,166)	183
Net Change in Fair Value	0	1,783	(1,333)	1,333	100
<i>Investment Income Totals</i>	<u>5,000</u>	<u>2,643</u>	<u>7,833</u>	<u>(2,833)</u>	<u>157%</u>
REVENUE TOTALS	<u>7,121,315</u>	<u>587,851</u>	<u>4,061,686</u>	<u>3,059,629</u>	<u>57%</u>
EXPENSE					
Water	4,336,506	370,733	2,164,907	2,171,599	50%
Sewer	2,865,236	139,646	1,407,459	1,457,777	49%
EXPENSE TOTALS	<u>7,201,742</u>	<u>510,379</u>	<u>3,572,365</u>	<u>3,629,377</u>	<u>50%</u>
Fund 51 - Water/Sewer Operating Totals					
REVENUE TOTALS	7,121,315	587,851	4,061,686	3,059,629	57%
EXPENSE TOTALS	7,201,742	510,379	3,572,365	3,629,377	50%
Fund 51 - Water/Sewer Operating Net Gain (Loss)	(80,427)	77,471	489,321	569,748	

Village of Roselle
Investments
July 31, 2017

Purchase Date	CUSIP	Maturity Date	Description	Rate/Yield	Cost	Fair Value	Par Value
Certificates of Deposit							
8/18/2015	215577006	8/18/2017	CD - Itasca Bank & Trust	0.450%	\$ 102,429.77	\$ 102,429.77	\$ 102,429.77
2/17/2017	2911049274	2/16/2018	CD - Associated Bank	0.900%	102,252.58	102,252.58	102,252.58
5/5/2017	52011048	5/5/2018	CD - Roselle Bank & Trust	0.995%	100,000.00	100,000.00	100,000.00
3/26/2017		3/26/2018	CD - Roselle Bank & Trust	0.750%	131,528.22	131,528.22	131,528.22
6/7/2017		6/7/2018	CD - First Eagle Bank	0.900%	225,211.80	225,211.80	225,211.80
1/22/2016	05580ADR2	1/22/2019	CD - BMW Bank	1.600%	250,000.00	250,245.00	250,000.00
6/17/2016	9497485X1	6/18/2018	CD - Wells Fargo Bank	1.200%	50,000.00	49,838.50	50,000.00
3/21/2017		3/21/2018	CD - BMO Harris Bank		246,252.10	246,252.10	246,252.10
6/28/2016	48125Y5D2	6/28/2019	CD - JP Morgan Chase	1.000%	250,000.00	248,960.00	250,000.00
					\$ 1,457,674.47	\$ 1,456,717.97	\$ 1,457,674.47

Municipal Bonds							
6/22/2016	630412WN0	12/1/2019	GO Bond - Naperville	2.000%	\$ 256,226.61	\$ 254,692.50	\$ 250,000.00
					\$ 256,226.61	\$ 254,692.50	\$ 250,000.00

U.S. Agencies							
1/15/2016	3133EFJM0	4/13/2018	FFCB 0.93%	1.088%	\$ 249,125.00	\$ 249,427.50	\$ 250,000.00
3/15/2016	3134G8MH9	6/15/2018	FHLMC 1.05%	1.050%	250,000.00	249,412.50	250,000.00
3/29/2016	3133EFV38	3/29/2019	FFCB 1.25%	1.250%	250,000.00	249,022.50	250,000.00
3/30/2016	3134G8TX7	12/30/2019	FHLMC 1.375%	1.375%	250,000.00	247,987.50	250,000.00
4/18/2016	3130A7MM4	4/18/2019	FHLB 1.25%	1.250%	250,000.00	249,185.00	250,000.00
4/28/2016	3134G8Z51	4/18/2021	FHLMC 1% Multi-Step	2.200%	250,000.00	249,030.00	250,000.00
4/28/2016	3134G8WU9	12/28/2018	FHLMC 1.05%	1.050%	250,000.00	248,132.50	250,000.00
4/28/2016	3134G8YF0	10/28/2019	FHLMC 1.2%	1.200%	250,000.00	248,352.50	250,000.00
6/28/2016	3134G9SL2	6/28/2019	FHLMC 1.3%	1.300%	250,000.00	247,857.50	250,000.00
6/30/2016	3134G9SK4	6/30/2020	FHLMC 1.5%	1.500%	500,000.00	497,870.00	500,000.00
6/23/2016	3130A8HH9	6/23/2021	FHLB 1.62%	1.620%	250,000.00	244,917.50	250,000.00
6/23/2016	3130A8HG1	9/23/2020	FHLB 1.48%	1.480%	250,000.00	245,150.00	250,000.00
6/30/2016	3130A8EE9	6/30/2021	FHLB 1%	1.000%	250,000.00	249,552.50	250,000.00
6/28/2016	3134G9WB9	12/28/2018	FHLMC 1%	1.000%	250,000.00	248,397.50	250,000.00
6/30/2016	3136G3UE3	12/30/2020	FNMA 1.4%	1.400%	250,000.00	244,965.00	250,000.00
6/30/2016	3134G9WK9	12/30/2019	FHLMC 1.25%	1.250%	250,000.00	247,467.50	250,000.00
6/30/2016	3136G3UE3	12/30/2020	FNMA 1.4%	1.400%	250,000.00	244,965.00	250,000.00
7/29/2016	3136G3XY6	7/28/2021	FNMA 1.0%	1.000%	250,000.00	247,987.50	250,000.00
10/24/2016	3133EGZE8	10/24/2019	FFCB 1.21%	1.210%	250,000.00	247,412.50	250,000.00
10/28/2016	3134GATV6	10/28/2019	FHLMC .75% Multi-Step	1.500%	250,000.00	249,607.50	250,000.00
11/17/2016	3134GAUD4	10/17/2021	FHLMC 1% Multi-Step	2.407%	250,000.00	248,500.00	250,000.00
2/28/2017	3134GA3Y8	2/28/2022	FHLMC 1% Multi-Step	2.453%	250,000.00	249,955.00	250,000.00
2/28/2017	3134GA5F7	2/28/2022	FHLMC 1.75% Multi-Step	2.492%	250,000.00	250,022.50	250,000.00
4/20/2017	3134GBDX7	4/20/2020	FHLMC 1.65%	1.650%	250,000.00	249,527.50	250,000.00
4/20/2017	3134GBJB9	10/20/2021	FHLMC 2%	2.000%	250,000.00	249,355.00	250,000.00
4/26/2017	3134GBHW5	7/27/2020	FHLMC 1.625%	1.625%	250,000.00	249,712.50	250,000.00
					\$ 6,749,125.00	\$ 6,703,772.50	\$ 6,750,000.00

Distribution by Fund		
Certificates of Deposit		
10	General Fund	\$ 828,992.90
23	Equipment Replacement Fund	\$ 577,886.57
31	Debt Service Fund	\$ 49,838.50
		\$ 1,456,717.97
Municipal Bonds		
10	General Fund	\$ 254,692.50
		\$ 254,692.50
U.S. Agencies		
10	General Fund	\$ 1,242,682.50
21	MFT	\$ 199,148.00
23	Equipment Replacement Fund	\$ 1,485,155.00
31	Debt Service	\$ 99,574.00
41	General Capital Projects Fund	\$ 249,552.50
51	Water/Sewer Operating Fund	\$ 1,497,595.00
52	Water/Sewer Equip. Replac. Fund	\$ 495,325.00
53	Water/Sewer Capital Fund	\$ 987,605.00
62	Compensated Absences	\$ 447,135.50
		\$ 6,703,772.50

VILLAGE OF ROSELLE
1.00% MUNICIPAL SALES TAXES
DECEMBER 31, 2017

Month Accrued	Month Received	Fiscal Year								Variance	
		2010	2011	2012	2013	2014	2015	2016	2017		
January	April	148,563.68	163,626.98	158,620.85	177,116.34	183,234.70	159,887.03	181,902.71	178,914.13	(2,988.58)	-1.6%
February	May	151,341.38	168,043.23	183,927.28	164,653.43	167,864.73	179,056.91	190,776.57	226,636.37	35,859.80	18.8%
March	June	176,382.79	199,359.88	199,559.85	193,552.87	195,868.76	198,930.59	220,029.36	258,376.62	38,347.26	17.4%
April	July	171,673.96	201,390.90	203,533.03	209,530.13	179,837.92	188,381.80	209,890.24	245,287.25	35,397.01	16.9%
May	August	173,546.78	191,711.83	198,636.36	207,599.22	204,542.05	190,291.37	235,926.06			
June	September	208,260.67	193,260.79	185,579.55	186,790.45	197,510.56	189,531.56	235,471.84			
July	October	194,841.92	216,952.31	199,728.39	197,911.06	195,415.09	198,299.88	192,633.01			
August	November	167,848.49	202,617.78	193,178.31	199,231.51	196,841.36	209,242.86	250,670.49			
September	December	167,775.91	194,887.85	187,374.30	186,340.02	192,121.62	194,304.84	257,171.59			
October	January	190,993.57	190,436.98	176,790.57	179,017.32	188,735.39	205,645.00	234,422.80			
November	February	177,220.86	181,075.20	183,792.29	174,147.61	183,105.18	187,124.76	229,594.03			
December	March	189,677.12	190,262.97	208,906.75	191,298.03	197,179.04	222,031.28	241,742.44			
Sub-Total Sales Tax Receipts		2,118,127.13	2,293,626.70	2,279,627.53	2,267,187.99	2,282,256.40	2,322,727.88	2,680,231.14	909,214.37	(1,771,016.77)	
Approved Budget		2,163,000	2,100,000	2,275,000	2,315,000	2,325,000	2,285,000	2,500,000	2,664,560		
Variance Actual to Budget		(44,872.87)	193,626.70	4,627.53	(47,812.01)	(42,743.60)	37,727.88	180,231.14	(1,755,345.63)		
Increase (Decrease) From Prior Fiscal Year		11,789.70	175,499.57	(13,999.17)	(12,439.54)	15,068.41	40,471.48	357,503.26	(1,771,016.77)		
								802,598.88	909,214.37		13.3%

**VILLAGE OF ROSELLE
STATE INCOME TAX
DECEMBER 31, 2017**

COLLECTION MONTH	DISBURSEMENT MONTH	Fiscal Year								Variance	
		2010	2011	2012	2013	2014	2015	2016	2017		
December	January	170,657.35	158,732.65	164,938.39	182,939.75	209,142.18	185,428.51	224,715.49	195,733.00	(28,982.49)	-12.9%
January	February	180,867.93	196,158.17	190,165.05	215,951.83	221,953.25	276,660.55	245,908.79	226,377.76	(19,531.03)	-7.9%
February	March	111,915.15	97,836.07	126,870.47	121,091.79	126,770.44	120,692.42	142,364.31	118,487.45	(23,876.86)	-16.8%
March	April	174,597.63	168,310.62	196,988.88	210,267.29	221,684.93	246,637.87	220,283.25	228,499.88	8,216.63	3.7%
April	May	228,438.67	215,040.22	286,022.57	388,386.08	344,049.76	408,040.03	310,485.96	305,091.15	(5,394.81)	-1.7%
May	June	121,806.78	135,881.45	150,377.79	131,950.77	128,148.27	169,452.30	148,413.19	157,783.28	9,370.09	6.3%
June	July	171,186.92	176,026.83	193,106.49	202,090.12	212,089.42	239,087.23	211,810.37	208,727.98	(3,082.39)	-1.5%
July	August	112,230.76	121,100.88	121,176.46	125,558.60	123,723.90	138,746.71	123,345.66			
August	September	115,096.28	116,564.38	120,197.02	122,492.14	120,988.82	132,148.23	134,729.80			
September	October	167,279.48	185,138.67	189,259.61	213,707.43	215,879.72	232,256.29	199,094.35			
October	November	125,892.66	117,907.33	143,005.76	141,493.08	145,544.80	153,140.19	133,627.77			
November	December	139,230.38	111,014.76	118,017.28	112,937.86	109,440.52	119,765.75	121,063.35			
Total		1,819,199.99	1,799,712.03	2,000,125.77	2,168,866.74	2,179,416.01	2,422,056.08	2,215,842.29	1,440,700.50	<u>(775,141.79)</u>	
Budget		1,861,220	1,800,000	1,850,000	2,034,000	2,175,000	2,200,030	2,350,000	2,252,725		
Variance Actual to Budget		<u>(42,020.01)</u>	<u>(287.97)</u>	<u>150,125.77</u>	<u>134,866.74</u>	<u>4,416.01</u>	<u>222,026.08</u>	<u>(134,157.71)</u>	<u>(812,024.50)</u>		
Increase (Decrease) from Prior Fiscal Year		<u>(59,563.52)</u>	<u>(19,487.96)</u>	<u>200,413.74</u>	<u>168,740.97</u>	<u>10,549.27</u>	<u>242,640.07</u>	<u>(206,213.79)</u>	<u>(775,141.79)</u>		
								1,503,981.36	1,440,700.50		-4.2%

**VILLAGE OF ROSELLE
LOCAL USE TAX REVENUES
DECEMBER 31, 2017**

Liability Month	Disbursement Month	Fiscal Year								Variance	
		2010	2011	2012	2013	2014	2015	2016	2017		
January	April	19,261.11	25,073.58	26,421.97	30,731.31	27,183.34	20,821.09	38,380.99	\$41,660.95	3,279.96	8.5%
February	May	15,318.66	26,955.12	23,960.02	23,018.45	26,686.08	40,639.16	39,123.08	39,207.40	84.32	0.2%
March	June	30,570.81	29,385.44	29,621.94	28,891.96	35,233.39	42,847.61	45,972.62	50,985.96	5,013.34	10.9%
April	July	23,265.49	27,454.06	27,318.39	31,708.53	32,481.16	42,058.63	44,778.00	43,783.91	(994.09)	-2.2%
May	August	22,053.81	26,748.47	28,564.57	28,000.64	34,510.27	40,061.69	43,572.24			
June	September	28,454.54	29,555.26	31,937.59	37,188.50	38,520.36	45,187.76	49,143.07			
July	October	23,654.19	23,655.08	26,392.42	31,992.46	32,846.85	41,895.39	39,110.93			
August	November	22,919.40	28,172.84	29,467.53	29,892.88	35,571.78	38,282.60	42,637.32			
September	December	26,628.93	21,366.96	30,190.38	32,250.47	43,162.70	44,016.23	43,829.52			
October	January	33,500.97	26,869.32	29,340.80	34,610.09	40,838.54	44,328.48	47,801.75			
November	February	26,042.60	27,055.12	30,909.35	32,582.96	38,825.49	43,684.57	46,409.78			
December	March	40,997.96	41,346.89	44,147.60	51,265.46	58,850.03	62,468.96	72,117.79			
Total		312,668.47	333,638.14	358,272.56	392,133.71	444,709.99	506,292.17	552,877.09	175,638.22	(377,238.87)	
Budget		303,600.00	275,000.00	275,000.00	343,700.00	380,000.00	395,000.00	500,000.00	534,935.00		
Variance		9,068.47	58,638.14	83,272.56	48,433.71	64,709.99	111,292.17	52,877.09	(359,296.78)	(377,238.87)	
Increase (Decrease) from Prior Fiscal Year		32,581.73	20,969.67	24,634.42	33,861.15	52,576.28	61,582.18	46,584.92	(377,238.87)		
								168,254.69	175,638.22		4.4%

**VILLAGE OF ROSELLE
SIMPLIFIED TELECOMMUNICATIONS TAX
DECEMBER 31, 2017**

Accrual Month	Month Vouchered	Fiscal Year								Variance	
		2010	2011	2012	2013	2014	2015	2016	2017		
January	April	124,010.41	132,256.65	98,594.17	94,056.07	85,502.01	75,013.37	63,825.94	60,019.76	(\$3,806.18)	-6.0%
February	May	93,426.99	105,705.38	99,425.69	94,851.68	83,049.56	60,010.74	65,890.42	58,810.67	(\$7,079.75)	-10.7%
March	June	107,647.15	106,386.81	149,311.64	95,689.10	90,115.05	90,497.69	69,428.92	58,106.20	(\$11,322.72)	-16.3%
April	July	95,619.10	115,283.72	97,857.75	94,234.41	80,301.04	70,401.65	64,671.99	54,224.31	(\$10,447.68)	-16.2%
May	August	102,363.41	107,039.87	98,613.35	94,911.91	67,625.61	69,009.51	64,825.01			
June	September	102,412.07	96,082.12	99,985.74	90,094.28	67,599.51	70,249.64	63,001.25			
July	October	105,639.00	95,694.95	96,696.33	91,526.77	67,520.46	72,932.25	60,345.77			
August	November	83,386.14	99,685.08	99,152.66	88,590.18	67,405.82	68,662.80	60,958.88			
September	December	102,449.46	99,087.82	94,883.11	91,538.40	65,761.96	67,289.84	59,348.54			
October	January	95,341.29	96,767.22	99,579.94	90,855.59	64,175.99	66,564.55	60,796.85			
November	February	99,010.19	103,521.22	93,745.59	88,073.11	73,858.89	63,423.20	63,001.86			
December	March	86,924.21	93,311.35	94,826.54	87,035.12	79,675.35	90,073.59	61,414.34			
Total		\$1,198,229.42	\$1,250,822.19	\$1,222,672.51	\$1,101,456.62	\$892,591.25	\$864,128.83	\$757,509.77	\$231,160.94	(\$526,348.83)	
Approved Budget		\$1,231,430	\$1,247,327	\$1,200,000	\$1,225,000	\$1,168,000	\$1,005,000	\$800,000	\$768,000		-20.4%
Variance Actual to Budget		(\$33,200.58)	\$3,495.19	\$22,672.51	(\$123,543.38)	(\$275,408.75)	(\$140,871.17)	(\$42,490.23)	(\$536,839.06)		
								\$263,817.27	\$231,160.94		-12.4%

**VILLAGE OF ROSELLE
VIDEO GAMING TAX
DECEMBER 31, 2017**

Month Accrued	Month Received	Fiscal Year				Variance	
		2014	2015	2016	2017		
January	March	726.46	4,840.76	8,746.15	10,730.61	1,984.46	22.7%
February	April	907.32	4,939.64	9,031.70	9,279.30	247.60	2.7%
March	May	2,823.01	5,535.59	9,289.21	11,159.01	1,869.80	20.1%
April	June	2,237.05	6,796.54	9,981.39	12,380.38	2,398.99	24.0%
May	July	2,626.83	6,646.65	9,919.70	12,570.76	2,651.06	26.7%
June	August	2,696.59	5,983.66	9,366.97			
July	September	3,518.53	6,754.90	9,235.35			
August	October	3,801.68	6,534.91	10,625.86			
September	November	2,887.01	7,151.09	11,131.64			
October	December	4,413.89	7,768.13	10,112.98			
November	January	4,258.33	8,248.72	9,939.64			
December	February	4,652.27	8,513.47	8,577.49			
Sub-Total Sales Tax Receipts		35,548.97	79,714.06	115,958.08	56,120.06	(59,838.02)	
Approved Budget		12,250	52,180	76,100	113,420		
Variance Actual to Budget		23,298.97	27,534.06	39,858.08	(57,299.94)		
Increase (Decrease) From Prior Fiscal Year			44,165.09	36,244.02	(59,838.02)		
				46,968.15	56,120.06		19.5%

**VILLAGE OF ROSELLE
EATING ESTABLISHMENT TAX
DECEMBER 31, 2017**

Accrual Month	2010	2011	2012	2013	2014	2015	2016	2017	Fiscal Year Variance	
January		17,692.47	16,166.31	16,954.13	19,420.14	21,443.44	22,161.78	29,235.79	\$7,074.01	31.9%
February		15,200.79	16,429.52	15,788.09	17,974.41	20,389.53	21,298.82	26,881.72	\$5,582.90	26.2%
March		18,755.49	18,615.86	19,058.22	21,591.40	24,990.09	24,243.22	31,372.99	\$7,129.77	29.4%
April		17,454.54	17,145.95	17,616.00	20,009.65	23,197.40	24,452.96	30,817.83	\$6,364.87	26.0%
May		18,235.88	18,052.57	18,822.19	22,057.10	24,882.97	25,157.65	32,076.10	\$6,918.45	27.5%
June		17,904.55	18,767.49	19,442.62	22,090.73	24,631.96	30,820.54	31,120.60	\$300.06	1.0%
July		16,885.26	17,378.80	18,766.04	21,320.22	23,318.20	30,708.77			
August		17,135.49	17,415.99	19,051.88	22,411.87	23,243.22	30,299.45			
September	763.55	17,257.02	18,211.40	18,862.72	22,380.37	22,773.05	30,736.48			
October	15,371.59	16,974.22	18,532.60	18,732.38	22,374.72	24,120.08	31,609.51			
November	17,074.35	16,482.58	17,587.03	18,650.19	21,514.52	22,578.77	29,607.23			
December	19,152.25	18,462.64	18,955.55	19,526.75	23,664.28	25,178.60	31,380.38			
Total	\$52,361.74	\$208,440.93	\$213,259.07	\$221,271.21	\$256,809.41	\$280,747.31	\$332,476.79	\$181,505.03	(\$150,971.76)	
Approved Budget	\$0.00	\$150,000.00	\$210,000.00	\$225,000.00	\$240,000.00	\$265,000.00	\$320,800.00	\$350,000.00		
Variance Actual to Budget	\$52,361.74	\$58,440.93	\$3,259.07	(\$3,728.79)	\$16,809.41	\$15,747.31	\$11,676.79	(\$168,494.97)		
							\$148,134.97	\$181,505.03		22.5%



AGENDA ITEM # Consent #3

AGENDA ITEM EXECUTIVE SUMMARY

Village Board Meeting

August 28, 2017

Item Title: Computer Tablet Use Policy – Elected Officials

Staff Contact: Jason M. Bielawski, Assistant Village Administrator

VILLAGE BOARD ACTION

Adopt a Resolution adopting the Tablet Use Policy for Elected Officials.

Executive Summary:

During the August 14, 2017 Committee of the Whole meeting, the Village Board recommended approval of the Tablet Use Policy for Elected Officials. The policy outlines the purpose and appropriate use as well as the expectations and maintenance associated with the use of the tablets that will be provided to the Village Board. Tablets are being provided so that the Board can access agendas and other correspondence digitally instead of in hardcopy.

Attached is a Resolution adopting the Tablet Use Policy for Elected Officials, which will be incorporated into the Village Board Policy Manual.

Implications:

Is this item budgeted? N/A

Any other implications to be considered? None

Attachments:

Resolution Adopting the Tablet Use Policy for Elected Officials

Tablet Use Policy for Elected Officials

RESOLUTION NO. 2017-

**A RESOLUTION ADOPTING THE
TABLET USE POLICY FOR ELECTED OFFICIALS**

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Roselle, DuPage and Cook Counties, Illinois that the "Tablet Use Policy For Elected Officials" is hereby adopted and incorporated into the Village Board Policy Manual. The Mayor is authorized to execute and the Village Clerk is directed to attest to this adopting resolution.

ADOPTED this ____ day of August, 2017

AYES:

NAYS:

ABSENT:

Mayor, Village of Roselle

ATTEST:

Village Clerk

VILLAGE OF ROSELLE

Tablet Use Policy for Elected Officials

Purpose

The Village of Roselle recognizes the benefits of using digital communication and information and, will therefore provide a tablet to elected officials (Mayor, Trustees, and Village Clerk) for use in performing official duties. The use of tablet devices should always be in strict accordance with this policy as well as existing Village policies, local, state, and federal laws and regulations. Importantly following the terms of this policy will promote the use of the tablets in compliance with the Open Meetings Act, the Freedom of Information Act and state records retention law. This policy applies to all elected officials and defines the procedures and parameters for safe, secure, and effective use of the device.

Procedures and Appropriate Use

- The Village will issue a tablet device to each elected official in lieu of providing paper copies of Village Board and Committee of the Whole agenda packets as well as other correspondence. Elected officials will be notified by email when the agenda packet is available on the Village website for download. The packet may be downloaded from any location where the user has an internet connection. Best practices dictate that when elected officials are downloading on to the tablet that a secure internet connection be used.
- The Village will provide elected officials with free secure wireless access to the Village's internet, where available within Village buildings. However, elected officials are solely responsible for obtaining internet access outside of Village buildings.
- The tablet will contain appropriate applications for use relating to Village business. Elected Officials shall not use the tablet for personal business or any other purpose not related to Village business. The tablet remains the property of the Village as do all files and electronic communications, including email, Internet and web content systems, created on, generated by or transmitted through the tablet are deemed to be the property of the Village.
- Elected officials are responsible for the general care of the tablet and associated equipment and shall protect it from being damaged or stolen. Tablets and equipment are to remain free of writing, drawing, stickers or labels that are not issued by the Village. Elected officials shall maintain the tablet according to manufacturer's recommended procedure, such as using only a clean soft cloth to clean the screen. Tablets that malfunction or are damaged must be reported to the Village Administrator's Office as soon as practical.

- If the tablet becomes lost, stolen, or if an elected official believes that someone has compromised the security of the tablet, he or she must report it immediately to the Village Administrator's Office. All tablets shall be kept password-protected at all times. Files and email attachments should only be opened or downloaded if they come from a trustworthy source. An elected official shall only permit authorized Village employees to use and access the tablet.
- The Village will provide routine maintenance of the tablet. Elected officials may be required to check in their tablets with the Village Administrator's Office to add or upgrade software applications or for updates and syncing. Otherwise, elected officials are expected to download and install system updates as they become available. If it becomes necessary to restore or reset a tablet to its original condition, the Village will not be responsible for any loss of software or data deleted due to the reformat and/or reset.
- If the Village receives a request for public records related to an elected official's use of a tablet or a record that may be on a tablet, the elected official must provide the tablet to the Village Clerk or Administrator's office within 48 hours of being notified to ensure conformance with the Freedom of Information Act
- Elected officials should check-in their tablets with the Village Administrator's Office when they expect to be on an extended absence from the Village to allow for unscheduled maintenance and to facilitate responding to any public records request.
- Any software, email messages or files downloaded on the tablet become property of the Village and are to be used only in ways that are consistent with applicable licenses, trademarks, or copyrights. Elected officials may not add or download software, programs or applications without prior authorization from the Village Administrator's Office.
- Elected officials may not use the tablet to post information on a personal site, personal social media, or to promote or oppose any political ideals or positions or for politicking or campaigning for elective office.
- Use of the tablet during public meetings should be only for accessing information related to the business of the meeting (i.e. checking email or other social media should be for emergency purposes only).
- An elected official may not use the tablet to communicate with another individuals during a meeting.
- Elected officials may not use a tablet in any way to violate the Open Meetings Act.

- All data on or generated by the tablet is property of the Village. An elected official shall have no expectation of privacy in the data created, received, or maintained on the tablet. Village designated and authorized staff and information technology consultants have the right and ability to manage and monitor tablets including accessing the password protected tablet, saved files, internet logs, email records, or any other pertinent information without notice.
- Elected Officials are to retain all data as required by the Local Records Act and shall not delete an original or primary file from the tablet.

VILLAGE OF ROSELLE

Tablet Agreement for Elected Officials

I, the undersigned elected official of the Village of Roselle, have been provided with a copy of the Table Use Policy and agree to abide by all terms contained therein.

I acknowledge that I have been provided a tablet and specified accessories for use in performing my duties as an elected official of the Village of Roselle.

I also understand that the tablet is for receiving (downloading) paperless agenda packets, receiving and sending email through my Village issued e-mail account, and other Village business only. The Village of Roselle IT department will only provide support for these functions, along with the general tablet operating system.

I understand and agree to take reasonable care of the Village-issued tablet. The first lost, stolen, or damaged tablet occurrence will be covered by the Village at its cost. Any additional occurrences will be covered by the elected official at their own cost. I agree to return the Village-owned tablet at the conclusion of my term as an elected official with the Village of Roselle.

Name

Signature

Date

Tablet Serial Number



AGENDA ITEM # Consent #4

AGENDA ITEM EXECUTIVE SUMMARY

Village Board Meeting

August 28, 2017

Item Title: Task Order for Engineering Services

Staff Contact: Jeffrey D. O'Dell, Village Administrator

VILLAGE BOARD ACTION

Adopt a Resolution authorizing the Mayor to execute a task order for Engineering Services with Robinson Engineering, Ltd for the 2018 Water Main Replacement Program.

Executive Summary:

At its August 14 Committee of the Whole meeting, the Village Board directed staff to prepare a Resolution authorizing the Mayor to execute a task order for engineering services with Robinson Engineering, Ltd for the 2018 Water Main Replacement Program. The task order provides engineering design and administration of the construction bidding process. The cost for these engineering services is \$59,613. As noted during the Committee of the Whole meeting, the cost of these engineering services reflects a reduction from what was authorized previously for the 2017 Water Main Replacement Program. This is due in large part to less preliminary design fees as the 2017 program included design services for the slip lining of the Lexington Avenue storm sewer and the firm's familiarity with the Village's standard details and construction notes.

The 2018 Water Main Replacement Program will include replacement of approximately 3,400 lineal feet of water main along Spring Street (Foster Avenue to Walnut Street) and Walnut Street (Foster Avenue to Spring Street). The program has been coordinated with the 2018 Street Improvement Program as these two streets will be repaved once water main construction is completed.

Implications:

Is this item budgeted? Yes, the 2018 Water and Sewer Capital Projects Fund Proposed Budget will include \$1,150,000 for the 2018 Water Main Replacement Program. Costs incurred this year for these engineering design services will be paid from the 2017 Water and Sewer Capital Projects Fund (53918292-71110).

Any other implications to be considered? N/A

Attachments:

Resolution

Task Order

RESOLUTION NO. 2017-

**A RESOLUTION AUTHORIZING THE MAYOR
TO EXECUTE A TASK ORDER FOR ENGINEERING SERVICES WITH ROBINSON
ENGINEERING FOR THE 2018 WATER MAIN REPLACEMENT PROGRAM**

WHEREAS, the Mayor and Board of Trustees of the Village of Roselle, DuPage and Cook Counties, Illinois, have determined that it is in the best interests of the Village of Roselle to enter into a Task Order for Professional Services with Robinson Engineering regarding the 2018 Water Main Replacement Program.

NOW, THEREFORE, be it resolved by the Mayor and Board of Trustees of the Village of Roselle, DuPage and Cook Counties, Illinois, that the Mayor is hereby authorized to sign and the Village Clerk is hereby directed to attest to that certain Task Order attached hereto and incorporated herein as fully set forth as Exhibit A.

ADOPTED this 28th day of August, 2017

AYES:

NAYS:

ABSENT:

Andrew J. Maglio, Mayor

ATTEST:

Patricia Burns, Village Clerk



In accordance with Paragraph 1.01 of the Agreement between the **Village of Roselle** ("OWNER") and **Robinson Engineering, Ltd.** ("ENGINEER") for General Professional Services dated October 10, 2016 ("Agreement"), OWNER and ENGINEER agree to as follows:

1. SPECIFIC PROJECT DATA:

- A. Title: 2018 WATER MAIN REPLACEMENT PROJECT
- B. Description: Replacement of existing water mains, valves, hydrants and water services reinstatement at the following locations: Spring Street (Foster Ave. to Walnut St) approximately 1,860LF and Walnut Street (Foster Ave to Spring St), approximately 1,550LF.

2. SERVICES OF ENGINEER:

Preliminary and Final Engineering including: Initial consultation with Village staff; site visits and project meetings; field topography and data processing; engineering design and preparation of plans, specification, contract documents and cost estimates; IEPA permit applications as required; coordination with Village, IEPA, property owners and other stakeholders; assist Village in obtaining and reviewing construction bids; prepare bid tabulation; contract award recommendation and administration; related project correspondence and management.

Estimated construction cost: \$1,023,000

3. ENGINEERING FEES:

Lump Sum Not-To-Exceed Engineering Fee of \$59,613.00

Approved this _____ day of _____ 2017:

VILLAGE OF ROSELLE ("OWNER")

ROBINSON ENGINEERING, LTD. ("ENGINEER")

Date Signed: _____

Date Signed: _____

By: _____

By: _____

Title: _____

Title: _____

**2018 WATER MAIN REPLACEMENT PROJECT
VILLAGE OF ROSELLE**

Anticipated Project Scope: Topography preliminary and final design engineering and bidding services for infrastructure rehabilitation at the following locations:

Spring Street	1860 LF	Watermain, valve, hydrant replacement and water services
Walnut Street	<u>1550</u> LF	Watermain, valve, hydrant replacement and water services
Total	3410 LF	Estimated Cost @\$300/LF: \$1,023,000

Detailed Fee Breakdown:

All manhours and employee classifications are estimates based on experience on prior projects. Actual employees utilized for various tasks may vary depending on resources available to enable project to meet critical path schedule.

1 FIELD TOPOGRAPHY & DATA PROCESSING

Senior Engineer	2 hrs @	\$ 145.00	=	\$	290.00
Field Supt.	2 hrs @	\$ 140.00	=	\$	280.00
Field Crew	40 hrs @	\$ 170.00	=	\$	6,800.00
CAD Manager	6 hrs @	\$ 123.00	=	\$	738.00
SUBTOTAL				\$	8,108.00

2 DATA COLLECTION & UTILITY COORDINATION

Senior Engineer	4 hrs @	\$ 145.00	=	\$	580.00
Permit Coordinator	12 hrs @	\$ 125.00	=	\$	1,500.00
CAD Technologist	16 hrs @	\$ 97.00	=	\$	1,552.00
SUBTOTAL				\$	3,632.00

3 EXISTING CONDITIONS DRAFTING & BASE

CAD Manager	4 hrs @	\$ 123.00	=	\$	492.00
CAD Technologist	40 hrs @	\$ 97.00	=	\$	3,880.00
SUBTOTAL				\$	4,372.00

4 PRELIMINARY DESIGN ENGINEERING (75% PLANS)

Senior Engineer	12 hrs @	\$ 145.00	=	\$	1,740.00
Project Engineer	40 hrs @	\$ 145.00	=	\$	5,800.00
CAD Technologist	40 hrs @	\$ 97.00	=	\$	3,880.00
SUBTOTAL				\$	11,420.00

5 PERMITTING & COORDINATION

Senior Engineer	8 hrs @	\$ 145.00	=	\$	1,160.00
Project Engineer	24 hrs @	\$ 125.00	=	\$	3,000.00
SUBTOTAL				\$	4,160.00

6 FINAL DESIGN ENGINEERING (100% PLANS, SPECIFICATIONS, BIDDING DOCS, QC/QA)

Senior Engineer	12 hrs @	\$ 145.00	=	\$	1,740.00
Project Engineer	40 hrs @	\$ 125.00	=	\$	5,000.00
CAD Technologist	40 hrs @	\$ 97.00	=	\$	3,880.00
CAD Manager	2 hrs @	\$ 123.00	=	\$	246.00
Sr. Project Manager	4 hrs @	\$ 165.00	=	\$	660.00
Resident Engineer	4 hrs @	\$ 125.00	=	\$	500.00
SUBTOTAL				\$	12,026.00

7 BIDDING SERVICES

Sr. Engineer	20 hrs @	\$ 145.00	=	\$	2,900.00
Project Engineer	20 hrs @	\$ 125.00	=	\$	2,500.00
Administrative	40 hrs @	\$ 68.00	=	\$	2,720.00
SUBTOTAL				\$	8,120.00

8 MEETINGS & PROJECT MANAGEMENT

Sr. Engineer	30 hrs @	\$ 145.00	=	\$	4,350.00
Sr. Project Manager	15 hrs @	\$ 165.00	=	\$	2,475.00
Principal Engineer	5 hrs @	\$ 190.00	=	\$	950.00
SUBTOTAL				\$	7,775.00

TOTAL TOOPGRAPHIC SURVEY, PRELIMINARY & FINAL ENGINEERING, BIDDING COST: \$ 59,613.00



MEMORANDUM

To: Jeff O'Dell, Village Administrator
From: Victor Ramirez, Director of Public Works
Date: August 21, 2017
Re: Approval of 3rd Partial Payment

Project Name:	2017 Watermain Replacement Program	
Contractor:	Patnick Construction, Inc.	
Date of Award:	April 24, 2017	
Awarded Amount:		\$ 1,065,866.00
Change Order No.		\$ -
Total Contract:		\$ 1,065,866.00
Total Value of Completed Work:		\$ 718,076.58
Retainage:	10%	\$ 71,807.66
Less Previous Payments:		
	Pay-1	\$ 208,590.88
	Pay-2	\$ 204,917.94
Total Payment Due:		\$ 232,760.10
Account Numbers:		
53918191-71100-800 (WM Replacement)		\$ 176,360.10
4140590-70100-502 (Lexington Av Sewer Lining)		\$ -
51918130-62220 (Hydrant & Valve Replacement)		\$ 56,400.00

Waiver Approval: Partial

Approval: _____
Director of Public Works



Municipal Expertise. Community Commitment.

David P. Barnas, P.E.
Direct Line: (224) 723-8801
Email: dbarnas@reltd.com

August 18, 2017

Project 16-R0583

Mr. Jeff O'Dell
Village Administrator
31 S. Prospect Street
Roselle, IL 60172

**RE: Roselle Water Main Improvements 2016
Payment Estimate #3 - Partial**

Dear Mr. O'Dell:

Enclosed herewith please find Invoice #3 (dated 8/15/17) from Patnick Construction, Inc., for work completed to date for the above reference project. We have reviewed the work and find that, in our best judgment, the work has been completed in substantial conformance with the plans and specifications, as summarized below:

Total Earned to Date.....	\$718,076.58
Less 10% retention	\$71,807.66
Less Pay Estimate No. 1	\$208,590.88
Less Pay Estimate No. 2	\$204,917.94
Total Due Estimate No. 3- Partial.....	\$232,760.10
Original Contract Amount.....	\$1,065,866.00
Additional Work / Changes to Date	(\$0.00)
Remaining Contract Balance (including retainage)	\$419,597.10

Therefore, we recommend that the City Council authorize the release of funds in the amount of Two Hundred Thirty Two Thousand Seven Hundred Sixty Dollars and Ten Cents (\$232,760.10) at this time to the contractor, Patnick Construction, Inc.

Sincerely,

ROBINSON ENGINEERING, LTD.

Greg S. Gruen, P.E.
Village Engineer

David P. Barnas, P.E.
Resident Engineer 2

R:\2015-2019\2016\16-R0583.R5\Payouts\PayEstimateNo.2\LetterPayout #2.docx

Encl:

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER:

Village of Roselle IL
31 South Prospect Street
Roselle, Illinois 60172

PROJECT: 2017 Water Main Improvements
Thorndale Ave., Lakeview Ct., Lexington Ave.,
York Ct., Park Ln., Cherry Ct.

APPLICATION NO: 3
PERIOD: 7/17/2017
to
8/15/2017

Distribution to:
OWNER
ENGINEER
CONTRACTOR

FROM CONTRACTOR:

Patrick Construction, Inc.
431 Podlin Drive, Unit B
Franklin Park, IL 60131

Engineer: Robbinson Engineering
300 Park Boulevard
Suite 309
Itasca, IL 60143

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Payment Application Continuation Sheet - Schedule of Units Completed is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, the work has been performed in a good manner.

- 1. ORIGINAL CONTRACT SUM \$ 1,065,866.00
- 2. Net Change By Change Orders \$ -
- 3. CONTRACT SUM TO DATE (Line 1 & 2) \$ 1,065,866.00
- 4. TOTAL COMPLETED TO DATE \$ 718,076.58
- 5. RETAINAGE: (10% of Line 4) \$ 71,807.66
- 6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) \$ 646,268.92
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior certificate) \$ 413,508.82
- 8. CURRENT PAYMENT DUE \$ 232,760.10
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 419,597.10

CONTRACTOR: Patrick Construction, Inc.

Patrick Construction, Inc.

Date: 8/17/2017

Subscribed and Sworn Before Me This 17th Day of August 2017.

Nicholas C. Testa
Notary Public State of Illinois

"OFFICIAL SEAL"
NICHOLAS C. TESTA
Notary Public State of Illinois
My Commission Expires 05/02/21

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Engineer certifies to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the completed Work is in accordance with the Contract Documents, the work has been performed in a good and workmanlike manner (subject to the fact that the Engineer has not reviewed safety precautions) and the completed work is in accordance with all applicable governmental approvals and required permits, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ -	\$ -
Total approved this estimate	\$ -	\$ -
TOTALS	\$ -	\$ -
NET CHANGES by Change Order	\$ -	\$ -

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and the Schedule of Units Completed that charged to conform to the amount certified.)

\$

232,760.10

ENGINEER:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



AGENDA ITEM # 9A

AGENDA ITEM EXECUTIVE SUMMARY

Village Board Meeting

August 28, 2017

Item Title: Fire Department Replacement Vehicle Purchase

Staff Contact: Mark Bozik, Deputy Fire Chief

VILLAGE BOARD ACTION

Authorize the purchase of a 2017 Ford Expedition Police Interceptor for the Fire Department at a cost not to exceed \$41,880.

Executive Summary:

The existing 2006 Ford Expedition assigned to the Fire Department was approved to be replaced during the mid-year budget review meeting. The current Expedition, which has experienced body rust issues, is not a reliable emergency response vehicle due to its overall age and condition as it had to be recently jump started several times at training events after being turned off for only short periods of time.

Ford has stopped the production of the 2017 Ford Expedition that is on the State contract. The cut-off date for orders was July 7, 2017. Currently, the State has no contract awarded for the 2018 Ford Expedition. The 2018 model year will have a new body style with the production not starting until sometime in November with 90-120 day delivery time from date of purchase. Friendly Ford was contacted to see if they could find a vehicle that met the state bid and they could not. Wickstrom Chevrolet was also contacted to inquire about a Chevy Tahoe on state bid. Wickstrom stated they normally don't deal with state bids and would not provide a quote. One of the two State authorized dealers was also contacted and they could not find any vehicles that met the state bid.

Staff then contacted two authorized State dealers about finding vehicles that met the state bid. Morrow Ford, in downstate Illinois, was able to locate a vehicle that met the state contract at another dealer out of state. The vehicle is located in Ohio and is available for immediate delivery. The price is \$41,880, which is \$3,880 more than what was budgeted for the purchase. The increase in the cost can be contributed to the model is an EL (extended length), it is owned by another dealer and the cost to ship it from Ohio to Illinois. The advantages to the purchase is the immediate delivery, the availability of the aftermarket equipment that fits the vehicle, unknown price increase for the 2018 model and the vehicle is outfitted for heavy duty public safety use. The Village's Fleet Department is also in support of purchasing a 2017 model since the 2018

model is a redesign with a new body style and other new features, which can result in technical problems arising once the vehicle is in production and in more wide spread use. Finally, it is also the Fleet Department's preference to purchase Ford products to stay consistent with rest of the Village's fleet.

The FY 2017 budget also includes \$9,000 for vehicle set-up. Many of the components from the current 2006 Expedition will be used to outfit the new 2017 model. Money saved from the vehicle set-up, which is expected to be approximately \$2,000 - \$3,000, will help to offset the increased vehicle purchase price.

Implications:

Is this item budgeted? Yes, the Village Board amended the FY 2017 budget to include \$38,000 for the purchase of the vehicle and \$9,000 for the set-up of the vehicle. Fund balance in the Equipment Replacement Fund will be used to cover the cost difference in purchasing the vehicle, which will be \$3,880. Vehicle set-up costs are funded through the General Fund.

Any other implications to be considered? n/a

Attachments:

Quote from Morrow Ford

Vehicle Description

EXPEDITION 2017 4X4 XL EL
 3.5L ECOBOOST V6 ENGINE
 6-SPD SELECTSHIFT AUTO TRANS

Exterior
 RACE RED
 Interior
 EBONYCLOTH BUCKET SEATS/CONSOLE

Standard Equipment INCLUDED AT NO EXTRA CHARGE

EXTERIOR

- . LUGGAGE RACK AND
- . LIFTGATE WITH FLIP-UP
- . REAR INT WIPER/WASH/DEFRST

INTERIOR

- . CLOTH BUCKET FRONT SEATS
- . 2ND ROW BENCH SEAT
- . BLACK VINYL FLOOR COVERING

FUNCTIONAL

- . FRONT/REAR IND SUSPENSION
- . CLASS IV TRAILER TOW PKG
- . MYKEY
- . A/C W/CLIMATE CONTROL

SAFETY/SECURITY

- . AIRBAGS - SIDE IMPACT
- . 4-WHEEL DISC BRAKES W/ABS
- . SOS POST CRASH ALERT SYS
- . SECURICODE KEYLESS KEYPAD
- . TIRE PRESSURE MONITOR SYS

WARRANTY

- . 5YR/60,000 POWERTRAIN

- . GRILLE - BLACK CROSSBARS GLASS
- . TILT WHEEL /SPD CONTROL
- . FLOOR CONSOLE DELETE
- . OVERHEAD CONSOLE
- . ENGINE 3.5L V6 ECOBOOST
- . CONTROL TRAC II 4X4 SYSTEM
- . TRAILER SWAY CONTROL
- . PWR HTD MIRRORS W/SEC LAMP
- . POWER LOCKS AND WINDOWS
- . ADVANCETRAC WITH RSC
- . SAFETY CANOPY
- . LATCH CHILD SAFETY SYSTEM
- . SECURILOCK PASS ANTI THEFT
- . PERIMETER ALARM
- . 3YR/36,000 BUMPER / BUMPER
- . 5YR/60,000 ROADSIDE ASSIST

Price Information MSRP
 STANDARD VEHICLE \$47,895
 PRICE

Included on this Vehicle
 EQUIPMENT GROUP 102A -3,495
 SSV PACKAGE

Optional Equipment
 2017 MODEL YEAR RACE RED
 EBONY CLOTH BUCKET SEATS
 .3.5L ECOBOOST V6 ENGINE
 .6-SPD SELECTSHIFT AUTO TRANS
 .265/70R17 AT OWL RUNNING BOARDS - BLACK 435
 50 STATE EMISSIONS HEAVY DUTY TRAILER TOW PKG 560
 FOLD FLAT 3RD ROW SEAT 875
 FRONT LICENSE PLATE BRACKET

TOTAL VEHICLE & OPTIONS 46,270
 DESTINATION & DELIVERY 1,195

TOTAL MSRP \$47,465

ILLINOIS GOVERNMENT PRICE \$41,880.00



AGENDA ITEM # 11 A/B

AGENDA ITEM EXECUTIVE SUMMARY

Village Board Meeting

August 28, 2017

Item Title: Salt Storage Dome Re-roof Final Payment and Change Order

Staff Contact: Victor Ramirez, Public Works Director

VILLAGE BOARD ACTION

- 1. Approve a change order to the Contract for the Salt Storage Dome Re-roof Project with Filotto Construction Inc. in the amount of \$1,088.00 for additional work to replace damaged decking and rafters.**
- 2. Approve the first and final payment to Filotto Construction, Inc. for the Salt Storage Dome Re-roof in the amount of \$54,338.00 inclusive of the change order.**

Executive Summary:

On June 12, 2017, the Village Board approved a contract with Filotto Construction, Inc. to re-roof the Salt Storage Dome in the amount of \$53,250.00. Their bid proposal included a \$6.00/SF cost to replace any damaged decking (plywood). Since there was no idea of how much, if any, would require replacement until the existing roof was stripped, the bid documents included a line item for pricing. However, it was not part of the base bid. They discovered damaged decking and replaced it at a cost of 128 SF x \$6.00 = \$768.00.

During construction they also discovered some 2x6 rafters that were not structurally sound. We did not have a bid price for this work, so staff directed it be repaired on a time and material basis which equated to 2 man-hours at \$110/hour plus \$100 for 50 lineal feet of 2x6's. This work equaled \$320.00.

Therefore the total amount of extra work equals \$1,088.00 and this is the amount of the change order.

Filotto completed their work on August 18, 2017. They did first-rate job and performed exceptionally well. Staff therefore recommends that the change order amount and final payment be approved.

Implications:

Is this item budgeted? Yes.

Any other implications to be considered? None.

Attachments:

Filotto Construction, Inc. Invoice
Memo payment breakdown



MEMORANDUM

To: Jeff O'Dell, Village Administrator
From: Victor Ramirez, Public Works Director
Date: August 22, 2017
Re: Approval of 1st and Final Payment 8/28/17 Village Board

Agenda

Project Name:	Salt Storage Dome Re-roof Project	
Contractor:	Filotto Construction, Inc.	
Date of Award:	June 12, 2017	
Awarded Amount:		\$ 53,250.00
Total Contract:		\$ 53,250.00
Total Value of Completed Work:		\$ 54,388.00
Change Order		\$ 1,088.00
Less Previous Payments:		
Total Payment Due:		\$ 54,338.00
Account Numbers: 414570 70100-110		\$ 54,338.00

Waiver Approval: **Final**

Approval: Public Works Director



Filotto Construction, Inc
Roofing and sheet metal
Contractors

2111 Oakland Ave
Crest Hill IL 60403
815-740-5461
fax -740-5463

August 21, 2017

BILL TO:
Village of Roselle

Roselle, IL

Project Name & Location
Roselle Salt Dome
474 Congress Circle N.
Roselle, IL

P.O #	TERMS	REP	PROJECT #
	UPON RECEIPT		17-60
DESCRIPTION:			
<p>Original contract amount \$53,250.00</p> <p>4pcs. Plywood 32sq.ft. X 4 = \$128.00 x 6sq.ft = \$768.00</p> <p>Rafter replacement</p> <p>50ft. 2x6 x @.00 /ft. = \$100.00</p> <p>Labor 2 man hours x \$110.00 = \$220.00</p> <p style="text-align: center;">Total due \$54,338.00</p>			
THANK YOU FOR YOUR BUSINESS		TOTAL DUE:	\$54,338.00

Members of:

National Roofing
Contractors Association

United Union Of Roofers
Local 11

Contractors Association
Of Will And Grundy Counties

Chicago Roofing
Contractors Association



**AGENDA ITEM # 12A
AGENDA ITEM EXECUTIVE SUMMARY
Village Board Meeting
August 28, 2017**

Item Title: Bills List

Staff Contact: Tom Dahl, Finance Director

VILLAGE BOARD ACTION

Approval of the attached bills list.

Fund

General Fund		\$135,374.27
Taste of Roselle		\$48,521.66
Water/Sewer Operating		\$276,616.74
Water/Sewer Capital Improvements		\$232,760.10
Parking Lot Operating		\$2,246.47
Insurance Fund		\$13,829.26
	Total 08/29/17 Bills Payable	\$709,348.50
	Total 08/16/17 Payroll	\$412,524.34
	Total Disbursements	<u>\$1,121,872.84</u>

**VILLAGE OF ROSELLE
WARRANT LIST
8/29/2017**

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ACE HARDWARE-LENS	HARDWARE SUPPLIES, TASTE SUPPLIES	500.43
ALEXANDER CHEMICAL	CHEMICALS	2,148.50
ALEXANDER EQUIPMENT	CHIPPER REPAIR PARTS	53.57
ALEXIAN BROS CORP	HEALTH SERVICES	213.00
AMERICA MATERIAL	DISPOSAL OF MATERIAL	30.00
AMPERAGE ELECTRICAL	ELECTRICAL SUPPLIES	572.80
ANDERSON PEST SOLUTIONS	PREVENTATIVE PEST CONTROL	204.20
BARRICADE LITES	TASTE BARRICADES	493.00
BILL'S PLUMBING & SEWER	REFUND PERFORMANCE BOND	2,000.00
BIO-TRON INC	MEDICAL SUPPLIES	1,089.00
BLUFF CITY MATERIALS	ASPHALT DISPOSAL	310.00
BRISCOE SIGNS	TASTE SIGNS	582.00
CALL ONE	TELEPHONE	3,060.75
CANON SOLUTIONS	COPIER MAINTENANCE	133.23
CAPITAL ONE	FACILITY MAINT SUPPLIES, COFFEE SUPPLIES	177.52
CARAVELLO, STUART	TASTE OF ROSELLE	639.56
CARQUEST AUTO PARTS	SUPPLIES	278.66
CHRISTENSEN EXCAVATING	DISPOSAL OF MATERIAL	1,225.00
CHRISTOPHER BURKE	INTERIM PUBLIC WORKS DIRECTOR	18,300.00
CLIMATE PROS INC	PUMP REPAIR	740.00
CONSTELLATION NEWENERGY	ELECTRICITY	11,722.80
CRYSTAL MGMT	FACILITIES MAINTENANCE	4,306.98
DAILY HERALD	SUBSCRIPTION	39.20
DP SYSTEMS LLC	BLOWER FILTERS	400.80
DUNKIN DONUTS	FOOD FOR TRAINING	148.40
DUPAGE CTY RECORDER	RECORDING FEES	119.50
DUPAGE MAYORS & MANAGERS CONF	SPRINGFIELD CONFERENCE	1,245.00
DUPAGE WATER COMMISSION	WATER AGGREGATE	244,409.92
FISHER SCIENTIFIC	LAB SUPPLIES	454.64
FLEET SAFETY SUPPLY	SUPPLIES	67.03
FLEETPRIDE	AUTO PARTS	975.20
FOGARTY, JOHN	REFUND FINAL WATER BILL CREDIT	78.47
FULLIFE SAFETY	SAFETY SUPPLIES	9.15
G&K SERVICES	SHOP TOWELS & MATS	115.28
GASIAMIS, STEVE	REFUND FINAL WATER BILL CREDIT	87.17
GOLD SHIELD DETECTIVE AGENCY	BACKGROUND CHECKS	1,338.58
GOVTEMPSUSA LLC	CONTRACTUAL CODE ENFORCEMENT	1,881.60
GUARDIAN, THE	DENTAL, LIFE, COBRA, VISION INSURANCE	9,886.64
HACH CO	LAB SUPPLIES	346.24
HOME CITY ICE CO	TASTE OF ROSELLE	219.00
IL DEPT EMPLOY SECURITY	2ND QTR UNEMPLOYMENT	5,630.00
IL FIRE INSPECTORS ASSOC	SUPPLIES	213.95
IL STATE POLICE	FINGERPRINTING	27.00
IL TACTICAL OFFICERS ASSOC	CONFERENCE	650.00
INTERGOV RISK	INSURANCE	3,942.62
JG UNIFORMS	UNIFORM ITEMS	163.50
KARA CO INC	TASTE OF ROSELLE SUPPLIES	74.34
KARRAS, ALANA	REFUND ADMINISTRATIVE TOW FINE	500.00

**VILLAGE OF ROSELLE
WARRANT LIST
8/29/2017**

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
LEES FOODSERVICE	OVEN REPAIR FD	265.67
LEVINE, RON	REFUND PERFORMANCE BOND	1,000.00
LOGIN/IACP NET	IACP SERVICE ACCESS	875.00
M & M EVENT RENTALS	TASTE OF ROSELLE EQUIPMENT RENTAL	14,965.65
MARQUARDT & BELMONTE	LEGAL SERVICES	5,406.42
MARTENS-FORD, MARIE	REFUND FINAL WATER BILL CREDIT	22.54
MOORE, TERRY	REFUND PARKING PERMIT	75.00
MOUNT NUGENT CONSTRUCTION	REFUND FINAL WATER BILL CREDIT	117.28
MRUGACZ, JAMES	LICENSE RENEWAL	30.00
MUN CLERKS OF DUPAGE	MEETING EXPENSE	23.00
MUN CLERKS OF N & NW SUBURBS	MEETING EXPENSE	50.00
NEXTEL COMMUNICATION	TELEPHONE	509.65
NICOR	NATURAL GAS	173.05
ON-TIME INC	UNIFORM ITEMS	313.75
OTTOSEN BRITZ KELLY	LEGAL SERVICES	1,665.00
PAT KEAN FRIENDLY FORD	AUTO SUPPLIES	181.00
PATCHIN, RORY	REFUND PERFORMANCE BOND	4,100.00
PATNICK CONSTRUCTION	WATERMAIN REPLACEMENT	232,760.10
PERSONNEL STRATEGIES	PD CANDIDATE PSYCH ASSESSMENT	500.00
PH&S PRODUCTS LLC	MEDICAL SUPPLIES	112.00
PHYSIO-CONTROL INC	GATEWAY DATA PLAN	208.92
PRINTING PLUS	TASTE OF ROSELLE PRINTING SIGNS	1,295.36
PROMOS 911 INC	FIRE PUBLIC EDUCATION ITEMS	3,853.70
RENTALMAX	EQUIPMENT RENTAL	216.50
REPUBLIC SERVICES	YARD WASTE STICKERS	1,450.00
ROMAN NIEZGODA & SON	REFUND PERFORMANCE BOND	1,000.00
ROSELLE FLOWERS	FLOWERS	65.00
ROSELLE CHAMBER OF COMMERCE	TASTE OF ROSELLE	10,630.15
ROSELLE LIONS	TASTE OF ROSELLE	19,470.78
SEBIS DIRECT INC	UTILITY BILL PRINTING	858.10
SHAUGHNESSY, KEVIN W	POLYGRAPH TESTING SERVICES	400.00
SHI INTERNATIONAL CO	VB COMPUTERS	4,265.80
SPECIALTY MAT SERVICE	MAT SERVICE	45.25
STAPLES	FACILITIES MAINT AND OFFICE SUPPLIES	298.47
STERN, TAMMY	FIRE & POLICE COMM MEETING FOOD	57.62
STORINO, RAMELLO	LEGAL SERVICES	540.00
TASC	FLEX BENEFIT PLAN-ADMIN FEES	100.00
TEKLAB INC	IEPA TESTING	464.00
THANOS, ANN	REFUND PERFORMANCE BOND	365.10
TYLER TECHNOLOGIES	MUNIS ANNUAL MAINTENANCE	49,898.44
UNITED LABORATORIES	DEGREASING SOLUTION	499.80
UNO MAS LANDSCAPING	LANDSCAPING	13,940.00
VILLAGE SEWER & PLUM	REFUND PERFORMANCE BOND	1,000.00
VISOCNIK CONTRACTING	SECURING LESS LETHAL STORE ROOM	2,339.97
WAREHOUSE DIRECT	OFFICE SUPPLIES	713.86
WRIGHT EXPRESS	UNLEADED FUEL	6,457.90
YMI GROUP INC	HVAC REPAIRS VH	3,964.44
	CHECK RUN TOTAL	<u>709,348.50</u>