

**CITY OF DARIEN TEMPORARY AMENDMENT TO CITY COUNCIL MEETING RULES FOR COMPLIANCE WITH ILLINOIS OPEN MEETINGS ACT:**

- The public is permitted to attend the City Council meeting but the meeting room will be limited to 20 members of the public at one time. The public will be required to maintain social distancing rules and are required to wear a mask while in the building.
- Members of the public physically present must be able to hear all discussion and testimony and all votes of the members of the body. This would mean that members of the public physically present, if more than 20, can be in a different room at City Hall. For example, this can be accomplished by offering a call-in telephone number, a web-based link such as YouTube presenting meeting live or viewing the meeting on cable at City Hall.

Visit the City of Darien [YouTube channel](#) to view the meeting live.

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**PRE-COUNCIL WORK SESSION — 7:00 P.M.**

\*\*\*\*\*

Agenda of the Regular Meeting  
of the City Council of the  
**CITY OF DARIEN**

October 4, 2021

7:30 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Swearing in of “Mayor for the Day” Floriano Garro
4. Roll Call
5. Declaration of Quorum
6. Questions, Comments and Announcements — **General (This is an opportunity for the public to [make comments or ask questions on any issue](#) – 3 Minute Limit Per Person, Additional Public Comment Period - Agenda Item 18)**
7. Approval of Minutes – [September 7, 2021](#)
8. Receiving of Communications
9. Mayor's Report
  - A. Mayoral Proclamation “[Arts DuPage](#)” (October 2021)
  - B. Mayoral Proclamation “[Hispanic Heritage Month](#)” (September 15 – October 15, 2021)
  - C. [Annual Financial Report](#) — For the Year Ended April 30, 2021
10. City Clerk's Report

11. City Administrator's Report
12. Department Head Information/Questions
13. Treasurer's Report
  - A. Warrant Number — [21-22-10](#)
  - B. Warrant Number — [21-22-11](#)
  - C. Monthly Report — [August 2021](#)
14. Standing Committee Reports
15. Questions and Comments — **Agenda Related (This is an opportunity for the public to [make comments or ask questions on any item on the Council's Agenda](#) – 3 Minute Limit Per Person)**
16. Old Business
17. Consent Agenda
  - A. Consideration of a Motion to Grant a Waiver of the Raffle License Bond Requirement for the [Hinsdale South High School Music Booster Association](#)
  - B. Consideration of a Motion to Approve a Resolution Accepting a Proposal from ADS LLC D.B.A. ADS Environmental Services for the [2021 Water Leak Survey](#), in an Amount not to Exceed \$12,019.80
  - C. Consideration of a Motion to Approve a Resolution Authorizing the [Purchase of One New Challenger Vehicle Lift](#) from LIFTNOW Automotive Equipment Corp., in an Amount not to Exceed \$52,917.80
  - D. Consideration of a Motion to Approve A Resolution [Accepting a Proposal from EJ Equipment for a Lease Agreement of a Vactor Truck](#) for Hydro Excavation at Various Locations throughout the City for Buffalo Box Repairs during the Meter Replacement Program, at the Proposed Unit Price and not to Exceed \$72,000
  - E. Consideration of a Motion to Approve a Resolution [Accepting a Proposal from Baxter and Woodman Natural Resources, LLC \(BWNR\)](#) for the Native Planting Materials, Installation and a Three Year Monitoring Period as Related to the Lawn Conversion to Native Plantings at the South East quadrant of 74th Street and Elm Street in an Amount not to Exceed \$23,470
  - F. Consideration of a Motion Approving a [Transfer from the General Fund to the Capital Projects Fund](#) of \$1,800,000
18. New Business
  - A. Consideration of a Motion to Approve a Resolution Authorizing the [Purchase of One New 2022 Ford F-350 XL 4X2 Pick-Up](#) from Roesch Ford In An Amount not to Exceed \$48,666.00
  - B. Consideration of a Motion to [Direct Staff to Negotiate a Contract with LRS](#) for Option 2 (carts only) in Substantial Conformance with the LRS Proposal Dated September 15, 2021

19. Questions, Comments and Announcements — **General (This is an opportunity for the public to make comments or ask questions on any issue – 3 Minute Limit Per Person)**
20. Adjournment

A WORK SESSION WAS CALLED TO ORDER AT 7:00 P.M. BY MAYOR MARCHESE FOR THE PURPOSE OF REVIEWING ITEMS ON THE SEPTEMBER 7, 2021 AGENDA WITH THE CITY COUNCIL. THE WORK SESSION ADJOURNED AT 7:27 P.M.

**Minutes of the Regular Meeting**

**of the City Council of the**

**CITY OF DARIEN**

**September 7, 2021**

**7:30 P.M.**

1. **CALL TO ORDER**

The regular meeting of the City Council of the City of Darien was called to order at 7:30 P.M. by Mayor Marchese.

2. **PLEDGE OF ALLEGIANCE**

Mayor Marchese led the Council and audience in the Pledge of Allegiance.

3. **ROLL CALL** — The Roll Call of Aldermen by Clerk Ragona was as follows:

Present:	Thomas J. Belczak	Ted V. Schauer (via telephone)
	Thomas M. Chlystek	Mary Coyle Sullivan
	Joseph A. Kenny	Lester Vaughan

Absent: Eric K. Gustafson

Also in Attendance: Joseph Marchese, Mayor  
JoAnne E. Ragona, City Clerk  
Michael J. Coren, City Treasurer  
Bryon Vana, City Administrator  
Gregory Thomas, Police Chief  
Daniel Gombac, Director of Municipal Services  
Jordan Yanke, City Planner

4. **DECLARATION OF A QUORUM** — There being six aldermen present, Mayor Marchese declared a quorum.



Roll Call:       Ayes:       Belczak, Kenny, Schauer, Sullivan, Vaughan  
                  Abstain:     Chlystek  
                  Nays:       None  
                  Absent:     Gustafson

Results: Ayes 6, Nays 0, Absent 1  
**MOTION DULY CARRIED**

Clerk Ragona administered the Oath of Office to Heather Conroy.

**B. MAYORAL PROCLAMATION “DARIEN REMEMBERS 9/11 MONTH”  
(SEPTEMBER 2021)**

Mayor Marchese read the proclamation into record declaring September 2021 as Darien Remembers 9/11 Month.

Mayor Marchese highlighted the events planned for the weekend of remembrance commemorating the 20<sup>th</sup> Anniversary of 9/11:

- Friday, September 10 at 1:00 P.M. “Darien Honors Darien Connecticut Residents Lost in 9/11” at Darien Community Park.
- Saturday, September 11 at 9:30 A.M. “Darien First Responders Parade.”
- Saturday, September 11 at Noon “Darien Community Picnic” at Darien Community Park.
- Sunday, September 12 at 8:00 A.M. “Darien Dash” at Darien Swim and Recreation Club.
- Sunday, September 12 at 2:00 P.M. “Darien Remembers Concert” at Carriage Greens Country Club featuring Cass Junior High Band and 144<sup>th</sup> Army National Guard Band.
- Friday, September 17 Hinsdale South High School “Darien Flag and Remembrance Ceremony” at Hinsdale South vs. Hinsdale Central Football Game.

9. **CITY CLERK’S REPORT**

There was no report.

10. **CITY ADMINISTRATOR’S REPORT**

Administrator Vana clarified inquiry from Work Session that on February 16, 2021 Alderman Gustafson asked Council to consider Steak ‘n Shake as a permitted cannabis location; he noted Council voted at a later meeting.

Alderman Chlystek asked Council if there was interest in reviewing the Noise Ordinance. Council discussion ensued. Administrator Vana to forward Council Noise Ordinance for review.

Alderman Kenny commented that Goal Setting Session is a valuable tool for these types of concerns. Mayor Marchese explained that due to COVID 2021 Goal Setting Session was cancelled; a Goal Setting Session is being planned for either October or November. Alderman Belczak and Alderwoman Sullivan agreed with Alderman Kenny on need for Goal Setting Session.

11. **DEPARTMENT HEAD INFORMATION/QUESTIONS**

**A. POLICE DEPARTMENT – NO REPORT**

**B. MUNICIPAL SERVICES – NO REPORT**

12. **TREASURER’S REPORT**

**A. WARRANT NUMBER 21-22-09**

It was moved by Alderwoman Sullivan and seconded by Alderman Belczak to approve payment of Warrant Number 21-22-09 in the amount of \$336,372.92 from the enumerated funds, and \$272,391.34 from payroll funds for the period ending 8/26/21 for a total to be approved of \$608,764.26.

Roll Call: Ayes: Belczak, Chlystek, Kenny, Schauer, Sullivan, Vaughan

Nays: None

Absent: Gustafson

Results: Ayes 6, Nays 0, Absent 1

**MOTION DULY CARRIED**

**B. MONTHLY REPORT – MAY 2021**

**C. MONTHLY REPORT – JUNE 2021**

**D. MONTHLY REPORT – JULY 2021**

Treasurer Coren reviewed year-to-date sources of revenue, expenditures, and fund balances through the month of July 2021.

<u>General Fund:</u>	Revenue \$5,315,645; Expenditures \$3,774,620; Current Balance \$5,902,487
<u>Water Fund:</u>	Revenue \$1,152,200; Expenditures \$821,791; Current Balance \$3,933,371
<u>Motor Fuel Tax Fund:</u>	Revenue \$462,035; Expenditures \$1,109,977; Current Balance \$718,381
<u>Water Depreciation Fund:</u>	Revenue \$571 Expenditures \$49,967; Current Balance \$3,045,973
<u>Capital Improvement Fund:</u>	Revenue \$118,268; Expenditures \$625,957; Current Balance \$7,706,697

Treasurer Coren stated the auditors will present Annual Financial Report at the October 4, 2021 City Council Meeting.

13. **STANDING COMMITTEE REPORTS**

**Administrative/Finance Committee** – Chairwoman Sullivan announced the next Administrative/Finance Committee meeting is scheduled for October 4, 2021 at 6:00 P.M. Chairwoman Sullivan thanked City Staff & City Accountant, Julie Saenz for assistance with the audit process. She stated the Economic Development Committee will be meeting on October 7, 2021 at 7:00 P.M.

**Municipal Services Committee** – Chairman Belczak announced the Municipal Services Committee meeting is scheduled for September 27, 2021 at 7:00 P.M.

**Police Committee** – Chairman Kenny announced the Police Committee meeting is scheduled for September 20, 2021 at 6:00 P.M. in the Police Department Training Room.

14. **QUESTIONS AND COMMENTS – AGENDA RELATED**

Wally Wright, Preserves of Waterfall Glen Townhome Association President, commented regarding opposition to Darien Heights variances and I-55 noise. He commented on May 3, 2021 City Council Meeting.



15. **OLD BUSINESS**

There was no Old Business.

16. **CONSENT AGENDA**

There was no Consent Agenda.

17. **NEW BUSINESS**

**A. CONSIDERATION OF A MOTION TO APPROVE AN ORDINANCE GRANTING FINAL PUD AND FINAL PLAT OF CONSOLIDATION APPROVAL (DARIEN HEIGHTS/2305 SOKOL COURT & 2345 S FRONTAGE ROAD)**

It was moved by Alderman Kenny and seconded by Alderman Vaughan to approve the motion as presented.

**ORDINANCE NO. O-13-21**

**AN ORDINANCE AUTHORIZING GRANTING FINAL PUD AND FINAL PLAT OF CONSOLIDATION APPROVAL (DARIEN HEIGHTS/2305 SOKOL COURT & 2345 S FRONTAGE ROAD)**

Alderman Sullivan thanked residents for staying engaged on this topic and City Staff for addressing resident concerns. She referenced Memo dated August 18 from City Planner Yanke to the Homeowners Association. Director Gombac expressed confidence that the retention requirements were stringent. He noted there will be additional detention on the Darien Heights property.

Director Gombac confirmed that Council vote was to approve Final PUD and Plat of Consolidation.

Alderman Chlystek commented that Farmingdale Apartments are at 96% capacity with rent starting at \$1100/month.

Roll Call: Ayes: Belczak, Chlystek, Kenny, Schauer, Sullivan, Vaughan

Nays: None

Absent: Gustafson

Results: Ayes 6, Nays 0, Absent 1

**MOTION DULY CARRIED**

18. **QUESTIONS, COMMENTS AND ANNOUNCEMENTS – GENERAL**

Alderman Chlystek reminded residents that Darien Dash will be held on Sunday, September 12.

Mayor Marchese...

...encouraged all to attend events commemorating 20<sup>th</sup> Anniversary of 9/11.

...announced September is Childhood Cancer Awareness Month.

Alderwoman Sullivan commented that the events planned to “Remember 9/11” will be an opportunity for residents to gather and share their stories.

19. **ADJOURNMENT**

There being no further business to come before the City Council, it was moved by Alderman Kenny and seconded by Alderman Belczak to adjourn the City Council meeting.

**VIA VOICE VOTE – MOTION DULY CARRIED**

The City Council meeting adjourned at 8:15 P.M.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

All supporting documentation and report originals of these minutes are on file in the Office of the City Clerk under File Number 9-07-21. Minutes of 9-07-21 CCM.

## ***Mayoral Proclamation***

***Whereas, Arts DuPage has regularly issued official proclamations to all the cities, towns, and villages in DuPage County on an annual basis designating October as Arts DuPage Month; and***

***Whereas, the arts embody much of the accumulated wisdom, intellect, and imagination of humankind; and***

***Whereas, the arts enrich us as individuals and play a unique role in the lives of our families, our communities; and***

***Whereas, the arts promote a better understanding of the diversified cultures within our communities and unify us regardless of age, race, and ethnicity; and***

***Whereas, the arts sector in DuPage County consists of 2,272 arts related businesses and account for 4.2 percent of the total number of businesses in the region, a larger share of the economy than transportation, tourism, agriculture, and construction; and***

***Whereas, the arts provide full-time employment for over 15,000 workers in DuPage County; and***

***Whereas, the arts improve our economy, enrich our civic life, drive tourism and commerce, and exert a profound positive influence on the education of our children; and***

***Whereas, the coronavirus had a devastating impact on DuPage County's creative sector, forcing 99% of arts organizations to shut down, thus placing artists among the most severely affected segment of the nation's workforce. Even in challenging times, the arts helped collectively lead us through the darkest times of the pandemic—lifting our spirits, unifying communities, and providing entertainment. Now, with the move to Phase 5 of Illinois' COVID-19 Mitigation Plan, the arts will play a vital role in rebuilding our communities, jumpstarting the economy, and leading us back to normalcy.***

***NOW, THEREFORE, I, Joseph A. Marchese, Mayor of the City of Darien,  
do hereby proclaim the Month of October 2021, as***

***ARTS DUPAGE MONTH***

*in the City of Darien and call upon our community members to celebrate and  
promote the arts in DuPage County.*

***In Witness Whereof, I Have Hereunto Set My Hand And Caused To Be  
Affixed The Seal Of The City of Darien.***

***Done, this fourth day of October Two-Thousand Twenty-One.***

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*Joseph A. Marchese, Mayor*

*Attest:*

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*JoAnne E. Ragona, City Clerk*

## ***Mayoral Proclamation***

***Whereas***, we celebrate National Hispanic Heritage Month and the rich history, culture, contributions and importance of Hispanics and Latinos to our country and our community and the American citizens whose ancestors came from Spain, Mexico, the Caribbean, Central America, and South America; and

***Whereas***, the Hispanic Heritage observance began in 1968 as Hispanic Heritage Week under President Lyndon Johnson. President Ronald Reagan in 1988 expanded the observance to cover a month starting on September 15 and ending on October 15. Hispanic Heritage Month was enacted into law on August 17, 1988; and

***Whereas***, the September 15 date is significant because it is the Anniversary of Independence for five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua. In addition, Mexico and Chile celebrate their Independence Days on September 16 and September 18, respectively. Also, Columbus Day or Día de la Raza, which is October 12, falls within this 30 day period; and

***Whereas***, the 2021 national theme for the observance is "Esperanza: A Celebration of Hispanic Heritage and Hope." The theme invites everyone to celebrate Hispanic Heritage and to reflect on how great tomorrow can be with resilience and hope. It encourages reflection on all of the contributions Hispanics have made in the past, and will continue to make in the future; and

***Whereas***, today Hispanics form the largest ethnic or racial minority group in the United States with over 60.6 million population. In 2019, Hispanics constituted 18.5% of the nation's total population. Hispanics are advancing our economy, improving our communities, and bettering our county; and

***Whereas***, during National Hispanic Heritage Month, we honor and celebrate the rich and vibrant traditions of the Hispanic and Latino faith, and hard work and patriotism; and

*Whereas, we are grateful for the innumerable contributions Hispanics have made to our society, all of which are vital to our community.*

*NOW, THEREFORE, I, Joseph A. Marchese, Mayor of the City of Darien, in recognition of Hispanic Americans, past and present in our community, do hereby proclaim September 15, 2021 to October 15, 2021 as:*

***NATIONAL HISPANIC AMERICAN HERITAGE MONTH***

*in the City of Darien, and encourage all residents to celebrate our diverse heritage and culture and continue the efforts to create a world that is more just, peaceful and prosperous.*

***In Witness Whereof, I Have Hereunto Set My Hand And Caused To Be Affixed The Seal Of The City of Darien.***

*Done, this fourth day of October Two-Thousand Twenty-One.*

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*Joseph A. Marchese, Mayor*

*Attest:*

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*JoAnne E. Ragona, City Clerk*



[Auditor's Communication](#)

[Management Letter](#)

[Single Audit](#)

[CYEFR](#)

## **CITY OF DARIEN, ILLINOIS**

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### ANNUAL FINANCIAL REPORT

For the Year Ended April 30, 2021



**SIKICH.COM**

Prepared by the General Administration Department

Michael J. Coren  
City Treasurer

**CITY OF DARIEN, ILLINOIS**  
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## **INTRODUCTORY SECTION**

**CITY OF DARIEN, ILLINOIS**

**PRINCIPAL OFFICIALS**

April 30, 2021

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**MAYOR**

Joseph A. Marchese

**CITY COUNCIL**

Ted V. Schauer  
Lester Vaughan  
Joseph A. Kenny  
Thomas M. Chlystek  
Mary Coyle Sullivan  
Eric K. Gustafson  
Thomas J. Belczak

**CITY TREASURER**

Michael J. Coren

**CITY CLERK**

JoAnne Ragona

**CITY ATTORNEY**

John B. Murphey

## **FINANCIAL SECTION**

## **INDEPENDENT AUDITOR'S REPORT**

1415 West Diehl Road, Suite 400  
Naperville, IL 60563  
630.566.8400

**SIKICH.COM**

## **INDEPENDENT AUDITOR'S REPORT**

The Honorable Mayor  
Members of the City Council  
City of Darien, Illinois

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Darien, Illinois (the City) as of and for the year ended April 30, 2021, and the related notes to financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Darien, Illinois, as of April 30, 2021, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section, combining and individual fund financial statements and schedules, and supplemental data are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining and individual fund financial statements and schedules and supplemental data are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and schedules and supplemental data are fairly stated, in all material respects, in relation to the basic financial statements as a whole.



The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

We also have previously audited, in accordance with auditing standards generally accepted in the United States of America, the City's basic financial statements for the year ended April 30, 2020, which are not presented with the accompanying financial statements. In our report dated August 13, 2020, we expressed unmodified opinions on the respective financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information. That audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statement as a whole. The 2020 comparative data included on certain individual fund schedules are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the 2020 financial statements. The information has been subjected to the auditing procedures applied in the audit of those basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the 2020 comparative information included on certain individual fund schedules are fairly stated in all material respects in relation to the basic financial statements from which they have been derived.

#### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated August 13, 2020, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the City's internal control over financial reporting and compliance.

*Sikich LLP*

Naperville, Illinois  
August 13, 2021

**GENERAL PURPOSE EXTERNAL FINANCIAL STATEMENTS**

***CITY OF DARIEN***  
***Management's Discussion and Analysis***  
***For the Year Ended April 30, 2021***

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**MANAGEMENT'S DISCUSSION AND ANALYSIS**

As management of the City of Darien, we offer readers of Darien's financial statements this narrative overview and analysis of the financial activities of the City of Darien for the fiscal year ended April 30, 2021. Management's Discussion and Analysis (MD&A) is designed to focus on the current year's activities, resulting changes, and currently known facts. We encourage readers to consider the information presented here in conjunction with the City's financial statements.

The City of Darien's MD&A is also designed to assist the reader in focusing on significant financial issues, provide an overview of financial activities, identify current changes, address the subsequent year's challenges, identify material deviations from the financial plan (approved budgets), and identify issues with individual funds.

***FINANCIAL HIGHLIGHTS***

- ❑ The City of Darien maintained compliance with the Police Pension funding requirements as well as the IMRF funding requirements throughout the year.
- ❑ The City was able to transfer \$3.6 million to the Capital Improvements Fund in FYE 21 to be used in the City of Darien's 3-year Capital Improvement Plan. The Capital Improvement Plan includes sidewalk replacement, storm-water ditch projects, new street lighting, the road program, and crack sealing to name a few.
- ❑ The City was able to maintain a balance in The General Fund throughout the fiscal year to cover a minimum of 3 months of operating expenses.
- ❑ The City was able to reduce its General Obligation Refunding Bond debt by \$710,000 during the year.

**CITY OF DARIEN**  
**Management's Discussion and Analysis**  
**For the Year Ended April 30, 2021**

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**OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The basic financial statements are comprised of three components:

- Government-wide financial statements,
- Fund financial statements, and
- Notes to the basic financial statements

This report also contains other supplementary information in addition to the basic financial statements.

**Government-Wide Financial Statements**

The government-wide financial statements (see pages 4-6) are designed to be corporate-like in that all governmental and business-type activities are consolidated into columns which add to a total for the Primary Government.

□ The focus of the *Statement of Net Position* (the "Unrestricted Net Position") is designed to be similar to bottom line results for the City and its governmental and business-type activities. This statement combines and consolidates governmental funds' current financial resources (short-term spendable resources) with capital assets and long-term obligations using the accrual basis of accounting and economic resources measurement focus.

□ The *Statement of Activities* is focused on both the gross and net cost of various activities (including governmental and business-type), which are supported by the government's general taxes and other resources. This is intended to summarize and simplify the user's analysis of the cost of various governmental services and/or subsidy to various business-type activities.

□ The *Governmental Activities* reflect the City's basic services, including administration, police and buildings, planning and development, streets and yard waste, and public works. Property taxes, sales taxes, and shared state income taxes finance the majority of these services.

□ The *Business-Type Activities* reflect private sector type operations (Water & Sewer), where the fee for service typically covers all or most of the cost of operation including depreciation.

**Fund Financial Statements**

Traditional users of governmental financial statements will find the Fund Financial Statements presentation (pages 7-15) more familiar. The focus is on Major Funds, rather than the previous model fund types. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

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**For the Year Ended April 30, 2021**

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□ Governmental Funds are presented on a sources and uses of liquid resources basis. This is the manner in which the financial plan (the budget) is typically developed. The flow and availability of liquid (spendable) resources is a clear and appropriate focus of any analysis of a government. Funds are established for various purposes and the Fund Financial Statements allow the demonstration of sources and uses and/or budgeting compliance associated herewith. Governmental Funds are recorded using the current financial resources method. The flow of current financial resources will reflect bond proceeds and inter-fund transfers as other financial sources, as well as capital expenditures and bond principal payments as expenditures. A reconciliation will eliminate these transactions and incorporate the capital assets and long-term obligations (bonds and others) into the Governmental Activities column (in the Government-Wide Financial Statements).

□ *Proprietary Funds*, also called Enterprise Funds, include the Water/Sewer Fund. These are used to report the same function presented in business-type activities in the City-Wide Financial Statements. Accounting for this type of fund, we utilize the economic resources method, in a similar fashion as corporate accounting. Unlike Governmental Funds, the Business-Type Activities column on the Business-Type Fund Financial Statements is the same as the Business-Type column on the Government-Wide Financial Statements.

□ *Fiduciary Funds* represent trust responsibilities of the government, but which have resources that are held for the benefit of parties outside the City. These assets are restricted in purpose and do not represent discretionary assets of the government. Therefore, these assets are not presented as part of the Government-Wide Financial Statements. Accounting for fiduciary component units is similar to that used by proprietary funds. Currently the City has one fiduciary component unit, the Police Pension Fund.

**Notes to the Financial Statements**

The notes to the basic financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and various fund financial statements.

**Other Information**

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the City's contributions and funding progress of the Illinois Municipal Retirement Fund, Police Pension Fund, and Other Postemployment Benefit Plan; as well as, budget to actual comparisons of the General Fund and any major special revenue funds. Supplementary schedules include combining and individual fund financial statements and schedules and supplemental data.

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**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

Condensed Statement of Net Position As of April 30, 2021 and 2020 (In millions of dollars)									
	<u>Governmental Activities</u>			<u>Business-Type Activities</u>			<u>Government Total</u>		
	<u>2021</u>	<u>2020</u>	<u>Change</u>	<u>2021</u>	<u>2020</u>	<u>Change</u>	<u>2021</u>	<u>2020</u>	<u>Change</u>
Current and other assets	19.24	13.76	5.48	8.74	7.68	1.06	27.98	21.44	6.54
Capital assets	<u>6.48</u>	<u>7.20</u>	<u>(0.72)</u>	<u>5.90</u>	<u>6.13</u>	<u>(0.23)</u>	<u>12.38</u>	<u>13.33</u>	<u>(0.95)</u>
<i>Total Assets</i>	<u>25.72</u>	<u>20.96</u>	<u>4.76</u>	<u>14.64</u>	<u>13.81</u>	<u>0.83</u>	<u>40.36</u>	<u>34.77</u>	<u>5.59</u>
Deferred Outflow of Resources	2.38	3.72	(1.34)	0.20	0.26	(0.06)	2.58	3.98	(1.40)
<b>Total assets and Deferred Outflow of Resources</b>	<b><u>28.10</u></b>	<b><u>24.68</u></b>	<b><u>3.42</u></b>	<b><u>14.84</u></b>	<b><u>14.07</u></b>	<b><u>0.77</u></b>	<b><u>42.94</u></b>	<b><u>38.75</u></b>	<b><u>4.19</u></b>
Long-term liabilities	21.62	26.95	(5.33)	4.23	5.02	(0.79)	25.85	31.97	(6.12)
Other liabilities	<u>1.47</u>	<u>2.17</u>	<u>(0.70)</u>	<u>1.03</u>	<u>1.03</u>	<u>0.00</u>	<u>2.50</u>	<u>3.20</u>	<u>(0.70)</u>
<i>Total Liabilities</i>	<u>23.09</u>	<u>29.12</u>	<u>(6.03)</u>	<u>5.26</u>	<u>6.05</u>	<u>(0.79)</u>	<u>28.35</u>	<u>35.17</u>	<u>(6.82)</u>
Deferred Inflows of Resources	7.64	4.02	3.62	0.42	0.19	0.23	8.06	4.21	3.85
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>30.73</b>	<b>33.14</b>	<b>(2.41)</b>	<b>5.68</b>	<b>6.24</b>	<b>(0.56)</b>	<b>36.41</b>	<b>39.38</b>	<b>(2.97)</b>
<i>Net position</i>									
Net investment in capital Assets.	6.00	6.54	(0.54)	2.53	2.59	(0.06)	8.53	9.13	(0.60)
Restricted	1.72	1.08	0.64	0.00	0.00	0.00	1.72	1.08	0.64
Unrestricted	<u>(10.35)</u>	<u>(16.08)</u>	<u>5.73</u>	<u>6.63</u>	<u>5.24</u>	<u>1.39</u>	<u>(3.72)</u>	<u>(10.84)</u>	<u>7.12</u>
<b>Total Net Position</b>	<b><u>(2.63)</u></b>	<b><u>(8.46)</u></b>	<b><u>5.83</u></b>	<b><u>9.16</u></b>	<b><u>7.83</u></b>	<b><u>1.33</u></b>	<b><u>6.53</u></b>	<b><u>(0.63)</u></b>	<b><u>7.16</u></b>

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**Normal Impacts**

There are six basic (normal) transactions that will affect the comparability of the Statement of Net Position summary presentation.

Net results of activities – which will impact (increase/decrease) current assets and unrestricted net position.

Borrowing for capital – which will increase current assets and long-term debt.

Spending borrowed proceeds on new capital – which will: (a) reduce current assets and increase capital assets; and, (b) increase capital assets and long-term debt, which will not change the net investment in capital assets.

Spending of non-borrowed current assets on new capital – which will: (a) reduce current assets and increase capital assets; and, (b) will reduce unrestricted net position and increase net investment in capital assets.

Principal payment on debt – which will: (a) reduce current assets and reduce long-term debt; and, (b) reduce unrestricted net position and increase net investment in capital assets.

Reduction of capital assets through depreciation – will reduce capital assets and net investment in capital assets.

**Current Year Impacts**

As noted earlier, net position may serve over time as a useful indicator of a governments' financial position. In the case of the City of Darien, total net position increased approximately \$7.16 million from -\$0.63 million to \$6.53 million. The increase was a result of conservative budgeting, a decrease in project expenses during the pandemic, the approval of grants, and a decrease in pension liability due to investment performance. The City of Darien has a goal to maintain a specific level of fund balance which is used to cover Capital Project expenditures or used for the early payment of debt.

The City of Darien's assessed property tax rate was .2576. The City of Darien's portion of a resident's tax bill is approximately 3.92% of their total tax bill. The City of Darien's property taxes remain relatively lower than other municipalities within DuPage County.

A portion of the net position of the governmental activities is restricted for street maintenance, road improvements, storm sewer, public safety, and a special service area.

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Condensed Statement of Activities									
As of April 30, 2021 and 2020									
(In millions of dollars)									
	<u>Governmental</u>			<u>Business-Type</u>			<u>Government</u>		
	<u>Activities</u>			<u>Activities</u>			<u>Total</u>		
	<u>2021</u>	<u>2020</u>	<u>Change</u>	<u>2021</u>	<u>2020</u>	<u>Change</u>	<u>2021</u>	<u>2020</u>	<u>Change</u>
<b>Revenues:</b>									
<i>Program Revenues:</i>									
Charges for Services Operating and Capital	1.54	1.78	(0.24)	8.14	7.63	0.51	9.68	9.41	0.27
Grants and Contributions	2.70	1.08	1.62	-	-	-	2.70	1.08	1.62
<i>General Revenues:</i>									
Property Taxes	2.47	2.45	0.02	-	-	-	2.47	2.45	0.02
Other Taxes	11.71	11.53	0.18	-	-	-	11.71	11.53	0.18
Other General Revenues	<u>0.18</u>	<u>0.54</u>	<u>(0.36)</u>	<u>0.15</u>	<u>0.09</u>	<u>0.06</u>	<u>0.33</u>	<u>0.63</u>	<u>(0.30)</u>
<b>Total Revenues</b>	<b>18.60</b>	<b>17.38</b>	<b>1.22</b>	<b>8.29</b>	<b>7.72</b>	<b>0.57</b>	<b>26.89</b>	<b>25.10</b>	<b>1.79</b>
<b>Expenses:</b>									
General Government	1.87	2.17	(0.30)	-	-	-	1.87	2.17	(0.30)
Highways and Streets	3.35	9.61	(6.26)	-	-	-	3.35	9.61	(6.26)
Public Safety	7.55	8.53	(0.98)	-	-	-	7.55	8.53	(0.98)
Interest and Fees	0.01	0.02	(0.01)	-	-	-	0.01	0.02	(0.01)
Water	-	-	-	<u>6.96</u>	<u>7.00</u>	<u>(0.04)</u>	<u>6.96</u>	<u>7.00</u>	<u>(0.04)</u>
<b>Total Expenses</b>	<b>12.78</b>	<b>20.33</b>	<b>(7.55)</b>	<b>6.96</b>	<b>7.00</b>	<b>(0.04)</b>	<b>19.74</b>	<b>27.33</b>	<b>(7.59)</b>
Increase (Decrease) in Net Position Before Prior Period Adjustment	5.82	(2.95)	8.77	1.33	0.72	0.61	7.15	(2.23)	9.38
Prior Period Adjustment & Change in Accounting Principles	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Change in Net Position	5.82	(2.95)	8.77	1.33	0.72	0.61	7.15	(2.23)	9.38
Net Position, Beginning of Year	<u>(8.46)</u>	<u>(5.51)</u>	<u>(2.95)</u>	<u>7.83</u>	<u>7.11</u>	<u>0.72</u>	<u>(0.63)</u>	<u>1.60</u>	<u>(2.23)</u>
<b>Net Position, End of Year</b>	<b>(2.64)</b>	<b>(8.46)</b>	<b>5.82</b>	<b>9.16</b>	<b>7.83</b>	<b>1.33</b>	<b>6.52</b>	<b>(0.63)</b>	<b>7.15</b>

(See Independent Auditor's Report)  
MD&A 6



***CITY OF DARIEN***  
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**Normal Impacts**

There are eight basic (normal) impacts that will affect the comparability of the revenues and expenses on the Statement of Activities summary presentation.

**Revenues**

Economic condition – which can reflect a declining, stable, or growing economic environment, and has substantial impact on state sales, replacement, and hotel/motel tax revenue; as well as, public spending habits for building permits, elective user fees, and volumes of consumption.

Increase/decrease in City approved rates – while certain tax rates are set by statute, the City Council has significant authority to impose and periodically increase/decrease rates (water, home rule sales tax, property taxes, etc.).

Changing patterns in intergovernmental and grant revenue (both recurring and non-recurring) – certain recurring revenues (state shared revenues, etc.) may experience significant changes periodically while non-recurring grants are less predictable and often distorted in their impact on year to year comparisons.

Market impacts on investment income – the City's investments may be affected by market conditions causing investment income to increase/decrease.

**Expenses**

Introduction of new programs – within the functional expense categories (general government, public safety, and highways and streets), individual programs may be added or deleted to meet changing community needs.

Change in authorized personnel – changes in service demand may cause the City Council to increase/decrease authorized staffing. Staffing costs (salary and related benefits) represent the largest operating cost of the City.

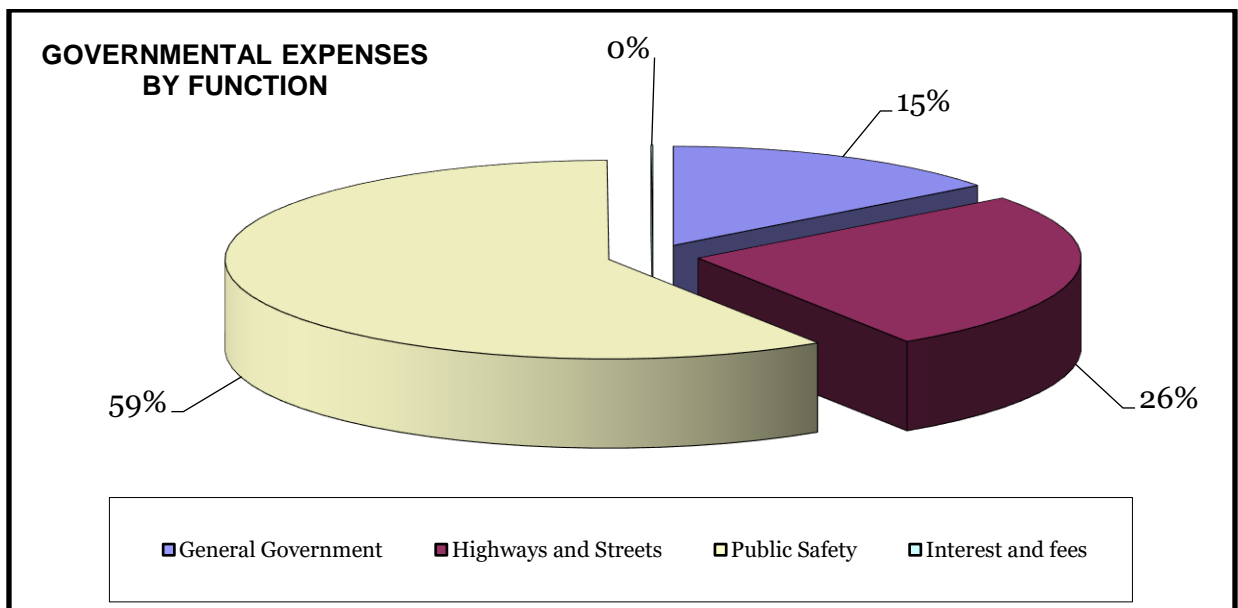
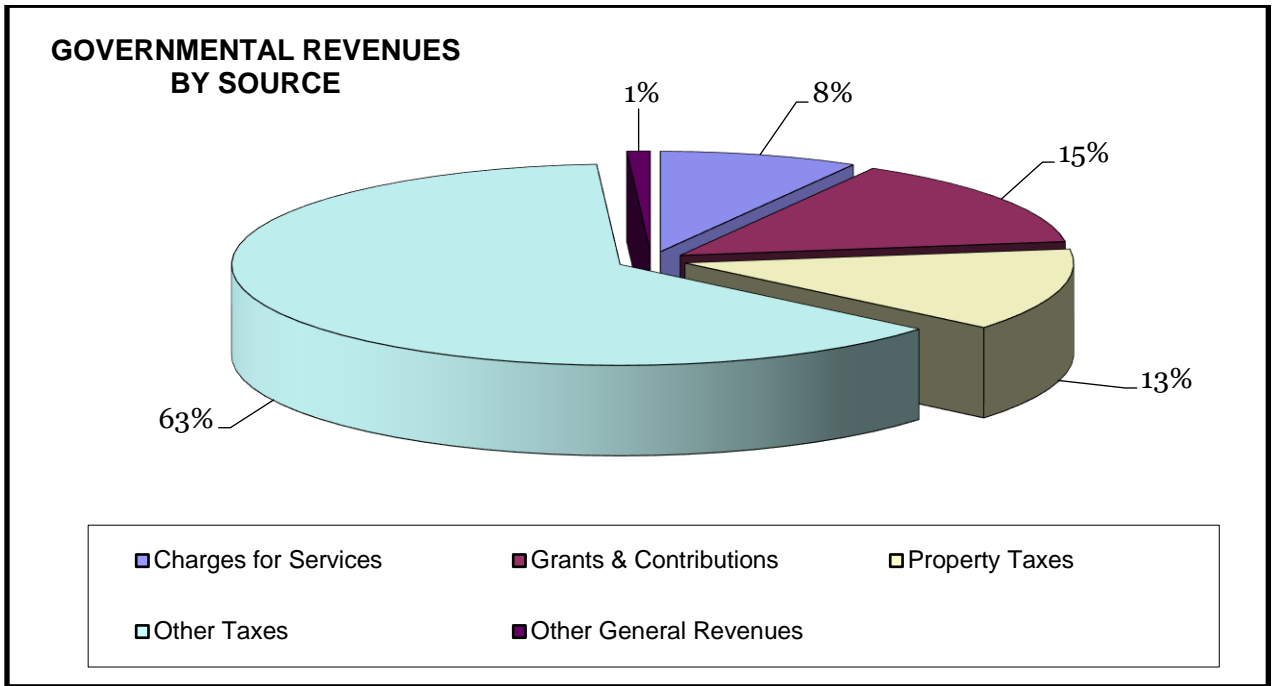
Salary increases (annual adjustments and merit) – the ability to attract and retain staff members, requires the City to strive to approach a competitive salary range position in the marketplace.

Inflation – while overall inflation appears to be reasonably modest, the City is a major consumer of certain commodities such as supplies, fuel and parts. Some functions may experience unusual commodity specific increases.

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**For the Year Ended April 30, 2021**

**GOVERNMENTAL ACTIVITIES**

The percentages illustrated below, represent the governmental revenues and expenditures by source/function per page 6 of the MD&A, column 1.

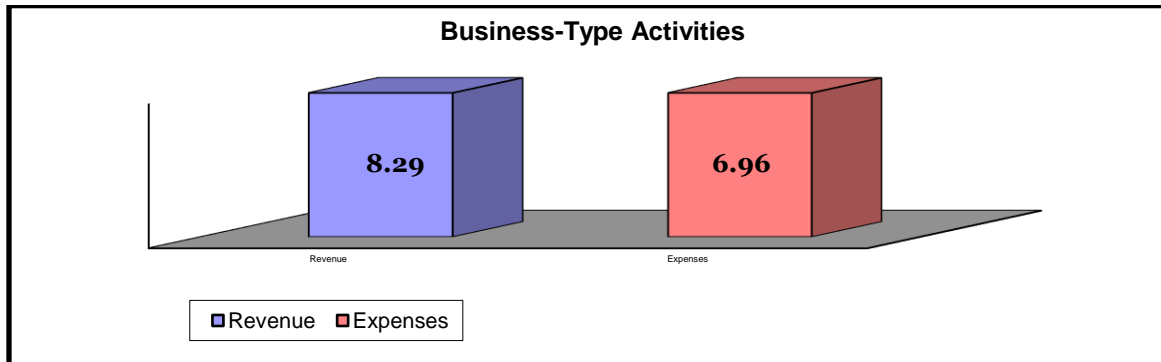


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**Business Type Activities**

The amounts illustrated below, represent the business-type revenues and expenditures by activity per page 6 of the MD&A, column 2.



The Business-Type activity of the City of Darien includes the Water Department. The Water Department serves the city residents and businesses; pricing of water is based on fees determined by the supplier of water, the DuPage Water Commission. The City of Darien has been able to avoid raising water rates to its residents and businesses over the past several years, even though there have been increases in the fee for the supply of water by the DuPage Water Commission. Sales of water (revenues) can be affected by climate, at times, with warmer and drier summers bringing higher demand. The operating revenues of the Water Department increased by \$.57 million in comparison to the prior year.

The City pays all of the general expenses from the general fund. On an annual basis, a transfer in the amount of \$250 thousand is done from the Water Department to the General Fund. The reason this transfer is done, is to cover the overhead worked on behalf of the Water Department, yet captured within the General Fund. Operating expenses decreased \$0.04 million for this fiscal year.

**FINANCIAL ANALYSIS OF THE CITY'S FUNDS**

The City of Darien uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

Governmental Funds: The focus of the City of Darien's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City of Darien financing requirements.

The City of Darien's major funds include; the General Fund, and the Capital Improvement Fund.

At of the end of the current fiscal year, the City of Darien's governmental funds reported a combined (major and non-major) ending fund balance of \$14.25 million.

***CITY OF DARIEN***  
***Management's Discussion and Analysis***  
***For the Year Ended April 30, 2021***

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***CAPITAL ASSET AND DEBT ADMINISTRATION***

***Capital assets***

At the end of fiscal year 2021, the City of Darien had total capital assets (net of accumulated depreciation) of \$12.38 million, invested in a broad range of capital assets including police and public works equipment, buildings, water facilities, roads, streets, and sewer lines.

(For more detail see Note 4 of the Audit Report)

***Debt Administration***

The debt administration discussion covers two types of debt reported by the City's financial statements. The City's governmental activities include the general obligation bond issuance for the acquisition and construction of major capital facilities. Overall, the City's governmental activities report a total debt of \$22.06 million. The City began the fiscal year with a balance of \$27.35 million in debt.

In the City's business-type activities a total debt of \$4.81 million is reported. The City began the fiscal year with a balance of \$5.58 million in debt. The business activity debt is paid primarily by revenues generated by the Water Department's sale of water fee for service. The general obligation bonds of the business-type activity are obligations of the business-type activity only and are used for infrastructure and building improvements to the system. (More detailed information about the City's long-term liabilities is presented in Note 6 of the financial statements.)

***FACTORS BEARING ON THE CITY'S FUTURE***

In March 2020, the COVID-19 outbreak was classified by the World Health Organization as a pandemic. The impact of this pandemic on the U.S. economy was broad based and negatively impacted national, state, and local economies. Although the pandemic has significantly affected the financial markets and the City suffered a reduction in both investment income as well as tax revenue income, with the passage of the CARES Act, the City was reimbursed for eligible COVID related expenses. The City will continue to monitor the rapidly changing economic conditions to determine appropriate action necessary to maintain the City's sound financial condition, operations, and services.

The City's expenditures are comprised mostly of salaries, benefits and capital projects. This year, many of the capital projects were put on hold in order to assess the financial impact of the COVID-19 pandemic. Other factors bearing on the City's future include increases in water rates charged by DuPage Water Commission and the City of Chicago, and the general state of the economy. The uncertainty and financial problems with the State of Illinois is a concern for all Illinois municipalities. All of the local economic factors, revenue projections, and analysis of the City's expenditures are factored in the future fiscal budget plans.

(See Independent Auditor's Report)

***CITY OF DARIEN***  
***Management's Discussion and Analysis***  
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***REQUESTS FOR INFORMATION***

This financial report is designed to provide the City's citizens, taxpayers, and creditors with a general overview of the City's finances; as well as, to demonstrate the City's accountability for the money it receives. If you have questions about this report, or need additional financial information, contact City Hall:

Bryon Vana  
City Administrator  
1702 Plainfield Road  
Darien, Illinois 60561

Michael J. Coren  
City Treasurer  
1702 Plainfield Road  
Darien, Illinois 60561

## **BASIC FINANCIAL STATEMENTS**

**CITY OF DARIEN, ILLINOIS**

STATEMENT OF NET POSITION

April 30, 2021

	<b>Primary Government</b>		
	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 12,428,539	\$ 6,698,330	\$ 19,126,869
Receivables (net, where applicable, of allowances for uncollectibles)			
Property taxes	2,473,210	-	2,473,210
Accounts	-	1,471,384	1,471,384
Intergovernmental	1,713,314	-	1,713,314
Other	2,163,134	454,494	2,617,628
Inventories	83,710	-	83,710
Net pension asset	376,005	112,900	488,905
Capital assets not being depreciated	819,529	100,000	919,529
Capital assets being depreciated	5,657,683	5,799,772	11,457,455
	<b>25,715,124</b>	<b>14,636,880</b>	<b>40,352,004</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Unamortized loss on refunding	-	101,583	101,583
Pension items - police	1,832,160	-	1,832,160
Pension items - IMRF	216,465	48,448	264,913
Pension items - OPEB	330,189	49,775	379,964
	<b>2,378,814</b>	<b>199,806</b>	<b>2,578,620</b>
Total deferred outflows of resources	<b>2,378,814</b>	<b>199,806</b>	<b>2,578,620</b>
Total assets and deferred outflows of resources	<b>28,093,938</b>	<b>14,836,686</b>	<b>42,930,624</b>
<b>LIABILITIES</b>			
Accounts payable	748,327	375,910	1,124,237
Accrued payroll	215,686	22,285	237,971
Accrued interest payable	3,632	47,505	51,137
Deposits payable	59,126	-	59,126
Noncurrent liabilities			
Due within one year	437,611	587,552	1,025,163
Due in more than one year	21,624,488	4,226,003	25,850,491
	<b>23,088,870</b>	<b>5,259,255</b>	<b>28,348,125</b>
Total liabilities	<b>23,088,870</b>	<b>5,259,255</b>	<b>28,348,125</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred property taxes	2,473,210	-	2,473,210
Pension items - police	3,592,015	-	3,592,015
Pension items - IMRF	1,576,048	418,126	1,994,174
Pension items - OPEB	1,174	177	1,351
	<b>7,642,447</b>	<b>418,303</b>	<b>8,060,750</b>
Total deferred inflows of resources	<b>7,642,447</b>	<b>418,303</b>	<b>8,060,750</b>
Total liabilities and deferred inflows of resources	<b>30,731,317</b>	<b>5,677,558</b>	<b>36,408,875</b>
<b>NET POSITION</b>			
Net investment in capital assets	5,997,212	2,525,379	8,522,591
Restricted for			
Special service area	21,185	-	21,185
Storm sewer	80,869	-	80,869
Public safety	249,850	-	249,850
Highways and streets	1,366,323	-	1,366,323
Unrestricted (deficit)	(10,352,818)	6,633,749	(3,719,069)
	<b>\$ (2,637,379)</b>	<b>\$ 9,159,128</b>	<b>\$ 6,521,749</b>
<b>TOTAL NET POSITION (DEFICIT)</b>	<b>\$ (2,637,379)</b>	<b>\$ 9,159,128</b>	<b>\$ 6,521,749</b>

See accompanying notes to financial statements.

**CITY OF DARIEN, ILLINOIS**

STATEMENT OF ACTIVITIES

For the Year Ended April 30, 2021

FUNCTIONS/PROGRAMS	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
<b>PRIMARY GOVERNMENT</b>				
Governmental Activities				
General government	\$ 1,871,362	\$ 1,095,957	\$ -	\$ -
Highways and streets	3,350,478	304,852	1,518,546	45,837
Public safety	7,551,827	136,689	1,138,804	-
Interest and fiscal charges on long-term debt	13,367	-	-	-
Total governmental activities	12,787,034	1,537,498	2,657,350	45,837
Business-Type Activities				
Water operations	6,958,297	8,138,618	-	-
Total business-type activities	6,958,297	8,138,618	-	-
<b>TOTAL PRIMARY GOVERNMENT</b>	<b>\$ 19,745,331</b>	<b>\$ 9,676,116</b>	<b>\$ 2,657,350</b>	<b>\$ 45,837</b>



	<b>Net (Expense) Revenue and Change in Net Position</b>		
	<b>Primary Government</b>		
	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>
	\$ (775,405)	\$ -	\$ (775,405)
	(1,481,243)	-	(1,481,243)
	(6,276,334)	-	(6,276,334)
	(13,367)	-	(13,367)
	(8,546,349)	-	(8,546,349)
	-	1,180,321	1,180,321
	-	1,180,321	1,180,321
	(8,546,349)	1,180,321	(7,366,028)
<b>General Revenues</b>			
<b>Taxes</b>			
Property	2,472,034	-	2,472,034
Replacement	7,985	-	7,985
Telecommunications	378,073	-	378,073
Utility	1,017,993	-	1,017,993
Amusement	88,100	-	88,100
Hotel/motel	57,844	-	57,844
Road and bridge	226,981	-	226,981
Video gaming	136,559	-	136,559
Cannabis	18,052	-	18,052
Local gas	236,816	-	236,816
Food and beverage	531,396	-	531,396
<b>Intergovernmental</b>			
Income tax	2,531,880	-	2,531,880
Sales	5,395,514	-	5,395,514
Local use	1,087,297	-	1,087,297
Investment income	33,249	20,918	54,167
Miscellaneous	220,200	57,497	277,697
Transfers in (out)	(71,539)	71,539	-
<b>Total</b>	<b>14,368,434</b>	<b>149,954</b>	<b>14,518,388</b>
<b>CHANGE IN NET POSITION</b>	<b>5,822,085</b>	<b>1,330,275</b>	<b>7,152,360</b>
<b>NET POSITION (DEFICIT), MAY 1</b>	<b>(8,459,464)</b>	<b>7,828,853</b>	<b>(630,611)</b>
<b>NET POSITION (DEFICIT), APRIL 30</b>	<b>\$ (2,637,379)</b>	<b>\$ 9,159,128</b>	<b>\$ 6,521,749</b>

See accompanying notes to financial statements.

**CITY OF DARIEN, ILLINOIS**

BALANCE SHEET  
GOVERNMENTAL FUNDS

April 30, 2021

	<b>General</b>	<b>Capital Improvements</b>	<b>Nonmajor</b>	<b>Total</b>
<b>ASSETS</b>				
Cash and cash equivalents	\$ 4,488,851	\$ 6,334,715	\$ 1,604,973	\$ 12,428,539
Receivables (net, where applicable, of allowances for uncollectibles)				
Property taxes	2,277,350	195,860	-	2,473,210
Intergovernmental	1,640,556	-	72,758	1,713,314
Other	1,797,137	365,997	-	2,163,134
Inventory	83,710	-	-	83,710
<b>TOTAL ASSETS</b>	<b>\$ 10,287,604</b>	<b>\$ 6,896,572</b>	<b>\$ 1,677,731</b>	<b>\$ 18,861,907</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>				
<b>LIABILITIES</b>				
Accounts payable	\$ 527,550	\$ 220,329	\$ 448	\$ 748,327
Accrued payroll	215,686	-	-	215,686
Deposits payable	59,126	-	-	59,126
Total liabilities	802,362	220,329	448	1,023,139
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unavailable property taxes	2,277,350	195,860	-	2,473,210
Other unavailable revenue	746,431	365,997	-	1,112,428
Total deferred inflows of resources	3,023,781	561,857	-	3,585,638
Total liabilities and deferred inflows of resources	3,826,143	782,186	448	4,608,777
<b>FUND BALANCES</b>				
Nonspendable				
Inventory	83,710	-	-	83,710
Restricted				
Special service area	-	-	21,185	21,185
Storm sewer	-	-	80,869	80,869
Public safety	40,944	-	208,906	249,850
Highways and streets	-	-	1,366,323	1,366,323
Unrestricted				
Assigned				
Capital Improvements	-	6,114,386	-	6,114,386
Unassigned				
General Fund	6,336,807	-	-	6,336,807
Total fund balances	6,461,461	6,114,386	1,677,283	14,253,130
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>	<b>\$ 10,287,604</b>	<b>\$ 6,896,572</b>	<b>\$ 1,677,731</b>	<b>\$ 18,861,907</b>

See accompanying notes to financial statements.

**CITY OF DARIEN, ILLINOIS**

**RECONCILIATION OF FUND BALANCES OF GOVERNMENTAL FUNDS TO THE  
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET POSITION**

For the Year Ended April 30, 2021

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<b>FUND BALANCES OF GOVERNMENTAL FUNDS</b>	\$ 14,253,130
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds	6,477,212
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds	
Bonds payable	(480,000)
Compensated absences payable	(632,401)
Other long-term receivables are not available to pay for current period expenditures and, therefore, are deferred in the governmental funds	1,112,428
Net pension asset for the Illinois Municipal Retirement Fund is shown as an asset on the statement of net position	376,005
Differences between expected and actual experiences, assumption changes, net differences between projected and actual earnings, and contributions subsequent to the measurement date for the Illinois Municipal Retirement Fund are recognized as deferred outflows and inflows of resources on the statement of net position	(1,359,583)
Net pension liability for the Police Pension Fund is shown as a liability on the statement of net position	(19,126,824)
Differences between expected and actual experiences, assumption changes, and net differences between projected and actual earnings for the Police Pension Fund are recognized as deferred outflows and inflows of resources on the statement of net position	(1,759,855)
Total other postemployment benefit plan liability is shown as a liability on the statement of net position	(1,822,874)
Differences between expected and actual experiences and assumption changes for the other postemployment benefit plan are recognized as deferred outflows and inflows of resources on the statement of net position	329,015
Accrued interest payable is not recorded in governmental funds but is recorded on the statement of net position	<u>(3,632)</u>
<b>NET POSITION OF GOVERNMENTAL ACTIVITIES</b>	<u><u>\$ (2,637,379)</u></u>

See accompanying notes to financial statements.

**CITY OF DARIEN, ILLINOIS**

**STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS**

For the Year Ended April 30, 2021

	<b>General</b>	<b>Capital Improvements</b>	<b>Nonmajor</b>	<b>Total</b>
<b>REVENUES</b>				
Taxes	\$ 4,971,008	\$ 195,749	\$ 5,075	\$ 5,171,832
Licenses and permits	1,022,666	-	-	1,022,666
Intergovernmental	10,153,495	45,837	1,518,546	11,717,878
Charges for services	517,219	-	-	517,219
Investment income	8,332	20,760	4,157	33,249
Miscellaneous	81,727	-	-	81,727
<b>Total revenues</b>	<b>16,754,447</b>	<b>262,346</b>	<b>1,527,778</b>	<b>18,544,571</b>
<b>EXPENDITURES</b>				
Current				
General government	1,910,299	-	-	1,910,299
Highways and streets	1,653,527	6,425	686,664	2,346,616
Public safety	7,689,895	-	138,372	7,828,267
Capital outlay	-	589,872	70,605	660,477
Debt service				
Principal	-	180,000	-	180,000
Interest and fiscal charges	-	14,190	-	14,190
<b>Total expenditures</b>	<b>11,253,721</b>	<b>790,487</b>	<b>895,641</b>	<b>12,939,849</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>5,500,726</b>	<b>(528,141)</b>	<b>632,137</b>	<b>5,604,722</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	-	3,600,000	4,801	3,604,801
Transfers (out)	(3,604,801)	-	-	(3,604,801)
<b>Total other financing sources (uses)</b>	<b>(3,604,801)</b>	<b>3,600,000</b>	<b>4,801</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>1,895,925</b>	<b>3,071,859</b>	<b>636,938</b>	<b>5,604,722</b>
<b>FUND BALANCES, MAY 1</b>	<b>4,565,536</b>	<b>3,042,527</b>	<b>1,040,345</b>	<b>8,648,408</b>
<b>FUND BALANCES, APRIL 30</b>	<b>\$ 6,461,461</b>	<b>\$ 6,114,386</b>	<b>\$ 1,677,283</b>	<b>\$ 14,253,130</b>

See accompanying notes to financial statements.

**CITY OF DARIEN, ILLINOIS**

RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCES TO THE  
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF ACTIVITIES

For the Year Ended April 30, 2021

<b>NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS</b>	<b>\$ 5,604,722</b>
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlay as expenditures; however, they are capitalized and depreciated in the statement of activities	81,789
Gain (loss) on capital asset disposals are only reported in the statement of activities	(71,964)
Transfers of capital assets are only report in the statement of activities	(71,539)
Some expenses in the statement of activities (e.g., depreciation) do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds	(661,550)
Revenues in the statement of activities that are not available in governmental funds are not reported as revenue in governmental funds until received	208,051
The repayment of the principal portion long-term debt is reported as an expenditure when due in governmental funds but as a reduction of principal outstanding in the statement of activities	180,000
The change in accrued interest payable on long-term debt is reported as an expense on the statement of activities	823
The change in compensated absences payable is shown as an expense on the statement of activities	31,204
The change in the net pension liability for the Illinois Municipal Retirement Fund is reported only in the statement of activities	1,694,895
The change in deferred outflows and inflows of resources for the Illinois Municipal Retirement Fund is reported only in the statement of activities	(1,454,997)
The change in the net pension liability for the Police Pension Fund is reported only in the statement of activities	4,252,494
The change in deferred outflows and inflows of resources for the Police Pension Fund is reported only in the statement of activities	(4,006,444)
The change in the total other postemployment benefit liability is reported only in the statement of activities	(183,376)
The change in deferred outflows and inflows of resources for the other postemployment benefit plan is reported only in the statement of activities	<u>217,977</u>
<b>CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES</b>	<b><u>\$ 5,822,085</u></b>

See accompanying notes to financial statements.

**CITY OF DARIEN, ILLINOIS**

**STATEMENT OF NET POSITION  
PROPRIETARY FUNDS**

April 30, 2021

	<b>Business-Type Activities Water Operations</b>
<b>CURRENT ASSETS</b>	
Cash and cash equivalents	\$ 6,698,330
Receivables (net, where applicable, of allowances for uncollectibles)	
Water - unbilled	1,471,384
Other	454,494
Total current assets	8,624,208
<b>NONCURRENT ASSETS</b>	
Capital assets	
Assets not being depreciated	100,000
Assets being depreciated	
Cost	16,850,760
Accumulated depreciation	(11,050,988)
Net capital assets being depreciated	5,799,772
Net pension asset	112,900
Total noncurrent assets	6,012,672
Total assets	14,636,880
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Unamortized loss on refunding	101,583
Pension items - IMRF	48,448
Pension items - OPEB	49,775
Total deferred outflows of resources	199,806
Total assets and deferred outflows of resources	14,836,686
<b>CURRENT LIABILITIES</b>	
Accounts payable	375,910
Accrued payroll	22,285
Accrued interest payable	47,505
Bonds payable	555,000
Compensated absences payable	8,771
Total OPEB liability	23,781
Total current liabilities	1,033,252
<b>LONG-TERM LIABILITIES</b>	
Bonds payable	3,925,286
Compensated absences payable	49,703
Total OPEB liability	251,014
Total long-term liabilities	4,226,003
Total liabilities	5,259,255
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Pension items - IMRF	418,126
Pension items - OPEB	177
Total deferred inflows of resources	418,303
Total liabilities and deferred inflows of resources	5,677,558
<b>NET POSITION</b>	
Net investment in capital assets	2,525,379
Unrestricted	6,633,749
<b>TOTAL NET POSITION</b>	<b>\$ 9,159,128</b>

See accompanying notes to financial statements.

**CITY OF DARIEN, ILLINOIS**

**STATEMENT OF REVENUES, EXPENSES,  
AND CHANGES IN NET POSITION  
PROPRIETARY FUNDS**

For the Year Ended April 30, 2021

	<b>Business-Type Activities Water Operations</b>
<b>OPERATING REVENUES</b>	
Water sales	\$ 8,116,705
Inspections/tap on/permits	16,769
Sale of meters	4,060
Other water sales	1,084
	<hr/>
Total operating revenues	8,138,618
	<hr/>
<b>OPERATING EXPENSES EXCLUDING DEPRECIATION</b>	
Personnel services	764,359
Materials and supplies	651,120
Contractual services	5,005,631
	<hr/>
Total operating expenses excluding depreciation	6,421,110
	<hr/>
OPERATING INCOME BEFORE DEPRECIATION	1,717,508
	<hr/>
Depreciation	385,651
	<hr/>
OPERATING INCOME	1,331,857
	<hr/>
<b>NON-OPERATING REVENUES (EXPENSES)</b>	
Investment income	20,918
Miscellaneous income	57,497
Interest expense	(151,536)
	<hr/>
Total non-operating revenues (expenses)	(73,121)
	<hr/>
INCOME BEFORE CAPITAL GRANTS AND CONTRIBUTIONS	1,258,736
	<hr/>
<b>CAPITAL GRANTS AND CONTRIBUTIONS</b>	71,539
	<hr/>
CHANGE IN NET POSITION	1,330,275
	<hr/>
NET POSITION, MAY 1	7,828,853
	<hr/>
<b>NET POSITION, APRIL 30</b>	<b>\$ 9,159,128</b>
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See accompanying notes to financial statements.

**CITY OF DARIEN, ILLINOIS**

STATEMENT OF CASH FLOWS  
 PROPRIETARY FUNDS

For the Year Ended April 30, 2021

	<u>Business-Type Activities Water Operations</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Receipts from customers and users	\$ 8,048,688
Payments to suppliers	(5,689,213)
Payments to employees	(812,539)
	1,546,936
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>	
None	-
	-
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Payments for purchase of capital assets	(84,256)
Principal payments	(530,000)
Interest and fiscal charges	(153,786)
	(768,042)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Interest received	20,918
	20,918
NET INCREASE IN CASH AND CASH EQUIVALENTS	799,812
CASH AND CASH EQUIVALENTS, MAY 1	5,898,518
<b>CASH AND CASH EQUIVALENTS, APRIL 30</b>	<b>\$ 6,698,330</b>
<b>RECONCILIATION OF OPERATING INCOME TO NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Operating income	\$ 1,331,857
Adjustments to reconcile operating income to net cash from operating activities	
Depreciation	385,651
Miscellaneous income	57,497
Changes in assets and liabilities	
Accounts receivable	(147,427)
Accounts payable	(32,462)
Accrued payroll	8,107
Compensated absences payable	12,698
Net pension liability - IMRF	(63,592)
Net pension liability - OPEB	(5,393)
	1,546,936
<b>NET CASH FROM OPERATING ACTIVITIES</b>	<b>\$ 1,546,936</b>
<b>NONCASH TRANSACTIONS</b>	
Capital assets contributed from other funds	\$ 71,539

See accompanying notes to financial statements.



**CITY OF DARIEN, ILLINOIS**

**STATEMENT OF FIDUCIARY NET POSITION  
FIDUCIARY FUNDS**

April 30, 2021

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	<b>Pension Trust Fund</b>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 248,067
Investments	
U.S. Treasury obligations	1,157,011
U.S. agency obligations	7,490,739
Municipal bonds	1,920,087
Corporate bonds	2,194,883
Equity mutual funds	22,156,783
Negotiable certificates of deposit	901,721
Receivables	
Accrued interest	<u>73,364</u>
 Total assets	 <u>36,142,655</u>
 <b>LIABILITIES</b>	
Benefits payable	<u>8,132</u>
 Total liabilities	 <u>8,132</u>
 <b>NET POSITION RESTRICTED FOR PENSION BENEFITS</b>	 <u><u>\$ 36,134,523</u></u>

See accompanying notes to financial statements.

**CITY OF DARIEN, ILLINOIS**

**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION  
POLICE PENSION FUND**

For the Year Ended April 30, 2021

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**ADDITIONS**

Contributions	
Employer	\$ 1,920,922
Employee	<u>327,973</u>
Total contributions	<u>2,248,895</u>
Investment income	
Net appreciation in fair value of investments	6,645,529
Interest	<u>758,556</u>
Total investment income	7,404,085
Less investment expense	<u>(87,007)</u>
Net investment income	<u>7,317,078</u>
Total additions	<u>9,565,973</u>

**DEDUCTIONS**

Pension benefits	2,533,355
Contractual services	21,040
Administrative expenses	<u>17,417</u>
Total deductions	<u>2,571,812</u>

NET INCREASE 6,994,161

**NET POSITION RESTRICTED  
FOR PENSION BENEFITS**

May 1	<u>29,140,362</u>
April 30	<u><u>\$ 36,134,523</u></u>

See accompanying notes to financial statements.

# CITY OF DARIEN, ILLINOIS

## NOTES TO FINANCIAL STATEMENTS

April 30, 2021

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City of Darien, Illinois (the City) have been prepared in conformity with accounting principles generally accepted in the United States of America, as applied to government units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the City's accounting policies are described below.

#### a. Reporting Entity

The City is a municipal corporation governed by a seven-member council consisting of seven aldermen and the mayor. As required by GAAP, these financial statements present the City and its component units, entities for which the government is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the City's operations and so data from these units are combined with data of the primary government.

The City's financial statements include one fiduciary component unit.

#### Police Pension Employees Retirement System

The City's police employees participate in the Police Pension Employees Retirement System (PPERS). PPERS functions for the benefit of these employees and is governed by a five-member pension board. Two members appointed by the City's Mayor, one elected pension beneficiary, and two elected police employees constitute the pension board. The City and PPERS participants are obligated to fund all PPERS costs based upon actuarial valuations. The State of Illinois is authorized to establish benefit levels and the City is authorized to approve the actuarial assumptions used in the determination of contribution levels. Accordingly, the PPERS is fiscally dependent on the City. Separate financial statements are not available for the PPERS. PPERS is reported as a pension trust fund.

#### b. Fund Accounting

The City uses funds to report on its financial position and the changes in its financial position. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain city functions or activities.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

b. Fund Accounting (Continued)

A fund is a separate accounting entity with a self-balancing set of accounts.

Funds are classified into the following categories: governmental, proprietary, and fiduciary.

Governmental funds are used to account for all or most of the City's general activities. Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. The General Fund is used to account for all activities of the general government not accounted for in some other fund.

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities can be provided either to outside parties (enterprise funds) or to other departments or agencies primarily within the City (internal service funds).

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments. The City utilizes pension trust funds which are generally used to account for assets that the City holds in fiduciary capacity or on behalf of others as their agent.

c. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statements of net position and the statement of activities) report information on all of the nonfiduciary activities of the City. The effect of material interfund activity has been eliminated from these financial statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

c. Government-Wide and Fund Financial Statements (Continued)

The statement of activities demonstrates the degree to which the direct expenses of a given function, segment, or program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The City reports the following major governmental funds:

The General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those accounted for in another fund.

The Capital Improvements Fund is used to account for all restricted, committed, or assigned resources used for the acquisition of general capital assets including infrastructure capital assets.

The City reports the following major proprietary fund:

The Water Operations Fund accounts for the provision of water and sewer services to the residents of the City. All activities necessary to provide such services are accounted for in this fund including, but not limited to, administration, operations, financing and related debt service, and billing and collections.

The City reports the following fiduciary funds:

The Police Pension Fund accounts for the activities of the accumulation of resources to pay pension costs. Resources are contributed by members at rates fixed by state statutes and by the City which uses the annual property tax levy to fund the employer contribution.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

d. Measurement Focus, Basis of Accounting, and Basis of Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and pension trust fund financial statements. Revenues and additions are recorded when earned and expenses and deductions are recorded when a liability is incurred. Property taxes are recognized as revenues in the year for which they are levied (i.e., intended to finance). Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. Operating revenues and expenses are directly attributable to the operation of the proprietary funds. Non-operating revenue/expenses are incidental to the operations of these funds.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period, except for sales taxes, and telecommunications taxes which use a 90-day period. The City recognizes property taxes when they become both measurable and available in the year intended to finance. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as expenditures when due.

Sales taxes owed to the state at year end; franchise taxes, licenses, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and are recognized as revenues of the current fiscal period. Income and motor fuel taxes and fines collected and held by the state or county at year end on behalf of the City are also recognized as revenue. Fines and permits revenues are not susceptible to accrual because generally they are not measurable until received in cash.

In applying the susceptible to accrual concept to intergovernmental revenues (i.e., federal and state grants), the legal and contractual requirements of the numerous individual programs are used as guidelines. Monies that are virtually unrestricted as to purpose of expenditure, which are usually revocable only for failure to comply with prescribed compliance requirements, are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria are met.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

d. Measurement Focus, Basis of Accounting, and Basis of Presentation (Continued)

The City reports unearned and unavailable/deferred revenue on its financial statements. Unavailable/deferred revenues arise when potential revenue does not meet both the measurable and available or period intended to finance criteria for recognition in the current period. Unearned revenues arise when resources are received by the government before it has legal claim to them as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the government has a legal claim to the resources, the liability for unearned revenue and the deferred inflows of resources for unavailable/deferred revenue is removed from the financial statements and revenue is recognized.

e. Cash and Investments

Cash and Cash Equivalents

For purposes of the statement of cash flows, the City's proprietary funds consider all highly liquid investments with an original maturity of three months or less when purchased to be cash equivalents.

Investments

City investments with a maturity of one year or less when purchased are stated at cost or amortized cost. City investments with a maturity greater than one year when purchased and all pension fund investments are stated at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

f. Interfund Receivables/Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the noncurrent portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds."

g. Inventories

Inventories are valued at cost, which approximates market, using the first-in/first-out (FIFO) method. The costs of governmental fund inventories, if any, are recorded as expenditures when purchased.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

h. Prepaid Items/Expenses

Payments made to vendors for services that will benefit periods beyond the date of this report, if any, are recorded as prepaid items/expenses and are recognized on the consumption method.

i. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, and storm sewers), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the City as assets with an initial, individual cost of more than \$50,000 for machinery, equipment, and vehicles, \$100,000 for building improvements, \$100,000 for buildings, \$200,000 for infrastructure and an estimated useful life in excess of one year, and any amount for land. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Property, plant, and equipment are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	25-50
Building improvements	8-25
Land improvements	15-35
Machinery, vehicles, and equipment	5-20
Infrastructure - streets	25-50
Waterworks and sewage system	25

j. Compensated Absences

It is the City's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. Vacations must be taken in the year following the one in which it was earned. Unused vacation time is not allowed to be carried over to the subsequent year without approval. Sick leave may be accumulated for future use.



**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

j. Compensated Absences (Continued)

City employees may accrue up to 120 or 150 hours depending on the employment classification. The City's policy allows for a bonus to be paid for those employees who have not used sick days in the given year. Accumulated amounts are paid out at retirement at a rate of 50% of the employee's current hourly salary rate.

Vested or accumulated vacation leave are reported as an expenditure and a fund liability of the governmental fund that will pay it once retirement or separation has occurred. Vested or accumulated vacation and sick leave of proprietary funds and governmental activities are recorded as an expense and liability of those funds as the benefits accrue to employees.

k. Long-Term Obligations

In the government-wide financial statements and proprietary funds in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund financial statements. Bond premiums and discounts are deferred and amortized over the life of the bonds. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are recognized as expense during the current period.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures.

l. Fund Balances/Net Position

In the fund financial statements, governmental funds report nonspendable fund balance for amounts that are either not in spendable form or legally or contractually required to be maintained intact. Restrictions of fund balance are reported for amounts constrained by legal restrictions from outside parties for use for a specific purpose, or externally imposed by outside entities. Committed fund balance is constrained by formal actions of the City Council, which is considered the City's highest level of decision-making authority. Formal actions include ordinances approved by the City Council. Assigned fund balance represents amounts constrained by the City's intent to use them for a specific purpose. The authority to assign fund balance has been delegated to the City Administrator. Any residual fund balance of the General Fund or any deficit fund balance in other governmental funds are reported as unassigned.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

l. Fund Balances/Net Position (Continued)

The City has not adopted a flow of funds policy and, therefore, applies the flow of funds from GASB Statement No. 54, which prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. Additionally, if different levels of unrestricted funds are available for spending the City considers committed funds to be expended first followed by assigned and then unassigned funds. For net position, restricted funds are spent first then unrestricted funds.

In the government-wide financial statements, restricted net position is legally restricted by outside parties for a specific purpose. Net investment in capital assets represents the City's investment in the book value of capital assets, less any outstanding debt that was issued to construct or acquire the capital asset.

None of the restricted net position or restricted fund balance results from enabling legislation adopted by the City.

m. Interfund Transactions

Interfund services are accounted for as revenues, expenditures, or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except interfund services and reimbursements, are reported as transfers.

n. Accounting Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

o. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

p. Adoption of Accounting Standards

The City has elected to implement GASB Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*, which was issued to provide temporary relief to governments and other stakeholders due to the COVID-19 pandemic. This provides for the postponement of the implementation of GASB Statement No. 87, *Leases*.

**2. DEPOSITS AND INVESTMENTS**

The City and pension fund categorize the fair value measurements within the fair value hierarchy established by GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

The City has the following recurring fair value measurements as of April 30, 2021. The IMET 1 to 3-Year Fund, a mutual fund, is measured based on the net asset value of the shares in IMET, which is based on the fair value of the underlying investments in the mutual fund (Level 3 input).

The City maintains a cash and investment pool that is available for use by all funds, except the pension trust funds. Each fund's portion of this pool is displayed on the financial statements as "cash and investments." In addition, cash and investments are separately held by several of the City's funds. The deposits and investments of the pension trust funds are held separately from those of other funds.

**2. DEPOSITS AND INVESTMENTS (Continued)**

a. City Deposits and Investments

The City's investment policy authorizes the City to invest in all investments allowed by Illinois Compiled Statutes (ILCS). These include deposits/investments in insured commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. agencies, insured credit union shares, money market mutual funds with portfolios of securities issued or guaranteed by the United States Government or agreements to repurchase these same obligations, repurchase agreements, short-term commercial paper rated within the three highest classifications by at least two standard rating services, The Illinois Funds (created by the Illinois State Legislature under the control of the State Treasurer that maintains a \$1 per share value which is equal to the participants fair value), and the Illinois Metropolitan Investment Fund (IMET), a not-for-profit investment trust formed pursuant to the Illinois Municipal Code and managed by a Board of Trustees elected from the participating members.

IMET is not registered with the SEC as an investment company. Investments in IMET are valued at IMET's share price, the price for which the investment could be sold. The City's investment policy does limit its deposits to financial institutions that are members of the FDIC system and are capable of posting collateral for amounts in excess of FDIC insurance.

The Illinois Public Treasurers' Investment Pool, known as The Illinois Funds, operates as a qualified external investment pool in accordance with the criteria established in GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*, and thus, reports all investments at amortized cost rather than fair value. The investment in The Illinois Funds by participants is also reported at amortized cost. The Illinois Funds does not have any limitations or restrictions on participant withdrawals. The Illinois Treasurer's Office issues a separate financial report for The Illinois Funds which may be obtained by contacting the Administrative Office at Illinois Business Center, 400 West Monroe Street, Suite 401, Springfield, Illinois 62704.

It is the policy of the City to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all state and local statutes governing the investment of public funds, using the "prudent person" standard for managing the overall portfolio. The primary objectives of the policy are, in order of priority, safety of principal, liquidity, and yield.

**2. DEPOSITS AND INVESTMENTS (Continued)**

a. City Deposits and Investments (Continued)

Deposits with Financial Institutions

Custodial credit risk for deposits with financial institutions is the risk that in the event of bank failure, the City's deposits may not be returned to it. The City's investment policy requires pledging of collateral for all bank balances in excess of federal depository insurance. The investment policy does not address how collateral is held. The City's deposits are insured through a letter of credit in the City's name.

Investments

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. In accordance with its investment policy, the City limits its exposure to interest rate risk by structuring the portfolio to provide liquidity for short and long-term cash flow needs while providing a reasonable rate of return based on the current market. Unless matched to a specific cash flow, the City does not directly invest in securities maturing more than five years from the date of purchase.

Credit risk is the risk that the issuer of a debt security will not pay its par value upon maturity. The City limits its exposure to credit risk by limiting investments to the types of securities listed above; pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business in accordance with the City's investment policy; diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to the investment, the City will not be able to recover the value of its investments that are in possession of an outside party. To limit its exposure, the City's investment policy requires all security transactions that are exposed to custodial credit risk to be processed on a delivery versus payment (DVP) basis with the underlying investments held by an independent third-party custodian and evidenced by safekeeping receipts.

Concentration of credit risk is the risk that the City has a high percentage of its investments invested in one type of investment. The City's investment policy requires diversification of investments to avoid unreasonable risk.

**2. DEPOSITS AND INVESTMENTS (Continued)**

a. City Deposits and Investments (Continued)

Investments (Continued)

The investments shall be diversified by:

- Limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities);
- Limiting investment in securities that have higher credit risks;
- Investing in securities with varying maturities; and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

**3. RECEIVABLES**

a. Property Taxes

Property taxes for 2020 attached as an enforceable lien on January 1, 2020, on property values assessed as of the same date. Taxes are levied by December of the subsequent fiscal year (by passage of a Tax Levy Ordinance). Tax bills are prepared by the County and issued on or about May 1, 2021, and are payable in two installments, on or about June 1, 2021 and September 1, 2021. The County collects such taxes and remits them periodically. The allowance for uncollectible taxes has been stated at 1% of the tax levy, to reflect actual collection experience. As the 2020 tax levy is intended to fund expenditures for the 2021-2022 fiscal year, these taxes are unavailable/deferred as of April 30, 2021.

The 2021 tax levy, which attached as an enforceable lien on property as of January 1, 2021, has not been recorded as a receivable as of April 30, 2021 as the tax has not yet been levied by the City and will not be levied until December 2021 and, therefore, the levy is not measurable at April 30, 2021.

**CITY OF DARIEN, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

**3. RECEIVABLES (Continued)**

b. Due from Other Governments and Other Receivables

	General	Capital Improvements	Nonmajor Governmental	Total
<b>GOVERNMENTAL ACTIVITIES</b>				
Intergovernmental				
Sales tax	\$ 1,304,054	\$ -	\$ -	\$ 1,304,054
Local use tax	226,476	-	-	226,476
Motor fuel tax	-	-	72,758	72,758
Telecommunications tax	87,623	-	-	87,623
Video gaming tax	22,403	-	-	22,403
<b>Total intergovernmental</b>	<b>1,640,556</b>	<b>-</b>	<b>72,758</b>	<b>1,713,314</b>
Other receivables				
Franchise fees	4,314	-	-	4,314
Hotel/motel tax	7,060	-	-	7,060
Amusement tax	11,627	-	-	11,627
Utility tax	77,937	-	-	77,937
Food/beverage tax	49,147	-	-	49,147
Local gas tax	10,036	-	-	10,036
Rent receivable	46,080	-	-	46,080
IRMA	700,351	-	-	700,351
IPBC	803,332	-	-	803,332
Economic incentives	-	365,997	-	365,997
Accounts	74,933	-	-	74,933
Other	12,320	-	-	12,320
<b>Total other receivables</b>	<b>1,797,137</b>	<b>365,997</b>	<b>-</b>	<b>2,163,134</b>
<b>TOTAL GOVERNMENTAL ACTIVITIES</b>	<b>\$ 3,437,693</b>	<b>\$ 365,997</b>	<b>\$ 72,758</b>	<b>\$ 3,876,448</b>

**CITY OF DARIEN, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

**4. CAPITAL ASSETS**

Capital asset activity for the year ended April 30, 2021 was as follows:

	Balances May 1	Increases	Decreases/ Transfers	Balances April 30
<b>GOVERNMENTAL ACTIVITIES</b>				
Capital assets not being depreciated				
Land	\$ 819,529	\$ -	\$ -	\$ 819,529
Total capital assets not being depreciated	819,529	-	-	819,529
Capital assets being depreciated				
Buildings and improvements	5,700,539	-	-	5,700,539
Machinery, vehicles and equipment	4,203,478	59,975	386,277	3,877,176
Infrastructure	12,768,226	21,814	-	12,790,040
Total capital assets being depreciated	22,672,243	81,789	386,277	22,367,755
Less accumulated depreciation for				
Buildings and improvements	3,355,989	130,347	-	3,486,336
Machinery, vehicles and equipment	1,833,566	293,281	242,774	1,884,073
Infrastructure	11,101,741	237,922	-	11,339,663
Total accumulated depreciation	16,291,296	661,550	242,774	16,710,072
Total capital assets being depreciated, net	6,380,947	(579,761)	143,503	5,657,683
<b>GOVERNMENTAL ACTIVITIES</b>				
<b>CAPITAL ASSETS, NET</b>	<b>\$ 7,200,476</b>	<b>\$ (579,761)</b>	<b>\$ 143,503</b>	<b>\$ 6,477,212</b>

Depreciation expense was charged to functions/programs of the governmental activities as follows:

<b>GOVERNMENTAL ACTIVITIES</b>	
General government	\$ 55,653
Public safety	158,153
Highways and streets	447,744
<b>TOTAL DEPRECIATION EXPENSE - GOVERNMENTAL ACTIVITIES</b>	<b>\$ 661,550</b>



**CITY OF DARIEN, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

**4. CAPITAL ASSETS (Continued)**

	Balances May 1	Increases/ Transfers	Decreases	Balances April 30
<b>BUSINESS-TYPE ACTIVITIES</b>				
Capital assets not being depreciated				
Land	\$ 100,000	\$ -	\$ -	\$ 100,000
Total capital assets not being depreciated	100,000	-	-	100,000
Capital assets being depreciated				
Buildings and improvements	6,989,234	-	-	6,989,234
Machinery and equipment	952,556	155,795	832,615	275,736
Infrastructure	9,585,790	-	-	9,585,790
Total capital assets being depreciated	17,527,580	155,795	832,615	16,850,760
Less accumulated depreciation for				
Buildings and improvements	4,277,498	159,937	-	4,437,435
Machinery and equipment	892,585	58,008	832,615	117,978
Infrastructure	6,327,869	167,706	-	6,495,575
Total accumulated depreciation	11,497,952	385,651	832,615	11,050,988
Total capital assets being depreciated, net	6,029,628	(229,856)	-	5,799,772
<b>BUSINESS-TYPE ACTIVITIES</b>				
<b>CAPITAL ASSETS, NET</b>				
	\$ 6,129,628	\$ (229,856)	\$ -	\$ 5,899,772

**5. RISK MANAGEMENT**

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; employee health; natural disasters; illnesses of employees; and injuries to the City's employees.

**Intergovernmental Risk Management Agency**

The City participates in the Intergovernmental Risk Management Agency (IRMA). IRMA is an organization of municipalities and special districts in northeastern Illinois that have formed an association under the Illinois Intergovernmental Cooperations Statute to pool their risk management needs. IRMA administers a mix of self-insurance and commercial insurance coverages; property/casualty and workers' compensation claim administration/litigation management services; unemployment claim administration; extension risk management/loss control consulting and training programs; and a risk information system and financial reporting service for its members.

**5. RISK MANAGEMENT (Continued)**

Intergovernmental Risk Management Agency (Continued)

The City's payments to IRMA are displayed on the financial statements as expenditures/expenses in appropriate funds. Each member assumes the first \$2,500 of each occurrence, and IRMA has a mix of self-insurance and commercial insurance at various amounts above that level.

Each member appoints one delegate, along with an alternate delegate, to represent the member on the Board of Directors. The City does not exercise any control over the activities of IRMA beyond its representation on the Board of Directors.

Initial contributions are determined each year based on the individual member's eligible revenue as defined in the by-laws of IRMA and experience modification factors based on past member loss experience. Members have a contractual obligation to fund any deficit of IRMA attributable to a membership year during which they were a member. Supplemental contributions may be required to fund these deficits. The City is aware of no additional contributions due to IRMA as of April 30, 2021.

Intergovernmental Personnel Benefit Cooperative

The City participates in the Intergovernmental Personnel Benefit Cooperative (IPBC). IPBC is a public entity risk pool established by certain units of local government in Illinois to administer some or all of the personnel benefit programs (primarily medical, dental, and life insurance coverage) offered by these members to their officers and employees and to the officers and employees of certain governmental, quasi governmental, and nonprofit public service entities.

The IPBC receives, processes, and pays such claims as may come within the benefit program of each member. Management consists of a Board of Directors comprised of one appointed representative from each member. In addition, there are two officers; a Benefit Administrator and a Treasurer. The City does not exercise any control over the activities of the IPBC beyond its representation on the Board of Directors.

**6. LONG-TERM DEBT**

a. General Obligation Bonds

The City issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have been issued for general government activities. In addition, general obligation bonds have been issued to refund general obligation bonds. General obligation bonds are direct obligations and pledge the full faith and credit of the City.

**CITY OF DARIEN, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

**6. LONG-TERM DEBT (Continued)**

a. General Obligation Bonds (Continued)

A summary of changes in long-term debt reported in the governmental activities of the City for the year ended April 30, 2021 is as follows:

Governmental Activities

Issue	Fund Debt Retired by	Balances May 1	Issuances	Retirements	Balances April 30	Due Within One Year
\$1,360,000 General Obligation Refunding Bonds, Series 2015 are due in annual installments (beginning January 1, 2017) ranging from \$110,000 to \$185,000 with interest from 1.25% to 2.20%. The last payment due is January 1, 2024.	Capital Improvement	\$ 660,000	\$ -	\$ 180,000	\$ 480,000	\$ 185,000
<b>TOTAL GOVERNMENTAL BONDED DEBT</b>		<b>\$ 660,000</b>	<b>\$ -</b>	<b>\$ 180,000</b>	<b>\$ 480,000</b>	<b>\$ 185,000</b>

Business-Type Activities

Issue	Fund Debt Retired by	Balances May 1	Issuances	Retirements	Balances April 30	Due Within One Year
\$2,810,000 General Obligation Refunding Bonds, Series 2012 are due in annual installments (beginning December 15, 2012) ranging from \$20,000 to \$290,000 with interest from 2.00% to 3.50%. The last payment is due on December 15, 2025.	Water	\$ 1,620,000	\$ -	\$ 245,000	\$ 1,375,000	\$ 260,000
\$3,500,000 General Obligation Bonds, Series 2018 are due in annual installments (beginning January 1, 2020) ranging from \$210,000 to \$375,000 with interest of 3%. The last payment is due on January 1, 2030.	Water	3,290,000	-	285,000	3,005,000	295,000
<b>TOTAL BUSINESS-TYPE BONDED DEBT</b>		<b>\$ 4,910,000</b>	<b>\$ -</b>	<b>\$ 530,000</b>	<b>\$ 4,380,000</b>	<b>\$ 555,000</b>

**CITY OF DARIEN, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

**6. LONG-TERM DEBT (Continued)**

b. Debt Service Requirements to Maturity

Annual debt service requirements to maturity are as follows:

Fiscal Year	Governmental Activities General Obligation Bonds			Business-Type Activities General Obligation Bonds		
	Principal	Interest	Total	Principal	Interest	Total
2022	\$ 185,000	\$ 10,560	\$ 195,560	\$ 555,000	\$ 136,975	\$ 691,975
2023	185,000	6,490	191,490	570,000	120,325	690,325
2024	110,000	2,420	112,420	590,000	101,900	691,900
2025	-	-	-	610,000	82,825	692,825
2026	-	-	-	620,000	63,100	683,100
2027	-	-	-	340,000	43,050	383,050
2028	-	-	-	355,000	32,850	387,850
2029	-	-	-	365,000	22,200	387,200
2030	-	-	-	375,000	11,250	386,250
<b>TOTAL</b>	<b>\$ 480,000</b>	<b>\$ 19,470</b>	<b>\$ 499,470</b>	<b>\$ 4,380,000</b>	<b>\$ 614,475</b>	<b>\$ 4,994,475</b>

c. Changes in Long-Term Liabilities

The following is a summary of changes in long-term liabilities during fiscal year 2021:

	Balances May 1,	Additions	Reductions	Balances April 30	Due Within One Year
<b>GOVERNMENTAL ACTIVITIES</b>					
General obligation bonds	\$ 660,000	\$ -	\$ 180,000	\$ 480,000	\$ 185,000
Compensated absences payable*	663,605	68,337	99,541	632,401	94,860
Total OPEB liability*	1,639,498	183,376	-	1,822,874	157,751
Net pension liability*	24,392,658	-	5,265,834	19,126,824	-
<b>TOTAL GOVERNMENTAL ACTIVITIES</b>	<b>\$ 27,355,761</b>	<b>\$ 251,713</b>	<b>\$ 5,545,375</b>	<b>\$ 22,062,099</b>	<b>\$ 437,611</b>
<b>BUSINESS-TYPE ACTIVITIES</b>					
General obligation bonds	\$ 4,910,000	\$ -	\$ 530,000	\$ 4,380,000	\$ 555,000
Unamortized bond premium	117,383	-	17,097	100,286	-
Compensated absences payable	45,776	19,564	6,866	58,474	8,771
Total OPEB liability	247,152	27,643	-	274,795	23,781
Net pension liability	256,419	-	256,419	-	-
<b>TOTAL BUSINESS-TYPE ACTIVITIES</b>	<b>\$ 5,576,730</b>	<b>\$ 47,207</b>	<b>\$ 810,382</b>	<b>\$ 4,813,555</b>	<b>\$ 587,552</b>

\*The General Fund has typically been used to liquidate the compensated absences payable, the net pension liability, and the total OPEB liability.

**CITY OF DARIEN, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**7. INDIVIDUAL FUND DISCLOSURES**

Transfers between funds at April 30, 2021 consist of the following:

Fund	Transfers In	Transfers Out
General	\$ -	\$ 3,604,801
Capital Improvements	3,600,000	-
Federal Equitable Sharing	4,801	-
<b>TOTAL</b>	<b>\$ 3,604,801</b>	<b>\$ 3,604,801</b>

The purpose of significant transfers in/out is as follows:

- \$3,600,000 transferred from the General Fund to the Capital Improvements Fund for capital projects. This transfer will not be repaid.

The City additionally transferred capital assets with a net book value of \$71,539 from government-wide activities to the Water Operations Fund.

**8. CONTINGENT LIABILITIES**

a. Litigation

The City is not aware of any pending or threatening litigation.

b. DuPage Water Commission

The City's water supply agreement with the DuPage Water Commission (the Commission) provides that each customer is liable for its proportionate share of any costs arising from defaults in payment obligations by other customers.

**9. DEFINED BENEFIT PENSION PLANS**

The City contributes to two defined benefit pension plans, the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer public employee retirement system; and the Police Pension Plan, which is a single-employer pension plan. The benefits, benefit levels, employee contributions, and employer contributions for both plans are governed by ILCS and can only be amended by the Illinois General Assembly. IMRF issues a publicly available report that includes financial statements and supplementary information for the plan as a whole, but not for individual employers. That report can be obtained from IMRF, 2211 York Road, Suite 500, Oak Brook, Illinois 60523 or at IMRF.org. The Police Pension Plan does not issue a separate report.

**9. DEFINED BENEFIT PENSION PLANS (Continued)**

a. Plan Descriptions

Illinois Municipal Retirement Fund

*Plan Administration*

All employees (other than those covered by the Police Pension Plan) hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members.

The plan is accounted for on the economic resources measurement focus and the accrual basis of accounting. Employer and employee contributions are recognized when earned in the year that the contributions are required, benefits and refunds are recognized as an expense and liability when due and payable.

*Plan Membership*

At December 31, 2020, IMRF membership consisted of:

Inactive employees or their beneficiaries currently receiving benefits	59
Inactive employees entitled to but not yet receiving benefits	64
Active employees	<u>36</u>
 TOTAL	 <u><u>159</u></u>

*Benefits Provided*

All employees (other than those covered by the Police Pension Plan) hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members. IMRF provides two tiers of pension benefits. Employees hired prior to January 1, 2011, are eligible for Tier 1 benefits. For Tier 1 employees, pension benefits vest after eight years of service. Participating members who retire at age 55 (reduced benefits) or after age 60 (full benefits) with eight years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter.

**9. DEFINED BENEFIT PENSION PLANS (Continued)**

a. Plan Descriptions (Continued)

Illinois Municipal Retirement Fund (Continued)

*Benefits Provided (Continued)*

Employees hired on or after January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating members who retire at age 62 (reduced benefits) or after age 67 (full benefits) with ten years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter.

IMRF also provides death and disability benefits. These benefit provisions are established by state statute.

*Contributions*

Participating members are required to contribute 4.50% of their annual salary to IMRF. The City is required to contribute the remaining amounts necessary to fund IMRF as specified by statute. The employer contribution for the fiscal year ended April 30, 2021 was 12.93% of covered payroll.

*Actuarial Assumptions*

The City's net pension liability was measured as of December 31, 2020 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of the same date using the following actuarial methods and assumptions.

Actuarial valuation date	December 31, 2020
Actuarial cost method	Entry-age normal
Assumptions	
Inflation	2.25%
Salary increases	2.85% to 13.75%
Investment rate of return	7.25%
Asset valuation method	Fair value

**9. DEFINED BENEFIT PENSION PLANS (Continued)**

a. Plan Descriptions (Continued)

Illinois Municipal Retirement Fund (Continued)

*Actuarial Assumptions (Continued)*

For non-disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Retiree, Male (adjusted 106%) and Female (adjusted 105%) tables, and future mortality improvements projected using scale MP-2020. For disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Disabled Retiree, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020. For active members, the Pub-2010, Amount-Weighted, below-median income, General, Employee, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020.

*Discount Rate*

The discount rate used to measure the total pension liability was 7.25% at December 31, 2020. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that the City contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the IMRF's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.



**CITY OF DARIEN, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**9. DEFINED BENEFIT PENSION PLANS (Continued)**

a. Plan Descriptions (Continued)

Illinois Municipal Retirement Fund (Continued)

*Changes in the Net Pension Liability (Asset)*

	(a) Total Pension Liability	(b) Plan Fiduciary Net Position	(a) - (b) Net Pension Liability (Asset)
BALANCES AT JANUARY 1, 2020	\$ 22,984,675	\$ 21,714,916	\$ 1,269,759
Changes for the period			
Service cost	259,033	-	259,033
Interest	1,638,949	-	1,638,949
Difference between expected and actual experience	95,759	-	95,759
Changes in assumptions	(209,317)	-	(209,317)
Employer contributions	-	346,481	(346,481)
Employee contributions	-	136,129	(136,129)
Net investment income	-	3,079,354	(3,079,354)
Benefit payments and refunds	(1,016,000)	(1,016,000)	-
Other (net transfer)	-	(18,876)	18,876
Net changes	768,424	2,527,088	(1,758,664)
BALANCES AT DECEMBER 31, 2020	\$ 23,753,099	\$ 24,242,004	\$ (488,905)

Changes in assumptions related to salary rates, price inflation, retirement age, and mortality rates were made in 2020.

**CITY OF DARIEN, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**9. DEFINED BENEFIT PENSION PLANS (Continued)**

a. Plan Descriptions (Continued)

Illinois Municipal Retirement Fund (Continued)

*Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources*

For the year ended April 30, 2021, the City recognized pension expense of \$45,354.

At April 30, 2021, the City reported deferred outflows of resources and deferred inflows of resources related to IMRF from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 151,282	\$ -
Changes in assumption	-	122,098
Contributions made after measurement date	113,631	-
Net difference between projected and actual earnings on pension plan investments	-	1,872,076
	<hr/>	<hr/>
TOTAL	<u>\$ 264,913</u>	<u>\$ 1,994,174</u>

\$113,631 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the reporting year ending April 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Fiscal Year Ending April 30,	
2022	\$ (539,836)
2023	(264,523)
2024	(733,523)
2025	(305,010)
2026	-
Thereafter	-
	<hr/>
TOTAL	<u>\$ (1,842,892)</u>

**9. DEFINED BENEFIT PENSION PLANS (Continued)**

a. Plan Descriptions (Continued)

Illinois Municipal Retirement Fund (Continued)

*Discount Rate Sensitivity*

The following is a sensitivity analysis of the net pension liability (asset) to changes in the discount rate. The table below presents the net pension liability (asset) of the City calculated using the discount rate of 7.25% as well as what the City's net pension liability (asset) would be if it were calculated using a discount rate that is 1 percentage point lower (6.25%) or 1 percentage point higher (8.25%) than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Net pension liability (asset)	\$ 2,263,982	\$ (488,905)	\$ (2,639,884)

Police Pension Plan

*Plan Administration*

Police sworn personnel are covered by the Police Pension Plan. Although this is a single-employer pension plan, the defined benefits and employee and employer contribution levels are governed by Illinois Compiled Statutes (40 ILCS 5/3-1) and may be amended only by the Illinois legislature. The City accounts for the plan as a pension trust fund.

The plan is governed by a five-member Board of Trustees. Two members of the Board of Trustees are appointed by the City's Mayor, one member is elected by pension beneficiaries, and two members are elected by active police employees.

The plan is accounted for on the economic resources measurement focus and the accrual basis of accounting. Employer and employee contributions are recognized when earned in the year that the contributions are required, benefits and refunds are recognized as an expense and liability when due and payable.

**CITY OF DARIEN, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**9. DEFINED BENEFIT PENSION PLANS (Continued)**

a. Plan Descriptions (Continued)

Police Pension Plan (Continued)

*Plan Membership*

At April 30, 2021, membership consisted of:

Inactive plan members currently receiving benefits	30
Inactive plan members entitled to but not yet receiving benefits	13
Active plan members	<u>34</u>
 TOTAL	 <u><u>77</u></u>

*Benefits Provided*

The Police Pension Plan provides retirement benefits through two tiers of benefits as well as death and disability benefits. Tier 1 employees (those hired prior to January 1, 2011) attaining the age of 50 or older with 20 or more years of creditable service are entitled to receive an annual retirement benefit equal to one-half of the salary attached to the rank held on the last day of service, or for one year prior to the last day, whichever is greater. The annual benefit shall be increased by 2.50% of such salary for each additional year of service over 20 years up to 30 years to a maximum of 75% of such salary. Employees with at least eight years but less than 20 years of credited service may retire at or after age 60 and receive a reduced benefit. The monthly benefit of a police officer who retired with 20 or more years of service after January 1, 1977 shall be increased annually, following the first anniversary date of retirement and be paid upon reaching the age of at least 55 years, by 3% of the original pension and 3% compounded annually thereafter.

Tier 2 employees (those hired on or after January 1, 2011) attaining the age of 55 or older with ten or more years of creditable service are entitled to receive an annual retirement benefit equal to the average monthly salary obtained by dividing the total salary of the police officer during the 48 consecutive months of service within the last 60 months of service in which the total salary was the highest by the number of months of service in that period. Police officers' salary for pension purposes is capped at \$106,800, plus the lesser of ½ of the annual change in the Consumer Price Index or 3% compounded. The annual benefit shall be increased by 2.50% of such salary for each additional year of service over 20 years up to 30 years to a maximum

**9. DEFINED BENEFIT PENSION PLANS (Continued)**

a. Plan Descriptions (Continued)

Police Pension Plan (Continued)

*Benefits Provided (Continued)*

of 75% of such salary. Employees with at least ten years may retire at or after age 50 and receive a reduced benefit (i.e., ½% for each month under 55). The monthly benefit of a Tier 2 police officer shall be increased annually at age 60 on the January 1<sup>st</sup> after the police officer retires, or the first anniversary of the pension starting date, whichever is later. Noncompounding increases occur annually, each January thereafter. The increase is the lesser of 3% or ½ of the change in the Consumer Price Index for the preceding calendar year.

*Contributions*

Employees are required by ILCS to contribute 9.91% of their base salary to the Police Pension Plan. If an employee leaves covered employment with less than 20 years of service, accumulated employee contributions may be refunded without accumulated interest. The City is required to contribute the remaining amounts necessary to finance the plan, including the costs of administering the plan, as actuarially determined by an enrolled actuary. Effective January 1, 2011, the City has until the year 2040 to fund 90% of the past service cost for the Police Pension Plan. However, the City has decided to fund 100% of the past service cost by 2040. For the year ended April 30, 2021, the City's contribution was 55.32% of covered payroll.

*Investment Policy*

ILCS limits the Police Pension Fund's (the Fund) investments to those allowable by ILCS and require the Fund's Board of Trustees to adopt an investment policy which can be amended by a majority vote of the Board of Trustees. The Fund can invest in the same securities as the City, plus the following: certain non-U.S. obligations (corporate debt securities), Illinois municipal corporations tax anticipation warrants, veteran's loans, obligations of the State of Illinois and its political divisions (rated Aa or better), Illinois insurance company general and separate accounts, equity mutual funds, equity securities and corporate bonds managed through an investment advisor (rated Aa or better). During the fiscal year ended April 30, 2021, changes to the investment policy related to performance benchmarks and adding language related to the Illinois Sustainable Investing Act.

**9. DEFINED BENEFIT PENSION PLANS (Continued)**

a. Plan Descriptions (Continued)

Police Pension Plan (Continued)

*Investment Policy* (Continued)

The Fund's investment policy, in accordance with ILCS, establishes the following target allocation across asset classes:

Asset Class	Target	Long-Term Expected Real Rate of Return
Large Cap Domestic Equity	42.00%	5.80%
Small Cap Domestic Equity	12.00%	7.60%
International Equity	6.00%	7.10%
Fixed Income	40.00%	1.30%

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future arithmetic real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

*Fair Value Measurement*

All investments in the plan are stated at fair value and are recorded as of the trade date. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

**CITY OF DARIEN, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

**9. DEFINED BENEFIT PENSION PLANS (Continued)**

a. Plan Descriptions (Continued)

Police Pension Plan (Continued)

*Fair Value Measurement (Continued)*

Additionally, the Fund categorizes its fair value measurements within the fair value hierarchy established by GAAP. The hierarchy is based on the valuation inputs used to measure fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs. The Fund has the following recurring fair value measurements as of April 30, 2021: the U.S. Treasury obligations and mutual funds are valued using quoted prices in active markets for identical assets (Level 1 inputs). The U.S. agency obligations, Municipal bonds, corporate bonds and negotiable certificates of deposits are valued using quoted matrix pricing models (Level 2 inputs).

*Investment Rate of Return*

For the year ended April 30, 2021, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was 24.83%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

*Deposits with Financial Institutions*

Custodial credit risk for deposits with financial institutions is the risk that in the event of bank failure, the Fund's deposits may not be returned to it. The Fund's investment policy does not require pledging of collateral for all bank balances in excess of federal depository insurance, since flow-through FDIC insurance is available for the police pension funds deposits with financial institutions.

*Interest Rate Risk*

The following table presents the investments and maturities of the Fund's debt securities as of April 30, 2021:

Investment Type	Fair Value	Investment Maturities (in Years)			
		Less Than 1	1-5	6-10	Greater than 10
U.S. Treasury notes	\$ 1,157,011	\$ 101,531	\$ 803,503	\$ 251,977	\$ -
U.S. agency obligations	7,490,739	325,279	2,613,687	4,526,542	17,231
Municipal bonds	1,920,087	101,094	667,208	1,151,785	-
Corporate bonds	2,194,883	251,975	1,591,313	351,595	-
Negotiable CDs	901,721	-	455,524	446,197	-
<b>TOTAL</b>	<b>\$ 13,664,441</b>	<b>\$ 779,879</b>	<b>\$ 6,139,235</b>	<b>\$ 6,728,096</b>	<b>\$ 17,231</b>

**9. DEFINED BENEFIT PENSION PLANS (Continued)**

a. Plan Descriptions (Continued)

Police Pension Plan (Continued)

*Interest Rate Risk* (Continued)

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of investments. In accordance with its investment policy, the Fund limits its exposure to interest rate risk by structuring the portfolio to provide liquidity for operating funds and maximizing yields for funds not needed within a one-year period. The investment policy does not limit the maximum maturity length of investments in the Fund.

*Credit Risk*

The Fund limits its exposure to credit risk, the risk that the issuer of a debt security will not pay its par value upon maturity, by primarily investing in state and local obligations and obligations guaranteed by the United States Government or securities issued by agencies of the United States Government that are explicitly or implicitly guaranteed by the United States Government. The corporate bonds are required to be investment grade rated at or above BBB- by Standard and Poor's or Baa3 by Moody's. The municipal bonds are required to be rated A or better by Moody's. The U.S. agency obligations are rated AA+ or not rated. The municipal bonds are rated from AA to AAA. The corporate bonds are rated from BBB+ to AAA. The negotiable certificate deposits are not rated.

*Custodial Credit Risk*

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to the investment, the Fund will not be able to recover the value of its investments that are in possession of an outside party. To limit its exposure, the Fund's investment policy requires all security transactions that are exposed to custodial credit risk to be processed on a delivery versus payment (DVP) basis with the underlying investments held by a third party acting as the Fund's agent separate from where the investment was purchased in the Fund's name. The mutual funds and money market mutual funds are not subject to custodial credit risk.

*Concentration of Credit Risk*

Concentration of credit risk is the risk that the Fund has a high percentage of its investments invested in one type of investment. The Fund's investment policy requires diversification of investments to avoid unreasonable risk.



**CITY OF DARIEN, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**9. DEFINED BENEFIT PENSION PLANS (Continued)**

a. Plan Descriptions (Continued)

Police Pension Plan (Continued)

*Concentration of Credit Risk (Continued)*

There are no significant investments (other than United States Government guaranteed obligations and mutual funds) in any one organization that represent 5% or more of the Fund's investments.

*Changes in the Net Pension Liability*

	(a) Total Pension Liability	(b) Plan Fiduciary Net Position	(a) - (b) Net Pension Liability
BALANCES AT MAY 1, 2020	\$ 52,519,680	\$ 29,140,362	\$ 23,379,318
Changes for the period			
Service cost	789,351	-	789,351
Interest	3,642,965	-	3,642,965
Difference between expected and actual experience	842,706	-	842,706
Changes in assumptions	-	-	-
Changes in benefit terms	-	-	-
Employer contributions	-	1,920,922	(1,920,922)
Employee contributions	-	327,973	(327,973)
Net investment income	-	7,317,078	(7,317,078)
Benefit payments and refunds	(2,533,355)	(2,533,355)	-
Administrative expense	-	(38,457)	38,457
Net changes	2,741,667	6,994,161	(4,252,494)
BALANCES AT APRIL 30, 2021	\$ 55,261,347	\$ 36,134,523	\$ 19,126,824

**9. DEFINED BENEFIT PENSION PLANS (Continued)**

a. Plan Descriptions (Continued)

Police Pension Plan (Continued)

*Actuarial Assumptions*

The total pension liability above was determined by an actuarial valuation using the following actuarial methods and assumptions.

Actuarial valuation date	April 30, 2021
Actuarial cost method	Entry-age normal
Assumptions	
Inflation	2.50%
Salary increases	Service-based
Interest rate	7.00%
Asset valuation method	Fair value

Mortality rates were based on PubS-2010 Employee mortality, projected five years past the valuation date with Scale MP-2018. 10% of active deaths are assumed to be in the line of duty for active lives. PubS-2010 Healthy Retiree mortality, projected five years past the valuation date with Scale MP-2018 for inactive lives. PubS-2010 Survivor mortality, projected five years past the valuation date with Scale MP-2018 for beneficiaries. PubS-2010 Disabled mortality, projected five years past the valuation date with Scale MP-2018 for disabled lives.

*Discount Rate*

The discount rate used to measure the total pension liability was 7%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that the City contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**CITY OF DARIEN, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**9. DEFINED BENEFIT PENSION PLANS (Continued)**

a. Plan Descriptions (Continued)

Police Pension Plan (Continued)

*Discount Rate Sensitivity*

The following is a sensitivity analysis of the net pension liability to changes in the discount rate. The table below presents the net pension liability of the City calculated using the discount rate of 7% as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6%) or 1 percentage point higher (8%) than the current rate:

	1% Decrease (6%)	Current Discount Rate (7%)	1% Increase (8%)
Net pension liability	\$ 26,902,043	\$ 19,126,824	\$ 12,760,616

*Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources*

For the year ended April 30, 2021, the City recognized police pension expense of \$1,674,872. At April 30, 2021, the City reported deferred outflows of resources and deferred inflows of resources related to the police pension from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 957,195	\$ 236,784
Changes in assumption	874,965	192,166
Net difference between projected and actual earnings on pension plan investments	-	3,163,065
<b>TOTAL</b>	<b>\$ 1,832,160</b>	<b>\$ 3,592,015</b>

**CITY OF DARIEN, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**9. DEFINED BENEFIT PENSION PLANS (Continued)**

a. Plan Descriptions (Continued)

Police Pension Plan (Continued)

*Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources (Continued)*

Amounts reported as deferred outflows of resources and deferred inflows of resources related to the police pension will be recognized in pension expense as follows:

Fiscal Year Ending April 30,	
2022	\$ (343,293)
2023	(347,600)
2024	(333,004)
2025	(876,409)
2026	140,451
Thereafter	<u>-</u>
<b>TOTAL</b>	<b><u>\$ (1,759,855)</u></b>

**10. TAX ABATEMENTS**

The City rebates sales taxes to recruit, retain, or improve local business facilities or their supporting public infrastructure under certain circumstances. The terms of these rebate arrangements are specified within written agreements with the businesses concerned. These agreements are authorized through formal approval by the City Council. There are no recapture provisions in the agreements.

The City entered into an agreement in April 2012 with a local business wherein the City will rebate up to a net present value of \$4,000,000 of incremental sales tax revenue, discounted at 8.15%. As of and for the year ended April 30, 2021, a liability of \$291,362 has been accrued and cumulative payments of \$1,321,877 have been made under this agreement.

The City entered into an agreement in February 2013 with a local business wherein the City will rebate up to \$750,000 of sales tax revenue over 11 years. As of and for the year ended April 30, 2021, a liability of \$68,000 has been accrued and cumulative payments of \$408,000 have been made under this agreement.

**10. TAX ABATEMENTS (Continued)**

The City entered into an agreement in September 2019 with a local business wherein the City has agreed to support capital improvements up to \$366,000. Upon completion of the projects of the local business, the City will record a lien against the subject property in the amount of \$366,000. The loan is to be repaid through annual installments based on increased project revenues with any remaining balance, if any, to be paid in full at the end of ten years. Enhanced project revenues are defined as 50% of the gross revenue generated by the virtual golf facility being installed as part of the project improvements, sales tax, amusement tax, food and beverage tax and video gaming tax generated by the local business. As of and for the year ended April 30, 2021, the projects of the local business have been completed, the City has paid \$365,997 related to the agreement and has recorded a receivable and deferred inflow for this amount.

**11. OTHER POSTEMPLOYMENT BENEFITS**

a. Plan Description

In addition to providing the pension benefits described, the City provides postemployment health care benefits (OPEB) for retired employees through a single-employer defined benefit plan (the Plan). The benefits, benefit levels, employee contributions and employer contributions are governed by the City and can be amended by the City through its personnel manual and union contracts. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75. The Plan does not issue a separate report. The activity of the Plan is reported in the City's governmental and business-type activities.

b. Benefits Provided

The City provides the opportunity for retirees, their spouses and dependents (enrolled at time of employee's retirement) to participate in the City's health insurance plan for pre and post-Medicare postretirement health insurance. To be eligible for benefits, the employee must qualify for retirement under one of the City's three retirement plans. An implicit benefit is provided due to the retirees paying 100% of the actuarially determined premium to the plan. Pursuant to the Illinois Public Safety Employee Benefits Act, the City provides health insurance to any sworn police employee (their spouses and dependents) who suffers a catastrophic injury or is killed in the line of duty. The City is responsible for paying the entire actuarially determined contribution to the plan. Upon a retiree becoming eligible for Medicare, the amount payable under the City's health plan will be reduced by the amount payable under Medicare for those expenses that are covered under both.

**CITY OF DARIEN, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**11. OTHER POSTEMPLOYMENT BENEFITS (Continued)**

c. Membership

At April 30, 2021, membership consisted of:

Inactive employees or beneficiaries currently receiving benefit payments	15
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	<u>66</u>
<b>TOTAL</b>	<b><u>81</u></b>

d. Total OPEB Liability

The City's total OPEB liability of \$2,097,669 was measured as of April 30, 2021 and was determined by an actuarial valuation as of that date.

e. Actuarial Assumptions and Other Inputs

The total OPEB liability at April 30, 2021, as determined by an actuarial valuation as of May 1, 2021 actuarial valuation, was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified.

Actuarial cost method	Entry-age normal
Actuarial value of assets	N/A
Inflation	3.00%
Salary Increases	4.00%
Discount rate	1.83%
Healthcare cost trend rates	5.50% Initial to 4.50% Ultimate

The discount rate was based the S&P Municipal Bond 20-Year High-Grade Rate Index as of April 30, 2021.



**CITY OF DARIEN, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

**11. OTHER POSTEMPLOYMENT BENEFITS (Continued)**

g. Rate Sensitivity (Continued)

The table below presents the total OPEB liability of the City calculated using the healthcare rate of 5.50% to 4.50% as well as what the City's total OPEB liability would be if it were calculated using a healthcare rate that is 1 percentage point lower (4.50% to 3.50%) or 1 percentage point higher (6.50% to 5.50%) than the current rate:

	1% Decrease (4.50% to 3.50%)	Current Healthcare Rate (5.50% to 4.50%)	1% Increase (6.50% to 5.50%)
Total OPEB liability	\$ 1,932,804	\$ 2,097,669	\$ 2,286,803

h. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended April 30, 2021, the City recognized OPEB expense of \$(39,817). At April 30, 2021, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 99,297	\$ -
Changes in assumptions	280,667	1,351
<b>TOTAL</b>	<b>\$ 379,964</b>	<b>\$ 1,351</b>

Amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in OPEB expense as follows:

Year Ending April 30	
2022	\$ 54,735
2023	54,735
2024	54,735
2025	54,735
2026	54,735
Thereafter	104,938
<b>TOTAL</b>	<b>\$ 378,613</b>



**REQUIRED SUPPLEMENTARY INFORMATION**

**CITY OF DARIEN, ILLINOIS**

**SCHEDULE OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
GENERAL FUND**

For the Year Ended April 30, 2021

	<b>Original and Final Budget</b>	<b>Actual</b>	<b>Variance Over (Under)</b>
<b>REVENUES</b>			
Taxes	\$ 5,177,782	\$ 4,971,008	\$ (206,774)
Licenses, permits, and fees	935,397	1,022,666	87,269
Intergovernmental	8,340,347	10,153,495	1,813,148
Charges for services	432,447	517,219	84,772
Investment income	65,000	8,332	(56,668)
Miscellaneous	55,000	81,727	26,727
	<hr/>	<hr/>	<hr/>
Total revenues	15,005,973	16,754,447	1,748,474
<b>EXPENDITURES</b>			
Current			
General government	2,005,283	1,910,299	(94,984)
Highways and streets	1,987,516	1,653,527	(333,989)
Public safety	8,296,121	7,689,895	(606,226)
	<hr/>	<hr/>	<hr/>
Total expenditures	12,288,920	11,253,721	(1,035,199)
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<hr/>	<hr/>	<hr/>
	2,717,053	5,500,726	2,783,673
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers (out)	<hr/>	<hr/>	<hr/>
	-	(3,604,801)	(3,604,801)
Total other financing sources (uses)	<hr/>	<hr/>	<hr/>
	-	(3,604,801)	(3,604,801)
<b>NET CHANGE IN FUND BALANCE</b>	<hr/>	<hr/>	<hr/>
	\$ 2,717,053	1,895,925	\$ (821,128)
<b>FUND BALANCE, MAY 1</b>		<hr/>	
		4,565,536	
<b>FUND BALANCE, APRIL 30</b>		<hr/>	
		\$ 6,461,461	

(See independent auditor's report.)

**CITY OF DARIEN, ILLINOIS**

**SCHEDULE OF EMPLOYER CONTRIBUTIONS  
ILLINOIS MUNICIPAL RETIREMENT FUND**

Last Six Fiscal Years

<b>FISCAL YEAR ENDED APRIL 30,</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
Actuarially determined contribution	\$ 349,021	\$ 263,481	\$ 278,630	\$ 403,827	\$ 329,704	\$ 335,289
Contributions in relation to the actuarially determined contribution	349,021	263,481	278,630	403,827	329,704	335,289
<b>CONTRIBUTION DEFICIENCY (Excess)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Covered payroll	\$ 2,698,612	\$ 2,553,725	\$ 2,411,693	\$ 2,594,734	\$ 2,517,936	\$ 2,525,245
Contributions as a percentage of covered payroll	12.93%	10.32%	11.55%	15.56%	13.09%	13.28%

Notes to Required Supplementary Information

The information presented was determined as part of the actuarial valuations as of January 1 of the prior calendar year. Additional information as of the latest actuarial valuation presented is as follows: the actuarial cost method was entry-age normal; the amortization method was level percent of pay, closed and the amortization period was 23 years; the asset valuation method was five-year smoothed market; and the significant actuarial assumptions were an investment rate of return at 7.50% annually, projected salary increases assumption of 3.35% to 14.25% compounded annually, and inflation of 2.50%.

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

**CITY OF DARIEN, ILLINOIS**

**SCHEDULE OF EMPLOYER CONTRIBUTIONS  
POLICE PENSION FUND**

Last Seven Fiscal Years

<b>FISCAL YEAR ENDED APRIL 30,</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Actuarially determined contribution	\$ 1,905,149	\$ 1,714,350	\$ 1,618,878	\$ 1,456,052	\$ 1,412,529	\$ 1,200,005	\$ 1,196,027
Contributions in relation to the actuarially determined contribution	1,920,922	1,728,465	1,634,019	1,468,691	1,421,243	1,209,939	1,205,560
<b>CONTRIBUTION DEFICIENCY (Excess)</b>	<b>\$ (15,773)</b>	<b>\$ (14,115)</b>	<b>\$ (15,141)</b>	<b>\$ (12,639)</b>	<b>\$ (8,714)</b>	<b>\$ (9,934)</b>	<b>\$ (9,533)</b>
Covered payroll	\$ 3,472,348	\$ 3,407,217	\$ 3,319,478	\$ 3,163,883	\$ 3,159,697	\$ 3,054,195	\$ 2,916,963
Contributions as a percentage of covered payroll	55.32%	50.73%	49.23%	46.42%	44.98%	39.62%	41.33%

Notes to Required Supplementary Information

The information presented was determined as part of the actuarial valuations as of May 1 of the prior fiscal year. Additional information from the actuarial valuation used to determine the current year contributions is as follows: the actuarial cost method was entry age normal; the amortization method was level percent of pay, 100% closed basis and the amortization period was 21 years; the asset valuation method was five-year smoothed market value; and the significant actuarial assumptions were an investment rate of return at 7.00% annually, projected salary increases assumption of 3.50% compounded annually, and postretirement benefit increases of 3.00% compounded annually (Tier 1) and an annual increase equal to the lesser of 3.00% per year or 1/2 the annual unadjusted percentage increase in the CPI-U.

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

**CITY OF DARIEN, ILLINOIS**

SCHEDULE OF CHANGES IN THE EMPLOYER'S NET  
PENSION LIABILITY AND RELATED RATIOS  
ILLINOIS MUNICIPAL RETIREMENT FUND

Last Six Calendar Years

<b>MEASUREMENT DATE DECEMBER 31,</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
<b>TOTAL PENSION LIABILITY</b>			
Service cost	\$ 259,033	\$ 252,736	\$ 245,279
Interest	1,638,949	1,542,957	1,425,656
Changes of benefit terms	-	-	-
Differences between expected and actual experience	95,759	522,376	931,248
Changes of assumptions	(209,317)	-	597,080
Benefit payments, including refunds of member contributions	(1,016,000)	(978,377)	(880,787)
Net change in total pension liability	768,424	1,339,692	2,318,476
Total pension liability - beginning	22,984,675	21,644,983	19,326,507
<b>TOTAL PENSION LIABILITY - ENDING</b>	<b>\$ 23,753,099</b>	<b>\$ 22,984,675</b>	<b>\$ 21,644,983</b>
<b>PLAN FIDUCIARY NET POSITION</b>			
Contributions - employer	\$ 346,481	\$ 229,398	\$ 397,939
Contributions - member	136,129	114,445	112,439
Net investment income	3,079,354	3,478,060	(978,275)
Benefit payments, including refunds of member contributions	(1,016,000)	(978,377)	(880,787)
Other	(18,876)	267,292	566,121
Net change in plan fiduciary net position	2,527,088	3,110,818	(782,563)
Plan fiduciary net position - beginning	21,714,916	18,604,098	19,386,661
<b>PLAN FIDUCIARY NET POSITION - ENDING</b>	<b>\$ 24,242,004</b>	<b>\$ 21,714,916</b>	<b>\$ 18,604,098</b>
<b>EMPLOYER'S NET PENSION LIABILITY (ASSET)</b>	<b>\$ (488,905)</b>	<b>\$ 1,269,759</b>	<b>\$ 3,040,885</b>
Plan fiduciary net position as a percentage of the total pension liability	102.06%	94.48%	85.95%
Covered payroll	\$ 2,696,354	\$ 2,543,208	\$ 2,498,644
Employer's net pension liability as a percentage of covered payroll	(18.13%)	49.93%	121.70%

Notes to Required Supplementary Information

Changes in assumptions for the discount rate were made in 2015 and 2016.

Changes in assumptions related to price inflation, salary increases, retirement age, and mortality rates were made in 2017.

Changes in assumptions related to the discount rate were made in 2018.

Changes in assumptions related to salary rates, price inflation, retirement age, and mortality rates were made in 2020.

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

<b>2017</b>	<b>2016</b>	<b>2015</b>
\$ 263,857	\$ 278,904	\$ 286,420
1,428,582	1,382,894	1,327,546
-	-	-
(372,485)	(320,532)	(169,723)
(543,970)	(48,542)	24,074
(730,617)	(720,046)	(681,770)
45,367	572,678	786,547
19,281,140	18,708,462	17,921,915
<u>\$ 19,326,507</u>	<u>\$ 19,281,140</u>	<u>\$ 18,708,462</u>
\$ 314,655	\$ 353,272	\$ 335,354
111,740	115,595	114,576
2,968,029	1,126,831	80,704
(730,617)	(720,046)	(681,770)
(360,471)	84,073	18,009
2,303,336	959,725	(133,127)
17,083,325	16,123,600	16,256,727
<u>\$ 19,386,661</u>	<u>\$ 17,083,325</u>	<u>\$ 16,123,600</u>
<u>\$ (60,154)</u>	<u>\$ 2,197,815</u>	<u>\$ 2,584,862</u>
100.31%	88.60%	86.18%
\$ 2,483,111	\$ 2,568,770	\$ 2,525,245
(2.42%)	85.56%	102.36%

(See independent auditor's report.)

**CITY OF DARIEN, ILLINOIS**

SCHEDULE OF CHANGES IN THE EMPLOYER'S  
NET PENSION LIABILITY AND RELATED RATIOS  
POLICE PENSION FUND

Last Seven Fiscal Years

<b>MEASUREMENT DATE APRIL 30,</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
<b>TOTAL PENSION LIABILITY</b>			
Service cost	\$ 789,351	\$ 730,885	\$ 685,980
Interest	3,642,965	3,486,465	3,270,691
Changes of benefit terms	-	114,024	-
Differences between expected and actual experience	842,706	245,106	(473,570)
Changes of assumptions	-	-	1,749,927
Contributions - buy back	-	-	-
Benefit payments, including refunds of member contributions	(2,533,355)	(2,265,113)	(2,125,790)
Net change in total pension liability	2,741,667	2,311,367	3,107,238
Total pension liability - beginning	52,519,680	50,208,313	47,101,075
<b>TOTAL PENSION LIABILITY - ENDING</b>	<b>\$ 55,261,347</b>	<b>\$ 52,519,680</b>	<b>\$ 50,208,313</b>
<b>PLAN FIDUCIARY NET POSITION</b>			
Contributions - employer	\$ 1,920,922	\$ 1,728,465	\$ 1,634,019
Contributions - member	327,973	329,449	319,775
Contributions - buy back	-	-	-
Net investment income	7,317,078	369,394	1,738,762
Benefit payments, including refunds of member contributions	(2,533,355)	(2,265,113)	(2,125,790)
Administrative expense	(38,457)	(44,663)	(41,538)
Net change in plan fiduciary net position	6,994,161	117,532	1,525,228
Plan fiduciary net position - beginning	29,140,362	29,022,830	27,497,602
<b>PLAN FIDUCIARY NET POSITION - ENDING</b>	<b>\$ 36,134,523</b>	<b>\$ 29,140,362</b>	<b>\$ 29,022,830</b>
<b>EMPLOYER'S NET PENSION LIABILITY</b>	<b>\$ 19,126,824</b>	<b>\$ 23,379,318</b>	<b>\$ 21,185,483</b>
Plan fiduciary net position as a percentage of the total pension liability	65.39%	55.48%	57.80%
Covered payroll	\$ 3,472,348	\$ 3,407,217	\$ 3,319,478
Employer's net pension liability as a percentage of covered payroll	550.83%	686.17%	638.22%

Notes to Required Supplementary Information

There was a change to actuarial assumptions in 2015 to reflect revised expectations with respect to mortality rates, disability rates, turnover rates, and retirement rates.

There was a change to actuarial assumptions in 2017 to reflect updated mortality assumptions to include a projection to the valuation date using Scale BB and the salary scale assumption was updated from a flat 5.50% to a service-graded schedule.

There were changes in assumptions in 2018 for retirement, termination, and disability rate tables, salary increase rates, percentage of disabilities and deaths assumed to be in the line of duty.

There were changes in assumptions in 2019 to update the mortality rates to reflect the PubS-2010 tables.

There were changes in benefits in 2020 as required by PA-101-0610 (SB 1300).

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
\$	730,502	\$ 797,055	\$ 754,785	\$ 688,515
	3,168,022	2,970,623	2,938,342	2,599,067
	-	-	-	-
	274,605	202,447	(1,424,513)	(388,710)
	(576,498)	798,335	-	2,888,856
	-	106,677	-	-
	(2,045,013)	(1,932,191)	(1,767,269)	(1,624,179)
	1,551,618	2,942,946	501,345	4,163,549
	45,549,457	42,606,511	42,105,166	37,941,617
\$	<u>47,101,075</u>	<u>\$ 45,549,457</u>	<u>\$ 42,606,511</u>	<u>\$ 42,105,166</u>
\$	1,468,691	\$ 1,421,243	\$ 1,209,939	\$ 1,205,560
	295,483	313,126	308,852	302,058
	-	106,677	-	-
	1,789,255	1,982,144	(21,989)	1,604,934
	(2,045,013)	(1,932,191)	(1,767,269)	(1,624,179)
	(39,377)	(41,720)	(34,650)	(39,881)
	1,469,039	1,849,279	(305,117)	1,448,492
	26,028,563	24,179,284	24,484,401	23,035,909
\$	<u>27,497,602</u>	<u>\$ 26,028,563</u>	<u>\$ 24,179,284</u>	<u>\$ 24,484,401</u>
\$	<u>19,603,473</u>	<u>\$ 19,520,894</u>	<u>\$ 18,427,227</u>	<u>\$ 17,620,765</u>
	58.38%	57.14%	56.75%	58.15%
\$	3,163,883	\$ 3,159,697	\$ 3,054,195	\$ 2,916,963
	619.60%	617.81%	603.34%	604.08%

(See independent auditor's report.)



**CITY OF DARIEN, ILLINOIS**

SCHEDULE OF CHANGES IN THE EMPLOYER'S  
TOTAL OPEB LIABILITY AND RELATED RATIOS  
OTHER POSTEMPLOYMENT BENEFIT PLAN

Last Three Fiscal Years

<b>MEASUREMENT DATE APRIL 30,</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
<b>TOTAL OPEB LIABILITY</b>			
Service cost	\$ 35,796	\$ 34,033	\$ 31,356
Interest	51,183	57,927	64,349
Changes of benefit terms	-	-	-
Differences between expected and actual experience	112,718	-	-
Changes of assumptions	192,854	64,557	91,892
Benefit payments	(181,532)	(149,437)	(162,002)
Other changes	-	284	-
Net change in total OPEB liability	211,019	7,364	25,595
Total OPEB liability - beginning	1,886,650	1,879,286	1,853,691
<b>TOTAL OPEB LIABILITY - ENDING</b>	<b>\$ 2,097,669</b>	<b>\$ 1,886,650</b>	<b>\$ 1,879,286</b>
Covered payroll	\$ 5,827,503	\$ 4,910,475	\$ 5,460,822
Employer's total OPEB liability as a percentage of covered payroll	36.00%	38.42%	34.41%

No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

Changes in assumptions related to the discount rate and mortality rates were made in 2021.

Changes in assumptions related to the discount rate were made in 2019 and 2020.

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

**CITY OF DARIEN, ILLINOIS**

**SCHEDULE OF INVESTMENT RETURNS  
POLICE PENSION FUND**

Last Seven Fiscal Years

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<b>FISCAL YEAR ENDED APRIL 30,</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Annual money-weighted rate of return, net of investment expense	24.83%	1.26%	6.41%	6.99%	8.30%	(0.09%)	6.90%

Notes to Required Supplementary Information

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

## CITY OF DARIEN, ILLINOIS

### NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

April 30, 2021

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#### **BUDGETS**

Annual budgets are adopted on a basis consistent with GAAP for all governmental funds except as noted below. Budget amounts are as originally adopted by the City Council. All annual appropriations lapse at fiscal year end. As the City does not budget for its Storm Sewer or Federal Equitable Sharing Funds (it is not legally required to do so), budget to actual schedules are not presented.

Prior to April 30, the City Administrator submits to the City Council a proposed operating budget for the fiscal year commencing May 1. The operating budget includes proposed expenditures and the means of financing them. Public hearings are conducted to obtain taxpayer comments. Formal budgetary integration is employed as a management control device during the year of the General Fund and budgeted Special Revenue Funds.

The City is authorized to change budgeted amounts within any fund; however, revision must be approved by two-thirds of the members of the City Council. No revisions can be made increasing the budget unless funding is available for the purpose of the revision. The legal level of budgetary control (i.e., the level at which expenditures may not legally exceed appropriations) is the fund level.

The appropriated budget is prepared by fund, function, and department. The City Administrator is authorized to transfer budget amounts between departments within any fund; however, the City Council must approve revisions that alter the total expenditures of any fund.

Expenditures exceeded budget in the Motor Fuel Tax Fund by \$38,202 and the Capital Improvement Fund by \$508,572 for the period ending April 30, 2021.

**COMBINING AND INDIVIDUAL FUND  
FINANCIAL STATEMENTS AND SCHEDULES**

## **MAJOR GOVERNMENTAL FUNDS**

General Fund - The General Fund was established to account for all revenues and expenditures which are not accounted for in other funds. This is the largest fund of the City, providing for the majority of the City's revenues, expenditures, and services. The General Fund is supported predominately with taxes, licenses, and fees. It funds the operations of the City's Police Department, Community Development Department, Mayor/City Council, Street Department, and Administration.

Capital Improvements Fund - The Capital Improvement Fund was established to account for the proceeds of the Taxable General Obligation Bonds, Series 2007A and the expenditures for the related capital projects.

**CITY OF DARIEN, ILLINOIS**

**SCHEDULE OF REVENUES - BUDGET AND ACTUAL  
GENERAL FUND**

For the Year Ended April 30, 2021  
(With Prior Year Actual)

	2021			2020 Actual
	Original and Final Budget	Actual	Variance Over (Under)	
<b>TAXES</b>				
Property taxes - current	\$ 2,252,782	\$ 2,271,209	\$ 18,427	\$ 2,247,964
Road and bridge tax	210,000	226,981	16,981	219,532
Municipal utility tax	1,015,000	1,017,993	2,993	978,940
Telecommunication tax	444,000	378,073	(65,927)	417,249
Amusement tax	82,000	88,100	6,100	93,915
Hotel/motel tax	68,000	57,844	(10,156)	67,593
Local gas tax	310,000	236,816	(73,184)	291,234
Food and beverage tax	580,000	531,396	(48,604)	577,109
Replacement tax	6,000	7,985	1,985	8,468
Auto rental tax	2,000	-	(2,000)	423
Cannabis use tax	-	18,052	18,052	3,614
Video gaming tax	208,000	136,559	(71,441)	218,914
<b>Total taxes</b>	<b>5,177,782</b>	<b>4,971,008</b>	<b>(206,774)</b>	<b>5,124,955</b>
<b>LICENSES, PERMITS, AND FEES</b>				
Business licenses	38,000	45,363	7,363	30,593
Liquor licenses	66,500	70,475	3,975	71,325
Contractors licenses	18,000	20,220	2,220	18,030
Court fines	100,000	158,531	58,531	131,690
Ordinance fines	20,000	31,058	11,058	48,645
Building permits and fees	35,000	122,917	87,917	160,577
Cable TV franchise fees	452,800	417,443	(35,357)	433,978
PEG fees AT&T	-	8,792	8,792	9,644
NICOR franchise fees	25,000	28,720	3,720	31,108
Public hearing fees	2,000	3,885	1,885	2,510
Elevator inspections	4,500	6,025	1,525	3,580
NSF check fee	-	70	70	70
Engineering fee reimbursements	74,000	50,710	(23,290)	77,483
DUI technology fines	-	11,469	11,469	16,249
Police special service	99,597	46,988	(52,609)	121,330
Stormwater management fees	-	-	-	4,307
<b>Total licenses, permits, and fees</b>	<b>935,397</b>	<b>1,022,666</b>	<b>87,269</b>	<b>1,161,119</b>
<b>INTERGOVERNMENTAL</b>				
State income taxes	2,048,170	2,531,880	483,710	2,393,776
Local use tax	682,845	1,087,297	404,452	718,742
Sales tax	5,609,332	5,395,514	(213,818)	5,547,921
Drug forfeiture receipts	-	1,104	1,104	1,621
Grants	-	1,137,700	1,137,700	1,962
<b>Total intergovernmental</b>	<b>8,340,347</b>	<b>10,153,495</b>	<b>1,813,148</b>	<b>8,664,022</b>

(This schedule is continued on the following page.)

**CITY OF DARIEN, ILLINOIS**

SCHEDULE OF REVENUES - BUDGET AND ACTUAL (Continued)  
GENERAL FUND

For the Year Ended April 30, 2021  
(With Prior Year Actual)

	2021		Variance Over (Under)	2020 Actual
	Original and Final Budget	Actual		
<b>CHARGES FOR SERVICES</b>				
Towing fees	\$ 55,000	\$ 70,500	\$ 15,500	\$ 56,000
E-Citation fees	-	2,737	2,737	1,714
Police report/prints	5,000	4,996	(4)	6,028
Rents	324,447	346,414	21,967	353,303
Other reimbursements	45,000	71,823	26,823	89,773
Residential concrete reimbursement	-	-	-	27,045
Reimbursement - rear yard drain	-	15,494	15,494	82,015
Mail box reimbursement	-	2,315	2,315	4,617
Sales of wood chips	3,000	2,940	(60)	3,930
Total charges for services	432,447	517,219	84,772	624,425
<b>INVESTMENT INCOME</b>				
Investment income	65,000	8,332	(56,668)	93,125
Total investment income	65,000	8,332	(56,668)	93,125
<b>MISCELLANEOUS</b>				
Reimbursement - workers' compensation	-	-	-	861
Impact fees	-	125	125	375
Miscellaneous	55,000	81,602	26,602	147,401
Total miscellaneous	55,000	81,727	26,727	148,637
<b>TOTAL REVENUES</b>	<b>\$ 15,005,973</b>	<b>\$ 16,754,447</b>	<b>\$ 1,748,474</b>	<b>\$ 15,816,283</b>

(See independent auditor's report.)

**CITY OF DARIEN, ILLINOIS**

**SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL  
GENERAL FUND**

For the Year Ended April 30, 2021  
(With Prior Year Actual)

	2021		Variance Over (Under)	2020 Actual
	Original and Final Budget	Actual		
<b>GENERAL GOVERNMENT</b>				
Administration				
Personnel services				
Salaries	\$ 338,032	\$ 340,603	\$ 2,571	\$ 327,314
Overtime	-	890	890	2,602
Social Security	22,774	19,815	(2,959)	18,920
Medicare	4,901	4,634	(267)	4,425
IMRF	43,437	43,877	440	33,011
Medical/life insurance	74,534	62,306	(12,228)	68,500
Supplemental pensions	4,800	4,615	(185)	4,800
Total personnel services	488,478	476,740	(11,738)	459,572
Materials and supplies				
Dues and subscriptions	1,190	1,131	(59)	539
Liability insurance	35,000	6,963	(28,037)	270,345
Legal notices	2,000	2,123	123	2,133
Maintenance - equipment	8,100	8,144	44	7,460
Maintenance - equipment	-	-	-	170
Postage/mailings	3,350	2,067	(1,283)	2,684
Printing and forms	4,500	3,223	(1,277)	5,850
Public relations	58,500	50,498	(8,002)	56,285
Rent - equipment	2,500	1,500	(1,000)	1,500
Supplies - office	8,000	4,527	(3,473)	7,154
Supplies - other	500	854	354	385
Training and education	1,500	-	(1,500)	-
Travel/meetings	550	193	(357)	111
Telephone	48,400	35,422	(12,978)	34,824
Utilities	2,500	2,511	11	2,470
Gas and oil	1,150	804	(346)	872
Other	-	(224)	(224)	-
Total materials and supplies	177,740	119,736	(58,004)	392,782
Contractual services				
Audit	14,000	18,437	4,437	15,537
Consulting/professional	363,233	367,964	4,731	316,153
Contingency	10,000	5,024	(4,976)	11,137
Janitorial services	20,500	19,890	(610)	18,558
Total contractual services	407,733	411,315	3,582	361,385
Capital outlay				
Equipment	5,000	1,843	(3,157)	261
Total capital outlay	5,000	1,843	(3,157)	261
Total administration	1,078,951	1,009,634	(69,317)	1,214,000

(This schedule is continued on the following pages.)



**CITY OF DARIEN, ILLINOIS**

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL (Continued)  
GENERAL FUND

For the Year Ended April 30, 2021  
(With Prior Year Actual)

	2021		Variance Over (Under)	2020 Actual
	Original and Final Budget	Actual		
<b>GENERAL GOVERNMENT (Continued)</b>				
City Council				
Personnel services				
Salaries	\$ 42,750	\$ 42,750	\$ -	\$ 42,750
Social Security	2,651	2,651	-	2,651
Medicare	620	620	-	620
Total personnel services	46,021	46,021	-	46,021
Materials and supplies				
Board and commissions	2,000	141	(1,859)	866
Cable operations	6,000	2,375	(3,625)	3,825
Dues and subscriptions	26,440	12,556	(13,884)	13,134
Public relations	1,300	150	(1,150)	10,500
Training and education	1,000	-	(1,000)	250
Travel/meetings	50	-	(50)	-
Total materials and supplies	36,790	15,222	(21,568)	28,575
Contractual services				
Consulting/professional	3,000	1,848	(1,152)	5,855
Tolley contracts	600	-	(600)	233
Total contractual services	3,600	1,848	(1,752)	6,088
Total city council	86,411	63,091	(23,320)	80,684
Community development				
Personnel services				
Salaries	316,900	310,465	(6,435)	296,690
Overtime	1,000	1,447	447	2,630
Social Security	17,668	17,562	(106)	17,072
Medicare	4,610	4,390	(220)	4,174
IMRF	37,989	39,589	1,600	30,094
Medical/life insurance	55,899	23,320	(32,579)	29,052
Supplemental pensions	2,400	1,892	(508)	2,354
Total personnel services	436,466	398,665	(37,801)	382,066
Materials and supplies				
Boards and commissions	1,200	1,370	170	1,770
Dues and subscriptions	500	-	(500)	533
Liabilities insurance	23,000	27,598	4,598	33,669
Maintenance - vehicles	500	-	(500)	-
Miscellaneous expenditures	-	-	-	150
Printing and forms	1,565	806	(759)	1,880
Supplies - office	900	313	(587)	798
Training and educational	600	127	(473)	-
Travel/meetings	200	-	(200)	-
Gas and oil	1,350	902	(448)	1,282
Total materials and supplies	29,815	31,116	1,301	40,082

(This schedule is continued on the following pages.)

**CITY OF DARIEN, ILLINOIS**

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL (Continued)  
GENERAL FUND

For the Year Ended April 30, 2021  
(With Prior Year Actual)

	2021		Variance Over (Under)	2020 Actual
	Original and Final Budget	Actual		
<b>GENERAL GOVERNMENT (Continued)</b>				
Community development (Continued)				
Contractual services				
Economic development	\$ 518,000	\$ 531,721	\$ 13,721	\$ 354,547
Consulting/professional	37,640	56,355	18,715	60,267
Consulting/professional reimbursable	68,000	69,717	1,717	99,641
Total contractual services	623,640	657,793	34,153	514,455
Capital outlay				
None	-	-	-	-
Total capital outlay	-	-	-	-
Total community development	1,089,921	1,087,574	(2,347)	936,603
Subtotal general government	2,255,283	2,160,299	(94,984)	2,231,287
Less reimbursements from Water Fund	(250,000)	(250,000)	-	(250,000)
Total general government	2,005,283	1,910,299	(94,984)	1,981,287
<b>HIGHWAYS AND STREETS</b>				
Public works				
Personnel services				
Salaries	638,700	692,986	54,286	708,292
Overtime	78,000	39,034	(38,966)	54,138
Social Security	48,331	40,252	(8,079)	44,172
Medicare	8,932	9,502	570	10,337
IMRF	126,733	76,418	(50,315)	65,400
Unemployment insurance	-	720	720	-
Medical/life insurance	149,749	36,647	(113,102)	122,038
Supplemental pensions	2,400	2,308	(92)	2,400
Total personnel services	1,052,845	897,867	(154,978)	1,006,777
Materials and supplies				
Liability insurance	30,529	25,354	(5,175)	21,499
Maintenance - building	75,686	101,975	26,289	166,457
Maintenance - equipment	39,100	21,321	(17,779)	37,717
Maintenance - vehicles	60,000	74,658	14,658	68,477
Postage/mailings	1,000	517	(483)	427
Rent - equipment	23,700	10,470	(13,230)	15,055
Supplies - office	5,153	935	(4,218)	5,913
Supplies - other	113,165	68,542	(44,623)	74,870
Small tools and equipment	62,850	1,815	(61,035)	12,443
Telephone	-	-	-	113
Training and education	7,800	2,189	(5,611)	1,799
Uniforms	5,946	4,222	(1,724)	4,076
Utilities	6,400	7,753	1,353	7,570
Gas and oil	60,300	46,520	(13,780)	56,295
Total materials and supplies	491,629	366,271	(125,358)	472,711

(This schedule is continued on the following pages.)

**CITY OF DARIEN, ILLINOIS**

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL (Continued)  
GENERAL FUND

For the Year Ended April 30, 2021  
(With Prior Year Actual)

	2021		Variance Over (Under)	2020 Actual
	Original and Final Budget	Actual		
<b>HIGHWAYS AND STREETS (Continued)</b>				
Public works (Continued)				
Contractual services				
Consulting/professional	\$ 10,750	\$ 32,053	\$ 21,303	\$ 7,789
Forestry	106,014	92,359	(13,655)	59,489
Street light operation and maintenance	32,000	38,784	6,784	11,521
Tree trim - removal	187,500	140,786	(46,714)	114,181
Residential concrete program	-	-	-	25,795
Street sweeping	40,578	21,508	(19,070)	31,298
Mosquito abatement	41,700	41,700	-	40,887
Drainage projects	20,000	16,876	(3,124)	172,446
Total contractual services	438,542	384,066	(54,476)	463,406
Capital outlay				
Equipment	4,500	5,323	823	504,913
Total capital outlay	4,500	5,323	823	504,913
Total public works	1,987,516	1,653,527	(333,989)	2,447,807
Total highways and streets	1,987,516	1,653,527	(333,989)	2,447,807
<b>PUBLIC SAFETY</b>				
Police department				
Personnel services				
Salaries	451,996	446,000	(5,996)	431,502
Salaries - officers	3,827,644	3,688,817	(138,827)	3,661,947
Overtime	495,324	317,744	(177,580)	475,037
Social Security	26,828	26,234	(594)	27,274
Medicare	68,957	59,559	(9,398)	60,797
IMRF	55,604	51,864	(3,740)	41,645
Medical/life insurance	512,644	461,812	(50,832)	400,043
Police pension	1,905,149	1,920,922	15,773	1,728,465
Supplemental pensions	46,800	42,046	(4,754)	43,431
Total personnel services	7,390,946	7,014,998	(375,948)	6,870,141
Materials and supplies				
Animal control	1,500	-	(1,500)	735
Auxiliary police	4,000	-	(4,000)	248
Boards and commissions	32,300	24,508	(7,792)	17,144
Dues and subscriptions	3,150	2,316	(834)	1,872
Investigation and equipment	44,480	20,963	(23,517)	29,631
Liability insurance	67,770	32,861	(34,909)	54,837
Maintenance - buildings	-	-	-	412
Maintenance - equipment	21,600	33,197	11,597	16,349
Maintenance - vehicles	29,600	32,035	2,435	31,945
Postage/mailings	4,300	1,229	(3,071)	3,163
Printing and forms	1,500	643	(857)	5,345
Public relations	3,500	1,232	(2,268)	2,961
Rent - equipment	5,800	1,300	(4,500)	1,500

(This schedule is continued on the following page.)

**CITY OF DARIEN, ILLINOIS**

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL (Continued)  
GENERAL FUND

For the Year Ended April 30, 2021  
(With Prior Year Actual)

	2021		Variance Over (Under)	2020 Actual
	Original and Final Budget	Actual		
<b>PUBLIC SAFETY (Continued)</b>				
Police department (Continued)				
Materials and supplies (Continued)				
Supplies - office	\$ 6,500	\$ 4,547	\$ (1,953)	\$ 6,872
Training and education	39,475	27,160	(12,315)	16,456
Travel/meetings	14,400	2,022	(12,378)	3,400
Telephone	14,000	12,308	(1,692)	12,844
Uniforms	53,200	48,743	(4,457)	51,853
Utilities	7,500	7,606	106	7,764
Gas and oil	75,000	69,133	(5,867)	69,753
Total materials and supplies	429,575	321,803	(107,772)	335,084
Contractual services				
Bad debt expense	-	-	-	14,837
Consulting/professional	468,100	324,632	(143,468)	442,448
Dumeg/flat/child center	7,500	7,500	-	25,180
Total contractual services	475,600	332,132	(143,468)	482,465
Capital outlay				
Equipment	-	20,962	20,962	-
Total capital outlay	-	20,962	20,962	-
Total police department	8,296,121	7,689,895	(606,226)	7,687,690
Total public safety	8,296,121	7,689,895	(606,226)	7,687,690
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,288,920</b>	<b>\$ 11,253,721</b>	<b>\$ (1,035,199)</b>	<b>\$ 12,116,784</b>

(See independent auditor's report.)

**CITY OF DARIEN, ILLINOIS**

**SCHEDULE OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
CAPITAL IMPROVEMENT FUND**

For the Year Ended April 30, 2021  
(With Prior Year Actual)

	2021		Variance Over (Under)	2020 Actual
	Original and Final Budget	Actual		
<b>REVENUES</b>				
Taxes	\$ 193,440	\$ 195,749	\$ 2,309	\$ 193,750
Intergovernmental	50,000	45,837	(4,163)	50,000
Investment income	25,000	20,760	(4,240)	50,531
Total revenues	268,440	262,346	(6,094)	294,281
<b>EXPENDITURES</b>				
Current				
Highways and streets				
Contractual services	-	6,425	6,425	61,649
Capital outlay	87,475	589,872	502,397	6,035,070
Debt service				
Principal payments	180,000	180,000	-	175,000
Interest and fiscal charges	14,440	14,190	(250)	17,290
Total expenditures	281,915	790,487	508,572	6,289,009
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	(13,475)	(528,141)	(514,666)	(5,994,728)
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	2,480,000	3,600,000	1,120,000	3,800,000
Total other financing sources (uses)	2,480,000	3,600,000	1,120,000	3,800,000
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ 2,466,525</u>	3,071,859	<u>\$ 605,334</u>	(2,194,728)
<b>FUND BALANCE, MAY 1</b>		<u>3,042,527</u>		<u>5,237,255</u>
<b>FUND BALANCE, APRIL 30</b>		<u>\$ 6,114,386</u>		<u>\$ 3,042,527</u>

(See independent auditor's report.)

## **NONMAJOR GOVERNMENTAL FUNDS**

### **SPECIAL REVENUE FUNDS**

Motor Fuel Tax Fund - The Motor Fuel Tax Fund is used to account for state-shared motor fuel tax revenues that are legally restricted to maintenance and construction of streets, sidewalks, alleys, and signals.

Special Service Area Fund - A Special Service Area (SSA) is created to fund improvements which benefit an identifiable segment of the City, with a special property tax levied on and restricted to the benefited properties. SSA #1 was created to handle maintenance of the wetlands in the Tara Hill development.

Storm Sewer Fund - The Storm Sewer Fund is used to account for storm water management fees that are restricted for storm sewer improvements.

Federal Equitable Sharing Fund - The Federal Equitable Sharing Fund is used to account for the revenues and expenditures of restricted forfeited money provided through the Federal Equitable Sharing program.

**CITY OF DARIEN, ILLINOIS**  
**COMBINING BALANCE SHEET**  
**NONMAJOR GOVERNMENTAL FUNDS**

April 30, 2021

	Special Revenue				Total
	Motor Fuel Tax	Special Service Area	Storm Sewer	Federal Equitable Sharing	
<b>ASSETS</b>					
Cash and cash equivalents	\$ 1,294,013	\$ 21,185	\$ 80,869	\$ 208,906	\$ 1,604,973
Receivables					
Intergovernmental	72,758	-	-	-	72,758
<b>TOTAL ASSETS</b>	<b>\$ 1,366,771</b>	<b>\$ 21,185</b>	<b>\$ 80,869</b>	<b>\$ 208,906</b>	<b>\$ 1,677,731</b>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>LIABILITIES</b>					
Accounts payable	\$ 448	\$ -	\$ -	\$ -	\$ 448
Total liabilities	448	-	-	-	448
<b>FUND BALANCES</b>					
Restricted					
Special service area	-	21,185	-	-	21,185
Storm sewer	-	-	80,869	-	80,869
Public safety	-	-	-	208,906	208,906
Highways and streets	1,366,323	-	-	-	1,366,323
Total fund balances	1,366,323	21,185	80,869	208,906	1,677,283
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 1,366,771</b>	<b>\$ 21,185</b>	<b>\$ 80,869</b>	<b>\$ 208,906</b>	<b>\$ 1,677,731</b>

(See independent auditor's report.)

**CITY OF DARIEN, ILLINOIS**

COMBINING STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
NONMAJOR GOVERNMENTAL FUNDS

For the Year Ended April 30, 2021

	<b>Special Revenue</b>				<b>Total</b>
	<b>Motor Fuel Tax</b>	<b>Special Service Area</b>	<b>Storm Sewer</b>	<b>Federal Equitable Sharing</b>	
<b>REVENUES</b>					
Taxes	\$ -	\$ 5,075	\$ -	\$ -	\$ 5,075
Intergovernmental	1,518,546	-	-	-	1,518,546
Investment income	3,114	77	310	656	4,157
<b>Total revenues</b>	<b>1,521,660</b>	<b>5,152</b>	<b>310</b>	<b>656</b>	<b>1,527,778</b>
<b>EXPENDITURES</b>					
Current					
Highways and streets	682,900	3,764	-	-	686,664
Public safety	-	-	-	138,372	138,372
Capital outlay	31,407	-	-	39,198	70,605
<b>Total expenditures</b>	<b>714,307</b>	<b>3,764</b>	<b>-</b>	<b>177,570</b>	<b>895,641</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>807,353</b>	<b>1,388</b>	<b>310</b>	<b>(176,914)</b>	<b>632,137</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers in	-	-	-	4,801	4,801
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,801</b>	<b>4,801</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>807,353</b>	<b>1,388</b>	<b>310</b>	<b>(172,113)</b>	<b>636,938</b>
<b>FUND BALANCES, MAY 1</b>	<b>558,970</b>	<b>19,797</b>	<b>80,559</b>	<b>381,019</b>	<b>1,040,345</b>
<b>FUND BALANCES, APRIL 30</b>	<b>\$ 1,366,323</b>	<b>\$ 21,185</b>	<b>\$ 80,869</b>	<b>\$ 208,906</b>	<b>\$ 1,677,283</b>

(See independent auditor's report.)



**CITY OF DARIEN, ILLINOIS**

**SCHEDULE OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
MOTOR FUEL TAX FUND**

For the Year Ended April 30, 2021  
(With Prior Year Actual)

	2021			2020 Actual
	Original and Final Budget	Actual	Variance Over (Under)	
<b>REVENUES</b>				
Intergovernmental				
Motor fuel tax allotment	\$ 905,526	\$ 790,769	\$ (114,757)	\$ 815,010
Rebuild Illinois	-	727,777	727,777	-
Investment income	7,500	3,114	(4,386)	6,986
	<hr/>	<hr/>	<hr/>	<hr/>
Total revenues	913,026	1,521,660	608,634	821,996
	<hr/>	<hr/>	<hr/>	<hr/>
<b>EXPENDITURES</b>				
Current				
Highways and streets				
Commodities	339,140	279,172	(59,968)	253,832
Wages	296,965	403,728	106,763	308,054
Capital outlay	35,000	31,407	(3,593)	44,481
Contractual services	5,000	-	(5,000)	5,000
	<hr/>	<hr/>	<hr/>	<hr/>
Total expenditures	676,105	714,307	38,202	611,367
	<hr/>	<hr/>	<hr/>	<hr/>
NET CHANGE IN FUND BALANCE	<u>\$ 236,921</u>	807,353	<u>\$ 570,432</u>	210,629
FUND BALANCE, MAY 1		<hr/>		<hr/>
		558,970		348,341
FUND BALANCE, APRIL 30		<u>\$ 1,366,323</u>		<u>\$ 558,970</u>

(See independent auditor's report.)

**CITY OF DARIEN, ILLINOIS**

**SCHEDULE OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
SPECIAL SERVICE AREA FUND**

For the Year Ended April 30, 2021  
(With Prior Year Actual)

	2021			2020 Actual
	Original and Final Budget	Actual	Variance Over (Under)	
<b>REVENUES</b>				
Taxes	\$ 5,000	\$ 5,075	\$ 75	\$ 5,073
Investment income	100	77	(23)	194
Total revenues	5,100	5,152	52	5,267
<b>EXPENDITURES</b>				
Current				
Contractual services	11,500	3,764	(7,736)	-
Total expenditures	11,500	3,764	(7,736)	-
NET CHANGE IN FUND BALANCE	<u>\$ (6,400)</u>	1,388	<u>\$ 7,788</u>	5,267
FUND BALANCE, MAY 1		<u>19,797</u>		<u>14,530</u>
<b>FUND BALANCE, APRIL 30</b>		<u>\$ 21,185</u>		<u>\$ 19,797</u>

(See independent auditor's report.)

## **MAJOR ENTERPRISE FUND**

Water Operations Fund - to account for the financing of self-supporting municipal activities which render services generally on a user charge basis to the general public. The significant characteristic of an enterprise fund is that the accounting system makes it possible to determine whether that particular service area is operated at a profit or a loss in accordance with the GAAPs followed by private business concerns.

**CITY OF DARIEN, ILLINOIS**  
**SCHEDULE OF REVENUES, EXPENSES,**  
**AND CHANGES IN NET POSITION - BUDGET AND ACTUAL**  
**WATER OPERATIONS FUND**

For the Year Ended April 30, 2021  
(With Prior Year Actual)

	<b>2021</b>		<b>Variance Over (Under)</b>	<b>2020 Actual</b>
	<b>Original and Final Budget</b>	<b>Actual</b>		
<b>OPERATING REVENUES</b>				
Charges for services				
Water sales	\$ 7,512,846	\$ 8,116,705	\$ 603,859	\$ 7,608,884
Inspections/tap on/permits	10,000	16,769	6,769	18,203
Sale of meters	1,000	4,060	3,060	5,375
Other water sales	3,500	1,084	(2,416)	72
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Total operating revenues	7,527,346	8,138,618	611,272	7,632,534
<b>OPERATING EXPENSES EXCLUDING DEPRECIATION</b>				
Personnel services				
Salaries	556,798	524,446	(32,352)	459,101
Overtime	90,000	87,620	(2,380)	92,659
Social Security	34,521	36,460	1,939	32,602
Medicare	8,074	8,591	517	7,673
IMRF	72,304	93,848	21,544	66,304
Medical/life insurance	130,312	80,071	(50,241)	93,853
Supplemental pensions	2,400	2,308	(92)	2,400
	<hr/>	<hr/>	<hr/>	<hr/>
Total personnel services	894,409	833,344	(61,065)	754,592
Materials and supplies				
Liability insurance	211,720	157,930	(53,790)	169,641
Maintenance - building	20,340	42,846	22,506	53,666
Maintenance - equipment	16,650	13,999	(2,651)	18,280
Maintenance - water system	189,700	166,385	(23,315)	149,776
Postage/mailings	1,400	1,400	-	70
Quality controls	10,850	8,641	(2,209)	8,494
Service charge	250,000	250,000	-	250,000
Supplies - operation	4,250	3,933	(317)	5,472
Training and education	5,400	1,409	(3,991)	1,552
Telephone	11,000	5,859	(5,141)	6,953
Uniforms	3,825	2,611	(1,214)	3,620
Utilities	51,500	36,402	(15,098)	43,842
Vehicle (gas and oil)	15,975	14,278	(1,697)	16,435
	<hr/>	<hr/>	<hr/>	<hr/>
Total materials and supplies	792,610	705,693	(86,917)	727,801
Contractual				
Audit	11,513	11,513	-	11,513
Consulting/professional	14,950	5,186	(9,764)	5,006
Leak detection	21,600	11,661	(9,939)	12,844
Data processing	152,500	151,444	(1,056)	133,333
DuPage Water Commission	4,445,960	4,825,827	379,867	4,359,117
	<hr/>	<hr/>	<hr/>	<hr/>
Total contractual	4,646,523	5,005,631	359,108	4,521,813

**CITY OF DARIEN, ILLINOIS**

SCHEDULE OF REVENUES, EXPENSES,  
AND CHANGES IN NET POSITION - BUDGET AND ACTUAL (Continued)  
WATER OPERATIONS FUND

For the Year Ended April 30, 2021  
(With Prior Year Actual)

	2021		Variance Over (Under)	2020 Actual
	Original and Final Budget	Actual		
<b>OPERATING EXPENSES</b>				
<b>EXCLUDING DEPRECIATION (Continued)</b>				
Capital outlay				
Equipment	\$ 5,000	\$ -	\$ (5,000)	\$ 66,793
Water meters	27,000	14,079	(12,921)	47,936
Infrastructure	2,028,300	15,604	(2,012,696)	257,617
	<u>2,060,300</u>	<u>29,683</u>	<u>(2,030,617)</u>	<u>372,346</u>
Total capital outlay				
	<u>8,393,842</u>	<u>6,574,351</u>	<u>(1,819,491)</u>	<u>6,376,552</u>
Total operating expenses excluding depreciation				
	<u>(866,496)</u>	<u>1,564,267</u>	<u>2,430,763</u>	<u>1,255,982</u>
OPERATING INCOME (LOSS)				
	<u>(866,496)</u>	<u>1,564,267</u>	<u>2,430,763</u>	<u>1,255,982</u>
<b>NON-OPERATING REVENUES (EXPENSES)</b>				
Investment income	34,000	20,918	(13,082)	50,992
Miscellaneous income	-	57,497	57,497	84,865
Debt service				
Principal repayment	(530,000)	(530,000)	-	(450,000)
Interest expense	(154,875)	(148,309)	6,566	(186,105)
	<u>(650,875)</u>	<u>(599,894)</u>	<u>50,981</u>	<u>(500,248)</u>
Total non-operating revenues (expenses)				
	<u>(650,875)</u>	<u>(599,894)</u>	<u>50,981</u>	<u>(500,248)</u>
NET INCOME (LOSS) BEFORE TRANSFERS AND CAPITAL GRANTS AND CONTRIBUTIONS				
	<u>(1,517,371)</u>	<u>964,373</u>	<u>2,481,744</u>	<u>755,734</u>
<b>TRANSFERS</b>				
Transfers (in)	800,000	800,000	-	-
Transfers (out)	-	(800,000)	(800,000)	(51,788)
	<u>800,000</u>	<u>-</u>	<u>(800,000)</u>	<u>(51,788)</u>
Total transfers				
	<u>800,000</u>	<u>-</u>	<u>(800,000)</u>	<u>(51,788)</u>
CAPITAL GRANTS AND CONTRIBUTIONS				
	<u>-</u>	<u>71,539</u>	<u>71,539</u>	<u>-</u>
NET INCOME (LOSS) BUDGETARY BASIS				
	<u>\$ (717,371)</u>	<u>1,035,912</u>	<u>\$ 1,753,283</u>	<u>703,946</u>
<b>ADJUSTMENTS TO GAAP BASIS</b>				
Capital outlay capitalized		84,256		-
Principal repayment		530,000		450,000
Bond amortization		(3,227)		(3,220)
Pension/OPEB expense		68,985		(88,291)
Depreciation		(385,651)		(341,455)
		<u>294,363</u>		<u>17,034</u>
Total adjustments to GAAP basis				
		<u>294,363</u>		<u>17,034</u>
CHANGE IN NET POSITION				
		<u>1,330,275</u>		<u>720,980</u>
NET POSITION, MAY 1				
		<u>7,828,853</u>		<u>7,107,873</u>
NET POSITION, APRIL 30				
		<u>\$ 9,159,128</u>		<u>\$ 7,828,853</u>

(See independent auditor's report.)

## **SUPPLEMENTAL DATA**

**CITY OF DARIEN, ILLINOIS**

**LONG-TERM DEBT REQUIREMENTS  
GENERAL OBLIGATION REFUNDING BONDS, SERIES 2012**

April 30, 2021

Date of Issue	July 12, 2012
Date of Maturity	December 15, 2025
Authorized Issue	\$2,810,000
Interest Rates	2.00% to 3.50%
Interest Dates	June 15 and December 15
Principal Maturity Date	December 15
Payable at	Bank of New York Mellon

**FUTURE PRINCIPAL AND INTEREST REQUIREMENTS**

<b>Fiscal Year</b>	<b>Tax Levy</b>			<b>Interest Due on</b>			
	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>June 15</b>	<b>Amount</b>	<b>December 15</b>	<b>Amount</b>
2022	\$ 260,000	\$ 46,825	\$ 306,825	2021	\$ 23,413	2021	\$ 23,412
2023	265,000	39,025	304,025	2022	19,513	2022	19,512
2024	275,000	29,750	304,750	2023	14,875	2023	14,875
2025	285,000	20,125	305,125	2024	10,063	2024	10,062
2026	290,000	10,150	300,150	2025	5,075	2025	5,075
	<u>\$ 1,375,000</u>	<u>\$ 145,875</u>	<u>\$ 1,520,875</u>		<u>\$ 72,939</u>		<u>\$ 72,936</u>

(See independent auditor's report.)

**CITY OF DARIEN, ILLINOIS**

**LONG-TERM DEBT REQUIREMENTS  
GENERAL OBLIGATION REFUNDING BONDS, SERIES 2015**

April 30, 2021

Date of Issue	December 21, 2015
Date of Maturity	January 1, 2024
Authorized Issue	\$1,360,000
Interest Rates	1.25% to 2.20%
Interest Dates	January 1 and July 1
Principal Maturity Date	January 1
Payable at	Bank of New York Mellon

**FUTURE PRINCIPAL AND INTEREST REQUIREMENTS**

Fiscal Year	Tax Levy			July 1	Interest Due on		
	Principal	Interest	Total		Amount	January 1	Amount
2022	\$ 185,000	\$ 10,560	\$ 195,560	2021	\$ 5,280	2022	\$ 5,280
2023	185,000	6,490	191,490	2022	3,245	2023	3,245
2024	110,000	2,420	112,420	2023	1,210	2024	1,210
	<u>\$ 480,000</u>	<u>\$ 19,470</u>	<u>\$ 499,470</u>		<u>\$ 9,735</u>		<u>\$ 9,735</u>

(See independent auditor's report.)



**CITY OF DARIEN, ILLINOIS**

**LONG-TERM DEBT REQUIREMENTS  
GENERAL OBLIGATION BONDS, SERIES 2018**

April 30, 2021

Date of Issue	April 16, 2018
Date of Maturity	January 1, 2030
Authorized Issue	\$3,500,000
Interest Rates	3%
Interest Dates	January 1 and July 1
Principal Maturity Date	January 1
Payable at	Amalgamated Bank of Chicago

**FUTURE PRINCIPAL AND INTEREST REQUIREMENTS**

<b>Fiscal Year</b>	<b>Tax Levy</b>			<b>Interest Due on</b>			
	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>July 1</b>	<b>Amount</b>	<b>January 1</b>	<b>Amount</b>
2022	\$ 295,000	\$ 90,150	\$ 385,150	2021	\$ 45,075	2022	\$ 45,075
2023	305,000	81,300	386,300	2022	40,650	2023	40,650
2024	315,000	72,150	387,150	2023	36,075	2024	36,075
2025	325,000	62,700	387,700	2024	31,350	2025	31,350
2026	330,000	52,950	382,950	2025	26,475	2026	26,475
2027	340,000	43,050	383,050	2026	21,525	2027	21,525
2028	355,000	32,850	387,850	2027	16,425	2028	16,425
2029	365,000	22,200	387,200	2028	11,100	2029	11,100
2030	375,000	11,250	386,250	2029	5,625	2030	5,625
	<u>\$ 3,005,000</u>	<u>\$ 468,600</u>	<u>\$ 3,473,600</u>		<u>\$ 234,300</u>		<u>\$ 234,300</u>

(See independent auditor's report.)



**CITY OF DARIEN, ILLINOIS**

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AUDITOR'S COMMUNICATION TO THE  
HONORABLE MAYOR AND  
MEMBERS OF THE CITY COUNCIL

For the Year Ended April 30, 2021

**CITY OF DARIEN, ILLINOIS**  
**AUDITOR’S COMMUNICATION TO THE HONORABLE MAYOR**  
**AND MEMBERS OF THE CITY COUNCIL**  
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1415 West Diehl Road, Suite 400  
Naperville, IL 60563  
630.566.8400

**SIKICH.COM**

August 13, 2021

The Honorable Mayor  
Members of the City Council  
City of Darien  
1702 Plainfield Road  
Darien, Illinois 60561

Ladies and Gentlemen:

As part of our audit process we are required to have certain communications with those charged with governance at the beginning of our audit process and at the conclusion of the audit. Those communications include information related to the planned scope and timing of our audit, as well as other information required by auditing standards. Our communication at the beginning of our audit process along with our questionnaire regarding consideration of fraud in a financial statement audit was sent to you April 26, 2021.

In addition, auditing standards require the communication of internal control related matters to those charged with governance. Our communication of these matters is enclosed within this document.

This information is intended solely for the use of the Mayor, City Council and management of the City of Darien and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

*Sikich LLP*

Sikich LLP  
By: James R. Savio, CPA, MAS  
Partner

1415 West Diehl Road, Suite 400  
Naperville, IL 60563  
630.566.8400

**SIKICH.COM**

August 13, 2021

The Honorable Mayor  
Members of the City Council  
City of Darien, Illinois

We have audited the financial statements of the governmental activities, business-type activities, each major fund and the aggregate remaining fund information of the City of Darien, Illinois (the City) for the fiscal year ended April 30, 2021 and the related notes to financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated August 13, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 11, 2021. Professional standards also require that we communicate to you the following information related to our audit.

### **Qualitative Aspects of Accounting Practices**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended April 30, 2021, except for the adoption of GASB Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative*. We noted no transactions entered into by the City during the year for which there is lack of authoritative guidance or consensus.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We noted no particularly sensitive estimates made by management during our audit of the financial statements except for the actuarial valuation and assumptions for the pension and OPEB plans.

Management's estimate of the City's net pension liabilities, and total other postemployment benefit liability are based on various actuarially determined amounts, including estimated investment returns, dates of employee retirement, discount rates, healthcare trend rates, and mortality rates. We evaluated key factors and assumptions used to develop the management's estimates of the City's net pension liabilities and total other postemployment benefit liability in determining that it is reasonable in relation to the financial statements taken as a whole.

The disclosures in the financial statements are neutral, consistent, and clear.

## **Difficulties Encountered in Performing the Audit**

We encountered no significant difficulties in dealing with management in performing and completing our audit.

## **Corrected and Uncorrected Misstatements**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole except for adjusting journal entries #1, #3, #7, and #13.

## **Disagreements with Management**

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

## **Management Representations**

We have requested certain representations from management that are included in the management representation letter dated August 13, 2021.

## **Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those financial statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

## **Other Audit Findings or Issues**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

## **Other Matters**

We applied certain limited procedures to the required supplementary information as listed in the table of contents, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual fund financial statements and schedules and supplemental data as listed in the table of contents, which accompany the basic financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the basic financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the basic financial statements or to the basic financial statements themselves.

We were not engaged to report on the introductory section as listed in the table of contents, which accompany the basic financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

## **Restriction in Use**

This information is intended solely for the use of the Mayor, City Council and management of the City of Darien, and is not intended to be, and should not be, used by anyone other than these specified parties.

We appreciate the courtesies extended to us by the City. If you have any questions regarding the purpose of this letter or the requirement mentioned, please contact us.

Sincerely,

*Sikich LLP*

Sikich LLP

By: James R. Savio, CPA, MAS

Partner

**City of Darien**

Year End: April 30, 2021

**Adjusting Journal Entries**

Date: 5/1/2020 To 4/30/2021

Account No: AJE#01 To AJE#13

Number	Date	Name	Account No	Amount
AJE#01	4/30/2021	Deferred Revenue	03-2180 03-MFT	727,777.14
AJE#01	4/30/2021	Grants	03-00-3560 03-MFT	(727,777.14)
		To reverse Rebuild Illinois Revenue from deferred revenue to revenue		
AJE#02	4/30/2021	Deferred Outflow - OPEB	02-1180 02-WF	33,036.00
AJE#02	4/30/2021	Total OPEB Liability	02-2008 02-WF	(27,643.00)
AJE#02	4/30/2021	Deferred Inflow - OPEB	02-2009 02-WF	(177.00)
AJE#02	4/30/2021	Deferred Outflow - OPEB	98-1180 98-G	219,151.00
AJE#02	4/30/2021	Total OPEB Liability	98-2008 98-G	(183,376.00)
AJE#02	4/30/2021	Deferred Inflow - OPEB	98-2009 98-G	(1,174.00)
AJE#02	4/30/2021	Pension Exp - Change in OPEB	02-50-4117 02-WF	(5,216.00)
AJE#02	4/30/2021	Change in OPEB - GG	98-50-5604 98-G	(6,291.00)
AJE#02	4/30/2021	Change in OPEB - PW	98-50-5605 98-G	(6,291.00)
AJE#02	4/30/2021	Change in OPEB - PS	98-50-5606 98-G	(22,019.00)
		To record OPEB Activity		
AJE#03	4/30/2021	Deferred Outflow - IMRF	02-1178 02-WF	(79,919.00)
AJE#03	4/30/2021	Net Pension Liability	02-2003 02-WF	369,319.00
AJE#03	4/30/2021	Deferred inflow - IMRF	02-2005 02-WF	(225,631.00)
AJE#03	4/30/2021	Deferred Outflow - IMRF	98-1178 98-G	(300,646.00)
AJE#03	4/30/2021	Net Pension Liabilities - IMRF	98-2004 98-G	1,389,345.00
AJE#03	4/30/2021	Deferred inflow - IMRF	98-2005 98-G	(848,801.00)
AJE#03	4/30/2021	Pension Expense - Change in IMRF Pension Items	02-50-411X 02-WF	(63,769.00)
AJE#03	4/30/2021	Pension Expense - GG	98-50-6506 98-G	(91,100.00)
AJE#03	4/30/2021	Pension Expense - HS	98-50-6507 98-G	(103,247.00)
AJE#03	4/30/2021	Pension Expense - PS	98-50-6508 98-G	(45,551.00)
		To record IMRF activity		
AJE#04	4/30/2021	Operating - Republic Bank	01-1000 01-GF	13,845.55
AJE#04	4/30/2021	Operating - Republic Bank	25-1000 25-CI	(13,845.55)
AJE#04	4/30/2021	Real Estate Taxes - Current	01-00-3110 01-GF	(13,845.55)
AJE#04	4/30/2021	Real Estate Taxes - Current	25-00-3110 25-CI	13,845.55
		To adjust property tax allocation based on the 2019 levy instead of the 2020 levy		



**City of Darien**

Year End: April 30, 2021

**Adjusting Journal Entries**

Date: 5/1/2020 To 4/30/2021

Account No: AJE#01 To AJE#13

Number	Date	Name	Account No	Amount
AJE#05	4/30/2021	Telecom Tax Receivable	01-1206 01-GF	6,415.48
AJE#05	4/30/2021	Local Use Tax Receivable	01-1208 01-GF	72,040.33
AJE#05	4/30/2021	Telecommunication Taxes	01-00-3242 01-GF	(6,415.48)
AJE#05	4/30/2021	Local Use Tax	01-00-3420 01-GF	(72,040.33)
To correctly record the change in estimate.				
AJE#06	4/30/2021	Accounts Receivable	01-1201 01-GF	45,520.74
AJE#06	4/30/2021	Reimbursement-Rear Yard Drain	01-00-3541 01-GF	(45,520.74)
To correct rear yard drainage projects				
AJE#07	4/30/2021	Accounts Payable	25-2150 25-CI	40,480.00
AJE#07	4/30/2021	Ditch Projects	25-35-4376 25-CI	(40,480.00)
To correct AP improperly included.				
AJE#08	4/30/2021	IPBC Terminal Reserve	01-1176 01-GF	153,396.18
AJE#08	4/30/2021	IPBC Terminal Reserve	02-1176 02-WF	21,205.82
AJE#08	4/30/2021	Medical/Life Insurance	01-10-4120 01-GF	(16,413.39)
AJE#08	4/30/2021	Medical/Life Insurance	01-20-4120 01-GF	(6,135.85)
AJE#08	4/30/2021	Medical/Life Insurance	01-30-4120 01-GF	(102,008.46)
AJE#08	4/30/2021	Medical/Life Insurance	01-40-4120 01-GF	(28,838.48)
AJE#08	4/30/2021	Medical/Life Insurance	02-50-4120 02-WF	(21,205.82)
to adjust IPBC terminal reserve				
AJE#09	4/30/2021	Investments in IRMA	01-1175 01-GF	116,736.11
AJE#09	4/30/2021	IRMA Excess Surplus	01-2999 01-GF	(116,736.11)
AJE#09	4/30/2021	Investments in IRMA	02-1175 02-WF	57,496.89
AJE#09	4/30/2021	Miscellaneous Revenue	02-00-3580 02-WF	(57,496.89)
To adjust IRMA Excess Surplus at 04/30/2021				
AJE#10	4/30/2021	A/D - Machinery & Equipment	02-1990 02-WF	(22,759.00)
AJE#10	4/30/2021	A/D - Machinery & Equipment	02-1990 02-WF	(15,255.00)
AJE#10	4/30/2021	A/D - Machinery & Equipment	99-1990 99-G	(63,230.99)
AJE#10	4/30/2021	Transfers from other fund	02-00-3610 02-WF	(71,539.00)
AJE#10	4/30/2021	Depreciation	02-10-4620 02-WF	22,759.00
AJE#10	4/30/2021	Purchases - PW	02-50-6502 02-WF	15,255.00
AJE#10	4/30/2021	Purchases - PW	02-50-6502 02-WF	71,539.00
AJE#10	4/30/2021	Depreciation - Public Works	99-90-6002 99-G	63,230.99
To correct water capital asset transfer				

**City of Darien**

**Year End: April 30, 2021**

**Adjusting Journal Entries**

**Date: 5/1/2020 To 4/30/2021**

**Account No: AJE#01 To AJE#13**

<b>Number</b>	<b>Date</b>	<b>Name</b>	<b>Account No</b>	<b>Amount</b>
AJE#11	4/30/2021	Fund Balance - Current	01-2190 01-GF	250.00
AJE#11	4/30/2021	Miscellaneous Expenditures	01-10-4232 01-GF	(250.00)
		To adjust for fund balance difference		
AJE#12	4/30/2021	Fund Balance - Current	99-2190 99-G	(71,964.00)
AJE#12	4/30/2021	Fund Balance - Current	99-2190 99-G	(71,539.00)
AJE#12	4/30/2021	Loss on Disposal	99-4000 99-G	71,964.00
AJE#12	4/30/2021	Contribution from Water Fund	99-4001 99-G	71,539.00
		To record transfer and loss on disposal in GFAAG		
AJE#13	4/30/2021	Deferred Outflow - Police Pen	98-1179 98-G	(1,255,809.00)
AJE#13	4/30/2021	Net Pension Liab - Police Pen	98-2006 98-G	4,252,494.00
AJE#13	4/30/2021	Deferred Inflow - Police Pen	98-2007 98-G	(2,750,635.00)
AJE#13	4/30/2021	Change in Pension Expense - Police Pension	98-50-6510 98-G	(246,050.00)
		To record change in Police Pension NPL, DO and DI.		







**CITY OF DARIEN, ILLINOIS**  
**COMMUNICATION OF DEFICIENCIES**  
**IN INTERNAL CONTROL AND**  
**OTHER COMMENTS TO MANAGEMENT**

April 30, 2021

1415 West Diehl Road, Suite 400  
Naperville, IL 60563  
630.566.8400

**SIKICH.COM**

The Honorable Mayor  
Members of Management  
City of Darien, Illinois

As part of the annual audit, we are required to communicate internal control matters that we classify as significant deficiencies and material weaknesses to those charged with governance. A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

During our audit, we also identify certain matters which we communicate only to management. While many of these matters are operational in nature, they may include internal control deficiencies that do not meet the definition of a significant deficiency or material weakness. We have chosen to communicate these matters in this communication. As discussed on the following pages, we identified certain deficiencies in internal control. In addition, we reviewed the status of the deficiencies from April 30, 2020. The status of these is included in Appendix A.

This memorandum is intended solely for the information and use of management and the City Council and is not intended and should not be used by anyone other than these specified parties.

I encourage you to contact me at (630) 566-8516 should you have any questions.

*Sikich LLP*

Naperville, Illinois  
August 13, 2021

## **DEFICIENCY**

### **Rear yard drainage projects**

During our testing of revenue we noted the City had recorded several entries as result of rear yard drainage projects throughout the course of the year. Per discussion with Julie, the City has invoiced the residents before the work is completed or any cash is received. The residents can choose not to participate in the project. Therefore the City had recorded revenue and a receivable before the work was performed in several instances. We recommend the City only invoice customers for these projects when the customer chooses to participate after the work is performed, as this is the point in time the revenue should be recognized. Any cash received in advance of the work being performed should be recorded as deferred revenue.

## **OTHER INFORMATION**

### **Future Accounting Pronouncements**

The Governmental Accounting Standards Board has issued a number of pronouncements that may impact the City in the future.

GASB Statement No. 87, *Leases*, establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset and aims to enhance comparability of financial statements among governments. This statement also requires additional notes to the financial statements related to the timing, significance, and purpose of a government's leasing arrangements. The requirements of this statement are effective for the fiscal year ending April 30, 2023.

GASB Statement No. 91, *Conduit Debt Obligations*, was issued in May 2019. The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improved required note disclosures. This statement is effective for fiscal year ending April 30, 2023.

GASB Statement No. 92, *Omnibus 2020*, addresses a variety of topics including: The effective date of Statement No. 87 for interim financial reports; reporting of intra-entity transfers of assets between a primary government employer and a component unit defined benefit pension plan or defined benefit other postemployment benefit (OPEB) plan; the applicability of Statements No. 73 to Certain Provisions of GASB Statement Nos. 67 and 68, as amended, and No. 74, as amended, to reporting assets accumulated for postemployment benefits; the applicability of certain requirements of Statement No. 84, to postemployment benefit arrangements; measurement of liabilities (and assets, if any) related to asset retirement obligations (AROs) in a government acquisition; reporting by public entity risk pools for amounts that are recoverable from reinsurers or excess insurers; reference to nonrecurring fair value measurements of assets or liabilities in authoritative literature and terminology used to refer to derivative instruments. The requirements of this Statement are effective for the fiscal years ending April 30, 2023 and thereafter, except for the requirements related to the effective date of Statement 87 and Implementation Guide 2019-3, reinsurance recoveries, and terminology used to refer to derivative instruments are effective upon issuance.



## **OTHER INFORMATION (Continued)**

### **Future Accounting Pronouncements (Continued)**

GASB Statement No. 93, *Replacement of Interbank Offered Rates*, was issued to address the financial reporting implications that result from the replacement of an Interbank Offered Rate (IBOR). The statement clarifies the existing guidance under Statement No. 53, *Accounting and Financial Reporting for Derivative Instruments*, as amended and Statement No. 87, *Leases*. The statement preserves the consistency and comparability of reporting hedging derivative instruments and leases after governments amend or replace agreements to replace an IBOR. This statement is effective for the fiscal year ending April 30, 2022.

GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements* was issued to address tissues related to accounting and reporting for public-private and public-public partnership arrangements (PPPs). A PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which is defined in this Statement as a PPP in which (1) the operator collects and is compensated by fees from third parties; (2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services; and (3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement. This Statement also provides guidance for accounting and financial reporting for availability payment arrangements (APAs). As defined in this Statement, an APA is an arrangement in which a government compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction. This Statement is effective for fiscal year ending April 30, 2024.

GASB Statement No. 96, *Solution-Based Information Technology Arrangements*, provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users. A SBITA is defined as a contract that conveys control of the right to use another party's (a SBITA vendor's) information technology (IT) software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction. This Statement establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability, provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended. This Statement is effective for fiscal year ending April 30, 2024. Earlier application is encouraged.

We will advise the City of any progress made by GASB in developing this and other future pronouncements that may have an impact on the financial position and results of operation of the City.

**APPENDIX A**  
**STATUS OF COMMENTS FROM APRIL 30, 2020**

**DEFICIENCIES**

We consider the following to be deficiencies in the City's internal controls.

**1. Proposed Audit Adjustments**

During our audit, we proposed several audit adjustments. Such audit adjustments were reviewed, approved, and recorded by management and included material adjustments to accounts receivable in the Water Operations Fund and capital assets of the City's governmental activities. Other proposed adjustments were immaterial individually but material in the aggregate which included adjustments to unearned revenues, prepaid expenses, and contribution revenues. We believe that year-end closing could be improved by performing a final review of adjusted trial balances to determine that all transactions have been recorded and posted. Management could review the transactions for completeness by scanning the ending balances and the transactions posted to each general ledger account to detect unusual entries or unexpected ending balances

**Status** - Comment still applicable as of April 30, 2021. Audit adjustments in prior years were proposed to record revenue in the proper period, to record expenditures in the proper period, to adjust capital asset and to long-term debt accounts to proper balances. Audit adjustments as of April 30, 2021 were proposed to adjust capital assets, certain accrual balances and to record pension activity at year end.

**2. Segregation of Duties**

During our review of internal controls, we noted that journal entries can be entered into the general ledger without being approved by a separate individual. We recommend that all general journal entries be reviewed and approved by someone other than the person entering and/or creating the journal entry to maintain an audit trail that documents both the preparer and reviewer of the original entry.

If a secondary review of the general journal entries is not practical, the City Council serves as a compensating control for the lack of segregation of duties in this area. Accordingly, it is important for the City Council to continue to review and approve monthly budget versus actual statements by fund. Additionally, the Council should continue to review and approve all significant financial transactions including purchases, payments to vendors/employees, and investments and to document the dollar amount of those approvals in the minutes.

**Status** - Comment still applicable as of April 30, 2021.

# FIRM PROFILE



## ORGANIZATION

Sikich LLP, a leading professional services firm specializing in accounting, technology, investment banking\* and advisory services\*\*, has 1,000+ professionals throughout the country. Founded in 1982, Sikich now ranks within the country's top 30 largest Certified Public Accounting firms and is among the top one percent of all enterprise resource planning solution partners in the world. From corporations and not-for-profits to state and local governments, Sikich clients can use a broad spectrum of services and products that help them reach long-term, strategic goals.

## INDUSTRIES

Sikich provides services and solutions to a wide range of industries. We have devoted substantial resources to develop a significant base of expertise and experience in:

AGRICULTURE	AUTOMOTIVE	CONSTRUCTION & REAL ESTATE
DISTRIBUTION & SUPPLY CHAIN	GOVERNMENT	HIGH-TECH
LIFE SCIENCES	MANUFACTURING	NOT-FOR-PROFIT
PRIVATE EQUITY	PROFESSIONAL SERVICES	

## STATISTICS

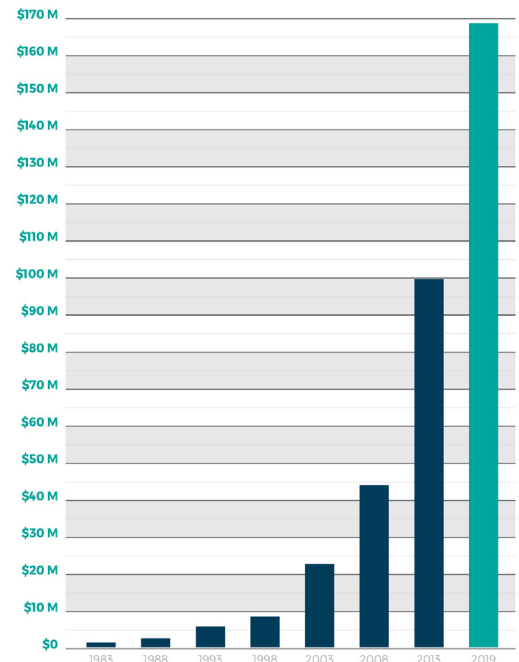
2020 Revenue ..... \$184.2M  
 Total Partners ..... 100+  
 Total Personnel ..... 1,000+  
*Personnel count as of 2020*



SIKICH.LOCATIONS®

<b>Akron, OH</b> (330) 864-6661	<b>Crofton, MD</b> (410) 451-5150	<b>Milwaukee, WI</b> (262) 754-9400	<b>Princeton, NJ</b> (609) 285-5000	<b>Washington, MO</b> (636) 239-4785
<b>Alexandria, VA</b> (703) 836-1350	<b>Decatur, IL</b> (217) 423-6000	<b>Minneapolis, MN</b> (331) 229-5235	<b>Springfield, IL</b> (217) 793-3363	
<b>Boston, MA</b> (508) 485-5588	<b>Indianapolis, IN</b> (317) 842-4466	<b>Naperville, IL</b> (630) 566-8400	<b>St. Louis, MO</b> (314) 275-7277	
<b>Chicago, IL</b> (312) 648-6666	<b>Los Angeles, CA</b> (877) 279-1900	<b>Peoria, IL</b> (309) 694-4251	<b>St. Louis, MO</b> (636) 532-9525	

## SIKICH TOTAL REVENUE



## SERVICES

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- Security and Compliance
- Digital Transformation Consulting

### ADVISORY

- Business Succession Planning
- Insurance Services
- Forensic and Valuation Services
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- Investment Banking
- Marketing & Communications
- Retirement Plan Services
- Supply Chain
- Transaction Advisory Services
- Wealth Management

\* Securities offered through Sikich Corporate Finance LLC, member FINRA/SIPC.

\*\* Investment advisory services offered through Sikich Financial, an SEC Registered Investment Advisor.

## CERTIFICATIONS

All professional accounting staff with more than one year of experience have earned or are working toward earning the Certified Public Accountant designation. Sikich is a member of the American Institute of Certified Public Accountants' Governmental Audit Quality Center and the Employee Benefit Plan Audit Quality

Center. We adhere to the strict requirements of membership, which assure we meet the highest standards of audit quality. In 2020, Sikich received its 11th consecutive unmodified ("pass") peer review report, the highest level of recognition conferred upon a public accounting firm for its quality control systems.

## AWARDS

### 2018-2021

- 2021, 2020 Great Place to Work®
- 2020, 2019 Oracle® NetSuite 5 Star Award
- 2019/2020, 2018/2019 Inner Circle for Microsoft Dynamics
- *Accounting Today* Top 100 Firms - ranked top 30 nationally
- *Accounting Today* Top 100 Value Added Reseller Stars (VARs) 2020 - ranked #5
- Best Places to Work in Illinois
- Best Places to Work in Indiana
- Milwaukee's Best and Brightest Companies to Work For®
- Chicago's Best and Brightest Companies to Work For®
- Boston's Best and Brightest Companies to Work For®
- Bob Scott's Top 100 VARs 2020 - ranked #5

### 2017

- Bob Scott's Top 100 (VARs) - ranked #7
- *Accounting Today* Top 100 VARs - ranked #6
- Vault Accounting Top Ranked
- When Work Works Award
- WorldatWork Work-Life Seal of Distinction
- Microsoft Dynamics Inner Circle and President's Club
- Best Places to Work in Illinois
- Milwaukee's 101 Best and Brightest Companies to Work For®
- Best Places to Work in Indiana
- Chicago's 101 Best and Brightest Companies to Work For®
- *Milwaukee Journal Sentinel* Top Workplaces in Milwaukee
- *Chicago Tribune's* Top Workplaces
- *Crain's List* Chicago's Largest Privately Held Companies - ranked #234
- Boston's 101 Best and Brightest Companies to Work For®
- National Best and Brightest in Wellness
- National Best and Brightest Companies to Work For



## SIKICH IS PROUD TO BE PART OF:

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The Honorable Mayor  
Members of the City Council  
City of Darien, Illinois

Ladies and Gentlemen:

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Darien, Illinois (the City) as of and for the year ended April 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis.

This communication is intended solely for the information and use of the Mayor, City Council and management and is not intended to be and should not be used by anyone other than these specified parties.

*Sikich LLP*

Naperville, Illinois  
August 13, 2021



**CITY OF DARIEN, ILLINOIS**

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SINGLE AUDIT

For the Year Ended April 30, 2021

**CITY OF DARIEN, ILLINOIS**  
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**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

The Honorable Mayor  
Members of the City Council  
City of Darien, Illinois

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Darien, Illinois (the City), as of and for the year ended April 30, 2021, and the related notes to financial statements, which collectively comprise the City’s basic financial statements and have issued our report thereon dated August 13, 2021.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control. Accordingly, we do not express an opinion on the effectiveness of the City’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.



Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Sikich LLP*

Naperville, Illinois  
August 13, 2021

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**INDEPENDENT AUDITOR’S REPORT ON COMPLIANCE FOR EACH  
MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL  
OVER COMPLIANCE AND REPORT ON THE SCHEDULE OF EXPENDITURES  
OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE**

The Honorable Mayor  
Members of the City Council  
City of Darien, Illinois

**Report on Compliance for Each Major Federal Program**

We have audited the City of Darien, Illinois’ (the City) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City’s major federal programs for the year ended April 30, 2021. The City’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

**Management’s Responsibility**

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

**Auditor’s Responsibility**

Our responsibility is to express an opinion on compliance for each of the City’s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.

### **Opinion on Each Major Federal Program**

In our opinion, the City of Darien, Illinois complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended April 30, 2021.

### **Report on Internal Control Over Compliance**

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

## **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of and for the year ended April 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated August 13, 2021 which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

*Sikich LLP*

Naperville, Illinois  
August 13, 2021

**CITY OF DARIEN, ILLINOIS**

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended April 30, 2021

<b>Federal Grantor</b>	<b>Pass-Through Grantor</b>	<b>Program Title</b>	<b>Federal CFDA Number</b>	<b>Program/Grant Number</b>	<b>Expenditures</b>
Department of Justice	N/A	Bulletproof Vest Partnership Program	16.607	N/A	\$ 2,854
		Bulletproof Vest Partnership Program			
		Total Bulletproof Vest Partnership Program			2,854
	N/A	Equitable Sharing Program	16.922	Federal Seizure - N/A	177,570
		Equitable Sharing Program			
		Total Equitable Sharing Program			177,570
Total Department of Justice					180,424
Department of the Treasury	DuPage County, Illinois	Coronavirus Relief Fund	21.019*	N/A	1,121,196
		COVID-19 - Coronavirus Relief Fund			
		Total Coronavirus Relief Fund			1,121,196
		Total Department of the Treasury			1,121,196
<b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>					<b>\$ 1,301,620</b>

\* denotes major program

**CITY OF DARIEN, ILLINOIS**

**NOTES TO SCHEDULE OF EXPENDITURES**

For the Year Ended April 30, 2021

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**Note A - Basis of Accounting**

The accompanying schedule of expenditures of federal awards is a summary of the activity of the City's federal award programs presented on the modified accrual basis of accounting in accordance with generally accepted accounting principles. Accordingly, revenues are recognized when the qualifying expenditure has been incurred and expenditures have been recognized when the fund liability has been incurred.

**Note B - Subrecipients**

There were no subrecipients for the fiscal year ending April 30, 2021.

**Note C - Other Information**

The City did not receive any federal insurance, free rent, or noncash assistance and had no federal loans or loan guarantees outstanding with continuing compliance requirements during the year ended April 30, 2021.

**Note D - 10% De Minimis Indirect Cost Rate**

The City has elected to use the 10% de minimis indirect cost rate as permitted by 2 CFR Section 200.414.

**CITY OF DARIEN, ILLINOIS**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

For the Year Ended April 30, 2021

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**Section I - Summary of Auditor's Results**

Financial Statements

Type of auditor's report issued: *Unmodified*

Internal control over financial reporting:

Material weakness(es) identified? \_\_\_\_\_ yes  X  no

Significant deficiency(ies) identified? \_\_\_\_\_ yes  X  none reported

Noncompliance material to financial statements noted? \_\_\_\_\_ yes  X  no

Federal Awards

Internal control over major federal programs:

Material weakness(es) identified? \_\_\_\_\_ yes  X  no

Significant deficiency(ies) identified? \_\_\_\_\_ yes  X  none reported

Type of auditor's report issued on compliance for major federal programs: *Unmodified*

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? \_\_\_\_\_ yes  X  no

Identification of major federal programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
21.019	COVID-19 - Coronavirus Relief Fund Program

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee? \_\_\_\_\_ yes  X  no

**CITY OF DARIEN, ILLINOIS**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

For the Year Ended April 30, 2021

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**Section II - Financial Statement Findings**

None

**Section III - Federal Award Findings and Questioned Costs**

None

**Section IV - Prior Year Award Findings and Questioned Costs**

Not applicable



**CITY OF DARIEN  
DARIEN, ILLINOIS**

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**ILLINOIS GRANT ACCOUNTABILITY AND  
TRANSPARENCY ACT - CONSOLIDATED YEAR END  
FINANCIAL REPORT**

**For the Year Ended April 30, 2021**

**CITY OF DARIEN  
DARIEN, ILLINOIS  
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## **INDEPENDENT AUDITOR'S REPORT ON SUPPLEMENTARY INFORMATION**

The Honorable Mayor  
Members of the City Council  
City of Darien, Illinois

We have audited the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Darien, Illinois (the City) as of and for the year ended April 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated August 13, 2021, which expressed unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The accompanying Consolidated Year-End Financial Report is presented for purposes of additional analysis, as required by the Illinois Grant Accountability and Transparency Act, and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

*Sikich LLP*

Naperville, Illinois  
August 13, 2021

**CITY OF DARIEN, ILLINOIS**

**ILLINOIS GRANT ACCOUNTABILITY AND TRANSPARENCY ACT  
CONSOLIDATED YEAR END FINANCIAL REPORT**

For the Year Ended April 30, 2021

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<b>CSFA Number</b>	<b>Program Name</b>	<b>State</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
494-00-1488	Motor Fuel Tax Program	\$ 714,307	\$ -	\$ -	\$ 714,307
494-00-2356	Rebuild Illinois Local Bond Program	-	-	-	-
	Other grant programs and activities	-	1,301,620	58,337	1,359,957
	All Other Costs not Allocated	-	-	17,671,067	17,671,067
	<b>TOTALS</b>	<u>\$ 714,307</u>	<u>\$ 1,301,620</u>	<u>\$ 17,729,404</u>	<u>\$ 19,745,331</u>

(See independent auditor's report on supplementary information.)

**CITY OF DARIEN**
**EXPENDITURE APPROVAL LIST  
FOR CITY COUNCIL MEETING ON  
October 4, 2021**

Approval is hereby given to have the City Treasurer of Darien, Illinois pay to the officers, employees, independent contractors, vendors, and other providers of goods and services in the indicated amounts as set forth.

A summary indicating the source of funds used to pay the above is as follows:

General Fund				<b>\$65,973.69</b>
Water Fund				<b>\$462,695.81</b>
Motor Fuel Tax Fund				<b>\$0.00</b>
Water Depreciation Fund				<b>\$0.00</b>
Stormwater Management Fund				<b>\$2,538.00</b>
E-Citation Fund				<b>\$0.00</b>
Capital Improvement Fund				<b>239,660.82</b>
State Drug Forfeiture Fund				
Federal Equitable Sharing Fund				
DUI Technology Fund				
			<b>Subtotal:</b>	<b><u>\$770,868.32</u></b>
General Fund Payroll	09/09/21	\$	247,273.87	
Water Fund Payroll	09/09/21	\$	20,749.59	
		<b>Subtotal:</b>	<b>\$</b>	<b><u>268,023.46</u></b>
<b>Total to be Approved by City Council:</b>				<b><u>\$ 1,038,891.78</u></b>

*Approvals:*

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 Joseph A. Marchese, Mayor

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 JoAnne E. Ragona, City Clerk

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 Michael J. Coren, Treasurer

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 Bryon D. Vana, City Administrator

CITY OF DARIEN  
Expenditure Journal  
From 9/8/2021 Through 9/20/2021

*General Fund  
Administration*

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
BAGPIPES&DRUMS OF THE EMERALD	9/11 BAG PIIPES @ PARADE	AP090721-1DN	4330	Contingency	1,500.00
CHASE CARD SERVICES	NEWSPAPER FOR CITY HALL	AP092021	4213	Dues and Subscriptions	7.96
CHASE CARD SERVICES	SURVEY MONKEY ANNUAL MEMBERSHIP	AP092021	4213	Dues and Subscriptions	384.00
CHASE CARD SERVICES	ZOOM FOR COUNCIL MEETINGS	AP092021	4213	Dues and Subscriptions	14.99
CHASE CARD SERVICES	PW INTERNET	AP092021	4267	Telephone	113.35
CLEAN SLATE INC	CLEANING OF CITY HALL/PD/PW - AUGUST 2021 (INVOICE 2500)	AP092021	4345	Janitorial Service	1,501.92
COMCAST BUSINESS	CABLE INSTALLATION FOR PHONE LINES	AP092021	4267	Telephone	175.59
GOVTEMPSUSA LLC	VANA - PERIOD 8/29/21 AND 9/05/21	AP092021	4325	Consulting/Professional	6,830.76
JOSEPH MARCHESE	REIMBURSEMENT FOR BANNER FOR SEPTEMBER 11TH REMEMBRANCE	AP092021	4330	Contingency	254.69
MECO CONSULTING GROUP LLC	MONTHLY RETAINERS SERVICES - AUGUST 2021	AP092021	4239	Public Relations	2,800.00
MUNIWEB	WEBSITE MAINTENANCE FOR AUGUST 2021	AP092021	4325	Consulting/Professional	295.00
OFFICE DEPOT	TONER AND OTHER SUPPLIES FOR CH	AP092021	4253	Supplies - Office	<u>150.63</u>
				Total Administration	14,028.89

CITY OF DARIEN  
Expenditure Journal  
From 9/8/2021 Through 9/20/2021

*General Fund  
City Council*

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
METROPOLITAN MAYORS CAUCUS	MEMBERSHIP DUES - INVOICE #2021-014	AP092021	4213	Dues and Subscriptions	<u>993.87</u>
				Total City Council	993.87

CITY OF DARIEN  
Expenditure Journal  
From 9/8/2021 Through 9/20/2021

*General Fund  
Community Development*

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
CHASE CARD SERVICES	PRINTER CAR CHARGER- KAREN BYRNE	AP092021	4253	Supplies - Office	17.99
CHASE CARD SERVICES	PRINTER ADAPTER- KAREN BYRNE	AP092021	4253	Supplies - Office	17.99
CHRISTOPHER B. BURKE ENG, LTD	ADDITION- SOCIETY OF MT CARMEL	AP092021	4328	Const/Prof Reimbursable	330.00
CHRISTOPHER B. BURKE ENG, LTD	QUESTIONS ON NEIGHBORING HOA - STORMWATER PLAN -2305 SOKOL	AP092021	4328	Const/Prof Reimbursable	920.00
DON MORRIS ARCHITECTS P.C.	BUILDING INSPECTIONS- AUG 2021	AP092021	4325	Consulting/Professional	5,435.00
DON MORRIS ARCHITECTS P.C.	BUILDING CODE REVIEWS - AUG 2021	AP092021	4328	Const/Prof Reimbursable	5,838.00
I.R.M.A.	CLOSED CLAIMS- AUG 2020	AP092021	4219	Liability Insurance	4,438.10
I.R.M.A.	CLOSED CLAIMS- AUG 2021	AP092021	4219	Liability Insurance	<u>2,706.48</u>
				Total Community Development	19,703.56



CITY OF DARIEN  
Expenditure Journal  
From 9/8/2021 Through 9/20/2021

*General Fund  
Public Works, Streets*

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
AEP ENERGY	AEP 3017243636 0 CASS AVE LITE N OF JAMES PETER CT	AP092021	4271	Utilities (Elec,Gas,Wtr,Sewer)	25.70
AEP ENERGY	AEP 3017243670 - SW CORNER 75TH PLAINFIELD	AP092021	4271	Utilities (Elec,Gas,Wtr,Sewer)	334.78
AEP ENERGY	AEP3017243636 0 CASS AVE LITE N OF JAMES PETER	AP092021-2	4271	Utilities (Elec,Gas,Wtr,Sewer)	25.70
AEP ENERGY	AEP 3017243669 2510 ABBEY DR (Lot 278)	AP092021-2	4271	Utilities (Elec,Gas,Wtr,Sewer)	1,760.93
AEP ENERGY	AEP 3017243647 75TH ST LEGS ST LGT/CASS	AP092021-2	4271	Utilities (Elec,Gas,Wtr,Sewer)	519.26
AEP ENERGY	AEP 301243670 SW CORNER 75TH PLAINFIELD	AP092021-2	4271	Utilities (Elec,Gas,Wtr,Sewer)	334.78
AEP ENERGY	CREDIT FOR VOIDED CHECK 057908	APCREDIT092021	4271	Utilities (Elec,Gas,Wtr,Sewer)	(25.70)
AEP ENERGY	CREDIT FOR VOIDED CHECK 057908	APCREDIT092021	4271	Utilities (Elec,Gas,Wtr,Sewer)	(334.78)
ALTA CONSTRUCTION EQUIPMENT IL	MOWER REPAIR PARTS	AP092021	4229	Maintenance - Vehicles	256.90
ALTA CONSTRUCTION EQUIPMENT IL	MOWER REPAIR PARTS	AP092021	4229	Maintenance - Vehicles	256.90
BANNERVILLE USA INC	9/11 BANNERS PER MAYOR'S REQUEST	AP092021	4257	Supplies - Other	2,000.00
CHASE CARD SERVICES	LOCKS FOR PD LOCKERS	AP092021	4223	Maintenance - Building	674.50
CHASE CARD SERVICES	POWER INVERTER-THROM	AP092021	4225	Maintenance - Equipment	339.76
CHASE CARD SERVICES	MECHANIC SUPPLIES	AP092021	4225	Maintenance - Equipment	99.37
CHASE CARD SERVICES	IPASS REPLENISHMENT	AP092021	4229	Maintenance - Vehicles	40.00
CHASE CARD SERVICES	DE-ICING SEMINAR- DAVE FELL	AP092021	4263	Training and Education	45.00
CHASE CARD SERVICES	DE-ICING SEMINAR-DENNIS CABLE	AP092021	4263	Training and Education	45.00
CLEAN SOILS CONSULTING LLC	AP092021	AP092021	4223	Maintenance - Building	4,526.00

CITY OF DARIEN  
Expenditure Journal  
From 9/8/2021 Through 9/20/2021

*General Fund  
Public Works, Streets*

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
EJ USA, INC.	PW SANITARY SEWER PARTS	AP092021	4223	Maintenance - Building	2,735.30
FIRST ADVANTAGE OCCUPATIONAL	FTA RANDOM DRUG SCREENS	AP092021	4219	Liability Insurance	70.40
FLEETPRIDE	REPAIR PARTS	AP092021	4229	Maintenance - Vehicles	55.86
HOME DEPOT	SAFETY SUPPLIES	AP092021	4219	Liability Insurance	68.88
HOME DEPOT	MAINTENANCE AND OPERATION SUPPLIES	AP092021	4223	Maintenance - Building	51.85
HOME DEPOT	MAINTENANCE AND OPERATION SUPPLIES	AP092021	4223	Maintenance - Building	179.00
HOME DEPOT	MAINTENANCE AND OPERATION SUPPLIES	AP092021	4257	Supplies - Other	1,086.64
HOME DEPOT	MAINTENANCE AND OPERATION SUPPLIES	AP092021	4259	Small Tools & Equipment	416.60
HOME DEPOT	MAINTENANCE AND OPERATION SUPPLIES	AP092021	4269	Uniforms	19.98
I.R.M.A.	CLOSED CLAIMS- JUNE 2021	AP092021	4219	Liability Insurance	(2,500.00)
I.R.M.A.	CLOSED CLAIMS- JULY 2021	AP092021	4219	Liability Insurance	(2,140.71)
INDEPENDENCE TOWING & RECOVERY	INV #972021DPW - TOWING UNIT 110	AP092021	4229	Maintenance - Vehicles	750.00
NAPA AUTO PARTS	ROTORs FOR 403	AP092021	4229	Maintenance - Vehicles	638.63
NAPA AUTO PARTS	CREDIT- DISC PAD	AP092021	4229	Maintenance - Vehicles	(27.99)
NAPA AUTO PARTS	TIE RODS FOR 112	AP092021	4229	Maintenance - Vehicles	122.48
NAPA AUTO PARTS	ALTERNATOR	AP092021	4229	Maintenance - Vehicles	47.97
NICOR GAS	NICOR 90841110001 1041 S FRONTAGE	AP092021	4271	Utilities (Elec,Gas,Wtr,Sewer)	70.05
NORWALK TANK	PW SHOP SEWER	AP092021	4223	Maintenance - Building	9,669.96
ODYSSEY GROUP LLC	INV #9485 - BARRICADES FOR 9/11 PARAGE	AP092021	4257	Supplies - Other	240.00
RAGS ELECTRIC	CITY HALL ELECTRICAL	AP092021	4223	Maintenance - Building	1,067.50
ROYAL OAK LANDSCAPING INC	MOWING PINE PARKWAY	AP092021	4350	Forestry	148.00

CITY OF DARIEN  
Expenditure Journal  
From 9/8/2021 Through 9/20/2021

*General Fund  
Public Works, Streets*

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
STATE CHEMICAL SOLUTIONS	MAINTENANCE SUPPLIES	AP092021	4223	Maintenance - Building	96.28
STATE CHEMICAL SOLUTIONS	SLUDGE HAMMER	AP092021	4223	Maintenance - Building	317.13
STATE CHEMICAL SOLUTIONS	MAINTENANCE SUPPLIES	AP092021	4223	Maintenance - Building	101.27
TRAFFIC CONTROL AND PROTECTION	STREET SIGNS-CHEESE RD	AP092021	4257	Supplies - Other	140.95
UNDERGROUND PIPE & VALVE CO.	SINK HOLE GROUT-GAIL	AP092021	4257	Supplies - Other	768.34
UNDERGROUND PIPE & VALVE CO.	PIPE COUPLERS	AP092021	4374	Drainage Projects	190.00
UNIQUE PRODUCTS & SERVICE CORP	PD JANITORIAL SUPPLIES	AP092021	4223	Maintenance - Building	60.72
UNIQUE PRODUCTS & SERVICE CORP	PD JANITORIAL SUPPLIES	AP092021	4223	Maintenance - Building	69.97
VERMEER-ILLINOIS, INC	REPAIR PARTS	AP092021	4229	Maintenance - Vehicles	334.56
WESTOWN AUTO SUPPLY COMPANY	STOCK PARTS	AP092021	4225	Maintenance - Equipment	14.25
XBE CHICAGO	HAULING	AP092021	4374	Drainage Projects	<u>1,922.80</u>
				Total Public Works, Streets	27,710.77

CITY OF DARIEN  
Expenditure Journal  
From 9/8/2021 Through 9/20/2021

*General Fund  
Police Department*

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
BAZOS FREEMAN LLC	8/18/21 ADMIN TOW JUDGE FEE	AP092021	4219	Liability Insurance	250.00
CHASE CARD SERVICES	FACE MASKS	AP092021	4219	Liability Insurance	39.90
CHASE CARD SERVICES	ALL PURPOSE CLEANER FOR FITNESS ROOM	AP092021	4223	Maintenance - Building	14.04
CHASE CARD SERVICES	PUSH CART DOLLY FOR PD	AP092021	4225	Maintenance - Equipment	89.97
CHASE CARD SERVICES	WIPER BLADES FOR D15	AP092021	4229	Maintenance - Vehicles	21.76
CHASE CARD SERVICES	PHONE CASE RETURNED	AP092021	4253	Supplies - Office	(11.04)
CHASE CARD SERVICES	FILE FOLDERS	AP092021	4253	Supplies - Office	63.78
CHASE CARD SERVICES	IDEOA -PEORIA LODGING GLOMB	AP092021	4267	Telephone	295.68
CHASE CARD SERVICES	IDEOA-PEORIA LODGING VERSIS	AP092021	4267	Telephone	318.08
CHASE CARD SERVICES	PD INTERNET	AP092021	4267	Telephone	268.35
COLLEGE OF DU PAGE	SCENARIO BASED USE OF FORCE TRAINING - RUNDELL AND O'BRIEN	AP092021	4263	Training and Education	398.00
IL PHLEBOTOMY SERVICES	BLOODWORK FOR CASE DAP21011450	AP092021	4217	Investigation and Equipment	425.00
INDUSTRIAL ORG SOLUTIONS	PO CANDIDATE HARRISON PSYCH EVAL	AP092021	4205	Boards and Commissions	485.00
INTERNATIONAL AUTO GLASS	WINDSHIELD FOR D5	AP092021	4229	Maintenance - Vehicles	550.00
NAPA AUTO PARTS	BRAKES FOR D37	AP092021	4229	Maintenance - Vehicles	<u>328.08</u>
				Total Police Department	<u>3,536.60</u>
				Total General Fund	65,973.69

CITY OF DARIEN  
Expenditure Journal  
From 9/8/2021 Through 9/20/2021

*Water Fund*  
*Public Works, Water*

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
ALEXANDER CHEMICAL CORPORATION	CHLORINE	AP092021	4231	Maintenance - Water System	188.16
CLEAN SLATE INC	CLEANING OF CITY HALL/PD/PW - AUGUST 2021 (INVOICE 2500)	AP092021	4223	Maintenance - Building	500.64
DUPAGE WATER COMMISSION	WATER PURCHASED	AP092021	4340	DuPage Water Commission	459,347.28
HOME DEPOT	MAINTENANCE AND OPERATION SUPPLIES	AP092021	4231	Maintenance - Water System	1,000.23
LAWSON PRODUCTS INCORPORATED	WATER MAINT	AP092021	4231	Maintenance - Water System	883.44
NAPA AUTO PARTS	TIE ROD FOR 403	AP092021	4225	Maintenance - Equipment	42.49
NICOR GAS	NICOR 90841110001 1041 S FRONTAGE	AP092021	4271	Utilities (Elec,Gas,Wtr,Sewer)	70.05
NICOR GAS	NICOR 12344110007 1897 MANNING DR	AP092021	4271	Utilities (Elec,Gas,Wtr,Sewer)	41.23
NICOR GAS	NICOR 2364411000 8600 LEMONT RD	AP092021	4271	Utilities (Elec,Gas,Wtr,Sewer)	50.90
NICOR GAS	NICOR 05002110004 1930 MANNING RD	AP092021	4271	Utilities (Elec,Gas,Wtr,Sewer)	57.57
SUBURBAN LABORATORIES	WATER SAMPLES	AP092021	4241	Quality Control	328.28
US GAS	CYLINDER RENT	AP092021	4231	Maintenance - Water System	102.00
USABLUBOOK	PRESSURE TRANSMITTER	AP092021	4231	Maintenance - Water System	<u>83.54</u>
Total Public Works, Water					<u>462,695.81</u>
Total Water Fund					462,695.81

CITY OF DARIEN  
Expenditure Journal  
From 9/8/2021 Through 9/20/2021

*Motor Fuel Tax  
MFT Expenses*

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
AEP ENERGY	AEP 3017243669 2510 ABBAY DR (Lot 278)	AP092021	4840	Street Lights	1,760.93
AEP ENERGY	AEP 3017243647 75TH ST LEGS STREET LGT /CASS	AP092021	4840	Street Lights	510.26
AEP ENERGY	CREDIT FOR VOIDED CHECK 057908	APCREDIT092021	4840	Street Lights	(510.26)
AEP ENERGY	CREDIT FOR VOIDED CHECK 057908	APCREDIT092021	4840	Street Lights	(1,760.93)
				Total MFT Expenses	<u>0.00</u>
				Total Motor Fuel Tax	0.00

CITY OF DARIEN  
 Expenditure Journal  
 From 9/8/2021 Through 9/20/2021

*Stormwater Management Fund  
 Native Plantings*

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
CHRISTOPHER B. BURKE ENG, LTD	INV#169045 74TH & ELM NATIVE RESTORATION	AP092021	4379	Stormwater Management Special	<u>2,538.00</u>
				Total Native Plantings	<u>2,538.00</u>
				Total Stormwater Management Fu	2,538.00

CITY OF DARIEN  
Expenditure Journal  
From 9/8/2021 Through 9/20/2021

*Capital Improvement Fund  
Capital Fund Expenditures*

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
DENLER INC.	CRACK FILL PROGRAM 2021	AP092021	4382	Crack Seal Program	220,672.88
EJ USA, INC.	STORM SEWER PARTS	AP092021	4376	Ditch Projects	2,283.54
EJ USA, INC.	CREDIT	AP092021	4376	Ditch Projects	(100.00)
NORWALK TANK	SUPPLIES FOR PROJECTS	AP092021	4376	Ditch Projects	336.24
NORWALK TANK	CREDIT	AP092021	4376	Ditch Projects	(100.00)
TERRI PANTELEO	CONCRETE CURB /GUTTER RIBBON (REIMBURSEMENT)	AP092021	4383	Curb & Gutter Replacement Prog	450.00
UNILOCK - CHICAGO	GRANITE FOR RETAINING WALL-BAILEY RD	AP092021	4390	Capital Improv-Infrastructure	4,938.00
UNILOCK - CHICAGO	GRANITE FOR RETAINING WALL- BAILEY RD	AP092021	4390	Capital Improv-Infrastructure	4,938.00
VULCAN CONSTRUCTION MATERIALS	STONE DELIVERED	AP092021	4376	Ditch Projects	2,595.81
VULCAN CONSTRUCTION MATERIALS	STONE DELIVERED	AP092021	4390	Capital Improv-Infrastructure	2,000.00
XBE CHICAGO	PW PROJECTS - TRUCK #313 TICKET NUMBER 861461	AP092021	4376	Ditch Projects	696.35
XBE CHICAGO	PW PROJECTS TRUCK #110 TICKET NUMBER 10232	AP092021	4376	Ditch Projects	<u>950.00</u>
				Total Capital Fund Expenditures	<u>239,660.82</u>
				Total Capital Improvement Fund	<u>239,660.82</u>
Report Total					<u>769,368.32</u>





Customer Service:  
1-800-275-0863



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September 2021						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

New Balance  
**\$2,900.43**  
Minimum Payment Due  
**\$580.00**  
Payment Due Date  
**09/27/21**

**Late Payment Warning:** If we do not receive your minimum payment by the due date, you may have to pay a late fee, and existing and new balances may become subject to the Default APR.

**Minimum Payment Warning:** Enroll in Auto-Pay and avoid missing a payment. To enroll, go to [www.chase.com](http://www.chase.com)

## ACCOUNT SUMMARY

Previous Balance	\$3,121.98
Payment, Credits	-\$3,133.02
Purchases	+\$2,911.47
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	<u>\$0.00</u>
<b>New Balance</b>	<b>\$2,900.43</b>
Opening/Closing Date	08/03/21 - 08/31/21
Credit Limit	\$50,000
Available Credit	\$47,099
Cash Access Line	\$2,500
Available for Cash	\$2,500
<b>Past Due Amount</b>	<b>\$0.00</b>
<b>Balance over the Credit Limit</b>	<b>\$0.00</b>



## ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
08/17	Payment Thank You - Web BRYON VANA TRANSACTIONS THIS CYCLE (CARD 4484) \$3121.98- INCLUDING PAYMENTS RECEIVED	-3,121.98
08/16	Amazon.com Amzn.com/bill WA <i>Phone Case Returned</i>	-11.04
08/03	AMZN Mktp US*2P89G38P1 Amzn.com/bill WA <i>FACE MASKS</i>	39.90
08/05	AMZN Mktp US*2P9VV9B00 Amzn.com/bill WA <i>SPRAY CLEANER</i>	14.04
08/07	COMCAST CHICAGO 800-COMCAST IL <i>PD INTERNET</i>	268.35
08/10	Amazon.com*2P7LK1Y90 Amzn.com/bill WA <i>FILE FOLDERS</i>	63.78
08/21	AMZN Mktp US*2D3SW7IV1 Amzn.com/bill WA <i>PUSH CART DOLLY-PD</i>	89.97
08/27	EMBASSY SUITES E PEORA EAST PEORIA IL <i>IDEOA LODGING - GLOMB</i>	295.68
08/27	EMBASSY SUITES E PEORA EAST PEORIA IL <i>IDEOA LODGING - VERSIS</i> ROSE MARY GONZALEZ TRANSACTIONS THIS CYCLE (CARD 2755) \$1078.76	318.08
08/04	AMZN Mktp US*2P1OW6DV1 Amzn.com/bill WA <i>PRINTER ADAPTER</i>	17.99
08/07	SMK*SURVEYMONKEY.COM 971-2311154 CA <i>ANNUAL MEMBERSHIP</i>	384.00
08/09	CHICAGO TRIB SUBSCRIPTIO 312-546-7900 TX <i>NEWSPAPER CITY HALL</i>	7.96
08/10	AMZN Mktp US*2P1OQ6892 Amzn.com/bill WA <i>PRINTER ADAPTER</i>	17.99
08/10	ZOOM.US 888-799-9666 WWW.ZOOM.US CA <i>CITY COUNCIL ZOOM FEE</i>	14.99
08/18	EB 2021 VIRTUAL DEICI 801-413-7200 CA <i>DE-ICING SEMINARS (2)</i>	45.00
08/18	EB 2021 VIRTUAL DEICI 801-413-7200 CA <i>DE-ICING SEMINARS (2)</i>	45.00
08/19	Amazon.com*2D8ZE3TE2 Amzn.com/bill WA <i>POWER INVERTER</i>	339.76
08/20	SQ *DUPAGE SECURITY SOLUT Addison IL <i>LOCKS FOR POLICE DEPT</i>	674.50
08/19	INTERSTATE POWERSYSTEM CAROL STREAM IL <i>MECHANIC SUPPLIES</i>	99.37
08/22	COMCAST CHICAGO 800-COMCAST IL <i>PW INTERNET</i>	113.35
08/29	IL TOLLWAY-AUTOREPLENISH 800-824-7277 IL <i>REPLENISH (PASS</i> DANIEL GOMBAC TRANSACTIONS THIS CYCLE (CARD 8085) \$1799.91	40.00
08/27	WAL-MART #2215 DARIEN IL <i>WIPER BLADES DIS</i> DAVID WIGGINS TRANSACTIONS THIS CYCLE (CARD 0600) \$21.76	21.76

2021 Totals Year-to-Date	
Total fees charged in 2021	\$0.00
Total interest charged in 2021	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

## INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
<b>PURCHASES</b>			
Purchases	13.24%(v)(d)	- 0 -	- 0 -
<b>CASH ADVANCES</b>			



**CITY OF DARIEN**

**EXPENDITURE APPROVAL LIST  
FOR CITY COUNCIL MEETING ON  
October 4, 2021**

Approval is hereby given to have the City Treasurer of Darien, Illinois pay to the officers, employees, independent contractors, vendors, and other providers of goods and services in the indicated amounts as set forth.

A summary indicating the source of funds used to pay the above is as follows:

General Fund				<b>\$93,662.50</b>
Water Fund				<b>\$7,808.49</b>
Motor Fuel Tax Fund				
Water Depreciation Fund				
Stormwater Management Fund				
E-Citation Fund				
Capital Improvement Fund				<b>18,078.99</b>
State Drug Forfeiture Fund				
Federal Equitable Sharing Fund				
DUI Technology Fund				
			<i>Subtotal:</i>	<u><u>\$119,549.98</u></u>
General Fund Payroll	09/09/21	\$	259,163.61	
Water Fund Payroll	09/09/21	\$	30,012.19	
		<i>Subtotal:</i>	<u><u>\$ 289,175.80</u></u>	
<i>Total to be Approved by City Council:</i>				<u><u>\$ 408,725.78</u></u>

*Approvals:*

\_\_\_\_\_  
Joseph A. Marchese, Mayor

\_\_\_\_\_  
JoAnne E. Ragona, City Clerk

\_\_\_\_\_  
Michael J. Coren, Treasurer

\_\_\_\_\_  
Bryon D. Vana, City Administrator

CITY OF DARIEN  
Expenditure Journal  
From 9/21/2021 Through 10/4/2021

*General Fund  
Administration*

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
AIS	CLOUD HOSTING- OCT 2021	AP100421	4325	Consulting/Professional	20.00
AIS	CISCO SWITCH /SUPPORT (1 year)	AP100421	4325	Consulting/Professional	251.00
AIS	BACK UP SERVICE- OCT 2021	AP100421	4325	Consulting/Professional	1,300.00
AIS	BLOCK PURCHASE- OCT 2021	AP100421	4325	Consulting/Professional	5,130.26
AIS	BUDGETED COMPUTER UPGRADES-FY 22	AP100421	4325	Consulting/Professional	3,692.04
CALL ONE, INC.	CITY TELEPHONE BILL	AP100421	4267	Telephone	1,680.14
COMCAST BUSINESS	CABLE TV SERVICES	AP100421	4271	Utilities (Elec,Gas,Wtr,Sewer)	41.88
DUPAGE COUNTY PUBLIC WORKS	CITY HALL SEWER BILL	AP100421	4271	Utilities (Elec,Gas,Wtr,Sewer)	149.58
GOVTEMPSUSA LLC	VANA (9-12-21)	AP100421	4325	Consulting/Professional	3,415.38
GOVTEMPSUSA LLC	VANA (9-19-21)	AP100421	4325	Consulting/Professional	3,415.38
IMPACT NETWORKING, LLC	KONICA AGREEMENT (9-18 thru 10-17-21) and overage	AP100421	4225	Maintenance - Equipment	176.25
MIDWEST LASER SPECIALIST	TRANSFER KIT FOR COLOR PRINTER	AP100421	4225	Maintenance - Equipment	321.54
NICOR GAS	NICOR 82541110001 1702 PLAINFIELD RD	AP100421	4271	Utilities (Elec,Gas,Wtr,Sewer)	132.71
ODELSON,STERK,MURPHY,FRAZIER &	LEGAL SERVICES- AUG 2021	AP100421	4219	Liability Insurance	110.00
PORTABLE JOHN	PORTABLE RESTROOM- 9/11 REMEMBERS EVENT	AP100421	4239	Public Relations	350.00
STAPLES BUSINESS ADVANTAGE	TONER AND SUPPLIES FOR CITY HALL	AP100421	4253	Supplies - Office	670.73
SUNCOM TV	COUNCIL MEETING - AUG 2021	AP100421	4815	Equipment	300.00
WILLOWBROOK FORD, INC.	CONTROL FOR 502	AP100421	4273	Vehicle (Gas and Oil)	<u>32.72</u>
				Total Administration	21,189.61

CITY OF DARIEN  
Expenditure Journal  
From 9/21/2021 Through 10/4/2021

*General Fund  
General Fund*

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
DUPAGE LAWN AND HOME SERVICES	LAWN MOWING SERVICES- NEC PLAINFIELD /CLARENDON HILLS	AP100421	4328	Conslt/Prof Reimbursable	120.00
DUPAGE LAWN AND HOME SERVICES	LAWN MOWING SERVICES- 7314 ELEANOR PL	AP100421	4328	Conslt/Prof Reimbursable	120.00
ELEVATOR INSPECTION SERVICE CO	ACCEPTANCE INSPECTION- 8301 CASS AVE (FIRST MERCHANTS BANK)	AP100421	4328	Conslt/Prof Reimbursable	80.00
ELEVATOR INSPECTION SERVICE CO	ACCEPTANCE INSPECTIONS- FARMINGDALE APTS	AP100421	4328	Conslt/Prof Reimbursable	320.00
MCFARLANE DOUGLASS & COMPANIES	LAWN MAINTENANCE- 2019 75TH STREET	AP100421	4328	Conslt/Prof Reimbursable	2,000.00
O DELSON, STERK, MURPHY, FRAZIER &	LEGAL SERVICES- AUG 2021	AP100421	4219	Liability Insurance	<u>1,045.00</u>
				Total Community Development	3,685.00

CITY OF DARIEN  
Expenditure Journal  
From 9/21/2021 Through 10/4/2021

*General Fund  
Public Works, Streets*

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
119TH STREET MATERIALS	SPOILS FROM VARIOUS PROJECTS- (8-30 thru 8-31-21)	AP100421	4374	Drainage Projects	1,176.00
A&W TRAILER LLC	ADAPTER FOR TRAILER	AP100421	4229	Maintenance - Vehicles	35.99
ADVANCE SWEEPING SERVICES	STREET SWEEPING- SEPT 2021	AP100421	4373	Street Sweeping	7,475.92
ALTORFER INDUSTRIES INC	PARTS FOR BACKHOE	AP100421	4229	Maintenance - Vehicles	193.55
AMBER MECHANICAL CONTRACTORS	BOILER REPAIR	AP100421	4223	Maintenance - Building	1,171.92
AQUA FIORI	BACKFLOW -(CH and PD)	AP100421	4223	Maintenance - Building	1,002.70
CADENCE BANK	MANHOLE CUSHION	AP100421	4257	Supplies - Other	289.50
CASE LOTS, INC.	PAPER PRODUCTS FOR PW	AP100421	4223	Maintenance - Building	437.93
CINTAS #769	MATT RENTAL- PUBLIC WORKS	AP100421	4223	Maintenance - Building	58.07
CINTAS #769	MATT RENTAL-PW	AP100421-2	4223	Maintenance - Building	50.87
CINTAS #769	CREDIT FOR VOIDED CK 057987	APCREDIT100421	4223	Maintenance - Building	(58.07)
CINTAS FIRST AID AND SAFETY	REPLENISH FIRST AID CABINET	AP100421	4219	Liability Insurance	143.28
COM ED	COM ED 0788310001 1041 S FRONTAGE RD	AP100421	4271	Utilities (Elec,Gas,Wtr,Sewer)	56.09
DAVID BROWN	UNIFORM ALLOWANCE	AP100421	4269	Uniforms	42.11
FLEETPRIDE	REPAIR PARTS FOR 105	AP100421	4229	Maintenance - Vehicles	31.09
HOMER TREE CARE, INC.	STUMP GRINDING- TREE DAMAGE/TORNADO	AP100421	4375	Tree Trim/Removal	13,000.00
HOMER TREE CARE, INC.	DEAD TREE REMOVAL	AP100421	4375	Tree Trim/Removal	17,440.00
INDEPENDENCE TOWING & RECOVERY	COST OF TOWING #112	AP100421	4229	Maintenance - Vehicles	525.00
INTERNATIONAL SOCIETY OF ARBOR	INTERNATIONAL SOCIETY OF ARBORICULTURE- MEMBERSHIP RENEWAL	AP100421	4263	Training and Education	190.00
LAWSON PRODUCTS INCORPORATED	MECHANIC'S SUPPLIES	AP100421	4225	Maintenance - Equipment	134.69
MASTER GRAPHICS	TONER AND PAPER FOR PLOTTER	AP100421	4253	Supplies - Office	902.84

CITY OF DARIEN  
Expenditure Journal  
From 9/21/2021 Through 10/4/2021

*General Fund  
Public Works, Streets*

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
McMASTER-CARR	SUPPLIES	AP100421	4257	Supplies - Other	22.89
MONROE TRUCK EQUIPMENT	PINTLE HOOK	AP100421	4229	Maintenance - Vehicles	130.50
OCCUPATIONAL HEALTH CENTERS	RANDOM DRUG SCREEN- CARR	AP100421	4219	Liability Insurance	40.50
OCCUPATIONAL HEALTH CENTERS	FTA RANDOM- CORNEILS	AP100421	4219	Liability Insurance	40.50
ORANGE CRUSH LLC	ASPHALT MIX	AP100421	4257	Supplies - Other	270.40
ORANGE CRUSH LLC	DUMP BROKEN ASPHALT 9- 22-21	AP100421	4257	Supplies - Other	100.00
ORKIN LLC	ORKIN SERVICE- 9-16-21	AP100421	4223	Maintenance - Building	59.04
RAGS ELECTRIC	STREET LIGHT REPAIR-914 WINDMERE CT	AP100421	4359	Street Light Oper & Maint.	544.00
RAGS ELECTRIC	STREET LIGHT REPAIR- 1500 BARRYMORE	AP100421	4359	Street Light Oper & Maint.	147.00
RED WING SHOES	PISCITELLO- BOOTS	AP100421	4219	Liability Insurance	250.00
RED WING SHOES	BROWN- BOOTS	AP100421	4219	Liability Insurance	250.00
RED WING SHOES	LEPIC- BOOTS	AP100421	4219	Liability Insurance	244.48
RED WING SHOES	DEVINE- BOOTS	AP100421	4219	Liability Insurance	208.24
RED WING SHOES	PISCITELLO- WATCH CAP	AP100421	4269	Uniforms	15.29
SEBERT LANDSCAPING	75TH STREET PLANTERS	AP100421	4350	Forestry	4,741.66
SEBERT LANDSCAPING	ENTRANCE WAY SIGNS	AP100421	4350	Forestry	985.00
SEBERT LANDSCAPING	CLOCK TOWER	AP100421	4350	Forestry	2,635.66
SEBERT LANDSCAPING	CITY COMPLEX	AP100421	4350	Forestry	2,612.33
SNAP ON INDUSTRIAL	EQUIPMENT SOFTWARE UPDATE	AP100421	4225	Maintenance - Equipment	1,038.75
TAMELING INDUSTRIES	RETAINING WALL & PW PROJECTS	AP100421	4257	Supplies - Other	128.64
UNDERGROUND PIPE & VALVE CO.	GREEN GRATES	AP100421	4257	Supplies - Other	870.00
UNIQUE PRODUCTS & SERVICE CORP	JANITORIAL SUPPLIES	AP100421	4223	Maintenance - Building	70.78
US GAS	GAS RENTAL	AP100421	4257	Supplies - Other	102.00
WILLOWBROOK FORD, INC.	OIL FILTER	AP100421	4229	Maintenance - Vehicles	63.48
WILLOWBROOK FORD, INC.	HOSE ASY FOR 112	AP100421	4229	Maintenance - Vehicles	111.34

CITY OF DARIEN  
Expenditure Journal  
From 9/21/2021 Through 10/4/2021

*General Fund  
Public Works, Streets*

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
WILLOWBROOK FORD, INC.	TUBE, HOSE, SEAL FOR 112	AP100421	4229	Maintenance - Vehicles	278.93
WILLOWBROOK FORD, INC.	CREDIT FOR RETURN ON INV 5152878	AP100421	4229	Maintenance - Vehicles	(162.51)
WILLOWBROOK FORD, INC.	CAMBER/CASTER SHIMS FOR 112	AP100421	4229	Maintenance - Vehicles	169.95
WILLOWBROOK FORD, INC.	BRAKE LINING FOR 112	AP100421	4229	Maintenance - Vehicles	132.64
WILLOWBROOK FORD, INC.	BELT FOR 110	AP100421	4229	Maintenance - Vehicles	14.05
WILLOWBROOK FORD, INC.	COVER AND CONTACT	AP100421	4229	Maintenance - Vehicles	117.17
WILLOWBROOK FORD, INC.	RETURN- ON INV 5153008	AP100421	4229	Maintenance - Vehicles	(117.17)
				Total Public Works, Streets	60,415.02



CITY OF DARIEN  
Expenditure Journal  
From 9/21/2021 Through 10/4/2021

*General Fund  
Police Department*

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
ALTERNATIVE BUSINESS SUPPLIERS	COPIER MAINTENANCE AGREEMENT /RECORDS DEPT AND SGTS	AP100421	4225	Maintenance - Equipment	1,675.00
APPLIED CONCEPTS, INC.	SENSOR FOR RADARS	AP100421	4229	Maintenance - Vehicles	61.00
AUSTIN JUMP	SWAT UNIFORM- SGT JUMP	AP100421	4269	Uniforms	600.70
CHRISTINE CHARKEWYCZ	PROSECUTION FEES- AUG 2021	AP100421	4219	Liability Insurance	1,060.00
CINTAS FIRST AID AND SAFETY	REPLENISH FIRST AID CABINET- PW	AP100421	4219	Liability Insurance	550.10
CURRENT TECHNOLOGIES CORP	REMOTE SUPPORT FOR VIDEO CAMERAS	AP100421	4225	Maintenance - Equipment	38.75
ILHIA	ILHIA CONFERENCE FEE- SIMEK AND HELLMANN	AP100421	4263	Training and Education	450.00
INDUSTRIAL ORG SOLUTIONS	PSYCH EVAL FOR PO CANDIDATE- DLUGOPOLSKI	AP100421	4205	Boards and Commissions	485.00
KAESER & BLAIR INCORPORATED	NATIONAL NIGHT OUT GIVE-AWAYS	AP100421	4239	Public Relations	662.68
KING CAR WASH	KING CAR WASHES-AUG 2021	AP100421	4229	Maintenance - Vehicles	228.50
LERMI	LERMI MEMBERSHIP- GONZALEZ and WRIGHT	AP100421	4213	Dues and Subscriptions	40.00
LERMI	LERMI MEMBERSHIP	AP100421-2	4213	Dues and Subscriptions	40.00
MCKESSON MEDICAL-SURGICAL GOVT	MEDICAL SUPPLIES FOR PD	AP100421	4219	Liability Insurance	29.10
NORTHEAST MULTIREGIONAL TRNG	GROUND FIGHTING CONTROL TACTICS- COURSE (O'BRIEN)	AP100421	4263	Training and Education	200.00
RAY O'HERRON CO. INC.	CSO UNIFORM- NIEDZWIEDZ	AP100421	4269	Uniforms	112.00
RAY O'HERRON CO. INC.	CSO UNIFORM- NIEDZWIEDZ	AP100421	4269	Uniforms	220.99

CITY OF DARIEN  
Expenditure Journal  
From 9/21/2021 Through 10/4/2021

*General Fund  
Police Department*

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
RELENTLESS LLC /DESERT SNOW	CRIMINAL INTERDICTION WORKSHOP- MILAZZO	AP100421	4263	Training and Education	599.00
THOMSON REUTERS -	SOFTWARE SUBSCRIPTION	AP100421	4217	Investigation and Equipment	372.15
TOP BOARD UP	CLEAN UP /BOARD UP 8317 HIGH POINT CIRCLE Unit F	AP100421	4225	Maintenance - Equipment	297.00
VILLAGE OF LEMONT	RANGE RENTAL FEE -8-3-21 and 8-31-21	AP100421	4243	Rent - Equipment	200.00
WEX BANK	GAS FOR POLICE DEPT	AP100421	4273	Vehicle (Gas and Oil)	<u>450.90</u>
				Total Police Department	<u>8,372.87</u>
				Total General Fund	93,662.50

CITY OF DARIEN  
Expenditure Journal  
From 9/21/2021 Through 10/4/2021

*Water Fund*  
*Water Fund*

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
CASE LOTS, INC.	PAPER PRODUCTS FOR PW	AP100421	4223	Maintenance - Building	437.92
CENTRAL SOD FARMS	SOD (Pallets returned)	AP100421	4231	Maintenance - Water System	312.00
CENTRAL SOD FARMS	SOD (Pallets returned)	AP100421	4231	Maintenance - Water System	312.00
CENTRAL SOD FARMS	SOD (Pallets returned)	AP100421	4231	Maintenance - Water System	360.00
CENTRAL SOD FARMS	SOD	AP100421	4231	Maintenance - Water System	312.00
CENTRAL SOD FARMS	SOD (Pallets returned)	AP100421	4231	Maintenance - Water System	312.00
CINTAS FIRST AID AND SAFETY	REPLENISH FIRST AID CABINET- PW	AP100421	4219	Liability Insurance	324.07
CINTAS FIRST AID AND SAFETY	REPLENISH FIRST AID CABINET	AP100421	4219	Liability Insurance	143.27
CONSTELLATION NEW ENERGY, INC.	9S720 LEMONT RD	AP100421	4271	Utilities (Elec,Gas,Wtr,Sewer)	95.18
CONSTELLATION NEW ENERGY, INC.	0 LAKEVIEW & OAKLEY	AP100421	4271	Utilities (Elec,Gas,Wtr,Sewer)	24.09
CONSTELLATION NEW ENERGY, INC.	67TH RIDGE	AP100421	4271	Utilities (Elec,Gas,Wtr,Sewer)	34.94
CONSTELLATION NEW ENERGY, INC.	18W736 MANNING	AP100421	4271	Utilities (Elec,Gas,Wtr,Sewer)	354.34
CORE & MAIN	COPPER / WATER MAIN CLAMPS	AP100421	4231	Maintenance - Water System	1,553.24
CORE & MAIN	COPPER / WATER MAIN CLAMPS	AP100421	4231	Maintenance - Water System	576.00
CORE & MAIN	CURB STOPS, PROBES	AP100421	4231	Maintenance - Water System	981.62
CORE & MAIN	INSULATED TILE PROBE	AP100421-2	4231	Maintenance - Water System	262.69
DUPAGE COUNTY PUBLIC WORKS	SEPTIC	AP100421	4223	Maintenance - Building	80.00
ELMHURST CHICAGO STONE COMPANY	PATCH FOR PLAINFIELD RD	AP100421	4231	Maintenance - Water System	433.50
OCCUPATIONAL HEALTH CENTERS	RANDOM DRUG SCREEN-SCHUSTER	AP100421	4219	Liability Insurance	62.00
ORANGE CRUSH LLC	PATCH	AP100421	4231	Maintenance - Water System	131.04
TITAN IMAGE GROUP INC	DILLETT- CLOTHING	AP100421	4269	Uniforms	79.92
UNDERGROUND PIPE & VALVE CO.	FITTING BRASS	AP100421	4231	Maintenance - Water System	418.00
US GAS	GAS RENTAL	AP100421	4231	Maintenance - Water System	102.00
WILLOWBROOK FORD, INC.	COVER FOR 403	AP100421	4225	Maintenance - Equipment	<u>106.67</u>
				Total Public Works, Water	<u>7,808.49</u>

CITY OF DARIEN  
Expenditure Journal  
From 9/21/2021 Through 10/4/2021

*Water Fund*  
*Public Works, Water*

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
				Total Water Fund	7,808.49

CITY OF DARIEN  
Expenditure Journal  
From 9/21/2021 Through 10/4/2021

*Capital Improvement Fund  
Capital Fund Expenditures*

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
SHREVE SERVICES INC	TOPSOIL 8-19-21	AP100421	4376	Ditch Projects	640.00
TAMELING INDUSTRIES	TEE CONNECTOR	AP100421	4390	Capital Improv-Infrastructure	66.00
TAMELING INDUSTRIES	STRAW MAT ROLL, POLYMERIC, SLATE	AP100421	4390	Capital Improv-Infrastructure	1,046.10
TAMELING INDUSTRIES	RETAINING WALL & PW PROJECTS	AP100421	4390	Capital Improv-Infrastructure	1,500.41
UNILOCK - CHICAGO	MANNING RETAINING WALLS	AP100421	4390	Capital Improv-Infrastructure	5,317.40
UNILOCK - CHICAGO	MANNING RETAINING WALLS	AP100421	4390	Capital Improv-Infrastructure	5,210.40
UNILOCK - CHICAGO	MANNING RETAINING WALLS	AP100421	4390	Capital Improv-Infrastructure	982.20
VULCAN CONSTRUCTION MATERIALS	STONE	AP100421	4376	Ditch Projects	<u>3,316.48</u>
				Total Capital Fund Expenditures	<u>18,078.99</u>
				Total Capital Improvement Fund	<u>18,078.99</u>
Report Total					<u>119,549.98</u>

**CITY OF DARIEN  
REVENUE AND EXPENDITURE REPORT SUMMARY  
August 31, 2021**

**GENERAL FUND - (01)**

	Current Month <u>Actual</u>	Year To Date <u>Actual</u>	Total <u>Budget</u>
Revenue	\$ 1,436,048	\$ 6,751,694	\$ 14,675,674
Expenditures	\$ 1,122,556	\$ 4,897,175	\$ 14,116,120
Audited 5/1/21 Opening Fund Balance:			\$ 6,461,461
Transfer to Capital Fund			\$ (2,100,000)
Current Fund Balance:			\$ 6,215,979

**WATER FUND - (02)**

	Current Month <u>Actual</u>	Year To Date <u>Actual</u>	Total <u>Budget</u>
Revenue	\$ 1,363,168	\$ 2,515,369	\$ 7,814,953
Expenditures	\$ 1,029,509	\$ 1,851,300	\$ 7,731,608
Audited 5/1/21 Cash Balance			\$ 4,802,962
Transfer to Water Depreciation Fund			\$ (1,200,000)
Current Modified Cash Balance:			\$ 4,267,031

**MOTOR FUEL TAX FUND - (03)**

	Current Month <u>Actual</u>	Year To Date <u>Actual</u>	Total <u>Budget</u>
Revenue	\$ 73,526	\$ 535,562	\$ 1,046,096
Expenditures	\$ 171,213	\$ 1,281,190	\$ 2,057,980
Audited 5/1/21 Opening Fund Balance:			\$ 1,366,323
Current Fund Balance:			\$ 620,695

**WATER DEPRECIATION FUND (12)**

	Current Month <u>Actual</u>	Year To Date <u>Actual</u>	Total <u>Budget</u>
Revenue	\$ 148	\$ 718	\$ 3,000
Expenditures	\$ 69,750	\$ 119,717	\$ 3,516,000
Audited 5/1/21 Cash Balance			\$ 1,895,369
Transfer from Water Fund			\$ 1,200,000
Current Modified Cash Balance:			\$ 2,976,371

**CAPITAL IMPROVEMENT FUND (25)**

	Current Month <u>Actual</u>	Year To Date <u>Actual</u>	Total <u>Budget</u>
Revenue	\$ 28,696	\$ 146,964	\$ 298,560
Expenditures	\$ 130,366	\$ 756,322	\$ 2,126,485
Audited 5/1/21 Opening Fund Balance:			\$ 6,114,386
Transfer from General Fund			\$ 2,100,000
Current Fund Balance:			\$ 7,605,028

	Current Actual Year to Date	Current Budgeted F.Y.E. '22	Prior Year Actual Through August 20
Property Tax Collections	\$ 1,591,676	\$ 2,476,659	\$ 1,546,243
Sales Tax Collections	\$ 2,111,002	\$ 4,919,497	\$ 1,642,384
<b>Drug forfeiture Receipts</b>	\$ -	\$ -	\$ -

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**General Fund**  
**Revenue**  
**From 8/1/2021 Through 8/31/2021**

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Revenue</b>								
<b>Taxes</b>								
Real Estate Taxes - Current	3110	230,377.55	250,000.00	1,462,432.82	1,500,000.00	2,276,099.00	(813,666.18)	35.74%
Road and Bridge Tax	3120	23,603.16	20,000.00	149,848.09	140,000.00	210,000.00	(60,151.91)	28.64%
Municipal Utility Tax	3130	85,992.87	78,900.00	298,543.75	315,600.00	946,793.00	(648,249.25)	68.46%
Amusement Tax	3140	10,146.42	6,687.50	42,284.48	26,750.00	80,250.00	(37,965.52)	47.30%
Hotel/Motel Tax	3150	4,031.01	6,000.00	28,066.88	23,000.00	62,909.00	(34,842.12)	55.38%
Local Gas Tax	3151	25,806.46	26,000.00	82,492.28	104,269.00	308,269.00	(225,776.72)	73.24%
Food and Beverage Tax	3152	56,981.78	50,000.00	212,960.78	189,303.00	539,303.00	(326,342.22)	60.51%
Personal Property Tax	3425	444.73	900.00	4,904.47	3,300.00	7,500.00	(2,595.53)	34.60%
<b>Total Taxes</b>		<b>437,383.98</b>	<b>438,487.50</b>	<b>2,281,533.55</b>	<b>2,302,222.00</b>	<b>4,431,123.00</b>	<b>(2,149,589.45)</b>	<b>48.51%</b>
<b>License, Permits, Fees</b>								
Business Licenses	3210	2,084.00	200.00	9,031.50	8,900.00	30,000.00	(20,968.50)	69.89%
Liquor License	3212	150.00	500.00	71,725.00	67,075.00	69,575.00	2,150.00	(3.09)%
Contractor Licenses	3214	2,290.00	2,000.00	9,900.00	9,500.00	18,000.00	(8,100.00)	45.00%
Court Fines	3216	12,486.88	8,350.00	64,063.03	33,400.00	100,000.00	(35,936.97)	35.93%
Towing Fees	3217	4,225.00	4,350.00	24,225.00	17,400.00	52,000.00	(27,775.00)	53.41%
Ordinance Fines	3230	2,675.00	2,500.00	17,027.00	10,000.00	30,000.00	(12,973.00)	43.24%
Building Permits and Fees	3240	35,667.46	5,000.00	88,415.89	25,000.00	35,000.00	53,415.89	(152.61)%
Telecommunication Taxes	3242	27,621.70	30,000.00	105,581.73	127,000.00	380,000.00	(274,418.27)	72.21%
Cable T.V. Franchise Fee	3244	4,217.31	70,000.00	106,428.93	142,800.00	432,800.00	(326,371.07)	75.40%
PEG - Fees - AT&T	3245	0.00	0.00	2,019.15	0.00	0.00	2,019.15	0.00%
NICOR Franchise Fee	3246	0.00	0.00	0.00	0.00	25,000.00	(25,000.00)	100.00%
Public Hearing Fees	3250	0.00	200.00	3,140.00	800.00	2,000.00	1,140.00	(57.00)%
Elevator Inspections	3255	40.00	50.00	90.00	1,700.00	3,500.00	(3,410.00)	97.42%
Engineering/Prof Fee Reimb	3265	9,430.07	6,100.00	29,667.26	24,700.00	74,000.00	(44,332.74)	59.90%
Police Special Service	3268	1,185.46	6,597.00	30,739.81	24,597.00	99,597.00	(68,857.19)	69.13%
<b>Total License, Permits, Fees</b>		<b>102,072.88</b>	<b>135,847.00</b>	<b>562,054.30</b>	<b>492,872.00</b>	<b>1,351,472.00</b>	<b>(789,417.70)</b>	<b>58.41%</b>
<b>Charges for Services</b>								

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**General Fund**  
**Revenue**  
**From 8/1/2021 Through 8/31/2021**

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Inspections/Tap on/Permits	3320	25.00	0.00	25.00	0.00	0.00	25.00	0.00%
Total Charges for Services		25.00	0.00	25.00	0.00	0.00	25.00	0.00%
Intergovernmental								
State Income Tax	3410	164,255.69	180,000.00	1,154,499.53	720,000.00	2,136,514.00	(982,014.47)	45.96%
Local Use Tax	3420	61,408.26	65,775.00	282,560.72	263,100.00	789,268.00	(506,707.28)	64.19%
Sales Taxes	3430	597,269.21	400,000.00	2,111,002.11	1,600,000.00	4,919,497.00	(2,808,494.89)	57.08%
Video Gaming Revenue	3432	20,531.54	17,000.00	87,418.34	68,000.00	200,000.00	(112,581.66)	56.29%
Total Intergovernmental		843,464.70	662,775.00	3,635,480.70	2,651,100.00	8,045,279.00	(4,409,798.30)	54.81%
Other Revenue								
Interest Income	3510	196.80	325.00	1,307.04	1,350.00	4,000.00	(2,692.96)	67.32%
Water Share Expense	3520	20,833.34	20,833.34	83,333.36	83,333.36	250,000.00	(166,666.64)	66.66%
Police Report/Prints	3534	245.00	415.00	1,655.00	1,670.00	5,000.00	(3,345.00)	66.90%
Reimbursement-Rear Yard Drain	3541	1,212.98	4,950.00	20,541.37	142,950.00	182,400.00	(161,858.63)	88.73%
Grants	3560	4,122.24	0.00	4,122.24	0.00	0.00	4,122.24	0.00%
Rents	3561	22,678.82	26,085.00	113,554.29	104,340.00	313,000.00	(199,445.71)	63.72%
Other Reimbursements	3562	(1,207.85)	3,750.00	11,240.73	15,000.00	45,000.00	(33,759.27)	75.02%
Residential Concrete Reimb	3563	0.00	0.00	25,438.38	0.00	0.00	25,438.38	0.00%
Mail Box Reimbursement Program	3569	203.73	285.00	1,660.37	1,140.00	3,400.00	(1,739.63)	51.16%
Sales of Wood Chips	3572	250.00	250.00	2,620.00	1,000.00	3,000.00	(380.00)	12.66%
Sale of Equipment	3575	0.00	425.00	1,045.00	1,700.00	5,000.00	(3,955.00)	79.10%
Miscellaneous Revenue	3580	4,566.71	1,675.00	6,082.39	6,700.00	20,000.00	(13,917.61)	69.58%
Total Other Revenue		53,101.77	58,993.34	272,600.17	359,183.36	830,800.00	(558,199.83)	67.19%
Total Revenue		1,436,048.33	1,296,102.84	6,751,693.72	5,805,377.36	14,658,674.00	(7,906,980.28)	53.94%



**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**Water Fund**  
**Revenue**  
**From 8/1/2021 Through 8/31/2021**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Charges for Services							
Water Sales	3310 1,361,386.24	650,371.00	2,511,570.36	2,601,485.00	7,804,453.00	(5,292,882.64)	67.81%
Inspections/Tap on/Permits	3320 0.00	425.00	25.00	1,700.00	5,000.00	(4,975.00)	99.50%
Sale of Meters	3325 200.00	85.00	780.00	340.00	1,000.00	(220.00)	22.00%
Other Water Sales	3390 1,409.90	85.00	1,409.90	340.00	1,000.00	409.90	(40.99)%
Total Charges for Services	1,362,996.14	650,966.00	2,513,785.26	2,603,865.00	7,811,453.00	(5,297,667.74)	67.82%
Other Revenue							
Interest Income	3510 172.31	295.00	1,583.25	1,180.00	3,500.00	(1,916.75)	54.76%
Total Other Revenue	172.31	295.00	1,583.25	1,180.00	3,500.00	(1,916.75)	54.76%
Total Revenue	1,363,168.45	651,261.00	2,515,368.51	2,605,045.00	7,814,953.00	(5,299,584.49)	67.81%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**Motor Fuel Tax**  
**Revenue**  
**From 8/1/2021 Through 8/31/2021**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining	
Revenue								
Intergovernmental								
MFT Allotment	3440	73,495.07	66,258.00	292,554.37	265,032.00	795,096.00	(502,541.63)	63.20%
Total Intergovernmental		73,495.07	66,258.00	292,554.37	265,032.00	795,096.00	(502,541.63)	63.21%
Other Revenue								
Interest Income	3510	31.31	85.00	414.92	340.00	1,000.00	(585.08)	58.50%
Grants	3560	0.00	21,000.00	242,592.38	84,000.00	250,000.00	(7,407.62)	2.96%
Total Other Revenue		31.31	21,085.00	243,007.30	84,340.00	251,000.00	(7,992.70)	3.18%
Total Revenue		73,526.38	87,343.00	535,561.67	349,372.00	1,046,096.00	(510,534.33)	48.80%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**Stormwater Management Fund**  
**Revenue**  
**From 8/1/2021 Through 8/31/2021**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Other Revenue							
Interest Income	3510 3.56	0.00	28.08	0.00	0.00	28.08	0.00%
Total Other Revenue	3.56	0.00	28.08	0.00	0.00	28.08	0.00%
Total Revenue	3.56	0.00	28.08	0.00	0.00	28.08	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**Special Service Area Tax Fund**  
**Revenue**  
**From 8/1/2021 Through 8/31/2021**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Taxes							
Real Estate Taxes - Current	3110 559.87	425.00	3,328.32	1,700.00	5,000.00	(1,671.68)	33.43%
Total Taxes	559.87	425.00	3,328.32	1,700.00	5,000.00	(1,671.68)	33.43%
Other Revenue							
Interest Income	3510 1.16	8.00	7.84	33.50	100.00	(92.16)	92.16%
Total Other Revenue	1.16	8.00	7.84	33.50	100.00	(92.16)	92.16%
Total Revenue	561.03	433.00	3,336.16	1,733.50	5,100.00	(1,763.84)	34.59%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**Water Depreciation Fund**  
**Revenue**  
**From 8/1/2021 Through 8/31/2021**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Other Revenue							
Interest Income	3510    147.72	250.00	718.32	1,000.00	3,000.00	(2,281.68)	76.05%
Transfer from Water Fund	3610    0.00	0.00	1,200,000.00	1,200,000.00	1,200,000.00	0.00	0.00%
Total Other Revenue	<u>147.72</u>	<u>250.00</u>	<u>1,200,718.32</u>	<u>1,201,000.00</u>	<u>1,203,000.00</u>	<u>(2,281.68)</u>	<u>0.19%</u>
Total Revenue	147.72	250.00	1,200,718.32	1,201,000.00	1,203,000.00	(2,281.68)	0.19%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**FESA - Justice - 1**  
**Revenue**  
**From 8/1/2021 Through 8/31/2021**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Other Revenue							
Interest Income	3510 12.92	0.00	51.25	0.00	0.00	51.25	0.00%
Total Other Revenue	12.92	0.00	51.25	0.00	0.00	51.25	0.00%
Total Revenue	12.92	0.00	51.25	0.00	0.00	51.25	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**FESA - Treasury - 2**  
**Revenue**  
**From 8/1/2021 Through 8/31/2021**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Other Revenue							
Interest Income	3510 1.28	0.00	5.07	0.00	0.00	5.07	0.00%
Total Other Revenue	1.28	0.00	5.07	0.00	0.00	5.07	0.00%
Total Revenue	1.28	0.00	5.07	0.00	0.00	5.07	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**DUI Technology Fund**  
**Revenue**  
**From 8/1/2021 Through 8/31/2021**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
License, Permits, Fees							
D.U.I. Technology Fines	3267	0.00	906.65	0.00	0.00	906.65	0.00%
Total License, Permits, Fees	0.00	0.00	906.65	0.00	0.00	906.65	0.00%
Other Revenue							
Interest Income	3510	1.34	9.75	0.00	0.00	9.75	0.00%
Total Other Revenue	1.34	0.00	9.75	0.00	0.00	9.75	0.00%
Total Revenue	1.34	0.00	916.40	0.00	0.00	916.40	0.00%



**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**E-Citation Fund**  
**Revenue**  
**From 8/1/2021 Through 8/31/2021**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Other Revenue							
Interest Income	3510 0.19	0.00	1.39	0.00	0.00	1.39	0.00%
Total Other Revenue	0.19	0.00	1.39	0.00	0.00	1.39	0.00%
Total Revenue	0.19	0.00	1.39	0.00	0.00	1.39	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**Capital Improvement Fund**  
**Revenue**  
**From 8/1/2021 Through 8/31/2021**

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue								
Taxes								
Real Estate Taxes - Current	3110	19,835.43	11,000.00	125,914.95	107,560.00	195,560.00	(69,645.05)	35.61%
Total Taxes		19,835.43	11,000.00	125,914.95	107,560.00	195,560.00	(69,645.05)	35.61%
Other Revenue								
Interest Income	3510	526.79	250.00	4,381.17	1,000.00	3,000.00	1,381.17	(46.03)%
Grants	3560	8,334.00	4,250.00	16,668.00	17,000.00	50,000.00	(33,332.00)	66.66%
Miscellaneous Revenue	3580	0.00	4,250.00	0.00	17,000.00	50,000.00	(50,000.00)	100.00%
Transfer from Other Funds	3612	0.00	0.00	2,100,000.00	2,100,000.00	2,100,000.00	0.00	0.00%
Total Other Revenue		8,860.79	8,750.00	2,121,049.17	2,135,000.00	2,203,000.00	(81,950.83)	3.72%
Total Revenue		28,696.22	19,750.00	2,246,964.12	2,242,560.00	2,398,560.00	(151,595.88)	6.32%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**Administration**  
**General Fund**  
**From 8/1/2021 Through 8/31/2021**

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Expenditures</b>								
<b>Salaries</b>								
Salaries	4010	26,097.46	29,548.00	104,282.18	118,192.00	354,574.00	250,291.82	70.58%
Overtime	4030	61.64	0.00	739.69	0.00	0.00	(739.69)	0.00%
State Unemployment Insurance	4050	0.00	0.00	255.00	0.00	0.00	(255.00)	0.00%
<b>Total Salaries</b>		<u>26,159.10</u>	<u>29,548.00</u>	<u>105,276.87</u>	<u>118,192.00</u>	<u>354,574.00</u>	<u>249,297.13</u>	<u>70.31%</u>
<b>Benefits</b>								
Social Security	4110	1,518.80	1,955.00	6,906.09	7,820.00	23,440.00	16,533.91	70.53%
Medicare	4111	355.21	430.00	1,615.13	1,720.00	5,141.00	3,525.87	68.58%
I.M.R.F.	4115	3,413.47	3,871.00	15,449.50	15,484.00	46,449.00	30,999.50	66.73%
Medical/Life Insurance	4120	6,670.36	5,950.00	26,455.26	23,800.00	71,400.00	44,944.74	62.94%
Supplemental Pensions	4135	369.20	400.00	1,661.40	1,600.00	4,800.00	3,138.60	65.38%
<b>Total Benefits</b>		<u>12,327.04</u>	<u>12,606.00</u>	<u>52,087.38</u>	<u>50,424.00</u>	<u>151,230.00</u>	<u>99,142.62</u>	<u>65.56%</u>
<b>Materials and Supplies</b>								
Dues and Subscriptions	4213	32.95	135.00	88.89	540.00	1,615.00	1,526.11	94.49%
Liability Insurance	4219	33.00	21,995.00	33.00	87,980.00	263,806.00	263,773.00	99.98%
Legal Notices	4221	33.00	170.00	311.50	680.00	2,000.00	1,688.50	84.42%
Maintenance - Equipment	4225	172.00	720.00	588.86	2,890.00	8,650.00	8,061.14	93.19%
Postage/Mailings	4233	0.00	279.00	0.00	1,118.00	3,350.00	3,350.00	100.00%
Printing and Forms	4235	0.00	375.00	0.00	1,500.00	4,500.00	4,500.00	100.00%
Public Relations	4239	2,800.00	5,300.00	8,400.00	21,200.00	71,700.00	63,300.00	88.28%
Rent - Equipment	4243	0.00	210.00	375.00	840.00	2,500.00	2,125.00	85.00%
Supplies - Office	4253	91.76	675.00	1,091.45	2,700.00	8,000.00	6,908.55	86.35%
Supplies - Other	4257	0.00	50.00	0.00	200.00	500.00	500.00	100.00%
Training and Education	4263	0.00	125.00	0.00	500.00	1,500.00	1,500.00	100.00%
Travel/Meetings	4265	40.00	45.00	61.35	190.00	550.00	488.65	88.84%
Telephone	4267	3,088.41	4,060.00	8,809.64	16,240.00	48,400.00	39,590.36	81.79%
Utilities (Elec,Gas,Wtr,Sewer)	4271	260.65	210.00	1,025.71	840.00	2,500.00	1,474.29	58.97%
Vehicle (Gas and Oil)	4273	(147.77)	95.00	258.71	390.00	1,150.00	891.29	77.50%
<b>Total Materials and Supplies</b>		<u>6,404.00</u>	<u>34,444.00</u>	<u>21,044.11</u>	<u>137,808.00</u>	<u>420,721.00</u>	<u>399,676.89</u>	<u>95.00%</u>
<b>Contractual</b>								
Audit	4320	0.00	0.00	11,900.00	10,500.00	14,000.00	2,100.00	15.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**Administration**  
**General Fund**  
**From 8/1/2021 Through 8/31/2021**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Consulting/Professional	4325 21,377.30	27,755.25	80,917.92	111,028.00	333,020.00	252,102.08	75.70%
Contingency	4330 862.15	850.00	2,392.99	3,400.00	10,000.00	7,607.01	76.07%
Janitorial Service	4345 1,501.92	1,845.00	4,505.76	7,380.00	22,088.00	17,582.24	79.60%
Total Contractual	23,741.37	30,450.25	99,716.67	132,308.00	379,108.00	279,391.33	73.70%
Other Charges							
Transfer to Other Funds	4605 0.00	0.00	2,100,000.00	0.00	0.00	(2,100,000.00)	0.00%
Total Other Charges	0.00	0.00	2,100,000.00	0.00	0.00	(2,100,000.00)	0.00%
Capital Outlay							
Equipment	4815 1,025.00	1,075.00	12,174.00	4,300.00	97,755.00	85,581.00	87.54%
Total Capital Outlay	1,025.00	1,075.00	12,174.00	4,300.00	97,755.00	85,581.00	87.55%
Total Expenditures	69,656.51	108,123.25	2,390,299.03	443,032.00	1,403,388.00	(986,911.03)	(70.32)%
Total	(69,656.51)	(108,123.25)	(2,390,299.03)	(443,032.00)	(1,403,388.00)	986,911.03	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**City Council**  
**General Fund**  
**From 8/1/2021 Through 8/31/2021**

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Expenditures</b>								
<b>Salaries</b>								
Salaries	4010	3,562.50	3,562.50	14,250.00	14,250.00	42,750.00	28,500.00	66.66%
<b>Total Salaries</b>		<u>3,562.50</u>	<u>3,562.50</u>	<u>14,250.00</u>	<u>14,250.00</u>	<u>42,750.00</u>	<u>28,500.00</u>	<u>66.67%</u>
<b>Benefits</b>								
Social Security	4110	220.87	221.00	883.50	884.00	2,651.00	1,767.50	66.67%
Medicare	4111	51.67	52.00	206.68	208.00	620.00	413.32	66.66%
<b>Total Benefits</b>		<u>272.54</u>	<u>273.00</u>	<u>1,090.18</u>	<u>1,092.00</u>	<u>3,271.00</u>	<u>2,180.82</u>	<u>66.67%</u>
<b>Materials and Supplies</b>								
Boards and Commissions	4205	28.25	167.00	84.75	668.00	2,000.00	1,915.25	95.76%
Cable Operations	4206	0.00	500.00	225.00	2,000.00	6,000.00	5,775.00	96.25%
Dues and Subscriptions	4213	0.00	2,205.00	19,515.15	8,820.00	26,440.00	6,924.85	26.19%
Public Relations	4239	0.00	109.00	0.00	436.00	1,300.00	1,300.00	100.00%
Training and Education	4263	75.00	85.00	75.00	340.00	1,000.00	925.00	92.50%
Travel/Meetings	4265	0.00	4.00	0.00	18.00	50.00	50.00	100.00%
<b>Total Materials and Supplies</b>		<u>103.25</u>	<u>3,070.00</u>	<u>19,899.90</u>	<u>12,282.00</u>	<u>36,790.00</u>	<u>16,890.10</u>	<u>45.91%</u>
<b>Contractual</b>								
Consulting/Professional	4325	0.00	250.00	259.00	1,000.00	3,000.00	2,741.00	91.36%
Trolley Contracts	4366	0.00	50.00	0.00	200.00	600.00	600.00	100.00%
<b>Total Contractual</b>		<u>0.00</u>	<u>300.00</u>	<u>259.00</u>	<u>1,200.00</u>	<u>3,600.00</u>	<u>3,341.00</u>	<u>92.81%</u>
<b>Total Expenditures</b>		<u>3,938.29</u>	<u>7,205.50</u>	<u>35,499.08</u>	<u>28,824.00</u>	<u>86,411.00</u>	<u>50,911.92</u>	<u>58.92%</u>
<b>Total</b>		(3,938.29)	(7,205.50)	(35,499.08)	(28,824.00)	(86,411.00)	(50,911.92)	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**Community Development**  
**General Fund**  
**From 8/1/2021 Through 8/31/2021**

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Expenditures</b>								
<b>Salaries</b>								
Salaries	4010	23,355.40	26,047.50	95,859.72	104,190.00	312,570.00	216,710.28	69.33%
Overtime	4030	0.00	85.00	184.92	340.00	1,000.00	815.08	81.50%
<b>Total Salaries</b>		<u>23,355.40</u>	<u>26,132.50</u>	<u>96,044.64</u>	<u>104,530.00</u>	<u>313,570.00</u>	<u>217,525.36</u>	<u>69.37%</u>
<b>Benefits</b>								
Social Security	4110	1,415.10	1,552.75	6,534.70	6,211.00	18,633.00	12,098.30	64.92%
Medicare	4111	330.94	378.00	1,528.23	1,512.00	4,532.00	3,003.77	66.27%
I.M.R.F.	4115	3,016.25	3,412.25	13,540.01	13,649.00	40,947.00	27,406.99	66.93%
Medical/Life Insurance	4120	1,906.73	2,055.00	7,626.92	8,220.00	24,658.00	17,031.08	69.06%
Supplemental Pensions	4135	184.60	300.00	830.70	1,200.00	3,600.00	2,769.30	76.92%
<b>Total Benefits</b>		<u>6,853.62</u>	<u>7,698.00</u>	<u>30,060.56</u>	<u>30,792.00</u>	<u>92,370.00</u>	<u>62,309.44</u>	<u>67.46%</u>
<b>Materials and Supplies</b>								
Boards and Commissions	4205	0.00	100.00	0.00	400.00	1,200.00	1,200.00	100.00%
Dues and Subscriptions	4213	0.00	42.00	0.00	168.00	500.00	500.00	100.00%
Liability Insurance	4219	0.00	1,920.00	1,485.00	7,680.00	23,000.00	21,515.00	93.54%
Maintenance - Vehicles	4229	0.00	42.00	0.00	168.00	500.00	500.00	100.00%
Printing and Forms	4235	0.00	101.25	0.00	405.00	1,215.00	1,215.00	100.00%
Economic Development	4240	0.00	0.00	359,362.13	378,000.00	378,000.00	18,637.87	4.93%
Supplies - Office	4253	0.00	59.00	327.99	236.00	700.00	372.01	53.14%
Training and Education	4263	0.00	42.00	0.00	168.00	500.00	500.00	100.00%
Travel/Meetings	4265	0.00	17.00	0.00	68.00	200.00	200.00	100.00%
Vehicle (Gas and Oil)	4273	321.54	84.00	578.84	336.00	1,000.00	421.16	42.11%
<b>Total Materials and Supplies</b>		<u>321.54</u>	<u>2,407.25</u>	<u>361,753.96</u>	<u>387,629.00</u>	<u>406,815.00</u>	<u>45,061.04</u>	<u>11.08%</u>
<b>Contractual</b>								
Consulting/Professional	4325	7,615.00	7,059.00	23,102.00	28,236.00	84,700.00	61,598.00	72.72%
ConsIt/Prof Reimbursable	4328	7,536.22	5,667.00	22,966.14	22,668.00	68,000.00	45,033.86	66.22%
<b>Total Contractual</b>		<u>15,151.22</u>	<u>12,726.00</u>	<u>46,068.14</u>	<u>50,904.00</u>	<u>152,700.00</u>	<u>106,631.86</u>	<u>69.83%</u>
<b>Total Expenditures</b>		<u>45,681.78</u>	<u>48,963.75</u>	<u>533,927.30</u>	<u>573,855.00</u>	<u>965,455.00</u>	<u>431,527.70</u>	<u>44.70%</u>
<b>Total</b>		<u>(45,681.78)</u>	<u>(48,963.75)</u>	<u>(533,927.30)</u>	<u>(573,855.00)</u>	<u>(965,455.00)</u>	<u>(431,527.70)</u>	<u>0.00%</u>

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**Public Works, Streets**  
**General Fund**  
**From 8/1/2021 Through 8/31/2021**

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Expenditures</b>								
<b>Salaries</b>								
Salaries	4010	47,661.90	61,811.00	190,038.27	247,244.00	741,730.00	551,691.73	74.37%
Salaries - Officers	4020	(307.57)	0.00	0.00	0.00	0.00	0.00	0.00%
Overtime	4030	6,296.16	6,500.00	23,663.89	26,000.00	78,000.00	54,336.11	69.66%
<b>Total Salaries</b>		<b>53,650.49</b>	<b>68,311.00</b>	<b>213,702.16</b>	<b>273,244.00</b>	<b>819,730.00</b>	<b>606,027.84</b>	<b>73.93%</b>
<b>Benefits</b>								
Social Security	4110	3,113.67	3,832.25	14,657.33	15,329.00	45,987.00	31,329.67	68.12%
Medicare	4111	728.17	896.25	3,432.33	3,585.00	10,755.00	7,322.67	68.08%
I.M.R.F.	4115	6,212.64	7,552.00	28,094.70	30,208.00	90,617.00	62,522.30	68.99%
Medical/Life Insurance	4120	12,337.30	12,479.00	49,349.20	49,917.00	149,749.00	100,399.80	67.04%
Supplemental Pensions	4135	184.60	200.00	830.70	800.00	2,400.00	1,569.30	65.38%
<b>Total Benefits</b>		<b>22,576.38</b>	<b>24,959.50</b>	<b>96,364.26</b>	<b>99,839.00</b>	<b>299,508.00</b>	<b>203,143.74</b>	<b>67.83%</b>
<b>Materials and Supplies</b>								
Liability Insurance	4219	384.19	2,544.00	8,813.43	10,177.00	30,529.00	21,715.57	71.13%
Maintenance - Building	4223	3,739.29	12,663.00	25,855.97	50,656.00	151,936.00	126,080.03	82.98%
Maintenance - Equipment	4225	4,181.03	3,584.00	6,440.59	14,336.00	43,000.00	36,559.41	85.02%
Maintenance - Vehicles	4229	10,578.90	4,584.00	25,351.05	18,336.00	55,000.00	29,648.95	53.90%
Postage/Mailings	4233	0.00	62.50	52.68	250.00	750.00	697.32	92.97%
Rent - Equipment	4243	1,632.00	1,725.00	3,520.00	6,900.00	20,700.00	17,180.00	82.99%
Supplies - Office	4253	14,439.16	1,159.00	14,924.51	4,636.00	13,903.00	(1,021.51)	(7.34)%
Supplies - Other	4257	12,172.15	11,898.75	26,224.78	47,595.00	142,765.00	116,540.22	81.63%
Small Tools & Equipment	4259	83.94	1,034.00	1,571.58	59,586.00	67,850.00	66,278.42	97.68%
Training and Education	4263	0.00	650.00	0.00	2,600.00	7,800.00	7,800.00	100.00%
Uniforms	4269	34.77	542.00	185.52	2,170.00	6,446.00	6,260.48	97.12%
Utilities (Elec,Gas,Wtr,Sewer)	4271	127.19	534.00	360.29	2,136.00	6,400.00	6,039.71	94.37%
Vehicle (Gas and Oil)	4273	(5,050.18)	4,767.50	15,172.20	19,070.00	57,210.00	42,037.80	73.47%
<b>Total Materials and Supplies</b>		<b>42,322.44</b>	<b>45,747.75</b>	<b>128,472.60</b>	<b>238,448.00</b>	<b>604,289.00</b>	<b>475,816.40</b>	<b>78.74%</b>
<b>Contractual</b>								
Consulting/Professional	4325	0.00	896.00	275.00	3,584.00	10,750.00	10,475.00	97.44%
Forestry	4350	18,495.03	18,527.25	52,566.08	74,113.00	222,309.00	169,742.92	76.35%
Street Light Oper & Maint.	4359	1,246.31	3,667.00	2,306.85	14,668.00	44,000.00	41,693.15	94.75%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**Public Works, Streets**  
**General Fund**  
**From 8/1/2021 Through 8/31/2021**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Mosquito Abatement	4365 0.00	3,475.00	41,700.00	13,900.00	41,700.00	0.00	0.00%
Street Sweeping	4373 0.00	3,394.50	9,234.96	13,578.00	40,734.00	31,499.04	77.32%
Drainage Projects	4374 69,435.92	105,175.00	75,142.42	420,700.00	430,700.00	355,557.58	82.55%
Tree Trim/Removal	4375 5,528.69	26,312.50	43,053.22	105,252.00	157,875.00	114,821.78	72.72%
Total Contractual	94,705.95	161,447.25	224,278.53	645,795.00	948,068.00	723,789.47	76.34%
Capital Outlay							
Residential Concrete Program	4381 0.00	0.00	25,438.38	0.00	0.00	(25,438.38)	0.00%
Equipment	4815 0.00	796.00	0.00	3,184.00	372,150.00	372,150.00	100.00%
Total Capital Outlay	0.00	796.00	25,438.38	3,184.00	372,150.00	346,711.62	93.16%
Total Expenditures	213,255.26	301,261.50	688,255.93	1,260,510.00	3,043,745.00	2,355,489.07	77.39%
Total	(213,255.26)	(301,261.50)	(688,255.93)	(1,260,510.00)	(3,043,745.00)	(2,355,489.07)	0.00%



**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**Capital Fund Expenditures**  
**Capital Improvement Fund**  
**From 8/1/2021 Through 8/31/2021**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining	
<b>Expenditures</b>								
<b>Contractual</b>								
Consulting/Professional	4325	0.00	10,250.00	12,740.00	41,000.00	61,500.00	48,760.00	79.28%
<b>Total Contractual</b>		0.00	10,250.00	12,740.00	41,000.00	61,500.00	48,760.00	79.28%
<b>Capital Outlay</b>								
Ditch Projects	4376	103,966.57	134,037.50	312,099.24	536,150.00	536,150.00	224,050.76	41.78%
Sidewalk Replacement Program	4380	0.00	29,783.00	1,676.40	119,134.00	178,700.00	177,023.60	99.06%
Crack Seal Program	4382	0.00	36,875.00	0.00	147,500.00	221,250.00	221,250.00	100.00%
Curb & Gutter Replacement Prog	4383	0.00	94,125.00	326,927.66	376,500.00	564,750.00	237,822.34	42.11%
Capital Improv-Infrastructure	4390	26,399.08	85,918.75	97,599.08	343,675.00	343,675.00	246,075.92	71.60%
Street Reconstruction/Rehab	4855	0.00	6,250.00	0.00	25,000.00	25,000.00	25,000.00	100.00%
<b>Total Capital Outlay</b>		130,365.65	386,989.25	738,302.38	1,547,959.00	1,869,525.00	1,131,222.62	60.51%
<b>Debt Service</b>								
Debt Retire - Property	4945	0.00	0.00	5,280.00	5,460.00	195,460.00	190,180.00	97.29%
<b>Total Debt Service</b>		0.00	0.00	5,280.00	5,460.00	195,460.00	190,180.00	97.30%
<b>Total Expenditures</b>		130,365.65	397,239.25	756,322.38	1,594,419.00	2,126,485.00	1,370,162.62	64.43%
<b>Total</b>		(130,365.65)	(397,239.25)	(756,322.38)	(1,594,419.00)	(2,126,485.00)	(1,370,162.62)	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**Police Department**  
**General Fund**  
**From 8/1/2021 Through 8/31/2021**

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Expenditures</b>								
<b>Salaries</b>								
Salaries	4010	34,387.40	39,481.00	133,878.60	157,924.00	473,764.00	339,885.40	71.74%
Salaries - Officers	4020	270,087.98	320,767.25	1,116,686.56	1,283,069.00	3,849,207.00	2,732,520.44	70.98%
Overtime	4030	31,505.44	39,872.00	110,322.88	159,488.00	478,460.00	368,137.12	76.94%
<b>Total Salaries</b>		<u>335,980.82</u>	<u>400,120.25</u>	<u>1,360,888.04</u>	<u>1,600,481.00</u>	<u>4,801,431.00</u>	<u>3,440,542.96</u>	<u>71.66%</u>
<b>Benefits</b>								
Social Security	4110	2,019.56	2,452.00	8,891.86	9,808.00	29,420.00	20,528.14	69.77%
Medicare	4111	4,694.54	5,417.00	21,587.14	21,668.00	65,004.00	43,416.86	66.79%
I.M.R.F.	4115	4,100.27	5,180.00	18,075.42	20,721.00	62,161.00	44,085.58	70.92%
Medical/Life Insurance	4120	40,212.15	48,798.00	165,077.32	195,192.00	585,575.00	420,497.68	71.80%
SERVICE PENSION	4130	212,233.15	174,768.00	1,347,252.46	699,072.00	2,097,211.00	749,958.54	35.75%
Supplemental Pensions	4135	3,415.10	4,000.00	15,367.95	16,000.00	48,000.00	32,632.05	67.98%
<b>Total Benefits</b>		<u>266,674.77</u>	<u>240,615.00</u>	<u>1,576,252.15</u>	<u>962,461.00</u>	<u>2,887,371.00</u>	<u>1,311,118.85</u>	<u>45.41%</u>
<b>Materials and Supplies</b>								
Animal Control	4201	390.00	125.00	390.00	500.00	1,500.00	1,110.00	74.00%
Auxiliary Police	4203	0.00	168.00	0.00	672.00	2,000.00	2,000.00	100.00%
Boards and Commissions	4205	0.00	1,026.00	5,926.00	4,104.00	12,300.00	6,374.00	51.82%
Dues and Subscriptions	4213	0.00	263.00	395.00	1,054.00	3,150.00	2,755.00	87.46%
Investigation and Equipment	4217	5,050.80	3,973.00	9,231.32	15,894.00	47,674.00	38,442.68	80.63%
Liability Insurance	4219	2,665.00	5,649.00	4,762.24	22,598.00	67,770.00	63,007.76	92.97%
Maintenance - Equipment	4225	680.75	1,761.00	5,982.36	7,044.00	21,100.00	15,117.64	71.64%
Maintenance - Vehicles	4229	4,510.63	2,634.00	19,080.17	10,536.00	31,600.00	12,519.83	39.61%
Postage/Mailings	4233	0.00	359.00	0.00	1,436.00	4,300.00	4,300.00	100.00%
Printing and Forms	4235	0.00	125.00	709.92	500.00	1,500.00	790.08	52.67%
Public Relations	4239	43.04	292.00	295.26	1,168.00	3,500.00	3,204.74	91.56%
Rent - Equipment	4243	300.00	484.00	400.00	1,936.00	5,800.00	5,400.00	93.10%
Supplies - Office	4253	405.91	584.00	1,364.97	2,336.00	7,000.00	5,635.03	80.50%
Training and Education	4263	2,715.00	3,290.00	6,989.00	13,160.00	39,475.00	32,486.00	82.29%
Travel/Meetings	4265	236.06	1,203.00	665.00	4,812.00	14,400.00	13,735.00	95.38%
Telephone	4267	1,162.20	1,293.00	3,211.32	5,172.00	15,500.00	12,288.68	79.28%
Uniforms	4269	225.00	4,103.00	29,838.14	16,412.00	49,200.00	19,361.86	39.35%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**Police Department**  
**General Fund**  
**From 8/1/2021 Through 8/31/2021**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Utilities (Elec, Gas, Wtr, Sewer)	4271 883.65	667.00	2,969.12	2,668.00	8,000.00	5,030.88	62.88%
Vehicle (Gas and Oil)	4273 14,682.81	6,250.00	29,583.93	25,000.00	75,000.00	45,416.07	60.55%
Total Materials and Supplies	<u>33,950.85</u>	<u>34,249.00</u>	<u>121,793.75</u>	<u>137,002.00</u>	<u>410,769.00</u>	<u>288,975.25</u>	<u>70.35%</u>
Contractual							
Consulting/Professional	4325 149,917.51	41,030.00	265,079.52	164,122.00	492,350.00	227,270.48	46.16%
Dumeg/Fiat/Child Center	4337 3,500.00	2,101.00	25,180.00	8,404.00	25,200.00	20.00	0.07%
Total Contractual	<u>153,417.51</u>	<u>43,131.00</u>	<u>290,259.52</u>	<u>172,526.00</u>	<u>517,550.00</u>	<u>227,290.48</u>	<u>43.92%</u>
Total Expenditures	<u>790,023.95</u>	<u>718,115.25</u>	<u>3,349,193.46</u>	<u>2,872,470.00</u>	<u>8,617,121.00</u>	<u>5,267,927.54</u>	<u>61.13%</u>
Total	<u>(790,023.95)</u>	<u>(718,115.25)</u>	<u>(3,349,193.46)</u>	<u>(2,872,470.00)</u>	<u>(8,617,121.00)</u>	<u>(5,267,927.54)</u>	<u>0.00%</u>

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**Drug Forfeiture Expenditures**  
**State Drug Forfeiture Fund**  
**From 8/1/2021 Through 8/31/2021**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining	
Expenditures								
Materials and Supplies								
Vehicle (Gas and Oil)	4273	0.00	0.00	456.30	0.00	0.00	(456.30)	0.00%
Total Materials and Supplies	0.00	0.00	456.30	0.00	0.00	(456.30)	0.00%	
Total Expenditures	0.00	0.00	456.30	0.00	0.00	(456.30)	0.00%	
Total	0.00	0.00	(456.30)	0.00	0.00	456.30	0.00%	

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**Public Works, Water**  
**Water Fund**  
**From 8/1/2021 Through 8/31/2021**

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Expenditures</b>								
<b>Salaries</b>								
Salaries	4010	41,760.52	49,926.00	170,346.05	199,704.00	599,104.00	428,757.95	71.56%
Overtime	4030	8,044.65	7,500.00	31,610.68	30,000.00	90,000.00	58,389.32	64.87%
<b>Total Salaries</b>		<u>49,805.17</u>	<u>57,426.00</u>	<u>201,956.73</u>	<u>229,704.00</u>	<u>689,104.00</u>	<u>487,147.27</u>	<u>70.69%</u>
<b>Benefits</b>								
Social Security	4110	2,903.97	3,612.00	13,203.38	14,448.00	43,344.00	30,140.62	69.53%
Medicare	4111	679.14	844.75	3,087.84	3,379.00	10,137.00	7,049.16	69.53%
I.M.R.F.	4115	7,042.08	7,637.00	32,202.76	30,548.00	91,637.00	59,434.24	64.85%
Medical/Life Insurance	4120	9,035.80	10,860.00	36,143.20	43,440.00	130,312.00	94,168.80	72.26%
Supplemental Pensions	4135	184.60	200.00	830.70	800.00	2,400.00	1,569.30	65.38%
<b>Total Benefits</b>		<u>19,845.59</u>	<u>23,153.75</u>	<u>85,467.88</u>	<u>92,615.00</u>	<u>277,830.00</u>	<u>192,362.12</u>	<u>69.24%</u>
<b>Materials and Supplies</b>								
Liability Insurance	4219	475.55	17,708.75	1,028.45	84,836.00	226,470.00	225,441.55	99.54%
Maintenance - Building	4223	1,613.50	2,633.50	4,530.85	10,534.00	31,590.00	27,059.15	85.65%
Maintenance - Equipment	4225	612.31	2,512.50	734.79	10,050.00	30,150.00	29,415.21	97.56%
Maintenance - Water System	4231	25,858.46	27,918.00	60,050.22	141,674.00	274,975.00	214,924.78	78.16%
Postage/Mailings	4233	0.00	134.00	273.00	536.00	1,600.00	1,327.00	82.93%
Quality Control	4241	122.62	904.00	390.52	3,618.00	10,850.00	10,459.48	96.40%
Service Charge	4251	20,833.34	20,834.00	83,333.36	83,336.00	250,000.00	166,666.64	66.66%
Supplies - Operation	4255	779.49	467.00	1,103.12	1,868.00	5,600.00	4,496.88	80.30%
Training and Education	4263	0.00	429.00	423.00	1,718.00	5,150.00	4,727.00	91.78%
Telephone	4267	492.54	829.50	1,449.50	3,318.00	9,950.00	8,500.50	85.43%
Uniforms	4269	45.99	322.00	780.37	1,288.00	3,825.00	3,044.63	79.59%
Utilities (Elec,Gas,Wtr,Sewer)	4271	4,685.43	3,500.00	11,519.73	14,000.00	42,000.00	30,480.27	72.57%
Vehicle (Gas and Oil)	4273	19,296.57	1,268.00	23,508.08	5,072.00	15,215.00	(8,293.08)	(54.50)%
<b>Total Materials and Supplies</b>		<u>74,815.80</u>	<u>79,460.25</u>	<u>189,124.99</u>	<u>361,848.00</u>	<u>907,375.00</u>	<u>718,250.01</u>	<u>79.16%</u>
<b>Contractual</b>								
Audit	4320	0.00	1,919.00	6,100.00	7,676.00	11,513.00	5,413.00	47.01%
Consulting/Professional	4325	0.00	1,246.00	0.00	4,984.00	14,950.00	14,950.00	100.00%
Leak Detection	4326	0.00	3,142.00	0.00	12,568.00	37,700.00	37,700.00	100.00%
Data Processing	4336	0.00	12,709.00	26,627.39	50,836.00	152,500.00	125,872.61	82.53%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**Public Works, Water**  
**Water Fund**  
**From 8/1/2021 Through 8/31/2021**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
DuPage Water Commission	4340 878,531.99	408,426.00	1,266,122.41	1,633,704.00	4,901,111.00	3,634,988.59	74.16%
Total Contractual	878,531.99	427,442.00	1,298,849.80	1,709,768.00	5,117,774.00	3,818,924.20	74.62%
Other Charges							
Transfer to Other Funds	4605 0.00	0.00	1,200,000.00	0.00	0.00	(1,200,000.00)	0.00%
Total Other Charges	0.00	0.00	1,200,000.00	0.00	0.00	(1,200,000.00)	0.00%
Capital Outlay							
Equipment	4815 0.00	1,213.00	0.00	8,852.00	18,550.00	18,550.00	100.00%
Water Meter Purchases	4880 6,510.00	2,250.00	6,510.00	9,000.00	27,000.00	20,490.00	75.88%
Total Capital Outlay	6,510.00	3,463.00	6,510.00	17,852.00	45,550.00	39,040.00	85.71%
Debt Service							
Debt Retire-Water Refunding	4950 0.00	0.00	69,390.50	0.00	693,975.00	624,584.50	90.00%
Total Debt Service	0.00	0.00	69,390.50	0.00	693,975.00	624,584.50	90.00%
Total Expenditures	1,029,508.55	590,945.00	3,051,299.90	2,411,787.00	7,731,608.00	4,680,308.10	60.53%
Total	(1,029,508.55)	(590,945.00)	(3,051,299.90)	(2,411,787.00)	(7,731,608.00)	(4,680,308.10)	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**Depreciation Expenses**  
**Water Depreciation Fund**  
**From 8/1/2021 Through 8/31/2021**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures							
Capital Outlay							
Capital Improv-Infrastructure	4390 69,750.00	466,250.00	119,716.52	1,865,002.00	3,195,000.00	3,075,283.48	96.25%
Equipment	4815 0.00	0.00	0.00	321,000.00	321,000.00	321,000.00	100.00%
Total Capital Outlay	69,750.00	466,250.00	119,716.52	2,186,002.00	3,516,000.00	3,396,283.48	96.60%
Total Expenditures	69,750.00	466,250.00	119,716.52	2,186,002.00	3,516,000.00	3,396,283.48	96.60%
Total	(69,750.00)	(466,250.00)	(119,716.52)	(2,186,002.00)	(3,516,000.00)	(3,396,283.48)	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**MFT Expenses**  
**Motor Fuel Tax**  
**From 8/1/2021 Through 8/31/2021**

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Expenditures</b>								
<b>Salaries</b>								
Salaries	4010	21,830.57	20,417.00	91,647.01	81,668.00	245,000.00	153,352.99	62.59%
Overtime	4030	937.99	0.00	4,876.16	0.00	0.00	(4,876.16)	0.00%
<b>Total Salaries</b>		<u>22,768.56</u>	<u>20,417.00</u>	<u>96,523.17</u>	<u>81,668.00</u>	<u>245,000.00</u>	<u>148,476.83</u>	<u>60.60%</u>
<b>Benefits</b>								
Social Security	4110	1,411.65	1,266.00	5,984.43	5,064.00	15,190.00	9,205.57	60.60%
Medicare	4111	330.14	296.00	1,399.58	1,185.00	3,553.00	2,153.42	60.60%
I.M.R.F.	4115	2,982.68	2,675.00	12,644.54	10,700.00	32,095.00	19,450.46	60.60%
<b>Total Benefits</b>		<u>4,724.47</u>	<u>4,237.00</u>	<u>20,028.55</u>	<u>16,949.00</u>	<u>50,838.00</u>	<u>30,809.45</u>	<u>60.60%</u>
<b>Materials and Supplies</b>								
Road Material	4245	0.00	1,459.00	1,531.25	5,836.00	17,500.00	15,968.75	91.25%
Salt	4249	0.00	20,566.00	0.00	82,264.00	246,790.00	246,790.00	100.00%
Supplies - Other	4257	0.00	1,542.00	0.00	6,168.00	18,500.00	18,500.00	100.00%
Pavement Striping	4261	0.00	2,875.00	0.00	11,500.00	34,500.00	34,500.00	100.00%
<b>Total Materials and Supplies</b>		<u>0.00</u>	<u>26,442.00</u>	<u>1,531.25</u>	<u>105,768.00</u>	<u>317,290.00</u>	<u>315,758.75</u>	<u>99.52%</u>
<b>Contractual</b>								
Tree Trim/Removal	4375	0.00	417.00	0.00	1,668.00	5,000.00	5,000.00	100.00%
<b>Total Contractual</b>		<u>0.00</u>	<u>417.00</u>	<u>0.00</u>	<u>1,668.00</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>100.00%</u>
<b>Capital Outlay</b>								
Street Lights	4840	1,245.91	2,917.00	8,433.59	11,668.00	35,000.00	26,566.41	75.90%
Street Reconstruction/Rehab	4855	142,473.96	351,213.00	1,154,673.28	1,404,852.00	1,404,852.00	250,178.72	17.80%
<b>Total Capital Outlay</b>		<u>143,719.87</u>	<u>354,130.00</u>	<u>1,163,106.87</u>	<u>1,416,520.00</u>	<u>1,439,852.00</u>	<u>276,745.13</u>	<u>19.22%</u>
<b>Total Expenditures</b>		<u>171,212.90</u>	<u>405,643.00</u>	<u>1,281,189.84</u>	<u>1,622,573.00</u>	<u>2,057,980.00</u>	<u>776,790.16</u>	<u>37.75%</u>
<b>Total</b>		(171,212.90)	(405,643.00)	(1,281,189.84)	(1,622,573.00)	(2,057,980.00)	(776,790.16)	0.00%



**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**SSA Expenditures**  
**Special Service Area Tax Fund**  
**From 8/1/2021 Through 8/31/2021**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures							
Materials and Supplies							
Maintenance - Equipment	4225	0.00	125.00	0.00	500.00	1,500.00	100.00%
Total Materials and Supplies	0.00	125.00	0.00	500.00	1,500.00	1,500.00	100.00%
Contractual							
Consulting/Professional	4325	0.00	417.00	0.00	1,668.00	5,000.00	100.00%
Contingency	4330	0.00	834.00	0.00	3,336.00	10,000.00	100.00%
Total Contractual	0.00	1,251.00	0.00	5,004.00	15,000.00	15,000.00	100.00%
Total Expenditures	0.00	1,376.00	0.00	5,504.00	16,500.00	16,500.00	100.00%
Total	0.00	(1,376.00)	0.00	(5,504.00)	(16,500.00)	(16,500.00)	0.00%

**CITY OF DARIEN -- CASH RESERVES**  
**August 31, 2021**

<b>FUND</b>	<b>FUND NAME</b>	<b>TOTAL</b>
01	General Fund	\$ 3,844,916.35
02	Water Fund	\$ 3,885,097.14
03	MFT Fund	\$ 547,936.04
05	Impact Fees Fund	\$ -
07	Stormwater Management Fund	\$ 73,452.01
10	Special Service Area Tax Fund	\$ 24,520.95
11	State Drug Forfeiture Fund	\$ 7.68
12	Water Depreciation Fund	\$ 2,976,370.35
17	Federal Equitable Sharing Acct	\$ 190,182.07
18	Seized Asset Funds	\$ -
19	DOT - Federal Equitable Sharing	\$ 18,780.60
23	DUI Technology Fund	\$ 35,441.92
24	E-Citation Fund	\$ 7,167.68
25	Capital Improvement Fund	\$ 7,605,027.80
	<b>TOTAL</b>	<b>\$ 19,208,900.59</b>

*Prior Month Cash Balance*

**\$ 18,788,382.08**

<b>Bank Accounts and Interest Rates</b>	<b>Account Balances</b>
Republic Bank Drug Forfeiture Account - 0.00% *	\$ 7.68
Republic Bank Equitable Federal Sharing Acct - 0.08% *	\$ 208,962.67
Republic Bank Now Account - 0.08% *	\$ 15,267,650.28
Republic Bank Operating Account	\$ 131,225.09
Republic Bank Payroll Account - Zero Balance Acct	\$ (9,064.55)
Illinois Funds Money Market Account - 0.020%	\$ 92,242.83
IMET Investment Fund 0.17%	\$ 3,517,876.59
Republic Bank 24 Month CD - 2.00% - MAT - 7/19/2021	\$ -
	<b>TOTAL</b>
	<b>\$ 19,208,900.59</b>

Market Value

Letter of Credit 3/31/2021 - 09/30/2021

**\$ 18,500,000**

\* Republic Bank interest rate is Annual Percentage Rate

**AGENDA MEMO**  
**City Council**  
**Meeting Date: October 4, 2021**

**Issue Statement**

Consideration of a motion to grant a waiver of the raffle license bond requirement for the Hinsdale South High School Music Booster Association.

**BACKUP**

**Background/History**

The Hinsdale South High School Music Booster Association has applied for a Class B Raffle License. The dates of the Raffles are October 20, 2021 through May 23, 2022. They have also requested waiver of the bond requirement. The City regularly waives the bond requirement for qualified charitable organizations.

**Staff/Committee Recommendation**

It is recommended that the raffle license bond requirement for the Hinsdale South High School Music Booster Association raffle be waived.

**Alternate Consideration**

Not approve waiver.

**Decision Mode**

This item will be placed on the October 4, 2021 City Council Agenda for formal consideration.

Nabeela Rehman

9s 739 Circle Ave.

Willowbrook, IL 60527

September 28, 2021

Maria Gonzalez

Deputy Clerk, City of Darien

1702 Plainfield Rd.

Darien, IL 60561

Dear Ms. Gonzalez,

My organization, the Hinsdale South High School Music Booster Association, is applying for a Class B Raffle License. The mission of the Hinsdale South High School Music Booster Association is to support and encourage the activities of the Hinsdale South High School Music Department. Our organization is a 501 (c) 3, tax exempt entity #83-1440026.

Given our charity status and community mission, I request that the Raffle Bond Fee be waived for our events. Please see attached schedule of events in which a raffle will be held. All events will be either in the Hinsdale South High School football stadium or the Hinsdale South High School auditorium, with the exception of the May 23 Spring Music Banquet which will be at Alpine Banquets on Cass Ave.

Sincerely,



Nabeela M. Rehman

President, Hinsdale South High School Music Booster Association

cc.MS

## Schedule of Events October 2021- May 2022

October 20 Junior High Band Night (HSHS Stadium)

October 26 Choir and Orchestra Concert (HSHS Auditorium)

December 12 Choir and Orchestra Holiday Concert (HSHS Auditorium)

December 15 Holiday Band Concert (HSHS Auditorium)

January 11 Hornet Jazz Festival (HSHS Auditorium)

March 23 Music Department Pops Concert (HSHS Auditorium)

April 6 Percussion Concert (HSHS Auditorium)

May 23 Spring Music Department Banquet (Alpine Banquets, 8230 S. Cass Ave, Darien)

CITY OF DARIEN

APPLICATION FOR RAFFLE LICENSE

Class A License

Class B License

NAME OF ORGANIZATION: Hinsdale South H.S. Music Boosters Association

ADDRESS: 618 Village Rd, Willowbrook IL 60527

TELEPHONE NUMBER: 630-242-0412 FAX NUMBER: -

TYPE OF ORGANIZATION: educational
(Charitable, Educational, Religious, Fraternal, Veterans or Labor)

LIST THE AREA (S) WITHIN THE CITY IN WHICH RAFFLE CHANCES WILL BE SOLD OR ISSUED:
Hinsdale South High School Auditorium or stadium
Alpine Banquets (8230 S. Cass Avenue, Darien)

LIST THE TIME (S) OF DAY DURING WHICH RAFFLE CHANCES WILL BE SOLD OR ISSUED:
See attached sheet - time is during event / concert

LIST THE DATE AND TIME OF THE DETERMINATION OF WINNING CHANCES:
See attached sheet - time is 6 pm - 9 pm

LIST THE LOCATION (S) AT WHICH WINNING CHANCES WILL BE DETERMINED:
Same as above.

I, Nabeda M. Rehman, being the first duly sworn, state on oath that the foregoing organization is a not-for-profit organization.

Nabeda M. Rehman
Presiding Officer

ATTEST:
Mary J. Szabo
Secretary

\*\*\*\*\*

APPROVED BY:
Mayor

DATE:

MAILED ON:
Date

BY:

**AGENDA MEMO**  
**City Council**  
**October 4, 2021**

**ISSUE STATEMENT**

A resolution accepting a proposal from ADS LLC d.b.a. ADS Environmental Services for the 2021 Water Leak Survey, in amount not to exceed \$12,019.80.

**RESOLUTION**

**BACKGROUND/HISTORY**

The FY 21/22 Budget includes \$14,500.00 for this year's Water Leak Survey Program. The leak survey program consists of surveying 473,616 lineal feet (89.7 lineal miles) of water main and the pinpointing of leaks found in the system. Based on leak detection results from previous years, an average of 20 various leaks per year have been located.

City staff had solicited for competitive quotes and received five. The lowest responsive quote was received from ADS LLC d.b.a ADS Environmental Services, see [Attachment A](#). ADS Environmental Services was the awarded vendor last year and has performed with satisfactory results.

Funding for the Water Leak Maintenance Program would be expended from the following line item of the FY21/22 Budget:

ACCOUNT NUMBER	PROJECT CODE	ACCOUNT DESCRIPTION	FY 21/22 BUDGET	PROPOSED EXPENDITURE	PROPOSED BALANCE
02-50-4326	N/A	Leak Locating Quality Control	\$14,500.00	\$12,019.80	\$2,480.20

**COMMITTEE RECOMMENDATION**

The Municipal Services Committee recommends a resolution accepting a proposal from ADS LLC d.b.a ADS Environmental Services for the 2021 Water Leak Survey, in amount not to exceed \$12,019.80.

**ALTERNATE CONSIDERATION**

As directed by the City Council.

**DECISION MODE**

This item will be placed on the October 4, 2021 City Council agenda for formal consideration.

REQUEST FOR QUOTE 2021 WATER LEAK SURVEY PROGRAM  
SEPTEMBER 10, 2021 @ 11:30 a.m.

## 2021 COST CENTER ANALYSIS

Competitive Quote Summary		
Vendor	Cost	Package Price
Consulting Engineering, Inc.	\$14,900.00	\$14,900.00
ADS Environmental Services	\$12,019.80	\$12,019.80
American Leak Detection	\$18,450.00	\$18,450.00
M.E. Simpson Company, Inc.	\$22,733.57	\$22,733.57
National Water Main Cleaning Company	\$1,932,500.00	\$1,932,500.00

Break Size: 1/16" x 180 Degrees				
Pipe Diameter Per Inch	Daily Loss in Gallons	Price per 1,000 gallon-Wholesale	Annual Loss in Gallons	Annual Cost
2	45,600	\$ 3.32	16,644,000	\$ 55,258.08
4	81,400	\$ 3.32	29,711,000	\$ 98,640.52
6	136,800	\$ 3.32	49,932,000	\$ 165,774.24
8	182,400	\$ 3.32	66,576,000	\$ 221,032.32
10	228,100	\$ 3.32	83,256,500	\$ 276,411.58
12	273,700	\$ 3.32	99,900,500	\$ 331,669.66
16	364,900	\$ 3.32	133,188,500	\$ 442,185.82

Break Size: 1/16" x 360 Degrees				
Pipe Diameter Per Inch	Daily Loss in Gallons	Price per 1,000 gallon	Annual Loss in Gallons	Annual Cost
2	91,100	\$ 3.32	33,251,500	\$ 110,394.98
4	182,500	\$ 3.32	66,612,500	\$ 221,153.50
6	273,600	\$ 3.32	99,864,000	\$ 331,548.48
8	364,800	\$ 3.32	133,152,000	\$ 442,064.64
10	456,200	\$ 3.32	166,513,000	\$ 552,823.16
12	547,400	\$ 3.32	199,801,000	\$ 663,339.32
16	729,900	\$ 3.32	266,413,500	\$ 884,492.82

WATER INVENTORY (LMO) REPORTING YEAR	UNACCOUNTABLE FLOW PERCENTAGE	UNACCOUNTABLE FLOW - GALLONS PER DAY	UNACCOUNTABLE FLOW - GALLONS PER YEAR	WHOLESALE COST PER 1000 GALLONS	WHOLESALE COST
2020	14.00%	245,723	89,689,000	\$ 4.97	\$ (445,754.33)
2019	6.80%	91,452	33,380,000	\$ 4.97	\$ (165,898.60)
2018	10.40%	175,370	64,010,000	\$ 4.91	\$ (314,289.10)
2017	18.20%	389,810	142,281,000	\$ 4.85	\$ (690,062.85)
2016	14.40%	292,000	106,580,000	\$ 4.80	\$ (511,584.00)
**2015	14.80%	274,000	100,010,000	\$ 4.85	\$ (485,048.50)
*2014	4.55%	99,200	94,535,000	\$ 4.68	\$ (442,423.80)
2013	3.18%	69,200	25,258,000	\$ 3.03	\$ (76,531.74)
2012	3.76%	89,232	32,569,669	\$ 2.73	\$ (88,915.20)
2011	1.61%	46,726	17,054,990	\$ 2.73	\$ (46,560.12)
2010	7.96%	191,000	69,715,000	\$ 2.73	\$ (190,321.95)
2009	6.40%	153,000	55,845,000	\$ 2.73	\$ (152,456.85)
2008	3.20%	81,000	29,565,000	\$ 2.73	\$ (80,712.45)
2007	1.46%	29,900	10,913,500	\$ 2.73	\$ (29,793.86)
2006	4.91%	102,000	37,230,000	\$ 2.73	\$ (101,637.90)
2005	3.80%	88,500	32,302,500	\$ 2.73	\$ (88,185.83)
AVERAGE	5.55%	129,080	47,114,200	\$ 2.73	\$ (128,621.77)

\* A major leak was identified at Cass Ave and South Frontage Rd-accounting for the increase.

\*\*New standards implemented for calculations-First standard goal is to be under 12% water loss



RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION ACCEPTING A PROPOSAL FROM ADS LLC D.B.A.  
ADS ENVIRONMENTAL SERVICES FOR THE 2021 WATER LEAK SURVEY,  
IN AMOUNT NOT TO EXCEED \$12,019.80**

**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 and City Clerk to accept a proposal from ADS LLC d.b.a. ADS Environmental Services for the 2021 Water Leak Survey, in amount not to exceed \$12,019.80, attached hereto as “[Exhibit A](#)” and is by this reference expressly incorporated herein.

**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 4<sup>th</sup> of October, 2021.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY,  
ILLINOIS**, this 4<sup>th</sup> of October, 2021.

\_\_\_\_\_  
JOSEPH MARCHESE, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

RES



**CITY OF DARIEN  
2021 WATER LEAK SURVEY PROGRAM**

The **City of Darien** is currently seeking quotes for the 2021 Leak Survey Program. The survey will incorporate the following items:

**City of Darien**

- 473,616 Lineal Feet of Various Water Main
- 1,435 Fire Hydrants with Valves
- 451 Main Line Valves in Boxes
- 983 Main Line Valves in Valve Vaults

Total Cost for Leak Survey \$ 12,019.80

The 2021 Leak Survey Program will be scheduled for commencement on **October 1, 2021** and will be completed by **December 31, 2021**. Water main atlases shall be forwarded to the awarded vendor. The basis of award shall be based on the total sum. Upon completion of the survey program, 2 detailed reports containing a summary and findings shall be submitted to the City of Darien. The billing shall be directed as follows:

**City of Darien c/o Municipal Services 1702 Plainfield Road Darien, IL 60561**

Contact Person – Dennis Cable, Municipal Services Water Foreman 630-417-5146 or via e-mail at [dcable@darienil.gov](mailto:dcable@darienil.gov). The vendor is required to complete the following information:

COMPANY NAME: ADS LLC D.B.A. ADS Environmental Services

ADDRESS: 935 W. Chestnut Street, Suite 415, Chicago, IL 60642

TELEPHONE: (708)341-9701 FAX: \_\_\_\_\_

E-MAIL ADDRESS: cskehan@idexcorp.com

AUTHORIZED SIGNATURE: 

Quotes may be sent via facsimile to the City of Darien (630) 852-4709, Attn: Regina Kokkinis or Emailed to [rkokkinis@darienil.gov](mailto:rkokkinis@darienil.gov) **AND** by no later than September 10, 2021 11:30 a.m. followed by a mailed original. Should you have any other questions regarding the project, please contact the Municipal Services Department at (630) 353-8105.

City of Darien 1702 Plainfield Road Darien, IL 60561

Office: 630-852-5000 Fax: 630-852-4709 [www.darienil.us](http://www.darienil.us)

**AGENDA MEMO**  
**City Council**  
**October 4, 2021**

**ISSUE STATEMENT**

A resolution authorizing the purchase of one new Challenger vehicle lift from LIFTNOW Automotive Equipment Corp., in an amount not to exceed \$52,917.80.

**RESOLUTION**

**BACKGROUND/HISTORY**

Staff recommends replacement of the maintenance shop vehicle lift the mechanic uses to perform upkeep on Municipal Services and Police Vehicles. The existing unit is close to 40 years old and has become difficult to secure vehicles due to fading hydraulic mechanisms. The new unit has a greater lift capacity making it versatile for more of our fleet and the increased safety lockout with remote operation and battery backup.

The vehicle lift will be purchased from LIFTNOW Automotive Equipment Corp., through the Sourcewell Purchasing Cooperative under contract #013020-LFT. See [Attachment A](#).

The FY21/22 Budget includes funding for the vehicle through the following account:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 21/22 BUDGET	EXPENDITURE	BALANCE
01-30-4259	Small Tools & Equipment Vehicle Lift	\$ 55,450.00	\$ 52,917.80	\$ 2,532.20

**COMMITTEE RECOMMENDATION**

The Municipal Services Committee recommends a resolution authorizing the purchase of one new Challenger vehicle lift from LIFTNOW Automotive Equipment Corp., in an amount not to exceed \$52,917.80.

**ALTERNATE CONSIDERATION**

As directed by the City Council.

**DECISION MODE**

This item will be placed on the October 4, 2021, City Council agenda for formal consideration.



013020-LFT

**Solicitation Number: RFP#013020****CONTRACT**

This Contract is between **Sourcewell**, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and **LIFTNOW Automotive Equipment Corp., P.O. Box 972, Yorktown Heights, NY 10598** (Vendor).

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to its members. Participation is open to all levels of governmental entity, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada.

Vendor desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and its Members (Members).

**1. TERM OF CONTRACT**

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires April 13, 2024, unless it is cancelled sooner pursuant to Article 24. This Contract may be extended up to one additional one-year period upon request of Sourcewell and with written agreement by Vendor.
- C. **SURVIVAL OF TERMS.** Articles 11 through 16 survive the expiration or cancellation of this Contract.

**2. EQUIPMENT, PRODUCTS, OR SERVICES**

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Vendor will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Vendor's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new/current model. Vendor may offer close-out or refurbished Equipment or Products if they are clearly indicated in Vendor's product and pricing list. Unless agreed to by the Member in advance, Equipment or Products must be delivered as operational to the Member's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. **WARRANTY.** Vendor warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Vendor warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Vendor's dealers and distributors must agree to assist the Member in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that is effective past the expiration of the Vendor's warranty will be passed on to the Member.

C. **DEALERS AND DISTRIBUTORS.** Upon Contract execution, Vendor will make available to Sourcewell a means to validate or authenticate Vendor's authorized Distributors/Dealers relative to the Equipment, Products, and Services related to this Contract. This list may be updated from time-to-time and is incorporated into this Contract by reference. It is the Vendor's responsibility to ensure Sourcewell receives the most current version of this list.

### **3. PRICING**

All Equipment, Products, or Services under this Contract will be priced as stated in Vendor's Proposal.

Regardless of the payment method chosen by the Member, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Member at the time of purchase.

When providing pricing quotes to Members, all pricing quoted must reflect a Member's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Member's requested delivery location.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Vendor must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Members. Members reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery.

Vendor must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcwell may declare the Vendor in breach of this Contract if the Vendor intentionally delivers substandard or inferior Equipment or Products. In the event of the delivery of nonconforming Equipment and Products, the Member will notify the Vendor as soon as possible and the Vendor will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Member.

B. SALES TAX. Each Member is responsible for supplying the Vendor with valid tax-exemption certification(s). When ordering, Members must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Vendor may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Vendor determines it will offer Hot List Pricing, it must be submitted electronically to Sourcwell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcwell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Members.

#### **4. PRODUCT AND PRICING CHANGE REQUESTS**

Vendor may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcwell Price and Product Change Request Form to the assigned Sourcwell Contract Administrator. This form is available from the assigned Sourcwell Contract Administrator. At a minimum, the request must:

- Identify the applicable Sourcwell contract number
- Clearly specify the requested change
- Provide sufficient detail to justify the requested change
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change)
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcwell Price and Product Request Form will become an amendment to this Contract and be incorporated by reference.

## **5. MEMBERSHIP, CONTRACT ACCESS, AND MEMBER REQUIREMENTS**

A. **MEMBERSHIP.** Membership in Sourcewell is open to public and nonprofit entities across the United States and Canada; such as municipal, state/province, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Members that can legally access the Equipment, Products, or Services under this Contract. A Member's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Vendor understands that a Member's use of this Contract is at the Member's sole convenience and Members reserve the right to obtain like Equipment, Products, or Services from any other source.

Vendor is responsible for familiarizing its sales and service forces with Sourcewell membership requirements and documentation and will encourage potential members to join Sourcewell. Sourcewell reserves the right to add and remove Members to its roster during the term of this Contract.

B. **PUBLIC FACILITIES.** Vendor's employees may be required to perform work at government-owned facilities, including schools. Vendor's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Member policies and procedures, and all applicable laws.

## **6. MEMBER ORDERING AND PURCHASE ORDERS**

A. **PURCHASE ORDERS AND PAYMENT.** To access the contracted Equipment, Products, or Services under this Contract, Member must clearly indicate to Vendor that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Vendor. Typically a Member will issue a purchase order directly to Vendor. Members may use their own forms for purchase orders, but it should clearly note the applicable Sourcewell contract number. Members will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Member.

B. **ADDITIONAL TERMS AND CONDITIONS.** Additional terms and conditions to a purchase order may be negotiated between a Member and Vendor, such as job or industry-specific requirements, legal requirements (such as affirmative action or immigration status requirements), or specific local policy requirements. Any negotiated additional terms and conditions must never be less favorable to the Member than what is contained in Vendor's Proposal.

C. **PERFORMANCE BOND.** If requested by a Member, Vendor will provide a performance bond that meets the requirements set forth in the Member's purchase order.

D. **SPECIALIZED SERVICE REQUIREMENTS.** In the event that the Member requires service or specialized performance requirements (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements) not addressed in this Contract, the Member and the Vendor may enter into a separate, standalone agreement, apart from this Contract. Sourcwell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

E. **TERMINATION OF PURCHASE ORDERS.** Members may terminate a purchase order, in whole or in part, immediately upon notice to Vendor in the event of any of the following events:

1. The Member fails to receive funding or appropriation from its governing body at levels sufficient to pay for the goods to be purchased;
2. Federal or state laws or regulations prohibit the purchase or change the Member's requirements; or
3. Vendor commits any material breach of this Contract or the additional terms agreed to between the Vendor and a Member.

F. **GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Member's purchase order will be determined by the Member making the purchase.

## **7. CUSTOMER SERVICE**

A. **PRIMARY ACCOUNT REPRESENTATIVE.** Vendor will assign an Account Representative to Sourcwell for this Contract and must provide prompt notice to Sourcwell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcwell and Member inquiries; and
- Business reviews to Sourcwell and Members, if applicable.

B. **BUSINESS REVIEWS.** Vendor must perform a minimum of one business review with Sourcwell per contract year. The business review will cover sales to members, pricing and contract terms, administrative fees, supply issues, customer issues, and any other necessary information.

## **8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT**

A. **CONTRACT SALES ACTIVITY REPORT.** Each calendar quarter, Vendor must provide a contract sales activity report (Report) to the Sourcwell Contract Administrator assigned to this Contract. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Vendor must submit a report indicating no sales were made).



The Report must contain the following fields:

- Customer Name (e.g., City of Staples Highway Department);
- Customer Physical Street Address;
- Customer City;
- Customer State;
- Customer Zip Code;
- Customer Contact Name;
- Customer Contact Email Address;
- Customer Contact Telephone Number;
- Sourcwell Assigned Entity/Member Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcwell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Vendor.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcwell, the Vendor will pay an administrative fee to Sourcwell on all Equipment, Products, and Services provided to Members. The Vendor will submit a check payable to Sourcwell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Members under this Contract during each calendar quarter. Payments should note the Sourcwell-assigned contract number in the memo and must be mailed to the address above "Attn: Accounts Receivable." Payments must be received no later than forty-five (45) calendar days after the end of each calendar quarter.

Vendor agrees to cooperate with Sourcwell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Vendor is delinquent in any undisputed administrative fees, Sourcwell reserves the right to cancel this Contract and reject any proposal submitted by the Vendor in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than thirty (30) days from the cancellation date.

## **9. AUTHORIZED REPRESENTATIVE**

Sourcwell's Authorized Representative is its Chief Procurement Officer.

Vendor's Authorized Representative is the person named in the Vendor's Proposal. If Vendor's Authorized Representative changes at any time during this Contract, Vendor must promptly notify Sourcwell in writing.

## **10. ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE**

A. **ASSIGNMENT.** Neither the Vendor nor Sourcewell may assign or transfer any rights or obligations under this Contract without the prior consent of the parties and a fully executed assignment agreement. Such consent will not be unreasonably withheld.

B. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been fully executed by the parties.

C. **FEDERAL TRANSIT ADMINISTRATION.** Sourcewell reserves the right to amend this Contract to include requirements relating to any subsequent changes affecting the use of inter-governmental cooperative purchasing agreements by FTA grant recipients.

D. **WAIVER.** If either party fails to enforce any provision of this Contract, that failure does not waive the provision or the right to enforce it.

E. **CONTRACT COMPLETE.** This Contract contains all negotiations and agreements between Sourcewell and Vendor. No other understanding regarding this Contract, whether written or oral, may be used to bind either party.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, master-servant, principal-agent, or any other relationship.

## **11. LIABILITY**

Vendor must indemnify, save, and hold Sourcewell and its Members, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees, arising out of the performance of this Contract by the Vendor or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications.

## **12. AUDITS**

Sourcewell reserves the right to review the books, records, documents, and accounting procedures and practices of the Vendor relevant to this Contract for a minimum of six (6) years from the end of this Contract. This clause extends to Members as it relates to business conducted by that Member under this Contract.

### **13. GOVERNMENT DATA PRACTICES**

Vendor and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Vendor under this Contract.

If the Vendor receives a request to release the data referred to in this article, the Vendor must immediately notify Sourcewell and Sourcewell will assist with how the Vendor should respond to the request.

### **14. INTELLECTUAL PROPERTY**

As applicable, Vendor agrees to indemnify and hold harmless Sourcewell and its Members against any and all suits, claims, judgments, and costs instituted or recovered against Sourcewell or Members by any person on account of the use of any Equipment or Products by Sourcewell or its Members supplied by Vendor in violation of applicable patent or copyright laws.

### **15. PUBLICITY, MARKETING, AND ENDORSEMENT**

A. **PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Vendor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

B. **MARKETING.** Any direct advertising, marketing, or offers with Members must be approved by Sourcewell. Materials should be sent to the Sourcewell Contract Administrator assigned to this Contract.

C. **ENDORSEMENT.** The Vendor must not claim that Sourcewell endorses its Equipment, Products, or Services.

### **16. GOVERNING LAW, JURISDICTION, AND VENUE**

Minnesota law governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state court in Todd County or federal court in Fergus Falls, Minnesota.

## 17. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

## 18. SEVERABILITY

If any provision of this Contract is found to be illegal, unenforceable, or void then both Sourcewell and Vendor will be relieved of all obligations arising under such provisions. If the remainder of this Contract is capable of performance, it will not be affected by such declaration or finding and must be fully performed.

## 19. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Vendor will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Vendor may escalate the resolution of the issue to a higher level of management. The Vendor will have thirty (30) calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Vendor must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Vendor fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, any additional costs incurred by Sourcewell and/or its Members as a result of such failure to proceed will be borne by the Vendor.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Member order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

Written notice of default and a reasonable opportunity to cure must be issued by the party claiming default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

## 20. INSURANCE

A. REQUIREMENTS. At its own expense, Vendor must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Vendor will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition). At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for Products-Completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Vendor will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer).

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance.* During the term of this Contract, Vendor will maintain umbrella coverage over Workers' Compensation, Commercial General Liability, and Commercial Automobile.

Minimum Limits:  
\$2,000,000

5. *Professional/Technical, Errors and Omissions, and/or Miscellaneous Liability.* During the term of this Contract, Vendor will maintain coverage for all claims the Vendor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Vendor's professional services required under this Contract.

Minimum Limits:  
\$2,000,000 per claim or event  
\$2,000,000 – annual aggregate

6. *Network Security and Privacy Liability Insurance.* During the term of this Contract, Vendor will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Vendor's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:  
\$2,000,000 per occurrence  
\$2,000,000 annual aggregate

Failure of Vendor to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. **CERTIFICATES OF INSURANCE.** Prior to commencing under this Contract, Vendor must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Contract Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf. All policies must include there will be no cancellation, suspension, non-renewal, or reduction of coverage without thirty (30) days' prior written notice to the Vendor.

Upon request, Vendor must provide to Sourcewell copies of applicable policies and endorsements, within ten (10) days of a request. Failure to request certificates of insurance by Sourcewell, or failure of Vendor to provide certificates of insurance, in no way limits or relieves Vendor of its duties and responsibilities in this Contract.

C. **ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE.** Vendor agrees to name Sourcewell and its Members, including their officers, agents, and employees, as an additional insured under the Vendor's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or

“work” performed by or on behalf of Vendor, and products and completed operations of Vendor. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. **WAIVER OF SUBROGATION.** Vendor waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Vendor or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Vendor or its subcontractors. Where permitted by law, Vendor must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. **UMBRELLA/EXCESS LIABILITY.** The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies).

F. **SELF-INSURED RETENTIONS.** Any self-insured retention in excess of \$10,000 is subject to Sourcewell’s approval.

## **21. COMPLIANCE**

A. **LAWS AND REGULATIONS.** All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. **LICENSES.** Vendor must maintain a valid status on all required federal, state, and local licenses, bonds, and permits required for the operation of the business that the Vendor conducts with Sourcewell and Members.

## **22. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION**

Vendor certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Vendor declares bankruptcy, Vendor must immediately notify Sourcewell in writing.

Vendor certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota, the United States federal government, or any Member. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Vendor further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

### **23. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS**

Members that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Members may also require additional requirements based on specific funding specifications. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Member accesses Vendor’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Vendor must be in compliance with all applicable Davis-Bacon Act provisions.



C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. § 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Vendor certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor

certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Vendors must file any required certifications. Vendors must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Vendors must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Vendors must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Vendor must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Vendor further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of three (3) years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Vendor must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Vendor must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Vendor agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a

satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**24. CANCELLATION**

Sourcwell or Vendor may cancel this Contract at any time, with or without cause, upon sixty (60) days' written notice to the other party. However, Sourcwell may cancel this Contract immediately upon discovery of a material defect in any certification made in Vendor's Proposal. Termination of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to termination.

Sourcwell  
DocuSigned by:  
By: Jeremy Schwartz  
C0FD2A139D06489...  
Jeremy Schwartz  
Title: Director of Operations & Procurement/CPO  
Date: 4/11/2020 | 6:46 AM CDT

LIFTNOW Automotive Equipment Corp.  
DocuSigned by:  
By: Paul Stern  
795A97EBD40E42D...  
Paul Stern  
Title: Owner  
Date: 4/10/2020 | 10:55 AM CDT

Approved:  
DocuSigned by:  
By: Chad Coauette  
7E42B8F817A64CC...  
Chad Coauette  
Title: Executive Director/CEO  
Date: 4/11/2020 | 6:28 PM CDT

# RFP 013020 - Vehicle Lifts, with Garage and Fleet Maintenance Equipment

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## Vendor Details

Company Name: LIFTNOW AUTOMOTIVE EQUIPMENT CORP.  
PO BOX 972  
Address: YORKTOWN HTS, NEW YORK 10598  
Contact: PAUL STERN  
Email: PJSTERN@LIFTNOW.COM  
Phone: 914-424-3479  
HST#: 74-3093226

## Submission Details

Created On: Monday December 30, 2019 12:58:50  
Submitted On: Thursday January 30, 2020 09:19:32  
Submitted By: PAUL STERN  
Email: PJSTERN@LIFTNOW.COM  
Transaction #: c867e15d-f345-456c-a5e8-9905bb7657ee  
Submitter's IP Address: 96.246.47.144

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## Specifications

**Table 1: Proposer Identity & Authorized Representatives**

**General Instructions** (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Please do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; mark "NA" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *
1	Proposer Legal Name (and applicable d/b/a, if any):	LIFTNOW Automotive Equipment Corp.
2	Proposer Address:	PO BOX 972 Yorktown Heights, NY 10598
3	Proposer website address:	<a href="https://www.liftnow.com">https://www.liftnow.com</a>
4	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Paul Stern, Owner, PO BOX 972, Yorktown Heights, NY 10598 pjestern@liftnow.com Cell: 914-424-3479
5	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Paul Stern, Owner, PO BOX 972, Yorktown Heights, NY 10598 pjestern@liftnow.com Cell: 914-424-3479
6	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	There are no other pertinent contacts for this proposal.

**Table 2: Company Information and Financial Strength**

Line Item	Question	Response *
7	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	<p>Liftnow Automotive Equipment Corp ("LIFTNOW") is one of the largest distributors of automotive equipment in the New York Tristate Area. Our customer base includes new car dealers, collision repair shops, mechanical repair shops, educational institutions, municipalities and utilities. LIFTNOW was founded in 2003 by Paul Stern, who has owned a repair shop, ran the equipment division of another distributor for 10 years and has nearly 30 years' experience in the automotive equipment industry.</p> <p>LIFTNOW meticulously chooses among various industry-leading manufacturers to offer the total, comprehensive solution to ensure the highest level of value, quality, and safety with the ability to serve the complete needs of any service facility.</p> <p>LIFTNOW's philosophy is that a service facility's needs continue beyond purchase. Providing installation, training, inspection, and subsequent maintenance creates an all-encompassing solution that a facility and its employees can rely on for maximum efficiency, safety, and lowest total cost of ownership.</p>

8	Provide a detailed description of the products and services that you are offering in your proposal.	<p>As discussed, we offer a full suite of products and services for automotive service facilities:</p> <p>Vehicle Lifts</p> <ol style="list-style-type: none"> <li>i. Two Post, Four Post, Multi-Post Runway, and Scissors- Brands Carried: Challenger Lifts, Rotary Lift, Bend Pak, Forward Lift, OMER</li> <li>ii. Heavy Duty, Light Duty and Bus - Brands Carried: Challenger Lifts HEAVY DUTY, Rotary Lift HEAVY DUTY, Bend Pak HEAVY DUTY, OMER</li> <li>iii. Inground, Moveable, Mobile and Platform Lifts - Brands Carried: Challenger Lifts, Rotary Lift, Bend Pak, Forward Lift, OMER</li> <li>iv. Parts, Supplies and Accessories - Brands Available for Parts and Accessories: See Sourcewell Service Program.</li> <li>v. Installation, repair, maintenance and warranty services- See Sourcewell Service Program for an industry and worldwide-first government Service/Inspection Program Garage and Fleet Maintenance Equipment</li> <li>vi. Wheel balancers, tire changers, alignment and tire machine- Brands Carried: Rotary Wheel Service, Hennessy Industries (AMMCO/Coats), Ranger (from BendPak)</li> <li>vii. Brake Lathes- Brands Carried: AMMCO/Coats</li> <li>viii. Stationary Air Compressors - Brands Carried: Mattei Compressors</li> <li>ix. Parts Washers- Brands Carried: Bend Pak</li> <li>x. Exhaust Ventilation Systems - Brands Carried: Air Cleaning Specialists is a company that manages all aspects of exhaust ventilation, and maintains the following brands: Blue Ox Air Cleaners, CLARCOR, Clark Filter, Fume-A-Vent, Crushproof Hose, Dynamo Dust Collectors, FumeXtractors, Nederman Fume Removal Experts, Nordfab Ducting Systems, Purolator, Scandmist, Smoketeers</li> <li>xi. Diagnostic Equipment - Brands Carried: Autel</li> <li>xii. Shop Tools and Equipment - Brands Carried: AFF/Surewerx, Goliath Carts, Quality Stainless Products, QuickJack.</li> <li>xiii. Parts, Supplies and Accessories - Brands Available for Parts and Accessories: See Exhibit A, Parts and Accessories Lines Available. SVI International</li> <li>xiv. Installation, repair, maintenance and warranty services - See "Sourcewell Service Program" for an industry and worldwide-first government Service Program</li> </ol> <p>In addition, we provide multiple other Categories of Equipment Products/Services that are otherwise not listed:</p> <ol style="list-style-type: none"> <li>i. EQUIPMENT- AC Equipment (Refrigerant Handling Machines) - Brands Available: Mahle       <ol style="list-style-type: none"> <li>a. Nitrogen Tire Inflation Systems, Fluid Exchange Systems- Brands Available: Mahle</li> <li>b. Lubrication Equipment, Oil/Air Reels, Grease Fittings, Pumps - Brands Available: Lincoln Industrial/SKF, Stanwade (tanks)</li> <li>c. Advanced Driver Assistance System- Safety System Reset Equipment - Brands Available: Autel</li> <li>d. Tire Pressure Monitoring System Devices - Brands Available: Autel</li> <li>e. Cabinetry for Garages and Shops (Pre-Built or Custom-Built) - Brands Available: Shure</li> <li>f. Air Piping - Brands Available: Aircom</li> <li>g. Parking Lifts (Home, Commercial, Garage) - Brands Available: Challenger, BendPak (AutoStacker)</li> <li>h. Collision Equipment – Frame Machines - Brands Available: Chassisliner</li> </ol> </li> <li>ii. SERVICES       <ol style="list-style-type: none"> <li>a. Inspections - See our Sourcewell Service Program</li> <li>b. Service, Installation &amp; Maintenance - See our Sourcewell Service Program</li> <li>c. Equipment Financing/Payment Options - See our Sourcewell Service Program</li> <li>d. Training, Warranty Registration, Safety Manual Ordering - See our Sourcewell Service Program</li> <li>e. Facility Design- Garage as it relates to garage equipment placement ONLY - See our Sourcewell Service Program</li> </ol> </li> </ol>
9	What are your company's expectations in the event of an award?	<p>In the event of an award, we expect to work closely with Sourcewell for the life of the contract to both increase Sourcewell's membership base through constant program promotion, as well as increase current sales under this contract for the aforementioned products and services to the existing membership base, in the most productive and convenient way possible.</p>

10	<p>Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.</p>	<p>LIFTNOW is a privately held, New York State S-Corporation and is owned 100% by Paul Stern. Over its nearly 17-year life, LIFTNOW has sold well over \$30 million of various shop equipment and supplies to its thousands of customers, with a nearly 100% customer satisfaction rating and virtually no returns or chargebacks.</p> <p>LIFTNOW's financial stability is second to none. The corporation has no outstanding debts or notes, including no long-term debt or interest payments. This also includes no outstanding or otherwise delinquent balances to any of our vendors; we're known for prompt and early payments.</p> <p>LIFTNOW is a privately-held company with a total annual estimated volume between \$2mm and \$3mm, and we have annually audited financial statements. If copies of financial statements are needed for evaluation purposes, we will release these with the request that they are for Sourcewell in-house use only, and will not be shared under any freedom of information requests from other government agencies, competitors or associated companies.</p> <p>LIFTNOW's bond rating is unknown, yet bonding is always available.</p> <p>Please see attached bank reference.</p>	*
11	<p>What is your US market share for the solutions that you are proposing?</p>	<p>Our portfolio of brands currently collectively holds between 50 and 90%+ of the American market, depending on the product category and segment defined.</p>	*
12	<p>What is your Canadian market share, if any?</p>	<p>Our portfolio of brands currently dominates the Canadian market - the brands compose of an estimated 60-90%+ of the Canadian Market.</p>	*
13	<p>Has your business ever petitioned for bankruptcy protection? If so, explain in detail.</p>	<p>Our business has never petitioned for bankruptcy protection.</p>	*
14	<p>How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization.  a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?  b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?</p>	<p>LIFTNOW is a hybrid between a distributor/reseller and a service provider. Our service network is independent. We make agreements with many of these independently-owned companies to perform service and inspections through the Sourcewell Service Program, which we will dispatch, manage and oversee. These agreements will be largely contingent upon award and execution of this contract. Please see "Dealer Networks" for a list of these service providers.</p> <p>The sales and service forces of LIFTNOW and our supply partners are all trained in using contracts and the benefit of using a streamlined purchasing cooperative such as Sourcewell. All equipment is dropshipped by the manufacturer to the end-user's (Sourcewell Member's) facility. See the Marketing section for more on training and empowering these groups.</p> <p>Please see attached documentation regarding our status purchasing the products proposed in the RFP. Due to the breadth of our product offerings, we were able to compile the majority of our written authorizations expediently. Please contact us for further information on any of the brands, along with our ability to sell and deliver the products and services in question.</p>	*
15	<p>If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.</p>	<p>There are no formal licenses legally required to sell, install or service this equipment. We are legally incorporated in the State of New York as an S Corporation. However, all brands that we represent have the appropriate certifications as it relates to the manufacture, sale and post-sale activities of the equipment wherever necessary. (UL, ALI/ETL, ISO 9001, etc.)</p> <p>As a part of our Sourcewell Service Program, we offer Inspections from ALI-Certified Inspectors, who have committed to following ANSI-ALOIM and ANSI-ALIS (the only automotive lift standards created by ALI under the American National Standards Institute) to successfully inspect the lifts.</p>	*
16	<p>Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.</p>	<p>LIFTNOW has never been suspended or debarred from doing business with any government agency.</p>	*

17	<p>Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.</p>	<p>Vehicle Lifts</p> <ol style="list-style-type: none"> <li>i. Two Post, Four Post, Multi-Post Runway, and Scissors: Two Post, Four Post, Two Post Enthusiast, Four Post Enthusiast, Full Rise Scissor Lift, Motorcycle Lift, Low/Mid Rise Lift, Pad Lift, Turf Lift, Parking Lifts, Alignment Racks (Scissor and Four Post)</li> <li>ii. Heavy Duty, Light Duty and Bus: Parallelogram, Mobile Column Lifts, Bus Lifts, HD Lifts, LD Lifts</li> <li>iii. Inground, Moveable, Mobile and Platform Lifts</li> <li>iv. Parts, Supplies and Accessories</li> <li>v. Installation, repair, maintenance and warranty services</li> </ol> <p>Garage and Fleet Maintenance Equipment</p> <ol style="list-style-type: none"> <li>vi. Wheel balancers, tire changers, alignment and tire machine: HD Balancers, LD Balancers, HD Tire Changers, LD Tire Changers, HD Aligners, LD Aligners, Center Clamp Tire Changers, Automatic Tire Changers, Table Top Tire Changers, Tilt Back Tire Changers</li> <li>vii. Brake Lathes - Bench Lathe, On Car Lathe</li> <li>viii. Stationary Air Compressors - Rotary Screw Compressors, Rotary Vane Compressors</li> <li>ix. Parts Washers</li> <li>x. Exhaust Ventilation Systems</li> <li>xi. Diagnostic Equipment - Diagnostic Tablets, Diagnostic Software (which accompanies the tablets), Reprogramming/Flashing Devices</li> <li>xii. Vehicle Wash Systems</li> <li>xiii. Shop Tools and Equipment - Jacks, Dollies, Carts, Cabinetry, Safety Equipment, etc.</li> <li>xiv. Parts, Supplies and Accessories</li> <li>xv. Installation, repair, maintenance and warranty services</li> </ol> <p>In addition, we provide multiple other Categories of Equipment Products/Services that are otherwise not listed:</p> <ol style="list-style-type: none"> <li>i. EQUIPMENT- AC Equipment (Refrigerant Handling Machines) - 1234YF Machine, 134A Machine       <ol style="list-style-type: none"> <li>a. Nitrogen Tire Inflation Systems, Fluid Exchange Systems</li> <li>b. Lubrication Equipment, Oil/Air Reels, Grease Fittings, Pumps</li> <li>c. Advanced Driver Assistance System- Safety System Reset Equipment</li> <li>d. Tire Pressure Monitoring System Devices</li> <li>e. Cabinetry for Garages and Shops (Pre-Built or Custom-Built)</li> <li>f. Air Piping</li> <li>g. Parking Lifts (Home, Commercial, Garage)</li> <li>h. Collision Equipment – Frame Machines</li> </ol> </li> <li>ii. SERVICES       <ol style="list-style-type: none"> <li>a. Inspections</li> <li>b. Service, Installation &amp; Maintenance</li> <li>c. Equipment Financing/Payment Options</li> <li>d. Facility Design</li> <li>e. Warranty Registration</li> <li>f. Receiving, Transfer, Removing Equipment</li> <li>g. Training</li> <li>h. Parts and Service for ALL brands of automotive equipment, regardless of age or manufacturer status, through the Sourcewell Service Program.</li> <li>i. Automotive Equipment Management System: an online portal dedicated to the management and service requests specifically of the equipment as outlined by this contract. This is free to all members of Sourcewell.</li> </ol> </li> </ol>
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**Table 3: Industry Recognition & Marketplace Success**

Line Item	Question	Response *
18	Describe any relevant industry awards or recognition that your company has received in the past five years	<p>We are grateful to have received a myriad of relevant industry awards and recognition during our tenure as an automotive equipment distributor, including:</p> <p>Press Coverage in Collision, Independent, New Car Dealers, Tire Dealers, and Education Customer Segment publications. Coverage in magazines, newsletters, and trade journals. Coverage on our products/services, as well as events that we've thrown and attended, and original content creation for many of these publications.</p> <p>Educational speaker at various free and paid events for the AASP- New Jersey's Northeast Show, a collision and repair trade show which has over 7,000 attendees. We give highly-rated and thought-provoking seminars on the future of vehicle safety systems.</p> <p>Other regional and national events thrown and attended, including the periodic curriculum meeting for the New York City Technical Education system, NYC DCAS, the Automotive Lift Institute Associate Member Meeting, SEMA and NADA.</p> <p>Additionally, many of our service providers are certified by the Automotive Lift Institute, a third-party trade organization governing the safe manufacture and inspection of vehicle lifts. To receive this accolade, members of the company must go through a rigorous testing and practical experience process to be certified to grant ALI-Certified Inspections. We will work with the 300+ companies certified by ALI to perform inspections in the United States and Canada. This network can be found in the Excel Sheet entitled "Dealer Networks"</p> <p>We are recognized as members of the following associations: Alliance of Automotive Service Providers, Greater New York Automotive Dealers Association, Connecticut Automotive Retailers Association, Automotive Care Association, New England Tire and Service Association, New York City Auto Repair Association, Auto Body Association of Connecticut.</p> <p>Our portfolio of brands have collectively received hundreds of awards related to product innovation, manufacturing prowess, environmental sustainability, safety compliance, and more.</p>
19	What percentage of your sales are to the governmental sector in the past three years	5
20	What percentage of your sales are to the education sector in the past three years	5
21	List any state or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	<p>We hold a New York City Department of Sanitation Contract for Wheel Service Equipment. This contract has yielded in excess of \$500,000. We anticipate further revenue from this contract.</p> <p>We recently won a contract as the exclusive vendor of Garage Equipment with a large Auto Dealer's Association, which represents hundreds of Automotive Dealers. We anticipate that this contract will yield annual revenue in excess of \$1 million.</p> <p>We are also pending an award as the exclusive vendor of Garage Equipment with a second Auto Dealer's Association, which represents nearly 300 New Car Dealers. We anticipate that this contract will yield annual revenue in excess of \$500,000.</p>
22	List any GSA contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	We do not hold any GSA contracts.

**Table 4: References/Testimonials**

Line Item 23. Supply reference information from three customers who are eligible for Sourcewell membership.

Entity Name *	Contact Name *	Phone Number *
New York City Department of Sanitation	George Kambouras	7183348948
Con Edison of New York	Bill Gonzalez	7182042407
Town of Brookfield CT	Ralph Tedesco	2037757318
Watchtower Vehicle Center (Kingdom Support Services)	Chris Torgeson	8455240083
New York City Department of Transportation	Chi Wang Cheung	9174402806

**Table 5: Top Five Government or Education Customers**

**Line Item 24. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.**

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *
New York City Department of Sanitation	Government	New York - NY	Supplier and service provider of Wheel Service Equipment for years. Dispatch local sales and service representative and serve as point of contact for pre-sale, sale and post-sale. Process payments.	So far, this contract has consisted of a single, multiple-location purchase.	\$500,000
Watchtower Elite (Kingdom Support Services)	Non-Profit	New York - NY	Sole supplier and service provider of all automotive equipment for nearly 10 years. Dispatch local sales and service representative and serve as point of contact for pre-sale, sale and post-sale. Process payments.	There are many purchases that occur on an almost-quarterly basis. Average purchase for the last three years is roughly \$25,000.	\$250,000
Con Edison of New York	Non-Profit	New York - NY	Supplier and service provider of Wheel Service Equipment for years. Dispatch local sales and service representative and serve as point of contact for pre-sale, sale and post-sale. Process payments.	Semi-frequent purchases (roughly 1x a year) for their various garages to repair their fleet. Average purchase is around \$20,000 for the last three years.	\$60,000
Mt. Vernon High School	Education	New York - NY	Supplier and service provider of Wheel Service Equipment. Dispatch local sales and service representative and serve as point of contact for pre-sale, sale and post-sale. Process payments.	This was a single purchase.	\$40,000
New York State Thruway Authority	Government	New York - NY	Supplier and service provider of Wheel Service Equipment for a recent contract. Dispatch local sales and service representative and serve as point of contact for pre-sale, sale and post-sale. Process payments.	This was a single purchase/bid.	\$20,000

**Table 6: Ability to Sell and Deliver Service**

Describe your company's capability to meet the needs of Sourcwell Members across the US, and Canada if applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *
25	Sales force.	Our sales force is comprised of 4 full-time, inside sales professionals and an office administrator. Our team has combined decades in experience in sales and logistics of capital equipment transactions.  Additionally, upon execution of this contract, we will hire 1 or more (as needed) full-time contract administrator to specifically field requests and inquiries as it relates to Sourcwell and its Members.
26	Dealer network or other distribution methods.	Our service network is comprised of nearly 1000 full-time, independently-owned companies that install, service and maintain all equipment outlined in this RFP. We maintain relationships with many of these companies, which are distributed through all 50 States and Canada, to provide local service to customers. Please see the Dealer Networks excel sheet for more information.  This network is also trained on the nuances of the Sourcwell contract as executed, and are trained and incentivized to look for additional sales and service opportunities at every step of engagement with the Members through our Sourcwell Service Program.

27	Service force.	<p>Our service network is comprised of nearly 1000 of full-time, independently-owned companies that install, service and maintain all equipment outlined in this RFP.</p> <p>Our inspection network is comprised of approximately 300 full-time companies that inspect automotive lifts under the Automotive Lift Institute Certification and represent nearly 120,000 annual, national lift inspections.</p> <p>Some of our manufacturers manage service themselves with their own technicians. We have direct access to all of these technicians in both America and Canada through our Sourcewell Service Program.</p> <p>Outside experts/contractors needed on the "open-market" can be located by our inside sales team for the United States and Canada.</p> <p>Please see Dealer Networks for more information.</p>
28	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	<p>Our customer service program is second-to-none. Because we have a diverse portfolio of products, we are able to be the one phone call, instead of ten. Oftentimes, a garage of one of the Sourcewell Members can have over a dozen brands of automotive capital equipment as covered by this RFP.</p> <p>Calling LIFTNOW, they will only have to make one call for all of their automotive equipment needs, in a way that few other companies can boast.</p> <p>We are not only open 60 hours/week through our toll-free 800 number that directs to our office in Yorktown Heights, NY, but we also implement a live-chat on our website <a href="http://www.liftnow.com">www.liftnow.com</a>, where visitors can get a real-time person (not a robot) to talk to them about their needs. Please see more on communication in our Sourcewell Service Program, which outlines a member-facing Portal that we believe will complement Sourcewell's existing efforts well.</p> <p>Additionally, we will implement a dedicated email address specifically to field Sourcewell requests (<a href="mailto:sourcewell@liftnow.com">sourcewell@liftnow.com</a>).</p> <p>Our brands incentivize Dealers and Service Providers for responsiveness to service calls. We will also discuss response-time tracking and Customer Satisfaction Index of our service providers in later questions, both of which help us to strengthen our customer service program.</p>
29	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	<p>At this time, we are only able to offer the full suite of equipment and services to Sourcewell Members of the United States through our company and this RFP. This restriction does not apply to our Sourcewell Service Program—Canadian members of Sourcewell will fully enjoy all service, inspection, training/design, and installation of all products outlined.</p> <p>We have further researched this perceived limitation, and have concluded that Canadian Members have spent \$0.00 on this contract. We encourage Sourcewell to independently verify this claim. Our marketing efforts will not be limited to the United States (and actively engage Canadian Members on all products and services), as growing the contract and Sourcewell membership means engaging groups under-utilizing contracts.</p> <p>Products ordered by Canadian Members of Sourcewell will be granted the ability to order products from our Canadian Distribution Partners, at Canadian List Prices (in local currency), less the list price discount for those products outlined in the Pricing section of this RFP.</p> <p>As a result of this disadvantage, we cannot control differences in lead time and cannot ourselves procure the product, and as a result cannot presently supply the appropriate administrative fees to Sourcewell for these Members (annual estimated revenue = \$0.00).</p> <p>If products are sold through LIFTNOW to Canadian members successfully, we will remit appropriate administrative fees to Sourcewell.</p> <p>We will accept and dispatch orders, as well as remain a point of contact for all customer service and order inquiries for Canadian customers. This disadvantage is partially the reason we have tried to make the administrative fee especially enticing.</p> <p>Upon award of this contract, we will make every effort possible to secure these products and services from our manufacturers in the Canadian market through our company and offices and notify Sourcewell accordingly.</p>

30	Identify any Sourcewell Member sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	There are no Sourcewell Member sectors that we will deny products or services. We will proudly offer our suite of brands and services, including the Sourcewell Service Program, to all interested Members. This extends not only to brands we represent, but through the Sourcewell Service Program, brands that are still in use by Sourcewell Members but are no longer being properly repaired or maintained.	*
31	Define any specific contract requirements or restrictions that would apply to our Members in Hawaii and Alaska and in US Territories.	There are no requirements or restrictions that would apply to our Members in Hawaii, Alaska and the US Territories. We ship to all members located off shores. The only difference is our shipping program for the continental United States is with freight being part of the cost of the product. When shipping to Hawaii, Alaska or other offshore locations, we will use the freight program for the continental US where available to the port of exit, and then the actual cost of delivery from the port of exit.	*

Table 7: Marketing Plan

Line Item	Question	Response *
32	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	<p>We will implement an integrated marketing strategy that both utilizes LIFTNOW's existing channels, as well as identifies new channels as they relate specifically to the Sourcewell Member's Path to Purchase for the products and services outlined in this RFP.</p> <p>Upon notification of award before official roll-out, we will spend approximately one month conducting in-depth market research. We will start by studying the publicly available Sourcewell Membership List and cross-referencing it against both publicly available information, as well as proprietary information and purchase history from our brands to identify sales cycles, product preferences (including often-purchased accompaniments), as well as information on those eligible customers that have purchased equipment, but have not joined Sourcewell, along with any differences in their purchasing habits, geography, etc.</p> <p>Additionally, we will ask Sourcewell for any purchase history that they have specifically relating to earlier iterations of this contract, along with purchasing members.</p> <p>After we have defined customer types among Sourcewell members and non-members, we will target the following groups:</p> <ol style="list-style-type: none"> <li>1. Non-Members of Sourcewell who have purchased related products/services</li> <li>2. Existing Members of Sourcewell who have purchased related products/services</li> <li>3. Non-Members of Sourcewell who have not yet purchased related products/services</li> <li>4. Existing Members of Sourcewell who have not yet purchased related products/services.</li> </ol> <p>Each group of members warrants a different strategy to advance the interests of:</p> <ol style="list-style-type: none"> <li>1) The Contract outlined in this RFP</li> <li>2) Increasing Sourcewell Membership as a means to streamline the process (and decrease the friction) of purchasing the products and services as outlined in this RFP.</li> </ol> <p>Upon award, we will first execute an omnichannel marketing message to announce our partnership with Sourcewell, across social media, our website/blog, and various printed marketing materials. We will also incorporate a fillable web form to request hard copies of our online content in an easily digestible format.</p> <p>One of our strongest channels will lie in our Sourcewell dedicated Member Portal, <a href="http://www.govgarage.com">www.govgarage.com</a>. This will serve as a continuous point of engagement to inform consumers on the newest product innovations and technologies, best practices in safety and operation, and serve as a responsible source for techniques, new procedures, protocols, and tips on all products and services. This portal is fully operational as-is, but will have additional functionality and an improved user interface/experience well before the launch of the contract.</p> <p>After we've broadcasted our initial announcement and message and identified the four core groups as discussed above, we will develop integrated marketing strategies for each. This will include, but is not limited to:</p> <p>Direct Marketing: Postcards/Flyers/Catalogs, Email Marketing, Fax Marketing, Text Message Marketing, Phone Marketing</p> <p>Digital Marketing: SEO, SEM, Google AdWords/AdSense, PPC, ACoS, etc. Please see more in item 33 on this specifically.</p> <p>Print Marketing: Paid Media--Advertisement in Trade Journals, Newsletters, Magazines. Advertising can easily be done nationally, with the Sourcewell logo displayed prominently in all advertising materials.</p>

Media Marketing: Podcasts

PR: Community Engagement with Local and Regional "Influencer" Agencies and Bodies: For example, NYC DCAS - Department of City Administrative Services, which helps guide policy and procedure in New York City or ASE, the National Institute for Automotive Service Excellence, which accredits schools and instructors alike on automotive repair. There are many ways to engage key groups of people that fall into one of the four core groups identified above which we can further explore once we have done more research into the demographics, habits and behavior of these groups.

Event Marketing: There are many events throughout the year that align well with the four core groups discussed - including regional and national "reverse trade shows" for procurement professionals. As we define our core groups and strategy over the 1-year, 3-year and 5-year time frame, we will exhibit at these shows and, with the continued and anticipated success of our project, reinvest into increased presence at these events.

Some of these events include but are not limited to APTA (American Public Transportation Association), NCSFA (National Conference of State Fleet Administrators), NTEA (National Truck Equipment Association), APWA (American Public Works Association)

Content Marketing: Content marketing is an important and ever-growing tool in the marketer's toolbox. Content marketing refers to creation of new and thought-provoking content for customers to help them in one of the three main stages of decision making: awareness, consideration, and decision. When the content is original, novel and helpful, a reader is more likely to make their decision with your company in mind. We've used content marketing not only on our own website ("Owned Media"), but have used it in a variety of trade journals, newsletters and websites ("Earned Media"). These publications have worked closely with us on a now-regular basis to generate exciting and valuable content for their readers. We plan on replicating this model for the sectors to which Sourcewell members belong.

Consumer Promotion: Consumer promotion refers to incentivizing an increase in purchasing for a certain product or product line during a specified period of time.

While the intention of the RFP is to deliver consistently low and flat-rate prices to the Members of Sourcewell, there are occasional brand-sponsored specials. At Sourcewell's instruction, we are willing and able to broadcast these specials to the members on a continuous basis as we receive them. We will pass along the vast majority of the promotion directly to the Members. Due to the nature of consumer promotion/specials, we are unable to predict this promotion as a percentage or dollar amount.

Personal Selling: Personal selling refers to in-person selling. Personal selling will be best done through our service network, who will have increased face-to-face contact with the end customer during delivery, installation, and subsequent interactions. As a part of the agreement with the service network, they are encouraged and incentivized to promote the Sourcewell Service Program.

Social Media Marketing: Please see line item 33 below to learn more about Social Media marketing as it relates to this RFP.

Partnerships: Partnerships refer to partnering with complementary organizations to help our dual cause of promoting sales on the contract, as well increasing Sourcewell membership as a means of reducing friction for the remainder of nationwide sales of our brand portfolio.

For example, a partnership may be with other Sourcewell Vendors, like Construction contractors, to help fuel one another's efforts. Construction partners may stimulate business for us by letting us know that a municipality wants to construct a new maintenance facility. Likewise, we would find existing customers that want to expand or otherwise modify their facilities, where we would call the Construction partners.

For non-Members, this is equally powerful: Sourcewell vendors on different contracts could align as a vertically-integrated solution available most economically and productively through Sourcewell, inducing member enrollment.

As a result of these partnerships (which Sourcewell could be helpful in fostering), we are open to exploring "edge transactions" and how they could benefit Sourcewell as a whole. For example, a construction contractor who also does considerable work for Automotive Repair Shops in his region or nationally may help stimulate our business even though it has taken place outside of the scope of this RFP. For these types of future transactions, we intend on compensating Sourcewell accordingly.

More specifics, including timelines, will be made more apparent after the research phase of our marketing plan. \*

Another important stakeholder group to engage in our marketing plan is the Sales and

Service Network for each vendor. Upon award, we will mobilize all Sales and Service Personnel for each vendor (you can see some of these listed in "Dealer Networks"), describing our contract with Sourcewell, as well as a guide to selling through the contract. Personnel that work directly for the manufacturer (as opposed to a distributor) will be engaged and given a handbook (created with the help of Sourcewell) on how to sell the equipment best through the contract. Additionally, sales personnel from each brand will be trained on a continuous basis, as we will host periodical webinars discussing sales methods and tools and identify products with greater velocity or greater opportunity (based on our data-driven marketing and engagement approach). All sales personnel will also receive LIFTNOW and Sourcewell-specific marketing materials, including brochures and multimedia pieces. For example, we've created scale models of products using cardboard, interactive QR-code brochures, virtual reality renderings, and more. Please note that these samples created are samples for a brand, Hunter Engineering, that we are not bidding in this contract (this brand is only carried by our regional branch in New York). We will also leverage this contract into additional marketing cooperative dollars, which is available through almost all our manufacturers.

The service network will be similarly empowered, as we will engage them more individually (due to the nature of their independent-business status). Each service network will be given a flowchart of the sales and service process, along with equipment surveys that are mandatory with every visit. These equipment surveys will be submitted to us to strengthen our continued marketing approach. They will also be armed with periodical service-specific webinars and a suite of marketing materials specific to service, inspection, and maintenance. Finally, each member of our service network receives unlimited digital access to operations and parts manuals that we've compiled over 10 years to help them specifically diagnose and repair certain lifts. Each member also receives Excel versions of the ALI Certificate forms (which you can find in the folder "Additional Information") to more expediently fill out the forms and send them to both the customer and to us for reporting purposes.

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The service network will be similarly empowered, as we will engage them more individually (due to the nature of their independent-business status). Each service network will be given a flowchart of the sales and service process, along with equipment surveys that are mandatory with every visit. These equipment surveys will be submitted to us to strengthen our continued marketing approach. They will also be armed with periodical service-specific webinars and a suite of marketing materials specific to service, inspection, and maintenance. Finally, each member of our service network receives unlimited digital access to operations and parts manuals that we've compiled over 10 years to help them specifically diagnose and repair certain lifts. Each member also receives Excel versions of the ALI Certificate forms (which you can find in the folder "Additional Information") to more expediently fill out the forms and send them to both the customer and to us for reporting purposes.

Please note that marketing materials shown in the folder "Marketing Plan and Samples" are samples -- that is, they represent regional efforts and content that have been made. The new contract will see the addition of national efforts, along with the GovGarage website, which will accurately reflect the brands won by LIFTNOW for Sourcewell.

33	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	<p>As previously described, we will cross-reference the Membership list with both publicly available and proprietary information to develop essentially four core groups:</p> <ol style="list-style-type: none"> <li>1. Non-Member, Past Purchase</li> <li>2. Existing Member, Past Purchase</li> <li>3. Non-Member, No Purchase</li> <li>4. Existing Member, No Purchase</li> </ol> <p>While each warrants a slightly different strategy, we have invented an algorithm for an "Opportunity Score"-- that is, based on the current products they have (including the age and quality of those products), along with their past purchase behavior (if they have more than one transaction available) to develop a score that measures the likelihood of purchase toward a certain product that is the replacement or enhancement of their existing products. In a government/cooperative purchasing environment such as Sourcewell, there is a higher level of confidence when constructing these scores, as there are less ways to purchase this equipment. Additionally, in the GovGarage.com member portal, we will have a fully-built solution for an Equipment Management System, where members will be encouraged to import all equipment and order services directly from the Portal. This solution will help strengthen our opportunity score calculation.</p> <p>For Non-Members, we will find data on those members that could purchase through the Sourcewell program if they are members. The way we do this is by constructing a list of all eligible municipalities in the United States and Canada. We will then discover which ones have eligible facilities. We have started this process of compilation with moderate success. Much of these described processes are performed using highly-skilled computer engineers so that the project is complete in a reasonable amount of time.</p> <p>In the remainder of our marketing efforts, we will use these scores to guide our marketing plan, as well as who to send which marketing messages. For example, highly personalized mailers can be sent based on the Opportunity Score and type of equipment needed. More likely prospects can be sent higher-value marketing materials to help them make their decision, while those prospects with a longer decision journey may receive smaller or less urgent marketing messages.</p> <p>Finally, our dedicated Government Portal, <a href="https://www.govgarage.com">https://www.govgarage.com</a>, will be fully operational at the time of the contract award. This Portal is a dedicated Sourcewell Member website, protected by a login, and will feature a tracking tag from Google that is inserted into the website to track actions taken by users, including clicks, time spent on a page, pages where the session ended, etc. Our marketing manager is certified in both Google Ads for Beginners and Advanced Google Analytics. Using the insights from our webpage, we will be able to more strategically market and remarket to users, as well as revise our website for the life of our contract with Sourcewell. Examples of actions that can be taken as a response to Google Analytics include:</p> <ul style="list-style-type: none"> <li>-Seeing that a user spent a lot of time on a page for which we know he has an older piece and must replace soon. After he spent time on this page, we can send him an email reminding him to look at the offerings.</li> <li>- Seeing that 45% of all users end the session after the same exact page. We can then revise that exact page to help reduce this rate, called the "bounce rate".</li> </ul> <p>Finally, there is an opportunity for Sourcewell and LIFTNOW to collectively use a \$10,000 monthly advertising SEM (Search Engine Marketing) budget. As long as the advertising actively promotes safety (namely lift safety), we will allocate the majority of this budget to the Sourcewell Service Program. We will use strategic, low-competition keywords and phrases to reach the largest and most pertinent audience possible.</p>
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34	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	<p>As mentioned in the previous two items, we are comfortable promoting the contract arising out of this RFP. However, we do ask that Sourcewell provide us the following:</p> <ul style="list-style-type: none"> <li>- Endorsement and promotion of the Program and LIFTNOW</li> <li>- Preliminary marketing materials and brand-usage guidelines, including restrictions</li> </ul> <p>In order to fully realize our marketing plan, we also ask that Sourcewell share the following. These are by no means required, but will help us market the most effectively:</p> <ul style="list-style-type: none"> <li>- Full Purchase History of Sourcewell Members under this contract, if available.</li> <li>- New Registrations of Sourcewell Members as they arrive</li> <li>- Metadata of Sourcewell Members as it relates to the Sourcewell website, and specifically our contract</li> <li>- Specific Contacts at those "Members of Interest", after we locate them. The ability for Sourcewell to endorse or otherwise support us to that contact of the Member Organization.</li> <li>- Endorsement of the Contract and our Company to various Partners for Event Marketing and Partnerships. In the context of Event Marketing, this may mean helping endorse us to speak at an event, or exhibit, using connections between Sourcewell and another large organization.</li> </ul> <p>In the context of Partnerships, this may mean fostering a relationship between our firm and other complementary firms, including providing firm-specific resources and endorsements to present as a vertically-integrated and superior solution to separate bidding and contracting.</p> <p>We plan to integrate the Sourcewell-awarded contract into our sales process through the debut of the GovGarage website, the marketing plan, and infusing the Sourcewell name and logo in all of our existing efforts in our private sector-facing business. We will do this because the Sourcewell (formerly NJPA) brand gives us an additional layer of credibility and security. Additionally, all government sales going forward for our company will include a step asking about Sourcewell, and all quotes/invoices to Sourcewell members will include the Sourcewell logo, along with highlighting estimated savings because of the Member's enrollment in Sourcewell.</p> <p>Finally, we will develop a referral engine for Members. For example, any member that refers another Member who then purchases above a certain dollar amount would be eligible for a credit toward products and services in the future. The amount and nature of this referral engine will need to be determined after receiving additional information about the contract from Sourcewell.</p>
35	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	<p>Members of Sourcewell will uniquely benefit from GovGarage, the member-facing e-procurement and equipment management portal. This will not only allow members of Sourcewell to conduct product research, but will also allow for the actual purchase and order tracking of the products. The procurement portal is currently set up to accept credit cards, and members can upload a copy of a Purchase Order to accompany the order if they wish.</p> <p>Finally, the procurement portal includes ways to install, service, inspect and maintain all equipment as a type of Management System, which connects our sales and service network with the specific needs of each customer in a timely fashion. This procurement portal is secure and free-of-charge to all Members of Sourcewell.</p> <p>Please see more about the benefits of the GovGarage in the dedicated folder entitled "GovGarage".</p>

Table 8: Value-Added Attributes

Line Item	Question	Response *
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36	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell Members. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	<p>Installers for all of our lift brands (Rotary Lift, Forward Lift, Challenger Lifts, Bend Pak) provide training for shop technicians as part of the installation package. Additionally, through the Automotive Lift Institute (ALI), multiple training materials are available, such as the "Lifting it Right" package, which acts as a handy, single source of information. The package includes a manual and a DVD, and LIFTNOW has these packages in stock. These, and other ALI Materials (like the ANSI/ALOIM "Blue Book", which acts as a compendium for lift operation and maintenance knowledge for a variety of lift types, designs and working environments) are available to purchase through the Sourcewell Service Program, under the tab Manuals in the Excel Sheet. Additionally, as a part of the Sourcewell Service Program, we have access to all operation and parts manuals for hundreds of types of lifts, for both in-operation and out-of-operation machines.</p> <p>After the sale, should a Sourcewell member require any additional training, we can provide these services using our Service Network directly through our Sourcewell Service Program. The Sourcewell Service Program provides predictable and menu pricing for training for all products as covered by this RFP.</p> <p>For AMMCO Coats/Hennessy products, the completed sale includes installation and technician training.</p> <p>Other brands have varying degrees of training, which can be found in the Sourcewell Brand Matrix under the column "Training". The nature of many of these brands require little-to-no training and are shipped ready to use. However, training can be scheduled for any brand and any product.</p>	*
37	Describe any technological advances that your proposed products or services offer.	<p>Thankfully, we are a distributor and not a manufacturer. This affords us the luxury to deploy a carefully chosen portfolio of brands committed to technological advancements in their given categories. Any single brand is inherently limited by its individual ability to innovate. By offering Members multiple choices, we can tailor our offering to the Member's actual individual needs and match those needs to the brand whose technology exceeds those needs. While some manufacturers contend that vehicle lifts may be a low-tech commodity, or praise the addition of years-old technology, you can never be sure you're comparing apples-to-apples. For example, one of our manufacturers, Challenger Lifts employs patented Versymmetric Technology, which allows for simultaneous symmetric and asymmetric lifting of vehicles, thereby eliminating the need for two lifts with two different use cases, or the only 2 Post 15,000-lb lift with 3 Stage Arms currently available on the market. Another example: Autel makes the most comprehensive solution for Advanced Driver-Assist Systems (ADAS) Calibration Equipment with greater coverage than any other brand currently on the market. This technology will be especially important going forward as more vehicles come standard with ADAS. Other technological advances can be found in every brand we represent; as a part of our ongoing strategy, communicating these technological advances is a part of our marketing plan and communicated through our greatest technological innovation, the GovGarage Portal.</p> <p>We've shown the GovGarage Portal in this RFP and the dedicated folder, entitled "GovGarage". It's a fully dedicated portal for members of Sourcewell, where Members can upload their equipment, learn more about the products through the Education Center, and file and manage service requests, maintenance, and inspections directly. It also serves as an e-procurement portal and an order tracking platform. Never before has a platform of this type been introduced into the automotive equipment industry in any fashion.</p>	*
38	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	<p>As a distributor and service provider, our company does not itself receive certifications for the equipment or products included in the Proposal related to "green initiatives". As a company, LIFTNOW has little-to-no negative impact on the environment as we are not manufacturing products. Most of our work is done on the computer or over the phone. We consistently seek ways to reduce our carbon footprint.</p> <p>Further, due to the breadth of our product offerings and variety of manufacturers, we believe it to be more expedient to refer you to the "Sourcewell Brand Matrix" Excel Sheet, where you can find a Per-Brand List of initiatives. Any further information can be requested as needed.</p>	*
39	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	<p>As a distributor and service provider, our company does not itself receive certifications for the equipment or products included in the Proposal related to energy efficiency or conservation, life-cycle design and other green/sustainability factors. Further, due to the breadth of our product offerings and variety of manufacturers, we believe it to be more expedient to refer you to the "Sourcewell Brand Matrix" Excel Sheet, where you can find a Per-Brand List of initiatives. Any further information can be requested as needed.</p>	*

40	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	We do not currently maintain WMBE, SBE, or veteran-owned business certificates. However, in almost every jurisdiction covered by Sourcewell, LIFTNOW would be considered a Small Business, based on annual revenue and number of employees. We are in the process of receiving our certification from the SBA.	*
41	What unique attributes does your company, your products, or your services offer to Sourcewell Members? What makes your proposed solutions unique in your industry as it applies to Sourcewell members?	<p>Our uniqueness as a company lies in our breadth. Breadth in brands, products and services that render us a unique and industry-first point of contact that acts as the true “sole source” that most accurately reflects Member needs in a way that any single manufacturer (or manufacturer with 3-4 value-added suppliers) simply cannot boast. Through our Sourcewell Service Program, we can even assist on brands that we didn’t bid on, brands that are no longer in business, or brands that are no longer sold in the United States or Canada as a courtesy which will foster additional future sales.</p> <p>While we firmly believe it’s important to outline all of a customer’s options, we don’t want to confuse them. Our highly-trained sales team will assist the Member in breaking through the clutter, which is the traditional downside of breadth. With an informed decision in hand, the Member can put faith in not only the product, but all services related to the product from the moment of purchase to the moment of scrap for dozens of brands of equipment, with one phone number, one website, and one company: LIFTNOW. With powerful tools like a completely unique and industry-first equipment management portal, this single point of contact is not limited to phone calls and emails but clicks and searches on a 24/7 basis.</p> <p>Further, the advantage of breadth extends to our service network. We have already leveraged data from our various manufacturers to create what is now the largest service network available in the automotive equipment industry, with our ever-growing list of over 1000 unique entries in a variety of disciplines, from Lift Repair &amp; Inspection to Wheel Service to Lubrication, Compressors, and more.</p>	*
42	Identify your ability and willingness to provide your products and services to Sourcewell member agencies in Canada.	As discussed previously in this RFP, we are able to offer our Sourcewell Service Program to all Members of Sourcewell. While we are more than willing to sell our Products to member agencies in Canada, we will work with Distribution Partners as necessary to avoid impairing this contract. Additionally, we will make every effort possible upon award to secure our offerings so that we may sell to Canadian members natively through LIFTNOW. Any products or services sold through LIFTNOW to Canadian members are eligible for the exact same pricing (and administrative fee paid to Sourcewell).	*

**Table 9: Warranty**

**Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.**

Line Item	Question	Response *
43	Do your warranties cover all products, parts, and labor?	<p>All of our brands and manufacturers maintain a warranty program that covers a combination of parts and labor. These brands meet, and in many cases, exceed industry standard warranties.</p> <p>Some categories and brands do not lend themselves to labor/parts coverage, but rather a materials and workmanship coverage. Please refer to the folder entitled "Warranties" to learn more about which warranties cover what from our brand portfolio.</p>
44	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	No warranties from our brands/manufacturers impose usage restrictions or other limitations that adversely affect coverage.
45	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	<p>Please refer to the folder entitled "Warranties" to learn more about which warranties cover what from our brand portfolio.</p> <p>Many of our brands, namely the vehicle lift brands (Rotary/Vehicle Service Group, Forward, Bend Pak, and Challenger) will replace parts returned to the factory, which prove upon inspection to be defective, and pay for reasonable costs of transportation and/or labor for replacement of said parts for the warranty periods stated above.</p>
46	Are there any geographic regions of the United States (and Canada, if applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell Members in these regions be provided service for warranty repair?	<p>There are no geographic regions of the United States or Canada for which we cannot provide certified technicians to perform warranty repairs. We maintain the contact information and ability to dispatch, so that all warranty repair requests can flow through LIFTNOW to the applicable manufacturer, and we will communicate that to the customer.</p> <p>Further, all warranty requests can be dispatched to our respective manufacturer's networks directly if so chosen by the Member.</p>
47	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	<p>All warranties are typically passed on to the original equipment manufacturer, but we have the ability to directly dispatch and fulfill all warranty requests.</p> <p>As described in the Sourcewell Service Program, we are pleased to offer out-of-warranty service for not only our Brands, but Brands of other equipment that have since been discontinued or defunct, as well as manufacture custom parts for Members.</p>
48	What are your proposed exchange and return programs and policies?	<p>We must adhere to the return programs and policies of each of our manufacturers, including restocking fees as necessary, which are usually expressed as a percentage of the initial purchase price. For the sake of brevity, we cannot include all return programs and policies here. We have included BendPak and Rotary as samples of a return policy, while many others have return policies as a part of their warranties. Many of these manufacturers have a 14-60 day return policy with a restocking fee equal to a percentage of the purchase price, usually ranging from 10%-30%. We can provide any return policy information as requested and necessary to execute this contract.</p> <p>In LIFTNOW's 17-year history, we maintain a nearly perfect customer satisfaction rating, with virtually no returns or exchanges for our entire line of equipment.</p> <p>We have further researched this and concluded that this contract's total revenue has included less than 0.025% of returns or exchanges. We ask Sourcewell to independently verify this claim.</p>
49	Describe any service contract options for the items included in your proposal.	<p>Each manufacturer has its own service contracts that may be available, most notably, all brands of vehicle lifts and wheel service equipment that we carry have a line item to purchase Extended Warranty Coverage.</p> <p>Additionally, our Sourcewell Service Program describes a menu of prices for all services related to this RFP. We are not currently implementing a duration-based service contract option in our Sourcewell Service Program but will likely explore this option in the future.</p>

**Table 10: Payment Terms and Financing Options**

Line Item	Question	Response *
50	What are your payment terms (e.g., net 10, net 30)?	<p>Our payment terms are:</p> <p>0.5% 15 Days, Net 30 for all VSG Products (Rotary Lift, Rotary Wheel Service, Rotary Heavy Duty, Forward Lift, Revolution Lift by Rotary) and for Challenger Lifts</p> <p>Net 30 for all Other Products</p>
51	Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?	<p>We work with a variety of lending partners to successfully lease or finance large projects on an almost-weekly basis.</p> <p>All financing and leasing programs can be extended to all Members of Sourcewell in order to make acquisitions under this Contract. Members can apply for financing and leasing directly on our website.</p>
52	Briefly describe your proposed order process. Include enough detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcewell Members' purchase orders.	<p>Ordering can be achieved multiple ways with LIFTNOW for Sourcewell Members:</p> <ol style="list-style-type: none"> <li>1. Direct, online e-procurement through <a href="http://www.govgarage.com">www.govgarage.com</a></li> <li>2. Purchase orders sent directly to <a href="mailto:sourcewell@liftnow.com">sourcewell@liftnow.com</a>, the dedicated Sourcewell Member email address.</li> <li>3. Live Chat through the LIFTNOW or GovGarage Website</li> <li>4. Phone sales</li> </ol> <p>All sales are entered in our accounting software (separate softwares for Sales and Service). Further, as discussed, the accounting software is amended to include a field for the Sourcewell Member ID and Sourcewell Contract ID, both of which will be used for seamless reporting on a per-customer and per-contract basis for remittance of information and appropriate administrative fees. As per the contract template:</p> <ul style="list-style-type: none"> <li>• Customer Name (e.g., City of Staples Highway Department) <ul style="list-style-type: none"> <li>o This is a standard field in our accounting software.</li> </ul> </li> <li>• Customer Physical Street Address <ul style="list-style-type: none"> <li>o This is a standard field in our accounting software.</li> </ul> </li> <li>• Customer City <ul style="list-style-type: none"> <li>o This is a standard field in our accounting software.</li> </ul> </li> <li>• Customer State <ul style="list-style-type: none"> <li>o This is a standard field in our accounting software.</li> </ul> </li> <li>• Customer Zip Code <ul style="list-style-type: none"> <li>o This is a standard field in our accounting software.</li> </ul> </li> <li>• Customer Contact Name <ul style="list-style-type: none"> <li>o This is a standard field in our accounting software.</li> </ul> </li> <li>• Customer Contact Email Address <ul style="list-style-type: none"> <li>o This is a standard field in our accounting software.</li> </ul> </li> <li>• Customer Contact Telephone Number <ul style="list-style-type: none"> <li>o This is a standard field in our accounting software.</li> </ul> </li> <li>• Sourcewell Assigned Entity/Member Number <ul style="list-style-type: none"> <li>o This is added as a custom field in our accounting software.</li> </ul> </li> <li>• Item Purchased Description <ul style="list-style-type: none"> <li>o This is a standard field in our accounting software and is automatically preloaded from the SKU.</li> </ul> </li> <li>• Item Purchased Price <ul style="list-style-type: none"> <li>o This is a standard field in our accounting software and is automatically preloaded from the SKU. The Sourcewell discount will then be applied as a separate line item to show the Sourcewell Member how much they've saved from using the contract specifically.</li> </ul> </li> <li>• Sourcewell Administrative Fee Applied <ul style="list-style-type: none"> <li>o This is a field calculated after-the-fact in an excel sheet. We will export the full list of transactions (with amounts) on a quarterly basis, which is as simple as the click of a button with the addition of a contract ID field (searching the contract ID will ensure that all transactions are captured. Further, the contract ID field will have data</li> </ul> </li> </ul>

		<p>validation to ensure no misspellings or errors are made. The contract administrator will also manually double-check the report for any inconsistencies.) The Sourcewell Administrative fee is calculated as 2.00% * (Gross Receipts of Sales of Equipment) + 2.50%* (Gross Receipts from the Sourcewell Service Program).</p> <ul style="list-style-type: none"> <li>• Date Purchase was invoiced/sale was recognized as revenue by Vendor             <ul style="list-style-type: none"> <li>o This is a standard field in our accounting field and automatically recorded/timestamped.</li> </ul> </li> </ul> <p>We arrange the Installer Network to perform the work, but no dealer or installer will process purchase orders or transactions made by Members of Sourcewell under this contract – we manage all aspects of procurement, from awareness of product to post-purchase and beyond.</p>
53	<p>Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell Members for using this process?</p>	<p>LIFTNOW fully accepts the P-card procurement and payment process. There is no additional cost for Sourcewell Members to use this process.</p> <p>For P-cards and credit cards, we use a payment processor that provides a rate that is “interchange-plus”, which is tied to a daily rate. This is instead of the traditional flat rate fee structure charged by many payment processors. We will never raise our prices or place any limits or restrictions on Members for any Products or Services due to higher interchange rates at any time for the duration of this contract as set forth by Sourcewell. However, when the interchange rate becomes sufficiently high, we may provide an additional discount to Members not to use their P-cards to avoid this rate increase, communicating this in our sales process. This could result in an additional discount anywhere between 0.00%-1.50% of the purchase price. If a Member chooses to still use their P-Card after being extended such an offer, we will proceed with the purchase and payment processing as normal. Transactions will not be delayed due to this additional step in the payment process.</p>

**Table 11: Pricing and Delivery**

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *
54	<p>Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.</p>	<p>Our pricing model is described as a per-brand discount. Each brand has a fundamentally different pricing structure and, as such, must have a different discount model. Some brands implement line-item discounts, while others implement "% off" discounts. The majority of our brands include freight, including all automotive lift brands and wheel service brands. However, we regret that some other brands in this RFP must charge shipping, because freight is more instrumental to total cost. This is outlined brand-by-brand both on the "Price Summary" tab of our excel sheet, as well as on each brand's tab.</p> <p>Finally, many of our brands qualify for additional quantity discounts, either based on the number of units ordered or the total dollar amount. Please see our Sourcewell Master Price Sheet for a SKU-by-SKU breakdown for tens of thousands of SKUs.</p> <p>The Sourcewell Service Program follows a different pricing model, and is largely expressed as flat rate pricing, although there are times where there are hourly prices, and % off List Prices. Please see the Excel Sheet entitled "Sourcewell Service Program" in the Pricing folder to learn more.</p>

55	<p>Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.</p>	<p>Please see the following list, which is separated by brand:</p> <p>Air Cleaning Specialists (Includes a family of Brands for Exhaust Ventilation and Air Quality Improvement Solutions): Blue Ox Air Cleaners, CLARCOR, Clark Filter, Crushproof Hose, Dynamo Dust Collectors, Fume-A-Vent, FumeXtractors, Nederman Fume Removal Experts, Nordfab Ducting Systems, Purolator, ScandMist, Smokeeters) 10% OFF MSRP  Aircom 5.1% OFF MSRP  AMMCO Coats (Hennessy Industries) 35% OFF MSRP  Autel 10.1% OFF MSRP  AutoStacker 0% OFF MRP (No MSRPs)  Bend Pak 17% OFF MSRP  Bend Pak OE Parts 10% OFF MSRP  Challenger Lifts 33.5% OFF MSRP  Challenger Lifts OE Parts 26.0% OFF MSRP  Chassisliner 5.10% OFF MAP  Forward Lift 37.5% OFF MSRP  Goliath Carts 13% OFF MSRP  Lincoln Industrial/SKF Assorted OFF MSRP: 20-62.1% OFF MSRP  Mahle 51.1% OFF MSRP  Mattei Compressors 25% OFF MSRP  Omer 10% OFF MSRP  Quality Stainless Products Assorted % OFF MSRP (see Excel Sheet: Ranges from 4.55% to 36.36%)  Ranger Wheel Service (from Bend Pak) 17% OFF MSRP  Rotary Lift 38.025% OFF MSRP  Rotary Lift OE Lift/Wheel Service Parts 26.0% OFF MSRP  Rotary Lift Wheel Service 38.025% OFF MSRP  Shure Manufacturing 6.5% OFF MSRP  Stanwade 10% OFF MSRP  Surewerx - American Forge &amp; Foundry 45% OFF MSRP  Surewerx - Sellstrom/Jackson Safety Products 13% OFF MSRP  SVI (including Aftermarket, Custom, Discontinued and Defunct Parts) 10% OFF MSRP</p> <p>Sourcewell Service Program- All pricing for the Sourcewell Service Program is facilitated on flat-rate, line-item basis. Since most of these services are previously not offered. by any sole source, MSRPs are not available. However, due to the individual basis of service (especially on brands that fall outside of this RFP), we can at times utilize a custom quoting process. Please read the Sourcewell Service Program document and Excel Sheet carefully and reach out with any questions.</p>
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<p>56</p>	<p>Describe any quantity or volume discounts or rebate programs that you offer.</p>	<p>We offer the following quantity/volume discounts:</p> <p>Air Cleaning Specialists (Includes a family of Brands for Exhaust Ventilation and Air Quality Improvement Solutions): Blue Ox Air Cleaners, CLARCOR, Clark Filter, Crushproof Hose, Dynamo Dust Collectors, Fume-A-Vent, FumeExtractors, Nederman Fume Removal Experts, Nordfab Ducting Systems, Purolator, ScandMist, Smoketeers): Additional 1.5% off orders \$10,000+</p> <p>AMMCO Coats (Hennessy Industries): Additional 1.0% off orders of 2+ "QTY" Pieces (starting at \$14,000+). See column "QTY?" for eligible SKUs.</p> <p>Autostacker: Quantity discounts starting at 5 units- additional quantity discounts up to 101+ Units. Additional discount ranges from 0.5% to 2.47512% See quantity breakdowns in the price sheet.</p> <p>Bend Pak- Quantity discounts starting at 3 units, depending on SKU (see qualifying quantity) - additional quantity discounts up to 101+ Units. Additional discounts range from 3.89-6.66% on certain SKUs. See quantity breakdowns in the price sheet.</p> <p>Challenger Lifts - Quantity Discounts starting at 6+ Units, additional 1% off Original Sourcewell Member Price. Quantity Discounts at 26+ Units, additional 1.495% off Original Sourcewell Member Price.</p> <p>Forward Lift - Additional 1.3% on orders of \$70,000 or greater</p> <p>Goliath Carts - Freight is prepaid on orders of \$10,000 or greater.</p> <p>Omer- 1.5% on orders of \$100,000 or greater.</p> <p>Ranger Wheel Service (from Bend Pak)- Quantity discounts starting at 3 units, depending on SKU (see qualifying quantity). Quantity discounts range from 1.66667% to 7.86774%</p> <p>Rotary Lift and Rotary Heavy Duty - 1.3% off Orders of \$70,000 or more, excluding mobile columns.</p> <p>Rotary Wheel Service - 1.3% off Orders of \$70,000 or more</p> <p>Stanwade - 1.5% off of orders \$10,000 or more.</p> <p>Surewerx - AFF/Jackson Safety/Sellstrom: Freight is prepaid on orders of \$1,000 or greater.</p> <p>SVI- 1.5% off of orders \$5,000 or more.</p> <p>Sourcewell Service Program- Quantity Discounts exist in Installation, Receiving, Removing, Transferring, Inspections, Design, Training, and Parts.</p>
<p>57</p>	<p>Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.</p>	<p>The process for sourcing open market or non-standard options would be the same as the process for products and services being offered under the contract. This is exemplified through our Sourcewell Service Program, which offers a variety of services previously unavailable on a predictable and stable price-basis. That being said, there are some aspects of this equipment (including concrete work and electrical work most notably) that must be ordered "open market". As a courtesy to the Members, we can arrange these services at cost-plus pricing. It is our intention with the continued success of this program to augment our Sourcewell Service Program to include these more complex services in the future to continue developing the most turnkey solutions for Sourcewell Members.</p> <p>Since there are many categories and subcategories that fall under the scope of this contract (and more still unforeseen), we can specially procure any items that fall in the scope of this contract, but brands or categories that we did not bid on. These products will be quoted separately for each request, and will be subject to a \$500 minimum order for specially procured items.</p>



58	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Sales of equipment, unless otherwise stated in this RFP by brand, does NOT include any ancillary services such as installation, training, removal, receiving, maintenance, inspection, unloading, liftgate/forklift service, storage and redelivery. The Sourcewell Service Program outlines many services that can be added to sales, or rendered for equipment not previously purchased through this contract. All services in the Sourcewell Service Program are, therefore, not included in the initial sale of equipment.	*
59	If freight, delivery, or shipping is an additional cost to the Sourcewell Member, describe in detail the complete freight, shipping, and delivery program.	<p>Freight, delivery and shipping are offered prepaid for the majority of our brands. However, as explained in the previous questions, some of our brands must charge a higher shipping cost due to the nature of their products. The list of brands for which we must charge additional freight are included in the Price Summary Section of the Sourcewell Master Price List, along with a message on each brand's specific page stating that freight is an additional charge. Listed above, some of these brands qualify for free freight with a certain dollar amount purchased.</p> <p>The freight, shipping and delivery program for those brands where it is not already included will consist of "freight prepay-and-add" terms on an invoice to the Member. This means that the initial itemized order will be invoiced, and then when we receive the actual freight bill from our vendor, the Member must pay this actual freight cost to us.</p> <p>We will furnish all actual vendor freight bills for Members and for Sourcewell (if so requested) to ensure that Members are paying actual cost of freight.</p>	*
60	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	There are no requirements or restrictions that would apply to our Members in Hawaii, Alaska and the US Territories. We ship to all members located off shores. The only difference is our shipping program for the continental United States is with freight being part of the cost of the product. When shipping to Hawaii, Alaska or other offshore locations, we will use the freight program for the continental US where available to the port of exit, and then the actual cost of delivery from the port of exit. Freight will then be charged from port of exit to final destination on a cost-basis using the terms and conditions stated in question 59, above.	*
61	Describe any unique distribution and/or delivery methods or options offered in your proposal.	<p>This program maintains many unique distribution and delivery methods. Firstly, our brands have warehouses and shipping points all over the United States, and can serve the members of Sourcewell most expediently after we receive a commitment to buy, sometimes within a couple of days.</p> <p>Additionally, all services through the Sourcewell Service Program assist a Member. For example, if installation is purchased by a Member on a new piece of equipment, we schedule the installation to take place as close as possible in time to when the lift is delivered.</p> <p>The Sourcewell Service Program also leverages the existing parts inventory of our Service Network. All members of our Service Network are encouraged and at times required to have a parts inventory of the most commonly-requested parts. We incentivize these installers to use their existing parts inventory whenever possible, paying them an additional percentage over their cost for access to this inventory. This helps compress lead times on commonly requested parts for Members, and leads to a more seamless delivery of any service related to those parts. Otherwise, these parts can take between 24 hours to a few weeks to ship (for custom-built parts).</p> <p>By using data analysis of service network inventories, equipment inventory of Sourcewell Members, and most commonly requested parts, we intend to develop a predictive/preventative maintenance recommendation mechanism, which will help Members to stave off problems before they occur.</p> <p>Finally, for many of our smaller products, overnight shipping can be available for an additional cost where offered by the manufacturer.</p>	*

**Table 12: Pricing Offered**

Line Item	The Pricing Offered in this Proposal is: *	Comments
62	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	

**Table 13: Audit and Administrative Fee**

Line Item	Question	Response *
63	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell Members obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.	<p>The self-audit process will largely be the responsibility of the Contract Administrator that we will hire for Sourcewell. This self-audit process will consist of constant verification of pricing, sale reports and ensuring quarterly remittance of the appropriate administrative fee to Sourcewell.</p> <p>Constant verification of pricing will be done through a spreadsheet for each manufacturer, which are then uploaded as products to the members only GovGarage Website. Since only Sourcewell Members are able to purchase through the secure and password-protected GovGarage website (where the registration process will require their Sourcewell Member ID), we can be sure that Sourcewell Members using the GovGarage website will always receive the correct prices. Additionally, via our Liftnow Website or 800 number, our sales team will be trained to ask for the Sourcewell Member Number and verification based on the bill-to/ship-to address of the Member. Finally, all requests that come directly to the Sourcewell-dedicated email address (Sourcewell@liftnow.com ) will allow us to segment customer requests properly and provide Sourcewell pricing.</p> <p>Sale reports are always kept in Excel currently. We also implement a CRM (Customer Relationship Management software) to keep track of customer requests. Customer requests that come through our website are automatically recorded in our CRM. Finally, we already maintain customer accounts in our accounting software, which shows all Invoices (Open and Closed), Purchase Orders, and Estimates made to each Member. Upon execution of the contract, we will add a custom field into our software for a member ID so that we can further cross-reference a Member's transactions. Worth noting is that we maintain separate accounting software and customer accounts for the Equipment Program and Service Program, as outlined in the RFP.</p> <p>Reports can further be generated with the click of a button based on any criteria, and can display all of the information requested by Sourcewell. For prompt remittance, we simply calculate the administrative fee on each of the transactions for the quarter, and then we can either write a check to Sourcewell or set up direct deposit/ACH Transfers.</p>
64	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	<p>The proposed administrative fee that we will pay to Sourcewell in the event that we are awarded will be:</p> <p>2.00% for Equipment Revenue; 2.50% for Sourcewell Service Program Revenue</p> <p>Administrative fee remittance will be done according to Sourcewell's Contract terms.</p>

**Table 14: Industry Specific Questions**

Line Item	Question	Response *
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<p>65</p>	<p>If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.</p>	<p>If awarded the contract, there are many ways to gauge success. Firstly, we develop and define KPIs (Key Performance Indicators), which serve as categories to measure. Then, throughout different points in time, we evaluate the KPIs and tweak as necessary. Some important KPIs for this Program include:</p> <ul style="list-style-type: none"> <li>• Total Sales             <ul style="list-style-type: none"> <li>o What are the total sales?</li> <li>o Are they increasing over the length of the contract?</li> </ul> </li> <li>• Category Sales             <ul style="list-style-type: none"> <li>o What are the sales in each category?</li> </ul> </li> </ul> <p>Attachment Rates</p> <ul style="list-style-type: none"> <li>• What % of service customers are converting into customers of new equipment?</li> <li>• What % of sales customers are fully utilizing the Service Program?</li> <li>• Can these %'s increase over time? (Further cross-category usage and adoption)</li> </ul> <ul style="list-style-type: none"> <li>o What are the sales of each brand?             <ul style="list-style-type: none"> <li>o If a brand we bid has either directly or indirectly replaced an incumbent contract awardee, are the sales greater than that of the previous contract? (Adjusting for seasonality, total Membership, etc.)                 <ul style="list-style-type: none"> <li>• Is this number greater than the previous contract?</li> </ul> </li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>o Overall Revenue of Sourcewell Service Program             <ul style="list-style-type: none"> <li>o Since this program is an industry-first, the success of the program will ultimately rest in its overall adoption rate (as a % of total available members with equipment), as well as total sales. Tracking the change in sales over the length of the contract will also be instrumental in gauging its success.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• Response Times             <ul style="list-style-type: none"> <li>o What is the average amount of time from inquiry to:                 <ul style="list-style-type: none"> <li>o First point of contact to LIFTNOW?</li> <li>o Next step with LIFTNOW? (Dispatching a service representative, connecting with the manufacturer to answer an especially difficult product question or specification question, etc.)</li> </ul> </li> </ul> </li> </ul> <p>Project Completion</p> <ul style="list-style-type: none"> <li>o Can this amount of time decrease over time?</li> </ul> <ul style="list-style-type: none"> <li>• GovGarage Analytics             <ul style="list-style-type: none"> <li>o Since we want primary correspondence and interaction through the GovGarage website, these analytics are important:                 <ul style="list-style-type: none"> <li>• Total Number of New Registrations</li> <li>• Running Total, Moving Average, and Velocity surrounding Marketing Campaigns.</li> </ul> </li> </ul> </li> </ul>
<p>66</p>	<p>Identify any certification(s) that your business or the products included in your proposal have attained or received.</p>	<p>Many of our manufacturers have received awards across products, categories and geographies on a nearly continuous basis. Many of them have also received ISO 9001 certifications, ALI/ETL certifications, and more product quality certifications.</p> <p>We periodically review our portfolio of brands to ensure that they are continuously committed to improvement through product innovation and user experience. Please see the attached Sourcewell Brand Matrix to learn more about the certifications and statements from each company regarding their certifications. We can furnish any additional certifications for any brand upon further request.</p>

<p>67</p>	<p>Describe the ability to adapt your products through modification or replacement to address obsolescence resulting from advances in technology.</p>	<p>As we mentioned before, we are a hybrid between a distributor and service provider. We have years of experience differentiating ourselves from those who don't offer this complete solution to our customers. Additionally, we have been successful in the face of selling products that are viewed by many, including the manufacturers, as commodities.</p> <p>We have been successful through a constant commitment to our business processes which have translated into an improved customer experience. For example, we develop custom integrations between many of our business software applications. If you fill out a contact form on our website, it will automatically populate into our Customer Relationship Management System. Further, it will send an email to the user confirming their inquiry, and an email to the salesperson, reminding them to reach out. These small improvements have allowed us to increase the depth of customer engagement.</p> <p>As a distributor and service provider, we don't retain significant input over the product development and design process of our over 20 brand partners. Over time, brands improve and change. As such, we will modify our portfolio to reflect those changes, allocating increased resources to those brands that exhibit a dedication to technological advances, while pressuring underperforming brands to develop solutions for the upcoming decade. Simultaneously, we are always searching for new and innovative technological partners.</p> <p>The need for technological advancement cannot be overstated, especially in service and inspection. There is still no centralized approach because of the simple fact that each of our manufacturers only service what they sell, employing distributors and installers to do so. If a shop has 5 different lift brands and needs service, he must call 5 different Manufacturers—only to find out that 2 are out of business. The remaining 3 manufacturers then deploy their installer network (if they have one), each of whom charges different rates based on a variety of factors. If the Manufacturer has pre-negotiated a price for your service, then it's clearer. But if he hasn't (usually a Purchase Order for Service is made to the Installer), negotiating up to 5 requests takes up too much time and energy. Finally, there's no place to keep track of the 5 lifts – service history, payment history, and storing documents and records. GovGarage, our newest product specifically for the Sourcewell Service Program for Sourcewell Members, aims to solve these issues in a variety of ways with a higher-tech solution.</p> <p>Over time, with success of the program, we will continue building industry-first features and content that Sourcewell Members will uniquely receive, all at no cost.</p>
<p>68</p>	<p>For installation, repair, maintenance or warranty services included in your proposal, describe the training and/or certifications held or received by your service force.</p>	<p>Our Sourcewell Service Program utilizes and combines already-existing networks of experts, including Rotary Authorized Installers (400+ participating companies), Bend Pak Authorized Installers (550+ participating companies), and ALI-Certified Lift Inspectors (300+ participating companies), all of whom have passed rigorous testing or met standards to earn their designation as "Factory-Certified" or "ALI-Certified".</p> <p>Please see attached flowchart of the ALI Certification process, demonstrating the seriousness and rigor of such certifications.</p>

69	Describe your capabilities as it relates to the serviceability of the products included in your proposal (parts availability, response times, technical support, etc.).	<p>Our capabilities as they relate to the serviceability of the products included are strong. While we leverage each manufacturer’s service networks and processes, we create a sole-source solution that is favorable when compared to the common scenario we described in question 67. As also discussed, we will continuously track both our in-office response times and rates (which are minimized using multi-channel communication, e.g. Web Portal, Live Chat, Email, Phone), as well as the response times by our service network as it relates specifically to the Sourcewell Service Program. While we institute a “Rush Fee” that is available for members in urgent situations which need a 24-to-48-hour turnaround, all service is completed in a timely and orderly fashion.</p> <p>We follow up with all Sourcewell Members to describe their experience, as well as rate their installer in a Customer Satisfaction Survey, which then affects the Customer Satisfaction Index of each installer. We do not tolerate less-than-stellar reviews—much like our portfolio of brands, we frequently examine our service network (as they are one of the inputs in our Product Offerings, the Sourcewell Service Program) for underperformers, and act accordingly.</p> <p>Of course, the speed and satisfaction of our products is also limited by parts availability. While these lead times are largely determined by our manufacturers, from 24 hours for many common parts, to weeks for custom parts (one of our brands, Rotary, uses a “parts class” system, shown as an example below):</p> <p>A-Class: Ships within 24 hours                  B-Class: Five Day Lead Time                  C-Class: Ten Day Lead Time                  D-Class: Fifteen Day Lead Time                  E-Class: Call for Lead Time</p> <p>We further mitigate the risk of parts availability by incentivizing existing inventory deployment by our service networks (outlined in question 61) to ensure the quickest possible turnaround for Sourcewell Members.</p> <p>Finally, technical support can be found on any of our manufacturers’ websites, which oftentimes include interactive videos. Some of our manufacturers, such as Autel and Mahle (which have onboard computers) allow the manufacturer to directly “patch in” to the machine, and fix onboard problems over the Internet instantaneously.</p>
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**Table 15: Exceptions to Terms, Conditions, or Specifications Form**

**Line Item 70. NOTICE:** To identify any exception, or to request any modification, to the Sourcewell template Contract terms, conditions, or specifications, a Proposer must submit the exception or requested modification on the **Exceptions to Terms, Conditions, or Specifications Form** immediately below. The contract section, the specific text addressed by the exception or requested modification, and the proposed modification must be identified in detail. Proposer’s exceptions and proposed modifications are subject to review and approval of Sourcewell and will not automatically be included in the contract.

Contract Section	Term, Condition, or Specification	Exception or Proposed Modification

**Documents**

**Ensure your submission document(s) conforms to the following:**

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as “Marketing Plan.”

- [Financial Strength and Stability](#) - Financial Strength and Stability.zip - Wednesday January 29, 2020 16:27:55
- [Marketing Plan/Samples](#) - Marketing Plan and Samples.zip - Wednesday January 29, 2020 18:01:31
- WMBE/MBE/SBE or Related Certificates (optional)
- [Warranty Information](#) - Warranty Information.zip - Wednesday January 29, 2020 16:29:16
- [Pricing](#) - Pricing.zip - Wednesday January 29, 2020 17:33:59
- [Additional Document](#) - Additional Information.zip - Wednesday January 29, 2020 16:40:51

## Proposers Assurance of Comp

### PROPOSER ASSURANCE OF COMPLIANCE

#### PROPOSER'S AFFIDAVIT

The undersigned, authorized representative of the entity submitting the foregoing proposal (the "Proposer"), swears that the following statements are true to the best of his or her knowledge.

1. The Proposer is submitting its proposal under its true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, the Proposer possesses, or will possess before delivering any products and related services, all applicable licenses necessary for such delivery to Sourcewell member agencies. The undersigned affirms that he or she is authorized to act on behalf of, and to legally bind the Proposer to the terms in this Contract.
2. The Proposer, or any person representing the Proposer, has not directly or indirectly entered into any agreement or arrangement with any other vendor or supplier, any official or employee of Sourcewell, or any person, firm, or corporation under contract with Sourcewell, in an effort to influence the pricing, terms, or conditions relating to this RFP in any way that adversely affects the free and open competition for a Contract award under this RFP.
3. The contents of the Proposer's proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or agent of the Proposer and will not be communicated to any such persons prior to the official opening of the proposals.
4. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request, and other documents in this solicitation and affirms that any and all exceptions have been noted and included with the Proposer's Proposal.
5. The Proposer will, if awarded a Contract, provide to Sourcewell Members the /products and services in accordance with the terms, conditions, and scope of this RFP, with the Proposer-offered specifications, and with the other documents in this solicitation.
6. The Proposer agrees to deliver products and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
7. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
8. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statute §13.591, Subd. 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals generally become public data. Minnesota Statute §13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.

The Proposer understands that it is the Proposer's duty to protect information that it considers nonpublic, and it agrees to defend and indemnify Sourcewell for reasonable measures that Sourcewell takes to uphold such a data designation.

By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - PAUL STERN, OWNER, LIFTNOW Automotive Equipment Corp.

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

Yes  No

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION AUTHORIZING THE PURCHASE OF ONE NEW CHALLENGER  
VEHICLE LIFT FROM LIFTNOW AUTOMOTIVE EQUIPMENT CORP., IN AN  
AMOUNT NOT TO EXCEED \$52,917.80**

**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 purchase of one new Challenger vehicle lift from LIFTNOW Automotive Equipment Corp., in an amount not to exceed \$52,917.80, a copy of which is 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 4<sup>th</sup> day of October, 2021.

AYES: \_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY,  
ILLINOIS**, this 4<sup>th</sup> day of October, 2021.

\_\_\_\_\_  
JOSEPH MARCHESE, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY





# Estimate

www.liftnow.com  
 sales@liftnow.com - Fax: 914-734-7479  
 1-800-LIFTNOW

Date:	08/04/2021
Valid Until	09/15/2021
Quote #:	DarienMC
Sales Rep	Paul

**Customer:** **Sourcewell Member ID: 110530**

City of Darien  
 1041 S. Frontage Rd  
 Darien IL 60561  
 Attn: David Fell  
 630-429-1711

Qty	Description	List Price	Sourcewell Price
1	Set of 4 Challenger 19,000 lbs. capacity (per column) Mobile column lift - Battery powered, wireless, adjustable carriage assembly accommodates wheel diameters from 5 in. to 24.5 in. (set of 4)	\$68,639.86	<b>\$45,645.51</b>
4	Gas-Assisted Mobile High Stand, 20,000 lbs. capacity. 53-72 in. adjustable height (Sold as each)	\$9,485.36	<b>\$6,307.76</b>
2	Adjustable Jack Stand -20,000 lb. Capacity, 30-52" (Set of 2)	\$3,706.06	<b>\$2,464.53</b>
	<b>Budgetary Incentive for Darien - Must be Used by 09/15/2021</b>		<b>(\$1,500.00)</b>

**Special Notes and Instructions**

PLEASE ADD SALES TAX. ELECTRICAL HOOK-UP, AIR HOOK-UP, REMOVAL OF EXISTING EQUIPMENT AND ANY CONCRETE WORK, IF NECESSARY, IS THE RESPONSIBILITY OF THE CUSTOMER. (UNLESS OTHERWISE SPECIFIED ABOVE). CUSTOMER IS ALSO RESPONSIBLE FOR THE PRESENCE OF ANY AND ALL SUB-SURFACE FEATURES OR CONDITIONS INCLUDING BUT NOT LIMITED TO ROCK, LEDGE, GROUND WATER, CONCRETE OF GREATER THAN 6" THICKNESS, AIR, UTILITY OR RADIANT HEATING LINES WHICH MAY REQUIRE RELOCATION OR REPAIR. REMOVAL OR DISPOSAL OF ANY CONTAMINATED SOIL, IF PRESENT, IS THE RESPONSIBILITY OF THE OWNER OF THE PROPERTY. ANY PERMITS, FILINGS OR FEES ARE THE RESPONSIBILITY OF THE CUSTOMER. CUSTOMER IS RESPONSIBLE FOR HAVING A FORKLIFT TO UNLOAD AND RECEIVE THE SHIPMENT. PRICES ARE GOOD FOR 30 DAYS. ADD 4% IF USING CREDIT CARD. MUST SIGN CHARGEBACK AGREEMENT AND AUTHORIZATION.



Subtotal	\$81,831.28
<b>Discount</b>	<b>\$28,913.48</b>
Freight	INCLUDED
<b>Total</b>	<b>\$52,917.80</b>

Above information is not an invoice and only an estimate of services/goods described above.

Please confirm your acceptance of this quote by signing this document.

Signature \_\_\_\_\_  
 Print \_\_\_\_\_  
 Date \_\_\_\_\_

**AGENDA MEMO**  
**City Council**  
**October 4, 2021**

**ISSUE STATEMENT**

A resolution accepting a proposal from EJ Equipment for a lease agreement of a vactor truck for hydro excavation at various locations throughout the City for buffalo box repairs during the meter replacement program, at the proposed unit price and not to exceed \$72,000.

**RESOLUTION**

**BACKGROUND**

City Staff is in the process of preparing for an upcoming City wide meter replacement program. As part of preventative maintenance the buffalo box (water shutoff) located at the street/property line is located and exercised should the water need to be shutoff to the property. The proposed method of jet vacuuming is a less destructive method than traditional excavation. The vacuum system allows Staff to create approximately a 12-inch diameter hole at the b-box location and remove and replace the b-box. The traditional method has been excavating with a backhoe and which requires a larger excavation, spoils and restoration. The proposed vactor truck will provide savings through eliminating or reducing excavated spoils, backfill material, hauling, dump expenses and restoration. Please note there will be situations that will still require a full excavation.

Staff has been working on the b-boxes and has identified approximately 150 b-boxes to date that require excavation. Staff is proposing to rent a vactor truck on a monthly basis and anticipates that the equipment will be required up to six months at various intervals.

Staff had requested proposals for the specialized equipment and received the following two quotes.

VENDOR	MONTHLY RATE
Standard Rents	\$ 13,260
EJ Equipment	\$ 12,000

The 21/22 Budget includes funds for the rental of the vactor truck and would be expended from the following line item account. The cost for the monthly rental is \$12,000 and the frequencies would not exceed 6 various monthly rentals.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY21-22 BUDGET	PROPOSED EXPENDITURE	BALANCE
12-51-4390	Capital Improvement Infrastructure	\$75,000	\$72,000	\$ 3,000

**COMMITTEE RECOMMENDATION**

The Municipal Services Committee recommends a resolution accepting a proposal from EJ Equipment for a lease agreement of a vactor truck for hydro excavation at various locations throughout the City for buffalo box repairs during the meter replacement program, at the proposed unit price and not to exceed \$72,000.

**ALTERNATE CONSIDERATION**

As directed by the City Council.

Vactor Truck Rental

October 4, 2021

Page 2

**DECISION MODE**

This item will be placed on the October 4, 2021 City Council agenda for formal consideration.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION ACCEPTING A PROPOSAL FROM EJ EQUIPMENT FOR A LEASE AGREEMENT OF A VACTOR TRUCK FOR HYDRO EXCAVATION AT VARIOUS LOCATIONS THROUGHOUT THE CITY FOR BUFFALO BOX REPAIRS DURING THE METER REPLACEMENT PROGRAM, AT THE PROPOSED UNIT PRICE AND NOT TO EXCEED \$72,000**

**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 does hereby accept a proposal from EJ Equipment for a lease agreement of a vactor truck for hydro excavation at various locations throughout the City for buffalo box repairs during the meter replacement program, at the proposed unit price and not to exceed \$72,000, 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 4<sup>th</sup> day of October, 2021.

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS**, this 4<sup>th</sup> day of October, 2021.

\_\_\_\_\_  
JOSEPH MARCHESE, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

**From:** Amanda Spathis <amanda@ejequipment.com>  
**Sent:** Tuesday, August 24, 2021 2:10 PM  
**To:** Dennis Cable  
**Subject:** EJ Equipment Rental Quote

Hi Dennis,

Thank you for your inquiry on our rental units. The monthly rental rate for a vac truck for hydro excavation only is \$12,000. The monthly rental rate for a combination vac truck (with the rodder hose on the front) is \$12,000. Please let me know if you need anything else.

Thank you,  
**Amanda Spathis**  
**Inside Sales Representative**  
D: 815-907-3949 | O: 800-522-2808  
[amanda@ejequipment.com](mailto:amanda@ejequipment.com)  
[www.ejequipment.com](http://www.ejequipment.com)  
Addison, IL – Manteno, IL – Troy, IL

[Click here to See the EJ Difference!](#)



**AGENDA MEMO**  
**City Council**  
**October 4, 2021**

**ISSUE STATEMENT**

Approval of a resolution accepting a proposal from Baxter and Woodman Natural Resources, LLC (BWNR) for the native planting materials, installation and a three year monitoring period as related to the lawn conversion to Native Plantings at the south east quadrant of 74<sup>th</sup> Street and Elm Street in an amount not to exceed \$23,470.

**RESOLUTION**

**BACKGROUND - AUGUST 2, 2021 CITY COUNCIL MEETING**

As general background, the City collects storm water fees referred to as; Fee in Lieu. The fees are collected during new construction and right of way work where Best Management Practices (BMPs) would be difficult to create on a site. BMPs are structural, vegetative or managerial practices used to treat, prevent or reduce water pollution. The proposed project will create a quadrant within the Elm and 74<sup>th</sup> Street basin with plantings that will allow storm water to be filtered through the plantings and soils prior to flowing downstream.

The funds on file may only be used for water quality projects such as the proposed. The City has a period of 10 years to utilize the funds on file and are approaching the shelf life. Please recall, the proposed project was targeted for the Nantucket Basin and due to resident opposition was relocated to the proposed site.

The native planting area will take approximately three years to be fully flourishing. Ongoing maintenance such as burns, over seeding and invasive species monitoring and removal will be required. The estimated annual cost for the maintenance is estimated at \$1,000. Staff will include the maintenance for the 2022 budget. The proposal from CBBEL includes a three year monitoring program.

The Staff has reviewed opportunities to enhance the area by converting the area into a natural planting area. Below are stewardship points that promote and support storm water management.

- The project is good for the environment and visual appeal
- The rain garden could be used as an educational tool for local schools
- Adding native plants and flowers will beautify the area and will attract butterflies and native birds (plantings will also include Milkweed plants which promotes the Monarch butterfly)
- Native plants help to improve air quality and drainage

Some specific details about the project:

- Soil/Saturation evaluations would be reviewed to determine the optimal species for the basin
- Pending opportunities, walking pathway(s) may be included
- The parkway, buffer zone, would be maintained as a mowed grass area

As additional information attached and labeled as **Attachment A** regarding Native Planting Areas

The proposal from CBBEL includes the following:

**Task 1** – Field Reconnaissance: CBBEL staff will visit the properties to assess the sites for planting types and locations.

**Task 2** – Plan and Specifications: CBBEL staff will prepare a plan view drawing highlighting the planting areas, seed mixes and planting requirements. The plan and specifications will also contain short-term (3-year) contractor required maintenance and monitoring, and contain a recommended long-term maintenance and monitoring plan for the City of Darien (City) to follow.

**Task 3** – Bid Documents: CBBEL will prepare a bid package for the City to include with their typical contract documents. CBBEL will provide a list of qualified contractors to the City for their use transmitting the request for proposals. CBBEL will help the City review received proposals, and make a recommendation as to which contractor we recommend selecting.

**Task 4** – Project Oversight: CBBEL staff will visit the site periodically during installation, and over the 3-year maintenance and monitoring period to observe site conditions, note existing conditions, and make recommendations regarding action items to be completed to ensure the site is successfully converted to native vegetation. Following each visit, CBBEL will prepare a brief memorandum that will be provided to the City.

FEE ESTIMATE

Tasks 1-3	\$ 5,000
Task 4	<u>\$ 3,000</u>
Total Cost	\$ 8,000

The funding for the project is inclusive of the FY21-22 Budget.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY21-22 BUDGET	PROPOSED EXPENDITURE	BALANCE FOR PLANTING
07-85-4379	STORM WATER FEE IN LIEU OF CBMP	\$73,000	\$ 8,000	\$65,000

**BACKGROUND UPDATE MUNICIPAL SERVICES COMMITTEE SEPTEMBER 27, 2021**

Staff engaged the above services of Christopher B. Burke Engineering, Ltd. for the professional design services related to the lawn conversion to Native Plantings at the south east quadrant of 74<sup>th</sup> Street and Elm Street, see [Attachment B](#), in an amount not to exceed \$8,000. The engineering services were City Council approved on August 2, 2021.

A request for proposals was prepared for the Native Planting Project and bids were opened on September 10, 2021. CBBEL received 10 proposals, of which 9 were responsive. Attached and labeled as [Attachment C](#) is a bid tally and recommendation letter from CBBEL.

The funding for the project is inclusive of the FY21-22 Budget.

2021 74<sup>th</sup> St & Elm St Native Planting Conversion

October 4, 2021

Page 3

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>FY21-22 BUDGET</b>	<b>EXPENDITURES TO DATE</b>	<b>PROPOSED EXPENDITURE</b>	<b>BALANCE</b>
07-85-4379	Storm Water Fee In Lieu of CBMP	\$73,000	\$8,000	\$23,470	\$41,530

**COMMITTEE RECOMMENDATION**

The Municipal Services Committee recommends approval of a resolution authorizing the Mayor to accept a proposal from Baxter and Woodman Natural Resources, LLC (BWNR) for the native planting materials, installation and a three year monitoring period as related to the lawn conversion to Native Plantings at the south east quadrant of 74th Street and Elm Street in an amount not to exceed \$23,470.

**ALTERNATE CONSIDERATION**

As recommended by the City Council.

**DECISION MODE**

This item will be placed on the October 4, 2021, City Council agenda for formal consideration.



# Native Plants

## Warm Season Grasses, Flowers and Legumes

### Warm Season Grasses



*Big Bluestem*  
(*Andropogon gerardii*)

Spreads by short rhizomes  
Somewhat bunchy  
Grows 6 to 9 feet tall

#### Identification Tips:

Sheath: Round to somewhat flattened, open, often purplish at the base, usually hairy

Blade: Rolled in the bud shoot, silky hairs widely dispersed on the upper leaf surface

Ligule: Small membranous



*Little Bluestem*  
(*Schizachyrium scoparium*)

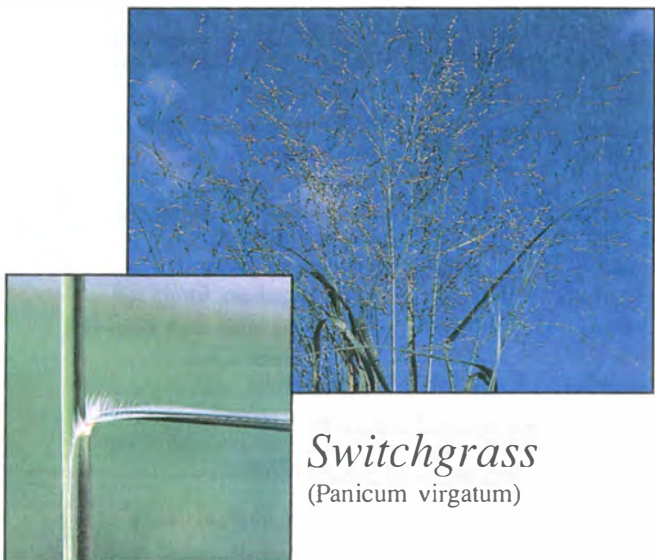
Strong bunch grass  
Grows 2 to 4 feet tall

#### Identification Tips:

Sheath: Flattened, open, often purplish at the base

Blade: Folded in the bud shoot, folded along the midrib, narrow

Ligule: Small membranous



*Switchgrass*  
(*Panicum virgatum*)

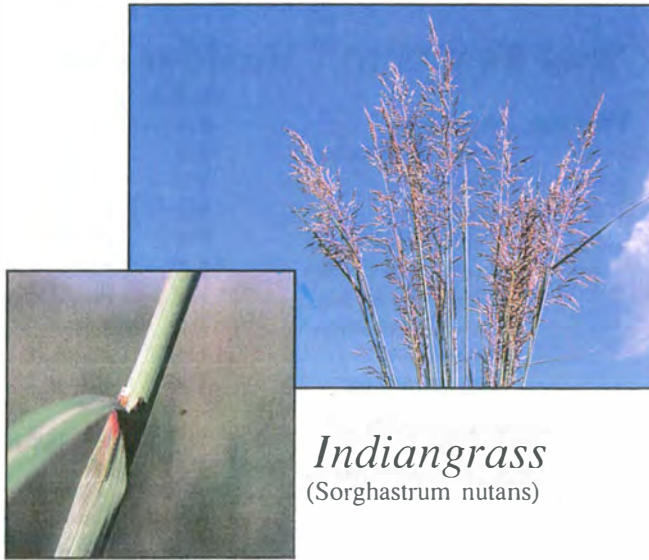
Sod forming, 3 to 6 feet tall

#### Identification Tips:

Sheath: Round, open, white to purplish tinged below

Blade: Rolled in the bud shoot, flat up to 1/2-inch wide

Ligule: Fringe of hairs with a dense mat of hairs extending onto the upper leaf surface



*Indiangrass*  
(*Sorghastrum nutans*)

Spreads by short rhizomes, somewhat bunchy, 3 to 6 feet tall

#### Identification Tips:

Sheath: Round, open, may be hairy at the base

Blade: Rolled in the bud shoot, flat, narrowed at base

Ligule: Prominent, membranous, clawlike -- often referred to as a rifle sight

## Prairie Flowers



**Black-eyed Susan**  
(*Rudbeckia hirta*)

2-5' tall, blooms July-Sept., prefers dry sites, 100,000 seeds/oz.

## Legumes



**White Wild Indigo**  
(*Baptisia lactea*)

2-3' tall, blooms May - June, medium to moist sites, 1585 seeds/oz.



**Yellow Coneflower** (Ratibida pinnata) 2-5' tall, blooms July-Sept., dry to moist sites, 27,000 seeds/oz



**Canada Tick Trefoil** (Desmodium canadense) 1-5' tall, blooms July-August, moist sites, 4,500 seeds/oz

## Other Plants to Consider

Check state plant reference manuals for species occurrence and status.

		Ht. in ft.	Flower Color	Flower Date	Seeds/Oz.	Preferred Site
<b>Flowers</b>	Bergamot	2-4'	Purple/Pink	Jul/Sept	78,000	Medium to moist, deep silts
	Butterfly Milkweed	2-3'	Orange	Jun/Aug	3,500	Dry to medium
	Cupplant	3-6'	Yellow	Jul/Sept	1,400	Medium to moist
	Leadplant	2-3'	Purple	Jun/Jul	17,000	Dry to medium, Sandy soil
	Purple Coneflower	2-4'	Purple	Jun/Jul	4,500	Dry to medium
	Rattlesnake Master	2-6'	Green	Jun/Aug	8,000	Medium to moist
	Rough Blazing Star	1-4'	Purple/Pink	Aug/Sept	13,000	Dry to medium, Sandy soil
	Showy Sunflower	3-7'	Yellow	Jul/Aug	4,500	Dry to medium, Rich deep silts
	Spiderwort	1-2'	Purple/Blue	May/Jul	8,000	Dry to moist
	Stiff Goldenrod	3-4'	Yellow	Aug/Oct	45,000	Dry to moist
<b>Legumes</b>	Purple Prairie Clover	1-2'	Purple/Red	Jul/Aug	20,000	Dry to medium, well drained
	Roundheaded bush clover	2-4'	White	Aug/Sept	10,000	Dry to moist
<b>Grasses</b>	Side-oats grama	1-3'	—	Jul/Aug	—	Dry sites, Shallow, rocky

In cooperation with NRCS Plant Materials Program. Photos courtesy USDA-NRCS Iowa, Wisconsin and Wisconsin DNR

USDA-NRCS is an equal opportunity employer, provider, and lender. NRCS: Helping People Help the Land.



## Landscaping with Native Plants



With growing awareness of the impact of climate change, many gardeners are reconsidering the important roles that native plants can play in home landscapes. But just because a plant has been growing somewhere for as long as anyone can remember doesn't mean it's a native plant!

### Going Native



Native plants are those found in a specific region that began growing there naturally, without being introduced either directly or indirectly by nonnative settlers. These regions can be small as a locality, or as large as several states. But the closer they naturally grew to where you live, the more adapted they are to conditions in your landscapes.

When choosing ornamental plants, it's easy to forget how important native plants are. Native plants are essential to the web of life that includes birds and other wildlife, beneficial insects, and important microorganisms living in native soils. These natural communities evolved together, over a long period of time, into what are often called ecosystems. Ecosystems provide each member of the community with habitat in which live, and food or nutrients on which to survive.

Invasive species, often nonnative plants that are not a natural part of the community, can severely disrupt and overwhelm an ecosystem's delicate balance of life. Without natural checks and balances, they often grow so rampantly that they choke out native plants. The unfortunate result is less biodiversity, and an ecosystem that needs to be restored.

Urban development also has a negative effect on ecosystems, causing native habitats to become fragmented, and making it harder for birds to migrate, bees to pollinate, and for wildlife to survive. Forward-thinking leaders are looking for ways to knit these fragments into life-sustaining corridors.

### The Many Benefits of Native Plants



All of these changes in the environment have many home gardeners reconsidering the benefits of landscaping with native plants. Plants native to the Midwest have adapted to the harshest winters, tolerate droughts, and flourish in local soils. Once established, they usually need less supplemental water and fertilizer, if any at all.

Since they are accustomed to our challenging conditions, native plants often experience less vigor-zapping stress than nonnative plants, which usually means fewer pest and disease problems. This often results in less time and money spent maintaining them, and fewer garden chemicals added to the environment.

And because many native plants are deep-rooted—it's the way they survive drought—they are able to store more carbon from the atmosphere than short-lived plants. As part of photosynthesis, all plants absorb and store carbon. But long-lived and deep-rooted native plants are able to store more for longer periods of time, giving homeowners an easy but important way to help mitigate the effects of global warming.

## Know Which Natives Go Where



But native plants won't be happy growing just anywhere. Some are accustomed to the dappled sunlight of woodlands, others to the sun-drenched prairies. Many play special roles in wetlands. Each of these habitats offers different soil and moisture conditions. When using native plants in your garden, the best results occur when plants are matched to the sun and soil conditions it has (or had) in a native home.

Including native plants in home landscapes replaces what's been lost to development and encourages plant diversity, helping to revitalize and restore our complex natural world. They also provide an important sense of place, providing a living connection to our past, and a hopeful way to grow a greener future, one plant at a time.

## Plant Information (/plantinfo)

[Plant Information Service \(/plantinfoservice\)](/plantinfoservice)

[Plant Finder \(/plantcollections/plantfinder\)](/plantcollections/plantfinder)

[Gardening Tips and Techniques \(/plantinfo/gardening\\_tips\\_and\\_techniques\)](/plantinfo/gardening_tips_and_techniques)

[Monthly Gardening Checklists \(/plantinfo/checklist\)](/plantinfo/checklist)

[Frequently Asked Plant Questions \(/plantinfo/faq\)](/plantinfo/faq)

[Smart Gardener \(/plantinfo/smart\\_gardener\\_0\)](/plantinfo/smart_gardener_0)

[Plant Profiles \(/plantinfo/pp/\)](/plantinfo/pp/)

[Pests and Problems \(/plantinfo/pests\\_and\\_problems\)](/plantinfo/pests_and_problems)

[Bloom Chart \(/plantinfo/bloom\\_chart\)](/plantinfo/bloom_chart)

[Tomato Talk \(/tomatotalk\)](/tomatotalk)

[Plant Trials Articles \(/plantinfo/plant\\_trials\\_articles\)](/plantinfo/plant_trials_articles)

[Fact Sheets \(/plantinfo/factsheets\)](/plantinfo/factsheets)

[Urban Forest Adaptive Planting \(/plantinfo/tree\\_alternatives\)](/plantinfo/tree_alternatives)

[Importance of Fungi \(/fungi\)](/fungi)

## Visit (/visit)

1000 Lake Cook Road

Glencoe, IL 60022

[Directions \(/visit/directions\)](/visit/directions)

[Garden Map](#)

[\(/visit/map\)](/visit/map) [Smartphone App \(https://www.chicagobotanic.org/app\)](https://www.chicagobotanic.org/app)

Admission is free.

[Parking rates \(/visit\)](/visit) apply.

## Connect

Customer Service: (847) 835-6801

Main: (847) 835-5440

Member: (847) 835-8215

[E-newsletter Updates \(/email\\_app\)](/email_app)

[Garden Blog \(/blog\)](/blog)

[Press Room](#)

[\(/pr\)Credits \(/credits\)](/credits)

[Privacy Policy \(/privacy\)](/privacy)

## Daily Hours (/visit/hours)

Today, July 21, 2021

8 a.m. – 8 p.m.

No work within 15 Feet of adjoining residential property lines

Approximately 2.1 Ac of Seeding

15 Foot offset from property line.

No Seeding/Restoration within swale

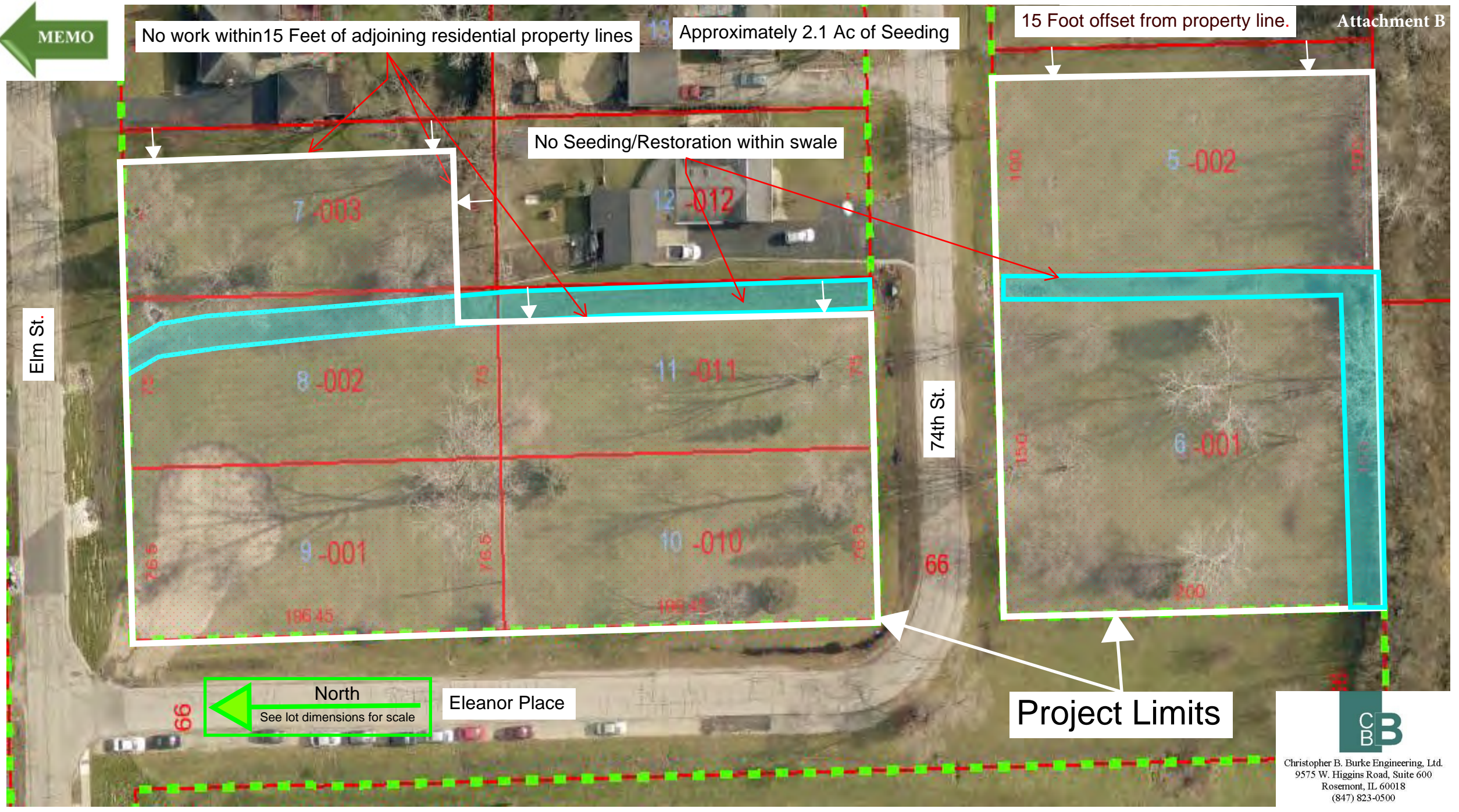
Elm St.

74th St.

Eleanor Place

North  
See lot dimensions for scale

Project Limits



MEMO

C  
B**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

September 14, 2021

City of Darien, IL  
1702 Plainfield Road  
Darien, Illinois 60561

Attn: Dan Gombac – Director of Municipal Services

Subject: Bid Award Recommendation for the Lawn to Native Prairie Conversion,  
Eleanor Place and W. 74<sup>th</sup> Street, Darien, IL  
(CBBEL Project No. 210416)

Dear Mr. Gombac:

As you know, on the City of Darien's behalf, Christopher B. Burke Engineering, Ltd. (CBBEL) produced a Request for Proposals (RFP) for the Lawn to Prairie Conversion Project. In response to the RFP CBBEL received 10 proposals. As shown on the attached Bid Tab, the proposals ranged from \$19,618.57 to \$72,242.00.

NAME OF FIRM	INSTALLATION	3-YEAR MAINTENANCE AND MONITORING	TOTAL BASE BID	RESPONSIVENESS
INTEGRATED LAKES MANAGEMENT	\$ 9,655.57	\$ 9,963.00	\$ 19,618.57	Fails prevailing wage
BAXTER & WOODMAN NATURAL RESOURCES LLC	\$ 11,020.00	\$ 12,450.00	\$ 23,470.00	Meets prevailing wage
EMERALD SITE SERVICES, LLC	\$ 20,900.00	\$ 12,900.00	\$ 33,800.00	Meets prevailing wage
CARDNO, INC	\$ 14,600.01	\$ 20,857.50	\$ 35,457.51	Meets prevailing wage
ENCAP, INC	\$ 13,810.02	\$ 29,400.00	\$ 43,210.02	Meets prevailing wage
ATRIUM, INC.	\$ 34,467.40	\$ 14,784.00	\$ 49,251.40	Meets prevailing wage
V3 COMPANIES, LTD	\$ 14,740.00	\$ 35,010.00	\$ 49,750.00	Meets prevailing wage
CARDINAL STATE, LLC	\$ 22,151.80	\$ 34,830.00	\$ 56,981.80	Meets prevailing wage
SEMPRE FI LAND SERVICES, INC.	\$ 14,960.00	\$ 45,000.00	\$ 59,960.00	Meets prevailing wage
TALLGRASS RESTORATION, LLC	\$ 16,742.00	\$ 55,500.00	\$ 72,242.00	Meets prevailing wage
<b>Engineers Estimate</b>			<b>\$ 35,000.00</b>	

The apparent low bidder was Integrated Lakes Management (ILM). CBBEL contacted ILM to confirm if their bid was entirely based upon Prevailing Wages for the entirety of the project. ILM responded that only the installation of the prairie was being paid as Prevailing Wage. The 3-year maintenance period was not. Therefore, their proposal was rejected as not responsive to the stated requirements of the RFP.

The 2<sup>nd</sup> lowest bidder was Baxter and Woodman Natural Resources LLC (BWNR) at \$23,470.00. BWNR was contacted to confirm that their bid was entirely based upon

Prevailing Wages for the entirety of the project. BWNR responded that yes, the entire project will be paid prevailing wage. Their proposal was determined to be responsive.

The lowest responsive bidder for the project was below the engineer's estimate. Our recommendation is that the contract be awarded to Baxter & Woodman Natural Resources, LLC in the amount of \$23,470.00.

If you have any questions, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Jedd Anderson". The signature is written in a cursive, flowing style.

Jedd Anderson  
Vice President



RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION ACCEPTING A PROPOSAL FROM BAXTER AND WOODMAN NATURAL RESOURCES, LLC (BWNR) FOR THE NATIVE PLANTING MATERIALS, INSTALLATION AND A THREE YEAR MONITORING PERIOD AS RELATED TO THE LAWN CONVERSION TO NATIVE PLANTINGS AT THE SOUTH EAST QUADRANT OF 74TH STREET AND ELM STREET IN AN AMOUNT NOT TO EXCEED \$23,470**

**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 accepts a proposal from Baxter and Woodman Natural Resources (BWNR) for the native planting materials, installation and a three year monitoring period as related to the lawn conversion to Native Plantings at the south east quadrant of 74<sup>th</sup> Street and Elm Street in an amount not to exceed \$23,470, a copy of which is attached hereto as "**Exhibit A**" and is by this reference expressly incorporated hereto.

**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 4<sup>th</sup> day of October 2021.**

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 4<sup>th</sup> day of October 2021.**

\_\_\_\_\_  
JOSEPH MARCHESE, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY



**BID PART I - BIDDER'S DECLARATION**

This Bid is in response to City of Darien's request for a Bid ("RFP") for Request for Proposal for Drainage and Wetland Restoration.

This Bid consists of:

- Information & Instructions for Bidders
- Bid Part I - Bidder's Declaration
- Bid Part II - Contract Acknowledgement - Exceptions to City of Darien Terms & Conditions Appendix A
- Appendix B

Bidder agrees to perform in accordance with all provisions of the RFP documents and any addenda thereto, except as may be specifically stated in this Bid, at the prices set forth herein.

Bidder agrees that this Bid is a firm offer to City of Darien which cannot be withdrawn for 120 days from and after the Bid due date.

Bidder certifies that it has thoroughly examined and fully understands all of the provisions of the RFP and the conditions of the contract documents attached thereto, as well as any addenda issued prior to the due date; that it has carefully reviewed and fully supports the accuracy of its Bid; has satisfied itself as to the nature and location of all work, the technical, general, and local conditions to be encountered in the performance of any work, the requirements of the Contract and all other matters which may in any way affect performance or the cost thereof; and that City of Darien shall not be responsible for any errors or omissions on the part of the undersigned in preparing this Bid.

If awarded a Contract, Bidder agrees to execute the Contract and deliver it to City of Darien within 15 calendar days of such award, along with any required certificates of insurance.



Authorized Signatory

Baxter & Woodman Natural Resources LLC.

Company Name

8678 Ridgfield Road, Crystal Lake, IL 60012

Company Address

815-444-3205

Telephone Number

cmconnell@baxterwoodman.com

Email Address

President/CEO

Title

9/9/21

Date

36-2845242

Federal Taxpayer I.D. Number

DUNS Number

**BID PART II  
CONTRACT ACKNOWLEDGMENT**

**DATE:** September 8, 2021

**FROM:** Baxter & Woodman Natural Resources LLC  
8678 Ridgefield Road  
Crystal Lake, IL 60012

**TO:** City of Darien

**RE: PROPOSAL/BID DESCRIPTION**  
Drainage Repair and Wetland Restoration  
Quotation #

Please be advised that we have carefully read the Exhibit "A", Service Provider Agreement enclosed in the package. We acknowledge that if we are ultimately awarded the contract, we will promptly execute an agreement containing identical terms and conditions. We understand that there will be no negotiation of the terms and conditions of the Agreement upon award.

*(Please note any contract exceptions in the space below or provide an attachment with appropriate signature. Type NONE if you do not have any exceptions.)*

**Note Exceptions:**

NONE

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Signature:   
Name: John V. Ambrose  
& Title: President/CEO

APPENDIX A

# Bid Form

City of Darien - Drainage and Wetland Restoration Project

Bidder Name: Baxter & Woodman Natural Resources LLC

Date: September 9, 2021

ITEM	UNIT	APPROX. QUANTITY	UNIT PRICE	COST
LAWN CONVERSION	AC	2.2	\$5,009.09	\$11,020.00
3-YEAR MAINTENANCE AND MONITORING	YEARS	3	\$4,150.00	\$12,450.00
TOTAL=				\$ 23,470.00

TOTAL COST - WRITTEN: Twenty three thousand four hundred seventy dollars

SIGNED



DATED

9/9/21

**AGENDA MEMO**  
**City Council**  
**October 4, 2021**

**ISSUE STATEMENT**

A motion approving a transfer from the General Fund to the Capital Projects Fund of \$1,800,000.

**BACKUP**

**BACKGROUND/HISTORY**

Upon completion of the yearly financial audit, the Administrative/Finance Committee reviews a comparison between the FYE 4-30-21 audited numbers and the FYE 4-30-21 estimated numbers included in the FYE 4-30-22 budget. This year's review includes the attached document containing a detailed sheet on the General and Capital Projects Funds. The details sheets include the following columns:

- 1 budget line item title
- 2 the 4-30-21 original budget
- 3 the 4-30-21 audited revenues and expenditure line items
- 4 the 4-30-21 estimated actual numbers used for the FYE 4-30-22 budget
- 5 the difference between numbers 3 and 4 above

The General Fund audited fund balance exceeded the estimated balance used in the 4-30-21 budget by \$1,883,584. The City Council previously approved the *Capital Improvements Plan Guidelines*. Section 3 of the guidelines includes the following:

- Surplus from the general fund, in excess of 3 months operating reserve, will be transferred to the capital projects fund annually

Based on these guidelines I am recommending that the City Council approve a transfer of \$1,800,000 to the Capital Projects Fund from the General Fund. This item will be scheduled for the October 4 City Council meeting.

The transfer of this money into the Capital Projects Fund does not authorize the use of the funds at this time.

**STAFF/COMMITTEE RECOMMENDATION**

The Administrative/Finance Committee recommends approval of a motion approving a transfer from the General Fund to the Capital Projects Fund for \$1,800,000.

**ALTERNATE CONSIDERATION**

As directed by council.

**DECISION MODE**

This item will be on the October 4, 2021, City Council Agenda for approval.

City of Darien  
 Comparison of Estimated Actual  
 Fund Balance to Audited Fund Balance  
 as of 4/30/21

Working Session Report

General Fund  
 Fund Balance

<u>Original Budget</u>	<u>Audited</u>	<u>Estimated Actual</u>	<u>Difference between Estimated Actual and Audited</u>
\$ 3,590,768	\$ 6,461,461	\$ 4,577,913	\$ 1,883,548.00

Water Fund  
 Cash Balance

<u>Original Budget</u>	<u>Audited</u>	<u>Estimated Actual</u>	<u>Difference between Estimated Actual and Audited</u>
\$ 2,166,582	\$ 4,447,545	\$ 3,661,139	\$ 786,405.68

Motor Fuel Tax Fund  
 Fund Balance

<u>Original Budget</u>	<u>Audited</u>	<u>Estimated Actual</u>	<u>Difference between Estimated Actual and Audited</u>
\$ 738,438	\$ 1,366,323	\$ 1,197,165	\$ 169,158.00

Water Depreciation Fund  
 Cash Balance

<u>Original Budget</u>	<u>Audited</u>	<u>Estimated Actual</u>	<u>Difference between Estimated Actual and Audited</u>
\$ 995,260	\$ 1,895,369	\$ 2,358,693	\$ (463,324.45)

Capital Improvement Fund  
 Fund Balance

<u>Original Budget</u>	<u>Audited</u>	<u>Estimated Actual</u>	<u>Difference between Estimated Actual and Audited</u>
\$ 5,598,983	\$ 6,114,386	\$ 6,334,484	\$ (220,098.00)

1		2		3		4		5	
City of Darien Fund Reconciliation FYE 4/30/21		General For the		FYE 4/30/21 Original Budget	FYE 4/30/21 Audited	FYE 4/30/21 Estimated Actual	Difference		
Beginning Fund Balance				3,273,716.00	4,565,536.00	4,565,528.00	8.00		
Prior Period Adjustment				0.00	0.00	0.00	0.00		
Total Revenue				15,255,973.00	16,754,447.00	15,585,773.00	1,168,674.00		
Total Expenses				12,538,921.00	11,253,721.00	11,973,388.00	(719,667.00)		
Transfer In from Debt Fund/Sale of Equipment				0.00	4,801.00	0.00	4,801.00		
Transfer out				2,400,000.00	3,600,000.00	3,600,000.00	0.00		
<b>Ending Fund Balance</b>				<b>3,590,768.00</b>	<b>6,461,461.00</b>	<b>4,577,913.00</b>	<b>1,883,548.00</b>		
				FYE 4/30/21 Original Budget	FYE 4/30/21 Audited Revenue	FYE 4/30/21 Estimated Revenue	Difference		
<b>Taxes</b>									
Real Estate Taxes - Current	3110			2,252,782.00	2,271,209.00	2,279,400.00	(8,191.00)		
Real Estate Taxes - Prior	3111			0.00	0.00	0.00	0.00		
Road and Bridge Tax	3120			210,000.00	226,981.00	211,800.00	15,181.00		
Municipal Utility Tax	3130			1,015,000.00	1,017,993.00	938,016.00	79,977.00		
Amusement Tax	3140			82,000.00	88,100.00	59,840.00	28,260.00		
Hotel/Motel Tax	3150			68,000.00	57,844.00	50,561.00	7,283.00		
Auto Rental Tax	3421			2,000.00	0.00	2,000.00	(2,000.00)		
Personal Property Tax	3425			6,000.00	7,985.00	6,927.00	1,058.00		
Local Gas Tax	3151			310,000.00	236,816.00	219,687.00	17,129.00		
Food & Beverage Tax	3152			580,000.00	531,396.00	428,598.00	102,798.00		
Cannabis Use Tax	3435			0.00	18,052.00	6,909.00	11,143.00		
<b>Total Taxes</b>				<b>4,525,782.00</b>	<b>4,456,376.00</b>	<b>4,203,738.00</b>	<b>252,638.00</b>		
<b>License, Permits, Fees</b>									
Business Licenses	3210			38,000.00	45,363.00	30,000.00	15,363.00		
Liquor License	3212			66,500.00	70,475.00	70,675.00	(200.00)		
Contractor Licenses	3214			18,000.00	20,220.00	18,000.00	2,220.00		
Court Fines	3216			100,000.00	158,531.00	95,000.00	63,531.00		
Towing Fees	3217			55,000.00	70,500.00	46,500.00	24,000.00		
Ordinance Fines	3230			20,000.00	31,058.00	22,140.00	8,918.00		
Building Permits and Fees	3240			35,000.00	122,917.00	100,000.00	22,917.00		
Telecommunication Taxes	3242			444,000.00	378,073.00	384,186.00	(6,113.00)		
Cable T.V. Franchise Fee	3244			452,800.00	417,443.00	427,000.00	(9,557.00)		
PEG - Fees - AT&T	3245			0.00	8,792.00	6,500.00	2,292.00		
NICOR Franchise Fee	3246			25,000.00	28,720.00	28,720.00	0.00		
Public Hearing Fees	3250			2,000.00	3,885.00	2,030.00	1,855.00		
Elevator Inspections	3255			4,500.00	6,025.00	3,325.00	2,700.00		
Public Improvement Permit	3260			0.00	0.00	0.00	0.00		
NSF Check Fee	3261			0.00	70.00	0.00	70.00		
Engineering/Prof Fee Reimb	3265			74,000.00	50,710.00	56,153.00	(5,443.00)		
Legal Fee Reimb.	3266			0.00	0.00	0.00	0.00		
Police Special Service	3268			99,597.00	46,988.00	70,000.00	(23,012.00)		
D.U.I. Technology Fines	3267			0.00	11,469.00	5,512.00	5,957.00		
Stormwater Management Fees	3270			0.00	0.00	0.00	0.00		
Dev. Contib./Impact	3275			0.00	0.00	0.00	0.00		
<b>Total License, Permits, Fees</b>				<b>1,434,397.00</b>	<b>1,471,239.00</b>	<b>1,365,741.00</b>	<b>105,498.00</b>		
<b>Charges for Services</b>									
Inspections/Tap on/Permits	3320			0.00	0.00	0.00	0.00		
<b>Total Charges for Services</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>Intergovernmental</b>									
State Income Tax	3410			2,048,170.00	2,531,880.00	2,100,000.00	431,880.00		
Local Use Tax	3420			682,845.00	1,087,297.00	895,688.00	191,609.00		
Sales Taxes	3430			5,609,332.00	5,395,514.00	5,083,460.00	312,054.00		
Video Gaming Revenue	3432			208,000.00	136,559.00	104,845.00	31,714.00		
<b>Total Intergovernmental</b>				<b>8,548,347.00</b>	<b>9,151,250.00</b>	<b>8,183,993.00</b>	<b>967,257.00</b>		

City of Darien Fund Reconciliation FYE 4/30/21		General For the	FYE 4/30/21 Original Budget	FYE 4/30/21 Audited	FYE 4/30/21 Estimated Actual	Difference
<b>Other Revenue</b>						
Interest Income	3510	65,000.00	8,332.00	6,000.00	2,332.00	
Gain/Loss on Investment	3515	0.00	0.00	0.00	0.00	
Water Share Expense	3520	250,000.00	0.00	250,000.00	(250,000.00)	
NSF Check Fee	3261	0.00	0.00	0.00	0.00	
Police Report/Prints	3534	5,000.00	4,996.00	5,000.00	(4.00)	
Impact Fee Revenue	3570	0.00	125.00	500.00	(375.00)	
Grants	3560	0.00	1,137,700.00	1,135,199.00	2,501.00	
Rents	3561	324,447.00	346,414.00	346,414.00	0.00	
Reimbursement - Work Comp	3577	0.00	0.00	0.00	0.00	
Other Reimbursements	3562	45,000.00	71,823.00	60,500.00	11,323.00	
Reimbursement - Rear Yard	3541	0.00	15,494.00	0.00	15,494.00	
Residential Concrete Reimb	3563	0.00	0.00	0.00	0.00	
Maintenance - Reimbursement	3567	0.00	0.00	0.00	0.00	
Mail Box Reimbursement	3569	0.00	2,315.00	1,500.00	815.00	
Drug Seizures	3537	0.00	0.00	0.00	0.00	
Drug Forfeiture Receipts	3538	0.00	1,104.00	0.00	1,104.00	
E-Citation Fees	3219	0.00	2,737.00	0.00	2,737.00	
Sales of Wood Chips	3572	3,000.00	2,940.00	2,545.00	395.00	
Miscellaneous Revenue	3580	20,000.00	0.00	0.00	0.00	
Transfer from Other Funds	3612	0.00	0.00	0.00	0.00	
Sale of Equipment	3575	35,000.00	0.00	21,550.00	(21,550.00)	
Miscellaneous Revenue	3700	0.00	81,602.00	10,000.00	71,602.00	
<b>Total Other Income</b>		<b>747,447.00</b>	<b>1,675,582.00</b>	<b>1,839,208.00</b>	<b>(163,626.00)</b>	
<b>Total General Fund Revenue</b>		<b>15,255,973.00</b>	<b>16,754,447.00</b>	<b>15,592,680.00</b>	<b>1,161,767.00</b>	
<b>Total Revenue per Audit</b>		<b>15,255,973.00</b>	<b>16,754,447.00</b>	<b>15,592,680.00</b>	<b>1,161,767.00</b>	

1	2	3	4	5	
City of Darien General Fund Expenditures For the FYE 4/30/21	FYE 4/30/21 Original Budget	FYE 4/30/21 Audited Expenditures	FYE 4/30/21 Estimated Expenditures	Difference	
<b>Administrative Department</b>					
<b>Salaries</b>					
Salaries	4010	338,032.00	340,603.00	349,322.00	8,719.00
Overtime	4030	0.00	890.00	467.00	(423.00)
<b>Total Salaries</b>		<b>338,032.00</b>	<b>341,493.00</b>	<b>349,789.00</b>	<b>8,296.00</b>
<b>Benefits</b>					
Social Security	4110	22,774.00	19,815.00	21,054.00	1,239.00
Medicare	4111	4,901.00	4,634.00	4,924.00	290.00
I.M.R.F.	4115	43,437.00	43,877.00	43,636.00	(241.00)
Medical/Life Insurance	4120	74,535.00	62,306.00	69,962.00	7,656.00
State Unemployment Benefits	4050	0.00	0.00	0.00	0.00
Supplemental Pensions	4135	4,800.00	4,615.00	4,800.00	185.00
<b>Total Benefits</b>		<b>150,447.00</b>	<b>135,247.00</b>	<b>144,376.00</b>	<b>9,129.00</b>
<b>Materials and Supplies</b>					
Dues and Subscriptions	4213	1,190.00	1,131.00	1,190.00	59.00
Liability Insurance	4219	35,000.00	6,963.00	15,000.00	8,037.00
Legal Notices	4221	2,000.00	2,123.00	2,000.00	(123.00)
Maintenance - Building	4223	0.00	0.00	0.00	0.00
Maintenance - Equipment	4225	8,100.00	8,144.00	8,100.00	(44.00)
Maintenance - Vehicles	4229	0.00	0.00	0.00	0.00
Misc. Expenditures	4232	0.00	(224.00)	0.00	224.00
Postage/Mailings	4233	3,350.00	2,067.00	2,969.00	902.00
Printing and Forms	4235	4,500.00	3,223.00	4,500.00	1,277.00
Public Relations	4239	58,500.00	50,498.00	44,878.00	(5,620.00)
Rent - Equipment	4243	2,500.00	1,500.00	2,200.00	700.00
Supplies - Office	4253	8,000.00	4,527.00	6,000.00	1,473.00
Supplies - Other	4257	500.00	854.00	854.00	0.00
Training and Education	4263	1,500.00	0.00	0.00	0.00
Travel/Meetings	4265	550.00	193.00	100.00	(93.00)
Telephone	4267	48,400.00	35,422.00	39,000.00	3,578.00
Utilities (Elec,Gas,Wtr,Sewer)	4271	2,500.00	2,511.00	2,200.00	(311.00)
Vehicle (Gas and Oil)	4273	1,150.00	804.00	900.00	96.00
Vehicle		0.00	0.00	0.00	0.00



City of Darien General Fund Expenditures For the FYE 4/30/21		FYE 4/30/21 Original Budget	FYE 4/30/21 Audited Expenditures	FYE 4/30/21 Estimated Expenditures	Difference
ESDA	4279	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Materials and Supplies</b>		<b>177,740.00</b>	<b>119,736.00</b>	<b>129,891.00</b>	<b>10,155.00</b>
<b>Contractual</b>					
Audit	4320	14,000.00	18,437.00	14,537.00	(3,900.00)
Consulting/Professional	4325	363,233.00	367,964.00	350,000.00	(17,964.00)
Conslt/Prof Reimbursable	4328	0.00	0.00	0.00	0.00
Contingency	4330	10,000.00	5,024.00	10,000.00	4,976.00
Janitorial Service	4345	<u>20,500.00</u>	<u>19,890.00</u>	<u>19,500.00</u>	(390.00)
<b>Total Contractual</b>		<b>407,733.00</b>	<b>411,315.00</b>	<b>394,037.00</b>	<b>(17,278.00)</b>
<b>Other Charges</b>					
Equipment	4815	5,000.00	1,843.00	1,000.00	(843.00)
<b>Total Other Charges</b>		<b><u>5,000.00</u></b>	<b><u>1,843.00</u></b>	<b><u>1,000.00</u></b>	<b>(843.00)</b>
<b>Total Expenditures - Administrative</b>		<b><u>1,078,952.00</u></b>	<b><u>1,009,634.00</u></b>	<b><u>1,019,093.00</u></b>	<b><u>9,459.00</u></b>
<b>City Council Department</b>					
<b>Salaries</b>					
Salaries	4010	<u>42,750.00</u>	<u>42,750.00</u>	<u>42,750.00</u>	<u>0.00</u>
<b>Total Salaries</b>		<b>42,750.00</b>	<b>42,750.00</b>	<b>42,750.00</b>	<b>0.00</b>
<b>Benefits</b>					
Social Security	4110	2,651.00	2,651.00	2,651.00	0.00
Medicare	4111	<u>620.00</u>	<u>620.00</u>	<u>620.00</u>	<u>0.00</u>
<b>Total Benefits</b>		<b>3,271.00</b>	<b>3,271.00</b>	<b>3,271.00</b>	<b>0.00</b>
<b>Materials and Supplies</b>					
Boards and Commissions	4205	2,000.00	141.00	500.00	359.00
Cable Operations	4206	6,000.00	2,375.00	4,000.00	1,625.00
Dues and Subscriptions	4213	26,440.00	12,556.00	12,945.00	389.00
Liability Insurance	4219	0.00	0.00	0.00	0.00
Printing and Forms	4235	0.00	0.00	0.00	0.00
Public Relations	4239	1,300.00	150.00	500.00	350.00
Supplies - Other	4257	0.00	0.00	0.00	0.00

City of Darien General Fund Expenditures For the FYE 4/30/21		FYE 4/30/21 Original Budget	FYE 4/30/21 Audited Expenditures	FYE 4/30/21 Estimated Expenditures	Difference
Training and Education	4263	1,000.00	0.00	300.00	300.00
Travel/Meetings	4265	50.00	0.00	50.00	50.00
<b>Total Materials and Supplies</b>		<b>36,790.00</b>	<b>15,222.00</b>	<b>18,295.00</b>	<b>3,073.00</b>
<b>Contractual</b>					
Consulting/Professional	4325	3,000.00	1,848.00	2,348.00	500.00
Trolley Contracts	4366	600.00	0.00	0.00	0.00
Rear Yard Drainage Proj Reimburse		0.00	0.00	0.00	0.00
<b>Total Contractual</b>		<b>3,600.00</b>	<b>1,848.00</b>	<b>2,348.00</b>	<b>500.00</b>
<b>Capital Outlay</b>					
Equipment	4815	0.00	0.00	0.00	0.00
<b>Total Capital Outlay</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenditures - City Council</b>		<b>86,411.00</b>	<b>63,091.00</b>	<b>66,664.00</b>	<b>3,573.00</b>
<b>Community Development Department</b>					
<b>Salaries</b>					
Salaries	4010	316,900.00	310,465.00	310,616.00	151.00
Overtime		1,000.00	1,447.00	1,000.00	(447.00)
<b>Total Salaries</b>		<b>317,900.00</b>	<b>311,912.00</b>	<b>311,616.00</b>	<b>(296.00)</b>
<b>Benefits</b>					
Social Security	4110	17,668.00	17,562.00	18,506.00	944.00
Medicare	4111	4,610.00	4,390.00	4,532.00	142.00
I.M.R.F.	4115	37,989.00	39,589.00	39,464.00	(125.00)
Medical/Life Insurance	4120	55,899.00	23,320.00	31,121.00	7,801.00
Supplemental Pensions	4135	2,400.00	1,892.00	3,600.00	1,708.00
<b>Total Benefits</b>		<b>118,566.00</b>	<b>86,753.00</b>	<b>97,223.00</b>	<b>10,470.00</b>
<b>Materials and Supplies</b>					
Boards and Commissions	4205	1,200.00	1,370.00	1,200.00	(170.00)
Dues and Subscriptions	4213	500.00	0.00	500.00	500.00
Liability Insurance	4219	23,000.00	27,598.00	23,000.00	(4,598.00)

City of Darien General Fund Expenditures For the FYE 4/30/21		FYE 4/30/21 Original Budget	FYE 4/30/21 Audited Expenditures	FYE 4/30/21 Estimated Expenditures	Difference
Maintenance - Vehicles	4229	500.00	0.00	500.00	500.00
Miscellaneous Expenditures	4232	0.00	0.00	0.00	0.00
Printing and Forms	4235	1,565.00	806.00	1,000.00	194.00
Economic Incentive	4240	518,000.00	531,721.00	529,547.00	(2,174.00)
Supplies - Office	4253	900.00	313.00	500.00	187.00
Training and Education	4263	600.00	127.00	500.00	373.00
Travel/Meetings	4265	200.00	0.00	200.00	200.00
Vehicle (Gas and Oil)	4273	1,350.00	902.00	1,000.00	98.00
<b>Total Materials and Supplies</b>		<b>547,815.00</b>	<b>562,837.00</b>	<b>557,947.00</b>	<b>(4,890.00)</b>
<b>Contractual</b>					
Consulting/Professional	4325	37,640.00	56,355.00	45,000.00	(11,355.00)
Const/Prof Reimbursable	4328	68,000.00	69,717.00	60,000.00	(9,717.00)
<b>Total Contractual</b>		<b>105,640.00</b>	<b>126,072.00</b>	<b>105,000.00</b>	<b>(21,072.00)</b>
<b>Capital Outlay</b>					
Equipment	4815	0.00	0.00	0.00	0.00
<b>Total Capital Outlay</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenditures - Community Development</b>		<b>1,089,921.00</b>	<b>1,087,574.00</b>	<b>1,071,786.00</b>	<b>(15,788.00)</b>

City of Darien General Fund Expenditures For the FYE 4/30/21		FYE 4/30/21 Original Budget	FYE 4/30/21 Audited Expenditures	FYE 4/30/21 Estimated Expenditures	Difference
<b>Streets Department</b>					
<b>Salaries</b>					
Salaries	4010	638,700.00	692,986.00	658,411.00	(34,575.00)
Overtime	4030	78,000.00	39,034.00	78,000.00	38,966.00
<b>Total Salaries</b>		<b>716,700.00</b>	<b>732,020.00</b>	<b>736,411.00</b>	<b>4,391.00</b>
<b>Benefits</b>					
Social Security	4110	48,331.00	40,252.00	44,727.00	4,475.00
Medicare	4111	8,932.00	9,502.00	10,460.00	958.00
I.M.R.F.	4115	126,733.00	76,418.00	94,505.00	18,087.00
Unemployment	4050	0.00	720.00	0.00	(720.00)
Medical/Life Insurance	4120	149,749.00	36,647.00	125,789.00	89,142.00
Supplemental Pensions	4135	2,400.00	2,308.00	2,400.00	92.00
<b>Total Benefits</b>		<b>336,145.00</b>	<b>165,847.00</b>	<b>277,881.00</b>	<b>112,034.00</b>
<b>Materials and Supplies</b>					
Liability Insurance	4219	30,529.00	25,354.00	23,000.00	(2,354.00)
Maintenance - Building	4223	75,686.00	101,975.00	80,000.00	(21,975.00)
Maintenance - Equipment	4225	39,100.00	21,321.00	38,000.00	16,679.00
Maintenance - Vehicles	4229	60,000.00	74,658.00	55,000.00	(19,658.00)
Maintenance - Landromat Exp	4230	0.00	0.00	0.00	0.00
Postage/Mailings	4233	1,000.00	517.00	750.00	233.00
Rent - Equipment	4243	23,700.00	10,470.00	15,000.00	4,530.00
Supplies - Office	4253	5,153.00	935.00	3,600.00	2,665.00
Supplies - Operations	4255	0.00	0.00	0.00	0.00
Supplies - Other	4257	113,165.00	68,542.00	85,000.00	16,458.00
Small Tools & Equipment	4259	62,850.00	1,815.00	3,800.00	1,985.00
Training and Education	4263	7,800.00	2,189.00	3,000.00	811.00
Travel	4265	0.00	0.00	0.00	0.00
Telephone	4267	0.00	0.00	0.00	0.00
Uniforms	4269	5,946.00	4,222.00	5,000.00	778.00
Utilities (Elec,Gas,Wtr,Sewer)	4271	6,400.00	7,753.00	6,200.00	(1,553.00)
Vehicle (Gas and Oil)	4273	60,300.00	46,520.00	55,000.00	8,480.00
<b>Total Materials and Supplies</b>		<b>491,629.00</b>	<b>366,271.00</b>	<b>373,350.00</b>	<b>7,079.00</b>

City of Darien General Fund Expenditures For the FYE 4/30/21		FYE 4/30/21 Original Budget	FYE 4/30/21 Audited Expenditures	FYE 4/30/21 Estimated Expenditures	Difference
<b>Contractual</b>					
Consulting/Professional	4325	10,750.00	32,053.00	35,000.00	2,947.00
Consulting/Professional Reimb	4328	0.00	0.00	0.00	0.00
Janitorial Service	4345	0.00	0.00	0.00	0.00
Forestry	4350	106,014.00	92,359.00	103,000.00	10,641.00
Street Light Oper & Maint.	4359	32,000.00	38,784.00	35,000.00	(3,784.00)
Residential Concrete Program	4381	0.00	0.00	27,045.00	27,045.00
Mosquito Abatement	4365	41,700.00	41,700.00	41,700.00	0.00
Street Sweeping	4373	40,578.00	21,508.00	32,000.00	10,492.00
Drainage Projects	4374	20,000.00	16,876.00	15,000.00	(1,876.00)
Tree Trim/Removal	4375	<u>187,500.00</u>	<u>140,786.00</u>	<u>160,000.00</u>	<u>19,214.00</u>
<b>Total Contractual</b>		<b>438,542.00</b>	<b>384,066.00</b>	<b>448,745.00</b>	<b>64,679.00</b>
<b>Capital Outlay</b>					
Rear Yard Drain Proj-Reimb	4378	0.00	0.00	0.00	0.00
Residential Concrete Program	4381	0.00	0.00	0.00	0.00
Capital Improvements	4810	0.00	0.00	0.00	0.00
Equipment	4815	4,500.00	5,323.00	1,000.00	(4,323.00)
Debt Retire	4905	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Capital Outlay</b>		<b>4,500.00</b>	<b>5,323.00</b>	<b>1,000.00</b>	<b>(4,323.00)</b>
<b>Total Expenditures - Streets</b>		<b><u>1,987,516.00</u></b>	<b><u>1,653,527.00</u></b>	<b><u>1,837,387.00</u></b>	<b><u>183,860.00</u></b>

City of Darien General Fund Expenditures For the FYE 4/30/21		FYE 4/30/21 Original Budget	FYE 4/30/21 Audited Expenditures	FYE 4/30/21 Estimated Expenditures	Difference
<b>Police Department</b>					
<b>Salaries</b>					
Salaries	4010	451,996.00	446,000.00	448,642.00	2,642.00
Salaries - Officers	4020	3,827,644.00	3,688,817.00	3,753,889.00	65,072.00
Overtime	4030	495,324.00	317,744.00	356,233.00	38,489.00
<b>Total Salaries</b>		<b>4,774,964.00</b>	<b>4,452,561.00</b>	<b>4,558,764.00</b>	<b>106,203.00</b>
<b>Benefits</b>					
Social Security	4110	26,828.00	26,234.00	27,816.00	1,582.00
Medicare	4111	68,957.00	59,559.00	54,042.00	(5,517.00)
I.M.R.F.	4115	55,604.00	51,864.00	54,215.00	2,351.00
Medical/Life Insurance	4120	512,644.00	461,812.00	453,000.00	(8,812.00)
Police Pension	4130	1,905,149.00	1,920,922.00	1,915,149.00	(5,773.00)
Supplemental Pensions	4135	46,800.00	42,046.00	42,788.00	742.00
<b>Total Benefits</b>		<b>2,615,982.00</b>	<b>2,562,437.00</b>	<b>2,547,010.00</b>	<b>(15,427.00)</b>
<b>Materials and Supplies</b>					
Animal Control	4201	1,500.00	0.00	750.00	750.00
Auxiliary Police	4203	4,000.00	0.00	2,000.00	2,000.00
Boards and Commissions	4205	32,300.00	24,508.00	27,298.00	2,790.00
Dues and Subscriptions	4213	3,150.00	2,316.00	3,151.00	835.00
Investigation and Equipment	4217	44,480.00	20,963.00	36,112.00	15,149.00
Liability Insurance	4219	67,770.00	32,861.00	57,973.00	25,112.00
Maintenance - Building	4223	0.00	0.00	0.00	0.00
Maintenance - Equipment	4225	21,600.00	33,197.00	26,626.00	(6,571.00)
Maintenance - Vehicles	4229	29,600.00	32,035.00	28,032.00	(4,003.00)
Postage/Mailings	4233	4,300.00	1,229.00	1,052.00	(177.00)
Printing and Forms	4235	1,500.00	643.00	600.00	(43.00)
Public Relations	4239	3,500.00	1,232.00	2,532.00	1,300.00
Rent - Equipment	4243	5,800.00	1,300.00	2,500.00	1,200.00
Supplies - Office	4253	6,500.00	4,547.00	4,875.00	328.00
Supplies - Other	4257	0.00	0.00	0.00	0.00
Training and Education	4263	39,475.00	27,160.00	28,670.00	1,510.00
Travel/Meetings	4265	14,400.00	2,022.00	9,270.00	7,248.00

City of Darien General Fund Expenditures For the FYE 4/30/21		FYE 4/30/21 Original Budget	FYE 4/30/21 Audited Expenditures	FYE 4/30/21 Estimated Expenditures	Difference
Telephone	4267	14,000.00	12,308.00	13,710.00	1,402.00
Uniforms	4269	53,200.00	48,743.00	51,250.00	2,507.00
Utilities (Elec,Gas,Wtr,Sewer)	4271	7,500.00	7,606.00	7,010.00	(596.00)
Vehicle (Gas and Oil)	4273	<u>75,000.00</u>	<u>69,133.00</u>	<u>52,457.00</u>	<u>(16,676.00)</u>
<b>Total Materials and Supplies</b>		<b>429,575.00</b>	<b>321,803.00</b>	<b>355,868.00</b>	<b>34,065.00</b>
<b>Contractual</b>					
Bad Debt Expense	4400	0.00	0.00	0.00	0.00
Consulting/Professional	4325	468,100.00	324,632.00	469,650.00	145,018.00
Contractual Services	4335	0.00	0.00	0.00	0.00
Dumeg/Fiat/Child Center	4337	<u>7,500.00</u>	<u>7,500.00</u>	<u>25,200.00</u>	<u>17,700.00</u>
<b>Total Contractual</b>		<b>475,600.00</b>	<b>332,132.00</b>	<b>494,850.00</b>	<b>162,718.00</b>
<b>Capital Outlay</b>					
Equipment	4815	0.00	<u>20,962.00</u>	<u>21,965.00</u>	<u>1,003.00</u>
<b>Total Capital Outlay</b>		<b>0.00</b>	<b>20,962.00</b>	<b>21,965.00</b>	<b>363.06</b>
<b>Interest</b>					
Interest	4244	0.00	0.00	0.00	0.00
<b>Total Interest</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenditures - Police</b>		<b>8,296,121.00</b>	<b>7,689,895.00</b>	<b>7,978,457.00</b>	<b>288,562.00</b>

City of Darien General Fund Expenditures For the FYE 4/30/21		FYE 4/30/21 Original Budget	FYE 4/30/21 Audited Expenditures	FYE 4/30/21 Estimated Expenditures	Difference
<b>Debt Service</b>					
Principal	4906	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Debt Service</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Reduction in expenditures for Water Share</b>		<u>0.00</u>	<b>(250,000.00)</b>	<u>0.00</u>	<u>250,000.00</u>
<b>Total General Fund Expenditures</b>		<u>12,538,921.00</u>	<u>11,253,721.00</u>	<u>11,973,387.00</u>	<u>719,666.00</u>



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City of Darien Water Fund Reconciliation For the FYE 4/30/21		FYE 4/30/21 Original Budget	FYE 4/30/21 Audited	FYE 4/30/21 Estimated Actual	Difference				
Beginning Cash Balance		2,470,653.00	4,729,656.68	4,259,524.00	470,132.68				
Total Revenue		7,546,346.00	8,209,580.00	7,679,896.00	529,684.00				
Total Expenses		7,850,417.00	8,491,692.00	8,278,281.00	213,411.00				
<b>Ending Cash Balance</b>		<b>2,166,582.00</b>	<b>4,447,544.68</b>	<b>3,661,139.00</b>	<b>786,405.68</b>				
		FYE 4/30/21 Original Budget	FYE 4/30/21 Audited Revenue	FYE 4/30/21 Estimated Revenue	Difference				
<b>Charges for Services</b>									
Water Sales	3310	7,512,846.00	8,116,705.00	7,658,380.00	458,325.00				
Inspections/Tap on/Permits	3320	10,000.00	16,769.00	4,700.00	12,069.00				
Front Footage Fees	3322	0.00	0.00	0.00	0.00				
Sale of Meters	3325	1,000.00	4,060.00	3,860.00	200.00				
Other Water Sales	3390	3,500.00	1,084.00	956.00	128.00				
<b>Total Charges for Services</b>		<b>7,527,346.00</b>	<b>8,138,618.00</b>	<b>7,667,896.00</b>	<b>470,722.00</b>				
<b>Other Revenue</b>									
Interest Income	3510	19,000.00	13,465.00	12,000.00	1,465.00				
Other Reimbursements	3562	0.00	0.00	0.00	0.00				
Misc Revenue	3580	0.00	57,497.00	0.00	57,497.00				
<b>Total Other Revenue</b>		<b>19,000.00</b>	<b>70,962.00</b>	<b>12,000.00</b>	<b>58,962.00</b>				
<b>Total Water Fund Revenue</b>		<b>7,546,346.00</b>	<b>8,209,580.00</b>	<b>7,679,896.00</b>	<b>529,684.00</b>				
		FYE 4/30/21 Original Budget	FYE 4/30/21 Audited Expenditures	FYE 4/30/21 Estimated Expenditures	Difference				
<b>Water Department</b>									
<b>Salaries</b>									
Salaries	4010	556,798.00	524,446.00	540,273.00	15,827.00				
Overtime	4030	90,000.00	87,620.00	90,000.00	2,380.00				
<b>Total Salaries</b>		<b>646,798.00</b>	<b>612,066.00</b>	<b>630,273.00</b>	<b>18,207.00</b>				
<b>Benefits</b>									
Social Security	4110	34,521.00	36,460.00	42,200.00	5,740.00				
Medicare	4111	8,074.00	8,591.00	9,869.00	1,278.00				
I.M.R.F.	4115	72,304.00	93,848.00	90,390.00	(3,458.00)				
Chang in I.M.R.F. Pension	4116 & 4117	0.00	68,985.00	0.00	(68,985.00)				
Medical/Life Insurance	4120	130,312.00	80,071.00	105,000.00	24,929.00				
Supplemental Pensions	4135	2,400.00	2,308.00	2,400.00	92.00				
<b>Total Benefits</b>		<b>247,611.00</b>	<b>290,263.00</b>	<b>249,859.00</b>	<b>(40,404.00)</b>				
<b>Materials and Supplies</b>									
Liability Insurance	4219	211,720.00	157,930.00	204,000.00	46,070.00				
Maintenance - Building	4223	20,340.00	42,846.00	32,000.00	(10,846.00)				
Maintenance - Equipment	4225	16,650.00	13,999.00	16,500.00	2,501.00				
Maintenance - Water System	4231	189,700.00	166,385.00	180,000.00	13,615.00				
Postage/Mailings	4233	1,400.00	1,400.00	1,600.00	200.00				
Printing and Forms	4235	0.00	0.00	0.00	0.00				
Quality Control	4241	10,850.00	8,641.00	10,850.00	2,209.00				
Rent - Equipment	4243	0.00	0.00	0.00	0.00				
Water Charge	4251	250,000.00	250,000.00	250,000.00	0.00				
Supplies - Office	4253	0.00	0.00	0.00	0.00				
Supplies - Operation	4255	4,250.00	3,933.00	3,000.00	(933.00)				

City of Darien Water Fund Reconciliation For the FYE 4/30/21		FYE 4/30/21 Original Budget	FYE 4/30/21 Audited	FYE 4/30/21 Estimated Actual	Difference
Training and Education	4263	5,400.00	1,409.00	1,500.00	91.00
Telephone	4267	11,000.00	5,859.00	10,450.00	4,591.00
Uniforms	4269	3,825.00	2,611.00	3,800.00	1,189.00
Utilities (Elec,Gas,Wtr,Sewer)	4271	51,500.00	36,402.00	42,000.00	5,598.00
Vehicle (Gas and Oil)	4273	15,975.00	14,278.00	14,500.00	222.00
<b>Total Materials and Supplies</b>		<b>792,611.00</b>	<b>705,693.00</b>	<b>770,200.00</b>	<b>64,507.00</b>
<b>Contractual</b>					
Audit	4320	11,513.00	11,513.00	11,513.00	0.00
Consulting/Professional	4325	14,950.00	5,186.00	14,950.00	9,764.00
Leak Detection	4326	21,600.00	11,661.00	17,500.00	5,839.00
Data Processing	4336	152,500.00	151,444.00	152,500.00	1,056.00
DuPage Water Commission	4340	4,445,960.00	4,825,827.00	4,901,111.00	75,284.00
<b>Total Contractual</b>		<b>4,646,523.00</b>	<b>5,005,631.00</b>	<b>5,097,574.00</b>	<b>91,943.00</b>
<b>Other Charges</b>					
Transfer to Other Funds	4605	800,000.00	800,000.00	800,000.00	0.00
Depreciation	4620	0.00	385,651.00	0.00	(385,651.00)
<b>Total Other Charges</b>		<b>800,000.00</b>	<b>1,185,651.00</b>	<b>800,000.00</b>	<b>(385,651.00)</b>
<b>Capital Outlay</b>					
Equipment	4815	5,000.00	0.00	15,000.00	15,000.00
Street Reconstruction	4855	0.00	0.00	0.00	0.00
Water Meter Purchases	4880	27,000.00	14,079.00	27,000.00	12,921.00
Pumping Station	4940	-	0.00	0.00	0.00
<b>Total Capital Outlay</b>		<b>32,000.00</b>	<b>14,079.00</b>	<b>42,000.00</b>	<b>27,921.00</b>
<b>Debt Service</b>					
Debt Retire	4905	684,875.00	530,000.00	688,375.00	158,375.00
Debt Retire-Water Refunding	4950	0.00	148,309.00	0.00	(148,309.00)
Purchases	5600	0.00	0.00	0.00	0.00
<b>Total Debt Service</b>		<b>684,875.00</b>	<b>678,309.00</b>	<b>688,375.00</b>	<b>10,066.00</b>
<b>Total Expenditures - Water</b>		<b>7,850,418.00</b>	<b>8,491,692.00</b>	<b>8,278,281.00</b>	<b>(213,411.00)</b>

1	2	3	4	5	
<b>City of Darien Water Depr Fund Reconciliation For the FYE 4/30/21</b>		<b>FYE 4/30/21 Original Budget</b>	<b>FYE 4/30/21 Audited</b>	<b>FYE 4/30/21 Estimated Actual</b>	<b>Difference</b>
<b>Beginning Cash Balance</b>	<b>2,208,560.00</b>	<b>1,119,467.55</b>	<b>1,638,993.00</b>	<b>(519,525.45)</b>	
<b>Total Revenue</b>	<b>815,000.00</b>	<b>878,988.00</b>	<b>803,000.00</b>	<b>75,988.00</b>	
<b>Total Expenses</b>	<b>2,028,300.00</b>	<b>103,087.00</b>	<b>83,300.00</b>	<b>19,787.00</b>	
<b>Ending Cash Balance</b>	<b>995,260.00</b>	<b>1,895,368.55</b>	<b>2,358,693.00</b>	<b>(463,324.45)</b>	
	<b>FYE 4/30/21 Original Budget</b>	<b>FYE 4/30/21 Audited Revenue</b>	<b>FYE 4/30/21 Estimated Revenue</b>	<b>Difference</b>	
<b>Other Revenue</b>					
Interest Income	3510	15,000.00	7,449.00	3,000.00	4,449.00
Gain/Loss on Investment	3515	0.00	0.00	0.00	0.00
Bond Issuance	3559	0.00	0.00	0.00	0.00
Capital Grant & Contributions	3560	0.00	71,539.00	0.00	71,539.00
Transfer from Other Fund	3610	800,000.00	800,000.00	800,000.00	0.00
<b>Total Other Revenue</b>		<b>815,000.00</b>	<b>878,988.00</b>	<b>803,000.00</b>	<b>75,988.00</b>
<b>Total Water Depr Fund Revenue</b>		<b>815,000.00</b>	<b>878,988.00</b>	<b>803,000.00</b>	<b>75,988.00</b>
		<b>FYE 4/30/21 Original Budget</b>	<b>FYE 4/30/21 Audited Expenditures</b>	<b>FYE 4/30/21 Estimated Expenditures</b>	<b>Difference</b>
<b>Water Depreciation Expenditures</b>					
<b>Materials and Supplies</b>					
Maintenance and Water System	4231	0.00	0.00	0.00	0.00
<b>Total Materials and Supplies</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Capital Outlay</b>					
Capital Impro-Infra	4390	2,028,300.00	99,860.00	83,300.00	(16,560.00)
Hydrant Painting	4391	0.00	0.00	0.00	0.00
Transfer out	4605	0.00	0.00	0.00	0.00
Capital Improvements	4810	0.00	0.00	0.00	0.00
Equipment	4815	0.00	0.00	0.00	0.00
<b>Total Capital Outlay</b>		<b>2,028,300.00</b>	<b>99,860.00</b>	<b>83,300.00</b>	<b>(16,560.00)</b>
<b>Debt Service</b>					
Debt Issuance Costs	4900	0.00	0.00	0.00	0.00
Amortization Expense	4947	0.00	3,227.00	0.00	(3,227.00)
Bond Interest Expense	4946	0.00	0.00	0.00	0.00
<b>Total Debt Service</b>		<b>0.00</b>	<b>3,227.00</b>	<b>0.00</b>	<b>(3,227.00)</b>
<b>Total Expenditures - Water Depr.</b>		<b>2,028,300.00</b>	<b>103,087.00</b>	<b>83,300.00</b>	<b>(19,787.00)</b>

**AGENDA MEMO**  
**City Council**  
**October 4, 2021**

**ISSUE STATEMENT**

A resolution authorizing the purchase of one new 2022 Ford F-350 XL 4x2 Pick Up from Roesch Ford in an amount not to exceed \$48,666.00.

**RESOLUTION**

**BACKGROUND/HISTORY**

The vehicle up for replacement is a 2011 Ford F-350 pickup truck, unit 403, which is driven by the Water Department Foreman with the current rating at 80.85, and approximately 99,260 miles. The unit has served its useful life and requires replacement. See [Attachment A](#). The proposed vehicle would be upgraded to a 2022 Ford F-350 XL 4x2 Pick Up to provide an additional truck to easily pull the skid steer and roller.

The 2022 Ford F-350 4x2 XL 4x2 Pick Up will be purchased from Roesch Ford under the Suburban Purchasing Cooperative, (SPC) Contract No. 180. See [Attachment B](#).

The FY21/22 Budget includes funding for the vehicle through the following account:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 21/22 BUDGET	EXPENDITURE	BALANCE
12-51-4815	Capital Purchases Equipment – Utility Truck unit 403 Ford F-350	\$ 52,000.00	\$ 48,666.00	\$ 3,334.00
12-51-4815	Capital Purchases Equipment - Utility Truck unit 403 Ford F-350 bed liner	N/A	\$ 1,904.00	\$ 1,430.00
12-51-4815	Capital Purchases Equipment – Utility Truck unit 403 Ford F-350 Striping	N/A	\$ 1,076.66	\$ 353.34

**STAFF/COMITTEE RECOMMENDATION**

Staff has been in the process of attempting to order the budgeted vehicle since May through the SPC. The SPC pulled the joint contract due to lack of production commitment from Ford. Recently it was identified that Ford has implemented a short extension thru mid-November 2021, as a cutoff date. After the cutoff date a new model will be introduced with price increases. In order to lock in the current pricing schedule, Staff is required to place the order prior to the cutoff date. Staff recommends approval of the resolution authorizing the purchase one new 2022 Ford F-350 XL 4x2 Pick Up from Roesch Ford in an amount not to exceed \$48,666.00.

Due to timing this item was not entertained by the Municipal Services Committee.

**ALTERNATE CONSIDERATION**

As directed by the City Council.

**DECISION MODE**

This item will be placed on the October 4, 2021 City Council agenda, under New Business, for formal consideration.

9-23-20

MEMO

## CRITERIA FOR REPLACING CITY VEHICLES AND EQUIPMENT

UNIT NO	403	DEPARTMENT	Water	DATE	
MODEL YEAR	2011	MODEL	F250	10-17-20	
CURRENT MILEAGE	99,260	CURRENT HOURS			
			MAXIMUM POINTS	VEHICLE SCORE	
<b>AGE</b>					
	Department	Water			
	Life Expectancy	10			
	Age as of Report Date	9			
	AGE: Meets Requirements		20	18	
<b>USAGE</b>					
	MILES	99,260			
	HOURS				
	ATTACHMENT C OF THE VEHICLE REPLACEMENT POLICY				
	USAGE: Meets Requirements		20	19.85	
<b>TYPE OF SERVICE</b>					
	1-LIGHT DUTY				
	10-CRITICAL DUTY				
	SERVICE: Meets Requirements		15	12	
<b>RELIABILITY</b>					
	RELIABILITY: Frequency or Visits for Service				
	RELIABILITY: Meets Requirements		15	12	
<b>MAINTENANCE AND REPAIR COSTS</b>					
	REPAIRS: Cost per Mile/Hours Exceeds Vehicle in Class				
	ORIGINAL PURCHASE PRICE	32,000.00			
	LIFE TO DATE REPAIR COST	4,461.91			
	PERCENTAGE OF REPAIRS TO PURCHASE PRICE	14.57%			

UNIT NO	403	DEPARTMENT		DATE	
MODEL YEAR		MODEL			
CURRENT MILEAGE		CURRENT HOURS			
			MAXIMUM POINTS	VEHICLE SCORE	
PERCENTAGES OF REPAIR POINTS	POINTS				
1 THROUGH 20	2				
21 THROUGH 40	4				
41 THROUGH 60	6				
61 THROUGH 80	8				
81 THROUGH 100	10				
	REPAIRS: Meets Requirements		10	3	
CONDITION:					
	CONDITION OF ENGINE COMPONENTS (MAJOR REPAIRS NEEDED OR ANTICIPATED), BODY (BODY SHEET METAL RUSTED, STRUCTURAL COMPONENTS)				
	CONDITION: Meets Requirements		15	11	
TECHNOLOGICAL ADVANCEMENTS	FUEL EMISSIONS, SAFETY FEATURES, ERGONOMICS		5	5	
TOTAL POINTS			100	80.85	

Equipment	Repair Order	Meter_01	Shop Lead Rep Class	Rep Reason/ Rep Site	Mechanic/Vendor	Work Acc	Part(\$)	Labor Cost	Hours
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403: 2011 FORD F-250 1FT7X2B63BEB05323

0000029212	4145	01/01							
01-PMA: PREV. MAINT.			04/14/11	08/01	001		\$15.50	\$28.00	1.00
0000029498	9191	01/01							
01-PMA: PREV. MAINT.			11/30/11	08/01	001		\$15.31	\$28.00	1.00
0000029848	13792	01/01							
01-PMA: PREV. MAINT.			08/10/12	08/01	002		\$32.42	\$22.50	1.50
07-41: AIR INTAKE SYS			08/10/12	08/01	002		\$18.54	\$3.75	0.25
0000030155	19128	01/01							
01-PMA: PREV. MAINT.			05/02/13	08/01	002		\$29.80	\$15.00	1.00
04-13: BRAKES			05/02/13	08/01	002		\$176.42	\$60.00	4.00
0000030240	21454	01/01							
01-PMC: PREV. MAINT.			07/26/13	08/01	002		\$32.50	\$15.00	1.00
03-10: WIPERS/WASHERS			07/26/13	08/01	002		\$19.54	\$3.75	0.25
02-17: TIRES,TUBES,ETC			07/26/13	08/01	002		\$508.64	\$15.00	1.00
0000030600	30801	01/03							
03-04: INST. GUAGES			08/06/14	01/01	002		\$368.08	\$7.50	0.50
0000030632	31252	01/01							
01-PMA: PREV. MAINT.			08/26/14	08/01	002		\$33.79	\$7.50	0.50
07-41: AIR INTAKE SYS			08/26/14	08/01	002		\$18.09	\$3.75	0.25
0000030720	32954	01/03							
06-35: BATTERY			10/30/14	01/01	002		\$136.35	\$15.00	1.00
0000030750	33723	01/01							
01-PMA: PREV. MAINT.			12/10/14	08/01	002		\$44.72	\$7.50	0.50
0000030931	37821	01/01							
01-PMA: PREV. MAINT.			06/25/15	08/01	002		\$39.02	\$15.00	1.00
07-41: AIR INTAKE SYS			06/25/15	08/01	002		\$18.09	\$3.75	0.25
0000031105	44508	01/03							
07-44: FUEL SYS			05/13/16	01/01	002		\$24.96	\$3.75	0.25

Equipment	Repair Order	Meter 01	Shop Loc/ Rep Class	Rep Reason/ Rep Site	Mechanic/ Vendor	Work Acc	Part(\$)	Labor Cost	Hours
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403: 2011 FORD F-250 1FT7X2B63BEB05323

0000031151	47757	01/03							
01-PMA: PREV. MAINT.			09/01/16	01/01	002		\$38.17	\$7.50	0.50
03-07: INTERIOR			09/01/16	01/01	002		\$402.73	\$30.00	2.00
0000031246	52688	01/03							
01-PMA: PREV. MAINT.			02/15/17	01/01	002		\$38.10	\$7.50	0.50
0000031282	55048	01/01							
01-PMD: PREV. MAINT.			04/25/17	08/01	002		\$0.00	\$7.50	0.50
01-PME: PREV. MAINT.			04/25/17	08/01	002		\$0.00	\$3.75	0.25
0000031374	56056	01/01							
02-17: TIRES,TUBES,ETC			05/22/17	08/01	002		\$508.64	\$30.00	2.00
0000031375	56056	01/01							
01-PMB: PREV. MAINT.			05/22/17	08/01	002		\$400.71	\$45.00	3.00
07-48: EMISSION CONTRL			05/22/17	08/01	002		\$35.89	\$7.50	0.50
0000031500	61325	01/01							
01-PMA: PREV. MAINT.			10/16/17	08/01	002		\$34.17	\$15.00	1.00
0000031561	66007	01/03							
03-04: INST. GUAGES			12/14/17	01/01	002		\$122.35	\$0.00	0.00
04-18: HUB/BEARNG/SEAL			12/14/17	01/01	002		\$494.66	\$75.00	5.00
04-15: STEERING			12/14/17	01/01	002		\$96.00	\$15.00	1.00
0000031572	64333	01/03							
02-17: TIRES,TUBES,ETC			01/31/18	01/01	002		\$132.14	\$7.50	0.50
0000031637	66686	01/03							
01-PMA: PREV. MAINT.			04/10/18	01/01	002		\$37.33	\$7.50	0.50
0000031721	69586	01/01							
03-06: DOORS			06/26/18	08/01	002		\$88.15	\$75.00	5.00
0000031725	69783	01/01							
01-PMB: PREV. MAINT.			07/02/18	08/01	002		\$210.57	\$30.00	2.00



Equipment	Repair Order	Meter_01	Shop Loc/ Rep Class	Rep Reason/ Rep Site	Mechanic/Vendor	Work Acc	Part(\$)	Lebr Cost	Hours
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403: 2011 FORD F-250 1FT7X2B63BEB05323

0000031725	69783	01/01							
06-34: LIGHTING SYS			07/02/18	08/01	002		\$109.06	\$7.50	0.50
0000031790	73233	01/01							
06-34: LIGHTING SYS			10/17/18	08/01	002		\$320.00	\$52.50	3.50
0000031849	75408	01/01							
01-PMA: PREV. MAINT.			12/26/18	08/01	TOM		\$38.13	\$20.65	0.50
0000031936	80237	01/01							
01-PMA: PREV. MAINT.			05/15/19	08/01	TOM		\$38.13	\$41.30	1.00
01-PMC: PREV. MAINT.			05/15/19	08/01	TOM		\$26.50	\$41.30	1.00
0000032057	85603	01/01							
01-PMB: PREV. MAINT.			11/17/19	08/01	TOM		\$313.83	\$123.90	3.00
01-PMA: PREV. MAINT.			11/17/19	08/01	TOM		\$35.33	\$20.65	0.50
0000032059	87010	01/01							
06-35: BATTERY			11/21/19	01/01	TOM		\$0.00	\$0.00	0.00
0000032076	87765	01/01							
06-32: CRANKING SYS			12/09/19	01/01	TOM		\$104.92	\$82.60	2.00
0000032124	90207	01/01							
01-PMA: PREV. MAINT.			02/27/20	08/01	TOM		\$35.18	\$41.30	1.00
0000032220	96467	01/01							
01-PMA: PREV. MAINT.			07/17/20	08/01	TOM		\$36.18	\$20.65	0.50
01-PME: PREV. MAINT.			07/17/20	08/01	TOM		\$0.00	\$10.33	0.25
0000032238	97264	01/01							
02-17: TIRES,TUBES,ETC			08/03/20	01/01	TOM		\$538.68	\$82.60	2.00
0000032265	99260	01/01							
04-15: STEERING			09/23/20	01/01	TOM		\$419.98	\$103.25	2.50
04-18: HUB/BEARNG/SEAL			09/23/20	01/01	TOM		\$0.00	\$61.95	1.50

Equipment	Repair Order	Meter_01	Shop Loc/ Rep Class	Rep Reason/ Rep Site	Mechanic/Vendor	Work Acc	Part(\$)	Labor	
Group System	Repair Date							Cost	Hours

Equipment -	403	Total	\$6,187.30	\$1,328.98	59.25
Grand Total			\$6,187.30	\$1,328.98	59.25

*\$ 4,661.91*



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 48,666.00



## 2022 FORD F-350

## XL 4X2 PICK UP

**Contract # 180**



### ROESCH FORD

Your Full-Line Municipal Dealer

Tentative Order Cut-Off:

Nov. 12<sup>th</sup>, 2021

48,666

## STANDARD EQUIPMENT

The following features are standard on every 2022 MY SUPER DUTY® F-SERIES vehicle:

**MECHANICAL**

- Brakes – Power four-wheel Disc Brakes with Anti-Lock Brake System (ABS)
- Engine
  - F-250/F-350: 6.2L 2 Valve Gas SOHC EFI NA V8 (Flex-Fuel)
  - F-450: 6.7L 4 Valve OHV Power Stroke® V8 Turbo Diesel B20
- Transmission
  - TorqShift®-G Six-Speed Automatic with SelectShift® (F-250 w/6.2L gas)
  - TorqShift® Ten-Speed Automatic with Selectable Drive Modes: Normal, Tow/Haul, Eco, Deep Sand/Snow & Slippery (NA w/ F-250 w/6.2L gas)

**EXTERIOR**

- Doors
  - Two (Regular Cab only)
  - Four (SuperCab/Crew Cab only)
- Glass
  - Solar-Tinted, complete (Std. XL)
  - Privacy (Std. XLT, Lariat, King Ranch®, Platinum and Limited; NA front-seat windows)
- Jack
  - Two ton mechanical (F-250/F-350 SRW)
  - Four ton hydraulic (F-350 DRW/F-450)
- Lamps – pickup box and cargo area
- Manual Locking Hubs (4x4)
- Moldings – tailgate and box-rail
- Spare tire, wheel, lock & frame mounted carrier
- Tailgate – removable w/key lock, black handle
- "Three-Blink" lane change signal
- Tie-down hooks – pickup box, four (4)
- Tow hooks – front, two (2)
- Trailer Tow Package (F-250/F-350) – 7 wire harness w/relays and 7/4 pin connector
- Trailer Tow Package (F-450) – 7/4 pin connector, 4.30LS rear-axle and GCWR (Reg Cab – 45,300 lbs., Crew Cab 4x4 42,000lbs, Crew Cab 4x2 43,400 lbs)

**INTERIOR/COMFORT**

- Convenience
  - Coat hooks – LH/RH color-coordinated
  - Dash top tray
  - Dome Lamp – LH/RH door activated & I/P switch operated w/delay
  - Handles, grab – driver & front-passenger
  - Handles, roof ride – front-passenger (also over rear-doors on Crew Cab)
  - Map lights – dual (front and rear w/Crew Cab)
  - Powerpoint, auxiliary
- Door-Trim – color-coordinated, molded w/armrest/grab handle & reflector
- Headliner – color-coordinated cloth
- Hood release
- Horn – dual electric

**INTERIOR/COMFORT (continued)**

- Instrument panel – color-coordinated w/ glove box, 4 air registers w/positive shut off, powerpoint
- Instrumentation – Multi-function switch message center w/Ice Blue® Lighting® (three (3) button message control on steering wheel for XL; five (5) button control for XLT, Lariat, King Ranch®, Platinum and Limited)
- Scuff plates – front, color-coordinated; illuminated w/logo on Limited
- Steering – power
- Steering damper
- Windshield wipers – intermittent

**SAFETY/SECURITY**

- AdvanceTrac® with RSC® (Roll Stability Control™)
- Airbags
  - Driver and Passenger frontal and side airbag/curtain
  - Passenger side airbag deactivation switch
- Center High-mounted Stop Lamp (CHMSL)
- Child tethers (Regular Cab, front-passenger and all rear-seating positions)
- Individual Tire Pressure Monitoring System (TPMS) – SRW/F-350 DRW only
- Safety Belts
  - Belt-Minder® front safety belt reminder – chime and flashing warning light on instrument cluster if belts not buckled
  - Color-coordinated w/height adjustment (front-outboard seating positions only)
- SecurLock® Passive Anti-Theft System (PATS); includes MyKey® owner controls feature
- SOS Post-Crash Alert System™
- Stationary Elevated Idle Control (SEIC)

**FUNCTIONAL**

- Alternator
  - 157 Amp (Std. XL)
  - 200 Amp (Std. XLT, Lariat, King Ranch® and Platinum)
  - 332 Amp (Limited)
- Axle
  - Twin I-beam front axle w/coil spring suspension (narrow front track) – 4x2 (F-250 and F-350)
  - Mono-beam front axle w/coil spring suspension (narrow front track) – 4x4 (F-250 and F-350)
  - Mono-beam front axle w/coil spring suspension (wide front track) (F-450)
  - Rear – Non-Limited-Slip (F-250/F-350)
  - Rear – 4.30 Limited-Slip (F-450)
- Battery
  - Gas engine – 650-CCA, 72-AH (XL only)
  - Gas engine – 750-CCA, 78-AH, single (NA XL)
  - Diesel engine – 750-CCA, 78-AH, dual (6.7L Power Stroke® Diesel engine)
- Intelligent Oil-Life Monitor® (6.7L Power Stroke® Diesel engine)
- Oil minder system (6.2L Gas engine)
- Shock absorbers – heavy-duty gas
- Stabilizer bar – front

	Item/Description	Code	Roesch
<input checked="" type="checkbox"/>	F-350 XL 4X2 Standard		\$25,014.00
	<b>OPTIONS-BODY STYLE</b>		
<input type="checkbox"/>	Super Cab with 6 3/4' Bed		\$3,495.00
<input checked="" type="checkbox"/>	Crew Cab with 6 3/4' Bed		\$4,495.00
<input type="checkbox"/>	8' Bed on Super/Crew Cab		\$260.00
<input type="checkbox"/>	Pick Up Box Delete (Spare Tire Optional)	66D	(\$525.00)
<input type="checkbox"/>	Dual Rear Wheels (Requires 8' Bed)		\$1,750.00
	<b>OPTIONS-POWERTRAIN</b>		
<input type="checkbox"/>	6.2L V-8 with 6-speed Automatic		Std
<input type="checkbox"/>	6.7L OHV Power Stroke Diesel	99T	\$9,551.00
<input type="checkbox"/>	7.3L 2V V-8 Gas Engine (Flex Fuel)	99G	\$1551.00
<input checked="" type="checkbox"/>	Limited Slip Axle		\$355.00
<input type="checkbox"/>	Gaseous Prep (does not include Conversion)	98F	\$289.00
<input checked="" type="checkbox"/>	PTO Provision	62R	\$257.00
<input checked="" type="checkbox"/>	Engine Block Heater	41H	\$92.00
<input checked="" type="checkbox"/>	Engine Idle Shut Down (N/A with reverse sensing) Duration _ Minutes		\$231.00
<input type="checkbox"/>	Dual Extra Duty Alternators (Requires Diesel Motor)	67B	\$105.00
<input checked="" type="checkbox"/>	Extra Heavy-Duty Alternator	67E	\$79.00
<input type="checkbox"/>	Operator Command Regeneration (Requires Diesel Motor)	98R	\$231.00
<input type="checkbox"/>	Powertrain Care 3 Year 100,000 Warranty 4x2 Gasoline Motor		\$1,135.00
<input type="checkbox"/>	Powertrain Care 3 Year 100,000 Warranty 4x4 Gasoline Motor with Snow Plow		\$1,945.00
	<b>OPTIONS- WHEELS, TIRES</b>		
<input type="checkbox"/>	LT245/75Rx17E BSW A/S (4x2)	TCH	N/C
<input type="checkbox"/>	T245/75Rx17E BSW A/S Plus (4x4)	TD8	N/C
<input checked="" type="checkbox"/>	LT245/75Rx17E BSW A/T	TBM	\$241.00
<input type="checkbox"/>	LT275/70Rx18E BSW A/T Plus (Requires 17S STX Appearance Pkg)	TDX	\$241.00
<input type="checkbox"/>	Full Size Spare with Box Delete Option	S12	\$272.00
<input type="checkbox"/>	Spare Tire Delete for Pick Up	51X	(\$79.00)
	<b>OPTIONS-FUNCTIONAL</b>		
<input checked="" type="checkbox"/>	Skid Plates-Not Available with 66D Box Delete	41P	\$92.00
<input checked="" type="checkbox"/>	Ultimate Trailer Tow Camera System		

yes

<input checked="" type="checkbox"/>	Rear View Camera		
<input checked="" type="checkbox"/>	Rear CHMSL Camera		
<input checked="" type="checkbox"/>	360 Camera System	53R	\$1506.00
<input checked="" type="checkbox"/>	Reverse Guidance		
<input checked="" type="checkbox"/>	Requires Power Equipment Group, XL Value Group, & SYNC 3		
<input checked="" type="checkbox"/>	LED Roof Markers Lights	592	\$88.00
<input type="checkbox"/>	Driver Passenger Side Airbags/Curtain Delete N/A 10,000 lbs. or less GVWR-NA with 557	556	(\$180.00)
<input type="checkbox"/>	Front Passenger & Side Airbags/Curtain delete N/A 10,000 lbs. or less GVWR-NA with 556	557	(\$180.00)
<input type="checkbox"/>	AM/FM/SYNC	585	\$507.00
<input type="checkbox"/>	Tailgate Step-N/A with 66D Box Delete	85G	\$345.00
<input type="checkbox"/>	Tough Bed Spray-In Liner-NA 66D Box Delete	85S	\$542.00
<input checked="" type="checkbox"/>	Rear Defroster (Requires Privacy Glass and 90L Power Group)	43B	\$56.00
<input checked="" type="checkbox"/>	Privacy Glass (Requires 43B and 90L)	924	\$27.00
<input checked="" type="checkbox"/>	Trailer Brake Controller	52B	\$257.00
<b>OPTIONS-GROUPS/PACKAGES</b>			
<input checked="" type="checkbox"/>	XL Value Package		
<input checked="" type="checkbox"/>	Cruise Control		
<input checked="" type="checkbox"/>	Chrome Front & Rear Bumper	96V	\$395.00
<input type="checkbox"/>	KC96L 1478 Canopied Service Body Includes All Accessories		\$14,675.00
<input type="checkbox"/>	Trailer Plug, 3 Bar Overhead Ladder Rack		\$675.00
<input type="checkbox"/>	Spray-In Bedliner Enter Cargo Area		\$1,950.00
<input type="checkbox"/>	6 Corner Amber LED Strobe System		\$1,300.00
<input type="checkbox"/>	42" LED Arrow Stick		\$2,100.00
<input checked="" type="checkbox"/>	53" Legend LED Lightbar		\$1,950.00
<input checked="" type="checkbox"/>	Go-Power 3000-Watt Power Inverter		\$1,975.00
<input checked="" type="checkbox"/>	Power Equipment Group		
<input checked="" type="checkbox"/>	Heated Power Mirrors with Integrated Clearance		
<input checked="" type="checkbox"/>	Lamps/Turn Signals		
<input checked="" type="checkbox"/>	Perimeter Alarm		
<input checked="" type="checkbox"/>	Accessory Delay		
<input checked="" type="checkbox"/>	Power Windows/Locks/Tailgate Lock	90L	
<input checked="" type="checkbox"/>	Remote Keyless		
<input checked="" type="checkbox"/>	Upgraded Door Trim		
<input checked="" type="checkbox"/>	Regular Cab		
			the Cost for the Crew/Super, but we need the price for the Regular, too \$841.00 <u>\$1,035.00</u>

	Crew/Super		
<input checked="" type="checkbox"/>	FX4 Off Road Package		
<input checked="" type="checkbox"/>	Hill Descent Control		
<input checked="" type="checkbox"/>	Rancho Branded Shocks		
<input checked="" type="checkbox"/>	Transfer Case & Fuel Tank Skid Plates	17X	\$368.00
<input checked="" type="checkbox"/>	N/A with Pickup Box Delete		
<input checked="" type="checkbox"/>	Requires 4x4, All Terrain Tires and Locking Differential		
<input checked="" type="checkbox"/>	Snow Plow Prep Package (Requires 4x4)		
<input checked="" type="checkbox"/>	Upgrade Front Springs	473	\$228.00
<input checked="" type="checkbox"/>	Extra Heavy-Duty Alternator		
<input type="checkbox"/>	Snow Plow/Camper Package		
<input type="checkbox"/>	Upgraded Front Springs for Snow Plow		
<input type="checkbox"/>	Extra Heavy-Duty Alternator		
<input type="checkbox"/>	Rear Auxiliary Springs	47B	\$277.00
<input type="checkbox"/>	Rear Stabilizer Bar (SRW Only)		
<input type="checkbox"/>	Slide-In Camper Certification		
<input type="checkbox"/>	Heavy Service Front Suspension - Heavy Service Front Springs	67H	\$115.00
	<b>OPTIONS-INTERIOR</b>		
<input checked="" type="checkbox"/>	110/400W Outlet	43C	\$160.00
<input type="checkbox"/>	Rapid Heat Supplemental Cab Heater (Requires Diesel Motor)	41H	\$92.00
<input checked="" type="checkbox"/>	Upfitter Interface Module for PTO Programming	18A	\$272.00
<input checked="" type="checkbox"/>	Ford Pass Connect Wi-Fi hotspot connects up to - Remotely start, Lock and Unlock Vehicle - Schedule	87S	\$207.00
<input type="checkbox"/>	Advanced Security Pack		
<input type="checkbox"/>	Securilock		
<input type="checkbox"/>	Passive Anti-Theft	76Z	N/C
<input type="checkbox"/>	Inclination/Intrusion Sensors		
<input checked="" type="checkbox"/>	Upfitter Switches	66S	\$152.00
<input type="checkbox"/>	Remote Start (Requires Power Equipment Group)	76S	\$231.00
<input type="checkbox"/>	SYNC 3 (Requires Ultimate Tow Package)	913	\$415.00
	<b>OPTIONS-ACCESSORIES</b>		
<input type="checkbox"/>	Stow/Load Ramps - NAA with 66D Box Delete	52R	\$640.00
<input checked="" type="checkbox"/>	LED Warning Strobes-NA with LED Box Light	91S	\$621.00
<input type="checkbox"/>	Drop-In Bed Liner-NA with 66D Box Delete	85L	\$323.00
<input type="checkbox"/>	Wheel Well Liner-NA with 66D Box Delete	61M	\$165.00
<input type="checkbox"/>	Bed Mat-NA with 66D Box Delete	85M	\$139.00

<input checked="" type="checkbox"/>	Front/Rear Splash Guards-NA with 66D Box Delete	61S	\$119.00
<input checked="" type="checkbox"/>	Back Up Alarm	76C	\$128.00
<input checked="" type="checkbox"/>	Rustproofing		\$350.00
<input checked="" type="checkbox"/>	4 Corner Strobes (Requires Upfitter Switches)		\$925.00
<input type="checkbox"/>	8' Steel Service Body - White Finish		\$7,295.00
<input type="checkbox"/>	8' Western Snow Plow		\$5,975.00
<input type="checkbox"/>	8' Boss Snow Plow		\$6,375.00
<input type="checkbox"/>	Hand Held Controller (Requires Plow)		\$110.00
<input type="checkbox"/>	Snow Deflector		\$350.00
<input type="checkbox"/>	Detailed CD Rom Shop Manual		\$275.00
<input checked="" type="checkbox"/>	Delivery More than 50 Miles		\$185.00
<input checked="" type="checkbox"/>	License & Title - M Plates (Shipped)		\$158.00
<input type="checkbox"/>	Buyers Stainless Steel Insert Dump Body 6' Bed		\$5,975.00
<input type="checkbox"/>	Western Wideout Plow 8'-10'		\$7,978.00
<input type="checkbox"/>	Western Tornado Poly Hopper Spreader - 8'-1.8 Cubic YD. Capacity Includes All Accessories Full Feature Pre-Wet System, (2) 50 Gal Tanks		\$12,950.00
<input type="checkbox"/>	MA200 Fiberglass Service Body + All Accessories Sauber		\$20,395.00
	<b>EXTERIOR</b>		
<input type="checkbox"/>	AT-Yellow		\$608.00
<input type="checkbox"/>	BY-School Bus Yellow		\$608.00
<input type="checkbox"/>	D1-Stone Gray		N/C
<input type="checkbox"/>	E4-Vermillion		\$608.00
<input type="checkbox"/>	GR-Green		\$608.00
<input type="checkbox"/>	M7-Carbonized Gray Magnetic		N/C
<input type="checkbox"/>	E7 - Velocity Blue		\$608.00
<input type="checkbox"/>	MB-Orange		\$608.00
<input type="checkbox"/>	HX - Antimatter Blue		N/C
<input type="checkbox"/>	PQ-Race Red		N/C
<input type="checkbox"/>	UM-Agate Black		N/C
<input type="checkbox"/>	JS - Iconic Silver		N/C
<input type="checkbox"/>	W6-Green Gem		\$608.00
<input checked="" type="checkbox"/>	Z1-Oxford White		N/C
	<b>INTERIOR</b>		
<input type="checkbox"/>	Steel 40/20/40 Vinyl		Std
<input checked="" type="checkbox"/>	Steel 40/20/40 Cloth		\$92.00
<input type="checkbox"/>	Steel 40/Console/40 Vinyl-No Armrest Included (Regular Cab Only)		\$327.00



<input type="checkbox"/>	Steel 40/Console/40 Cloth- No Armrest Included		\$473.00
<b>OPTIONS-EXTERIOR</b>			
<input type="checkbox"/>	Platform Running Boards - Regular Cab	18B	\$295.00
<input checked="" type="checkbox"/>	Platform Running Boards - Super/Crew Cab	18B	\$409.00
<input type="checkbox"/>	Rear View Camera with Prep Kit Available with 66D Pickup Box Delete	872	\$415.00
<input checked="" type="checkbox"/>	Rear CHMSL Camera-Displays in Center Stack (Requires XL Value Package or 585 AM-FM CD Radio)	873	\$184.00
<input checked="" type="checkbox"/>	BLIS (Blind Spot Information System) with Cross-traffic Alert and		
<input checked="" type="checkbox"/>	Trailer Tow (BLIS Sensor in Tail Lamp)	60B	\$496.00
<input checked="" type="checkbox"/>	Power Equipment		
<input checked="" type="checkbox"/>	Group (90L) on XL; N/A with Pickup Box Delete (66D)		
<input checked="" type="checkbox"/>	Reverse Sensing System Not Available with Box Delete	76R	\$225.00
<input type="checkbox"/>	Box-Link-4 Premium Locking Cleans N/A with Box Delete	66B	\$69.00
<input type="checkbox"/>	5th Wheel/Goose Neck Prep	53W	\$460.00
<input type="checkbox"/>	LED Box Lighting-N/A with CHMSL Rear Camera	66L	\$58.00
<b>OPTIONS-FLEET</b>			
<input type="checkbox"/>	Sirius XM Radio - Requires 585 Radio or SYNC 3	39S	\$171.00
<input type="checkbox"/>	XL Décor Group - Includes Chrome Front & Rear Bumpers	17F	\$203.00
<input checked="" type="checkbox"/>	Cruise Control	52S	\$216.00
<input checked="" type="checkbox"/>	Daytime Running Lights	942	\$41.00
<b>OPTIONS-OTHER (PLEASE LIST)</b>			
<input checked="" type="checkbox"/>	4x4 Option		\$3,895.00
<input type="checkbox"/>	8 YR/125,000 Premium Care 4x4		\$4,895.00
<input type="checkbox"/>	6 YR/100,000 Premium Care 4x4		\$3,265.00
<input type="checkbox"/>	XLT Pkg		\$5,025.00
<input checked="" type="checkbox"/>	Undercoating		\$275.00
<input checked="" type="checkbox"/>	Seat Covers-Carhartt		\$395.00
<input checked="" type="checkbox"/>	Mud Guards		\$225.00
<input checked="" type="checkbox"/>	Weather Tech Floor Liners-Front		\$195.00
<input type="checkbox"/>	Western Pro Plow 7 1/2'		\$5,875.00
<input type="checkbox"/>	Western Pro Plow 8 1/2'		\$6,195.00
<input type="checkbox"/>	Western Pro Plow 9'		\$6,575.00

YES

<input type="checkbox"/>	Western Pro Plow 10'		\$7,075.00
<input type="checkbox"/>	Boss Super Duty 7 1/2'		\$6,295.00
<input type="checkbox"/>	Boss Super Duty 8 1/2'		\$6,495.00
<input type="checkbox"/>	Boss 8'2" V-XT Poly Plow with Smart Hitch 2/Rubber Snow Deflector		\$8,095.00
<input type="checkbox"/>	WeatherGuard 164-5-01 Toolboxes with Black Powder-Coat Finish		\$955.00 EA
<input type="checkbox"/>	WeatherGuard 390-5-02 Toolboxes with Black Powder-Coat Finish		\$1,074.00 EA
<input type="checkbox"/>	Back-Rack 15018 Cab Guard W/30221 "No Drill" Mounting Kit, Installed		\$625.00
<input type="checkbox"/>	Sauber Aluminum 2PC Platform 44"T x 56"W Galvanized Frame 2PC Bumper (No Tow Receiver)		\$6,156.00
<input type="checkbox"/>	WoodBine "Tommy-Gate" Liftgate G2 G2-60-1342EA38 1300# Capacity 55" X 38" 2-Piece Extruded Aluminum Platform 6" Tapered Ramp-Led Tail Light Kit Installed On G-2 Pick-up Liftgate		\$4,595.00
<input type="checkbox"/>	Transfer Backup Camera to Liftgate		\$325.00
<input type="checkbox"/>	LED Highlighter Mini Bar Installed on Cab Guard		\$645.00
<input type="checkbox"/>	Whelen TAD8A Traffic Advisor with InCab Controller		\$1,275.00
<input type="checkbox"/>	WeatherGuard 164-0-01 Low Side Aluminum Diamond Plate Box on C/S		\$949.00
<input type="checkbox"/>	Knapheide 696-2 Service Body 14.5" Deep Compartments - 49" Floor  Standard Shelving Consisting of 2 Divider Shelves for Front Verticals, One in Rear Vertical, One in Curbside Horizontal Compartment, Surface Mount LED Tail Lights. Knap-Lined Rear Bumper, Key- Lockable Rivet less NXG Latches, Factory-Painted Standard White. 7-Way Trailer Plug.		\$6,795.00
<input type="checkbox"/>	Modular Service Body Cab Guard, Go-Light Bracket, Mini-Light Bar Mounting Brackets. Powder Coated White		\$1,495.00
<input type="checkbox"/>	Tommy-Gate G2 Liftgate, 1300# Capacity, 49" X38" X 6" Aluminum Platform and LED Light Kit. Includes Modifying Rear Bumper.		\$5,326.00
<input type="checkbox"/>	Rear Grab Handles on Body		\$65.00
<input type="checkbox"/>	LED Compartment Lights		\$1,134.00
<input type="checkbox"/>	C-Tech Drawer Cabinet in D/S Front		\$1,136.00
<input type="checkbox"/>	E-Track PKG W/Hooks		\$856



Title Name \_\_\_\_\_

Title Address \_\_\_\_\_

Title City \_\_\_\_\_

Title Zip Code \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Purchase Order Number \_\_\_\_\_

Fleet Identification Number \_\_\_\_\_

Tax Exempt Number \_\_\_\_\_

Total Dollar Amount \_\_\_\_\_

Total Number of Units \_\_\_\_\_

Delivery Address \_\_\_\_\_

\*Orders Require Signed Original Purchase Order and Tax-Exempt Letter Submitted To:

Roesch Ford

303 W Grand Ave

Bensenville, IL 60106

Phone: (630)279-6000 EXT:2254

Brian Kilduff [Briankilduff@roeschtrucks.com](mailto:Briankilduff@roeschtrucks.com)



# A Joint Purchasing Program For Local Government Agencies

September 22, 2021

Mr. Fred Seng  
Roesch Ford  
333 W. Grand Avenue  
Bensenville, IL 60106

Dear Mr. Seng,

This letter is to request a short term contract extension on the SPC Contract #180 for the 2022 Ford F-350 XL 4x2 Super Duty Pick Up plus Option Packages and Other Options with Roesch Motors through the end of the model year. The SPC Governing Board has approved a price increase of \$1,539.00, from \$23,475.00 to \$25,014.00.

With acceptance of this contract, Roesch Ford agrees to all terms and conditions set forth in the specifications contained within the Request for Proposals to which you responded.

Roesch Ford, Bensenville will handle all billing. Each vehicle purchased will be assessed a \$120.00 administrative fee per vehicle which shall be paid directly by the vendor to the SPC on a quarterly basis.

The SPC looks forward to another productive year working with Roesch Ford. Please sign and date this agreement below, retaining copies for your files and returning the original to my attention. The duration of the extension runs through the end of the factory order cutoff date, estimated to be in November, 2021.

Sincerely,

Ellen Dayan, CPPB  
Purchasing Director  
Northwest Municipal Conference

09.22.21

Name: Ellen Dayan Date  
Northwest Municipal Conference

Name: Fred Seng Date  
Roesch Ford

**DuPage Mayors & Managers Conference**  
1220 Oak Brook Road  
Oak Brook, IL 60523  
Suzette Quintell  
Phone: (630) 571-0480  
Fax: (630) 571-0484

**Northwest Municipal Conference**  
1600 East Golf Rd., Suite 0700  
Des Plaines, IL 60016  
Ellen Dayan, CPPB  
Phone: (847) 296-9200  
Fax: (847) 296-9207

**South Suburban Mayors And Managers Association**  
1904 West 174<sup>th</sup> Street  
East Hazel Crest, IL 60429  
Kristi DeLaurentiis  
Phone: (708) 206-1155  
Fax: (708) 206-1133

**Will County Governmental League**  
15905 S. Frederick Street  
Suite 107  
Plainfield, IL 60586  
Cherie Belom  
Phone: (815) 254-7700

Line-x of Northern Illinois

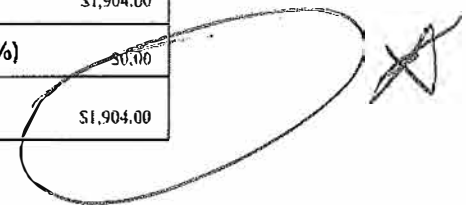
Email: rayslinex@sbcglobal.net  
847-202-3884  
645 S. Vermont St  
Palatine, IL 60067

# Estimate

Date	Estimate #
9/23/2021	113

Name / Address
DARIEN MUNICIPAL SERVICES 1041 S FRONTAGE RD DARIEN IL 60561 630-417-5146 DENNIS CABLE, IL 60561

			Project
Description	Qty	Rate	Total
Truck Gear LXP tonneau cover		1,000.00	1,000.00
Platinum Bed Liner		904.00	904.00
		<b>Subtotal</b>	\$1,904.00
		<b>Sales Tax (10.25%)</b>	30.00
		<b>Total</b>	\$1,904.00





**Estimate #17288**

**9/24/2021**

**Prepared For:**

Darien Public Works Department  
 1041 S Frontage Rd  
 Darien, IL 60561

Phone: 630-514-3453 Fax:  
 Alt. Phone:  
 E-Mail: kthrom@darienil.gov

**Prepared By:**

Kylie Dryier  
 Element Graphics & Design  
 19233 S. Henry Drive  
 Mokena, IL 60448

Phone: 708-478-6650 Fax: 708-478-6651  
 Alt. Phone:  
 E-Mail: Kylie@elementgraphics.com

**Description:**

2021 Ford F-350 w/crew cab & 6-3/4' bed  
 SPOT DECALS

Ordered By:  
 Kris Throm  
 630-514-3453  
 kthrom@darienil.gov

Quantity	Description	Each	Total	Taxable
1	2021 Ford F-350 w/crew cab & 6-3/4' bed SPOT DECALS	848.0629	\$848.06	✓
1	Installation // Set Up Fee	165.00	\$165.00	
1	Vehicle will be inspected for any damage upon arrival.	0.00	\$0.00	
1	Vehicle Must Come Clean (weather permitting) If vehicle comes unwashed, a cleaning fee of \$75/hr will be charged	0.00	\$0.00	
1	All quotes and layouts must be signed off on before the job begins.	0.00	\$0.00	
1	VIN# UNIT#	0.00	\$0.00	
		Subtotal	\$1,013.06	
		7.50%	\$63.61	
		<b>Total</b>	<b>\$1,076.66</b>	

**Terms:**

Balance due on completion. Visa/MC Accepted

By my signature, I authorize work to begin and agree to pay the above amount in full according to the terms on this agreement.  
 This quote expires in 30 days.

Signed by	Date	Amt. Paid Today
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RESOLUTION NO. \_\_\_\_\_

**RESOLUTION AUTHORIZING THE PURCHASE OF ONE NEW  
2022 FORD F-350 XL 4X2 PICK UP FROM ROESCH FORD IN AN  
AMOUNT NOT TO EXCEED \$48,666.00**

**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 and City Clerk to authorize the purchase of one new 2022 Ford F-350 XL 4x2 Pick Up from Roesch Ford in an amount not to exceed \$48,666.00, a copy of which is 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 4<sup>th</sup> day of October, 2021.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY,  
ILLINOIS**, this 4<sup>th</sup> day of October, 2021.

\_\_\_\_\_  
JOSEPH MARCHESE, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

..0..  
 ..0..  
 25,014.00 +  
 4,495.00 +  
 355.00 +  
 257.00 +  
 92.00 +  
 231.00 +  
 79.00 +  
 241.00 +  
 92.00 +  
 1,506.00 +  
 88.00 +  
 56.00 +  
 27.00 +  
 257.00 +  
 395.00 +  
 1,950.00 +  
 1,975.00 +  
 1,035.00 +  
 368.00 +  
 228.00 +  
 160.00 +  
 272.00 +  
 207.00 +  
 152.00 +  
 621.00 +  
 119.00 +  
 128.00 +  
 350.00 +  
 925.00 +  
 185.00 +  
 158.00 +  
 92.00 +  
 409.00 +  
 184.00 +  
 496.00 +  
 225.00 +  
 216.00 +  
 41.00 +  
 3,895.00 +  
 275.00 +  
 395.00 +  
 225.00 +  
 195.00 +  
 48,666.00



**2022 FORD F-350**  
**XL 4X2 PICK UP**  
**Contract # 180**



**ROESCH FORD**  
**Your Full-Line Municipal Dealer**  
**Tentative Order Cut-Off:**  
**Nov. 12<sup>th</sup>, 2021**

*48,666*



**STANDARD EQUIPMENT**

The following features are standard on every 2022 MY SUPER DUTY® F-SERIES vehicle:

**MECHANICAL**

- Brakes – Power four-wheel Disc Brakes with Anti-Lock Brake System (ABS)
- Engine
  - F-250/F-350: 6.2L 2 Valve Gas SOHC EFI NA V8 (Flex-Fuel)
  - F-450: 6.7L 4 Valve OHV Power Stroke® V8 Turbo Diesel B20
- Transmission
  - TorqShift®-G Six-Speed Automatic with SelectShift® (F-250 w/6.2L gas)
  - TorqShift® Ten-Speed Automatic with Selectable Drive Modes: Normal, Tow/Haul, Eco, Deep Sand/Snow & Slippery (NA w/ F-250 w/6.2L gas)

**EXTERIOR**

- Doors
  - Two (Regular Cab only)
  - Four (SuperCab/Crew Cab only)
- Glass
  - Solar-Tinted, complete (Std. XL)
  - Privacy (Std. XLT, Lariat, King Ranch®, Platinum and Limited; NA front-seat windows)
- Jack
  - Two ton mechanical (F-250/F-350 SRW)
  - Four ton hydraulic (F-350 DRW/F-450)
- Lamps – pickup box and cargo area
- Manual Locking Hubs (4x4)
- Moldings – tailgate and box-rail
- Spare tire, wheel, lock & frame mounted carrier
- Tailgate – removable w/key lock, black handle
- “Three-Blink” lane change signal
- Tie-down hooks – pickup box, four (4)
- Tow hooks – front, two (2)
- Trailer Tow Package (F-250/F-350) – 7 wire harness w/relays and 7/4 pin connector
- Trailer Tow Package (F-450) – 7/4 pin connector, 4.30LS rear-axle and GCWR (Reg Cab – 45,300 lbs. Crew Cab 4x4 42,000lbs, Crew Cab 4x2 43,400 lbs)

**INTERIOR/COMFORT**

- Convenience
  - Coat hooks – LH/RH color-coordinated
  - Dash top tray
  - Dome Lamp – LH/RH door activated & I/P switch operated w/delay
  - Handles, grab – driver & front-passenger
  - Handles, roof ride – front-passenger (also over rear-doors on Crew Cab)
  - Map lights – dual (front and rear w/Crew Cab)
  - Powerpoint, auxiliary
- Door-Trim – color-coordinated, molded w/armrest/grab handle & reflector
- Headliner – color-coordinated cloth
- Hood release
- Horn – dual electric

**INTERIOR/COMFORT (continued)**

- Instrument panel – color-coordinated w/ glove box, 4 air registers w/positive shut off, powerpoint
- Instrumentation – Multi-function switch message center w/Ice Blue® Lighting® (three (3) button message control on steering wheel for XL; five (5) button control for XLT, Lariat, King Ranch®, Platinum and Limited)
- Scuff plates – front, color-coordinated; illuminated w/logo on Limited
- Steering – power
- Steering damper
- Windshield wipers – intermittent

**SAFETY/SECURITY**

- AdvanceTrac® with RSC® (Roll Stability Control™)
- Airbags
  - Driver and Passenger frontal and side airbag/curtain
  - Passenger side airbag deactivation switch
- Center High-mounted Stop Lamp (CHMSL)
- Child tethers (Regular Cab, front-passenger and all rear-seating positions)
- Individual Tire Pressure Monitoring System (TPMS) – SRW/F-350 DRW only
- Safety Belts
  - Belt-Minder® front safety belt reminder – chime and flashing warning light on instrument cluster if belts not buckled
  - Color-coordinated w/height adjustment (front-outboard seating positions only)
- SecurLock® Passive Anti-Theft System (PATS); includes MyKey® owner controls feature
- SOS Post-Crash Alert System™
- Stationary Elevated Idle Control (SEIC)

**FUNCTIONAL**

- Alternator
  - 157 Amp (Std. XL)
  - 200 Amp (Std. XLT, Lariat, King Ranch® and Platinum)
  - 332 Amp (Limited)
- Axle
  - Twin I-beam front axle w/coil spring suspension (narrow front track) – 4x2 (F-250 and F-350)
  - Mono-beam front axle w/coil spring suspension (narrow front track) – 4x4 (F-250 and F-350)
  - Mono-beam front axle w/coil spring suspension (wide front track) (F-450)
  - Rear – Non-Limited-Slip (F-250/F-350)
  - Rear – 4.30 Limited-Slip (F-450)
- Battery
  - Gas engine – 650-CCA, 72-AH (XL only)
  - Gas engine – 750-CCA, 78-AH, single (NA XL)
  - Diesel engine – 750-CCA, 78-AH, dual (6.7L Power Stroke® Diesel engine)
- Intelligent Oil-Life Monitor® (6.7L Power Stroke® Diesel engine)
- Oil minder system (6.2L Gas engine)
- Shock absorbers – heavy-duty gas
- Stabilizer bar – front

<input checked="" type="checkbox"/>	Item/Description	Code	Roesch
<input checked="" type="checkbox"/>	F-350 XL 4X2 Standard		\$25,014.00
	<b>OPTIONS-BODY STYLE</b>		
<input type="checkbox"/>	Super Cab with 6 3/4' Bed		\$3,495.00
<input checked="" type="checkbox"/>	Crew Cab with 6 3/4' Bed		\$4,495.00
<input type="checkbox"/>	8' Bed on Super/Crew Cab		\$260.00
<input type="checkbox"/>	Pick Up Box Delete (Spare Tire Optional)	66D	(\$525.00)
<input type="checkbox"/>	Dual Rear Wheels (Requires 8' Bed)		\$1,750.00
	<b>OPTIONS-POWERTRAIN</b>		
<input type="checkbox"/>	6.2L V-8 with 6-speed Automatic		Std
<input type="checkbox"/>	6.7L OHV Power Stroke Diesel	99T	\$9,551.00
<input type="checkbox"/>	7.3L 2V V-8 Gas Engine (Flex Fuel)	99G	\$1551.00
<input checked="" type="checkbox"/>	Limited Slip Axle		\$355.00
<input type="checkbox"/>	Gaseous Prep (does not include Conversion)	98F	\$289.00
<input checked="" type="checkbox"/>	PTO Provision	62R	\$257.00
<input checked="" type="checkbox"/>	Engine Block Heater	41H	\$92.00
<input checked="" type="checkbox"/>	Engine Idle Shut Down (N/A with reverse sensing) Duration _ Minutes		\$231.00
<input type="checkbox"/>	Dual Extra Duty Alternators (Requires Diesel Motor)	67B	\$105.00
<input checked="" type="checkbox"/>	Extra Heavy-Duty Alternator	67E	\$79.00
<input type="checkbox"/>	Operator Command Regeneration (Requires Diesel Motor)	98R	\$231.00
<input type="checkbox"/>	Powertrain Care 3 Year 100,000 Warranty 4x2 Gasoline Motor		\$1,135.00
<input type="checkbox"/>	Powertrain Care 3 Year 100,000 Warranty 4x4 Gasoline Motor with Snow Plow		\$1,945.00
	<b>OPTIONS- WHEELS, TIRES</b>		
<input type="checkbox"/>	LT245/75Rx17E BSW A/S (4x2)	TCH	N/C
<input type="checkbox"/>	T245/75Rx17E BSW A/S Plus (4x4)	TD8	N/C
<input checked="" type="checkbox"/>	LT245/75Rx17E BSW A/T	TBM	\$241.00
<input type="checkbox"/>	LT275/70Rx18E BSW A/T Plus (Requires 17S STX Appearance Pkg)	TDX	\$241.00
<input type="checkbox"/>	Full Size Spare with Box Delete Option	512	\$272.00
<input type="checkbox"/>	Spare Tire Delete for Pick Up	51X	(\$79.00)
	<b>OPTIONS-FUNCTIONAL</b>		
<input checked="" type="checkbox"/>	Skid Plates-Not Available with 66D Box Delete	41P	\$92.00
<input checked="" type="checkbox"/>	Ultimate Trailer Tow Camera System		

yes

<input checked="" type="checkbox"/>	Rear View Camera		
<input checked="" type="checkbox"/>	Rear CHMSL Camera		
<input checked="" type="checkbox"/>	360 Camera System	53R	\$1506.00
<input checked="" type="checkbox"/>	Reverse Guidance		
<input checked="" type="checkbox"/>	Requires Power Equipment Group, XL Value Group, & SYNC 3		
<input checked="" type="checkbox"/>	LED Roof Markers Lights	592	\$88.00
<input type="checkbox"/>	Driver Passenger Side Airbags/Curtain Delete N/A 10,000 lbs. or less GVWR-NA with 556	556	(\$180.00)
<input type="checkbox"/>	Front Passenger & Side Airbags/Curtain delete N/A 10,000 lbs. or less GVWR-NA with 556	557	(\$180.00)
<input type="checkbox"/>	AM/FM/SYNC	585	\$507.00
<input type="checkbox"/>	Tailgate Step-N/A with 66D Box Delete	85G	\$345.00
<input type="checkbox"/>	Tough Bed Spray-In Liner-NA 66D Box Delete	85S	\$542.00
<input checked="" type="checkbox"/>	Rear Defroster (Requires Privacy Glass and 90L Power Group)	43B	\$56.00
<input checked="" type="checkbox"/>	Privacy Glass (Requires 43B and 90L)	924	\$27.00
<input checked="" type="checkbox"/>	Trailer Brake Controller	52B	\$257.00
	<b>OPTIONS-GROUPS/PACKAGES</b>		
<input checked="" type="checkbox"/>	XL Value Package		
<input checked="" type="checkbox"/>	Cruise Control		
<input checked="" type="checkbox"/>	Chrome Front & Rear Bumper	96V	\$395.00
<input type="checkbox"/>	KC96L 1478 Canopied Service Body Includes All Accessories		\$14,675.00
<input type="checkbox"/>	Trailer Plug, 3 Bar Overhead Ladder Rack		\$675.00
<input type="checkbox"/>	Spray-In Bedliner Enter Cargo Area		\$1,950.00
<input type="checkbox"/>	6 Corner Amber LED Strobe System		\$1,300.00
<input type="checkbox"/>	42" LED Arrow Stick		\$2,100.00
<input checked="" type="checkbox"/>	53" Legend LED Lightbar		\$1,950.00
<input checked="" type="checkbox"/>	Go-Power 3000-Watt Power Inverter		\$1,975.00
<input checked="" type="checkbox"/>	Power Equipment Group		
<input checked="" type="checkbox"/>	Heated Power Mirrors with Integrated Clearance		
<input checked="" type="checkbox"/>	Lamps/Turn Signals		
<input checked="" type="checkbox"/>	Perimeter Alarm		
<input checked="" type="checkbox"/>	Accessory Delay		
<input checked="" type="checkbox"/>	Power Windows/Locks/Tailgate Lock	90L	
<input checked="" type="checkbox"/>	Remote Keyless		
<input checked="" type="checkbox"/>	Upgraded Door Trim		\$841.00
<input checked="" type="checkbox"/>	Regular Cab		<u>\$1,035.00</u>

	Crew/Super		
<input checked="" type="checkbox"/>	FX4 Off Road Package		
<input checked="" type="checkbox"/>	Hill Descent Control		
<input checked="" type="checkbox"/>	Rancho Branded Shocks		
<input checked="" type="checkbox"/>	Transfer Case & Fuel Tank Skid Plates	17X	\$368.00
<input checked="" type="checkbox"/>	N/A with Pickup Box Delete		
<input checked="" type="checkbox"/>	Requires 4x4, All Terrain Tires and Locking Differential		
<input checked="" type="checkbox"/>	Snow Plow Prep Package (Requires 4x4)		
<input checked="" type="checkbox"/>	Upgrade Front Springs	473	\$228.00
<input checked="" type="checkbox"/>	Extra Heavy-Duty Alternator		
<input type="checkbox"/>	Snow Plow/Camper Package		
<input type="checkbox"/>	Upgraded Front Springs for Snow Plow		
<input type="checkbox"/>	Extra Heavy-Duty Alternator		
<input type="checkbox"/>	Rear Auxiliary Springs	47B	\$277.00
<input type="checkbox"/>	Rear Stabilizer Bar (SRW Only)		
<input type="checkbox"/>	Slide-In Camper Certification		
<input type="checkbox"/>	Heavy Service Front Suspension - Heavy Service Front Springs	67H	\$115.00
	<b>OPTIONS-INTERIOR</b>		
<input checked="" type="checkbox"/>	110/400W Outlet	43C	\$160.00
<input type="checkbox"/>	Rapid Heat Supplemental Cab Heater (Requires Diesel Motor)	41H	\$92.00
<input checked="" type="checkbox"/>	Upfitter Interface Module for PTO Programming	18A	\$272.00
<input checked="" type="checkbox"/>	Ford Pass Connect Wi-Fi hotspot connects up to - Remotely start, Lock and Unlock Vehicle - Schedule	87S	\$207.00
<input type="checkbox"/>	Advanced Security Pack		
<input type="checkbox"/>	Securilock		
<input type="checkbox"/>	Passive Anti-Theft	76Z	N/C
<input type="checkbox"/>	Inclination/Intrusion Sensors		
<input checked="" type="checkbox"/>	Upfitter Switches	66S	\$152.00
<input type="checkbox"/>	Remote Start (Requires Power Equipment Group)	76S	\$231.00
<input type="checkbox"/>	SYNC 3 (Requires Ultimate Tow Package)	913	\$415.00
	<b>OPTIONS-ACCESSORIES</b>		
<input type="checkbox"/>	Stow/Load Ramps - NAA with 66D Box Delete	52R	\$640.00
<input checked="" type="checkbox"/>	LED Warning Strobes-NA with LED Box Light	91S	\$621.00
<input type="checkbox"/>	Drop-In Bed Liner-NA with 66D Box Delete	85L	\$323.00
<input type="checkbox"/>	Wheel Well Liner-NA with 66D Box Delete	61M	\$165.00
<input type="checkbox"/>	Bed Mat-NA with 66D Box Delete	85M	\$139.00

<input checked="" type="checkbox"/>	Front/Rear Splash Guards-NA with 66D Box Delete	61S	\$119.00
<input checked="" type="checkbox"/>	Back Up Alarm	76C	\$128.00
<input checked="" type="checkbox"/>	Rustproofing		\$350.00
<input checked="" type="checkbox"/>	4 Corner Strobes (Requires Upfitter Switches)		\$925.00
<input type="checkbox"/>	8' Steel Service Body - White Finish		\$7,295.00
<input type="checkbox"/>	8' Western Snow Plow		\$5,975.00
<input type="checkbox"/>	8' Boss Snow Plow		\$6,375.00
<input type="checkbox"/>	Hand Held Controller (Requires Plow)		\$110.00
<input type="checkbox"/>	Snow Deflector		\$350.00
<input type="checkbox"/>	Detailed CD Rom Shop Manual		\$275.00
<input checked="" type="checkbox"/>	Delivery More than 50 Miles		\$185.00
<input checked="" type="checkbox"/>	License & Title - M Plates (Shipped)		\$158.00
<input type="checkbox"/>	Buyers Stainless Steel Insert Dump Body 6' Bed		\$5,975.00
<input type="checkbox"/>	Western Wideout Plow 8'-10'		\$7,978.00
<input type="checkbox"/>	Western Tornado Poly Hopper Spreader - 8'-1.8 Cubic YD. Capacity Includes All Accessories Full Feature Pre-Wet System, (2) 50 Gal Tanks		\$12,950.00
<input type="checkbox"/>	MA200 Fiberglass Service Body + All Accessories Sauber		\$20,395.00
	<b>EXTERIOR</b>		
<input type="checkbox"/>	AT-Yellow		\$608.00
<input type="checkbox"/>	BY-School Bus Yellow		\$608.00
<input type="checkbox"/>	D1-Stone Gray		N/C
<input type="checkbox"/>	E4-Vermillion		\$608.00
<input type="checkbox"/>	GR-Green		\$608.00
<input type="checkbox"/>	M7-Carbonized Gray Magnetic		N/C
<input type="checkbox"/>	E7 - Velocity Blue		\$608.00
<input type="checkbox"/>	MB-Orange		\$608.00
<input type="checkbox"/>	HX - Antimatter Blue		N/C
<input type="checkbox"/>	PQ-Race Red		N/C
<input type="checkbox"/>	UM-Agate Black		N/C
<input type="checkbox"/>	JS - Iconic Silver		N/C
<input type="checkbox"/>	W6-Green Gem		\$608.00
<input checked="" type="checkbox"/>	Z1-Oxford White		N/C
	<b>INTERIOR</b>		
<input type="checkbox"/>	Steel 40/20/40 Vinyl		Std
<input checked="" type="checkbox"/>	Steel 40/20/40 Cloth		\$92.00
<input type="checkbox"/>	Steel 40/Console/40 Vinyl-No Armrest Included (Regular Cab Only)		\$327.00

<input type="checkbox"/>	Steel 40/Console/40 Cloth- No Armrest Included		\$473.00
<b>OPTIONS-EXTERIOR</b>			
<input type="checkbox"/>	Platform Running Boards - Regular Cab	18B	\$295.00
<input checked="" type="checkbox"/>	Platform Running Boards - Super/Crew Cab	18B	\$409.00
<input type="checkbox"/>	Rear View Camera with Prep Kit Available with 66D Pickup Box Delete	872	\$415.00
<input checked="" type="checkbox"/>	Rear CHMSL Camera-Displays in Center Stack (Requires XL Value Package or 585 AM-FM CD Radio)	873	\$184.00
<input checked="" type="checkbox"/>	BLIS (Blind Spot Information System) with Cross-traffic Alert and		
<input checked="" type="checkbox"/>	Trailer Tow (BLIS Sensor in Tail Lamp)	60B	\$496.00
<input checked="" type="checkbox"/>	Power Equipment		
<input checked="" type="checkbox"/>	Group (90L) on XL; N/A with Pickup Box Delete (66D)		
<input checked="" type="checkbox"/>	Reverse Sensing System Not Available with Box Delete	76R	\$225.00
<input type="checkbox"/>	Box-Link-4 Premium Locking Cleans N/A with Box Delete	66B	\$69.00
<input type="checkbox"/>	5th Wheel/Goose Neck Prep	53W	\$460.00
<input type="checkbox"/>	LED Box Lighting-N/A with CHMSL Rear Camera	66L	\$58.00
<b>OPTIONS-FLEET</b>			
<input type="checkbox"/>	Sirius XM Radio - Requires 585 Radio or SYNC 3	39S	\$171.00
<input type="checkbox"/>	XL Décor Group - Includes Chrome Front & Rear Bumpers	17F	\$203.00
<input checked="" type="checkbox"/>	Cruise Control	52S	\$216.00
<input checked="" type="checkbox"/>	Daytime Running Lights	942	\$41.00
<b>OPTIONS-OTHER (PLEASE LIST)</b>			
<input checked="" type="checkbox"/>	4x4 Option		\$3,895.00
<input type="checkbox"/>	8 YR/125,000 Premium Care 4x4		\$4,895.00
<input type="checkbox"/>	6 YR/100,000 Premium Care 4x4		\$3,265.00
<input type="checkbox"/>	XLT Pkg		\$5,025.00
<input checked="" type="checkbox"/>	Undercoating		\$275.00
<input checked="" type="checkbox"/>	Seat Covers-Carhartt		\$395.00
<input checked="" type="checkbox"/>	Mud Guards		\$225.00
<input checked="" type="checkbox"/>	Weather Tech Floor Liners-Front		\$195.00
<input type="checkbox"/>	Western Pro Plow 7 1/2'		\$5,875.00
<input type="checkbox"/>	Western Pro Plow 8 1/2'		\$6,195.00
<input type="checkbox"/>	Western Pro Plow 9'		\$6,575.00

<input type="checkbox"/>	Western Pro Plow 10'		\$7,075.00
<input type="checkbox"/>	Boss Super Duty 7 1/2'		\$6,295.00
<input type="checkbox"/>	Boss Super Duty 8 1/2'		\$6,495.00
<input type="checkbox"/>	Boss 8'2" V-XT Poly Plow with Smart Hitch 2/Rubber Snow Deflector		\$8,095.00
<input type="checkbox"/>	WeatherGuard 164-5-01 Toolboxes with Black Powder-Coat Finish		\$955.00 EA
<input type="checkbox"/>	WeatherGuard 390-5-02 Toolboxes with Black Powder-Coat Finish		\$1,074.00 EA
<input type="checkbox"/>	Back-Rack 15018 Cab Guard W/30221 "No Drill" Mounting Kit, Installed		\$625.00
<input type="checkbox"/>	Sauber Aluminum 2PC Platform 44"T x 56"W Galvanized Frame 2PC Bumper (No Tow Receiver)		\$6,156.00
<input type="checkbox"/>	WoodBine "Tommy-Gate" Liftgate G2 G2-60-1342EA38 1300# Capacity 55" X 38" 2-Piece Extruded Aluminum Platform 6" Tapered Ramp-Led Tail Light Kit Installed On G-2 Pick-up Liftgate		\$4,595.00
<input type="checkbox"/>	Transfer Backup Camera to Liftgate		\$325.00
<input type="checkbox"/>	LED Highlighter Mini Bar Installed on Cab Guard		\$645.00
<input type="checkbox"/>	Whelen TAD8A Traffic Advisor with InCab Controller		\$1,275.00
<input type="checkbox"/>	WeatherGuard 164-0-01 Low Side Aluminum Diamond Plate Box on C/S		\$949.00
<input type="checkbox"/>	Knapheide 696-2 Service Body 14.5" Deep Compartments - 49" Floor  Standard Shelving Consisting of 2 Divider Shelves for Front Verticals, One in Rear Vertical, One in Curbside Horizontal Compartment, Surface Mount LED Tail Lights. Knap-Lined Rear Bumper, Key- Lockable Rivet less NXG Latches, Factory-Painted Standard White. 7-Way Trailer Plug.		\$6,795.00
<input type="checkbox"/>	Modular Service Body Cab Guard, Go-Light Bracket, Mini-Light Bar Mounting Brackets. Powder Coated White		\$1,495.00
<input type="checkbox"/>	Tommy-Gate G2 Liftgate, 1300# Capacity, 49" X38" X 6" Aluminum Platform and LED Light Kit. Includes Modifying Rear Bumper.		\$5,326.00
<input type="checkbox"/>	Rear Grab Handles on Body		\$65.00
<input type="checkbox"/>	LED Compartment Lights		\$1,134.00
<input type="checkbox"/>	C-Tech Drawer Cabinet in D/S Front		\$1,136.00
<input type="checkbox"/>	E-Track PKG W/Hooks		\$856



Title Name \_\_\_\_\_

Title Address \_\_\_\_\_

Title City \_\_\_\_\_

Title Zip Code \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Purchase Order Number \_\_\_\_\_

Fleet Identification Number \_\_\_\_\_

Tax Exempt Number \_\_\_\_\_

Total Dollar Amount \_\_\_\_\_

Total Number of Units \_\_\_\_\_

Delivery Address \_\_\_\_\_

\*Orders Require Signed Original Purchase Order and Tax-Exempt Letter Submitted To:

Roesch Ford

303 W Grand Ave

Bensenville, IL 60106

Phone: (630)279-6000 EXT:2254

Brian Kilduff [Briankilduff@roeschtrucks.com](mailto:Briankilduff@roeschtrucks.com)





# A Joint Purchasing Program For Local Government Agencies

September 22, 2021

Mr. Fred Seng  
Roesch Ford  
333 W. Grand Avenue  
Bensenville, IL 60106

Dear Mr. Seng,

This letter is to request a short term contract extension on the SPC Contract #180 for the 2022 Ford F-350 XL 4x2 Super Duty Pick Up plus Option Packages and Other Options with Roesch Motors through the end of the model year. The SPC Governing Board has approved a price increase of \$1,539.00, from \$23,475.00 to \$25,014.00.

With acceptance of this contract, Roesch Ford agrees to all terms and conditions set forth in the specifications contained within the Request for Proposals to which you responded.

Roesch Ford, Bensenville will handle all billing. Each vehicle purchased will be assessed a \$120.00 administrative fee per vehicle which shall be paid directly by the vendor to the SPC on a quarterly basis.

The SPC looks forward to another productive year working with Roesch Ford. Please sign and date this agreement below, retaining copies for your files and returning the original to my attention. The duration of the extension runs through the end of the factory order cutoff date, estimated to be in November, 2021.

Sincerely,

Ellen Dayan, CPPB  
Purchasing Director  
Northwest Municipal Conference

09.22.21

Name: Ellen Dayan Date  
Northwest Municipal Conference

Name: Fred Seng Date  
Roesch Ford

**DuPage Mayors & Managers Conference**  
1220 Oak Brook Road  
Oak Brook, IL 60523  
Suzette Quintell  
Phone: (630) 571-0480  
Fax: (630) 571-0484

**Northwest Municipal Conference**  
1600 East Golf Rd., Suite 0700  
Des Plaines, IL 60016  
Ellen Dayan, CPPB  
Phone: (847) 296-9200  
Fax: (847) 296-9207

**South Suburban Mayors And Managers Association**  
1904 West 174<sup>th</sup> Street  
East Hazel Crest, IL 60429  
Kristi DeLaurentiis  
Phone: (708) 206-1155  
Fax: (708) 206-1133

**Will County Governmental League**  
15905 S. Frederick Street  
Suite 107  
Plainfield, IL 60586  
Cherie Belom  
Phone: (815) 254-7700

**AGENDA MEMO**  
**City Council**  
**October 4, 2021**

**ISSUE STATEMENT**

A motion to direct staff to negotiate a contract with LRS for option 2 (carts only) in substantial conformance with the LRS proposal dated September 15, 2021.

**BACKGROUND/HISTORY**

The City's current contract with Waste Management expires on March 31, 2022. The City solicited proposals for a new contract and received three proposals (LRS, Waste Management, and Groot). On September 15, staff opened the proposals for refuse services. Attached is the proposal summary ([Attachment A](#)). The RFP included pricing for the services we currently receive (sticker/cart option) and pricing for a cart only service (cart only). As we anticipated, there is an increase in the sticker price from all three companies. All three proposals for the current hybrid program included a sticker price significantly higher than the current sticker price. Current refuse/yard waste sticker price is \$3.91. The three proposed sticker prices are:

1. LRS – \$6.26 per sticker
2. Groot – fixed base fee of \$13 per month (seniors monthly fixed base fee is \$5) plus \$4 per sticker
3. Waste Management – base fixed fee of \$5.25 plus \$6.50 per sticker

The pricing for the cart only option was very competitive and the proposal from LRS included the best monthly rate of \$20.95 for unlimited garbage (65 or 95 gallon), recycling and yard waste. There is also a senior citizen price of \$10 per month for limited garbage (one 35-gallon cart per week) and unlimited yard waste and recycling. These prices also include one bulk item per week included with the unlimited pickup and a food compost program.

The primary benefits of the all cart proposal includes:

- Eliminates the inequity between those residents that currently purchase stickers or rent carts compared to residents that find alternate disposal methods. Alternative disposal methods, such as bringing garbage to one's workplace, is one reason that sticker prices increased more than cart prices
- Recycling carts will contain the materials so they do not blow all over on windy days versus the open-tote.
- More convenient for residents as they will be billed directly by LRS and eliminate the need to purchase stickers
- Unlimited garbage yard waste, and recycling pick up

Staff is requesting direction from the Council to negotiate a contract with LRS for option 2 (carts only) in substantial conformance with the LRS proposal dated September 15, 2021. The contract will need final approval by the City Council when it is complete. The references for LRS have provided satisfactory responses. The full proposal is attached and labeled [Attachment B](#).

**STAFF/COMMITTEE RECOMMENDATION**

The staff recommends approval of a motion to direct staff to negotiate a contract with LRS for option 2 (carts only) in substantial conformance with the LRS proposal dated September 15, 2021.

**ALTERNATE CONSIDERATION**

As directed by council.

**DECISION MODE**

This item will be on the October 4, 2021, City Council Agenda for approval.



**CITY OF DARIEN  
EXHIBIT B - Option 1  
Sticker/Cart Option**

Attachment A

Description of Service	Year	Waste Management	Groot	LRS	CURRENT RATES (WM)
Refuse Sticker Price (includes recycling) to be charged to customer	1	Base Fee \$5.25/mos - Sticker \$6.50	Base Fee \$13/mos Base Fee Seniors \$5.00/mos - Sticker \$4.00	\$6.25	<b>3.91</b>
	2	Base Fee \$5.43/mos - Sticker \$6.73	Base Fee \$13/mos Base Fee Seniors \$5.00/mos - Sticker \$4.12	\$6.67	
	3	Base Fee \$5.62/mos - Sticker \$6.97	Base Fee \$13/mos Base Fee Seniors \$5.00/mos - Sticker \$4.24	\$6.82	
	4	Base Fee \$5.82/mos - Sticker \$7.21	Base Fee \$13/mos Base Fee Seniors \$5.00/mos - Sticker \$4.37	\$7.00	
	5	Base Fee \$6.02/mos - Sticker \$7.46	Base Fee \$13/mos Base Fee Seniors \$5.00/mos - Sticker \$4.50	\$7.21	
Optional Cart 35 gal (refuse collection or yard waste collection) Monthly fee to be charged includes recycling collection) once per week	1	\$22.18	\$16.85	\$17.50/refuse only	<b>\$16.60/mos</b>
	2	\$22.96	\$17.36	\$17.94/refuse only	
	3	\$23.76	\$17.88	\$18.39/refuse only	
	4	\$24.59	\$18.42	\$18.85/refuse only	
	5	\$25.45	\$18.97	\$19.32/refuse only	
Optional Cart 65 gal (refuse collection or yard waste collection) Monthly fee to be charged includes recycling collection) once per week	1	\$25.18	\$19.25	\$19.50/refuse only	<b>\$18.85/mos</b>
	2	\$26.06	\$19.83	\$19.99/refuse only	
	3	\$26.97	\$20.42	\$20.48/refuse only	
	4	\$27.91	\$21.03	\$21.00/refuse only	
	5	\$28.89	\$21.66	\$21.53/refuse only	
Optional Cart 95 gal (refuse collection or yard waste collection) Monthly fee to be charged includes recycling collection) once per week	1	\$31.18	\$23.55	\$22.50/refuse only - \$130 yard waste/season	<b>\$23.34/mos</b>
	2	\$32.27	\$24.26	\$23.06/refuse only - \$133.25 yard waste/season	
	3	\$33.40	\$24.99	\$23.64/refuse only - \$136.58 yard waste/season	
	4	\$34.57	\$25.74	\$24.23/refuse only - \$140 yard waste/season	
	5	\$35.78	\$26.51	\$24.84/refuse only - \$143.50 yard waste/season	
One Amnesty Day Collection (over 5 year contract)	1	\$82,760.00	\$32,000.00	\$95,000.00	
	2		\$32,960.00		
	3		\$33,948.80		
	4		\$34,967.26		
	5		\$36,016.28		
Cart/Sticker Price Increase for One Amnesty Day Collection	1	\$0.53	\$0.07	Cart \$0.23/mos Sticker \$0.16/mos	
	2	\$0.53	\$0.07	Cart \$0.24/mos Sticker \$0.17/mos	
	3	\$0.53	\$0.07	Cart \$0.25/mos Sticker \$0.18/mos	
	4	\$0.53	\$0.08	Cart \$0.26/mos Sticker \$0.19/mos	
	5	\$0.53	\$0.08	Cart \$0.27/mos Sticker \$0.20/mos	
Bulk Items (number of stickers)	1	1	1	2	<b>2</b>
	2	1	1	2	
	3	1	1	2	
	4	1	1	2	
	5	1	1	2	
White Goods (number of stickers)	1	5	2	4	<b>5</b>
	2	5	2	4	
	3	5	2	4	
	4	5	2	4	
	5	5	2	4	
Cost of replacement recycling bins	1	As stated in proposal, WM will provide a 64 gal recycle cart to each residence in lieu of 18 gal recycle bin	\$25.00	1 cart - \$15/trip	
	2		\$25.00	1 cart - \$16/trip	
	3		\$25.00	1 cart - \$17/trip	
	4		\$25.00	1 cart - \$18/trip	
	5		\$25.00	1 cart - \$19/trip	
Special Collections (charge per cubic yard to resident)	1	\$25.00	\$25.00	\$15.00	
	2	\$25.00	\$25.00	\$15.38	
	3	\$25.00	\$25.00	\$15.75	
	4	\$25.00	\$25.00	\$16.15	
	5	\$25.00	\$25.00	\$16.55	

Bids were also solicited to SBC, Republic, RTS and Flood Brothers Disposal. NO RESPONSES RECEIVED.

## OPTIONAL 2 YEAR RATES

EXHIBIT B - Option 1  
Sticker/Cart Option

Description of Service	Year	Waste Management	Groot	LRS
Refuse Sticker Price (includes recycling) to be charged to customer	1	Base Fee \$6.23/mos - Sticker \$7.72	Base Fee \$13/mos Base Fee Seniors \$5.00/mos - Sticker \$4.64	\$7.40
	2	Base Fee \$6.45/mos - Sticker \$7.99	Base Fee \$13/mos Base Fee Seniors \$5.00/mos - Sticker \$4.78	\$7.57
Optional Cart 35 gal (refuse collection or yard waste collection) Monthly fee to be charged includes recycling	1	\$26.34	\$19.54	\$19.80 refuse only
	2	\$27.26	\$20.13	\$20.30 refuse only
Optional Cart 65 gal (refuse collection or yard waste collection) Monthly fee to be charged includes recycling collection) once per week	1	\$29.90	\$22.31	\$22.06 refuse only
	2	\$30.95	\$22.98	\$22.61 refuse only
Optional Cart 95 gal (refuse collection or yard waste collection) Monthly fee to be charged includes recycling collection) once per week	1	\$37.03	\$27.31	\$25.46/refuse only - \$147.08 yard waste/season
	2	\$38.32	\$28.13	\$26.09/refuse only - \$150.76 yard waste/season
One Amnesty Day Collection (over 5 year contract)	1		\$37,096.77	\$95,000.00
	2		\$38,209.67	\$95,000.00
Cart/Sticker Price Increase for One Amensty Day Collection	1	\$0.53	\$0.08	no bid
	2	\$0.53	\$0.09	no bid
Bulk Items (number of stickers)	1	1	1	2
	2	1	1	2
White Goods (number of stickers)	1	5	2	4
	2	5	2	4
Cost of replacement recycling bins	1	As stated in proposal, WM will provide a 64 gal recycle cart to each residence in lieu of 18 gal recycle bin	\$25.00	1 cart - \$20 trip
	2		\$25.00	1 cart - \$21 trip
Special Collections (charge per cubic yard to resident)	1	\$25.00	\$25.00	\$16.96
	2	\$25.00	\$25.00	\$17.39

**EXHIBIT C - OPTION 2  
CARTS ONLY**

Description of Service	Year	Waste Management	Groot	LRS
Monthly Rate for UNLIMITED weekly with a 65 or 95 gallon refuse cart; UNLIMITED yard waste service in 32 gallon yard waste bag or can; UNLIMITED recycling; one bulk item weekly	1	\$26.02	\$23.72	\$20.95
	2	\$26.93	\$24.43	\$21.48
	3	\$27.87	\$25.16	\$22.00
	4	\$28.85	\$25.91	\$22.57
	5	\$29.86	\$26.69	\$23.14
Monthly Rate for SENIORS for LIMITED refuse services with a 35 gallon refuse cart; UNLIMITED yard waste; UNLIMITED recycling; one bulk item weekly	1	\$10.00	\$9.95	\$10.00
	2	\$10.35	\$10.25	\$10.25
	3	\$10.71	\$10.56	\$10.50
	4	\$11.08	\$10.88	\$10.77
	5	\$11.47	\$11.21	\$11.04
Monthly Rental for additional refuse cart (GROOT bills annually)	1	\$3.50	\$3.00	\$3.00
	2	\$3.50	\$3.09	\$3.08
	3	\$3.50	\$3.18	\$3.18
	4	\$3.50	\$3.28	\$3.24
	5	\$3.50	\$3.38	\$3.32
Monthly Rental for additional recycle cart (GROOT bills annually)	1	\$3.50	\$3.00	\$3.00
	2	\$3.50	\$3.09	\$3.08
	3	\$3.50	\$3.18	\$3.18
	4	\$3.50	\$3.28	\$3.24
	5	\$3.50	\$3.38	\$3.32
Month Rental for 95 gallon yard waste/organics cart (GROOT bills annually)	1	\$3.50	\$3.00	\$3.00
	2	\$3.50	\$3.09	\$3.08
	3	\$3.50	\$3.18	\$3.18
	4	\$3.50	\$3.28	\$3.24
	5	\$3.50	\$3.38	\$3.32
White Good Pick -up	1	\$30.00	\$45.00	\$25.00
	2	\$30.00	\$45.00	\$25.63
	3	\$30.00	\$45.00	\$26.27
	4	\$30.00	\$45.00	\$26.93
	5	\$30.00	\$45.00	\$27.60
Special Collections (charge per cubic yard to resident)	1	\$25.00	\$25.00	\$15.00
	2	\$25.00	\$25.00	\$15.38
	3	\$25.00	\$25.00	\$15.75
	4	\$25.00	\$25.00	\$16.15
	5	\$25.00	\$25.00	\$16.55
At Your Door Special collection (household hazardous waste and electronics collection) per month	1	\$1.40	<b>ONLY CURBSIDE ELECTRONICS</b>	HHW \$1.00
	2	\$1.45		HHW \$1.05
	3	\$1.50		HHW \$1.10
	4	\$1.55		HHW \$1.15
	5	\$1.60		HHW \$1.20
Curbside Electronics per month	1		\$0.25/month	\$0.30/month
	2		\$0.26/month	\$0.32/month
	3		\$0.27/month	\$0.33/month
	4		\$0.28/month	\$0.35/month
	5		\$0.29/month	\$0.38/month

## OPTIONAL 2 YEAR RATES

## EXHIBIT C - OPTION 2

## CARTS ONLY

Description of Service	Year	Waste Management	Groot	LRS
Monthly Rate for UNLIMITED weekly with a 65 or 95 gallon refuse cart; UNLIMITED yard waste service in 32 gallon yard waste bag or can; UNLIMITED recycling; one bulk item weekly	1	\$30.91	\$27.49	\$23.71
	2	\$31.99	\$28.31	\$24.31
Monthly Rate for SENIORS for LIMITED refuse services with a 35 gallon refuse cart; UNLIMITED yard waste; UNLIMITED recycling; one bulk item weekly	1	\$11.87	\$11.55	\$11.31
	2	\$12.28	\$11.90	\$11.60
Monthly Rental for additional refuse cart	1	\$3.50	\$3.48	\$3.40
	2	\$3.50	\$3.58	\$3.49
Monthly Rental for additional recycle cart	1	\$3.50	\$3.48	\$3.40
	2	\$3.50	\$3.58	\$3.49
Month Rental for 95 gallon yard waste/organics cart	1	\$3.50	\$3.48	\$3.40
	2	\$3.50	\$3.58	\$3.49
White Good Pick-up	1	\$30.00	\$45.00	\$28.29
	2	\$30.00	\$45.00	\$29.00
Special Collections (charge per cubic yard to resident)	1	\$25.00	\$25.00	\$16.96
	2	\$25.00	\$25.00	\$17.39
At Your Door Special collection (household hazardous waste and electronics collection)	1	\$1.65/mos	Elect only \$0.30/mos	Ewaste \$.40/mos HHW \$1.30/mos
	2	\$1.70/mos	Elect only \$0.31/mos	Ewaste \$.42/mos HHW \$1.37/mos

# CITY OF DARIEN

CITY OF DARIEN  
1702 PLAINFIELD RD  
DARIEN, IL 60561

REQUEST FOR PROPOSAL (RFP) FOR SOLID WASTE SERVICES

ATTENTION: BRYON VANA, CITY ADMINISTRATOR



SUBMITTED BY:



1201 GREENWOOD AVENUE  
MAYWOOD, IL 60153



September 15, 2021

Bryon Vana, City Administrator  
1702 Plainfield Rd  
Darien, IL 60561

**RE: REQUEST FOR PROPOSAL FOR SOLID WASTE SERVICES APRIL 1, 2022 – MARCH 31, 2027**

Dear Administrator Vana,

On behalf of LRS, thank you for the opportunity to provide the proceeding proposal for the City of Darien's Solid Waste Disposal Services. LRS was founded as a recycling company in Morton Grove, IL. LRS remains an independent service provider offering a multitude of municipal services in addition to the services being requested in the above referenced RFP such as municipal street sweeping and portable restroom services.

LRS is pleased to be the chosen local service provider for many neighboring communities including the Village of Lisle, Lisle Township, City of Wheaton and many more. LRS provides many communities collection and disposal services for waste, recycling, yard waste, organics, household hazardous waste and electronic waste home collection programs.

LRS has transitioned over 30 municipalities in the past 6 years throughout greater Chicagoland being more than any other service provider in the state. The City will have our local Municipal Transition Team conducting the transition from the incumbent to LRS should you choose LRS as the service provider. This team has conducted a large number of residential transitions from the previous service provider to LRS. We're well-prepared to manage even the rarest of encumbrances that come with transitioning communities to ensure the City staff is not burdened by increased call volume or service issues.

LRS is honored to have been recognized for two-consecutive years with the Illinois Sustainability Award being the only waste service provider in Illinois to have ever received this esteemed recognition. Most recently we were awarded a historical contract with the City of Chicago being the service provider for 600,000 homes as a result of our proven record when it comes to recycling. LRS offers an awarded in-house marketing team to help customize and personalize the education for Darien residents through a vast network of media resources.

LRS is offering the City of Darien the option to include organic food scraps for composting as part of the yard waste program for no additional charge. LRS is also offering an Alternate proposal (Option 3) we believe may be an ideal fit for an upgraded service program with significantly lower rates. Please note the Amnesty Day rates apply to Option 3 as well.

I'd encourage you to reach out to the references and consider meeting with our team for an interview to discuss our proposal. Please contact me at 815.901.2130 or by email at [KNeary@lrsrecycles.com](mailto:KNeary@lrsrecycles.com) for questions or to schedule a time to meet and discuss our proposal.

I look forward to hearing from you!

Sincerely,



Katie Neary  
Municipal Manager

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Recycled paper is made from post-consumer waste



# MISSION STATEMENT

**LRS IS THE INDUSTRY LEADER IN PROVIDING INNOVATIVE AND ENVIRONMENTALLY RESPONSIBLE WASTE AND RECYCLING SOLUTIONS.**

**OUR TEAM DELIVERS EXCEPTIONAL SERVICE AND VALUE THROUGH RELENTLESS COMMITMENT TO CUSTOMER SATISFACTION AND PRESERVATION OF OUR ENVIRONMENT.**



# I. EXECUTIVE SUMMARY

## OVERVIEW OF LRS INTRODUCTION TO LRS

Over 20 years ago, three Chicagoland recycling and waste industry veterans partnered and laid the foundation for LRS from our headquarters in Morton Grove, IL. LRS began with a Chicagoland Material Recovery Facility (MRF or recycle processing plant) and a local waste hauler (Lakeshore Waste Services). Today, LRS is the largest private waste company in Illinois and the 5th largest in the country. LRS owns and operates multiple Material Recovery Facilities throughout the Midwest, including a state of the art single-stream MRF, being the first waste company in the country to implement robotics using artificial intelligence.

LRS also owns several hauling companies throughout the Midwest and in 2019, acquired a landfill in northern Illinois. LRS has strategically acquired and partnered with companies that align with common core principles, in turn, offering greater potential in the areas of environmental stewardship, efficiency, convenience, customer service, and technology.

After several years of servicing industrial and commercial customers, and many years of researching municipal services, LRS began offering residential services. Over the past several years, the LRS companies have been newly awarded and transitioned more municipal contracted services than any other waste service provider throughout the Chicago Metropolitan area. LRS is the honored recipient of a surfeit of highly regarded awards, such as the Illinois Sustainability Award, being the only waste company to receive this award. One of our most recent awards include the Overall Safety Award from the Solid Waste Association of North America (SWANA).



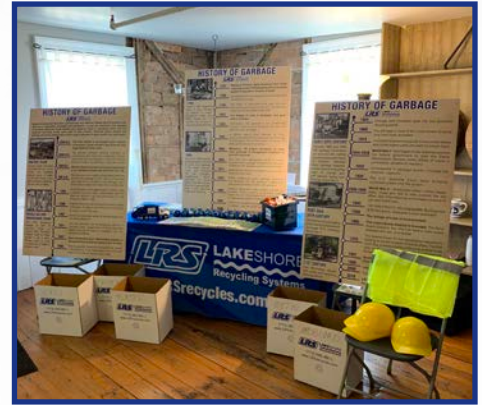
LRS offers municipal partners a multitude of services that are sustainable and convenient, along with a competitive rate structure and flexible capabilities. We continue to look for the most sustainable outlet or reuse for the materials we collect, with attention to the total environmental impact. Many of our municipal partners have also recognized an increase in recycling and both cost and waste reductions. LRS offers the following services throughout northern Illinois, all of which are available to our municipal partners:

- Residential Subscription Cart Program
- Residential Volume Based Sticker Program
- Residential RFID Volume Based Cart Program
- Residential Organics/Food Scrap Program
- Household Hazardous Waste Home Collection
- Electronic Waste Home Collection
- Street Sweeping (Preferred Municipal Partner)
- Portable Restrooms, Sinks and Sanitizing Stations
- Portable Storage Units
- Semi-dump Trailer Services
- Commercial & Construction Recycling & Waste Services

# I. EXECUTIVE SUMMARY (CONTINUED)

In terms of outreach, LRS has been very successful with our local and dedicated marketing department, complimenting the high standards we have with every area of service. With each community we service, we continuously work with residents and administrators to develop tailored promotional programs that suit the community’s characteristics, needs, and expectations. Communities we service are pleased to have a multitude of services to choose from but also receive custom-tailored education, marketing tools and resources, convenient communication methods, and exceptional customer care.

As noted in the letters of reference provided by our municipal partners in the proceeding overview, LRS has proven to have a significant, positive impact in communities, beginning with smooth transitions. Whether it is one year or ten years from now, Darien will enjoy the benefits of a highly awarded, innovative steward of our environment, with exceptional customer service by partnering with LRS.



*History of Garbage Display for the Lisle Heritage Society*

## COMPANY INFORMATION AND PRIMARY CONTACT

- Full Company Name:** LRS
  
- Address:** 6132 Oakton Street  
Morton Grove, IL 60053
  
- Phone Number:** 815.901.2130
  
- Fax Number:** 773.685.6043
  
- Website:** [LRSrecycles.com](http://LRSrecycles.com)
  
- Company Contact:** Katie Neary  
Municipal Manager  
[KNeary@LRSrecycles.com](mailto:KNeary@LRSrecycles.com)

# I. EXECUTIVE SUMMARY (CONTINUED)

## A. SERVICES OFFERED

The proceeding section outlines services offered by LRS throughout northern Illinois.

### Residential Services

LRS offers comprehensive residential waste collection programs throughout northern Illinois. Municipal franchised programs serviced by LRS range from unlimited and limited subscription services to various pay-as-you-throw (PAYT) program models such as prepaid stickers and Radio Frequency Identification cart service.

Our programs include a variety of highly desired services to choose from such as organic food scrap composting, electronic recycling for landfill banned items (E-Waste) and household hazardous waste (HHW) recycling and disposal.

In addition to the standard curbside collection service for refuse, recycling and landscape waste, LRS offers a ancillary services often used by residents and our municipal partners to include portable restrooms, sinks and hand wash stations, portable on-site storage units and construction style (open-top) roll-off containers.



### RFID Technology

Radio Frequency Identification (RFID) is emerging technology being used in conjunction with residential cart programs. This sustainable program is currently being used by Highland Park, Glencoe and Wheaton, IL. To date, we are one of the few waste collection service providers in the United States to have implemented this technology and with tremendous success.



This program has various benefits that both residents and municipal staff appreciate. The technology utilizes a chip that is embedded into carts to track and charge residents based on use.

Each chip embedded into the cart is registered to the home address and owner. Corresponding RFID hardware communicates with our software system to appropriately charge the homeowner. Residents are invoiced electronically using an auto-replenish billing system similar to that used by the Illinois Tollway Authority, the I-PASS.

# I. EXECUTIVE SUMMARY (CONTINUED)

## A. SERVICES OFFERED (CONTINUED)

### LRS Commercial and Industrial Services

Throughout our LRS companies, commercial and industrial businesses are offered a wide variety of container (dumpster) services. We have containers with lids ranging in size from one cubic yard up to ten cubic yards. We can customize services for small spaces, alley-ways, and work around certain times of the day to accommodate heavy traffic, or heavy waste generation times throughout a day. We are able to design and construct compactor units and provide the receiving containers to fit within allocated spaces. Our experienced staff of commercial and industrial professionals offer customers the most economic and overall best solutions for managing waste materials. LRS offers commercial and industrial businesses containers and collection services for refuse (waste), recycling, yard-waste, organics and universal waste.



### LRS Home Construction and Contractor Services

Our LRS network offers a variety of services to accommodate the needs of residents and contractors with home construction projects or clean outs. We offer roll-off containers ranging in size from 10 yards to 50 yards. We also have a large fleet of semi-dump trucks providing services for excavation and demolition debris. As a recycling company, owning one of Illinois largest construction and demolition recycling processing facilities, LRS takes great measures to ensure we are providing contractors with convenient and suitable options for recycling materials generated on construction sites. The LRS construction and demolition facilities in northern Illinois are LEED Certified (Leadership in Energy and Environmental Design) offering an added layer of value and assurance for our environmentally conscience customers and partners.



Residents and construction contractors with large and small projects have access to multiple services within our LRS network. Our vast network of resources enable us to provide our customers with a solution for every construction project, including a various sizes of roll-off (open top) construction containers. We also provide a user friendly, online service request platform making the process for exchanging containers very simple and convenient.

### LRS Portable Restrooms

Our network of services include Pit Stop which is now the second largest service provider in Illinois for portable restroom services. Pit Stop provides safe and sanitary restrooms for any occasion, from construction job sites, to large community events, to outdoor weddings. Our portable restroom expertise allows us to ensure environmentally-friendly solutions with a variety of units and customizable options.

All of our units include a white roof that illuminates the restroom even on the darkest of days. Our standard units are a popular option providing all necessary restroom amenities at an economical price. All standard units have the option to be equipped with a crane hook or tow behind trailer.



# I. EXECUTIVE SUMMARY (CONTINUED)

## A. SERVICES OFFERED (CONTINUED)

### LRS Street Sweeping

Clean Sweep offers a premium quality of street sweeping services and is the preferred municipal service provider throughout greater Chicagoland. Clean Sweep provides sweeping services for communities, contractors and industrial plants throughout northern Illinois. Our street sweeping capabilities prevent dangerous contaminants from entering sewer systems and local bodies of water. In addition, our sweeping services prevent leaves from clogging sewer systems which help prevent streets from flooding. Equipped with blowing machines and vacuums, our sweeper vehicles safely remove liquids and solids which also contribute to the reduction of municipal street maintenance costs. Our state of the art equipment allow our vehicles to service hard to reach areas on job sites and parking lots.



### LRS On-Site Storage

Our portable Storage On Site units provide safe and secure keeping for tools, equipment, overstock and multiple other storage needs. This service is especially useful for construction and demolition professionals to store necessary equipment on-site. Available in gray and orange, our storage containers are made of thick steel and have large double locking doors for maximum security. Each container is freshly painted white on the inside to reflect natural light and provide added visibility to the stored contents. Additionally, we have reflective taping on all sides of our orange containers for easy visibility on-site.

### Organic Waste

Our LRS California Avenue facility was proud to pilot a program using an aerobic digester. This digester creates a highly desired nutrient-rich fertilizer.

LRS has proven to aim the highest to achieve the lowest overall impact on the environment. LRS seeks to provide create and resourceful organic compost programs throughout northern, IL to include custom services for restaurants, grocery stores, high-rises, homeowners and municipalities.



*Organic compost piles being inspected before going into aerobic digester*



### Mulch

In a dedicated effort to protect the environment, we provide mulch, wholesale, for those looking to enhance their landscaping in a green way. Our mulch is made from 100% recycled wood that we take in, which were previously materials from buildings and fences. LRS' mulch keeps the soil moist and blocks the sun, which helps prevent weeds from growing in. Our array of recycled mulch options will help you find the right type for your landscape area. The four available options are Premium Red, Premium Brown, Double Ground Natural and Economy Brown.



# I. EXECUTIVE SUMMARY (CONTINUED)

## A. SERVICES OFFERED (CONTINUED)

### Electronic Waste (E-Waste)

Electronic waste (E-Waste) is a burden for many communities, counties and states throughout the US. We have a solution for every municipality with our comprehensive E-Waste program. This program is offered with a user friendly E-Waste Request web portal for communities with this program. LRS offers a home collection program and various options for recycling unwanted E-Waste.

E-Waste items include computers, computer monitors, televisions, printers, keyboards, fax machines, videocassette recorders, portable digital music players, digital video disc players, video game consoles, computer mice, scanners, digital converter boxes, cable receivers, satellite receivers, digital video disc recorders, or small-scale servers.



### Household Hazardous Waste (HHW)

In late 2017, we began offering service for home collection of household hazardous waste (HHW) and it has been very well received by the communities receiving this service. Throughout the country, HHW home collection is a rarely provided in conjunction with the non-hazardous, municipal solid waste collection programs. We partner with highly qualified and reputable hazardous waste service providers. Residents experience a convenient and thorough process when submitting an online HHW Home Collection request.

Our E-Waste and HHW web portals provide an interactive checklist of items with placement instructions, ensuring residents understand the materials accepted and how to safely set them out for collection.

### Lakeshore Fencing Solutions

LRS has expanded its system-wide service offerings to include temporary fencing. With the addition of temporary fencing, LRS is now the only company in our market that can be a one-stop shop for all contractors and events.

This enhanced service offering will ensure that a construction project or event is secure and protected at an affordable and competitive price. The Temporary Fencing can be selected from 6'x12' fence panels, which is the industry standard to enclose most Events and Construction Sites, and 7'x42" crowd control barricades to package with additional LRS services or on its own.



### Natural Disaster/Emergency Clean-Up Services

LRS is well prepared to assist our municipal partners with services to accommodate natural disasters and emergency clean-ups including large 100 yard semi-trailers and dump trucks.

Our network of resources will be fully engaged in the case of an emergency to ensure we meet every disposal and clean-up need, safely and efficiently.

# I. EXECUTIVE SUMMARY (CONTINUED)

## A. SERVICES OFFERED (CONTINUED)

### LRS Event Services and Community Outreach

LRS encourages feedback and conversation with customers. In the recent past, we executed a six-month “Public Review” campaign in which we donated \$10 per customer review (good or bad) to various charities. This campaign has paid dividends in helping us achieve our goal of better customer service by increasing awareness and providing positive changes throughout the communities we serve.

LRS takes an active approach to community outreach programs— including participation in civic organizations and chambers of commerce. Our Managing Partners and Municipal Managers routinely participate in workshops and seminars that are solid waste and/or recycling-based. We are commonly the keynote speaker at these events. We will take every opportunity to work with our municipal partners as well as its civic partners and schools to continue educating at a grassroots level.



As partners to the communities we serve, LRS also considers it important to take altruistic steps that help make local events and programs more successful. This includes participating in parades (LRS has participated in six community parades within the past year), “Touch-A-Truck” programs, street fairs, farmers markets and City-associated events. Additionally, LRS began its volunteer relationship with Special Olympics Illinois, growing the relationship to be a key sponsor in Special Olympics’ Windy City Rubber Ducky Derby Fundraiser, where LRS vowed to match all employee donations to this organization.

Since 2016, LRS became the main sponsor for the four Chicagoland Lupus Walks, and with the help of LRS partners, families and friends were able to annually contribute almost \$75,000 to Lupus Society of Illinois. By participating in these events, LRS aims to show its dedication not only to the services we provide, but to the community LRS works alongside with.

# I. EXECUTIVE SUMMARY (CONTINUED)

## B. OVERVIEW OF HEADQUARTERS AND ILLINOIS FACILITIES

The below are the owned and operated LRS facilities, in which we proudly facilitate cutting-edge technology with a dedicated workforce to properly manage the materials we collect from our municipal partners.

### LRS Corporate Headquarters

6132 Oakton Street, Morton Grove, IL 60053

- LRS' corporate headquarters are located in Morton Grove, IL. Aside from administrative offices, LRS also operates a fully-equipped garage for maintenance of a large portion of our fleet, including a fleet of **compressed natural gas vehicles**. In March 2016 we completed an extensive renovation that doubled the corporate headquarter workspace to accommodate the new changes, which included housing our Customer Account Managers and Customer Service Center.

### LRS Maywood Transfer Facility

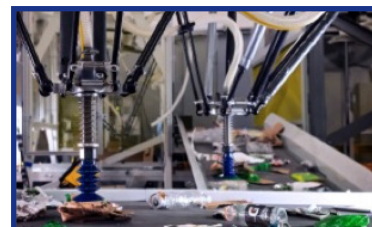
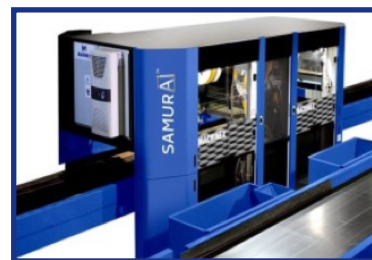
1201 Greenwood Avenue, Maywood, IL 60153

- In January 2021, LRS acquired a well-known and long-time service provider in Chicagoland, Roy Strom based out of Maywood. This location is equipped with an MSW transfer station, recyclable processing center and compost facility. This facility is also equipped with electric charging stations as LRS is exploring options with electronic equipment.

### LRS Heartland Recycling Center

6201 West Canal Bank Road, Forest View, IL 60402

- In June 2014, LRS purchased Heartland Recycling, which started operations in 1998. Our new Heartland facility processes over 1,500 tons-per-day of Municipal Solid Waste (MSW) and C&D. This facility also has two solidification pits for non-hazardous liquid waste, two separate wood grinding operations, as well as two balers for cardboard processing.
- In March 2015, LRS began transforming this facility into the cutting-edge single-stream facility of the Midwest. LRS' single-stream recycling system now harvests over 110,000 tons of high-grade residential and commercial single-stream recyclables, and sorts, separates and allocates over 20 tons of waste per hour. Not only did this initiative dramatically decrease the amount of waste sent to landfills, it also contributed to the growth of 100 new jobs in Chicagoland.
- In 2018, LRS added robotics using artificial intelligence. This ground breaking technology pioneered by LRS will soon be used throughout the country as a tool to combat contamination.



### LRS California Street MRF

3152 South California Avenue, Chicago, IL 60608

- Opened in 2005, LRS' California Avenue facility is able to take in as much as 3,500 tons of solid waste per-day. This facility operates 24-hours- per-day, 7-days-per-week, 365-days-per-year. With its substantial capabilities, this facility is the largest transfer station (by volume) in the state of Illinois. LRS processes over 800,000 tons of solid waste annually at this facility alone.
- This facility is permitted for Municipal Solid Waste (MSW) and construction and demolition material (C&D). We currently divert rates up to 40%. This considerable diversion rate is due to both innovative use of technology and the dedication of over 100 employees

### Ecology Solutions (landfill)

137 Commercial Drive Atkinson, IL 61235

- Ecology Solutions provides a safe, environmentally responsible and committed way to dispose of solid waste throughout Illinois and Iowa. Established in 2019, Ecology Solutions is committed to making a difference in the communities it serves by adhering to safety standards and environmental practices.

# I. EXECUTIVE SUMMARY (CONTINUED)

## B. OVERVIEW OF HEADQUARTERS AND ILLINOIS FACILITIES (CONTINUED)

### LRS Exchange Street MRF

1300 West Exchange Avenue, Chicago, IL 60609

- In July 2013, LRS acquired this 10-acre property. This facility serves primarily as a destination and processing operation for C&D. Shortly after this acquisition, we added a wood-grinding operation. Our investment in a new CBI wood grinder allows us to efficiently process 100 tons of wood for reuse each day. Our Exchange facility currently processes over 300 tons-per-day of C&D material, with a diversion rate well over 85%.

### LRS Packers Street Facility

1420 West 41st Street, Chicago, IL 60609

- This property serves as a dispatch point for nearly 100 LRS trucks.
- This facility is a roll-off operations office and maintenance facility only; it is not open to the public and does not accept any item drop-offs.

### LRS Northbrook MRF

2300 Carlson Drive, Northbrook, IL 60062

- LRS acquired this Northbrook facility in March 2016 and has considerably increased the collection of construction and demolition waste since then.
- This acquisition not only increased LRS' footprint in Chicagoland, but also allows LRS to control and process over 2.5 million tons of waste material annually, which is more than any other privately-held company in Illinois.

### LRS West Chicago MRF and Temporary Services Division

1655 Powis Road, West Chicago, IL 60185

- In January 2017, LRS acquired K. Hoving Companies, a full-service waste management, recycling and dumpster rental company based in West Chicago, IL. This addition of over 125 employees and the seventh LRS location allows LRS to greatly expand its services.
- LRS has implemented a Temporary Services Division to serve customers seeking roll-off services, portable toilets, street sweeping and on-site storage. As an experienced roll-off provider, LRS now controls nearly 20% of the Chicagoland roll-off market, and offers a full range of containers with dedicated 24-hour service.
- With the addition of West Chicago MRF, LRS is the second largest portable toilet business in Illinois, as well as a leader in street sweeping services for commercial and residential needs.

### Lawndale MRF (managed)

3757 West 34th Street, Chicago, IL

- LRS took over management of the City of Chicago's Lawndale transfer station on the Southwest side of Chicago. Since June 2014, LRS has increased efficiency and implemented a floor sorting process to reclaim recyclable material that had previously been sent to the waste stream.
- LRS currently processes over 600 tons per day of MSW and single-stream recycling from City of Chicago collection vehicles. LRS is responsible for the daily volume and management of the facility which includes the scale operation, transfer and final disposal of material.

### LRS Elburn Facility

1N138 Linlar Drive, Elburn, IL 60119

- In an key acquisition that took place in November 2017, DC Trash is now a part of the LRS family. This facility is our foothold into DeKalb County and where our team for this area is located.
- This facility houses its own Fleet Maintenance Department with over 40 drivers dispatching out of the building, as well as a commercial and industrial office and maintenance facility.

# I. EXECUTIVE SUMMARY (CONTINUED)

## C. LRS AWARDS AND CERTIFICATIONS

LRS appeals to every type of customer having achieved certifications and awards which point to the highest industry standards when it comes to environmental impact, safety, and service. LRS has been recognized throughout the globe for many of its successes by media sources such as Forbes, Crain's, Fortune Magazine, Chicago Tribune, Waste Today, Waste360, Waste Advantage and Recycling Today. LRS has been honored to be the recipient of a multitude of prestigious awards and distinguished certifications. The proceeding list shows some of the awards that speak to the character and positive industry impact of LRS:

### Better Business Bureau Torch Award

LRS was awarded the Better Business Bureau Torch Award in November of 2018 and is the only waste service provider in the awards' 20+ year history to ever achieve this prestigious honor.



### Top Product of the Year

Environmental Leader issued this award to LRS in 2016 which recognized our sustainable business model. This respected daily trade publication covers energy, environmental and sustainability news. The ranking showcases LRS's commitment to environmental protection based on a business model rooted in sustainability.

### Illinois Sustainability Award

LRS was also awarded the coveted Illinois Sustainability Award, being the only waste service provider to have ever received this great honor. Sustainability Award winners are an elite group of committed leaders reducing environmental impact, contributing to the growth of a more sustainable Illinois economy.



By prioritizing sustainability throughout their operations, programs, technology, products and company culture, we serve as a model within our industry and community. LRS has been the recipient of this award two years in row, being 2017 and 2018.

### 2018 SWANA Overall Safety Award

Ranking against all waste company entries in North America, the Solid Waste Association of North America (SWANA) awarded LRS with this high honor for continuously improving upon overall safety to include our safety program model and culture.

### 2019 SWANA Safety Award

LRS boasts a workers compensation experience modification rate which is significantly below the average in the waste and recycling industry. This award recognizes LRS' reduced incidents by over 50 percent from the previous year, raising the bar even higher for industry standards.



By keeping in step with an awarded model of continuous improvement, LRS increased its Live Safety principle messaging to employees, their friends and family and the communities it services.

Through consistent and highly visible monthly communications regarding different safety topics that every person can relate to, LRS was able to educate and communicate the importance of safety to not only employees but also, the general public. LRS also invested in new technology for fire prevention in the material recovery process which has contributed to this recognition.

## I. EXECUTIVE SUMMARY (CONTINUED)

### C. LRS AWARDS AND CERTIFICATIONS (CONTINUED)

#### Best Available Environmental Technology

The National Association of Environmental Professionals recognized LRS's investment in building an innovative, state-of-the-art, single stream recycling facility in Chicagoland which also serves a significant portion of the Chicago Metropolitan area. NAEP awards are granted to companies and agencies with projects that achieve outstanding environmental contributions.



#### Top 50 of Top 100 Waste and Recycling Haulers North America – Waste360

Waste360 recognized LRS for two consecutive years for ranking in the top 50 of the top 100 waste and recycling haulers in North America. This reflects LRS' ongoing success through organic growth and regional expansion in both Chicagoland and the Chicago Metropolitan area. Waste360 is the leading information, event, commerce and education provider to the solid waste, recycling, organics and sustainable communities and plays a critical role in connecting industry professionals worldwide.

#### Additional awards and special recognitions include:

- Chicago's Best and Brightest Companies to Work For 2016, 2017, 2018, 2019, 2020
- Company of the Year – American Business Awards
- Crain's Fast 50, 2019 & 2020
- Crain's Largest Privately Held Business, 2017, 2018, 2019, 2020

### LRS MATERIAL RECOVERY FACILITIES AWARDS, CERTIFICATIONS AND ATTRIBUTES

The LRS material recovery and waste transfer station facilities throughout northern Illinois and southern Wisconsin processed over 1,165,675 tons in 2019 of municipal solid waste (MSW) and recyclable materials, and 70,888 cubic yards of organic materials. In terms of best practices in safety and environmental sustainability, every LRS facility utilizes process far exceeding industry standards. The following provides some insight on some of the facility features that contribute to the high standards of LRS.

#### LRS LEED Certified Facilities

Most municipalities, manufacturing, construction, and commercial companies have waste minimization goals and requirements which include reducing, reusing, and recycling materials they generate for disposal. The LRS facilities boast impressive environmental certifications that allow LRS customers to be more competitive in their marketplace by providing waste minimization guarantees for the end disposition of materials.



To that point, **LRS is the only recycling company in the Chicagoland and Chicago Metropolitan area certified by the Recycling Certification Institute (RCI) with LEED certifications.** This highly regarded certification attracts a significant amount of municipal, commercial, and industrial contractors who use LRS facilities for all of their waste disposal needs.

## I. EXECUTIVE SUMMARY (CONTINUED)

### D. MANAGEMENT AND STAFF

The LRS Management and Staff that will provide the services for the City of Darien offer hundreds of years of combined experience. We make every effort to improve on services wherever possible with a process in place for continuous improvement and thorough communication.

#### **Alan T. Handley: CEO**

Alan serves as the Chief Executive Officer for LRS, the Midwest's leading independent recycling and waste solutions company. Under his award-winning leadership, LRS has experienced exceptional organic growth from 220 employees in 2013 to over 1,400 in 2021. Alan manages all aspects of the enterprise including hundreds of thousands of customers and over 18 Midwest locations. He develops and oversees execution of strategy for each of the company's five operating divisions, all support departments and leads business development for the enterprise.



#### **Rich Golf: Managing Partner**

Rich Golf serves as a Managing Partner for LRS, the Midwest's leading independent recycling and waste solutions company. Along with his brother Jerry Golf, Rich founded Recycling Systems, Inc. in 1999. Rich was instrumental in building what would become one of the Chicagoland's largest and most sophisticated transfer facilities. Rich has a long history in logistics, commodity management and transfer station efficiencies. Rich serves as our transfer station expert and works closely with our environmental consultants, architects, commodity outlets and equipment vendors to ensure that our facilities are always running at full optimization with appropriate back-up plans in place.

Rich was a key player in the build-out of Chicagoland's premier single-stream recycling system, which opened in March 2016. Rich's ability to manage waste and recycling throughput while realizing significant diversion of material is unmatched in the industry.

#### **Joshua Connell: Managing Partner**

Josh's work in the waste industry began with Waste Management as a high school student. He continued his employment as an undergraduate at the University of Kansas, while working towards his MBA at DePaul University. Josh was eventually named Vice President of Sales, Chicago division, of Waste Management. He would hold this position until 2001 – when he left, in order to start Lakeshore Waste Services, now LRS. Josh leads our municipal services and customer service divisions.



## I. EXECUTIVE SUMMARY (CONTINUED)

### **Katie Neary: Municipal Manager**

Katie joined LRS in 2017 managing municipal franchise services throughout Greater Chicagoland. She began working in the waste industry over 25 years ago with BFI and has worked in various capacities of business development, management and systems administration. She began working with municipalities, overseeing franchise contracts in the Naperville-Aurora area in the 1990's. Katie worked with Naperville staff to conduct a city-wide waste audit, leading to the City's first all-cart program and their transition from a long time service provider. After BFI was sold, she joined Veolia Environmental Services of North America (VESNA) in Lee County, FL, managing office staff and customer service overseeing Lee County's exclusive residential and commercial waste franchise contract. She successfully led staff to facilitate the implementation of a county-wide mandatory commercial recycling program.



Katie was promoted to VESNA's corporate headquarters in a Systems Administration role, responsible for over 160 business units, including; waste hauling companies, landfills, transfer stations, and material recovery facilities, throughout the US and Bahamas. She developed and/or implemented company-wide business need solutions, compliance and company-wide on-line training program content and tools for customers, vendors and staff. Her role with mergers and acquisitions involved on-boarding systems and staff with standard operating procedures and best practices. She also has experience with managing the business development for two of the largest subtitle-D landfills in Illinois, multiple waste hauling companies, waste transfer stations, compost facilities and an industrial-hazardous-waste division. Katie worked with VESNA's Technical Solutions Hazardous Waste Division, managing hazardous waste and recycling services for manufacturing, pharmaceutical, oil and gas, and nuclear energy waste facilities and projects. Katie's experience lends itself well to the Chicagoland municipal market area. She has greatly contributed to the development of the LRS Household Hazardous Waste and E-Waste Home Collection Programs. Katie uses every resource available for improving overall service-value, while maximizing sustainable and convenient methods, resulting in a positive environmental impact for the communities we service.



### **Meaghan Johnson: Vice President of Marketing**

Meaghan Johnson joined LRS in 2014 and built a corporate brand post-merger of the two former company identities, creating a unified voice for LRS. Dedicated to converting two identities into one successful brand, Meaghan developed a critical marketing strategy that set LRS for optimal growth and exposure through strategic print, broadcast and social media advertising.

Thanks to an award-winning marketing background working for Fortune 100 brands such as The Walt Disney Company and Fox Sports Midwest (where her broadcast advertising campaign was awarded the 2012 Silver Telly) Meaghan was able to create a strong brand identity for LRS and spread its awareness and message throughout the Midwest and in the national arena.

Meaghan will partner with each municipality to ensure best communication for residents is set forth both in print and digitally online. Meaghan currently serves on the board of the Solid Waste Agency of North America's (SWANA) Illinois Chapter, where she is spearheads Young Professional engagement.



## I. EXECUTIVE SUMMARY (CONTINUED)

### **Matt Marquis: Vice President of Operations**

Matt began his journey with LRS earlier in 2019, but has been a waste and recycling industry veteran for over 23 years. Though new to the LRS family, he brings with him a vast amount of experience working with various waste haulers, including his most recent role as Director of Operations at Republic, where he oversaw 32 locations over three states with over 1,200 employees and generating over \$500 million in annual revenue. Matt has built a career in taking waste and recycling operations teams and making them even stronger and more efficient. He understands the value and importance in the customer experience, and will work with each municipality to ensure they feel their needs are heard and services provided in the best way possible. Matt oversees our DC Recycling Systems division as well as our LRS West Chicago division. Matt's local office is based from our West Chicago division. Each facility operates with a stacked operational infrastructure with an Operations Manager for each line of business as well as Route Supervisors for the municipal services.



### **John Sliwicki: Senior Vice President of MRF Operations**

John joined LRS in 2016 with over 17 years of safety and risk experience in waste and construction. Along with being a Risk, Safety & Damage Prevention Committee Chair for UCA (Underground Contractors Association), John has a B.S. in occupational safety and health, a B.A. in business administration and an MBA from Indiana University. This experience is a key factor to improving LRS' safety structure, reducing incidents as well as obtaining extensive cost savings. John's primary objective for LRS is to create and implement programs, processes and training to drive the evolution of the safety and risk culture. Within the time that John has been with LRS, the Company has already reaped the benefits of his safety expertise and will see even more benefit in the years to come.

### **Brian Klaassens: Division Manager, West Division**

Brian grew up in the waste and recycling industry from a young age, as his grandfather owned and operated a hauling business in the area. Working alongside his family within this organization provided an early love for the field, and how it should successfully operate. With over 25 years of valuable experience working in almost every aspect of the business, Brian understands the intricacies of adopting best practices to benefit the customer and work efficiently from many different perspectives. Brian joined K. Hoving Companies over 15 years ago, and was a key team member to a smooth customer transition when the company was acquired by LRS in 2017. He currently manages one of LRS largest facilities, and its 150 drivers, ranging from residential, to commercial and dumpster, to the supervisors, dispatchers and support staff. Brian will work closely with our Darien operations staff to ensure an easy transition for residents.

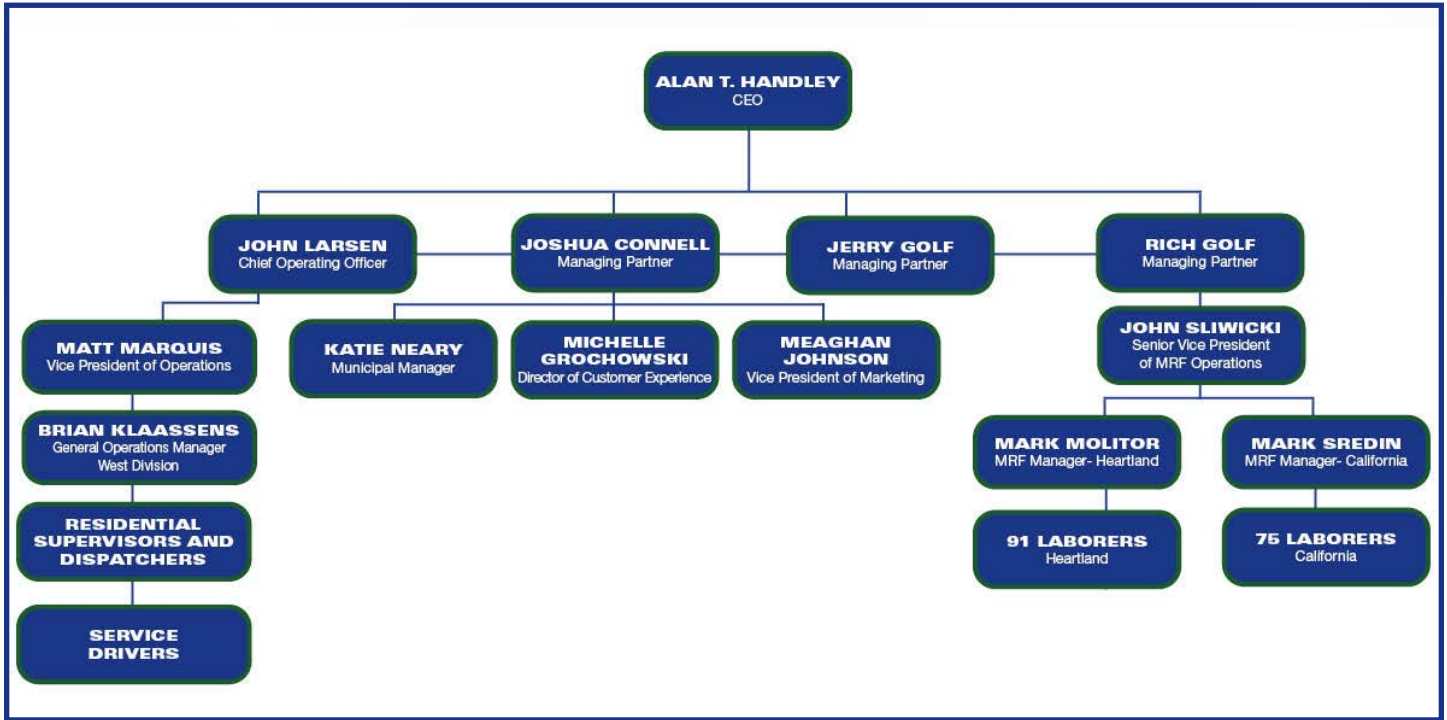


### **Michelle Grochowski: Director of Customer Experience**

Michelle joined the waste industry in 2002 as a sales assistant at Waste Management and eventually moved into account management. She joined the LRS team in early 2013. Michelle's attention to detail, analytical mind and heavy focus on the customer experience has made her an invaluable asset to both LRS and the customers she partners with, large and small. In 2014 Michelle was promoted to Customer Service Manager, where she developed and led the Customer Service Center to be the knowledgeable, personable and professional team it is today. Her training and leadership led the Customer Service Center to win the American Business Award for Customer Service Department of the Year.

# I. EXECUTIVE SUMMARY (CONTINUED)

## E. ORGANIZATIONAL STRUCTURE OF KEY PERSONNEL



## F. LITIGATION

LRS is not in any litigation as described in the RFP.

# I. EXECUTIVE SUMMARY (CONTINUED)

## G. MUNICIPAL REFERENCES

The LRS network of companies hold over 40 local area franchise agreements throughout Greater Chicagoland. **Our LRS Maywood Division is designated as the location where our staff and equipment will be located to provide the services for the City of Darien.** We are glad to provide any additional information on other municipalities serviced by one of the LRS owned companies with franchise agreements for the residential services upon request.

### City of Geneva

- Residential service agreement
- Franchise start date: July 2018
- Size: 7,200 households
- Program model: Subscription service and sticker service
- Contact: Rich Babica, Public Works Director
- Email: rbabica@geneva.il.us
- Phone: 630-232-1501
- Materials managed: Solid waste, landscape and organic waste, recyclable material

### Village of Lisle

- Residential service agreement
- Franchise start date: July 2018
- Size: 11,000 households, includes all residential units (apartments, condominiums)
- Program model: Subscription cart service and sticker service
- Contact: Eric Ertmoed, Village Administrator
- Email: eertmoed@villageoflisle.org
- Phone: 630-271-4116
- Materials managed: Solid waste, landscape and organic waste, recyclable material, e-waste, HHW

### Village of Elburn

- Residential service agreement
- Franchise start date: October 2018
- Size: 2,200 households
- Subscription cart service
- Contact: John Nevenhoven, Village Administrator
- Email: jnevenhoven@elburn.il.us
- Phone: 630-365-5063
- Materials managed: Solid waste, landscape and organic waste, recyclable material, e-waste

# I. EXECUTIVE SUMMARY (CONTINUED)

## G. MUNICIPAL REFERENCES (CONTINUED)

### Unincorporated Lisle Township

- Residential service agreement
- Franchise start date: August 2020
- Size: 4,100 households
- Program model: Subscription cart service and sticker service
- Contact: Mary Jo Mullen, Township Supervisor
- Email: mmullen@lisletownship.com
- Phone: 630-968-2087
- Materials managed: Solid waste, landscape and organic waste, recyclable material

### City of Wheaton

- Residential service agreement
- Franchise start date: October 2016
- Size: 14,500 households
- Program model: RFID (Radio Frequency ID) program, only yard waste requires sticker
- Contact: John Dugay
- Email: duguay@wheaton.il.us
- Phone: 630-260-2033
- Materials managed: Solid waste, landscape and organic waste, recyclable material, e-waste

### City of DeKalb

- Residential service agreement
- Franchise start date: September 2018
- Size: 9,300 households
- Program model: Cart program for waste, recycle, bagged organics, no stickers
- Contact: Bryan Fairve
- Email: bryan.fairve@cityofdekalb.com
- Phone: 815.748.2050
- Materials managed: Solid waste, landscape and organic waste, recyclable material, e-waste, HHW

## I. EXECUTIVE SUMMARY (CONTINUED)

 **Highland Park**

City of Highland Park  
1707 St. Johns Avenue  
Highland Park, Illinois 60035  
847.432.0800  
cityhpil.com

Please accept this letter as a strong recommendation for Lakeshore Recycling Systems (LRS).

The City of Highland Park contracted with LRS beginning January 1, 2016 for our commercial/multi-unit dwelling and our residential refuse and recycling. LRS was unanimously recommended by a committee that consisted of staff and an elected official liaison based on the wide variety of services they offer including composting, electronics recycling, yard-waste collection, plus their customer service and fee structure.

City staff worked very closely with LRS professionals to establish a comprehensive transition plan that included a significant amount of internal and external communication. LRS staff was extremely responsive, professional and managed the process extremely well.

If you have any questions, please feel free to contact me at 847.926.1000 or [gneukirch@cityhpil.com](mailto:gneukirch@cityhpil.com). Best wishes on your review and selection process.

Sincerely,

Ghida S. Neukirch, CM  
City Manager



## I. EXECUTIVE SUMMARY (CONTINUED)



City of Wheaton, Illinois

City of Wheaton  
303 W. Wesley Street  
Wheaton, IL 60187-0727  
630-260-2000

[www.wheaton.il.us](http://www.wheaton.il.us)

I am writing this letter as a testimonial to the excellent residential waste, recycling and yard waste service Lakeshore Recycling Systems (LRS) has provided the City of Wheaton since the outset of our contract in October 2016.

We have very high standards and expectations on behalf of our residents, and the waste and recycling RFP criterion issued in the summer of 2016 reflected that.

We received thirteen (13) different proposals from five (5) different companies during our process. Of all the companies to submit bids (including the incumbent hauler), LRS' was not only the most compelling in terms of cost, but as importantly, in value proposition service-wise. As we receive monthly detailed reports, there are an extremely small number of complaints, and residents are paying approximately 50% less on average than they paid with our previous collection system/hauler.

LRS' aggressive approach to increasing recycling rates and participation, as well as service in general, was laid out in detail through their true "pay-as-you-throw" model that used RFID technology to track collection and bill customers. No other hauler was able to provide a program which the City envisioned that was similar to this.

Also of note was LRS' ability to seamlessly transition service to a community of our size. The Wheaton community is comprised of almost 15,000 homes who experienced a near turnkey implementation.

The program has been very beneficial to Wheaton residents and LRS is a great company for our administrative staff to partner with. They have surpassed expectations.

I strongly recommend LRS to any other community. If you have any specific questions, please do not hesitate to reach out to me at 630.260.2033 or [jduguay@wheaton.il.us](mailto:jduguay@wheaton.il.us).

Sincerely,

John Duguay  
Assistant City Manager

Wheaton City Hall • 303 W. Wesley Street • Wheaton, IL 60187-0727  
(630) 260-2000 • Fax (630) 260-2017 • TDD (630) 260-8090

**Mayor** – Michael J. Gresk • **City Manager** – Michael G. Dzugan

**City Council** – Michael Barbier • Suzanne Fitch • John Prendiville • John Rutledge • Todd Scalzo • Phil Suess

## I. EXECUTIVE SUMMARY (CONTINUED)



To Whom It May Concern:

When the Village of Lisle set out to issue an RFP for refuse and recycling services in 2018, there was interest in determining whether new technology, services, and cost savings were available in the hauling market. At this point, the Village had an incumbent hauler that had worked in the community for over two decades. They were well established within the community, the drivers knew their routes, residents knew their driver, and customer service was provided in a predictable fashion.

The issuance of an RFP signified that the Village would be exploring opportunities to modernize this service as well as achieve cost-savings for Lisle residents. One of the unique aspects of this process is that Lisle includes its multi-family accounts in the RFP, which added an additional layer of complexity.

Lakeshore Recycling Systems (LRS) was one of three proposals received in response. Lakeshore's proposal stood out amongst the other submittals as they (LRS) offered competitive pay-per-use as well as modified-volume-based pricing, comprehensive services, and a technological solution – the use of RFIDs – which no other company had proposed. They were extremely responsive to requests for more information, appeared at Village Board meetings to introduce themselves and answer questions, and were willing to explore a solution that was the best fit for the Lisle community.

Now, over a year since they began providing services, we are extremely pleased with their service. Single and multi-family accounts have had the opportunity to realize cost savings, while at the same time are able to take advantage of new programs such as curbside electronics recycling, household hazardous waste pick up, and composting. LRS staff is also extremely responsive to customer service needs as well as needs to communicate program information to the public. The company has also supported several community events, including the Lisle Eyes to the Skies Festival and Downtown Car Shows.

LRS provides professional and responsive customer service and innovative programs all at extremely competitive rates. We have been pleased with their performance and with the services, they provide to Lisle residents.

Sincerely,

Eric Ertmoed  
Village Manager

Village of Lisle 925 Burlington Avenue Lisle, Illinois 60532  
(630) 271-4100 [www.villageoflisle.org](http://www.villageoflisle.org)

## I. EXECUTIVE SUMMARY (CONTINUED)



### **CAMPTON TOWNSHIP Solid Waste Disposal District**

P.O. Box 494  
Wasco, Illinois 60183 - 0494

To Whom It May Concern:

Campton Township Solid Waste Disposal District (CTSWDD) knew that our current waste hauler contract would expire on April 1, 2020. The CTSWDD Board decided in late 2018 to issue an RFP to cover solid waste hauler services for the Districts approximately 4,900 residential homes. The decision was based on several items; first was the wording in the Solid Waste Disposal District Act which recommends that contracts for expenditures in excess of \$1,500 should be based on an RFP, second was that the prior board made a commitment to the Township Board in 2015 (when they did a contract extension) that at the next contract renewal date they would look at doing an RFP. The incumbent waste hauler when we issued the RFP had serviced our District for over fifteen years and had acquired the prior waste hauler so they had a long history of providing services to the District.

The issuance of the RFP was based on first retaining the three levels of service that our residents had available. 35, 65 or 95 gallon trash carts, they could then select a 35, 65 or 95 gallon recycling cart. The contract also included two options for seasonal yard waste service. It also provided for white good service and bulk item service with costs based on trash service level. The agreement had to recognize the nature of our township with several high density residential subdivisions, a number of subdivisions with lots of one acre or larger and agricultural properties.

Lakeshore Recycling Systems (LRS) was one of four proposals received in response to the RFP. Lakeshore's proposal stood out amongst the four proposals as they offered the most competitive pricing, comprehensive service and with minimal changes to our proposed contract language. They were extremely responsive to our requests for information; they also attended our public forum where we explained the change in waste hauler and the process that would be undertaken to make the transition from the current waste hauler to LRS. They received excellent references from other cities adjoining our District. I also talked with people I knew where they had transitioned to LRS service; they were all very pleased with LRS service.

LRS has been our service provider for over nine months; we have been extremely pleased with their service and their quick response when something is missed. They were very helpful during the planning sessions for the transition. We provided LRS with a list of the residences and service levels. They created and distributed a brochure of the LRS service levels and service dates. LRS requested the residence contact LRS to sign up for services and if they had any service change requests. Our default was that if residents did not contact LRS they would receive their current service level. Next time I would recommend requiring all residents contact LRS to sign up and select service levels. LRS was very accommodating to our residents who requested a change in service after carts had already been delivered. They were able to accommodate the residents who were not showing up on our residence list from the prior waste hauler; we found they were servicing residents under an open service plan that should have been serviced under our contract. LRS is very responsive to our residence's requests and has supported community activities when requested.

LRS provides professional and responsive customer service. They have worked with the District on new service program options. Their service rates have been extremely competitive. Our residents have been pleased with LRS's performance and with the service options.

Sincerely,

Steven Cartwright  
Past President CTSWDD



## II. OPERATIONAL APPROACH

### CITY OF DARIEN MUNICIPAL TRASH, RECYCLING FOOD SCRAP/YARD WASTE, HOUSEHOLD HAZARDOUS WASTE AND ELECTRONICS COLLECTION

#### STATEMENT OF UNDERSTANDING

LRS has carefully examined the Request for Proposal (RFP), responses to proposers' questions provided by the City and current services taking place in the City of Darien. LRS understands all of the requirements necessary to provide the services being requested and is fully prepared to deliver these services with a high-level of customer service and experience. Unless otherwise described as a deviation or alteration, the City may assume LRS agrees to provide the services as described in the RFP.

#### A. OPTION 1, 2 AND ALTERNATE PROGRAM OPTION 3

**LRS is proposing three options for the City to consider.** Option 1 and Option 2 are proposed as requested with the exception of any Alterations and Deviations described in said section. Some services not listed in the immediate proceeding bullet point section are covered under the perspective base service Option below.



All three options include the following collection services or other named service as referenced in the RFP for all units (single-family, multi-family and municipal facilities) in addition to the appropriate disposal, recycling or composting required:

- Weekly collection of refuse and recycling
- Sturdy, two (2) wheeled recycle cart on wheels w/hinged lid
- Unlimited recycling (personal approved containers for excess or additional LRS recycle cart)
- Seasonal yard waste and food scrap organic collection – See proceeding section describing Yard Waste and Organic Food Scraps
- Weekly bulk, carpet rolls, and white good collection
- Weekly collection services for City facilities with lockable containers
- Unlimited Roll-Off for City Services
- Fall leaf collection from October 15th through the second week of December
- Special event refuse and recycle service
- Christmas Tree pick up
- Special pick up's
- Replacement of broken or stolen carts
- Home construction material collection
- Vacation and Seasonal Hold – See Alterations and Deviations for proposed structure
- Holiday Notifications
- Public Education Program
- Online Services for bill pay, auto-pay set up, customized webpage for Darien and more

## II. OPERATIONAL APPROACH

### B. ADDITIONAL CONFIRMATIONS

#### Household Recyclables

- LRS agrees with the household recyclable items defined in the RFP.

#### Service Schedule and Times

- Service will be provided using the **same route days and collection schedule** as the current one, Monday through Friday beginning no sooner than 6:00 am and no later than 6:00 pm.



Recycling cart lid showing arrows



Recycling cart lid showing recycling guidelines

#### Yard Waste and Organic Food Scraps

- Yard waste collection will begin on April 1st through the second week of December, each year.
- Yard waste collection may be paid for either through the use of the universal sticker or with a yard waste subscription program with Option 1 and Option 3 as reflected in the pricing proposal.
- LRS agrees with the definitions of the yard waste containers, bags, or bundles as described in the RFP.
- Additional clarifications are provided under each Program Option reflected in the proceeding section.

#### Organic Food Scraps may be mixed with yard waste with any of the Base Service Program Options provided.

- LRS will provide this extra service at no additional charge to encourage composting.
- Food scraps may be placed in either the biodegradable bags or yard waste containers/carts.
- Organic Food Scraps accepted include: bread, cereal, coffee grounds, dairy, egg shells, eggs, fruits, grain, pasta shells, and vegetables.



#### Electronic Waste and Household Hazardous Waste Home Collection

Our electronic waste (E-Waste) and household hazardous waste (HHW) Home Collection Programs are two separate services offered with Option 2 and Option 3. The incumbents program (At Your Door) includes both together. It has been our experience that E-Waste is most utilized by residents if the City is only considering one. LRS will offer a monthly collection on an agreed upon week. For example, the first full week of every month or the second full week of every month.

Both programs are thoroughly described in their perspective sections.

- The City may choose both or only one, if desired.
- Pricing is provided individually for both services with Option 2 and Option 3.



#### Universal Sticker

- LRS will use one universal service sticker for sticker items described at the rate provided in the pricing proposal.
- LRS will also use the same retail outlets for stickers as currently used for Option 1 and Option 3. Option 2 does not require stickers for any item placed out for collection.

## II. OPERATIONAL APPROACH (CONTINUED)

### C. OPTION 1 BASE SERVICE PROGRAM

#### Sticker and Subscription Hybrid Program

This program represents the current one with the consideration of one Amnesty Day event, and addition of each home being delivered a new recycle cart by April 1, 2022 in the size of a resident's choosing. This program model includes the pay-as-you-throw option (sticker program) and a subscription cart program option.

#### Option 1 Sticker Program

- Residents who choose the sticker program will affix a sticker to each approved unit of refuse for collection.
- Bulk items and white goods require a number of stickers as reflected in the pricing proposal.
- Recycle carts are included at no additional charge as described in the RFP.

#### Option 1 Subscription Cart Program

- With this option, LRS will offer a 35, 65 and 95-gallon cart on wheels with a flip-top lid for refuse, along with the recycle cart in the size of the resident's choosing.
- LRS will provide the services for subscription users as described in the RFP.
- This program includes unlimited refuse collection.
- Additional carts may be leased with the 95-gallon subscription program.

#### Option 1 Yard Waste and Organics

##### Sticker Program Yard Waste

- Yard waste collection and disposal services shall be paid for through the purchase of stickers on a per use basis.
- In order for an approved yard waste bag or bundle to be eligible for collection, each shall be affixed securely and visibly with a pre-paid universal service sticker.



##### Subscription Program Yard Waste

- LRS offers a subscription yard waste cart program with a 95-gallon cart only, paid in advance of the season.
- Residents may enroll any time during the yard waste season, however; LRS does not prorate or issue credits for any unused days or months.
- Weekly collection includes unlimited quantities of yard waste and does not require stickers.
- Subscription yard waste program will automatically re-enroll residents who do not cancel service before April 1st of the proceeding contract year.
- Cancellation requests must be completed in writing to indicate the name on the account, address of the account and service year cancellation beginning date, signed by the account holder by email, in person or by regular US post office mail.
- LRS does not guarantee the receipt of US Post Office mail and recommends email or in person. US mail received after April 1st of any contract year will not be accepted as proper notification.
- Cart delivery fees do not apply for the initial delivery for any one address/account holder.
- Cart removal fee will apply for a final or temporary removal (for seasonal hold) of \$35.00 per trip.
- Only one trip fee will apply for up to four carts total including refuse and recycle carts, if applicable.

## II. OPERATIONAL APPROACH (CONTINUED)

### D. OPTION 2 BASE SERVICE PROGRAM

#### All-Cart (Refuse and Recycle) Program

This program model includes:

- Unlimited weekly service with the choice of a 65 or 95 gallon cart for non-seniors.
- Unlimited weekly service with a 35 gallon refuse and recycle cart for seniors.
- Excess refuse or recycle materials may be placed in the approved containers described in the RFP.
- One bulk item per week is included.
- White Goods are paid for individually upfront.
- Special Collections are provided at a per cubic yard rate.
- Electronic Waste Home Collection Service and/or Household Hazardous Waste Home Collection are two individual programs offered. If choosing one or both of the programs, all homes must be included and the charge provided on the pricing page with Option 2 will be charged to every home on a quarterly basis.



#### Option 2 Yard Waste and Organics

- LRS offers unlimited yard waste in conjunction with the all cart program.
- The rate is included in the base rate as reflected in the pricing proposal.

#### Option 2 Senior Enrollment and Verification Process for 35-Gallon Cart Program

**Seniors 65 and older** may request the senior program model. LRS has a thorough and simple senior enrollment process required to be executed online, by mail, or in person at one of our locations. The LRS verification process includes:

- Proof of identification with a state ID, head of household, and a short form identifying basic information such as the name, address, etc.
- LRS may make exceptions to the senior requirements on a case-by-case basis.



## II. OPERATIONAL APPROACH (CONTINUED)

### E. OPTION 3 BASE SERVICE PROGRAM

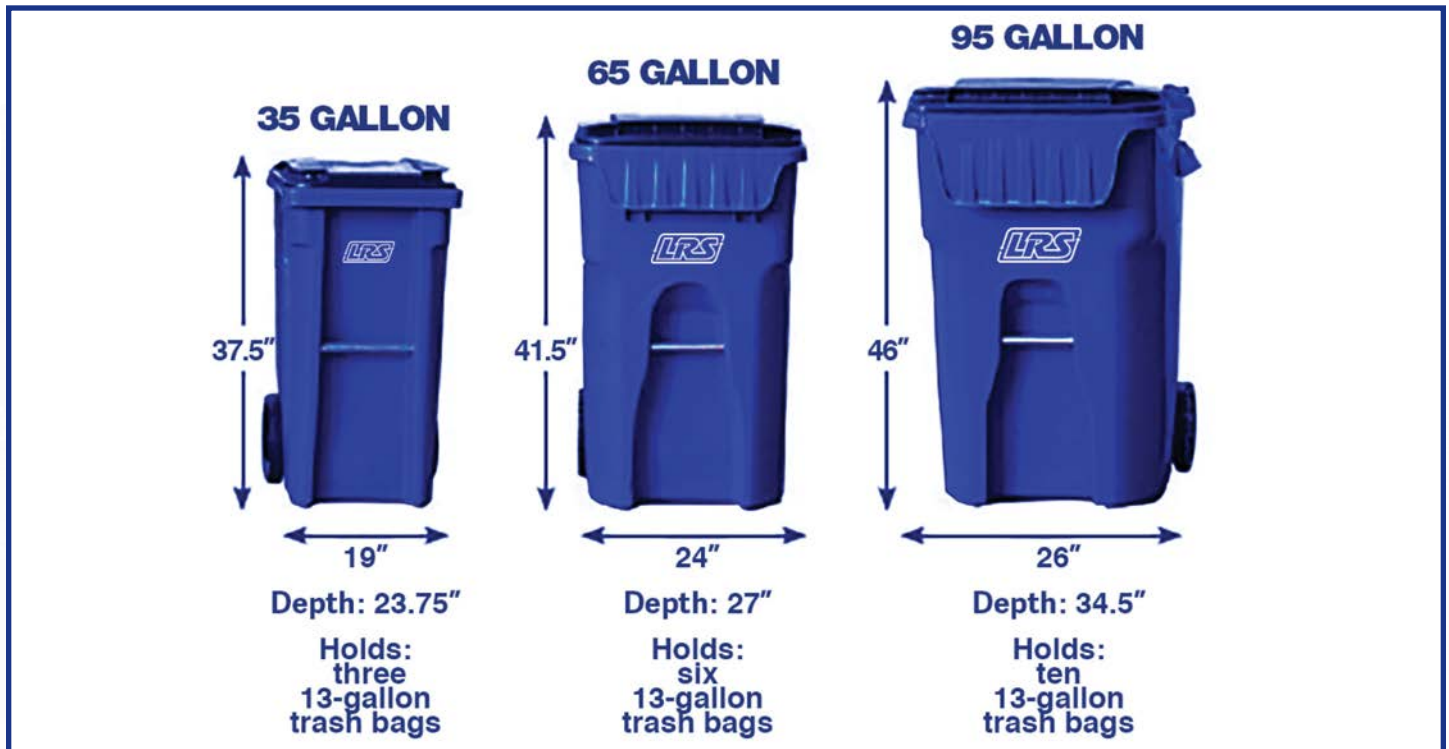
#### Alternate All Cart Program (Refuse and Recycle) with Stickers for Excess Refuse, Bulk, White Goods

LRS is offering the City of Darien an **Option 3** alternate base service program to accommodate all households, including seniors, while providing an esthetically uniform appearance and reducing the amount of blowing debris from open bins, containers without lids and loose bags.

This **all-cart program model** is being offered with a **competitive monthly rate** and **lower sticker rate** for refuse materials in excess of the cart capacity so long as they're placed in approved refuse containers with a sticker affixed per unit as described in the RFP. Yard waste and organics, bulk item and white good collection are also paid for using the universal sticker.

This program model includes:

- **Refuse and recycle cart for all homes** which are required to be used first before approved personal containers are used to place refuse or recyclables out for collection.
- Non-senior residents will be allowed to choose from a 95 or 65-gallon refuse and recycle cart.
- Excess refuse may be placed out in personal containers up to 35-gallons.
- Households enrolled in the 95-gallon program may rent an additional cart from LRS for a monthly fee as reflected in the pricing proposal section.
- Seniors over the age of 65 will be offered the 35 gallon refuse and recycle cart program should they decide to enroll for this program (see Option 2 Senior Program Verification Process).
- Universal sticker for excess refuse material placed outside of the LRS refuse cart for either a non-senior or senior.
- Bulk items and white goods require the number of stickers reflected in the Alternate Proposal Option 3 Pricing
- Option 3 Yard Waste collection is offered using the universal sticker for payment per approved bag/container or LRS yard waste prepaid subscription program as described in Option 1.



## II. OPERATIONAL APPROACH (CONTINUED)

### F. HOUSEHOLD HAZARDOUS WASTE HOME COLLECTION PROGRAM

#### LRS Household Hazardous Waste Home Collection Program

LRS offers a well-established Household Hazardous Waste (HHW) Home Collection Program for our franchised municipal contracted services.

#### Proper Management

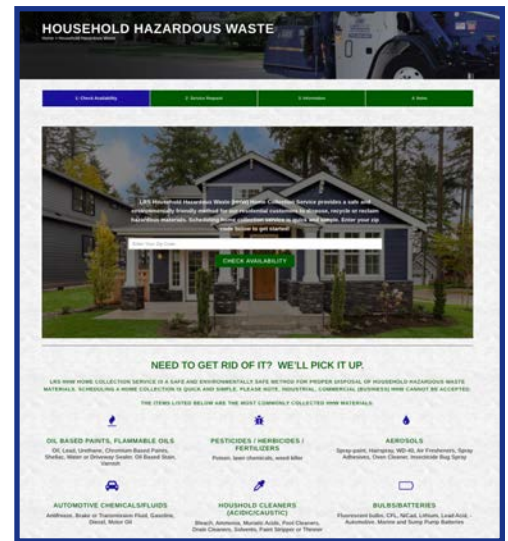
HHW Home Collection is unlike refuse, recycling or yard waste collection, as a chemist is required to manage the materials, as well as state manifests for each home, proper Personal Protection Equipment (PPE) and state regulated transportation. This type of collection is not commonly found to be a weekly or ala carte due to costs associated with each collection throughout the country.

This on-demand program is considered a premium service and will be provided in an on-demand frequency for Darien. Our LRS HHW Home Collection program is well-received by residents, offering a convenient and safe option for residents to properly dispose of hazardous materials. As such, more residents participate having a positive environmental impact by keeping hazardous materials from going into the landfill. Furthermore, many of the materials are recycled and reused which also contributes to environmental waste minimization goals.

#### HHW Home Collection Request Process

Our HHW Home Collection Program process functions very similar to our E-Waste Home Collection program using an online HHW Home Collection request web portal. Our user-friendly, web based platform takes a resident less than three minutes on average, to submit a request. Our customer service team is available to help submit on behalf of residents who may require assistance with submitting a request. After a resident enters their name, address, and contact information, they will see a list of HHW items to select from for their collection. Once they've selected the materials, they are provided additional instructions about the collection and a field for additional questions.

Once a request is submitted, the resident is responded to within 48 hours from our HHW customer service team. This initial communication provides the resident with the scheduled date of collection, review of preparation and placement instructions and allows the resident to inquire on additional questions they may have regarding the collection.



Approximately one week prior to collection, residents who submitted requests will receive an HHW Kit by mail that includes;

- Collection day reminder
- List of accepted and unaccepted items
- Instructions for preparing and placement of materials
- Very thick, clear plastic bag(s)
- Labels, if needed

The following materials will be collected in conjunction with the LRS HHW Home Collection Program:

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>Aerosols</li> <li>Air Fresheners</li> <li>Automotive Chemicals</li> <li>Corrosive Acids</li> <li>Corrosive Bases</li> <li>Driveway Sealer</li> <li>Enamel, Combustible Paints</li> <li>Fertilizers, Weed Killers</li> <li>Fire Extinguishers</li> <li>Flammable Solvents, Oils</li> <li>Fluorescent Lamps</li> <li>Gasoline/Diesel</li> </ul> | <ul style="list-style-type: none"> <li>Hairspray</li> <li>HID Bulbs</li> <li>Household Cleaners</li> <li>Insecticide Bug Spray</li> <li>Lead Acid Batteries</li> <li>Lithium Batteries</li> <li>Mercury Articles</li> <li>Mixed Solvents and Oils</li> <li>NiCad Batteries</li> <li>Non-PCB Ballast</li> <li>Paints &amp; Stains - Oil, Lead, Urethane &amp; Chromium Based</li> </ul> | <ul style="list-style-type: none"> <li>Oven Cleaner</li> <li>PCB Ballast</li> <li>Pesticides/Herbicides</li> <li>Poison</li> <li>Pool Chemicals</li> <li>Resin, Glue, Spray Adhesives</li> <li>Shellac, Varnish</li> <li>Spray Paint</li> <li>Sump Pump Batteries</li> <li>Used Oil Filters</li> <li>WD-40</li> </ul> |
|--|--|---|

## II. OPERATIONAL APPROACH (CONTINUED)

### F. HOUSEHOLD HAZARDOUS WASTE HOME COLLECTION PROGRAM (CONTINUED)

#### HHW Program Structure for City of Darien

- Special, high-quality program brochure educating and properly introducing the program
- “On-Demand” service (no less than once per month)
- Up to 70 pounds of material per home, per collection
- User friendly, web-based HHW request portal along with multiple other methods of communication
- 48 hour confirmation
- Kit mailed prior to collection with additional confirmation, instructions and contact information
- Recycle or reuse of materials collected and proper disposal of unusable materials

### G. ELECTRONIC WASTE HOME COLLECTION PROGRAM

#### LRS Electronic Waste Home Collection Program

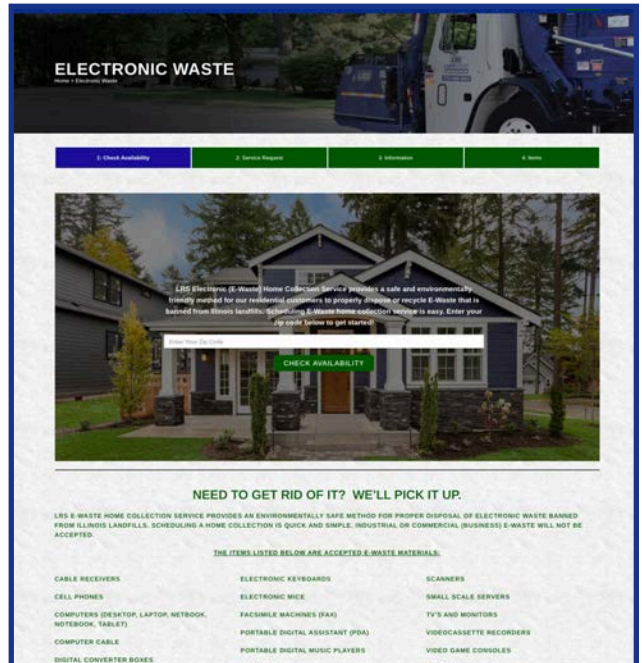
The LRS Electronic Waste (E-Waste) Home Collection Program offers residents the most convenient, safe, affordable, and secure option for the proper management of E-Waste. This program provides collection of E-Waste materials which are defined by 415 ILCS 151, Consumer Electronic Recycling Act that are banned from Illinois landfills.

#### E-Waste Collection Process

Our online E-Waste request web portal provides a user-friendly process along with a list of E-Waste items for residents to choose from. After the request is submitted, LRS will contact to acknowledge receipt of the request and answer any additional questions residents may have regarding the collection.

#### E-Waste Data Security and Proper Management

Residents often inquire with our Customer Service on the level of security associated with E-Waste Collection. There are known risks associated with disposing of computer hard drives. As an added benefit of partnering with LRS for the management of E-Waste, our disposal and recycling process comes with multiple certifications recognized worldwide to include the Illinois Environmental Protection Agency.



The following certifications are amongst the highest standards available in the industry for best practices and proper management of electronic waste:

- E-STEWARDS
- NAID
- AAA NAID
- R2
- ISO 14001.2015
- ISO 9001.2015
- MICROSOFT REFURBISHER

Each certification reflected provide layers of security and assurance the material components are being properly managed in terms of data destruction, recycling, and disposal of hazardous components.

## II. OPERATIONAL APPROACH (CONTINUED)

### G. ELECTRONIC WASTE HOME COLLECTION PROGRAM (CONTINUED)

#### E-Waste Items Accepted

The following E-Waste items are the current landfill banned items LRS accepts as defined by 415 ILCS 151:

Cable Receivers	Portable Digital Assistant (PDA)
Cell Phones	Portable Digital Music Players
Computers	Printers
Computer Cable	Satellite Receivers
Digital Converter Boxes	Scanners
Digital Video Disc Players	Small Scale Servers
Digital Video Disc	TV's and Monitors
Recorders	Videocassette Recorders
Electronic Keyboards	Video Game Consoles
Electronic Mice	Zip Drive
Facsimile Machines	

Other Accepted Electronic Devices: Cell Phones, Portable Digital Assistant (PDA), Computer Cable, Zip Drive

#### E-Waste Program Structure for City of Darien

- Monthly E-Waste Home Collection (schedule to be determined with City)
- Monthly charge will be included with standard monthly rate for all residents
- Includes up to seven (7) E-Waste items per collection, including two of the following items per collection: TV and Computer Monitor
- TV's built into heavy wood or metal consoles, weighing 100lbs or more will be considered a special pick up as they require additional equipment/labor to manage
- LRS will provide an informational E-Waste program brochure to introduce to residents
- LRS ensures all levels of safety and long term data security
- LRS ensures proper recycling and disposal of hazardous materials found in E-Waste



# II. OPERATIONAL APPROACH (CONTINUED)

## PUBLIC AWARENESS

### H. PROGRAM EDUCATION RESOURCES AND TOOLS

Our local and dedicated marketing team will thoroughly communicate the new program to the residents of Darien using customized program tools and resources. These tools and resources will include a Darien Program Brochure, Darien program service enrollment and cart selection web portal, cart tags and stickers, various approved mail notifications, local and social media notifications and publications. All communications will be presented to the City for approval.

### Darien Program Brochure

As one of the initial steps in transitioning services, we will produce a Darien Program Brochure, providing details on the transition and new program. This will be mailed to each household well in advance of the start of service.

Brochures will be made available on for download/print from our Darien webpage, by mail, and other designated City approved locations. Our brochures are tri-fold and large in size as to ensure residents do not mistakenly throw them out and also to allow space for program details.

The following is an example of a program brochure:

**Front**

**Back**

*Example of sticker placed on new cart deliveries during transition*

**IMPORTANT NOTICE FOR CAMPTON TOWNSHIP RESIDENTS**

Lakeshore Recycling Systems (LRS) will be the new waste, recycling and yard waste service provider for Campton Township beginning **APRIL 1, 2020**.

**YOUR FINAL WASTE MANAGEMENT COLLECTION DAY**  
 March 25, 2020 – Final Wednesday  
 March 27, 2020 – Final Friday  
 March 30, 2020 – Final Monday

Leave your Waste Management carts at the curb after the last pick-up day. Waste Management will remove carts within 72 hours after the final pick-up.

**YOUR LRS COLLECTION DAY**  
 Monday    Tuesday    Wednesday    Thursday    Friday

**YOUR FIRST LRS COLLECTION DAY**  
 April 1 – First Wednesday  
 April 2 – First Thursday  
 April 3 – First Friday  
 April 6 – First Monday  
 April 7 – First Tuesday

Collection times vary and are subject to change. All items must be placed curbside by 6AM to ensure collection.

To learn more about LRS and the Campton Township Program Options visit our dedicated web page at: [LRSRECYCLES.COM/CAMPTONTOWNSHIP](http://LRSRECYCLES.COM/CAMPTONTOWNSHIP)  
 LRS Customer Service phone number: 844.NEED.LRS or 844.633.3577.

**WE LOOK FORWARD TO SERVING YOU!**

Brochures will be customized as desired

## II. OPERATIONAL APPROACH (CONTINUED)

### H. PROGRAM EDUCATION RESOURCES AND TOOLS (CONTINUED)

#### Darien Custom Web Page

We will create a webpage specifically dedicated to the City of Darien LRS program where details on the initial transition and program will be thoroughly described. Additional tools and resources will be available through this web page including:

- Comprehensive Program Description
- Darien Program Brochure (downloadable and printable version)
- Designated Customer Care email address
- Recycling information and resources
- LRS Newsletter covering current industry related topics
- LRS Social Links currently including Facebook, Twitter, LinkedIn/Promotes education
- Quick Links to submit a request for special collections
- Webpage Pop Up Notifications specific to services
- On-line chat with our customer experience team

## II. OPERATIONAL APPROACH (CONTINUED)

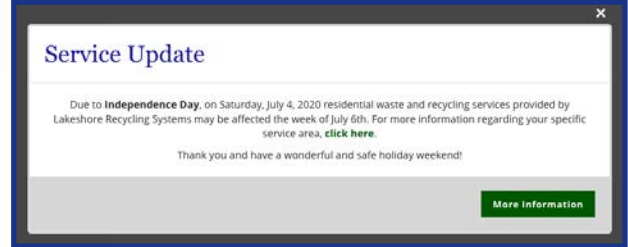
### H. PROGRAM EDUCATION RESOURCES AND TOOLS (CONTINUED)

#### Online Tools and Resources

##### LRS Website Notification Pop-Up's

LRS offers various communications for our customers to keep well-informed of holiday service day changes and weather related service issues or postponed services.

Our LRS Notifications are another resource for customers who may simply want to know if their service day is impacted due to a holiday or if a major snow storm or blizzard may impact when their materials will be collected. As soon as a customer is on the LRS website, they will see the notification.



##### LRS Facebook Page

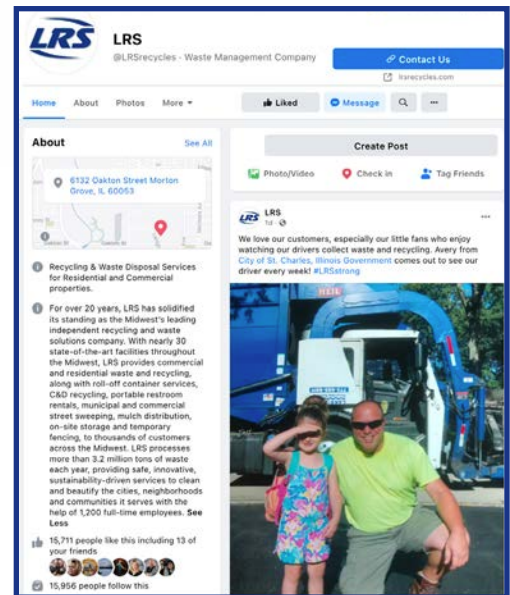
LRS provides community specific information on our Facebook Page. This is another well received method of communication as customers of every kind are using this social media tool. As with any social media page, customers are able to post questions and send messages instantly to one of our customer experience representatives. Questions and inquiries are responded to promptly and thoroughly!

##### LRS Twitter Page

Similar to Facebook, LRS provides shortened community specific snippets on our Twitter Page. This is a well received method of communication, especially with our construction customers, as pictures are the primary focus and it allows for a quick turnaround response.

##### Online Chat

LRS offers multiple methods for our customers to communicate with our team. Customers love that they can get right through to us and always receive a thorough and friendly response. LRS Online Chat offers our valued customers the opportunity to immediately hear from one of our customer experience representatives without having to place a call.



##### Email specific for City of Darien Residential Customers

LRS will provide a designated customer service e-mail address specific for City of Darien residents and businesses. Our customer service receiving these emails responds promptly. Customers may submit any question or request and know they will be thoroughly and promptly responded to by the LRS team.

##### LRS also has a general email mailbox for customers located on our Homepage

This is also monitored by our Customer Experience Representatives and responded to promptly. The customer simply inputs their name, address, phone number and email (if applicable) and the question or issue, then clicks on send. Customers are usually responded to within the hour depending on the time of day the issue was submitted.

## II. OPERATIONAL APPROACH (CONTINUED)

### H. PROGRAM EDUCATION RESOURCES AND TOOLS (CONTINUED)

#### Online Tools and Resources (continued)

##### Request a Quote

Request a Quote is a link a customer can hover over that is available through our LRS website is a simple way for customers to receive a quote for various services. Customers who simply want to know the rate for an open-top container (dumpster) for construction or clean-out projects, a portable restroom for an event or a commercial business looking to establish recycling and/or waste services. It can all be done online through our Request a Quote link on our webpage.

##### Automatic Payment Options and Paperless Invoicing

LRS Customers are offered the opportunity to set up an automatic payment so there is no need to hassle with making a payment. It's simple and easy to establish this free service.



LRS also offers paperless invoice options which also has a positive impact on the environment.

##### Improperly Prepared Materials – Sorry Tag

LRS will always take the friendliest approach to notifying residents if there is an issue with the materials placed out for collection.

We take extra steps to communicate with residents in order to prevent miscommunication or a misunderstanding, with a phone call or e-mail, if the customer has provided this contact information.



Residents who place improperly prepared or unaccepted material out for collection will be notified with a tag that indicates the reason the material was not removed. The tag provides various scenarios for the driver to check or a blank section for the driver to write in reason. It also includes our customer service contact information. The following is an example of a “Sorry” tag our driver may use to communicate with the resident.

##### Recycling Cart Imprint/Sticker

In a coordinated effort with the Illinois Recycling Task Force, we have updated all of our documentation to meet the criteria for accepted curbside recyclables. The following is created in the form of a weather proof sticker and affixed to carts used for recycling to help educate residents. This is also made available for download/print on our website.



## II. OPERATIONAL APPROACH (CONTINUED)

### I. CUSTOMER SERVICE

We place the highest value on customer experience and our success would not be possible without it. Our customer service department is staffed for growth with industry veterans in all departments of our company. Led by our Customer Experience Manager, our customer service representatives are continuously undergoing training on providing exceptional service.

As noted throughout this proposal, we utilize many resources to ensure customers are able to communicate with us in convenient ways. We make it a point to ensure customers that call in to speak with a customer service representative are not on hold for long periods of time and also present multiple methods they can communicate with us. Residents are always able to reach us and we also quickly respond. This has been a key component of our success and our customer satisfaction.



Our team of professionals diligently handle each call, email or online chat inquiry and ensure they are properly handled within 24 hours. Additionally, we house several bilingual customer service representatives to assist with all customers. All calls are tracked and reviewed by a Customer Experience Manager on a daily basis. We truly value all aspects of customer service and our experience with communities similar to the City of Darien will prove to be another value for residents.

#### Customer Service Day-to-Day

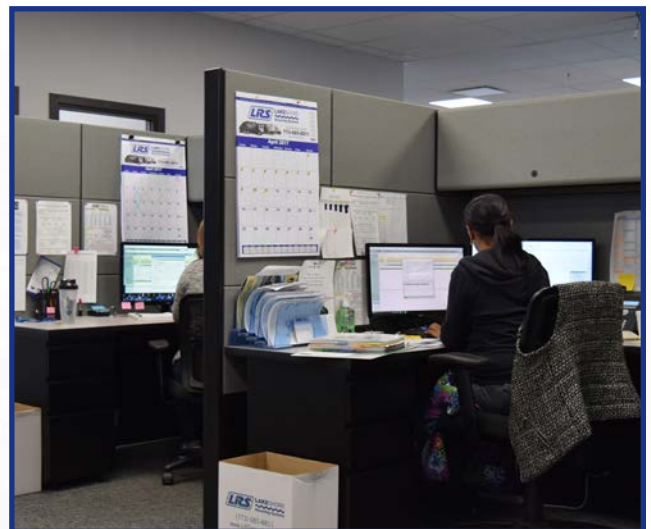
- Hours of Operation: 7:00 am-6:00 pm (Monday-Friday); 7:00 am-1:00 pm (Saturday)
- Center Location: Local Customer Service Center
- Phone Number: 844.NEED.LRS

#### Procedures for handling complaints, missed pickups and other customer calls

Residents may call our Customer Service Center. Customers can also submit inquiries through a dedicated link and email that will be set up on our website. Concerns will be addressed immediately by one of our experienced Customer Service Representatives (CSRs). Should a call need to be escalated, one of our experienced managers will be available to help. Our program provides a dedicated municipal staff including a Municipal Coordinator, a Municipal Manager and two Customer Service Managers as well as Operations Managers. All matters will be responded to and/or handled within 24-hours.

#### Missed pickups

Residents can report missed pickups by calling our Customer Service Center. One of our experienced Customer Service Representatives will collect detailed information about the missed pickup, properly document the information and then schedule a recovery pickup. Missed pickup recovery will be dispatched; a recovery pickup will occur the same day or the following day (depending on the time of day the call is received). If the call is received late Friday, the recovery will occur on the following Monday.



## II. OPERATIONAL APPROACH (CONTINUED)

### J. REPORTING AND DATA

LRS will prepare and submit a monthly report to the City. The following provides an example of one of our custom reports.

CITY OF DARIEN													LRS LAKE SHORE Recycling Systems
MONTHLY RESIDENTIAL TRACKING REPORT												SAMPLE	
2021 COLLECTION STATS													
Collection Period	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Recycle Rate by weight	38%	37%	36%	41%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Recycle Rate by volume	62%	62%	62%	62%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Waste Tons	574.34	471.00	531.02	520.14									2,096.50
Waste Yards (approx)	8,921.80	7,848.59	10,343.67	13,341.73									40,455.79
Recycling Tons	348.75	275.91	301.95	306.61									1,233.22
Recycling Yards (approx)	14,446.86	12,789.47	17,084.52	21,599.86									65,920.71
Yard Waste Tons	0.00	0.00	1.04	51.45									52.49
Yard Waste Yards (approx)	12.41	16.83	16.66	321.56									367.46
Yard Waste Stickers Sold	0	500	500	1,000									2000
Total Tons	923.09	746.91	834.01	878.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,382.21
Total Yards	23,381.07	20,654.89	27,444.85	35,263.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	106,743.96
Bulk Items	345	309	393	420									1467
# of E-Waste	5	3	5	8									21
# of White Goods	0	3	0	2									5

Processing Facilities	Name & Location
Yard Waste Facility	Midwest Compost LLC @ 1195 W Washington St. West Chicago, IL 60185
Recycling Facility	LRS /Heartland Recycling 6201 W Canal Bank Rd. Forest View, IL 60402
Trash Facility	Advanced Disposal @ 766 Hunter Dr. Batavia, IL 60510

**YTD Material Volume**

Category	Volume
Waste To Land	3,096.50
Recycling Tons	1,233.22
Yard Waste Tons	52.49

2021 CUSTOMER SERVICE CALLS													
	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	YTD (avg)
Missed Trash	4	2	1	2									2.25
Missed Recycle	3	1	4	3									2.75
Missed Yard Waste	0	0	0	2									0.50
# of Complaint Calls	2	0	0	1									0.75
Total Calls	9	3	5	8	0	0	0	0	0	0	0	0	6.25

Complaint Call Detail	Received	QUANTITY
Louise Smith @ 708 Brainwood - Complaint on the Driver that he keeps leaving a sticker that they are not recycling correctly. Explained to Ms. Smith the recycling program and e-mailed her cheat sheet on the program.	4/14/2019	1
<b>TOTAL</b>		<b>1</b>

## II. OPERATIONAL APPROACH (CONTINUED)

### K. SAFETY MANAGEMENT

Beginning with our executive management, our entire management team and staff are continuously being trained on safety and proper material management. Our Operation and Safety management hold daily, weekly and monthly meetings where material and overall safety are covered on a regular basis. We ensure safety is a number one priority and always on the forefront of our service programs. In addition, we've committed to safely managing materials by partnering with proven and renowned hazardous waste service providers to properly manage, dispose or recycle household hazardous waste materials, collected from the home or at events.



Our Vice President of Risk Management has been asked to speak to the largest audience of waste service providers in the country this year at the Waste Expo held in Las Vegas, NV. In addition to the 2018 Overall Safety Award from SWANA highlighted in the Awards section of this proposal, in 2019, SWANA also recognized our Communication, Education and Marketing Division. This SWANA award recognizes the exemplary actions in education and our extensive communication outreach with our safety program and strong safety culture. LRS has become a model within the industry when it comes to the safety and health of our employees and also, the general public.

Should an incident involving one of our vehicles or staff occur, our Municipal Manager or Operations Manager will immediately notify the designated program liaison by phone and email, if needed. Our operation team has additional resources with a fleet of street sweepers to assist with any type of clean up that may benefit from a sweep as well as emergency response resources.

The following indicates some of our standard safety practices, resources and tools:

- **Employee Injury and Illness Prevention**
  - Live Safety Initiative
  - Using data and analytics to predictively identify emphasis areas
  - Route audits to help identify unsafe stops
  - Updated Safety Manual, Driver Guidebook and Employee Safety User-manual (working copy for front-line facility workers)
- **Vehicle Accident and Property Damage Prevention**
  - Use of 3rd eye and DriveCam – Installed on all solid waste and recycling vehicles
  - Continuous recording benefits for safety, training, missed collection verification, law enforcement
  - Smith System – Proven and Renowned driving system
  - 9 FireRover units deployed over 5 sites for early detection and suppression, including 2 units for Fleet oversight
  - Site specific training for fire-brigades and emergency response
  - Collaboration with all corresponding FD to ensure site knowledge and enhance SOP for emergency response

### SAFETY CULTURE

LRS has a vital interest in maintaining safe and efficient working conditions for its employees and ensuring that all company vehicles and equipment are properly maintained and operated. Our current and ongoing safety success has provided us with a workers compensation experience modification rate which is significantly below the average for the waste and recycling industry.

In addition to the expansion of Customer Service, LRS expanded the company safety program for internal operations, adding a team of experienced individuals to assist our Safety Director with problem resolutions and providing preemptive processes to avoid or stabilize potential issues that may arise.

## II. OPERATIONAL APPROACH (CONTINUED)

### COLLECTION VEHICLES

#### L. COLLECTION VEHICLES

Darien residents will be serviced by a new fleet of clean diesel refuse and recycling vehicles.

Front end load vehicles will be brand new with a Mack brand chassis and Heil brand body, equipped with automated cart lift equipment and bucket. The yard waste rear load vehicle(s) will be a brand new hybrid vehicle that will be used for multiple functions.

#### Lighter in Weight with Extra Safety Features

These trucks contain up to 32 cubic yards of compacted material. Our new vehicles are made with lighter weight metals than older model trucks and weigh approximately 36,000 pounds.

#### 3rd Eye Recording Equipment

Each solid waste and recycle truck is fitted with video recording equipment both inside and outside of the vehicle. Cameras record for a minimum of 20' as well as audio. This system provides significant benefits for safety, service, law enforcement and productivity.

LRS front loading garbage and recycle trucks are also fitted with a net that surrounds the carts when they are tipped into the bucket to empty them. This is both a safety feature as well as a method of preventing loose materials from flying out of the cart in the process.

**LRS is currently exploring options for electric vehicles as opposed to adding more to our CNG fleet. Electric vehicles are proving to be more environmentally sustainable with a reduced carbon foot print.**



#### 3<sup>rd</sup> EYE Benefits:

Tool for coaching and mentoring on Best Practices and Standard Operating Procedures

'Real life' in-house examples for training videos used in safety meetings

Provides verification of missed collection calls

Incident review for law enforcement/insurance





## III. CONCLUSION

### SUMMARY

In summary, LRS is perfectly aligned to be the service provider for the City of Darien. We provide all of the services the City is accustomed to receiving and are the only other service provider offering well-established, in-house programs such as the household hazardous waste and electronic waste programs (similar to At Your Door).

Furthermore, LRS is housed nearby in Maywood and Forest View. We have facilities throughout northern Illinois that will be resourceful in servicing Darien, to include our Ecology Landfill and world renowned material recovery facilities.

LRS offers additional services such as organic food scrap composting. LRS offers an added layer of assurance for residents, City staff and committees or boards, as we are a domestic recycler ensuring over 99% of the materials we collect are resourced in the USA. We provide a high level of customer care with both our in person services, or using any of our many methods of communication.



Our local and dedicated marketing department is able to help educate and promote communications the City and LRS would like to send to residents using various methods of communication. LRS offers other supplementary services such as street sweeping, portable restrooms, portable storage units and so much more. Please consider meeting with us to further discuss LRS for the City of Darien.

We have long hoped to be the service provider for the City of Darien and we're confident in our ability to provide an excellent waste service program for the City. We are flexible with regards to providing any of our services for Darien and altering any proposed services to suit the City.

# IV. PRICING PROPOSAL

## A. OPTION 1 - EXHIBIT B

Description of Service	RATES FOR INITIAL CONTRACT PERIOD					RATES FOR 2 OPTIONAL YEARS	
	Year 1	Year 2	Year 3	Year 4	Year 5	Option Year 1	Option Year 2
	4/1/22-3/31/23	4/1/23-3/31/24	4/1/24-3/31/25	4/1/25-3/31/26	4/1/26-3/31/27	4/1/27-3/31/28	4/1/28-3/31/29
Refuse Sticker price (includes recycling) to be charged to customer	\$6.25 ea	\$6.67 ea	\$6.82 ea	\$7.00 ea	\$7.21 ea	\$7.40 ea	\$7.57
Optional Cart 35 gallon (refuse collection or yard waste collection) - Monthly fee to be charged (includes recycling collection) once per week collection	\$17.50 refuse only	\$17.94 refuse only	\$18.39 refuse only	\$18.85 refuse only	\$19.32 refuse only	\$19.80 refuse only	\$20.30 refuse only
Optional Cart 65 gallon (refuse collection or yard waste collection) - Monthly fee to be charged (includes recycling collection) once per week collection	\$19.50 refuse only	\$19.99 refuse only	\$20.48 refuse only	\$21.00 refuse only	\$21.53 refuse only	\$22.06 refuse only	\$22.61 refuse only
Optional Cart 95 gallon (refuse collection or yard waste collection) - Monthly fee to be charged (includes recycling collection) once per week collection	\$22.50 refuse/month \$130 yard waste per season	\$23.06 refuse/month \$133.25 yard waste per season	\$23.64 refuse/month \$136.58 yard waste per season	\$24.23 refuse/month \$140.00 yard waste per season	\$24.84 refuse/month \$143.50 yard waste per season	\$25.46 refuse/month \$147.08 yard waste per season	\$26.09 refuse/month \$150.76 yard waste per season
One Amnesty Day Collection (over the 5 year period)	\$95,000/event	\$95,000/event	\$95,000/event	\$95,000/event	\$95,000/event	\$95,000/event	\$95,000/event
Cart/Sticker Price Increase for One Amnesty Day Collection	Cart \$0.23/mo Sticker \$0.16 ea	Cart \$0.24/mo Sticker \$0.17 ea	Cart \$0.25/mo Sticker \$0.18 ea	Cart \$0.26/mo Sticker \$0.19 ea	Cart \$0.27/mo Sticker \$0.20	No bid	No bid
Bulk Items (number of stickers)	2	2	2	2	2	2	2
White Goods (number of stickers)	4	4	4	4	4	4	4
Cost of replacement recycling bins	1 Cart \$15/trip	1 Cart \$16/trip	1 Cart \$17/trip	1 Cart \$18/trip	1 Cart \$19/trip	1 Cart \$20/trip	1 Cart \$21/trip
Special Collections (charge per cubic yard to resident)	\$15.00	\$15.38	\$15.75	\$16.15	\$16.55	\$16.96	\$17.39

## IV. PRICING PROPOSAL (CONTINUED)

### B. OPTION 2 - EXHIBIT C

CITY OF DARIEN – OPTION 2							
CARTS ONLY – EXHIBIT C							
Provide pricing for a two-cart program and services outlined below.							
Description of Service	RATES FOR INITIAL CONTRACT PERIOD					RATES FOR 2 OPTIONAL YEARS	
	Year 1 4/1/22-3/31/23	Year 2 4/1/23-3/31/24	Year 3 4/1/24 -3/31/25	Year 4 4/1/25-/31/26	Year 5 4/1/26 -/31/27	Option Year 1 4/1/27 – 3/31/28	Option Year 2 4/1/28 – 3/31/29
Monthly Rate for UNLIMITED weekly with a 65 or 95 gallon refuse cart; UNLIMITED yard waste service in 32 gallon yard waste bag or can; UNLIMITED recycling; one bulk item weekly	\$20.95	\$21.48	\$22.00	\$22.57	\$23.14	\$23.71	\$24.31
Monthly rate for Seniors for limited refuse services with a 35 gallon refuse cart; unlimited yard waste; unlimited recycling; one bulk item weekly	\$10.00	\$10.25	\$10.50	\$10.77	\$11.04	\$11.31	\$11.60
Monthly Rental for additional refuse cart	\$3.00	\$3.08	\$3.18	\$3.24	\$3.32	\$3.40	\$3.49
Monthly Rental for additional recycle cart	\$3.00	\$3.08	\$3.18	\$3.24	\$3.32	\$3.40	\$3.49
Monthly Rental for 95 gallon yard waste/organics cart	\$3.00	\$3.08	\$3.18	\$3.24	\$3.32	\$3.40	\$3.49
White Good Pickup	\$25.00	\$25.63	\$26.27	\$26.93	\$27.60	\$28.29	\$29.00
Special Collections (charge per cubic yard to resident)	\$15.00	\$15.38	\$15.75	\$16.15	\$16.55	\$16.96	\$17.39
At Your Door Special collection (household hazardous waste and electronics collection)	Ewaste \$0.30/mo HHW \$1.00/mo	Ewaste \$0.32/mo HHW \$1.05/mo	Ewaste \$0.33/mo HHW \$1.10/mo	Ewaste\$0.35/m HHW\$1.15/mo	Ewaste\$0.38/m HHW \$1.20/mo	Ewaste \$0.40/mo HHW \$1.30/mo	Ewaste \$0.42/mo HHW \$1.37/mo

## IV. PRICING PROPOSAL (CONTINUED)

### C. OPTION 3 - ALL CART PROGRAM

ALTERNATE PROPOSAL CITY OF DARIEN - OPTION 3   ALL CART PROGRAM   STICKERS FOR REFUSE OUTSIDE OF ISSUED CART(S), YARD WASTE							
DESCRIPTION OF SERVICES	YEAR 1 4/1/22- 3/31/23	YEAR 2 4/1/23- 3/31/24	YEAR 3 4/1/24- 3/31/25	YEAR 4 4/1/25- 3/31/26	YEAR 5 4/1/26- 3/31/27	OPTION YEAR 1 4/1/27-3/31/28	OPTION YEAR 1 4/1/28-3/31/29
Monthly rate for 95 gallon refuse cart, sticker for each approved container or loose bag,	\$18.90	\$19.42	\$19.95	\$20.45	\$21.02	\$21.60	\$22.19
Monthly rate for 65 gallon refuse cart, sticker for each approved container or loose bag,	\$18.00	\$18.50	\$19.00	\$19.52	\$20.06	\$20.61	\$21.18
Senior only, monthly rate for 35 gallon refuse and	\$10.00	\$10.25	\$10.53	\$10.82	\$11.11	\$11.42	\$11.73
Monthly rate for additional 95 gallon refuse cart available with	\$5.00	\$5.14	\$5.28	\$5.42	\$5.57	\$5.73	\$5.88
Universal Sticker for (non-subscription) Yard Waste per approved container or bag, bulk items, white goods, refuse outside of the cart or approved	\$2.75	\$2.83	\$2.90	\$2.98	\$3.07	\$3.15	\$3.24
<b>Bulk Item</b>	2 stickers	2 stickers	2 stickers	2 stickers	2 stickers	2 stickers	2 stickers
<b>White Good</b>	4 stickers	4 stickers	4 stickers	4 stickers	4 stickers	4 stickers	4 stickers
<b>E-Waste Monthly Rate</b>	\$0.30	\$0.32	\$0.33	\$0.35	\$0.38	\$0.40	\$0.42
<b>HHW</b>	\$1.00	\$1.05	\$1.10	\$1.15	\$1.20	\$1.30	\$1.37
<b>Latex Paint</b>	\$0.25	\$0.27	\$0.29	\$0.31	\$0.33	\$0.35	\$0.37
95 gallon yard waste cart subscription -Includes 6 additional personal cans or bags per week, stickers for excess in approved units, paid in advance of	\$130	\$133.58	\$137.24	\$141.02	\$144.90	\$148.89	\$152.90
<b>Fall Leaf Collection</b>	Included	Included	Included	Included	Included	Included	Included
<b>City Facilities</b>	Included	Included	Included	Included	Included	Included	Included
<b>Christmas Trees</b>	Included	Included	Included	Included	Included	Included	Included

## V. SCHEDULE OF ALTERATIONS AND DEVIATIONS

### CITY OF DARIEN – LRS SCHEDULE OF ALTERATIONS AND DEVIATIONS

#### A. ALTERATION #1 – OPTION 3 ALTERNATE ALL CARTS, LOWER MONTHLY AND STICKER RATE, SENIOR RATE

LRS is offering the City of Darien an **Option 3** alternate base service program to accommodate the large majority of households, including seniors, while providing an esthetically uniform appearance and reducing the amount of blowing debris from open bins, containers without lids and loose bags.

This **all-cart program model** is being offered with a **competitive monthly rate** and **lower sticker rate** for refuse materials in excess of the cart capacity so long as they are placed in approved refuse containers with a sticker affixed per unit as described in the RFP. Yard waste and organics, bulk item and white good collection are also paid for using the universal sticker.



This program model **includes**:

- **Refuse and recycle cart for all homes** which will be required to be used first before approved personal containers are used to place refuse or recyclables out for collection.
- Non-senior residents will be allowed to choose from a 95 or 65-gallon refuse and recycle cart.
- Excess refuse may be placed out in personal containers up to 35-gallons.
- Households enrolled in the 95-gallon program may rent an additional cart from LRS for a monthly fee as reflected in the pricing proposal section.
- Seniors over the age of 65 will be offered the 35 gallon refuse and recycle cart program should they decide to enroll for this program (see Option 2 Senior Program Verification Process).
- Universal sticker for excess refuse material placed outside of the LRS refuse cart for either a non-senior or senior.
- Bulk items and white goods require the number of stickers reflected in the Alternate Proposal Option 3 Pricing.
- Option 3 Yard Waste collection is offered using the universal sticker for payment per approved bag/container or LRS yard waste prepaid subscription program as described in Option 1.

#### B. ALTERATION #2 – ORGANIC FOOD SCRAPS INCLUDED

LRS is offering organic food scraps to be mixed in with yard waste during the yard waste season (April 1st through the second week of December) using approved biodegradable bags or containers as described in the RFP. This service is offered for all base service Options 1, 2, and 3 at no additional charge.

## V. SCHEDULE OF ALTERATIONS AND DEVIATIONS (CONTINUED)

### C. DEVIATION #1 – YARD WASTE AND ORGANICS CART

Option 1 in the RFP pricing section includes yard waste as part of the refuse subscription service monthly rate. LRS offers this program as a seasonal program, **using a 95-gallon cart only**, paid in advance, as described in the Operational Approach section.

### D. DEVIATION #2 – DISPOSAL OF EARTH, SOD, ROCKS, CONCRETE, EXCAVATIONS AND OTHER MATERIALS

Page 8, Section III, item H includes a provision for additional disposal of earth, sod, rocks, concrete, excavations and other materials. LRS is willing to provide this service so long as we have the proper equipment and disposal options to manage them in conjunction with standard services. In most cases, LRS is able to provide an affordable and acceptable solution for residents with these materials.



LRS will provide an estimate for the collection directly to the resident for this collection. LRS may offer payment for the estimate in the form of stickers with base service Option 1 or 3 or directly paid to LRS with all Options depending on the specific estimated needs. LRS may provide a special pick-up using special equipment. LRS may also offer a roll-off container to avoid damaging the blades and equipment on the standard refuse/yard waste collection vehicle if the materials are acceptable for disposing of at a clean-fill location, compost facility or landfill.

### E. DEVIATION #3 – SECTION VII, ITEM 3 VACATION HOLD SERVICE

LRS provides two options for City of Darien residents as it pertains to temporarily stopping service for any reason.

- Requests must be made in writing by email or received by mail prior to the Vacation/Seasonal Hold week 7 days prior to the hold request.
- LRS will not honor vacation requests that arrive the day of the start of vacation or after the start of vacation for the current week.
- Account must be current to request Vacation or Seasonal Hold.
- LRS reserves the right to make discretionary exceptions for proven emergency or dire scenarios residents may encounter.

#### Vacation Hold Policy for Subscription Service

- Vacation Hold is allowed for up to three service weeks (Sunday through Saturday).
- LRS will provide one vacation hold per contract year (April-March) per home / account.
- Vacation Hold weeks cannot be split up.

#### Seasonal Hold Policy for Subscription Service

- Seasonal Hold is allowed for a minimum of 3 full service months and up to 6 months per contract year.
- Seasonal Hold is allowed twice per contract year (April – March) so long as the minimum 3 month time frame is honored for both requests.
- Seasonal Hold is adjusted by the service week (Sunday through Saturday) no different than Vacation Hold.

## **CITY OF DARIEN**

### **RULES FOR COMPLIANCE WITH PUBLIC COMMENT REQUIREMENTS OF THE ILLINOIS OPEN MEETINGS ACT**

#### **I. PURPOSE OF RULES.**

The purpose of these Rules is to comply with the requirement of Section 2.06 of the Illinois Open Meetings Act that a public comment section be provided at each meeting subject to the Open Meetings Act.

#### **II. DEFINITION OF “PUBLIC BODY” or “BODY.”**

For purposes of these Rules, the term “Public Body” or “Body” shall mean the City Council, any Committee of the City Council, and any Board and Commission established by the City Council.

#### **III. RULES GOVERNING PUBLIC COMMENT.**

A. Unless otherwise allowed by a majority vote of the Body, the public comment periods shall be as follows:

1. For the City Council, as set forth on the attached **Agenda template**.
2. For Council committees and advisory committees, at the conclusion of the meeting immediately before adjournment. At the direction of the Body, the floor may be opened for public comment in conjunction with specific agenda items.

B. Individuals seeking to make public comment to the Body shall be formally recognized by the Chair.

C. Individuals addressing the Body shall identify themselves by name, but need not provide their home address.

D. Individuals addressing the Body shall do so by addressing their comments to the Body

itself and shall not turn to address the audience.

E. Public comment time shall be limited to three (3) minutes per person.

F. An individual will be allowed a second opportunity to address the Body only after all other interested persons have addressed the Body and only upon the majority vote of the Body.

G. In the case of a special meeting, public comment will be limited to subject matters germane to the agenda of the special meeting.

#### **IV. PUBLIC HEARING REQUIREMENTS.**

Additional public comments periods will be allowed as required by law in the case of public hearing, subject to the same time constraints.

**Approved by a Motion on November 17, 2014**