

AGENDA
ADMINISTRATIVE/FINANCE
COMMITTEE-OF-THE-WHOLE
February 24, 2015
6:30 P.M.
City Hall – Council Chambers

- 1. Call to Order**
- 2. Budget Review FYE 2016**
- 3. Next Meeting – March 3, 2015**
- 4. Adjournment**

CITY OF DARIEN

Memorandum

TO: Mayor, City Council, Clerk, and Treasurer
FROM: Bryon D. Vana, City Administrator
DATE: February 24, 2015
RE: Draft Budget- FY 5-1-2015 to 4-30-2016
Funds: Water, Water Depc, MFT, Debt, SSA 1

Please find attached a copy of the FY 5-1-2015 to 4-30-2016 budget for the Water, Water Depc, MFT, Debt, SSA 1 funds.

WATER/WATER DEPC FUNDS

The proposed water fund budget includes no rate increase in FYE 17. The current water fund budget/3 year forecast anticipated a rate increase from \$7.75/1000 to \$8.50/1000. However, I am estimating the FYE 15 budget to end up better than originally budgeted, primarily due to the increase in the May 1, 2015, beginning cash balance. The FYE 15 budget estimated a beginning cash balance of \$220,000 and the actual cash balance was \$1,019,332 for a difference of \$799,332. The \$799,332 amount is derived from budget expenses and revenues favorable by \$320,000 and the remaining amount from budgeting the cash balance instead of accrual balance. We will review this during the budget meeting.

The other funds will also be reviewed during the budget meeting.

If you have any questions prior to the budget meetings, please feel free to contact me.

CITY OF DARIEN
FISCAL YEAR ENDING 2016
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City of Darien

02/24/15

MUNICIPAL SERVICES WATER FUND BUDGET SUMMARY FISCAL YEAR ENDING 2016

ACCOUNT	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 EST ACT	FYE 16 REQUESTED	MAINTENANCE BUDGET REQUEST	COUNCIL DISCRETIONARY	FYE 17 FORECAST	FYE 18 FORECAST
REVENUE								
WATER SALES	\$ 6,007,223	\$ 7,064,348	\$ 6,475,934	\$ 7,194,385	\$ 7,194,385	\$ -	\$ 7,731,166	\$ 8,089,304
INSPECTION/TAP-ON/PERMITS	13,987	4,000	\$ 17,600	\$ 4,000	4,000	-	\$ 4,000	\$ 4,000
OTHER WATER SALES	3,347	3,000	3,000	\$ 3,000	3,000	-	\$ 3,000	\$ 3,000
METER SALES	3,241	3,000	\$ 2,845	\$ 3,000	3,000	-	\$ 3,000	\$ 3,000
TRANSFER FROM WATER DEPC		-	-	-	-	-		
MISCELLANEOUS INCOME	-	-	-	-	-	-	-	-
INTEREST INCOME	11,367	2,000	\$ 3,500	\$ 3,000	3,000	-	\$ 3,000	\$ 3,000
TOTAL REVENUE	\$ 6,039,165	\$ 7,076,348	\$ 6,502,879	\$ 7,207,385	\$ 7,207,385	\$ -	\$ 7,744,166	\$ 8,102,304
TOTAL REVENUE								
TOTAL REVENUE	\$ 6,039,165	\$ 7,076,348	\$ 6,502,879	\$ 7,207,385	\$ 7,207,385	\$ -	\$ 7,744,166	\$ 8,102,304
Transfer to Wtr Depc	\$ -	\$ -	\$ -	350,000	\$ 350,000	\$ -	\$ 400,000	\$ 100,000
Operating exp.	\$ 6,086,239	6,912,002	6,548,891	7,292,319	7,149,069	143,250	7,488,168	\$ 7,590,361
TOTAL EXPENDITURES	\$ 6,086,239	\$ 6,912,002	\$ 6,548,891	7,642,319	\$ 7,149,069		\$ 7,888,168	\$ 7,690,361
FISCAL YEAR BALANCE		164,346	(46,012)	(434,934)	58,316	-	(144,002)	411,943
BEG CASH BALANCE		220,315	1,019,332	973,320	973,320		538,386	394,384
ENDING CASH BALANCE	1,019,332	384,661	973,320	538,386	1,031,636	-	394,384	806,327
RATE		\$7.75/1000		fixed Fee \$10/bill \$7.75/1000			fixed Fee \$10/bill \$8.50/1000	fixed Fee \$10/bill \$9.00/1000

City of Darien

2/24/2015

MUNICIPAL SERVICES
WATER FUND BUDGET
FISCAL YEAR 2015-2016

ACCOUNT	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 EST ACT	FYE 16 BUD REQ	DEPT MAINT BUDGET REQUEST	COUNCIL DISCRETIONARY REVENUES	FYE 17 FORECAST	FYE 18 FORECAST
PERSONNEL								
SALARIES	\$ 462,986	\$ 475,029	\$ 462,479	\$ 481,984	\$ 481,984	\$ -	491,624	501,456
OVERTIME	129,715	50,000	71,848	53,000	53,000	-	53,000	55,000
SUB-TOTAL	592,700	525,029	534,327	534,984	534,984	-	544,624	556,456
BENEFITS								
SOCIAL SECURITY	31,096	32,551	25,366	36,083	36,083	-	36,805	37,541
MEDICARE	7,291	7,612	6,734	8,439	8,439	-	8,608	8,780
IMRF	77,508	77,861	77,846	77,508	77,508	-	79,058	80,639
MEDICAL/LIFE INSURANCE	80,028	110,812	107,202	105,459	105,459	-	107,305	109,451
SUPPLEMENTAL PENSION	1,385	2,400	1,200	2,400	2,400	-	2,400	2,400
SUB-TOTAL	197,307	231,236	218,348	229,889	229,889	-	234,175	238,810
OPERATING								
LIABILITY INSURANCE	183,625	213,167	213,000	231,850	231,850	-	236,287	240,812
MAINTENANCE-BUILDING	49,602	24,877	24,877	46,614	24,864	21,750	27,713	28,648
MAINTENANCE-EQUIPMEN	15,000	12,143	18,000	16,206	16,206	-	16,682	17,175
MAINTENANCE-WATER SY	152,945	158,890	175,000	157,738	157,738	-	149,381	153,116
POSTAGE & MAILING	48	1,035	1,035	1,050	1,050	-	1,087	1,125
QUALITY CONTROL	13,273	15,525	15,500	15,910	15,910	-	16,467	17,043
SUPPLIES-OPERATION	773	7,160	7,100	7,240	7,240	-	7,332	7,332
TRAINING & EDUCATION	393	3,080	3,000	2,615	2,115	500	2,155	2,213
TELEPHONE	10,134	10,800	10,000	10,850	10,850	-	10,850	10,850
UNIFORMS	2,875	3,114	3,114	3,140	3,140	-	3,234	3,331
UTILITIES/GAS & ELECTRIC	42,443	48,800	48,800	51,240	51,240	-	53,802	56,492
VEHICLE GAS & OIL	14,999	22,575	22,575	21,585	21,585	-	22,664	23,797
SUB-TOTAL	486,111	521,167	542,001	566,038	543,788	22,250	547,655	561,935
CONTRACTUAL								
AUDIT	10,000	10,000	10,000	10,000	10,000	-	10,000	10,000
CONSULTING/PROF SERV.	8,014	13,000	13,000	22,865	22,865	-	13,150	13,150
LEAK DETECTION	12,130	19,500	19,000	19,700	19,700	-	19,700	19,850
DATA PROCESSING	171,912	152,328	152,328	152,328	152,328	-	152,328	152,328
DUPAGE WATER COMM	4,135,356	4,864,876	4,485,743	5,046,791	5,046,791	-	5,290,112	5,460,806
JANITORIAL SERVICE	-	-	-	-	-	-	-	-
SUB-TOTAL	4,337,412	5,059,704	4,680,081	5,251,684	5,251,684	-	5,485,289	5,656,134
CAPITAL								
EQUIPMENT	65,260	2,610	2,000	134,500	13,500	121,000	100,000	-
WATER METERS	14,975	25,000	25,000	26,500	26,500	-	27,000	27,000
SUB-TOTAL	80,235	27,610	27,000	161,000	40,000	121,000	127,000	27,000
TRANSFER								
RECAPTURE FEES	-	-	-	-	-	-	-	-
SERVICE CHARGE	250,000	250,000	250,000	250,000	250,000	-	250,000	250,000
WATER DEPRECIATION FU	-	-	-	-	-	-	-	-
SUB-TOTAL	250,000	250,000	250,000	250,000	250,000	-	250,000	250,000
DEBT RETIREMENT								
DEBT RETIRE	100,234	297,256	297,134	298,725	298,725	-	299,425	300,025
SUB-TOTAL	100,234	297,256	297,134	298,725	298,725	-	299,425	300,025
TOTAL EXPENSES	\$ 6,044,000	\$ 6,912,002	\$ 6,548,891	\$ 7,292,319	\$ 7,149,069	\$ 143,250	7,486,168	7,590,361

Water Department Summary

2015-2016 BUDGET SUMMARY

	Maintenance	Discretionary
SALARIES	\$ 534,984	\$ -
BENEFITS	\$ 229,889	\$ -
OPERATING COSTS	\$ 543,788	\$ 22,250
CONTRACTUAL	\$ 5,251,684	\$ -
CAPITAL	\$ 40,000	\$ 121,000
TRANSFER	\$ 250,000	\$ -
DEBT RETIREMENT	\$ 298,725	\$ -
TOTAL	\$ 7,149,069	\$ 143,250

Account #	Description		Department Maintenance Budget Request	City Council Discretionary Expenditures
SALARIES			\$ 534,984	
50-4010	SALARIES	\$ 481,984	\$ -	\$ -
50-4030	OVERTIME	\$ 53,000	\$ -	
	Total	534,984	-	
BENEFITS			\$ 229,889	
50-4110	SOCIAL SECURITY	\$ 36,083	\$ -	\$ -
50-4111	MEDICARE	\$ 8,439	\$ -	
50-4115	IMRF	\$ 77,508	\$ -	
50-4120	MEDICAL/LIFE INSURANCE	\$ 105,459	\$ -	
50-4135	SUPPLEMENTAL PENSION	\$ 2,400	\$ -	
	Total	229,889	-	
OPERATING				
50-4219	LIABILITY INSURANCE		\$ 231,850	\$ -
	IRMA	213,444	-	
	Deductible	10,000	-	
	Safety Boots 6 @ 225	1,350	-	
	Rubber Boots 6 @166	1,000	-	
	Safety Vests 11 @ 27.50	305	-	
	Safety Glasses and Gloves	500	-	
	Wellness Fair & Flu Shots	300	-	
	Air Mask Testing-Pulmonary Testing	190	-	
	Legal Fees	1,100	-	
	SAMI	1,158	-	
	Hospital SAMI Review	1,158	-	
	Fire Extinguisher Maint.	550	-	
	CDL-Reinbursement	221	-	
	Safetylane	575	-	
	Total	231,850	-	

Water Department Summary

Account #	Description	Department Maintenance Budget Request	City Council Discretionary Expenditures
OPERATING CONT.			
50-4223	MAINTENANCE - BUILDING	\$ 24,864	\$ 21,750
	Gas Pump Maintenance	1,035	-
	Alarm System - ADT-PW Shop	932	-
	HVAC	5,175	-
	Cleaning Supplies	1,553	-
	General Plant Maintenance	3,200	-
	Janitorial Services	8,870	-
	Garage Doors	3,100	-
	Seal Coating - Water Plants Plant 5	-	2,500
	septic maintenance	1,000	-
	PW Garage Recoating	-	19,250
	PW Building -Design 1/2 to Streets	-	-
	0	Total	21,750
		24,864	21,750
50-4225	MAINTENANCE EQUIPMENT	\$ 16,206	\$ -
	Truck Tires-Alignment	5,400	-
	General Maintenance	5,356	-
	Tractor Maintenance General Maint	1,500	-
	Miscellaneous Maintenance	1,350	-
	Printer Maintenance	600	-
	Chlorine Analyzer Maint Agreement	2,000	-
	Total	16,206	-
50-4231	MAINTENANCE - WATER SYSTEM	\$ 157,738	\$ -
	Water Maintenance-Clamps	21,425	-
	Flat Work Concrete Restoration	26,243	-
	Landscape & Asphalt Restoration	21,400	-
	Hydrants, Valves & Accessories	27,800	-
	Generator O & M	2,070	-
	Bolts, Water Spec. Tools	6,800	-
	Truck & Dump Fees	28,000	-
	EPA-CCDD Soil Testing	12,000	-
	SCADA Upgrades	12,000	-
	Total	157,738	-
50-4233	POSTAGE/MAILINGS	\$ 1,050	\$ -
	Residence Correspondence	1,050	-
	Total	1,050	-
50-4241	QUALITY CONTROL	\$ 15,910	\$ -
	EPA-Contract-Sampling Stage 2-Reduced Lead & Copper	10,710	-
	Bacteriological sampling	3,650	-
	Chemical Sampling Kits	1,550	-
	Total	15,910	-

Water Department Summary

Account #	Description	Department Maintenance Budget Request	City Council Discretionary Expenditures
OPERATING			
50-4255	SUPPLIES - OPERATION	\$ 7,240	\$ -
	Copy Paper	700	-
	Plain Paper	250	-
	Ink Cartridges Toner	1,700	-
	Chlorine Gas	4,590	-
	Total	7,240	-
50-4263	TRAINING & EDUCATION	\$ 2,115	\$ 500
	Rural Water Assoc. Training	465	-
	AWWA-Membership Don & Kris	450	-
	Travel & Meetings	300	-
	Tuition Reimbursement	-	500
	Municipal Services Seminars	500	-
	Operator CEU Cert Training	400	-
	Total	2,115	500
50-4267	TELEPHONE	\$ 10,850	\$ -
	Phone charges	7,400	-
	Phone Repl Parts	450	-
	Modems-SCADA System	3,000	-
	Total	10,850	-
50-4269	UNIFORMS	\$ 3,140	\$ -
50-4271	UTILITIES - GAS/ELECTRIC/SEWER	\$ 51,240	\$ 51,240
50-4273	VEHICLE - GAS & OIL	\$ 21,585	\$ -
	Unleaded	14,570	-
	Diesel	5,890	-
	Oil	1,125	-
	Total	21,585	-
CONTRACTUAL SERVICES			
50-4320	AUDIT	\$ 10,000	\$ 10,000
50-4325	CONSULTING/PROFESSIONAL SERVICES	\$ 22,865	\$ -
	Telemetry	3,650	-
	Julie Mem Dues	4,500	-
	Water Related Eng.	5,000	-
	SCADA Upgrade	9,715	-
	Total	22,865	-
50-4326	LEAK DETECTION	\$ 19,700	\$ -
	Leak Locating	5,000	-
	Leak Locating Quality Control	14,700	-
	Total	19,700	-
50-4336	DATA PROCESSING (County Meter Reading & Billing)	\$ 152,328	\$ 152,328

Water Department Summary

Account #	Description	Department Maintenance Budget Request	City Council Discretionary Expenditures
CONTRACTUAL SERVICES CONT.			
50-4340	DUPAGE WATER COMMISSION	\$ 5,046,791	\$ 5,046,791 \$ -
CAPITAL PURCHASES			
50-4815	EQUIPMENT	\$ 13,500	\$ 121,000
*	Unit 406	-	121,000
	Unit 407 fye 17	-	-
	Unit 404 fye 17	-	-
*	Trench Box	6,500	-
	Steel Plates	5,250	-
	Vibratory Wacker Plate Compactor	1,750	-
	Total	13,500	\$ 121,000
50-4880	WATER METERS	\$ 26,500	\$ - -
	Meters-General	26,500	-
	Total	26,500	-
TRANSFER			
50-4885	RECAPTURE FEES	-	\$ - \$ -
50-4251	SERVICE CHARGES	250,000	\$ 250,000 \$ -
50-4620	WATER DEPRECIATION FUND	-	\$ - \$ - \$ -
DEBT RETIREMENT			
50-4950	DEBT RETIRE	\$ 298,725	\$ 298,725
	Total	\$ 7,149,069	\$ 143,250

Expansion Request is for: • Any new program/activity costing in excess of \$1,000; • Any new equipment (not replacement) costing in excess of \$1,000; • Any new employee; or • Any capital project.

BUDGET REQUEST FORM
Expansion Budget

Department: Municipal Services Fund: Water

Project/Program Title: Vehicle #406

Description of proposed new program/activity/expenditure, including purpose and justification:

This is a proposal to replace Vehicle #406. Currently the department uses a CAT 430D Combination Backhoe for excavations. We would recommend replacing this machine with a CAT 430F Combination Backhoe. The current Water Department backhoe was purchased in 2002 and currently has 4996 hours on it. The machine has started to experience multiple mechanical failures making it more unreliable. We have replaced two of the Wain-Roy systems that allow the operator to move the backhoe bucket side to side which assists when digging around utilities, under pipes and when the machine cannot be situated to dig straight on to the desired excavation area. The hydraulic hoses have been replaced, but continued leaks are found at fittings after use and have required the mechanics attention on numerous occasions. The machine can be purchased through Patten Industries utilizing the National Joint Powers Alliance Cooperative Purchasing Program.

Estimated Budget:

Account #	Quantity	Account Name	Cost
02-50-4815		Capital Purchases – Water Department	\$00.00
		Patten Industries	\$122,000.00
			\$0.00
			\$0.00
			\$0.00
			\$122,000.00
		TOTAL COST:	

(COST SHOULD INCLUDE DELIVERY & ANY OTHER CHARGES)

Has this request been submitted before? Yes X No

If yes, how many times:

Recommended by City Administrator: Yes No

Expansion Request is for: •Any new program/activity costing in excess of \$1,000; •Any new equipment (not replacement) costing in excess of \$1,000; •Any new employee; or •Any capital project.

BUDGET REQUEST FORM

Expansion Budget

Department: Municipal Services

Fund: Water

Project/Program Title: Aluminum Trench Box

Description of proposed new program/activity/expenditure, including purpose and justification:

We are requesting funds to purchase a new Aluminum Trench box with telescoping adjustable spreaders. The item is a safety item that allows our departmental staff to work safely in excavated holes. The current trench box that the City of Darien has is very flimsy and twists both vertically and horizontally when trying to place it in our excavated holes due to how the box is constructed. A sturdier box would allow staff to spend less time manipulating the box to get it in the hole and make the repairs quicker and safer effectively providing better service to our customers.

Estimated Budget:

Account #	Quantity	Account Name	Cost
<u>02-50-4231</u>		<u>Water System Maintenance</u>	<u>\$00.00</u>
	<u>1</u>	<u>8'X8' Aluminum Trench Box</u>	<u>\$5,115.00</u>
	<u>Set of 4</u>	<u>52"-88" Telescoping Adjustable Spreader Bars</u>	<u>\$850.00</u>
			<u>\$0.00</u>
	<u>1</u>	<u>Delivery</u>	<u>\$500.00</u>
		TOTAL COST:	<u>\$6465.00</u>

(COST SHOULD INCLUDE DELIVERY & ANY OTHER CHARGES)

Has this request been submitted before? Yes X No

If yes, how many times:

SUBMITTED BY: Kris Throm & Dan Salvato

Recommended by City Administrator: Yes No

City of Darien

2/24/2015

MUNICIPAL SERVICES WATER DEPRECIATION FUND BUDGET FISCAL YEAR ENDING 2016

ACCOUNT	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 EST ACT	FYE 16 REQUEST	DEPT MAINT BUDGET REQUEST	COUNCIL DISCRETIONARY EXPENDITURES	FYE 17 FORECAST	FYE 18 FORECAST
REVENUE								
INTEREST INCOME	\$ 5,378	\$ 4,000	\$ -	2,000	\$ -	\$ 2,000	\$ 2,000	\$ 1,000
TRNSF FROM WTR FUND	-	-	-	350,000	-	350,000	400,000	100,000
MISC. REVENUE	58,500	-	-	-	-	-	-	-
BOND PROCEEDS	-	-	-	-	-	-	-	-
TOTAL REVENUES	\$ 63,878	\$ 4,000	\$ -	\$ 352,000	\$ -	\$ 352,000	\$ 402,000	\$ 101,000
EXPENDITURES								
Equipment	83,800	105,200	-	-	-	-	-	-
Capital Improvements	58,672	313,000	260,000	294,100	70,000	224,100	500,000	-
Amortization Expense	10,357	-	-	-	-	-	-	-
Bond Payment interest	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 152,859	\$ 418,200	\$ 260,000	\$ 294,100	\$ 70,000	\$ 224,100	\$ 500,000	\$ -
FISCAL YEAR BALANCE	(88,981)	(414,200)	(260,000)	57,900	(70,000)	127,900	(98,000)	101,000
BEG CASH BALANCE	395,415	306,434	306,434	46,434	46,434	46,434	104,334	6,334
ENDING CASH BALANCE	306,434	(107,766)	46,434	104,334	(23,566)	174,334	6,334	107,334

2016 BUDGET SUMMARY

	Maintenance	Discretionary
CAPITAL		
Equipment	\$ -	\$ -
Capital Improvement	\$ 70,000	\$ 224,100
TOTAL	\$ -	\$ -

Account #	Description	Department Maintenance Budget Request	City Council Discretionary Expenditures
CAPITAL			
12-51-4815	<i>Equipment</i>	\$ -	\$ -
12-51-4390	<i>Capital Improvement Infrastructure</i>	\$ 70,000	\$ 224,100
*	<i>Well Abandonment 2 5 and 7</i>	\$ -	\$ 55,100
*	<i>Plainfield Road Watermain Eng Replacement Phase 1</i>	\$ -	\$ 50,000
*	<i>Watermain replacement Plainfd Rd fye 17</i>	\$ -	\$ -
*	<i>Hydrant Painting</i>	\$ -	\$ 119,000
*	<i>Water Main Valves 10 Locations</i>	\$ 70,000	\$ -
	Total	\$ 70,000	\$ 224,100
		\$ 70,000	\$ 224,100

BUDGET REQUEST FORM Maintenance Budget

Department: Municipal Services Fund: Water

Project/Program Title: Pull Pumps & Abandon Emergency Wells

Description of proposed new program/activity/expenditure, including purpose and justification:

Year purchased: 1974 Original Cost: ???

From records the three emergency Wells #'s 2, 5 & 7 that the City of Darien still has in service were drilled/installed at various times over the course of a 30 year period from the 1960's to the late 80's. The Wells have been Emergency Wells only since the City of Darien started receiving Lake Michigan Water via the DuPage Water Commission in the early 1990's. The Wells require monthly bacteriological sampling and various chemical sampling per IEPA requirements to maintain compliance. On May 19th Staff turned on Well #5 for routine sampling, however, the Well was not producing water. It was shutdown and IEPA was notified of the issue. Service technicians were called out, but no simple fix was available. The Well remains out of service to date. We had Layne Christensen perform flow tests on the other two Wells to determine their functionality over the next month. Well #2 is barely producing any water, so maintenance is recommended for that Well and Well #7 had produced 3 bad samples within a 12 month span so maintenance is recommended for that Well also. These Wells would allow the City to provide water to our customers in the event of a problem with the DuPage Water Commissions' transmissions mains or problems with the source of that water, Lake Michigan.

Estimated Budget:

Account #	Account Name	Cost
02-50-4231	Water System Maintenance	\$0.00
	Abandon Well # 2	\$17,700.00
	Abandon Well # 5	\$17,700.00
	Abandon Well # 7	\$19,700.00
	TOTAL COST:	\$55,100.00

(COST SHOULD INCLUDE DELIVERY & ANY OTHER CHARGES)

Has this request been submitted before? Yes No

If yes, how many times: _____

SUBMITTED BY: Kris Thom & Dan Salvato

Recommended by City Administrator: Yes No

AGENDA MEMO
Municipal Services Committee Meeting
February 23, 2015

ISSUE STATEMENT

A **resolution** approving an engineering agreement with Christopher B. Burke Engineering, Ltd. for the Phase I/Phase II Engineering for the Plainfield Road Resurfacing and Phase II Engineering for the Bailey Road Traffic Signalization in an amount not to exceed \$196,795.00.

BACKGROUND/HISTORY

The City of Darien has jointly succeeded with the County of Dupage in securing two Surface Transportation Program (STP) grants. The Projects are referred to as follows:

1. Plainfield Road and Bailey Road Intersection Traffic Signalization Project
2. Plainfield Road Resurfacing Project—Cass Avenue to Manning Road

On January 6, 2014, the City Council approved a resolution approving an engineering agreement with Christopher B. Burke Engineering, Ltd. for the Phase I Engineering of the Plainfield Road and Bailey Road Intersection Signalization. The Phase I engineering is completed and was approved by the County of Dupage and the Illinois Department of Transportation. On December 19, 2014, the City was notified that an additional grant was awarded to the City for a resurfacing project on Plainfield Road—Cass Avenue to Manning Road.

Since both projects interact with each other, the County and the City agreed that it would make sense to combine the engineering and construction under one project. The City is considered to be the lead agency for the preliminary and design engineering. The County will reimburse the City their fair share for engineering. A separate agenda memo will cover an Intergovernmental Agreement with the County of Dupage. The County shall be the lead agency for construction engineering and coordination of the construction letting with the Illinois Department of Transportation. The City will be responsible for reimbursing the County their fair share of costs for construction engineering and construction.

The scope of the project includes the following:

Construction of dedicated left turn lanes on Plainfield Road
 Selective curb and gutter removal and replacement
 New traffic signalization at Bailey Road and Plainfield Road
 Base Repair
 Resurfacing of Plainfield from Manning Road to Cass Avenue
 *Removal and replacement of water main on Plainfield Road—Williams to Manning Road
 *Installation of water main and a valve at Lester Lane
 Storm sewer modifications adjacent to the City Hall
 Landscape restoration

**Items denote that the proposed line items will be listed as an option within the construction contract.*

The proposed time line allows for the engineering and plans to be completed by late this year and to be on the 2016 IDOT letting with an award for construction in mid to late summer of 2016. The construction would be completed by December of 2016. The engineering agreement attached as Exhibits A1 and A2, includes 15 various tasks and unit costs to assemble a final bid document and final plans.

The total estimated engineering cost is \$196,795 of which \$142,593 is reimbursable to the City from the County. The remaining engineering costs in the amount of \$54,202 is the City's cost. The County of Dupage has reviewed the proposal from Christopher B. Burke Engineering and is in agreement with the proposed tasks and costs.

Attached, as Attachment A is an estimated cost for engineering, construction and fair share cost responsibility. The costs associated to the City will be budget items for FY15/16, with the exception of engineering.

The FYE16 Budget includes funding for the Phase I and II Engineering as described above.

ACCOUNT NUMBER	DESCRIPTION	FY 15/16 EXPENDITURE BUDGET	REIMBURSABLE	CITY COST
25-35-4815	Phase I Engineering - Resurfacing	\$3,254	\$3,254	\$0.00
25-35-4815	Phase II Engineering - Intersection Improvements/Signals	\$80,000	\$80,000	\$0.00
25-35-4815	Phase II Engineering - Resurfacing	\$59,339	\$59,339	\$0.00
*12-51-4810	Phase II Engineering - Water Main <i>*Budget Pending</i>	\$50,070	\$0.00	\$50,070
25-35-4815	Phase II Engineering - City Hall Drainage	\$4,132	\$0.00	\$4,132
TOTALS		\$196,795	\$142,593	\$54,202

STAFF/COMMITTEE RECOMMENDATION

Staff recommends approval of this resolution approving an engineering agreement with Christopher B. Burke Engineering, Ltd. for the Phase I/Phase II Engineering for the Plainfield Road Resurfacing and Phase II Engineering for the Bailey Road Traffic Signalization in an amount not to exceed \$196,795.00.

ALTERNATE CONSIDERATION

As directed.

DECISION MODE

This item will be forwarded to City Council on March 2, 2015 for formal consideration.

Expansion Request is for: • Any new program/activity costing in excess of \$1,000; • Any new equipment (not replacement) costing in excess of \$1,000; • Any new employee; or • Any capital project.

BUDGET REQUEST FORM
Expansion Budget

(FYE 2017)

Department: Municipal Services

Fund: 02

Project/Program Title: Plainfield Rd. Water Main Replacement

Description of proposed new program/activity/expenditure, including purpose and justification:

This is a proposal for the replacement of water main on Plainfield Rd. from just East of Williams St. to Manning Rd./Lakeview Dr. This water main is the main transmission line that the water system has going to the Western reaches of town from the Pumping Station on Plainfield Rd. It is vital to the department's ability to function as intended ensuring we have the ability to serve our customers. The water main is currently constructed of Cast Iron pipe and varies in size from 6" to 8" to 10". During recent water modeling study performed by Christopher Burke Engineering, the recommendation to upgrade this pipe size to 12" was made. The current pipe is in deteriorating condition as the department has fixed 17 water main breaks on this stretch of pipe since 1992 when we started keeping electronic records. Several years ago one member of the water department saw one of the big road paving rollers drive over one of the road patches on Plainfield Rd. that the department had completed due to a water main break as the paving company was moving the machine from one street to another. As the machine drove down the road it caused a water main break. This shows the fragile state that the pipe is in and with the anticipated construction, it is very doubtful that the pipe would not suffer more leaks if nothing is done. The new water main would be constructed of Ductile Iron pipe and new valves would be installed in order to give department staff better control of shutdowns. The total project would consist of approximately 1900 lineal feet of new water main, approximately 7 fire hydrants and 11 valves to be located in valve vaults. Also, part of this project was to install a valve in a valve vault and stub the water main across Plainfield Rd. at Lester Ln. for future potential hookup. This would consist of a 6" valve, approximately 60 lineal feet of 6" water main & a 6" cap/plug.

Estimated Budget:

Account #	Account Name	Cost
	Capital Projects	
<u>02-50-4815</u>	<u>Plainfield Rd. Water Main Replacement</u>	<u>\$0.00</u>
		<u>\$500,000.00</u>
		<u>\$0.00</u>
	TOTAL COST:	<u>\$0.00</u>

(COST SHOULD INCLUDE DELIVERY & ANY OTHER CHARGES)

Has this request been submitted before? Yes X No

If yes, how many times:

SUBMITTED BY: Kris Throm & Dan Salvato

Recommended by City Administrator: Yes No

B/4

AGENDA MEMO
City Council
May 5, 2014

- CC: SUPERINTENDENT
 FOREMAN *Kris*
 WORKING QUOTES
 OTHER _____

ISSUE STATEMENT

Approval of a resolution authorizing the Mayor to execute a contract between the City of Darien and Muscat Painting and Decorating Inc. for the 2014 Fire Hydrant Painting Phase 2 in an amount not to exceed \$36,435.00.

- FILE**
 BROWN *Hydrant Painting*
 GREEN *Hydrant Painting*
 MANILLA *2014 Program*

BACKGROUND

The FY14-15 Budget includes funding for the sandblasting, priming and painting of 480 of the 1,430 fire hydrants the City owns and operates. This program is considered Phase 2, Year 2 of a 3 year program. A contingency for up to 20 additional fire hydrants has been added to include hydrants to complete a quadrant.

Staff held a bid opening on June 11, 2013, see Attachment A, and on July 15, 2013 the City Council approved a contract with DMD Construction, Inc. in the amount of \$35,520.00 for the 2013 Fire Hydrant Painting Phase 1. The contract also called out for two optional extensions for the sandblasting, priming and painting of 480 fire hydrants in 2014, Phase 2 and the remaining 470 fire hydrants in 2015, Phase 3. The lowest responsive bidder for Phase 2 is Muscat Painting and Decorating and has accepted the contract for 2014.

The proposed expenditure would be from the following account:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 14/15 BUDGET	PROPOSED EXPENDITURE	PROPOSED BALANCE
12-51-4818	FIRE HYDRANT PAINTING	\$38,500	\$34,977.60	\$3,522.40
12-51-4818	FIRE HYDRANT PAINTING-CONTINGENCY		\$ 1,457.40	\$2,065.00
TOTAL			\$36,435.00	\$2,065.00

COMMITTEE RECOMMENDATION

The Municipal Services Committee recommends approval of the proposed contract with Muscat Painting and Decorating Inc. for the 2014 Fire Hydrant Painting Phase 2 in an amount not to exceed \$36,435.00. References for Muscat Painting and Decorating have been verified with positive responses.

ALTERNATE CONSIDERATION

As directed by the Municipal Services Committee.

DECISION MODE

This item will be placed on the May 5, 2014 City Council agenda for formal approval.

**CITY OF DARIEN PUBLIC WORKS
1702 PLAINFIELD ROAD
DARIEN, IL 60561**

Attachment A

QUOTE REQUEST: 2013 Fire Hydrant Painting
OPENING DATE/TIME: June 11, 2013 @ 10:30 a.m.

2014 FIRE HYDRANT SANDBLASTING AND PAINTING PHASE 2- CONTRACT EXTENSION 1			Contract Extension 1				Contract Extension 2	
			Muscat Painting & Decorating		Muscat Painting & Decorating		Muscat Painting & Decorating	
			2013		2014		2015	
			ITEM	DESCRIPTION	UNITS	UNIT COST	COST	UNIT COST
1	Sandblasting & Prep Work	480	\$ 37.34	\$ 17,923.20	\$ 35.47	\$ 17,025.60		
2	Painting of Hydrants	480	\$ 39.43	\$ 18,926.40	\$ 37.40	\$ 17,952.00		
1	Sandblasting & Prep Work	470		\$ -		\$ -	\$ 33.61	\$ 15,796.70
2	Painting of Hydrants	470					\$ 35.49	\$ 16,680.30
	Subtotal					\$ 34,977.60		\$ 32,477.00
1	Contingency	20			72.87	\$ 1,457.40		
	Totals		76.77	\$ 36,849.60	72.87	\$ 36,435.00	69.10	\$ 64,954.00
			Contract Extension 1				Contract Extension 2	
			DMD Construction		DMD Construction		DMD Construction	
			2013		2014		2015	
			ITEM	DESCRIPTION	UNITS	UNIT COST	COST	UNIT COST
1	Sandblasting & Prep Work	480	\$ 40.00	\$ 19,200.00	\$ 41.00	\$ 19,680.00		
2	Painting of Hydrants	480	\$ 34.00	\$ 16,320.00	\$ 35.00	\$ 16,800.00		
1	Sandblasting & Prep Work	470		\$ -		\$ -	\$ 42.00	\$ 19,740.00
2	Painting of Hydrants	470					\$ 36.00	\$ 16,920.00
	Subtotal					\$ 36,480.00		\$ 36,660.00
1	Contingency	20			76.00	\$ 1,520.00		
	Totals		74.00	\$ 35,520.00	76.00	\$ 38,000.00	78.00	\$ 73,320.00

P17

RESOLUTION NO. R-76-14

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT BETWEEN THE CITY OF DARIEN AND MUSCAT PAINTING AND DECORATING INC FOR THE 2014 FIRE HYDRANT PAINTING PHASE 2 IN AN AMOUNT NOT TO EXCEED \$36,435.00

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, as follows:

SECTION 1: The City Council of the City of Darien hereby authorizes the Mayor to execute a contract between the City of Darien and Muscat Painting and Decorating Inc for the 2014 Fire Hydrant Painting Phase 2 in an amount of \$36,435.00, attached hereto as "Exhibit A".

SECTION 2: This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 5th day of May, 2014.

AYES: 6 - Beilke, Belczak, Kenny, Marchese, Schauer, Seifert

NAYS: 0 - NONE

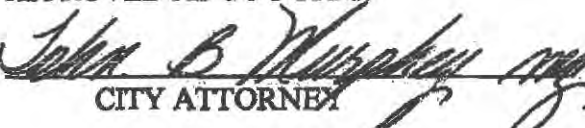
ABSENT: 1 - McIvor

APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 5th day of May, 2014.


KATHLEEN MOESLE WEAVER, MAYOR

ATTEST:

JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY



CITY OF DARIEN

CONTRACT

This Contract is made this 5th day of May, 2014 and between the City of Darien (hereinafter referred to as the "CITY") and Hiscof Painting And Decorating (hereinafter referred to as the "CONTRACTOR").

WARRANTY

In consideration of the promises and covenants made herein by the CITY and the CONTRACTOR (hereinafter referred to collectively as the "PARTIES"), the PARTIES agree as follows:

SECTION 1: THE CONTRACT DOCUMENTS: This Contract shall include the following documents (hereinafter referred to as the "CONTRACT DOCUMENTS") however this Contract takes precedence and controls over any contrary provision in any of the CONTRACT DOCUMENTS. The Contract, including the CONTRACT DOCUMENTS, expresses the entire agreement between the PARTIES and where it modifies, adds to or deletes provisions in other CONTRACT DOCUMENTS, the Contract's provisions shall prevail. Provisions in the CONTRACT DOCUMENTS unmodified by this Contract shall be in full force and effect in their unaltered condition.

The Invitation to Bid
The Instructions to the Bidders
This Contract

The Terms and Conditions
The Bid as it is responsive to the CITY'S bid requirements

All Certifications required by the City
Certificates of Insurance

Performance and Payment Bonds as may be required by the CITY

SECTION 2: SCOPE OF THE WORK AND PAYMENT: The CONTRACTOR agrees to provide labor, equipment and materials necessary to provide the services as described in the CONTRACT DOCUMENTS and further described below:

Unit Pricing for the 2013 City of Darien Fire Hydrant Painting-Phase 1 Project (Hereinafter referred to as the "WORK") and the CITY agrees to pay the CONTRACTOR

pursuant to the provisions of the Local Government Prompt Payment Act (SO HCS 505/1 et seq.) the following amount for performance of the described unit prices.

SECTION 3: ASSIGNMENT: CONTRACTOR shall not assign the duties and obligations involved in the performance of the WORK which is the subject matter of this Contract without the written consent of the CITY.

SECTION 4: TERM OF THE CONTRACT: This Contract shall commence on the date of its execution. The WORK shall commence upon receipt of a Notice to Proceed and continue for the period specified. This Contract shall terminate upon completion of the WORK, but may be terminated by either of the PARTIES for default upon failure to cure after ten (10) days prior written notice of said default from the aggrieved PARTY. The CITY, for its convenience, may terminate this Contract with thirty (30) days prior written notice.

SECTION 5: INDEMNIFICATION AND INSURANCE: The CONTRACTOR shall indemnify and hold harmless the CITY, its officials, officers, directors, agents, employees and representatives and assigns, from lawsuits, actions, costs (including attorneys' fees), claims or liability of any character, incurred due to the alleged negligence of the CONTRACTOR, brought because of any injuries or damages received or sustained by any person, persons or property on account of any act or omission, neglect or misconduct of said CONTRACTOR, its officers, agents and/or employees arising out of, or in performance of any of the provisions of the

CONTRACT DOCUMENTS, including any claims or amounts recovered for any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the "Worker's Compensation Act" or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the CITY, its officials, officers, directors, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The CONTRACTOR shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities. The Contractor shall not make any settlement or compromise of a lawsuit or claim, or fail to pursue any available avenue of appeal of any adverse judgment, without the approval of the City and any other indemnified party. The City or any other indemnified party, in its or their sole discretion, shall have the option of being represented by its or their own counsel. If this option is exercised, then the Contractor shall promptly reimburse the City or other indemnified party, upon written demand, for any expenses, including but not limited to court costs, reasonable attorneys' and witnesses' fees and other expenses of litigation incurred by the City or other indemnified party in connection therewith. Execution of this Contract by the CITY is contingent upon receipt of Insurance Certificates provided by the CONTRACTOR in compliance with the CONTRACT DOCUMENTS.

SECTION 6: COMPLIANCE WITH LAWS: The bidder shall at all times observe and comply with all laws, ordinances and regulations of the federal, state, local and City governments, which may in any manner affect the preparation of bids or the performance of the Contract. Bidder hereby agrees that it will comply with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., including the provision dealing with sexual harassment and that if awarded the Contract will not engage in any prohibited form of discrimination in employment as defined in that Act and will require that its subcontractors agree to the same restrictions. The contractor shall maintain, and require that its subcontractors maintain, policies of equal employment opportunity which shall prohibit discrimination against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service. Contractors and all subcontractors shall comply with all requirements of the Act and of the Rules of the Illinois Department of Human Rights with regard to posting information on employees' rights under the Act. Contractors and all subcontractors shall place appropriate statements identifying their companies as equal opportunity employers in all advertisements for workers to be employed in work to be performed. Not less than the Prevailing Rate of Wages as found by the City of Darien or the Department of Labor shall be paid to laborers, workmen, and mechanics performing work under the Contract. If awarded the Contract, contractor must comply with all provisions of the Illinois Prevailing Wage Act, including, but not limited to, providing certified payroll records to the Municipal Services Department. Contractor and subcontractors shall be required to comply with all applicable federal laws, state laws and regulations regarding minimum wages, limit on payment to minors, minimum fair wage standards for minors, payment of wage due employees, and health and safety of employees. Contractor and subcontractor are required to pay employees all rightful salaries, medical benefits, pension and social security benefits pursuant to applicable labor agreements and federal and state statutes and to further require withholdings and deposits therefore. The CONTRACTOR shall obtain all necessary local and state licenses and/or permits that may be required for performance of the WORK and provide those licenses to the CITY prior to commencement of the WORK if applicable.

SECTION 7: NOTICE: Where notice is required by the CONTRACT DOCUMENTS it shall be considered received if it is delivered in person, sent by registered United States mail, return receipt requested, delivered by messenger or mail service with a signed receipt, sent by facsimile or e-mail with an acknowledgment of receipt, to the following:

City of Darien
1702 Plainfield Road
Darien, IL 60561
Attn: Director of Municipal Services

SECTION 8: STANDARD OF SERVICE: Services shall be rendered to the highest professional standards to meet or exceed those standards met by others providing the same or similar services in the Chicagoland area. Sufficient competent personnel shall be provided who with supervision shall complete the services required within the time allowed for performance. The CONTRACTOR'S personnel shall, at all times present a neat appearance and shall be trained to handle all contact with City residents or City employees in a respectful manner. At the request of the Director of Municipal Services or a designee, the CONTRACTOR shall replace any incompetent, abusive or disorderly person in its employ.

SECTION 9: PAYMENTS TO OTHER PARTIES: The CONTRACTOR shall not obligate the CITY to make payments to third parties or make promises or representations to third parties on behalf of the CITY without prior written approval of the City Administrator or a designee.

SECTION 10: COMPLIANCE: CONTRACTOR shall comply with all of the requirements of the Contract Documents, including, but not limited to, the Illinois Prevailing Wage Act where applicable and all other applicable local, state and federal statutes, ordinances, codes, rules and regulations.

SECTION 11: LAW AND VENUE: The laws of the State of Illinois shall govern this Contract and venue for legal disputes shall be DuPage County, Illinois.

SECTION 12: MODIFICATION: This Contract may be modified only by a written amendment signed by both PARTIES.

FOR: THE CITY

FOR: THE CONTRACTOR

By: Kathleen Maest Wenzel

By: _____

Print Name: Kathleen Maest Wenzel

Print Name: _____

Title: Mayor

Title: _____

Date: 5/5/14

Date: _____

VENDOR INFORMATION

The Contract shall begin on July 22, 2013 and be in effect until September 30, 2013.

TO BE COMPLETED BY VENDOR

COMPANY NAME: Muscat Painting & Decorating

CONTACT PERSON: Brett Muscat

ADDRESS: 555 Ashland Avenue

CITY, STATE, ZIP CODE: East Dundee, Illinois 60118

TELEPHONE NUMBER: Office 847-428-8225 Mobile 888-724-6811

FACSIMILE NUMBER: gone green - email only no fax

E-MAIL ADDRESS brett@muscatpainting.com

AUTHORIZED SIGNATURE: 

**Summary Schedule of Cost for Phase 2-2014:
Contract Extension 1**

Phase II is an option for a contract extension and will be awarded pending budget consideration and vendor performance in May 2014.

The contract shall be awarded on a Total Cost of Items 1 and 2.

NO	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
1.	SANDBLASTING AND PREP WORK	480	EACH	35.47	17025.60
2.	PAINING OF FIRE HYDRANTS	480	EACH	37.40	17952.00
3.	TOTAL COST ADD ITEM 1 AND 2	480	combined	72.87	34977.60

Company Name: Muscat Painting & Decorating

MUSCAT PAINTING & DECORATING
 1-888-PAINT-11
 www.muscatpainting.com

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

I, JoAnne E. Ragona, do hereby certify that I am the duly qualified CITY CLERK of the CITY OF DARIEN of DuPage County, Illinois, and as such officer I am the keeper of the records and files of the City;

I do further certify that the foregoing constitutes a full, true and correct copy of RESOLUTION NO. R-76-14 — *“A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT BETWEEN THE CITY OF DARIEN AND MUSCAT PAINTING AND DECORATING INC FOR THE 2014 FIRE HYDRANT PAINTING PHASE 2 IN AN AMOUNT NOT TO EXCEED \$36,435.00”* of the City of Darien, Du Page County, Illinois, duly passed and approved by the Mayor and City Council at a Meeting Held on May 5, 2014.

IN WITNESS WHEREOF, I have hereunto affixed my official hand and seal this 5th day of May, 2014.




City Clerk

SECTION III

BIDDER SUMMARY SHEET

2013 City of Darien Fire Hydrant Painting

Firm Name: DMD Consultants Inc

Address: 4850 Pates Hill Rd

City, State, Zip Code: Mosheim, TN 37818

Contact Person: DAVID DURRUA

FEIN #: 65-1011844

Phone: (501) 624-3333

Fax: (480) 287-9283

Mobile: (561) 441-7444

E-mail Address: dmd@dmdconsultants.net

RECEIPT OF ADDENDA: The receipt of the following addenda is hereby acknowledged:

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

Summary Schedule of Cost for Phase 1-2013:

All bids shall be sealed and returned prior to the bid opening at 10:30 a.m. on Tuesday, June 11, 2013 at the City of Darien, 1702 Plainfield Road, Darien, Illinois, 60561.

The contract shall be awarded on a **Total Cost of Items 1 and 2.**

NO	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
1.	SANDBLASTING AND PREP WORK	480	EACH	40. ⁰⁰	19,200. ⁰⁰
2.	PAINTING OF FIRE HYDRANTS	480	EACH	34. ⁰⁰	16,320. ⁰⁰
3.	TOTAL COST ADD ITEM 1 AND 2			74. ⁰⁰	35,520

Company Name:

DMD Consultants Inc

**Summary Schedule of Cost for Phase 2-2014:
Contract Extension 1**

Phase II is an option for a contract extension and will be awarded pending budget consideration and vendor performance in May 2014.

The contract shall be awarded on a **Total Cost of Items 1 and 2.**

NO	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
1.	SANDBLASTING AND PREP WORK	480	EACH	41	19,680. ⁰⁰
2.	PAINING OF FIRE HYDRANTS	480	EACH	35	16,800. ⁰⁰
3.	TOTAL COST ADD ITEM 1 AND 2			76 ⁰⁰	36,480. ⁰⁰

Company Name: DMD Consultants Inc

**Summary Schedule of Cost for Phase 3-2015:
Contract Extension 2**

Phase III is an option for a contract extension and will be awarded pending budget consideration and vendor performance in May 2015.

The contract shall be awarded on a Total Cost of Items 1 and 2.

NO	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
1.	SANDBLASTING AND PREP WORK	470	EACH	42. ⁰⁰	19,740. ⁰⁰
2.	PAINTING OF FIRE HYDRANTS	470	EACH	36. ⁰⁰	16,920. ⁰⁰
3.	TOTAL COST ADD ITEM 1 AND 2			78. ⁰⁰	36,660. ⁰⁰

Company Name: DMD Consultants Inc

END OF SPECIFICATION

Firm Name: DMD Consultants Inc

Signature of Authorized Representative: 

Title: Director **Date:** 6/10/13

ACCEPTANCE: This proposal is valid for 60 calendar days from the date of submittal.

BUDGET REQUEST FORM Maintenance Budget

Department: Municipal Services Fund: 02

Project/Program Title: Water Main Line Valve Replacement

Description of proposed new program/activity/expenditure, including purpose and justification:

Year purchased: _____ Original Cost: _____

Throughout the course of every year the Water Department has numerous water main breaks, fire hydrant repairs, and service line repairs that need to be performed on the water system throughout town. Working on these repairs often requires our crews to shut down the water using main line valves on the water main. We have had numerous situations where we turn off the valves that should shut down the water for that repair and it does not. In these situations staff has to expand the shut down area by shutting down additional valves. Shutting down these additional valves causes more residents to be without water service. There are also times where shutting the additional valves has not shut down the water either. During these incidents our crews will attempt to make the repair while the system is under pressure. This is not a recommended practice and is approached very cautiously. I recommend that we start to move through the subdivisions and address areas that are known problems. We have identified that we would like to work on the valves in the Marion Hills South and North Subdivisions starting next year. In order to make sure that the correct valves are replaced staff will perform test shutdowns and then determine which valves are bad and need to be replaced. Replacing these valves will allow our staff to work more efficiently and safely in order to make sure that we continue to provide safe drinking water to our residents. Most of the new valves will be placed in valve vaults which gives staff the opportunity to work on the valves in the future without requiring an excavation. This will be an ongoing budgetary item so that staff can continue to work through all areas of town.

Estimated Budget:

Account #	Account Name	Cost
<u>02-50-4620</u>	<u>Capital Purchases</u>	<u>\$70,000.00</u>
	TOTAL COST:	<u>\$70,000.00</u>

(COST SHOULD INCLUDE DELIVERY & ANY OTHER CHARGES)

Has this request been submitted before? _____ Yes _____ No

If yes, how many times: _____

SUBMITTED BY: Kris

Recommended by City Administrator: _____ Yes _____ No

MUNICIPAL SERVICES
MOTOR FUEL TAX BUDGET
FISCAL YEAR 2016

ACCOUNT	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED ACTUAL	FYE 16 REQUESTED	DEPT MAINT BUDGET REQUEST	COUNCIL DISCRETIONARY EXPENDITURES	FYE 17 FORECAST	FYE 18 FORECAST
REVENUE								
MFT ALLOTMENT	545,255	523,450	\$536,689.80	525,647	\$525,646.80		\$525,647	\$525,647
MISC. INCOME	102,552	-	204,000	-				
INTEREST	2,970	1,000	2,800	2,000	2,000		-	-
TOTAL REVENUE	\$ 650,777	\$ 524,450	\$ 743,490	\$ 527,647	\$ 527,647	\$ -	\$ 525,647	\$ 525,647
EXPENDITURES								
OPERATING								
SALARIES	300,000	300,000	245,000	245,000	245,000	-	245,000	245,000
BENEFITS	67,440		55,076	55,076	55,076			
ROAD MATERIAL	32,520	35,760	32,000	36,475	36,475	-	37,204	37,948
SALT	244,960	224,400	224,000	225,500	225,500	-	257,250	259,000
SUPPLIES-OTHER	11,024	15,000	15,000	15,000	15,000	-	15,500	15,500
SUB-TOTAL	655,945	575,160	571,076	577,051	577,051	-	554,954	557,448
CONTRACTUAL								
PAVEMENT STRIPING	5,959	8,500	8,000	10,500	10,500	-	8,500	8,500
CONSULTING/PROF. SE	129,127	15,000	15,000	15,000	15,000	-	5,000	4,000
Ditch Projects	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-
SUB-TOTAL	135,086	23,500	23,000	25,500	25,500	-	13,500	12,500
CAPITAL OUTLAY								
STREET LIGHTS	-	-	-	-	-	-	-	-
STREET RECON/REHAB	-	-	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-	-	-
TOTAL EXPENDITURE	\$ 791,031	\$ 598,660	\$ 594,076	\$ 602,551	\$ 602,551	\$ -	\$ 568,454	\$ 569,948
FISCAL YEAR BALANCE	\$ (140,254)	\$ (74,210)	\$ 149,414	\$ (74,904)	\$ (74,904)	\$ -	\$ (42,807)	\$ (44,302)
BEG. FUND BALANCE	\$ 292,709	\$ 195,640	\$ 152,455	\$ 301,869	\$ 301,869	\$ 301,869	\$ 226,965	\$ 184,157
ENDING FUND BALANCE	\$ 152,455	\$ 121,430	\$ 301,869	\$ 226,965	\$ 226,965	\$ 301,869	\$ 184,157	\$ 139,856

FYE 2016 BUDGET SUMMARY

	Maintenance	Discretionary
SALARIES	\$ 245,000	\$ -
BENEFITS	\$ 55,076	
OPERATING COSTS	\$ 276,975	
CONTRACTUAL	\$ 25,500	\$ -
CAPITAL	\$ -	\$ -
TOTAL	\$ 602,551	\$ -

Account #	Description	Department Maintenance Budget Request	City Council Discretionary Expenditures
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OPERATING			
60-4010	SALARY	\$ 245,000	\$ -
BENEFITS			
60-4110	SOCIAL SECURITY	\$ 15,190	\$ -
60-4111	MEDICARE	\$ 3,553	\$ -
60-4115	IMRF	\$ 36,334	\$ -
OPERATING COSTS			
60-4245	ROAD MATERIAL	\$ 36,475	\$ -
60-4249	SALT	\$ 225,500	\$ -
60-4257	SUPPLIES - OTHER	\$ 15,000	\$ -
CONTRACTUAL SERVICES			
60-4261	PAVEMENT STRIPING	\$ 10,500	\$ -
60-4325	CONSULTING/PROFESSIONAL SERVICES	\$ 15,000	\$ -
60-4376	DITCH PROJECTS	\$ -	\$ -
60-4815	EQUIPMENT	\$ -	\$ -
60-4375	TREE TRIMMING/REMOVAL	\$ -	\$ -
CAPITAL PURCHASES			
60-4840	STREET LIGHTS	\$ -	\$ -
60-4855	STREET RECONSTRUCTION/REHABILITATION	\$ -	\$ -

City of Darien

SPECIAL SERVICE AREA #1 FUND BUDGET FISCAL YEAR ENDING 2016

ACCOUNT	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 EST ACT	FYE 16 REQUEST	DEPT MAINT FYE 16 BUDGET REQUEST	COUNCIL DISCRETIONARY EXPENDITURES	FYE 17 FORECAST	FYE 18 FORECAST
REVENUE								
PROPERTY TAXES	\$ 5,061	\$ 5,000	\$ 5,071	\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000
INTEREST	\$ 111	\$ -	\$ 80	\$ 75	\$ 75	\$ -	\$ 75	\$ 75
TOTAL REVENUE	\$ 5,172	\$ 5,000	\$ 5,151	\$ 5,075	\$ 5,075	\$ -	\$ 5,075	\$ 5,075
EXPENDITURES								
PROFESSIONAL SERVICE	4,978	5,000	4,000	\$ 4,500	4,500	-	4,500	4,500
GENERAL MAINTENANCE			0	\$ -				
MAINTENANCE CONTRACT			0	\$ -				
CONTINGENCY		3,500	-	\$ -		-	4,000	4,000
TOTAL EXPENDITURES	4,978	8,500	4,000	4,500	4,500	-	8,500	8,500
FISCAL YEAR BALANCE	\$ 195	\$ (3,500)	\$ 1,151	\$ 575	\$ 575	\$ -	\$ (3,425)	\$ (3,425)
BEG FUND BALANCE	\$ 8,737	\$ 3,975	\$ 8,932	\$ 10,083	\$ 10,658	\$ -	\$ 10,658	\$ 7,233
ENDING FUND BALANCE	\$ 8,932	\$ 475	\$ 10,083	\$ 10,658	\$ 11,233	\$ -	\$ 7,233	\$ 3,808

DEBT FUND BOND SERIES 7B (FINAL PAYMENT FYE 18)

FISCAL YEAR ENDING 2016

ACCOUNT	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 EST ACT	FYE 16 REQUEST	DEPT MAINT BUDGET REQUEST	COUNCIL DISCRETIONARY EXPENDITURES	FYE 17 FORECAST	FYE 18 FORECAST
REVENUE								
REAL ESTATE TAX LEVY	\$ 502,925	\$ 497,000	\$ 501,182	495,000	\$ 495,000		\$ -	\$ -
TRANSFER FROM GEN FUND		-	-	889,045	889,045	-	-	-
INTEREST	1,403	500	1,360	-	-	-	-	-
TOTAL REVENUES	\$ 504,328	\$ 497,500	\$ 502,542	\$ 1,384,045	\$ 1,384,045	\$ -	\$ -	\$ -
TOTAL EXP- BOND PAYMENTS	\$ 498,775	\$ 497,500	\$ 497,500	1,402,500	\$1,402,500	\$ -	\$ -	\$ -
FISCAL YEAR BALANCE	5,553	-	5,042	(18,455)	(18,455)	0	0	0
BEG FUND BALANCE	7,860	13,385	13,413	18,455	0	0	0	0
ENDING FUND BALANCE	13,413	13,385	18,455	\$ 0	(18,455)	0	0	0

Interest due June and dec 15	principal	interest	total		int june 15	int dec 15
2016	\$440,000	\$55,000	\$495,000	2015	\$27,500	\$27,500
2017	\$460,000	\$37,400	\$497,400	2016	\$18,700	\$18,700
2018	\$475,000	\$19,000	\$494,000	2017	\$9,500	\$9,500