



# AGENDA PACKET

VILLAGE OF LAKE ZURICH  
Village Board of Trustees Regular Meeting

Monday, May 18, 2020

VILLAGE OF LAKE ZURICH  
Village Board of Trustees Regular Meeting

Monday, May 18, 2020

1. CALL TO ORDER

2. ROLL CALL

Mayor Thomas Poynton, Trustee Jim Beaudoin, Trustee Mary Beth Euker, Trustee Janice Gannon, Trustee Marc Spacone, Trustee Jonathan Sprawka, Trustee Greg Weider

3. PUBLIC COMMENT

(Comments submitted to [info@lakezurich.org](mailto:info@lakezurich.org) prior to the start of the meeting will be read into the record.)

4. PRESIDENT'S REPORT / COMMUNITY UPDATE

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

A. Proclamation Designating May 17 – May 23, 2020 As National Public Works Week

5. CONSENT AGENDA

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

A. Approval Of Minutes Of The Village Board Meeting, May 4, 2020

Attachment 1: [Unapproved Minutes](#)

B. Approval Of Semi-Monthly Warrant Register Dated May 18, 2020 Totaling \$293,000.49

Attachment 1: [Warrant](#)

6. OLD BUSINESS - NONE AT THIS TIME.

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

## 7. NEW BUSINESS

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

- A. Ordinance Amending Title 3, Chapter 2, Section 12 Of The Village Of Lake Zurich Municipal Code Regarding Raffle Regulations (Assign Ord. #2020-05-367) (Trustee Gannon)

Summary: The State of Illinois allows municipalities to establish a system for the licensing of organizations to operate raffles. In July 2019, the State updated the Raffles and Poker Runs Act via Public Act 101-109. Lake Zurich's existing raffle regulations were last amended in 2012 and are now outdated. The proposed ordinance amends Municipal Code Section 3-2-12 "Raffles" to insert language that is consistent with the Illinois Compiled Statutes.

Recommended Action: A motion to approve Ordinance #2020-05-367 Amending Title 3, Chapter 2, Section 12 of the Village of Lake Zurich Municipal Code Regarding Raffle Regulations.

Attachment 1: [Raffle Regulations](#)

- B. Agreement With Milieu Landscaping For Municipal Weed Abatement And Grass Mowing Services Effective June 1, 2020 – May 31, 2021 In The Amount Averaging \$110 Per Acre (Trustee Beaudoin)

Summary: The Fiscal Year 2020 budget includes \$15,000 in the General Fund for a landscape contract for weed abatement and grass mowing services, particularly for properties that have been abandoned by owners or are undergoing foreclosure. The Community Development Department enforces property maintenance regulations within the Village, including maximum allowed growth height of no greater than eight inches. Properties found in violation of this regulation and do not comply with Village notices are sent to a Village-hired landscaping contractor for cutting.

After a bid opening on May 5, 2020, the lowest responsible bid was received from Milieu Landscaping of Wheeling, IL. The company has been in business since 1987 and intends to mobilize its team from a yard in Wauconda. The company also provides its services to other area municipalities such as Long Grove, Arlington Heights, Niles and Wheeling.

Recommended Action: A motion to approve an agreement with Milieu Landscaping for Municipal Weed Abatement and Grass Mowing Services Effective June 1, 2020 – May 31, 2021 in the Amount Averaging \$110 per Acre.

Attachment 1: [Mowing Contract](#)

- C. Presentation Of Results And Highlights From Phase 1 Community Engagement Effort On Future Lake Zurich Investment (Mayor Poynton)

Summary: In recent years, the Village has made incredible progress, sustaining and improving our financial sustainability while continuing to better the community with enhancements to public safety, infrastructure investment, new business attraction, and community events. However, there are several long-term infrastructure issues facing the Village that necessitate a larger discussion. At the beginning of March 2020, the Village Board approved an agreement with EO Sullivan to facilitate community engagement efforts regarding funding options for municipal facilities and infrastructure investment across Lake Zurich.

Over the past few weeks, the Village completed the first phase of a four-phase engagement approach. During three April virtual community engagement sessions, 195 community members participated with 62 providing written responses. EO Sullivan will present the results of the phase one engagement effort and provide a summary of key highlights and next steps.

Recommended Action: This is a non-voting item. Staff and consultants seek to engage the Board on initial results and receive input for the remaining phases of the project.

8. TRUSTEE REPORTS

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

9. VILLAGE MANAGER'S REPORT

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

A. Monthly Data Metric Reports

Attachment 1: [Village Manager's Office](#)

Attachment 2: [Finance Department](#)

Attachment 3: [Parks & Rec Department](#)

Attachment 4: [Police Department](#)

Attachment 5: [Fire Department](#)

Attachment 6: [Public Works Department](#)

Attachment 7: [Community Development Department](#)

10. DEPARTMENT HEAD REPORTS

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

A. Parks And Recreation Department –Event And Program Forecast For 2020

11. ADJOURNMENT

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

UNAPPROVED MINUTES  
VILLAGE OF LAKE ZURICH  
Board of Trustees  
70 East Main Street



Monday, May 4, 2020 7:00 p.m.  
ELECTRONIC ONLINE MEETING

1. **CALL TO ORDER** by Mayor Thomas M. Poynton at 7.02pm.
2. **ROLL CALL:** Mayor Thomas Poynton, Trustee Jim Beaudoin, Trustee Mary Beth Euker, Trustee Marc Spacone, Trustee Jonathan Sprawka, Trustee Greg Weider. Trustee Janice Gannon joined the meeting at 7.15pm. Also in attendance: Village Manager Ray Keller, Asst. Village Manager Roy Witherow, Village Atty. Scott Uhler, Finance Dir. Bane Thomey, Dir. of Innovation Michael Duebner, Fire Chief John Malcolm, Police Chief Steve Husak, Dir. Of Community Services Sarosh Saher, Public Works Dir. Mike Brown, Park and Rec. Dir. Bonnie Caputo, H.R. Dir. Doug Gibson.
3. **PUBLIC COMMENT\*\*\***  
(Comments submitted to [info@lakezurich.org](mailto:info@lakezurich.org) prior to the start of the meeting will be read into the record.)  
There were none.
4. **PRESIDENT'S REPORT / COMMUNITY UPDATE**
  - A. Proclamation Designating the Week of May 10 – May 16, 2020 as Police Week and May 15, 2020 as National Peace Officers Memorial Day: read by Mayor Poynton.
  - B. Mayor Poynton reported that the Census 2020 report shows 77.5% of Lake Zurich residents have returned their forms.
5. **CONSENT AGENDA**
  - A. Approval of Minutes of the Village Board Meeting, April 20, 2020
  - B. Approval of Semi-Monthly Warrant Register Dated May 4, 2020 Totaling \$589,124.72  
**Recommended Action:** A motion was made by Trustee Euker, seconded by Trustee Weider, to approve the Consent Agenda as presented.  
**AYES:** 5 Trustees Beaudoin, Euker, Spacone, Sprawka, Weider.  
**NAYS:** 0  
**ABSENT:** 1 Trustee Gannon  
**MOTION CARRIED.**
6. **OLD BUSINESS**  
None at this time.

Village of Lake Zurich Board of Trustees Regular Board Meeting, Monday May 4<sup>th</sup>, 2020

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7. **NEW BUSINESS**

- A. **An Ordinance Amending Title 3 Entitled “Business Licensing, Regulation, Taxation, and Fees,” Chapter 3 Entitled “Liquor Control” of the Village of Lake Zurich Municipal Code to Add a New Class “W” Liquor License Category for Boutique Restaurant Wine and Sparkling Alcoholic Beverage and Title 13 of the Code Entitled “Comprehensive Fee Schedule”. ORD #2020-03-363**

**Summary:** Over the recent months, the Village has received inquiries from entrepreneurs hoping to establish a boutique business offering cheese, health-oriented small places and wine for on and off-premises consumption. The Village’s liquor code last revised in November 2016 does not accommodate this emerging business model. The proposed Ordinance will create a new Class W liquor license category with an annual fee of \$750 that will facilitate smaller boutique wine businesses locating in the Main Street business district where smaller store fronts and lower rents results in reduced startup costs compared to Routes 12 and 22.

Staff shares the Village Board’s concerns of a new liquor license class with relatively low startup costs that may open the door to new video gaming cafes. However, regulations within the existing liquor code and the proposed license class safeguard against this occurring.

Mayor Poynton polled the Board and there were no comments.

**Recommended Action:** A motion was made by Mayor Poynton, seconded by Trustee Sprawka, to approve Ordinance #2020-03-363 Amending Title 3 Entitled “Business Licensing, Regulation, Taxation, and Fees,” Chapter 3 Entitled “Liquor Control” of the Village of Lake Zurich Municipal Code to Add a New Class “W” Liquor License Category for Boutique Restaurant Wine and Sparkling Alcoholic Beverage and Title 13 of the Code Entitled “Comprehensive Fee Schedule.”

AYES: 5 Trustees Beaudoin, Euker, Spacone, Sprawka, Weider.

NAYS: 0

ABSENT: 1 Trustee Gannon

MOTION CARRIED.

- B. **An Ordinance Amending Title 6, Chapter 4, Article C, of the Village of Lake Zurich Municipal Code Regarding Overweight and Oversized Vehicle Regulations and Title 13 of the Code Regarding the Comprehensive Fee Schedule**  
ORD. #2020-05-366

**Summary:** The Illinois Vehicle Code governs the amount of weight large trucks can carry over various public roadways. Violations of these laws can cause severe damage to local roads. One overweight truck can cause as much damage as hundreds of cars traveling the same route. The Illinois Vehicle Code allows municipalities to issue permits for overweight vehicles that require travel on local roadways.

As Lake Zurich’s overweight and oversize vehicle regulations were last substantively updated in 2005, the proposed ordinance contains amended language that is consistent with the current standards set forth in the Illinois Vehicle Code. The changes include updates to vehicle dimensions and a simplified permit process. The fees and fines are also amended to more accurately reflect the costs of administration and enforcement and are comparable to municipalities in the surrounding area.

The Board was polled for comments and there were none.



Village of Lake Zurich Board of Trustees Regular Board Meeting. Monday May 4<sup>th</sup>, 2020 3

**Recommended Action:** A motion was made by Trustee Sprawka, seconded by Trustee Beaudoin, to approve an Ordinance amending Title 6, Chapter 4, Article C, of the Village of Lake Zurich Municipal Code Regarding Overweight and Oversized Vehicle Regulations and Title 13 of the Code Regarding the Comprehensive Fee Schedule.

AYES: 5 Trustees Beaudoin, Euker, Spacone, Sprawka, Weider.

NAYS: 0

ABSENT: 1 Trustee Gannon

MOTION CARRIED.

8. **TRUSTEE REPORTS AND COMMENTS**

Trustee Euker thanked the Fire Chief and the Department for dedication during the COVID-19 quarantine.

9. **VILLAGE MANAGER'S REPORT**

Village Manager Ray Keller requested that the residents of the Village of Lake Zurich submit their Census 2020 forms.

10. **DEPARTMENT HEAD REPORTS**

There were no reports

*Trustee Gannon joined the electronic meeting.*

11. **ADJOURNMENT**

Motion to adjourn was made by Beaudoin, seconded by Trustee Euker.

AYES: 6 Trustees Beaudoin, Euker, Gannon, Spacone, Sprawka, Weider.

NAYS: 0

ABSENT: 0

MOTION CARRIED.

VOICE VOTE.

Meeting adjourned at 7.17pm

Respectfully Submitted by:

Kathleen Johnson, Village Clerk.

Approved by:

\_\_\_\_\_  
Thomas M. Poynton, Village Mayor

\_\_\_\_\_  
Date.



**VILLAGE OF LAKE ZURICH**  
 WARRANT REPORT - 5/18/2020  
\$293,000.49

GL Number	GL Desc	Vendor	Invoice Description	Amount
<b>Fund 101 GENERAL</b>				
Dept 00000				
101-00000-21203	RECREATION CREDIT PAYABLE	GRIDLEY, CHRISTINA	PRGCXL - YBR	420.18
101-00000-21203	RECREATION CREDIT PAYABLE	MAY WHITNEY PTO	PRG CXL - SHELTER RENTAL	60.00
101-00000-21203	RECREATION CREDIT PAYABLE	MOSS, MICHELLE	PRG CXL - YBR	246.03
101-00000-21203	RECREATION CREDIT PAYABLE	O'DONNELL, PATRICK	PRG CXL - YBR	176.62
101-00000-21203	RECREATION CREDIT PAYABLE	PLAFOUTZIS, CINDY	PRG CXL - YBR	444.25
101-00000-21203	RECREATION CREDIT PAYABLE	RIESS, MARY ANN	REC REF - PRG CXL COYOTES BY CAMPFIRE	5.00
101-00000-21203	RECREATION CREDIT PAYABLE	VELEZ, STEPHANIE	PRG CXL - YBR	381.18
101-00000-21455	BUILDING DEPOSIT PAYABLES	300 MAIN STREET LZ, LLC	BD PAYMENT REF - PERMIT #17030020	500.00
		Total For Dept 00000		<u>2,233.26</u>
Dept 12120	VILLAGE ADMIN HUMAN RESOURCES			
101-12120-52111	OTHER PROFESSIONAL SVCS	CAREERBUILDER EMPL. SCREENING, LLC	EMPLOYMENT SCREENING SERVICES	240.00
		Total For Dept 12120	VILLAGE ADMIN HUMAN RESOURCES	<u>240.00</u>
Dept 12180	VILLAGE ADMIN ECONOMIC DEVELOPMENT			
101-12180-54308	TAX REBATES	BRADFORD LAKE ZURICH 5 LLC	TAX REBATE - JANUARY 2020	12,841.35
101-12180-54308	TAX REBATES	VILLAGE OF HAWTHORN WOODS	TAX REBATE - JANUARY 2020	4,151.05
101-12180-54308	TAX REBATES	VILLAGE OF KILDEER	TAX REBATE - JANUARY 2020	8,302.11
		Total For Dept 12180	VILLAGE ADMIN ECONOMIC DEVELOPMENT	<u>25,294.51</u>
Dept 13001	FINANCE ADMINISTRATION			
101-13001-51652	TRAINING AND MEETINGS	GFOA	WEBINAR -STRATEGIZING FOR UNCERTAIN T	35.00
101-13001-52111	OTHER PROFESSIONAL SVCS	FOSTER & FOSTER, INC	ACTUARIAL REPORTS 2020 - PUBLIC SAFETY	13,112.00
		Total For Dept 13001	FINANCE ADMINISTRATION	<u>13,147.00</u>
Dept 17001	TECHNOLOGY ADMINISTRATION			
101-17001-52111	OTHER PROFESSIONAL SVCS	AWS #140011104 aws.amazon	AWS CLOUD SVCS - APR 2020	1.32
101-17001-52111	OTHER PROFESSIONAL SVCS	LEADINGIT SOLUTIONS, INC	SUPPORT AGMT 2020 - APR	3,100.00
101-17001-52118	SOFTWARE MAINTENANCE	BS&A SOFTWARE	BSA SOFTWARE MAINT 5/1/20 TO 5/1/21	18,900.00
101-17001-52704	MAINT-EQUIPMENT	AMAZON.COM, INC	APRIL PURCHASES - HP PRINTER/HDMI C	387.64
101-17001-52704	MAINT-EQUIPMENT	AMAZON.COM, INC	APRIL PURCHASE CR - HP PRINTER	(379.05)
101-17001-52704	MAINT-EQUIPMENT	PARK PLACE TECHNOLOGIES LLC	2020 MAINT SVC - JUN	173.58

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GL Number	GL Desc	Vendor	Invoice Description	Amount
101-17001-52704	MAINT-EQUIPMENT	TOSHIBA BUSINESS SOLUTIONS, USA	COPIES - FEB 20 TO APR 20	2,492.20
101-17001-53203	TELEPHONE & DATA SVCS	AT & T	VH ELEVATOR 540-9255	352.40
101-17001-53203	TELEPHONE & DATA SVCS	CALL ONE, INC	ANALOG LINES - MAY 2020	1,301.78
101-17001-53203	TELEPHONE & DATA SVCS	COMCAST CABLE	INTERNET - 133 N OLD RAND	139.18
101-17001-53203	TELEPHONE & DATA SVCS	COMCAST CABLE	COMBINED INTERNET - MAY	4,453.98
101-17001-53203	TELEPHONE & DATA SVCS	WINDSTREAM	ANALOG LINES - MAY	112.06
101-17001-53205	COMPUTER SUPPLIES	AMAZON.COM, INC	PURCHASES - APRIL	25.99
101-17001-53205	COMPUTER SUPPLIES	DATASOURCE, INK	TONER	576.00
101-17001-53407	EQUIP MAINT PART&SUPPLIE	AMAZON.COM, INC	APRIL PURCHASES - WEBCAM	71.76
101-17001-53407	EQUIP MAINT PART&SUPPLIE	AMAZON.COM, INC	APRIL PURCHASE CR - WEBCAM	(71.76)
		Total For Dept 17001 TECHNOLOGY ADMINISTRATION		31,637.08
Dept 24001 POLICE ADMINISTRATION				
101-24001-52111	OTHER PROFESSIONAL SVCS	GATSO USA, INC	RED LIGHT CAMERA FEE - APRIL	4,740.00
101-24001-52701	MAINT-BLDGS & GROUNDS	USW HOLDING COMPANY LLC	WATER FILTRATION - JUN 20	61.00
101-24001-53203	TELEPHONE & DATA SVCS	COMCAST CABLE	CABLE - PD	24.66
101-24001-53203	TELEPHONE & DATA SVCS	COMCAST CABLE	CABLE - PD	24.66
101-24001-53204	CELL PHONES & PAGERS	AT & T	CELL PHONES - PD	295.30
101-24001-53204	CELL PHONES & PAGERS	AT & T	CELL PHONES - PD	295.14
101-24001-53204	CELL PHONES & PAGERS	VERIZON WIRELESS LLC	CELL PHONE - APR 2020	3.40
101-24001-53208	OFFICE SUPPLIES	PARKER SYSTEMS, INC	ENVELOPES	156.15
101-24001-53208	OFFICE SUPPLIES	RUNCO OFFICE SUPPLY & EQUIPMENT CO.	TAPE, ENVELOPES, INDEX CARDS	47.12
101-24001-53208	OFFICE SUPPLIES	RUNCO OFFICE SUPPLY & EQUIPMENT CO.	FLASH DRIVES	35.98
101-24001-53208	OFFICE SUPPLIES	RUNCO OFFICE SUPPLY & EQUIPMENT CO.	USB'S	34.99
101-24001-53209	UNIFORMS	SIEBER, ANDREW	BUFFO MOURNING BAND	17.98
101-24001-53401	CUSTODIAL SUPPLIES	BADE PAPER PRODUCTS	PAPER TOWELS	197.10
101-24001-53401	CUSTODIAL SUPPLIES	MC CORMACK, VINCENT	SANITIZER, LUBREDERM, WIPES	76.91
		Total For Dept 24001 POLICE ADMINISTRATION		6,010.39
Dept 24210 POLICE OPERATIONS				
101-24210-52111	OTHER PROFESSIONAL SVCS	MOTOROLA INC.	STARCOM RADIO FEES - MAY 2020	1,530.00
101-24210-52204	OTHER LEGAL	ALBARRAN, LUIS	LEGAL SERVICES - JUN 20	6,666.67
101-24210-53209	UNIFORMS	JG UNIFORMS INC.	BLOUSES - CASCIO & KINGERY	316.75
101-24210-53209	UNIFORMS	VAN ACKER, JASON	DUTY WEAPON	753.75

**VILLAGE OF LAKE ZURICH**  
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GL Number	GL Desc	Vendor	Invoice Description	Amount
101-24210-53209	UNIFORMS	VAN ACKER, JASON	HOLSTER	52.00
101-24210-53209	UNIFORMS	VAN ACKER, JASON	SHOES	164.69
101-24210-53211	OTHER SUPPLIES	AMAZON.COM, INC	PURCHASES - APRIL SPRAYER/LENS WIPES	67.84
101-24210-53211	OTHER SUPPLIES	AMAZON.COM, INC	APRIL PURCHASE CR - SPRAYER/WIPES	(67.84)
101-24210-53211	OTHER SUPPLIES	ULINE	RESPIRATORS	155.90
		Total For Dept 24210 POLICE OPERATIONS		<u>9,639.76</u>
Dept 24230 POLICE CRIME PREVENTION				
101-24230-52111	OTHER PROFESSIONAL SVCS	TLO LLC	INVESTIGATIVE SEARCH ENGINE - APRIL	50.00
101-24230-52111	OTHER PROFESSIONAL SVCS	TRANS UNION LLC	CREDIT CHECKS	70.00
		Total For Dept 24230 POLICE CRIME PREVENTION		<u>120.00</u>
Dept 24240 POLICE INTERGOVERNMENTAL				
101-24240-53209	UNIFORMS	GALL'S, LLC	BEIDELMAN - BATON	98.69
		Total For Dept 24240 POLICE INTERGOVERNMENTAL		<u>98.69</u>
Dept 25001 FIRE ADMINISTRATION				
101-25001-51654	MEMBERSHIPS & SUBSCRIP	IAFC	MEMBERSHIP FEE - MALCOLM - 2020-2021	215.00
101-25001-52704	MAINT-EQUIPMENT	TOSHIBA BUSINESS SOLUTIONS, USA	COPIES - FEB 20 TO APR 20	338.14
101-25001-52707	MAINT-OTHER	INTL FIRE EQUIPMENT	CASCADE SYSTEM CYLINDER HYDROTEST	157.50
101-25001-53203	TELEPHONE & DATA SVCS	CALL ONE, INC	ANALOG LINES - MAY 2020	167.06
101-25001-53203	TELEPHONE & DATA SVCS	COMCAST CABLE	COMBINED INTERNET - MAY	3,563.16
101-25001-53204	CELL PHONES & PAGERS	AT & T	CELL PHONES - FIRE	137.32
101-25001-53204	CELL PHONES & PAGERS	VERIZON WIRELESS LLC	CELL PHONE - APR 2020	1.70
101-25001-53211	OTHER SUPPLIES	RUNCO OFFICE SUPPLY & EQUIPMENT CO.	PAPER TOWELS	51.98
101-25001-53211	OTHER SUPPLIES	RUNCO OFFICE SUPPLY & EQUIPMENT CO.	PAPER TOWELS & FOIL	78.77
101-25001-53211	OTHER SUPPLIES	RUNCO OFFICE SUPPLY & EQUIPMENT CO.	PAPER TOWELS, WATER, KLEENEX	139.93
101-25001-53211	OTHER SUPPLIES	RUNCO OFFICE SUPPLY & EQUIPMENT CO.	PAPER TOWELS	77.97
101-25001-53211	OTHER SUPPLIES	RUNCO OFFICE SUPPLY & EQUIPMENT CO.	SLIDING WINDOW LOCK	8.99
101-25001-53211	OTHER SUPPLIES	ZEP SALES & SERVICE INC.	ZEP CLEANING SUPPLIES/SOAP FOR STATION	99.90
		Total For Dept 25001 FIRE ADMINISTRATION		<u>5,037.42</u>

**VILLAGE OF LAKE ZURICH**  
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<b>GL Number</b>	<b>GL Desc</b>	<b>Vendor</b>	<b>Invoice Description</b>	<b>Amount</b>
Dept 25310	FIRE EMERGENCY MANAGEMENT			
101-25310-52704	MAINT-EQUIPMENT	BRANIFF COMMUNICATIONS INC.	PREVENTATIVE MAINTENANCE AGREEMENT	3,510.00
101-25310-53211	OTHER SUPPLIES	HENRY SCHEIN EMS	MASKS - WHITE	45.00
101-25310-53211	OTHER SUPPLIES	HENRY SCHEIN EMS	BODY BAGS (12)	215.40
101-25310-53211	OTHER SUPPLIES	MEDLINE INDUSTRIES, INC	MASKS - PROCEDURE, EARLOOPS	24.30
101-25310-53211	OTHER SUPPLIES	MEDLINE INDUSTRIES, INC	GERM-X SANITIZER	254.65
101-25310-53211	OTHER SUPPLIES	MEDLINE INDUSTRIES, INC	GERM-X SANITIZER	132.60
		Total For Dept 25310	FIRE EMERGENCY MANAGEMENT	<u>4,181.95</u>
Dept 25320	FIRE FIRE SUPPRESSION			
101-25320-51652	TRAINING AND MEETINGS	FIRST RESPONDERS WELLNESS CENTER	FIRST RESPONDER WELLNESS AND BUILDING	480.00
101-25320-52111	OTHER PROFESSIONAL SVCS	MOTOROLA INC.	STARCOM FEES - MAY	1,512.00
101-25320-53204	CELL PHONES & PAGERS	AT & T	CELL PHONES - FIRE	266.76
101-25320-53211	OTHER SUPPLIES	CASPER TRUE VALUE HARDWARE INC	TRAINING MATERIALS - MISC. HARDWARE	32.00
101-25320-53211	OTHER SUPPLIES	FIREGROUND SUPPLY	GEAR WASH	751.20
101-25320-55254	MACHINERY & EQUIPMENT	DINGES FIRE COMPANY	1 BULLARD THERMAL IMAGER	7,565.00
		Total For Dept 25320	FIRE FIRE SUPPRESSION	<u>10,606.96</u>
Dept 25330	FIRE EMS			
101-25330-51652	TRAINING AND MEETINGS	NORTHWEST COMMUNITY HOSPITAL EMS INSTATION & ADMIN FEES		2,734.00
101-25330-52118	SOFTWARE MAINTENANCE	LANGUAGELINE SOLUTIONS	LANGUAGE LINE VIDEO INTERPRETATION	42.90
101-25330-53204	CELL PHONES & PAGERS	VERIZON WIRELESS LLC	CELL PHONE - APR 2020	35.98
101-25330-53211	OTHER SUPPLIES	AMERICAN GASES CORP	OXYGEN RENTAL	162.24
101-25330-53211	OTHER SUPPLIES	AMERICAN GASES CORP	OXYGEN RENTAL	60.24
101-25330-53211	OTHER SUPPLIES	BOUND TREE MEDICAL LLC	CURAPLEX - RED POUCH, LARGE	23.39
101-25330-53211	OTHER SUPPLIES	BOUND TREE MEDICAL LLC	CURAPLEX - RED & BLUE POUCHES, LARGE	110.16
101-25330-53211	OTHER SUPPLIES	HOME DEPOT CREDIT SERVICES	SHELVING UNIT -- WEBB	253.50
		Total For Dept 25330	FIRE EMS	<u>3,422.41</u>
Dept 25340	FIRE SPECIAL RESCUE			
101-25340-51654	MEMBERSHIPS & SUBSCRIP	FIRE INVESTIGATOR STRIKE FORCE	2020 MEMBERSHIP DUES - WENZEL	75.00
101-25340-53209	UNIFORMS	LINE GEAR FIRE & RESCUE EQUIPMENT	WILDLAND FIRE BOOTS FOR NEW TEAM MEI	977.40
101-25340-53211	OTHER SUPPLIES	AFC INTERNATIONAL, INC	GAS METER SUPPLIES - REPLACEMENT H2S S	126.37
		Total For Dept 25340	FIRE SPECIAL RESCUE	<u>1,178.77</u>

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<b>GL Number</b>	<b>GL Desc</b>	<b>Vendor</b>	<b>Invoice Description</b>	<b>Amount</b>
Dept 25350 FIRE FIRE PREVENTION BUREAU				
101-25350-51652	TRAINING AND MEETINGS	LAKE COUNTY FIRE CHIEFS ASSOCIATION	NIPET DUES - 2020	150.00
101-25350-53204	CELL PHONES & PAGERS	AT & T	CELL PHONES - FIRE	170.26
		Total For Dept 25350 FIRE FIRE PREVENTION BUREAU		<u>320.26</u>
Dept 28001 COMMUNITY DEVELOPMENT ADMINISTRATION				
101-28001-53204	CELL PHONES & PAGERS	VERIZON WIRELESS LLC	CELL PHONE - APR 2020	1.70
101-28001-53208	OFFICE SUPPLIES	RUNCO OFFICE SUPPLY & EQUIPMENT CO.	COPY PAPER	10.42
101-28001-53208	OFFICE SUPPLIES	RUNCO OFFICE SUPPLY & EQUIPMENT CO.	LEGAL EXP FILE FOLDERS	5.00
		Total For Dept 28001 COMMUNITY DEVELOPMENT ADMINISTRATION		<u>17.12</u>
Dept 36001 PUBLIC WORKS ADMINISTRATION				
101-36001-52111	OTHER PROFESSIONAL SVCS	CINTAS CORPORATION #2	UNIFORMS/MATS 04/23	28.60
101-36001-52111	OTHER PROFESSIONAL SVCS	CINTAS CORPORATION #2	UNIFORMS/MATS 04/30	63.80
101-36001-52111	OTHER PROFESSIONAL SVCS	CINTAS CORPORATION #2	UNIFORMS/MATS 05/07	71.78
101-36001-52603	LAKE/WATER QUALITY MGMT	MC GINTY BROS., INC.	WETLAND MAINT JOHN CT	250.00
101-36001-52603	LAKE/WATER QUALITY MGMT	MC GINTY BROS., INC.	WETLAND MAINT CEDAR CREEK	500.00
101-36001-52603	LAKE/WATER QUALITY MGMT	MC GINTY BROS., INC.	WETLAND MAINT MANOR	180.00
101-36001-52603	LAKE/WATER QUALITY MGMT	MC GINTY BROS., INC.	WETLAND MAINT LZ PUBLIC WORKS	100.00
101-36001-52603	LAKE/WATER QUALITY MGMT	MC GINTY BROS., INC.	WETLAND MAINT RED BRIDGE B	450.00
101-36001-52603	LAKE/WATER QUALITY MGMT	MC GINTY BROS., INC.	WETLAND MAINT C EAST	300.00
101-36001-52603	LAKE/WATER QUALITY MGMT	MC GINTY BROS., INC.	WETLAND MAINT RED BRIDGE A	380.00
101-36001-52605	MOSQUITO ABATEMENT	CLARKE ENVIRON MOSQUITO MGMT	CATCH BASIN TREATMENTS	8,098.20
101-36001-52701	MAINT-BLDGS & GROUNDS	AMERICAN BACKFLOW & FIRE PREVENTION	BACKFLOW CERTIFICATION	48.00
101-36001-52701	MAINT-BLDGS & GROUNDS	AMERICAN BACKFLOW & FIRE PREVENTION	BACKFLOW CERTIFICATION	144.00
101-36001-52701	MAINT-BLDGS & GROUNDS	CINTAS CORPORATION #2	UNIFORMS/MATS 04/23	24.98
101-36001-52701	MAINT-BLDGS & GROUNDS	CINTAS CORPORATION #2	UNIFORMS/MATS 04/30	24.98
101-36001-52701	MAINT-BLDGS & GROUNDS	CINTAS CORPORATION #2	UNIFORMS/MATS 05/07	24.98
101-36001-52701	MAINT-BLDGS & GROUNDS	OTIS ELEVATOR COMPANY	VH ELEVATOR PRESSURE TEST	415.00
101-36001-52701	MAINT-BLDGS & GROUNDS	OTIS ELEVATOR COMPANY	PW ELEVATOR PRESSURE TEST	415.00
101-36001-52701	MAINT-BLDGS & GROUNDS	SMITHEREEN PEST MANAGEMENT	SERVICI 505 PEST CONTROL - MAY	49.00
101-36001-52701	MAINT-BLDGS & GROUNDS	SMITHEREEN PEST MANAGEMENT	SERVICI POLICE PEST CONTROL - MAY	93.00
101-36001-52702	MAINT-LAWN & LANDSCAPING	SEBERT LANDSCAPING	LANDSCAPE MAINT - APR 2020	1,979.13

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101-36001-52702	MAINT-LAWN & LANDSCAPING	THE TREE MEDIX	FERT AND WEED CONTROL	5,000.00
101-36001-52704	MAINT-EQUIPMENT	INTL FIRE EQUIPMENT	VH ANNUAL EXTINGUISHER SERVICE	189.53
101-36001-53201	ELECTRICITY	COMMONWEALTH EDISON	2 W MAIN	21.20
101-36001-53201	ELECTRICITY	COMMONWEALTH EDISON	LOT 42	50.71
101-36001-53204	CELL PHONES & PAGERS	VERIZON WIRELESS LLC	CELL PHONE - APR 2020	3.40
101-36001-53208	OFFICE SUPPLIES	RUNCO OFFICE SUPPLY & EQUIPMENT CO.	COPY PAPER	10.43
101-36001-53208	OFFICE SUPPLIES	RUNCO OFFICE SUPPLY & EQUIPMENT CO.	LEGAL EXP FILE FOLDERS	5.00
101-36001-53211	OTHER SUPPLIES	BADE PAPER PRODUCTS	DISINFECTANT SPRAY/CUP	314.66
101-36001-53211	OTHER SUPPLIES	CASPER TRUE VALUE HARDWARE INC	MOUNTING SUPPLIES	3.29
101-36001-53404	RIGHT OF WAY SUPPLIES	BURRIS EQUIPMENT COMPANY	DIAMOND BLADE	249.95
101-36001-53404	RIGHT OF WAY SUPPLIES	CONSERV FARM SUPPLY	TRASH PICKERS	61.65
101-36001-53404	RIGHT OF WAY SUPPLIES	CONSERV FARM SUPPLY	TREE BAGS	835.00
101-36001-53404	RIGHT OF WAY SUPPLIES	PRO-SAFETY, INC	MARKING PAINT	205.20
101-36001-53405	BLDG & GROUNDS SUPPLIES	CHICAGO FILTER SUPPLY, INC	FILTERS	60.00
		Total For Dept 36001 PUBLIC WORKS ADMINISTRATION		<u>20,650.47</u>
Dept 36420 PUBLIC WORKS PARK MAINTENANCE				
101-36420-52701	MAINT-BLDGS & GROUNDS	AMERICAN BACKFLOW & FIRE PREVENTION	BACKFLOW CERTIFICATION	96.00
101-36420-52701	MAINT-BLDGS & GROUNDS	ANDERSON PEST SOLUTIONS	BC PEST CONTROL - MAY	66.86
101-36420-52701	MAINT-BLDGS & GROUNDS	ANDERSON PEST SOLUTIONS	PAULUS PEST CONTROL - MAY	72.77
101-36420-52702	MAINT-LAWN & LANDSCAPING	SEBERT LANDSCAPING	LANDSCAPE MAINT - APR 2020	6,825.17
101-36420-53201	ELECTRICITY	COMMONWEALTH EDISON	200 S RAND	62.52
101-36420-53201	ELECTRICITY	COMMONWEALTH EDISON	7 E MAIN	26.10
101-36420-53211	OTHER SUPPLIES	CASPER TRUE VALUE HARDWARE INC	MOUNTING SUPPLIES	3.29
101-36420-53405	BLDG & GROUND MAINT SUPP	CHICAGO FILTER SUPPLY, INC	FILTERS	51.36
101-36420-54306	EQUIPMENT RENTAL	SERVICE SANITATION, INC	PAULUS PARK PORT-O-POTTY	112.27
101-36420-54306	EQUIPMENT RENTAL	SERVICE SANITATION, INC	CHESTNUT PORT-O-POTTY	110.21
101-36420-54306	EQUIPMENT RENTAL	SERVICE SANITATION, INC	CHESTNUT PORT-O-POTTY	128.65
		Total For Dept 36420 PUBLIC WORKS PARK MAINTENANCE		<u>7,555.20</u>
Dept 36471 PUBLIC WORKS FLEET SERVICES				
101-36471-52111	OTHER PROFESSIONAL SVCS	CINTAS CORPORATION #2	UNIFORMS/MATS 04/23	51.39
101-36471-52111	OTHER PROFESSIONAL SVCS	CINTAS CORPORATION #2	UNIFORMS/MATS 04/30	46.17

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101-36471-52111	OTHER PROFESSIONAL SVCS	CINTAS CORPORATION #2	UNIFORMS/MATS 05/07	79.29
101-36471-52111	OTHER PROFESSIONAL SVCS	MIKE'S TOWING, INC	SAFETY INSPECTIONS	659.00
101-36471-52111	OTHER PROFESSIONAL SVCS	MIKE'S TOWING, INC	SAFETY INSPECTIONS	71.00
101-36471-53210	SMALL TOOLS & EQUIP	NAPA AUTO PARTS	GAUGE	53.99
101-36471-53211	OTHER SUPPLIES	CASPER TRUE VALUE HARDWARE INC	PAINT	13.98
101-36471-53211	OTHER SUPPLIES	CASPER TRUE VALUE HARDWARE INC	GLUE	9.99
101-36471-53406	AUTO PARTS & SUPPLIES	FACTORY MOTOR PARTS	CALIPER	133.70
101-36471-53406	AUTO PARTS & SUPPLIES	FACTORY MOTOR PARTS	BRAKE PARTS	201.55
101-36471-53406	AUTO PARTS & SUPPLIES	FACTORY MOTOR PARTS	PLUGS/WIRES	103.04
101-36471-53406	AUTO PARTS & SUPPLIES	FACTORY MOTOR PARTS	COIL	91.09
101-36471-53406	AUTO PARTS & SUPPLIES	FACTORY MOTOR PARTS	SPARK PLUG	36.96
101-36471-53406	AUTO PARTS & SUPPLIES	FOSTER COACH SALES INC.	LATCH	55.71
101-36471-53406	AUTO PARTS & SUPPLIES	MACQUEEN EQUIPMENT, LLC	SEAT BELT	152.96
101-36471-53406	AUTO PARTS & SUPPLIES	NAPA AUTO PARTS	FILTERS	99.31
101-36471-53406	AUTO PARTS & SUPPLIES	NAPA AUTO PARTS	BATTERY	246.78
101-36471-53406	AUTO PARTS & SUPPLIES	NAPA AUTO PARTS	CREDIT - CORE DEP	(36.00)
101-36471-53406	AUTO PARTS & SUPPLIES	NAPA AUTO PARTS	CREDIT - CORE DEP	(36.00)
101-36471-53406	AUTO PARTS & SUPPLIES	NAPA AUTO PARTS	HOSE 212	68.07
101-36471-53406	AUTO PARTS & SUPPLIES	NAPA AUTO PARTS	BRAKE FLUID	9.32
101-36471-53406	AUTO PARTS & SUPPLIES	NAPA AUTO PARTS	FILTERS	140.07
101-36471-53406	AUTO PARTS & SUPPLIES	O'REILLY AUTOMOTIVE STORES, INC	TIE ROD	171.30
101-36471-53406	AUTO PARTS & SUPPLIES	TEREX USA LLC	BASKET LINER	585.86
101-36471-53406	AUTO PARTS & SUPPLIES	WEST SIDE EXCHANGE	CAP 215	29.26
101-36471-53406	AUTO PARTS & SUPPLIES	WICKSTROM AUTO GROUP, INC	LAMP ASSB	55.32
101-36471-53406	AUTO PARTS & SUPPLIES	WICKSTROM AUTO GROUP, INC	CONSOLE	220.83
101-36471-53407	EQUIP MAINT PART&SUPPLIE	NAPA AUTO PARTS	SPARK PLUGS	5.61
101-36471-53407	EQUIP MAINT PART&SUPPLIE	NAPA AUTO PARTS	SPARK PLUGS	7.29
101-36471-53407	EQUIP MAINT PART&SUPPLIE	NAPA AUTO PARTS	BATTERY	137.45
101-36471-53414	CHEMICALS	CASPER TRUE VALUE HARDWARE INC	RV ANTIFREEZE	23.94
101-36471-53418	LUBRICANTS & FLUIDS	NAPA AUTO PARTS	BRAKE FLUID	13.02
		Total For Dept 36471 PUBLIC WORKS FLEET SERVICES		3,501.25
Dept 67001 RECREATION ADMINISTRATION				
101-67001-53204	CELL PHONES & PAGERS	VERIZON WIRELESS LLC	CELL PHONE - APR 2020	1.70



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101-67001-53206	POSTAGE & SHIPPING	U S POSTMASTER	SUMMER BROCHURE 2020	1,976.18
		Total For Dept 67001 RECREATION ADMINISTRATION		1,977.88
Dept 67940 RECREATION PRESCHOOL				
101-67940-54306	EQUIPMENT RENTAL	ST PETER'S CHURCH	TERRIFIC TWO'S RENTAL SPACE - MAY	345.00
		Total For Dept 67940 RECREATION PRESCHOOL		345.00
Dept 67970 RECREATION AQUATICS				
101-67970-53414	CHEMICALS	HALOGEN SUPPLY CO. INC.	SPRAYGROUND CHEMICALS	365.85
		Total For Dept 67970 RECREATION AQUATICS		365.85
		<b>Total For Fund 101 GENERAL</b>		<b>147,581.23</b>
<b>Fund 202 MOTOR FUEL TAX</b>				
Dept 36001 PUBLIC WORKS ADMINISTRATION				
202-36001-52701	MAINT-BLDGS & GROUNDS	IL DEPARTMENT OF TRANSPORTATION	TRAFFIC SIGNAL MAINT IDOT - 1ST QTR	12,161.85
202-36001-52701	MAINT-BLDGS & GROUNDS	MEADE, INC	MN STREET SIGNAL MAINT	200.00
202-36001-52701	MAINT-BLDGS & GROUNDS	SEBERT LANDSCAPING	LANDSCAPE MAINT - APR 2020	1,047.21
202-36001-53201	ELECTRICITY	COMMONWEALTH EDISON	CLAIRVIEW	30.00
202-36001-55253	INFRASTRUCTURE IMPROVEMT	TRAFFIC CONTROL & PROTECTION INC	NO OUTLET SIGNS	309.75
		Total For Dept 36001 PUBLIC WORKS ADMINISTRATION		13,748.81
		<b>Total For Fund 202 MOTOR FUEL TAX</b>		<b>13,748.81</b>
<b>Fund 227 DISPATCH CENTER</b>				
Dept 24220 POLICE DISPATCH				
227-24220-51651	LICENSING/CERTIFICATIONS	RISICATO, NICK	EMD RECERTIFICATION 2020	30.00
227-24220-52111	OTHER PROFESSIONAL SVCS	FRONTLINE PUBLIC SAFETY SOLUTIONS	QUALITY CONTROL SOFTWARE	1,000.00
		Total For Dept 24220 POLICE DISPATCH		1,030.00
		<b>Total For Fund 227 DISPATCH CENTER</b>		<b>1,030.00</b>

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<b>Fund 401 VILLAGE CAPITAL PROJECTS</b>				
Dept 36001	PUBLIC WORKS ADMINISTRATION			
401-36001-55251	LAND IMPROVEMENTS	TERRAIN GROUP	PARKING IMPROVEMENTS	525.26
401-36001-55252	BLDG & BLDG IMPROVEMENTS	MARTIN ENTERPRISES HEATING/AIR COND PD RTU 4		7,507.00
		Total For Dept 36001 PUBLIC WORKS ADMINISTRATION		<u>8,032.26</u>
Dept 36470	PUBLIC WORKS STORM WATER CONTROL			
401-36470-55253	INFRASTRUCTURE IMPROVEMT	MENARDS - LONG GROVE	SILVERWOOD CT STORM PIPE	198.78
		Total For Dept 36470 PUBLIC WORKS STORM WATER CONTROL		<u>198.78</u>
		<b>Total For Fund 401 VILLAGE CAPITAL PROJECTS</b>		<b><u><u>8,231.04</u></u></b>
<b>Fund 405 NHR CAPITAL PROJECTS</b>				
Dept 36001	PUBLIC WORKS ADMINISTRATION			
405-36001-55253	INFRASTRUCTURE IMPROVEMT	SOIL ENG & TESTING CONSULTANTS, LLC	SOIL TESTING	7,940.00
		Total For Dept 36001 PUBLIC WORKS ADMINISTRATION		<u>7,940.00</u>
		<b>Total For Fund 405 NHR CAPITAL PROJECTS</b>		<b><u><u>7,940.00</u></u></b>
<b>Fund 501 WATER &amp; SEWER</b>				
Dept 00000				
501-00000-27102	IEPA LOAN PAYABLE	IL EPA	2006 IEPA LOAN PRINCIPAL AND INTEREST	54,853.68
		Total For Dept 00000		<u>54,853.68</u>
Dept 36001	PUBLIC WORKS ADMINISTRATION			
501-36001-53203	TELEPHONE & DATA SVCS	AT & T	CONCORD LIFT ALARM	279.56
501-36001-53203	TELEPHONE & DATA SVCS	CALL ONE, INC	ANALOG LINES - MAY 2020	108.48
501-36001-53203	TELEPHONE & DATA SVCS	WINDSTREAM	ANALOG LINES - MAY	448.26
501-36001-53208	OFFICE SUPPLIES	RUNCO OFFICE SUPPLY & EQUIPMENT CO.	COPY PAPER	10.40
501-36001-53208	OFFICE SUPPLIES	RUNCO OFFICE SUPPLY & EQUIPMENT CO.	LEGAL EXP FILE FOLDERS	4.99
501-36001-53209	UNIFORMS	CINTAS CORPORATION #2	UNIFORMS/MATS 04/23	30.68
501-36001-53209	UNIFORMS	CINTAS CORPORATION #2	UNIFORMS/MATS 04/30	36.24
501-36001-53209	UNIFORMS	CINTAS CORPORATION #2	UNIFORMS/MATS 05/07	30.68

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501-36001-56603	INTEREST	IL EPA	2006 IEPA LOAN PRINCIPAL AND INTEREST	10,253.62
		Total For Dept 36001	PUBLIC WORKS ADMINISTRATION	11,202.91
Dept 36530 PUBLIC WORKS WATER BILLING				
501-36530-52111	OTHER PROFESSIONAL SVCS	BS&A SOFTWARE	BSA SOFTWARE MAINT 5/1/20 TO 5/1/21	2,520.00
501-36530-52111	OTHER PROFESSIONAL SVCS	DATAPROSE, LLC	WATER BILL PROCESSING - MAR 2020	739.63
501-36530-52111	OTHER PROFESSIONAL SVCS	DATAPROSE, LLC	WATER BILL PROCESSING - APR 2020	739.30
501-36530-53206	POSTAGE & SHIPPING	DATAPROSE, LLC	WATER BILL PROCESSING - MAR 2020	2,731.48
501-36530-53206	POSTAGE & SHIPPING	DATAPROSE, LLC	WATER BILL PROCESSING - APR 2020	2,730.29
		Total For Dept 36530	PUBLIC WORKS WATER BILLING	9,460.70
Dept 36550 PUBLIC WORKS WATER SERVICE				
501-36550-52607	WATER SAMPLE ANALYSIS	ENVIRONMENTAL INC. MIDWEST LAB	WATER SAMPLE ANALYSIS	305.00
501-36550-52607	WATER SAMPLE ANALYSIS	SUBURBAN LABORATORIES, INC.	LABORATORY SERVICES/WATER 4-30	626.45
501-36550-52701	MAINT-BLDGS & GROUNDS	SEBERT LANDSCAPING	LANDSCAPE MAINT - APR 2020	197.72
501-36550-53201	ELECTRICITY	DYNEGY ENERGY SERVICES LLC	ELECTRICITY/WELL #12	5,485.84
501-36550-53201	ELECTRICITY	DYNEGY ENERGY SERVICES LLC	ELECTRICITY/WELL #7	2,541.63
501-36550-53201	ELECTRICITY	DYNEGY ENERGY SERVICES LLC	ELECTRICITY/WELL #8	5,169.98
501-36550-53414	CHEMICALS	VIKING CHEMICAL COMPANY	WATER TREATMENT CHEMICALS	955.00
501-36550-55256	VEHICLES	SUBURBAN ACCENTS, INC	DECALS	31.50
		Total For Dept 36550	PUBLIC WORKS WATER SERVICE	15,313.12
Dept 36560 PUBLIC WORKS SEWER SERVICE				
501-36560-52111	OTHER PROFESSIONAL SVCS	STATE INDUSTRIAL PRODUCTS CORP	2020 H2S REDUCTION PRG - NW PUMP STAT	1,489.00
501-36560-52111	OTHER PROFESSIONAL SVCS	STATE INDUSTRIAL PRODUCTS CORP	2020 H2S REDUCTION PRG - QUENTIN PUMF	2,474.91
501-36560-53201	ELECTRICITY	COMMONWEALTH EDISON	ELECTRICITY/FLOW CONTROL	43.28
501-36560-53201	ELECTRICITY	COMMONWEALTH EDISON	ELECTRICITY/VACUUM PRIMING	28.99
501-36560-53201	ELECTRICITY	DYNEGY ENERGY SERVICES LLC	LIFTS - 1160 THORNDALE	160.35
501-36560-53201	ELECTRICITY	DYNEGY ENERGY SERVICES LLC	LIFTS - 61 W MAIN	69.65
501-36560-53201	ELECTRICITY	DYNEGY ENERGY SERVICES LLC	LIFTS - 620 CHURCH	264.36
501-36560-53201	ELECTRICITY	DYNEGY ENERGY SERVICES LLC	LIFTS - 1100 QUENTIN	1,142.03
501-36560-53201	ELECTRICITY	DYNEGY ENERGY SERVICES LLC	LIFTS - 1160 BRISTOL TRAIL	161.81
501-36560-53201	ELECTRICITY	DYNEGY ENERGY SERVICES LLC	LIFTS - 1005 MARCH	77.46
501-36560-53201	ELECTRICITY	DYNEGY ENERGY SERVICES LLC	LIFTS - 700 OLD MILL GROVE	61.34

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501-36560-53201	ELECTRICITY	DYNEGY ENERGY SERVICES LLC	LIFTS - 1160 THORNDALE	149.50
501-36560-55256	VEHICLES	SUBURBAN ACCENTS, INC	DECALS	31.50
		Total For Dept 36560 PUBLIC WORKS SEWER SERVICE		6,154.18
		<b>Total For Fund 501 WATER &amp; SEWER</b>		<b>96,984.59</b>
<b>Fund 603 RISK MANAGEMENT</b>				
Dept 12125 RISK EVENT MANAGEMENT				
603-12125-53205	COMPUTER SUPPLIES	AMAZON.COM, INC	APRIL PURCHASES - ANTENNA MOUNT	33.94
603-12125-53212	PROGRAM SUPPLIES	HOME DEPOT CREDIT SERVICES	REPLACEMENT BINS FOR SUPPLIES	30.84
603-12125-53212	PROGRAM SUPPLIES	HOME DEPOT CREDIT SERVICES	REPLACEMENT SUPPLY TUBS	96.54
603-12125-54306	EQUIPMENT RENTAL	ST PETER'S CHURCH	PRESCHOOL- 3'S & 4'S RENTAL	430.00
		Total For Dept 12125 RISK EVENT MANAGEMENT		591.32
		<b>Total For Fund 603 RISK MANAGEMENT</b>		<b>591.32</b>
<b>Fund 615 EQUIPMENT REPLACEMENT</b>				
Dept 36001 PUBLIC WORKS ADMINISTRATION				
615-36001-55263	VEHICLES - PUBLIC WORKS	SUBURBAN ACCENTS, INC	DECALS	42.00
		Total For Dept 36001 PUBLIC WORKS ADMINISTRATION		42.00
		<b>Total For Fund 615 EQUIPMENT REPLACEMENT</b>		<b>42.00</b>
<b>Fund 710 PERFORMANCE ESCROW</b>				
Dept 00000				
710-00000-21455	BUILDING DEPOSIT PAYABLES	BIEBER, JIM	BD PAYMENT REF - PERMIT #PB20-0204	105.00
710-00000-21455	BUILDING DEPOSIT PAYABLES	COOPER, WENDI L	BD PAYMENT REF - PERMIT #PB20-0226	105.00
710-00000-21455	BUILDING DEPOSIT PAYABLES	DOVIDAITIS, MARIUS	BD PAYMENT REF - PERMIT #PB20-0015	105.00
710-00000-21455	BUILDING DEPOSIT PAYABLES	FELDCO FACTORY DIRECT LLC	BD PAYMENT REF - PERMIT #PB20-0130	105.00
710-00000-21455	BUILDING DEPOSIT PAYABLES	GUPTA, SUMEET	BD PAYMENT REF - PERMIT #PB19-1276	500.00
710-00000-21455	BUILDING DEPOSIT PAYABLES	KOVACS,LASZLO	BD PAYMENT REF - PERMIT #PB20-0231	105.00
710-00000-21455	BUILDING DEPOSIT PAYABLES	LANGOS CORP DEMOLITION	BD PAYMENT REF - PERMIT #PB19-1296	1,000.00
710-00000-21455	BUILDING DEPOSIT PAYABLES	MCHUGH, JOHN J & KELLY M	BD PAYMENT REF - PERMIT #PB19-1070	100.00
710-00000-21455	BUILDING DEPOSIT PAYABLES	RENEWAL BY ANDERSEN	BD PAYMENT REF - PERMIT #PB20-0273	105.00

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710-00000-21455	BUILDING DEPOSIT PAYABLES	TOMAINO, MICHAEL & DIANN	BD PAYMENT REF - PERMIT #PB20-0106	105.00
710-00000-21455	BUILDING DEPOSIT PAYABLES	VIVINT SOLAR OPERATIONS LLC	BD PAYMENT REF - PERMIT #PB20-0010	105.00
710-00000-21455	BUILDING DEPOSIT PAYABLES	ZORDANI, RICHARD A	BD PAYMENT REF - PERMIT #PB20-0073	1,125.00
710-00000-25202	OCCUPANCY PERMIT DEPOSITS	300 MAIN ST LZ, LLC	OCCUPANCY DEP REFUND - 300 E RTE 22	10,000.00
710-00000-25502	PEG CABLE FEES	COMCAST CABLE	COMBINED INTERNET - MAY	890.80
		Total For Dept 00000		<u>14,455.80</u>
		<b>Total For Fund 710 PERFORMANCE ESCROW</b>		<b><u>14,455.80</u></b>
<b>Fund 720 PAYROLL CLEARING</b>				
Dept 00000				
720-00000-22404	SUPPLEMENTAL LIFE INS PAYABL	NCPEERS-IL IMRF - 0157	GROUP LIFE INSURANCE - MAY	156.00
		Total For Dept 00000		<u>156.00</u>
		<b>Total For Fund 720 PAYROLL CLEARING</b>		<b><u>156.00</u></b>
<b>Fund 731 SSA #8 HEATHERLEIGH SUBDV</b>				
Dept 10099	GENERAL GOVERNMENT SSA ACTIVITY			
731-10099-52604	SWEEPING & MOWING	SEBERT LANDSCAPING	LANDSCAPE MAINT - APR 2020	91.73
		Total For Dept 10099	GENERAL GOVERNMENT SSA ACTIVITY	<u>91.73</u>
		<b>Total For Fund 731 SSA #8 HEATHERLEIGH SUBDV</b>		<b><u>91.73</u></b>
<b>Fund 734 SSA #11 LZ PINES SUBDV</b>				
Dept 10099	GENERAL GOVERNMENT SSA ACTIVITY			
734-10099-52603	LAKE/WATER QUALITY MGMT	MC GINTY BROS., INC.	WETLAND MAINT SSA #11	450.00
734-10099-52604	SWEEPING & MOWING	SEBERT LANDSCAPING	LANDSCAPE MAINT - APR 2020	3.64
		Total For Dept 10099	GENERAL GOVERNMENT SSA ACTIVITY	<u>453.64</u>
		<b>Total For Fund 734 SSA #11 LZ PINES SUBDV</b>		<b><u>453.64</u></b>

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<b>Fund 735 SSA #13 CONVENTRY CRK SUB</b>				
Dept 10099	GENERAL GOVERNMENT SSA ACTIVITY			
735-10099-52603	LAKE/WATER QUALITY MGMT	MC GINTY BROS., INC.	WETLAND MAINT SSA #13	1,600.00
735-10099-52604	SWEEPING & MOWING	SEBERT LANDSCAPING	LANDSCAPE MAINT - APR 2020	94.33
		Total For Dept 10099	GENERAL GOVERNMENT SSA ACTIVITY	<u>1,694.33</u>
		<b>Total For Fund 735 SSA #13 CONVENTRY CRK SUB</b>		<b><u>1,694.33</u></b>

**Fund Totals:**

Fund 101	GENERAL	147,581.23
Fund 202	MOTOR FUEL TAX	13,748.81
Fund 227	DISPATCH CENTER	1,030.00
Fund 401	VILLAGE CAPITAL PROJECTS	8,231.04
Fund 405	NHR CAPITAL PROJECTS	7,940.00
Fund 501	WATER & SEWER	96,984.59
Fund 603	RISK MANAGEMENT	591.32
Fund 615	EQUIPMENT REPLACEMENT	42.00
Fund 710	PERFORMANCE ESCROW	14,455.80
Fund 720	PAYROLL CLEARING	156.00
Fund 731	SSA #8 HEATHERLEIGH SUBDV	91.73
Fund 734	SSA #11 LZ PINES SUBDV	453.64
Fund 735	SSA #13 CONVENTRY CRK SUB	1,694.33
	<b>Total for All Funds</b>	<b>\$ <u>293,000.49</u></b>



*At the Heart of Community*

POLICE DEPARTMENT

200 Mohawk Trail  
Lake Zurich, Illinois 60047

(847) 719-1690  
LakeZurich.org

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**MEMORANDUM**

Date: May 13, 2020  
To: Ray Keller, Village Manager  
From: Steven D. Husak, Police Chief  
**Subject: Raffle Ordinance Amendments**

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**Issue:** The Illinois Compiled Statutes allows the governing body of any county or municipality within the State to establish a system for the licensing of organizations to operate raffles. In July of 2019, the State of Illinois updated the Raffles and Poker Runs Act (230 ILCS 15/0) per Public Act 101-109.

**Analysis:** After staff review of our raffle license ordinance and comparisons to other municipalities in the area, it was determined that some of our language is outdated and should be revised. The proposed ordinance amendments contain updated language that is consistent with the Illinois Compiled Statutes.

The requested amendments are consistent with the following Goals and Objectives of the Strategic Plan.

Goal # 1 **Fiscal Sustainability**

- F – Continue Organizational Analysis to Increase Efficiencies

Goal # 4 **Service Sustainability**

- B – Develop a High-Performance Organization

**Recommendation:** Approve amendments to the raffle ordinance to reflect language that is consistent with the Illinois Compiled Statutes.



**VILLAGE OF LAKE ZURICH  
ORDINANCE NO. 2020-05-\_\_\_\_\_**



**AN ORDINANCE AMENDING TITLE 3, CHAPTER 2, SECTION 12 OF THE  
VILLAGE OF LAKE ZURICH MUNICIPAL CODE REGARDING RAFFLE  
REGULATIONS**

**WHEREAS**, the Illinois Compiled Statutes allows municipalities to establish a system for the licensing of organizations to operate raffles; and

**WHEREAS**, in July 2019, the State of Illinois updated the Raffles and Poker Runs Act per Public Act 101-109; and

**WHEREAS**, it is in the best interests of the Village of Lake Zurich that Title 3 of the Municipal Code be revised, as set forth below.

**SECTION 1:** BE IT ORDAINED, by the Village Board of the Village of Lake Zurich that Title 3, entitled "Business Licensing, Regulation, Taxation, and Fees", Chapter 2, entitled "Specific Regulations for Certain Businesses", Section 12, entitled "Raffles" of the Municipal Code of the Village of Lake Zurich is hereby amended in its entirety as follows:

**3-2-12: RAFFLES:**

- ~~A. Application for License: In addition to the application requirements established in Sections 3-1-6 and 3-1-7 of this Title, the application for license to conduct a raffle shall specify the area or areas within the Village in which raffle chances will be sold or issued, the time period during which raffle chances will be sold or issued, the time of determination of winning chances, and the location or locations at which winning chances will be determined.~~
- ~~The license application must contain a sworn statement attesting to the not for profit character of the prospective licensee organization, signed by an officer and attested to by the secretary of that organization.~~
- ~~B. Qualifications of Licensee: Licenses shall be issued only to bona fide religious, charitable, fraternal, labor, educational or veterans organizations as defined under applicable State law and operated without a benefit to their members and which shall have been in existence continuously for a period of five (5) years immediately before making an application for a license and which has had during that entire five (5) year period bona fide membership engaged in carrying out its object.~~
- ~~C. Ineligibility for License: The following are ineligible for any license under this Section:~~
  - ~~1. Any person who has been convicted of a felony.~~
  - ~~2. Any person who is or has been a professional gambler or gambling promoter.~~

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- ~~3. Any person who is not of good moral character.~~
- ~~4. Any firm or corporation in which a person defined in subsection C1, C2 or C3 of this section has a proprietary, equitable or credit interest, or in which such a person is active or employed.~~
- ~~5. Any organization in which a person defined in subsection C1, C2 or C3 of this section is an officer, director or employee, whether compensated or not.~~
- ~~6. Any organization in which a person defined in subsection C1, C2 or C3 of this section is to participate in the management or operation of a raffle as defined in this section.~~
- ~~D. Validity Of License: Each license is valid for the conducting of only one raffle. (Ord. 93-12-627, 12-6-1993)~~
- ~~E. Approval Or Disapproval Of License: The village manager or his designee, within thirty (30) days after receipt of an application to conduct a raffle as provided for herein, shall evaluate and either approve or disapprove of said application. Any failure of the village manager or his designee to act within said thirty (30) day period shall be deemed to be a decision disapproving the application. The decision of the village manager or his designee shall be a final decision pursuant to the administrative review act. (Ord. 2012-05-832, 5-21-2012; amd. Ord. 2012-10-861, 10-1-2012)~~
- ~~F. Conduct Of Raffles: The conducting of a raffle is subject to the following restrictions:~~
  - ~~1. All proceeds of any raffle must be exclusively devoted to the lawful purpose of the organization permitted to conduct the raffle.~~
  - ~~2. No person except a member of the sponsoring organization may preside in the management or operation of the raffle.~~
  - ~~3. No person may receive any remuneration or profit for participating in the management or operation of the raffle.~~
  - ~~4. A licensee may rent premises on which to determine the winning chance or chances in a raffle only from an organization which also is licensed under this section.~~
  - ~~5. Raffle chances may be sold or issued only within the area specified on the license and winning chances may be determined only at that location specified on the license.~~
  - ~~6. No person younger than eighteen (18) years of age may participate in the conduct of a raffle. A person younger than eighteen (18) years of age may be within the area where winning chances are being determined only when accompanied by his or her parent or legal guardian. (Ord. 93-12-627, 12-6-1993)~~
- ~~G. Raffles Manager: All operations of and the conducting of raffles shall be under the supervision of a single manager designated by the organization in its application. (Ord. 2012-05-832, 5-21-2012)~~
- ~~H. Limitations On Prizes And Chances:~~
  - ~~1. The aggregate retail value of all prizes or merchandise awarded by a licensee in a single raffle under this section and in accordance with applicable state of Illinois law is limited to fifty thousand dollars (\$50,000.00).~~
  - ~~2. The retail value of any single prize awarded by a licensee in a raffle shall not exceed thirty thousand dollars (\$30,000.00).~~
  - ~~3. The maximum price that may be charged for each raffle or chance issued or sold is limited to one hundred fifty dollars (\$150.00), and the maximum number of days during which chances may be issued or sold is ninety (90) days.~~

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- ~~I. Records: Each organization licensed to conduct raffles shall keep such records and shall handle receipts from the operation of such raffles as required in accordance with applicable state of Illinois law. (Ord. 93-12-627, 12-6-1993)~~

**3-2-12: RAFFLES:**

**A. Definitions:**

For the purpose of this chapter, the following words and phrases shall have the meanings ascribed to them herein:

**APPLICANT:** Any person that files an application for a raffle license as provided for in this chapter

**CHARITABLE PURPOSE:** Any charitable, benevolent, philanthropic, patriotic, or eleemosynary purpose

**CHARITABLE RAFFLE:** A raffle engaged in for a charitable purpose

**CHIEF OF POLICE:** The Lake Zurich chief of police or his or her appointee or designee

**PERSON:** Any individual, organization, group, association, partnership, joint venture, corporation, trust, or any combination of the foregoing

**PREMISES:** Any occupied building or structure or any separate dwelling unit contained within any occupied building or structure of any type within the village

**NET PROCEEDS:** The gross receipts from the conduct of raffles less reasonable sums expended for prizes, village license fees, and other reasonable operating expenses incurred as a result of operating a raffle

**RAFFLE:** A form of lottery as defined in 230 ILCS 15/0.01 et seq (Raffles and Poker Runs Act) conducted by an organization licensed under this chapter in which:

- A. The player pays or agrees to pay something of value for a chance, represented and differentiated by a number or by a combination of numbers or by some other medium, one or more of which chances is to be designated the winning chance; and
- B. The winning chance is to be determined through a drawing or by some other method based on an element of chance by an act or set of acts on the part of persons conducting or connected with the lottery, except that the winning chance shall not be determined by the outcome of a publicly-exhibited sporting contest.

- C. "Raffle" does not include any game designed to simulate gambling games as defined in the Riverboat Gambling Act, any casino game approved for play by the Illinois Gaming Board, any games provided by a video gaming terminal as defined in the Video Gaming Act, or a savings promotion raffle authorized under Section 5g of the Illinois Banking Act, Section 7008 of the Savings Bank Act, Section 42.7 of the Illinois Credit Union Act, Section 5136B of the National Bank Act, or Section 4 of the Home Owners' Loan Act. (Source: P.A. 101-109, eff. 7-19-19)

**B. License Required / Regulations:**

- A. Except only as provided in section [3-12-4](#) of this chapter, it shall be unlawful for any person to engage in a raffle in the village without having first applied for and obtained a valid raffle license therefor.
- B. The license and application for license must specify the area or areas within the village in which the raffle chances will be sold or issued, the time period during which raffles or chances will be sold or issued, the time of determination of winning chances, and the location or locations at which winning chances will be determined.
- C. Sworn Statement - The license application must contain a sworn statement attesting to the not-for-profit status of the prospective licensee organization signed by the presiding officer, the secretary of the organization, and the raffle manager.
- D. Validity of License - Each such license shall be valid for only one raffle or for a specific number of raffles to be conducted during a specified period not to exceed one year. Further, such licenses may be suspended or revoked by the board of trustees in the event of violation of the terms of this chapter or of any applicable state law.
- E. Eligibility - The following are ineligible for any license under this chapter:
- Any person who has been convicted of a felony;
  - Any person who is or has been a professional gambler or gambling promoter;
  - Any person who is not of good moral character;
  - Any firm or corporation in which a person defined in this subsection has a proprietary, equitable, or credit interest or in which such a person is active or employed;
  - Any organization in which a person defined in this subsection is to participate in the management or operation of a raffle as defined in this chapter

**C. License—Fees:**

- A. Fees for such a license to conduct a raffle or a lottery shall be zero dollars for the first three and \$25.00 for any additional licenses issued

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in the calendar year.

- B. The application must be submitted 30 days in advance of the event or the first day of sales, otherwise there is a \$25.00 processing fee.

**D. License—Approval and Issuance:**

- A. The application must be submitted to the Lake Zurich Police Department and shall be processed (approved or denied) within 10 days. The Lake Zurich Police Department shall issue the license provided the applicant meets the requirements of this chapter.

**E. License—Only Not-For-Profit Organizations Qualified:**

Licenses shall be issued only to:

- A. Bona fide religious, charitable, labor, fraternal, educational, civic, and veterans' organizations as defined under applicable state law which operate without a profit to their members, which have been in existence continuously for a period of five years (waivable for certain state and national organizations) immediately before making application for a license, and which have had, during that entire five-year period, a bona fide membership engaged in carrying out their objectives
- B. Per P.A. 101-109 signed on 07/19/2019, the following organizations are now included:
- Other bona fide not-for-profit organizations (newly eligible, but the five-year requirement is not waivable)
  - Non-profit fundraising organization organized for providing certain financial assistance to an identified person or group (five-year requirement is waived)
  - Law-enforcement agencies and their statewide associations

**F. Prizes or Merchandise Awarded—Limitations:**

- A. The aggregate retail value of all prizes and merchandise awarded by a licensee in a single raffle under this chapter and in accordance with applicable state law is limited to \$50,000.00. The maximum retail value of each prize awarded by a licensee in a single raffle is limited to \$30,000.00. The maximum cost which may be charged for each raffle chance issued or sold is limited to \$150.00 and the maximum number of days during which chances may be issued or sold is limited to 90 days. Licenses issued shall be valid for one raffle or for a specified number of raffles to be conducted during a specified period not to exceed one year and may be suspended or revoked for any violation of 230 ILCS 15, Raffles and Poker Runs Act, or of this chapter.

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**G. Conduct of Raffles:**

The conducting of raffles is subject to the following restrictions:

- A. Use of Proceeds: The entire net proceeds of any raffle must be exclusively devoted to the lawful purposes of the organization permitted to conduct that game.
- B. Participation in Management: No person, except a bona fide member of the sponsoring organization, may participate in the management or operation of the raffle. All operations of and the conducting of the raffle shall be under the supervision of a single manager designated by the organization on its application. (Ord. 93-12-627, 12-6-1993). The sponsoring organization may contract with third parties to provide services in connection with the raffle under the direction of the raffle manager.
- C. Remuneration: No person may receive any remuneration or profit for participating in the management or operation of the raffle.
- D. Locations: Winning raffle chances may be sold or issued only at those locations specified on the application. The raffle location also must be stated on the application. The sponsoring organization may rent a location for the raffle subject to the restrictions on the rental agreement and provided they meet the requirements of this chapter.
- E. Age of Participants: No person under the age of 18 years old may participate in the conducting of raffles or chances. A person under the age of 18 years old may be within the area where winning chances are being determined only when accompanied by his or her parent or guardian. (Ord.93-12-627, 12-6-1993)
- F. Exemption: A license need not be issued to any bona fide religious, charitable, labor, fraternal, educational, civic, or veterans' organization that conducts a raffle or lottery at a meeting or function held by that organization in which chances are sold only to members of the organization or attendees at the meeting or function and when the winning chance is chosen at the function or event where the chances are sold.

**H. Records:**

- A. Each organization licensed to conduct raffles and chances shall keep such records and shall handle the receipts from the operation of such raffles as required in accordance with applicable state statutes. (Ord. 93-12-627, 12-6-1993)
- B. Records required for a raffle license shall be kept for three years and the organization shall make them available for public inspection of their records relating to the operation of a raffle at a reasonable time and place.
- C. A Raffle License Proceeds Report must be returned to the Lake Zurich Police Department within 30 days of the raffle drawing or no

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future raffle licenses will be issued to the organization or the manager listed on the application.

**I. Managers Bond:**

- A. All operations of the conduct of raffles shall be under the supervision of a single raffles' manager designated by the organization in its application (Ord. 2012-05-832, 5-21-2012). Further, the manager shall give a fidelity bond as required by applicable state statute (230 ILCS 15/5).
- B. If the requesting organization or individual does not carry a fidelity bond(s), it may request a waiver of the bond requirement. This request must be so noted on the application.

**J. Sworn Statement:**

- A. The organization must attest the raffle is for a not-for-profit purpose under the laws of the State of Illinois and agree to abide by all applicable state laws and village ordinances. The license application is to be signed by the organization's presiding president, secretary, and raffle manager.

**SECTION 2:** That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 3:** That if any provision of this ordinance or application thereof to any entity or permit or circumstance is declared invalid or held to be unlawful, such declaration or holding shall not affect the validity of any other portion or provision of this ordinance and such declaration or holding shall be severable from the remainder thereof.

**SECTION 4:** This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form as provided by law.

Approved this \_\_\_\_ day of May, 2020 by the following roll call vote of the Board of Trustees:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Approved by me this \_\_\_\_ day of May, 2020.

\_\_\_\_\_  
Village President



Attest:

\_\_\_\_\_  
Village Clerk

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*At the Heart of Community*

COMMUNITY DEVELOPMENT DEPARTMENT

505 Telser Road  
Lake Zurich, Illinois 60047

Phone (847) 540-1696  
Fax (847) 726-2182  
LakeZurich.org

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## MEMORANDUM

Date: May 18, 2020  
To: Ray Keller, Village Manager  
From: Sarosh Saher, Community Development Director  
CC: Mary Meyer, Building Services Supervisor  
Re: **Bid Award: Weed Abatement (Mowing) Contract**

---

### Issue

The FY 2020 budget includes \$15,000 in the General Fund for obtaining the services of a landscape contractor for weed abatement / grass mowing services, particularly for properties in violation of Section 4-4-2 of the Lake Zurich Municipal Code related to weed cutting requirements, or for properties that have been abandoned by owners or are undergoing foreclosure.

Competitive bidding was conducted for these services. The Village received two (2) bids for the requested services.

**Village Strategic Plan.** This agenda item is consistent with the following objectives under Goal #2 – Development:

- Become more business friendly and customer oriented.

### Background

In accordance with Section 4-4-2, the Community Development Department enforces maintenance of properties, including maximum allowed weed/growth height of no greater than 8 inches. Those properties found to be in violation and do not comply with Village warnings are forwarded to a Village-hired landscaping contractor for cutting.

A Request for Proposals (RFP) was sent out on April 13, 2020 to nine local area landscape companies, requesting submission of proposals by May 5, 2020. The contract period would cover the Village's requirements for weed abatement and mowing from June 1, 2020 through May 31, 2021.

Bid Award: Weed Abatement (Mowing) Contract  
May 18, 2020

page 2

Services requested include mowing, weed-eating, edging, and either blowing, mulching or removing clippings from the property. Additional services (extras) conducted at the request and authorization of the village would include abatement of dangerous and noxious weeds and removal of rubbish, refuse and flammable materials from the property, plant bed cleaning, bush trimming and any other work requested and/or authorized by the village.

**Analysis**

The bid opening on May 5, 2020 yielded two (2) bids. The lowest responsible bid was received from Milieu Landscaping out of Wheeling, IL. The company has been in business since 1987 and intends to mobilize its team from a yard in Wauconda. The company also provides its services to other area municipalities such as Long Grove, Arlington Heights, Niles and Wheeling.

The bid results are summarized below:

<b>Name of Bidder</b>	<b>Average Bid Amount (per acre)</b>
Milieu Landscaping (Wheeling, IL)	\$110
Natural Environments (Lake Zurich, IL)	\$148

**Recommendation**

Award a contract for the 2020 Weed Abatement and Mowing Services to Milieu Landscaping of Wheeling, IL in the amounts as specified in the bid document and averaging at \$110 per acre.

Respectfully Submitted,



Sarosh Saher, AICP  
Community Development Director

Attachments:

1. Bid Results and Tabulation
2. Bid Submittal - Milieu Landscaping
3. RFP for Weed Abatement (Mowing) Services



# MILIEU

## LANDSCAPING

48 E. Hintz Rd.  
Wheeling, IL 60090  
Office: 847-465-1160 Fax: 847-465-1159  
Email: [hello@milieuland.com](mailto:hello@milieuland.com)  
Website: <http://milieuland.com>

April 18, 2020

Village of Lake Zurich – Attention: Sarosh Saher

Subject: RFP Weed Abatement Services

Thank you for the opportunity to propose our services for the 2020 RFP Weed Abatement Services. Our bid package is enclosed.

Our firm has been servicing clients like the Village of Lake Zurich since 1987. The proposed services would be provided by a team of people operating from our yard in Wauconda Yard. Our mission is to safely provide excellent landscape services to clients in a responsible manner.

**Timeframe:**

- Milieu will service all requests within 5 business days.

**Fee Schedule (all fees include travel, labor, and equipment):**

- ½ acre or less - \$70/cut
- ½ acre to 1 acre (\$50 per ½ acre)
- Greater than 1 acre (\$90/acre)
- Removal of rubbish - \$70 per cubic yard
- Plant bed cleaning - \$4/sq ft. – minimum of \$75/visit
- Bush Trimming - \$10 per linear ft. -minimum of \$75/visit
- Labor rate for auxiliary requests - \$55/man hour.- minimum of \$75/visit

**COI:**

- Insurance documentation is attached/enclosed

**Hold Harmless & Confirmations (sections 4 & 8):**

- Milieu accepts and agrees to sections 4&8 of the bid document

**Billing:**

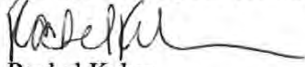
- Invoicing terms are net 30.

While making your decision, please consider the following:

- Milieu has a perfect safety record with all of our school, park and municipal landscape services
- Milieu has landscape designers, landscape architect, licensed applicators, licensed turf experts, licensed irrigation technicians, and more on staff. (see enclosed licenses and certificates). We are a member of ILCA and have won many awards from the association (including landscape maintenance in 2018 for the Village of Wheeling).
- List of Municipal References (attached).
- Certificate of Insurance (attached).
- Milieu Design LLC is owned solely by Brian Frank. He is active in the business on a day-to-day basis.

- Milieu has a perfect history of completing all municipal contracts. Moreover, we have never been involved in any litigation nor arbitration with any past client.
- Milieu has a permanent commercial business office at 48 E. Hintz Rd., Wheeling, IL. We have used this as our commercial office for 3 decades.

I do appreciate your consideration and welcome discussing this with you further. Please let me know the next steps.



Rachel Kehm  
Client Care Manager

Enclosures



**References:**

Village of Long Grove  
3110 Old McHenry Road  
David Lothspeich 847-634-9440

Village of Arlington Heights  
222 N. Ridge Ave, Arlington Heights, IL 60005  
Dru Sabatello 847-809-6058

Village of Niles  
6849 Touhy Ave, Niles, IL 60714  
Fred Braun 847-588-7900

Village of Wheeling  
77 W. Hintz Rd, Wheeling, IL 60090  
Vince Hoffman 847-344-4291

South Barrington Park District  
3 Tennis Club Lane  
Paul Burrus 847-381-7515

Bloomington Park District  
172 S Circle Ave  
Joe Potts 630-529-3650





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
 1/7/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Tower Insurance and Risk Management Service 477 E. Butterfield Road Suite 303 Lombard IL 60148		CONTACT NAME: Barbara Prange PHONE (A/C, No, Ext): (630) 871-0400 E-MAIL ADDRESS: bprange@toweriarms.com INSURER(S) AFFORDING COVERAGE: INSURER A: Acuity Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		FAX (A/C, No): (630) 445-0023 NAIC #
INSURED Milieu Design, LLC 48 E. Hintz Rd. Wheeling IL 60090				

COVERAGES CERTIFICATE NUMBER: CL201705067 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XCU Underground-Explosion GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			Z95029	2/1/2020	2/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPI/OP AGG \$ 3,000,000 Employee Benefits \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			Z95029	2/1/2020	2/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined single
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$			Z95029	2/1/2020	2/1/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Z95029	2/1/2020	2/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
A	Leased & Rented Equipment Physical Damage Coverage			Z95029	2/1/2020	2/1/2021	\$100,000 limit

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Barbara Prange/BARB <i>Barbara J Prange</i>

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ACORD 25 (2014/01)  
 INS025 (201401)

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**MILIEU**  
LANDSCAPING

**Rachel Kehm**  
Client Care Manager  
Mobile: (847) 409-8799  
Email: [rachel@milieuland.com](mailto:rachel@milieuland.com)

48 E Hintz Rd, Wheeling, IL 60090  
O: (847) 465-1160 F: (847) 465-1159  
[WWW.MILIEULAND.COM](http://WWW.MILIEULAND.COM)

**Weed Abatement Services (Mowing Contracts)**

**Proposals**

	<b>Natural Environments</b>	<b>Milieu Landscaping</b>
Timeframe provided	not provided	within 5 business days
<b>Fee schedule</b>		
Lots less than 1/2 acre	\$85.00	\$70.00
1/2 to 1 acre	\$125.00	\$50 per 1/2 acre
greater than 1 acre (cost per acre)	\$150.00	\$90.00
<i>Average rate (per acre)</i>	<i>\$148/acre</i>	<i>\$110/acre</i>
Breakdown provided	not specified	include travel, labor, equipment
<b>Additional items</b>		
debris removal (per cubic yard)	\$100.00	\$75.00
plant bed cleaning (per sq.ft.)	not provided	\$4/sq.ft.; min \$75/visit
Bush trimming	not provided	\$100/lin.ft.; min \$75/visit
Hourly rate (when requested)	\$65.00	\$55/hr; min \$75/visit
Liability Insurance	not provided	provided
Hold Harmless	not provided	provided
Billing timeframe	not provided	30 days
experience	35 years	33 years
references	none	provided



*At the Heart of Community*

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**VILLAGE OF LAKE ZURICH**  
**REQUEST FOR PROPOSAL**  
**For**  
**WEED ABATEMENT SERVICES**

Dated: April 13, 2020

<b>PROJECT AWARD TIMELINE</b>	
Release RFP	April 13, 2020
<b>Deadline for Submission of Proposals</b>	May 4, 2020 at 10:00 am
Evaluation of Proposals and Selection Process	May 4, 2020 – May 18, 2020
Award of Contract (tentative)	End of May 2020

Community Services Facility  
Community Development Department  
505 Telser Road  
Lake Zurich, IL 60047  
Phone: 847-540-1696 x8150  
[Sarosh.Saher@LakeZurich.org](mailto:Sarosh.Saher@LakeZurich.org)  
[Mary.Meyer@LakeZurich.org](mailto:Mary.Meyer@LakeZurich.org)

**NOTICE OF REQUEST FOR PROPOSALS**

NOTICE IS HEREBY GIVEN that the Village of Lake Zurich Community Development Department is requesting proposals for weed abatement / grass mowing services, particularly for properties in violation of Section 4-4-2 of the Lake Zurich Municipal Code related to weed cutting requirements, or for properties that have been abandoned by owners or are undergoing foreclosure. In accordance with Section 4-4-2, the Community Development Department enforces maintenance of properties, including maximum allowed weed/growth height of no greater than 8 inches. Those properties found to be in violation and do not comply with Village warnings are forwarded to the Village-hired landscaping contractor for cutting. If you wish to be awarded abatement contract with the Village of Lake Zurich, please submit proposals via mail to:

Sarosh Saher, Community Development Director

Community Services Facility

505 Telser Road

Lake Zurich, IL 60047

Sealed proposals may be either mailed or hand delivered. If the proposal is sent by mail, the vendor shall be responsible for actual delivery of the proposal to the proper office before the deadline. All proposals received after the date and time specified will be rejected. Faxed and emailed responses will not be accepted – **all faxes and emailed responses received will be rejected.**

**SUBMISSION REQUIREMENTS.**

All proposals must include:

- 1) **Timeframe:** The typical timeframe expected, from time we advise contractor of request to cut, to cut completion.
- 2) **Fee Schedule:** The fee schedule must include unit cost for cutting lots as follows. The unit in this case is land area measured in one-half (½) acre or one acre units:
  - a. Lots less than one-half (½) acre – include cost per ½ acre.
  - b. Lots one-half (½) acre to one (1) acre – include cost per ½ acre.
  - c. Lots larger than one (1) acre – include cost per acre.

The fee schedule should include a breakdown of costs to include:

- a. Total unit cost for basic mowing services per occurrence (visit).
- b. Breakdown of the total cost inclusive of travel costs, equipment considerations, actual labor, etc.
- c. Additional items (extras) as requested and authorized by the Village to include:
  - i. Removal of rubbish, refuse and flammable materials
  - ii. Plant bed cleaning
  - iii. Bush trimming
  - iv. Other items as requested and/or authorized by the Village of Lake Zurich

- 3) **Liability Insurance:** The service provider (landscape contractor) shall, throughout the duration of the contract, maintain comprehensive general liability and property damage insurance, or commercial general liability insurance, covering all operations of the service provider, its agents and employees, performed in connection to this contract. The service provider must maintain the following minimum limits:
  - a. **Combined Single Limit Per Occurrence** - \$1,000,000
  - b. **General Aggregate:** - \$2,000,000
- 4) **Hold Harmless:** The service provider shall indemnify, defend, and hold harmless the Village of Lake Zurich from an against any and all claims, demands, damages, liabilities, costs, and expenses (including court costs and attorney's fees) resulting from or arising out of the service provider's performance of services under this agreement. Providers indemnification shall include any and all expenses, costs, attorney's fees and liability incurred by the Village in defending of such claims, whether the same proceed to judgements or not. Further, the Service Provider at its own expense shall, upon written request by the Village, defend any such suit or action brought against the Village of Lake Zurich.
- 5) **Billing Timeframe and Terms:** Provide the typical timeframe expected for billing information and your terms.
- 6) **Experience:** Number of years in business.
- 7) **References:** Provide a minimum of 3 references (if possible, municipal clients preferred).
- 8) **Confirmations:** Provide confirmation that no employee will engage in alcohol or illegal drug use during or prior to performing services. Secondly, provide confirmation that any damage to equipment is the sole responsibility of the service provider (landscape contractor).

#### **AWARD OF CONTRACT**

The Village will use the following criteria as the basis for evaluation of the proposals and the award recommendation:

1. Experience, resources, and qualifications of the firm.
2. Fee schedule.

#### **CONTRACT PERIOD**

The contract period shall cover the Village's requirements for weed abatement from June 1, 2020 through May 31, 2021.

#### **SCOPE OF WORK**

The contractor is responsible for furnishing all labor, methods, processes, tools, machinery, equipment, transportation and services necessary for mowing services. Such services will at a

minimum include mowing, weed-eating, edging, and either blowing, mulching or removing clippings from the property.

Additional services (extras) conducted at the request and authorization of the village may include abatement of dangerous and noxious weeds and removal of rubbish, refuse and flammable materials from the property, plant bed cleaning, bush trimming and any other work requested and/or authorized by the village.

**TERMINATION OF CONTRACT**

The Village of Lake Zurich retains the right to terminate the service agreement by giving ten (10) days written notice to the service provider.

**CLEAN UP**

All weeds, rubbish, debris and flammable materials that are ordered to be removed from parcels shall be deposited at an approved dumpsite. The service provider shall be responsible for disposal, including costs of removing all debris through the duration of the service agreement.

**PROTECTION OF EXISTING IMPROVEMENTS**

The service provider shall be responsible for the protection of public and private property adjacent to the work site, from damages and shall exercise all due caution to avoid damage to said property. Unless otherwise provided, the service provider shall repair or replace all existing improvements (i.e. sidewalks, driveways, fences, signs, structures, etc.) damaged as a result of their operations.



# VILLAGE MANAGER'S OFFICE

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## MONTHLY INFORMATION REPORT

**APRIL 2020**

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HIGHLIGHTING DATA METRICS  
TO IDENTIFY OPERATIONAL TRENDS  
AND  
FACILITATE INFORMED DECISION MAKING

70 E. MAIN STREET  
LAKE ZURICH, IL 60047

### A Look Back at April 2020....

#### **Solid Waste in COVID Era**

The Solid Waste Agency of Lake County has briefed Lake County municipalities that no significant manpower or facility availability issues among waste haulers have materialized so far related to COVID-19. The amount of residential waste collected in Lake County appears to be up by approximately 5% to 10% compared to this time last year and the amount of recycling is up approximately 10%.

#### **Arts at the Lake Fest Cancelled**

DW Events has canceled the 3rd Annual Arts at the Lake Festival that was scheduled to run at Paulus Park on May 30<sup>th</sup> - 31<sup>st</sup>. They have tentatively committed dates to return to Paulus Park in May of 2021.

#### **Life Time Construction**

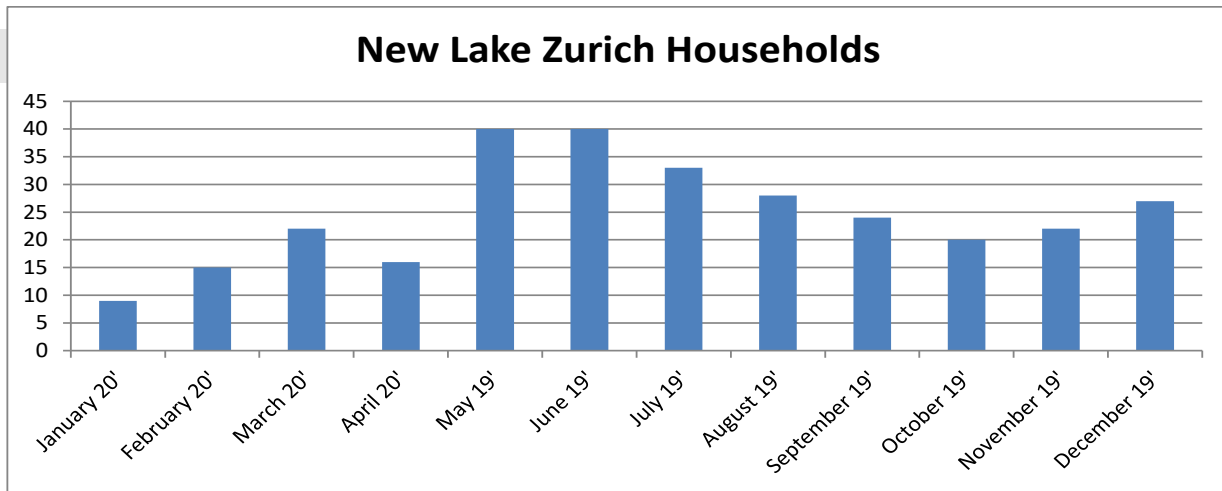
In the last week of April, Life Time assured the Village that construction at its new Lake Zurich facility is still ongoing and will resume when it becomes clearer the impact of COVID-19 has been reduced. In the interim, security checks of the site continue to be conducted on a regular basis.

#### **McDonald's Construction**

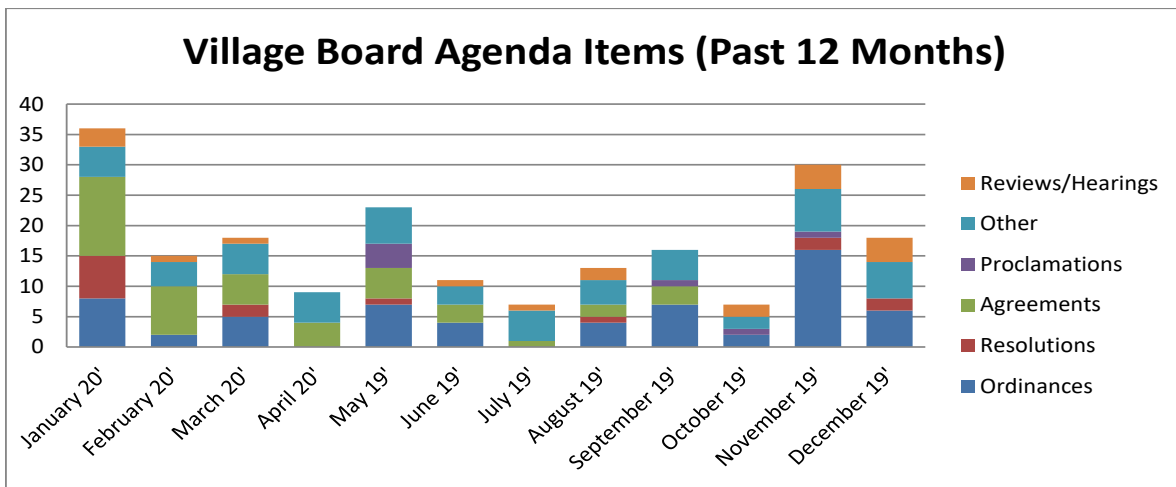
As of the first week of May, McDonald's on Ela Road continues its construction on schedule. The company began this week with the installation of steel framing of the building. By May 8<sup>th</sup>, 2020, the wall cladding was up (see picture below). The project is still on track to be completed in 101 days.







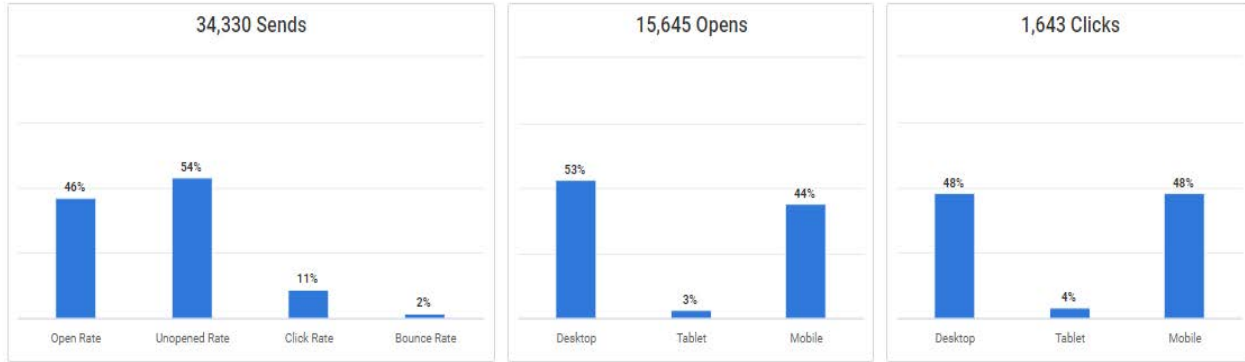
This metric shows the number of new residential homes occupied. Each month, staff sends new Lake Zurich residents a Village welcome packet that provides valuable information to those who are not familiar with the Lake Zurich area or the services offered by their local government. This metric does not include tenets in rental units, but only new single residential owners.



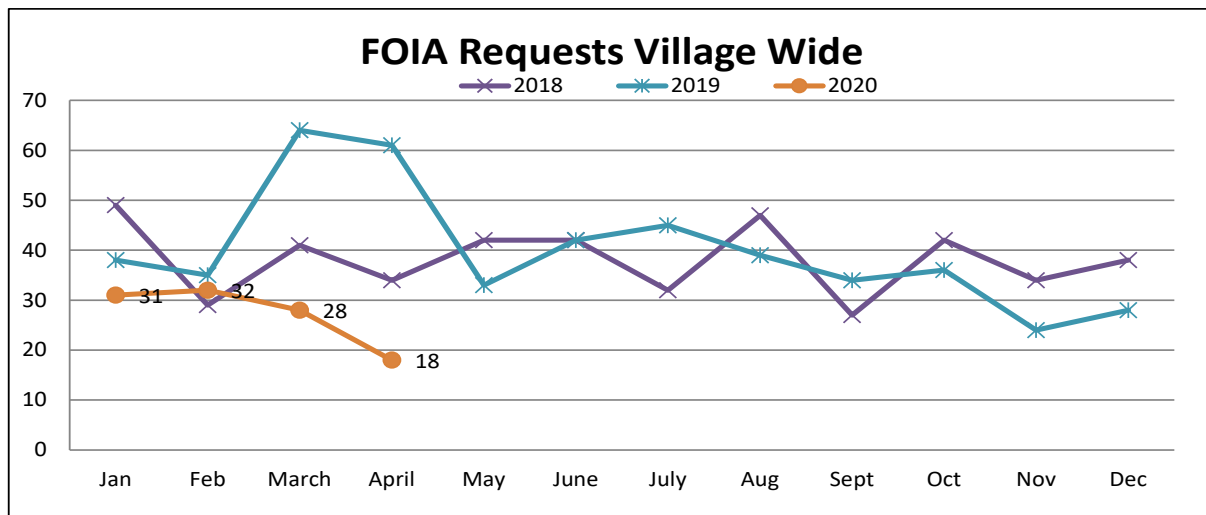
This metric shows the number of action items included on Village Board meeting agendas. As the local legislative governing body, the number of items acted upon by the Village Board has a direct input on Lake Zurich's strategic orientation. This data can be useful in decisions regarding meeting frequency, agenda preparation, activity levels, etc.

**Average length of regular April Village Board meetings: 1 hour 8 minutes**

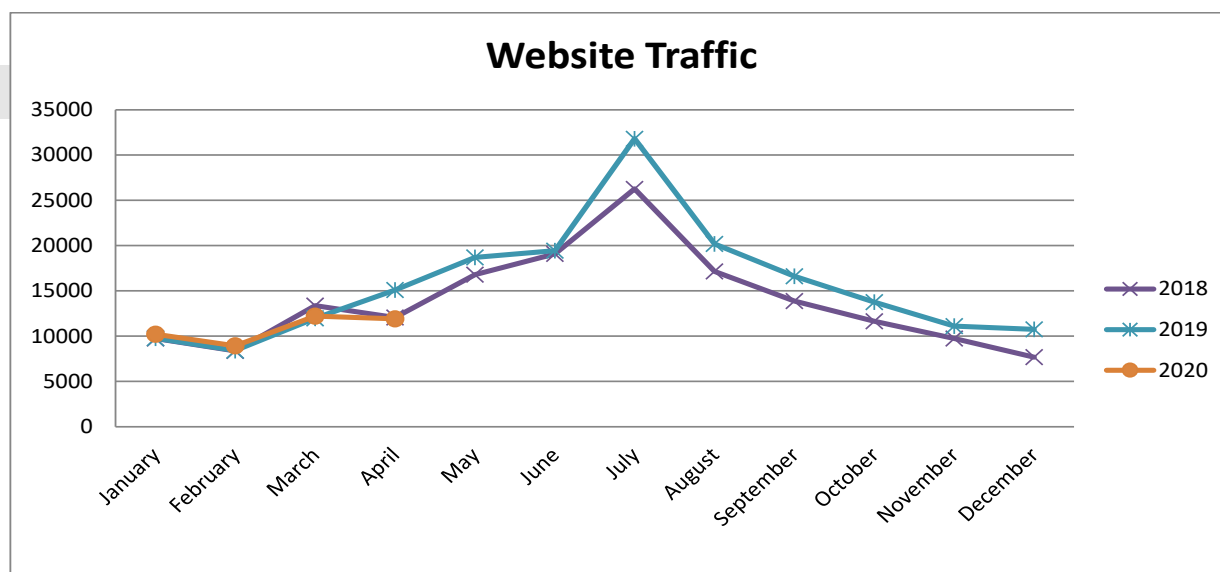
### Benchmarks Rates – Past Month



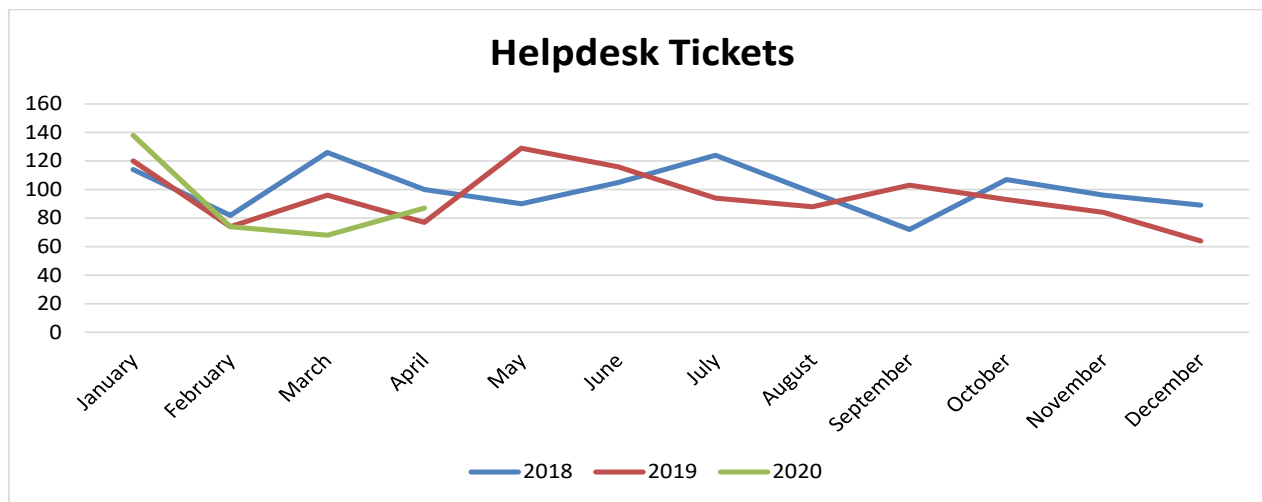
*Benchmarks* is the official Village e-newsletter that is a central communication device for the community. This graph shows *Benchmarks* rates over the past month. From an initial subscription rate of 756 in July 2013, *Benchmarks* now has over 5,500 subscribers.



Open and honest government is a cornerstone of American democracy. The Freedom of Information Act is intended to ensure that members of the public have access to information about their government and its decision-making processes. This graph includes all of the FOIA requests received Village-wide among all departments.

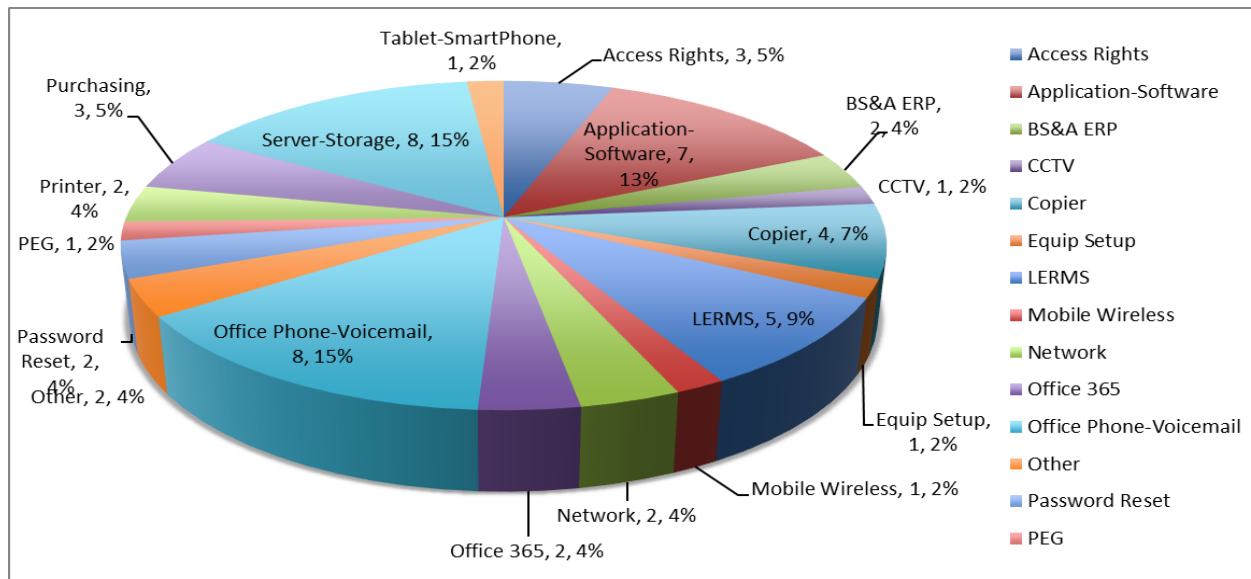


This data represents the number of website visits on LakeZurich.org. A digital presence for Lake Zurich is important for government transparency and providing citizen oriented service. E-government can also improve the overall democratic process by increasing collaboration with citizens and facilitating decision-making. This metric tracks the number of visits to LakeZurich.org. **Most Visited Page on LakeZurich.org for April: COVID-19 Information**



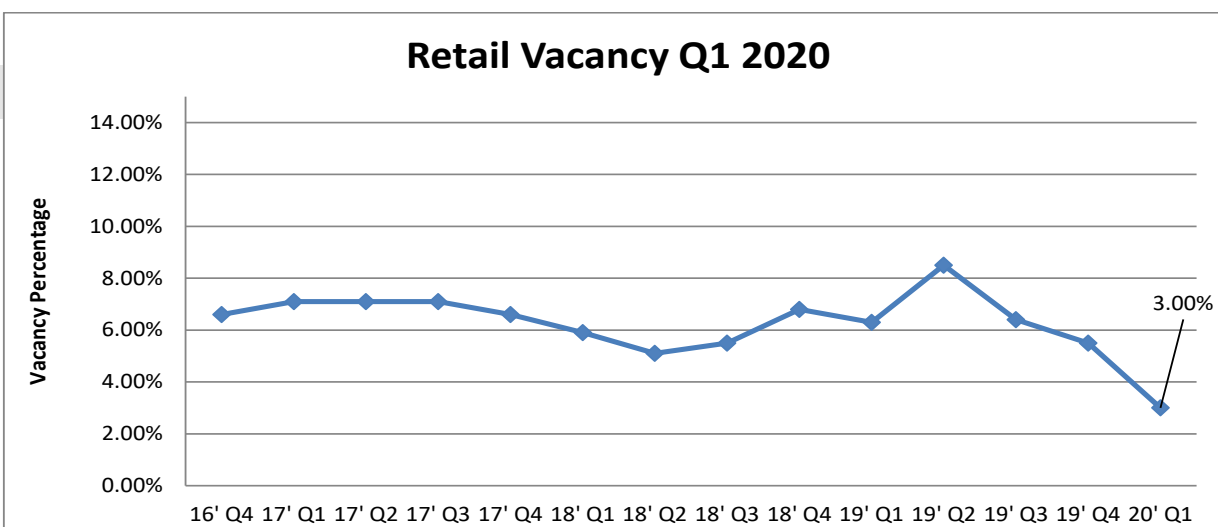
Help Desk is the digital request from Village employees to the technology department to help troubleshoot various technology related problems. A large number of Help Desk tickets may indicate a need for training workshops or investment in technology upgrades. This graph shows the most common requests for assistance this month. **Total number of Help Desk tickets in April: 87**

### Help Desk – April



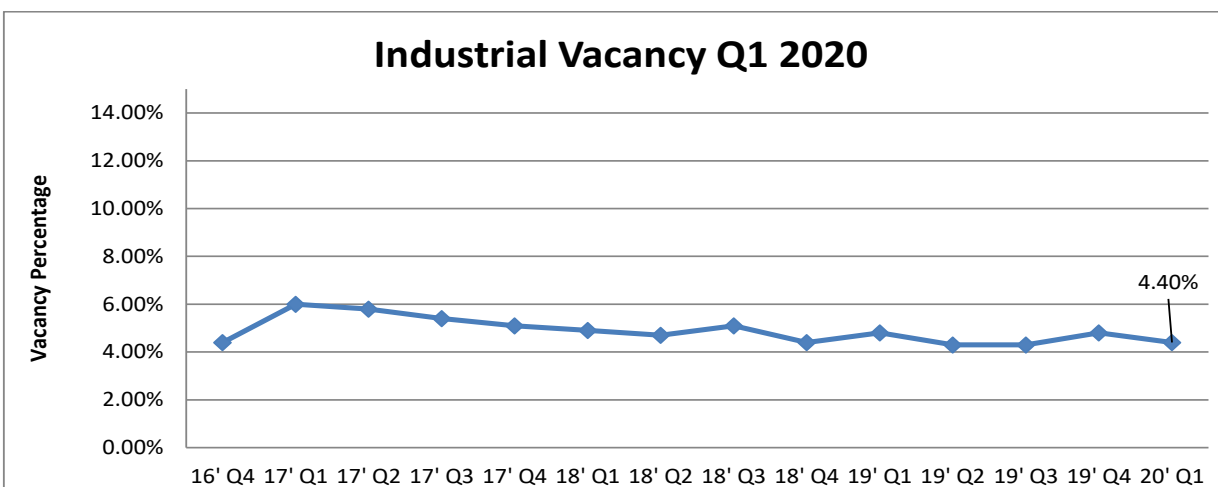
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### Retail Vacancy Q1 2020

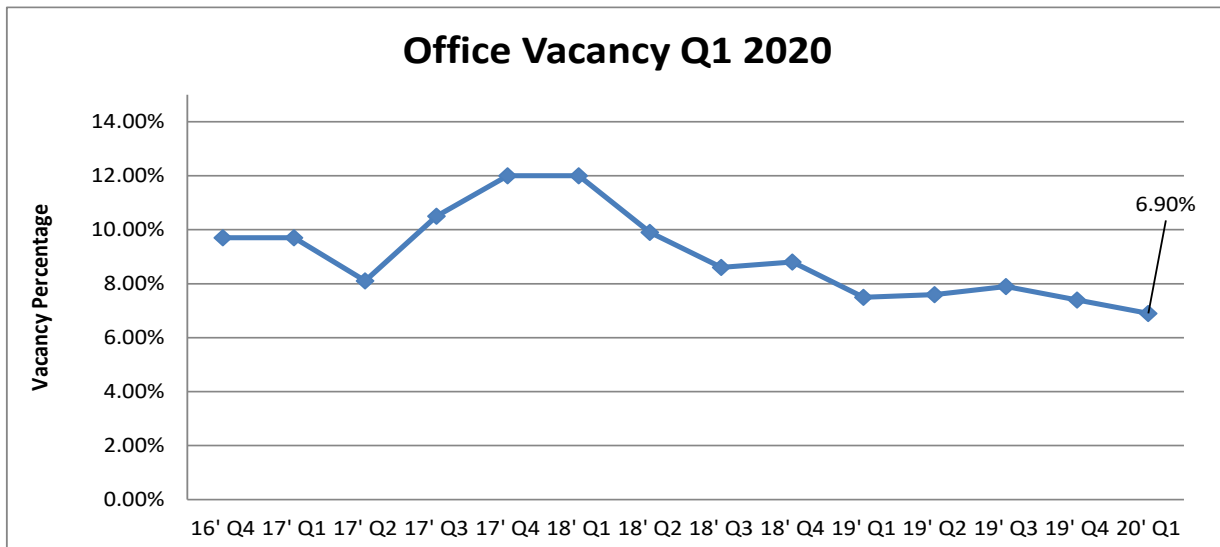


The Lake Zurich retail vacancy rate decreased in the first quarter of 2020 to 3.0% vacant from 5.5% in the fourth quarter (based on Lake County Partners data projections). As of March 31, 2020, there was 78,712 square feet of retail space reported vacant in Lake Zurich, with average rates at \$16.70 per square foot (nnn).

### Industrial Vacancy Q1 2020

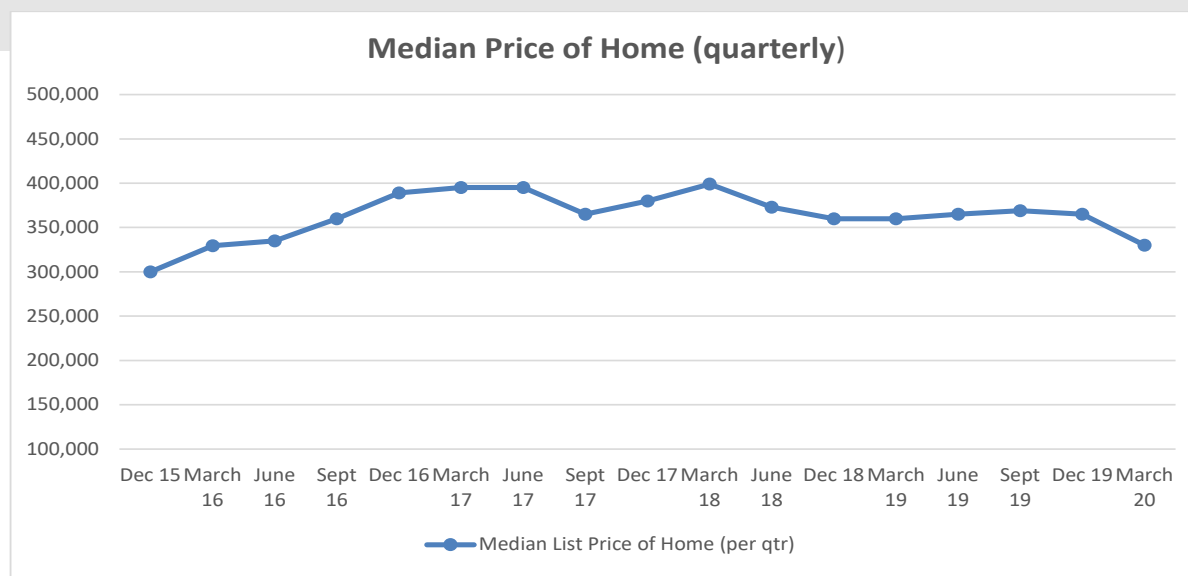


The Lake Zurich industrial vacancy rate decreased to 4.4% in Quarter 1 of 2020 compared to Quarter 4 when 4.8% was reported vacant (based on Lake County Partners data projections). As of March 31, 2020, there was 240,909 square feet of industrial space reported vacant in Lake Zurich, with average rates at \$19.48 per square foot (nnn).



The Lake Zurich office vacancy rate decreased from 7.4% in Quarter 4 of 2020 to 6.9% reported vacant in Quarter 1 of 2020 (based on Lake County Partners data projections). As of March 31, 2020, there was 27,929 square feet of office space reported vacant in Lake Zurich, with average rates at \$17.06 per square foot (nnn).

**Real Estate Housing Trends – Residential Inventory**



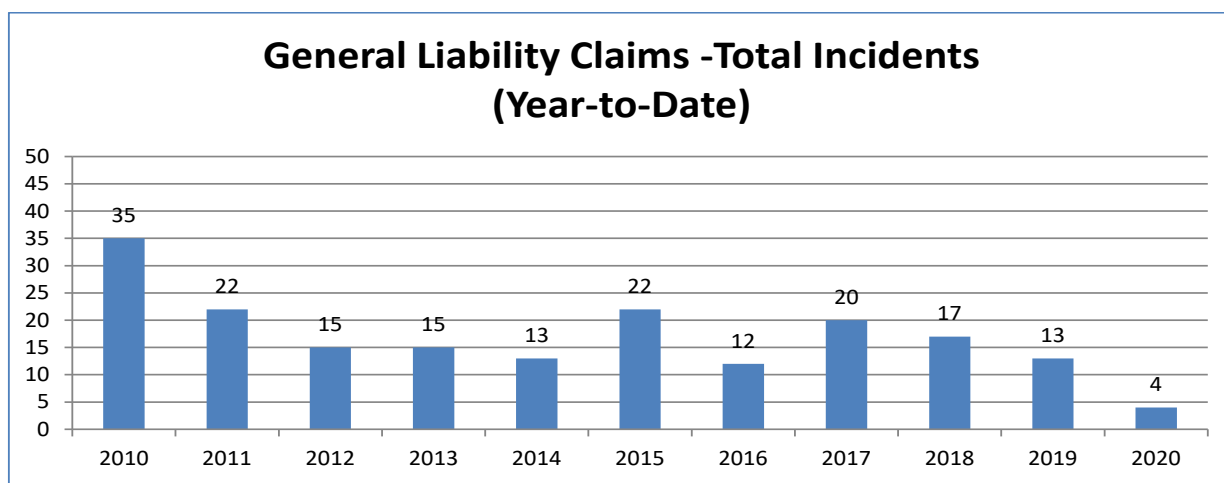
The chart above reports the recent trend for median sale price of Lake Zurich houses. The prices are reported by quarter.

The monthly snapshot below reports more details about the residential real estate market for the most recent month.

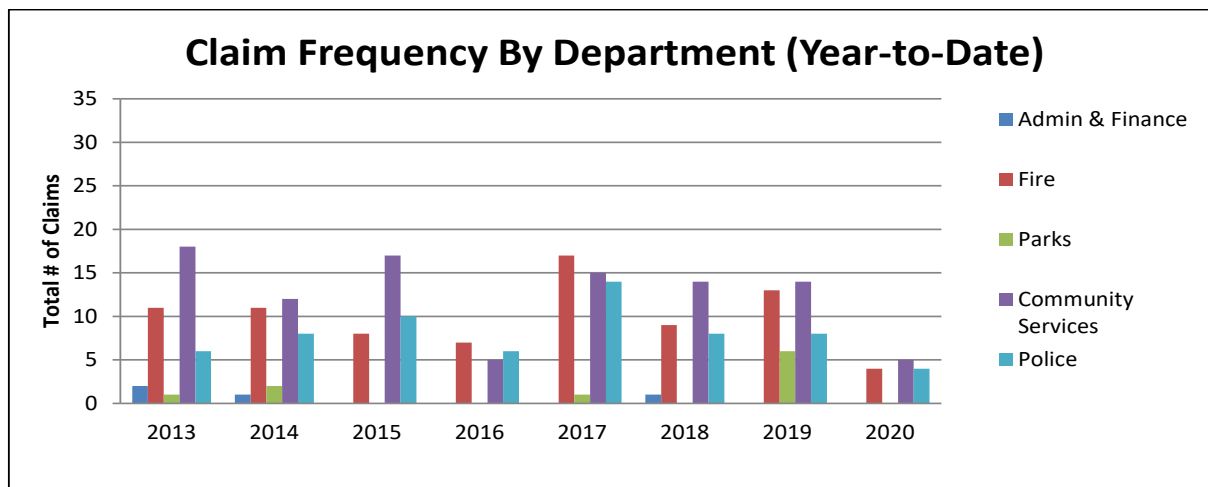
**April Snapshot of Real Estate Trends**

Homes Reported for Sale:	104
Median List Price:	\$390,000
Median List \$/Sq. Ft	\$163
Median Sale Price:	\$330,000
Average Down Payment:	9.7%
Median Sale \$/Sq. Ft.	\$154
Average Sale / List:	98.1%
Number of Homes Sold:	31

\*Source: Redfin Corporation

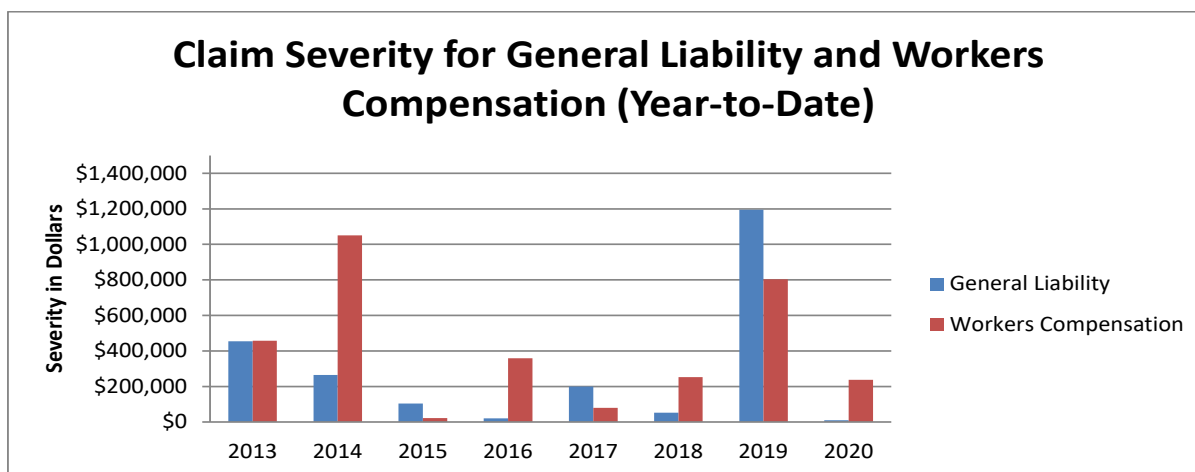


Risk management insurance coverage is provided by the Intergovernmental Risk Management Agency, a risk sharing pool of approximately 70 local municipalities and special service districts, which have joined together to manage and fund their property/casualty/workers' compensation claims. This metric reports total General Liability claims (both open and closed claims) in all departments since January 1<sup>st</sup>.

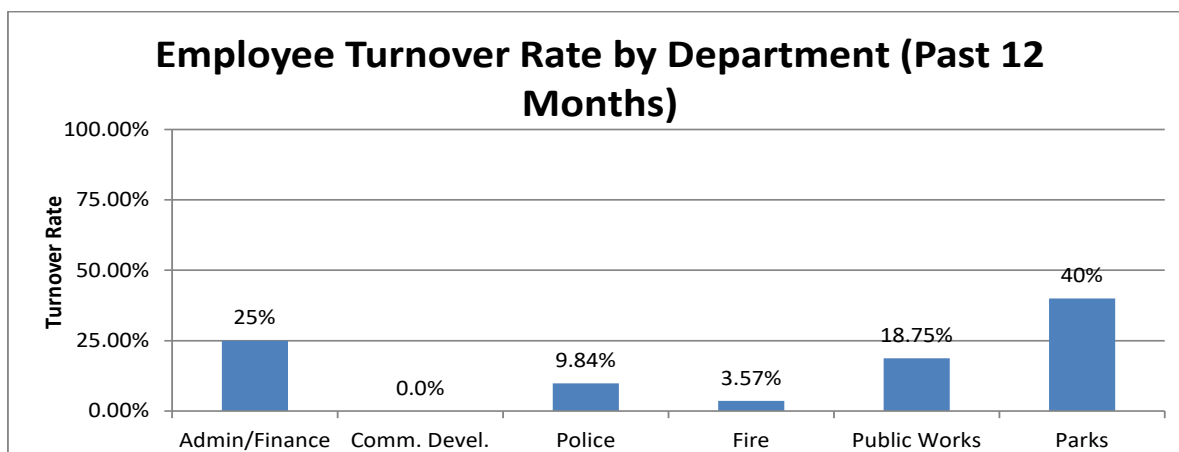


Loss prevention programs and a culture of safety that encourages safe work practices will decrease claim frequency rates. This data shows the total number of claims by department updated quarterly, which is an aggregate number of the following claim types: Auto Liability, Auto Physical Damage, General Liability, Property Damage, and Workers Compensation. It is important to realize that Community Services is responsible for routine maintenance, so its general liability claims will naturally be high due to claims involving parkway trees, mailboxes, sidewalks, fire hydrants, the municipal fleet, etc.





This metric provides a snapshot of the Village’s overall liability position, separated by General Liability Claims (such as property damage) and Workers Compensation Claims (such as medical bills and lost work-time). Fewer claims filed against the Village mean less money spent and improved financial stability. This data includes the total costs, including net property loss and any other associated expenses, such as attorney fees.



A certain level of turnover is healthy and desirable for organizations. A zero percent turnover rate is not the goal. Regularly tracking turnover rate will facilitate decision making related to employee satisfaction, human resources screening, and succession planning. This metric tracks turnover for all Village employees, including full-time, part-time, and seasonal on a rotating basis for the past 12 months. The size of the department is an important factor when analyzing this data. **Note:** Parks and Public Works are heavily staffed by part-time seasonal personnel, resulting in a turnover rate that is technically high but this is not a cause for concern.



# FINANCE DEPARTMENT

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## MONTHLY INFORMATION REPORT

**MARCH 2020**

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HIGHLIGHTING DATA METRICS  
TO IDENTIFY OPERATIONAL TRENDS  
AND  
FACILITATE INFORMED DECISION MAKING

70 E. MAIN STREET  
LAKE ZURICH, IL 60047

Finance Monthly Report – March 2020

**DEPARTMENT NARRATIVE**

During March, preparation for the annual audit and closing the financial records for fiscal year 2019 were the primary activities outside of day-to-day operations. Auditors from Baker Tilly began their three-week fieldwork visit on March 23 working with staff through the numbers, the safeguards, and the policies. Due to the COVID19 pandemic, the auditors performed the fieldwork portion of the audit remotely, and staff began the first phase of transitioning to remote work. Other projects for the month included cleaning up records for old receivables; changing out the Illinois National Bank credit card terminals to adhere to Payment Card Industry compliance standards; and completing the transition of all staff working remote. As expected, more work is to be done to finalize financial statements and complete the Comprehensive Annual Financial Report.

**GENERAL FUND OPERATING RESULTS**  
***SUMMARY***

For the month of March, revenues totaled \$1.74 million and expenditures \$1.82 million, resulting in an operating deficit of \$85k. From a budget perspective, we had expected expenditures to exceed revenues by \$255k. Year-to-date figures below represent the second month of activity for the year.

**General Fund Operating Results**

	Current Month Budget	Current Month Actual	Year-to-Date Budget	Year-to-Date Actual
Revenues	\$ 1,751,386	\$ 1,735,804	\$ 5,430,567	\$ 5,608,110
Expenditures	2,006,562	1,821,102	5,812,723	5,467,440
<b>Excess (Deficiency)</b>	<b>\$ (255,176)</b>	<b>\$ (85,298)</b>	<b>\$ (382,156)</b>	<b>\$ 140,669</b>

Finance Monthly Report – March 2020

**REVENUES**

Following is a summary of revenues by type through March 31, 2020. These figures represent three months of financial activity. A more detailed analysis can be found on page 9.

	Current Month's Budget	Current Month's Actual	% Variance	Year-to-Date Budget	Year-to-Date Actual	% Variance	% of Annual Budget
Taxes	\$ 165,231	\$ 163,397	-1.1%	\$ 574,782	\$ 593,425	3.24%	5.9%
Intergovernmental	1,361,865	1,400,842	2.9%	3,975,785	3,993,741	0.45%	25.6%
Licenses & Permits	37,132	44,669	20.3%	354,079	371,449	4.91%	54.7%
Fines and Forfeits	51,933	52,613	1.3%	140,077	160,288	14.43%	27.3%
Charges for Services	127,837	58,130	-54.5%	349,974	417,365	19.26%	22.0%
Investment Income	3,178	6,706	111.0%	8,054	31,988	297.15%	23.7%
Miscellaneous	4,210	9,447	124.4%	27,816	39,855	43.28%	33.2%
<b>Total Revenue</b>	<b>\$ 1,751,386</b>	<b>\$ 1,735,804</b>	<b>-0.9%</b>	<b>\$ 5,430,567</b>	<b>\$ 5,608,110</b>	<b>3.27%</b>	<b>19.2%</b>

**Taxes:**

Revenues from taxes came in at \$163k in March, less than budget expectations. While property taxes are received primarily June through September, the remaining revenues in this category contribute a significant amount of revenue each month all year round.

Telecommunications tax receipts were about 31% higher than expected for the month at \$47k. That is right on target with the amount received in the same month of the prior year. More information regarding Telecommunications tax can be found on page 12.

Both utility taxes fell short of expectations for the month. The gas utility tax had \$41k in receipts compared to an expected \$48k. Electric utility tax came in at \$75k versus the expected \$82k. Combined, utility taxes were 10% less than expected. The payments are based primarily on February activity. More detail on the Utility Taxes can be found on page 13.

**Intergovernmental Revenue:**

Revenue from other governments totaled \$1.4 million in March, which slightly exceeded budget expectations for the category. Year-to-date receipts are on target with budget expectations.

State sales tax receipts were slightly below budget expectations for the month at \$708k. This represents sales from December 2019 and was 1.2% less than receipts from the same month last year.

Finance Monthly Report – March 2020

Looking further ahead, we anticipate a decrease in sales tax revenue due to the Peapod closure in mid-February. More information regarding Sales Tax can be found on page 14.

Income Tax receipts came in 23% above expectations with the receipts for March totaling \$138k compared to an expected \$112k. This is 17% more than receipts from the prior March. Details on Income Tax are provided on page 15.

**Licenses and Permits:**

Revenue from the issuance of licenses and permits came in at \$45k for March, above budget expectations. Building permits (\$19k) and zoning revenue (\$7k) were the biggest contributors. Due to the variable nature of these types of revenues, fluctuations are expected throughout the year based on activity.

**Fines and Forfeits:**

Revenue from police fines were more than expected during March, with receipts of \$53k, which was 1% above the \$52k projected. The revenues in this category include various fines generated from police citations, such as red light and local ordinance violations.

**Charges for Services:**

Revenue from service charges totaled \$58k in March. The main revenue sources in this category are ambulance, engineering fees and park program fees. As ambulance fees are based purely on activity and need, this revenue source can fluctuate considerably during the year. Ambulance receipts for the month were recorded at \$18k. This category is a combination on timing of receipts and increased activity levels.

**Investment Income:**

The General Fund investment income in March was \$7k. In December of 2018, \$3.6 million was transferred from Barrington Bank to PMA Financial Advisors for long term investment. Investment returns are balanced between investments in certificates of deposits, treasury obligations, investment pools and interest-bearing money market accounts. A detailed cash and investment report can be found on page 17.

Finance Monthly Report – March 2020

**Miscellaneous:**

The General Fund miscellaneous revenue in March was \$10k. Receipts for this category were rental income (\$6,783), as well as other small items.

***EXPENDITURES***

For the month of March, expenditures totaled \$1.82 million for the General Fund, which was 9.2% below projections of \$2.01 million. The table below presents a summary of General Fund expenditures by department as of March 31, 2020. Additional detail can be found on page 9.

Department Or Program	Current Month's Budget	Current Month's Actual	% Variance	YTD Budget	YTD Actual	% Variance	% of Annual Budget
Legislative	\$ 5,702	\$ 2,942	-48.4%	\$ 17,909	\$ 21,463	19.8%	29.6%
Administration	\$ 146,213	\$ 85,340	-41.6%	\$ 266,600	\$ 200,472	-24.8%	13.1%
Finance	\$ 41,192	\$ 38,199	-7.3%	\$ 135,124	\$ 118,981	-11.9%	21.2%
Technology	\$ 34,579	\$ 28,751	-16.9%	\$ 119,237	\$ 120,090	0.7%	22.6%
Police	\$ 469,411	\$ 466,521	-0.6%	\$ 1,425,781	1,418,216	-0.5%	17.7%
Fire	\$ 788,934	\$ 695,660	-11.8%	\$ 2,321,936	2,153,502	-7.3%	18.8%
Community Develop.	\$ 66,452	\$ 65,394	-1.6%	\$ 184,276	163,681	-11.2%	18.5%
Public Works	\$ 254,592	\$ 247,812	-2.7%	\$ 753,656	683,722	-9.3%	20.4%
Park & Recreation	\$ 62,070	\$ 52,057	-16.1%	\$ 175,954	172,038	-2.2%	16.0%
Operating Transfers	\$ 137,417	\$ 138,425	0.7%	\$ 412,251	415,275	0.7%	25.0%
<b>Total</b>	<b>\$ 2,006,562</b>	<b>\$ 1,821,102</b>	<b>-9.2%</b>	<b>\$ 5,812,723</b>	<b>\$ 5,467,440</b>	<b>-5.9%</b>	<b>18.8%</b>

**OPERATING RESULTS OF OTHER FUNDS**

Following are some observations regarding the revenues and expenditures of other funds. A financial summary of funds other than General is provided on pages 10-11.

**Special Revenue Funds:**

Motor fuel tax revenue came in at \$65k in March, which was 114% above the budget of \$30k. Conservative estimates for revenues highly sensitive to the economy, such as this one, allow for fluctuations later in the year. Expenditures from the Motor Fuel Tax Fund were \$72k for road salt and streetlight electricity.

Finance Monthly Report – March 2020

March revenues for the Hotel Tax Fund totaled \$300. Normally, the revenue in this fund is a combination of hotel tax receipts and interest income, however, the only revenue for March was interest income. Expenditures of \$20k were recorded for the month, most of which is a transfer to the Special Events Fund for the funding of special events and 2020 annual marketing dues.

The Special Events Fund allocates resources for special events and their corresponding expenditures. Revenues for March totaled \$26k, which primarily relates to funding transfers in from other funds. Expenditures for the month totaled \$15k, consisting of normal staff expenses and invoices paid for some small items.

**Debt Service Funds:**

The debt service funds record annual debt service payments for several of the village issuances, mostly due December 2020. Interest payments are paid semi-annually, typically July and December. Revenues for the debt service fund are from interest at this point in the year. Transfers from other funding sources will occur later in the year. Interest rates continue to be low for the options available for village investment per law. Expenditures include \$2,900 for paying agent fees.

**Capital Projects Funds:**

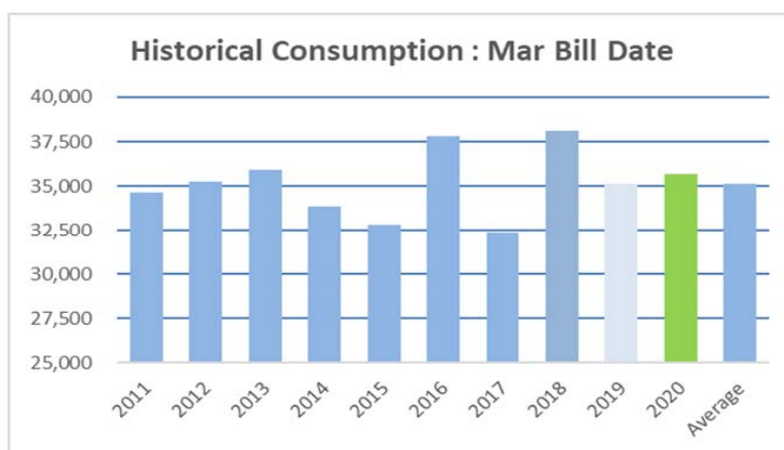
March revenue for the capital projects funds in total came in at \$298k. The majority of the revenue was from Non-Home Rule Sales Tax (NHRST), with receipts from March of \$217k. This was below budget expectations of \$220k and .5% higher than the same month last year. March receipts represent sales from December. More detail on the NHRST revenue can be found on page 16. Remaining revenues for capital project funds included a fund transfer from the general fund of \$75k and residual interest income and change in market value of investments.

Expenditures for capital projects were recorded in March of \$44k for the 2020 Road Resurfacing Project (\$16K), tree removal (\$24K) and other small expenses. Due to timing of the budgeted capital projects, the majority of remaining budgeted expenditures will be spent later in the year, during and after construction season.

Finance Monthly Report – March 2020

**Water and Sewer Fund:**

March revenue totaled \$622k, which was 11% above the budget estimate of \$561k. Consumption metered in March was 36M gallons, consistent with the nine-year average of 35M gallons. The consumption billed in March primarily represents water metered in late February and early March. With about 41M gallons pumped, about 12% of pumped water was lost to main breaks, fire department use, or other small issues. A chart comparing March water consumption over the past nine years provided below.



Expenses in the Water Fund were \$549K for the month. Of this amount, \$150k is a non-cash transaction to record depreciation of the infrastructure assets of the fund. The remaining expenses are personnel expenses, other operational items and other smaller operating items. Throughout the year, spending is monitored to ensure revenues are sufficient to cover operations and capital needs as necessary. Any annual surplus would be used for expenditures later in the year and provide cash flow for improvements to maintain the aging infrastructure.

**Internal Service Funds:**

Internal service funds are used to reserve resources for a specific purpose and to allocate the user charges accordingly. The village has three active internal service funds: Medical Self Insurance, Risk Management and Equipment Replacement. Revenues are a combination of user charges from other funds



Finance Monthly Report – March 2020

as appropriate. Expenditures fluctuate, depending on activity levels, particularly in the Risk Management Fund.

The Equipment Replacement fund in particular is subject to funding availability from the General Fund. March expenses mainly include non-cash depreciation expenses (\$33k) and the purchase of vehicle accessories (\$5K).

**Special Service Areas:**

While the village does not budget for Special Service Area (SSA) revenues and expenses, as funds are being collected and spent for village SSA's, the following information can be of value to report. The only expenses for special service areas in March were \$5,044 for water quality management (SSA #8 and SSA #13).

SSA Activity Mar-20									
SSA #	Location	Beginning Balance 1/1/2020	Year-To-Date		Ending Balance 3/31/2020	Annual Expected		Annual Expected	
			Revenues	Expenses		Revenues	YTD %	Expenses	YTD %
SSA #8	Heatherleigh	79,315	-	4,000	75,315	10,105	0.00%	15,050	26.58%
SSA #9	Willow Ponds	136,288	-	-	136,288	11,950	0.00%	16,000	0.00%
SSA #10	Westberry	15,026	-	-	15,026	1,000	0.00%	-	N/A
SSA #11	Lake Zurich Pines	21,900	-	-	21,900	3,000	0.00% <sup>a</sup>	1,573	0.00%
SSA #13	Conventry Creek	332,966	-	1,044	331,923	30,000	0.00% <sup>a</sup>	TBD	N/A
SSA #16	Country Club	9,197	-	-	9,197	1,760	N/A	TBD	N/A
		594,692	-	5,044	589,649	57,816	0.00%	32,623	0.00%

a) Flat amount levied per property.  
 b) At some point after enough funds have accrued, Willow Ponds will require dredging, estimated at \$120,000+

**Police and Firefighters' Pension Funds:**

A snapshot of activity related to the public safety pension funds of the village is provided as part of the monthly report. It is important to note that a significant revenue source for both pension funds is the annual property tax levy, of which receipts are typically recorded between June and September of each year, affecting the cash flows of each fund.

The Police Pension Fund had total revenue of negative \$1.96 million for the month. For March, the fund recorded an unrealized loss of \$1.99 million from investments. Total municipal and member contributions for the month totaled \$25k. Expenses for the month were \$170k of which \$169k was for pension and benefit payments and \$1k for professional services. For the month of March, the fund

Finance Monthly Report – March 2020

experienced a loss of \$2.1 million. As of March 31st, the fund had a net position of \$23.0 million. Additional information can be found on page 18.

The Firefighters' Pension Fund had a similar month for investments, with an unrealized loss of \$3.2 million from investments. Total municipal and member contributions for the month totaled \$39k. Total revenues for the month were negative \$3.1 million. Expenses for the month were \$159k, of which \$158k was for pension and benefit payments and \$1k was for professional services and other expenses. For the month of March, the fund experienced a loss of \$3.3 million. As of March 31st, the fund had a net position of \$36.5 million. Additional information can be found on page 18.

**Conclusion:**

For the one fiscal period covered by this report, no major concerns were identified. However, looking forward we anticipate a revenue shortfall relating to the Peapod closure in mid-February as well as the COVID19 effect, and are taking steps to align our budget with the anticipated revenue shortfall. With the uncertainty in the financial markets, we anticipate fluctuations in the investments as well. We will continue to closely monitor the revenues and expenditures throughout the coming months. Looking ahead, we are constantly reviewing every aspect of the budget to deal with these challenges and hold expenses to a minimum.

Respectfully Submitted,

*Bane Thomey*

Bane Thomey  
Director of Finance

VILLAGE OF LAKE ZURICH  
 OPERATING REPORT SUMMARY  
 GENERAL FUND  
 March 31, 2020

	Current Month			Year-to-Date			Amended Annual Budget	% of Annual Budget Achieved
	Budget	Actual	% Variance	Budget	Actual	% Variance		
<b>REVENUES</b>								
<b>Taxes</b>								
Property Taxes	-	-	0.0%	-	-	0.0%	8,065,388	0.0%
Utility Tax - Electric	81,622	75,380	(7.6%)	255,392	242,365	(5.1%)	991,364	24.4%
Utility Tax - Gas	48,015	41,324	(13.9%)	123,010	109,348	(11.1%)	292,469	37.4%
Cable Tv Franchise	-	-	0.0%	88,223	80,488	(8.8%)	336,446	23.9%
Telecom Tax	35,594	46,694	31.2%	108,157	161,224	49.1%	437,477	36.9%
<b>Total Taxes</b>	<b>165,231</b>	<b>163,397</b>	<b>-1.1%</b>	<b>574,782</b>	<b>593,425</b>	<b>3.2%</b>	<b>10,123,144</b>	<b>5.9%</b>
<b>Intergovernmental</b>								
State Sales Tax	727,354	708,009	(2.7%)	1,914,216	1,879,350	(1.8%)	7,208,410	26.1%
State Income Tax	112,007	137,632	22.9%	452,643	502,372	11.0%	1,983,568	25.3%
State Use Tax	70,289	81,094	15.4%	180,950	203,279	12.3%	635,808	32.0%
Video Gaming Tax	17,241	19,605	13.7%	54,609	58,735	7.6%	230,000	25.5%
Fire/Rescue Srvc Contract	426,243	440,277	3.3%	1,278,729	1,320,832	3.3%	5,283,326	25.0%
Other Intergovernmental	8,730	14,224	62.9%	94,639	29,174	(69.2%)	282,604	10.3%
<b>Total Intergovernmental</b>	<b>1,361,865</b>	<b>1,400,842</b>	<b>2.9%</b>	<b>3,975,785</b>	<b>3,993,741</b>	<b>0.5%</b>	<b>15,623,716</b>	<b>25.6%</b>
<b>Licenses &amp; Permits</b>								
Liquor Licenses	2,559	-	(100.0%)	165,369	165,749	0.2%	171,000	96.9%
Business Licenses	2,645	880	(66.7%)	100,922	100,363	(0.6%)	103,000	97.4%
Building Permits	14,238	18,880	32.6%	20,877	31,154	49.2%	140,000	22.3%
Permit Plan Review	4,247	4,511	6.2%	11,563	11,823	2.2%	75,000	15.8%
Other Permits	13,444	20,398	51.7%	55,348	62,360	12.7%	189,525	32.9%
<b>Total Licenses &amp; Permits</b>	<b>37,132</b>	<b>44,669</b>	<b>20.3%</b>	<b>354,079</b>	<b>371,449</b>	<b>4.9%</b>	<b>678,525</b>	<b>54.7%</b>
<b>Fines and Forfeits</b>								
	<b>51,933</b>	<b>52,613</b>	<b>1.3%</b>	<b>140,077</b>	<b>160,288</b>	<b>14.4%</b>	<b>588,000</b>	<b>27.3%</b>
<b>Charges for Services</b>								
Fire/Rescue Ambulance Fee	35,522	17,637	(50.3%)	103,124	187,281	81.6%	650,000	28.8%
Park Program Fees	54,266	(129)	(100.2%)	168,415	109,678	(34.9%)	689,567	15.9%
Other Charges for Services	38,048	40,622	6.8%	78,436	120,406	53.5%	555,900	21.7%
<b>Total Charges for Services</b>	<b>127,837</b>	<b>58,130</b>	<b>(54.5%)</b>	<b>349,974</b>	<b>417,365</b>	<b>19.3%</b>	<b>1,895,467</b>	<b>22.0%</b>
<b>Investment Income</b>								
	<b>3,178</b>	<b>6,706</b>	<b>111.0%</b>	<b>8,054</b>	<b>31,988</b>	<b>297.2%</b>	<b>135,000</b>	<b>23.7%</b>
<b>Miscellaneous</b>								
	<b>4,210</b>	<b>9,447</b>	<b>124.4%</b>	<b>27,816</b>	<b>39,855</b>	<b>43.3%</b>	<b>120,070</b>	<b>33.2%</b>
<b>Total General Fund Revenues</b>	<b>1,751,386</b>	<b>1,735,804</b>	<b>(0.9%)</b>	<b>5,430,567</b>	<b>5,608,110</b>	<b>3.3%</b>	<b>29,163,922</b>	<b>19.2%</b>
<b>EXPENDITURES</b>								
<b>General Government</b>								
Legislative	5,702	2,942	(48.4%)	17,909	21,463	19.8%	72,522	29.6%
Administration	146,213	85,340	(41.6%)	266,600	200,472	(24.8%)	1,530,210	13.1%
Finance	41,192	38,199	(7.3%)	135,124	118,981	(11.9%)	561,890	21.2%
Technology	34,579	28,751	(16.9%)	119,237	120,090	0.7%	530,888	22.6%
<b>Total Gen. Govt.</b>	<b>227,686</b>	<b>155,233</b>	<b>(31.8%)</b>	<b>538,870</b>	<b>461,007</b>	<b>(14.4%)</b>	<b>2,695,510</b>	<b>17.1%</b>
<b>Public Safety</b>								
Police	469,411	466,521	(0.6%)	1,425,781	1,418,216	(0.5%)	8,016,354	17.7%
Fire	788,934	695,660	(11.8%)	2,321,936	2,153,502	(7.3%)	11,475,711	18.8%
Community Development	66,452	65,394	(1.6%)	184,276	163,681	(11.2%)	886,790	18.5%
<b>Total Public Safety</b>	<b>1,324,798</b>	<b>1,227,575</b>	<b>(7.3%)</b>	<b>3,931,992</b>	<b>3,735,399</b>	<b>(5.0%)</b>	<b>20,378,855</b>	<b>18.3%</b>
<b>Streets - Public Works</b>								
	<b>254,592</b>	<b>247,812</b>	<b>(2.7%)</b>	<b>753,656</b>	<b>683,722</b>	<b>(9.3%)</b>	<b>3,346,430</b>	<b>20.4%</b>
<b>Culture - Park and Recreation</b>								
	<b>62,070</b>	<b>52,057</b>	<b>(16.1%)</b>	<b>175,954</b>	<b>172,038</b>	<b>(2.2%)</b>	<b>1,073,143</b>	<b>16.0%</b>
<b>Total General Fund Expend.</b>	<b>1,869,145</b>	<b>1,682,677</b>	<b>(10.0%)</b>	<b>5,400,472</b>	<b>5,052,165</b>	<b>(6.4%)</b>	<b>27,493,938</b>	<b>18.4%</b>
<b>Operating Transfers Out</b>								
	137,417	138,425	0.7%	412,251	415,275	0.7%	1,661,100	25.0%
<b>NET INCOME (LOSS) FOR GENERAL</b>	<b>(255,176)</b>	<b>(85,298)</b>	<b>-66.6%</b>	<b>(382,156)</b>	<b>140,669</b>	<b>-136.8%</b>	<b>8,884</b>	<b>1583.4%</b>

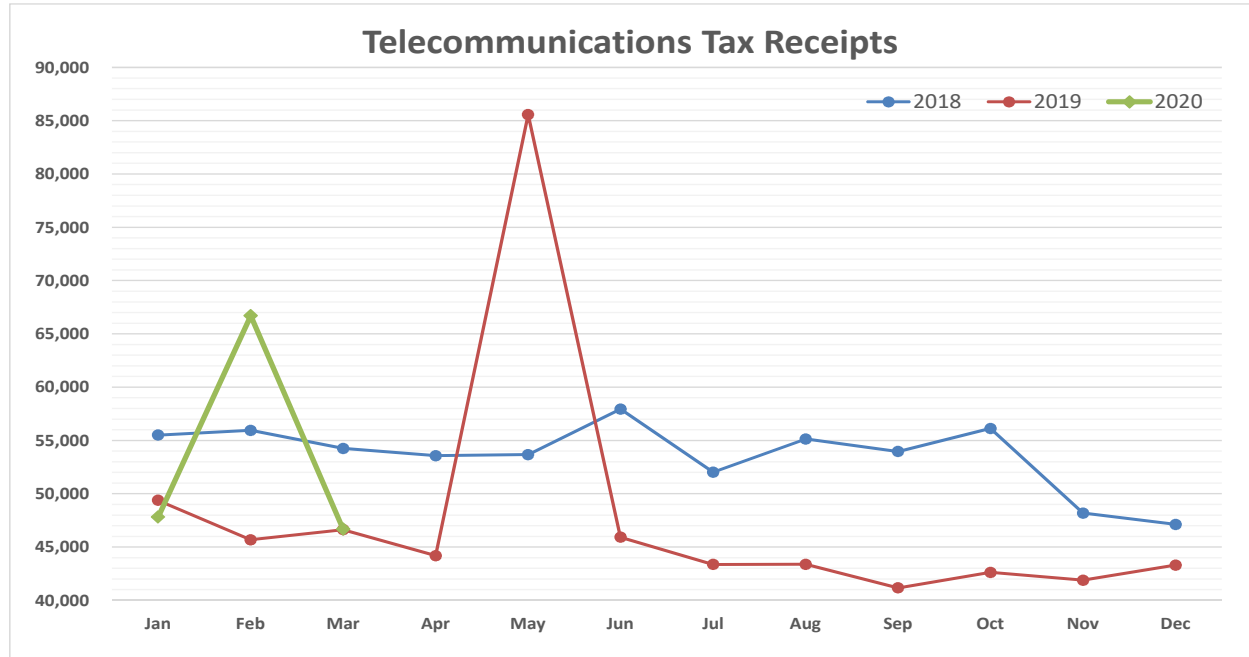
VILLAGE OF LAKE ZURICH  
 OPERATING REPORT SUMMARY  
 March 31, 2020

	Current Month			Year-to-Date			Amended Annual Budget	% of Annual Budget Achieved
	Budget	Actual	% Variance	Budget	Actual	% Variance		
<b>SPECIAL REVENUE FUNDS</b>								
<b>MOTOR FUEL TAX FUND</b>								
Revenues	30,329	64,845	113.8%	101,376	194,114	91.5%	510,469	38.0%
Expenditures	55,629	71,686	28.9%	190,451	149,813	(21.3%)	506,662	29.6%
Net Activity Gain (Loss)	(25,300)	(6,841)		(89,076)	44,301		3,807	
<b>HOTEL TAX FUND</b>								
Revenues	5,262	276	(94.8%)	19,751	16,457	(16.7%)	110,468	14.9%
Expenditures	20,152	20,067	(0.4%)	35,242	35,218	(0.1%)	103,950	33.9%
Net Activity Gain (Loss)	(14,890)	(19,791)		(15,491)	(18,761)		6,518	
<b>SPECIAL EVENTS FUND</b>								
Admin & Miscellaneous								
Revenues	12,947	14,363	10.9%	38,457	39,864	3.7%	157,350	25.3%
Expenditures	13,983	12,415	(11.2%)	37,239	35,362	(5.0%)	155,675	22.7%
Net Activity Gain (Loss)	(1,036)	1,948		1,218	4,502		1,675	
Rock the Block								
Revenues	337	1,200	256.5%	673	1,600	137.7%	59,400	2.7%
Expenditures	1,500	1,116	(25.6%)	17,000	7,459	(56.1%)	48,046	15.5%
Net Activity Gain (Loss)	(1,163)	84		(16,327)	(5,859)		11,354	
Craft Beer Fest								
Revenues	1,108	250	(77.4%)	1,768	750	(57.6%)	66,700	1.1%
Expenditures	-	-	0.0%	-	-	0.0%	66,477	0.0%
Net Activity Gain (Loss)	1,108	250		1,768	750		223	
Farmers Market								
Revenues	2,134	3,205	50.2%	3,224	3,955	22.7%	9,245	42.8%
Expenditures	1,700	-	(100.0%)	3,600	400	(88.9%)	8,989	4.4%
Net Activity Gain (Loss)	434	3,205		(376)	3,555		256	
Fourth of July								
Revenues	5,270	5,617	6.6%	14,300	14,850	3.8%	69,250	21.4%
Expenditures	500	548	9.6%	28,050	17,332	(38.2%)	67,558	25.7%
Net Activity Gain (Loss)	4,770	5,069		(13,750)	(2,482)		1,692	
Winter Festival								
Revenues	1,167	1,667	42.9%	3,500	4,000	14.3%	17,800	22.5%
Expenditures	-	710	0.0%	6,550	3,868	(40.9%)	17,643	21.9%
Net Activity Gain (Loss)	1,167	957		(3,050)	132		157	
Special Events Fund Total	5,279	11,512		(30,517)	597		15,357	
<b>TIF #1 TAX FUND</b>								
Revenues	65	68	3.9%	206	247	20.1%	1,303,500	0.0%
Expenditures	-	-	0.0%	-	-	0.0%	1,299,000	0.0%
Net Activity Gain (Loss)	65	68		206	247		4,500	
<b>TIF #2 - DOWNTOWN</b>								
Revenues	2,099	3,561	69.6%	16,790	13,922	(17.1%)	183,500	7.6%
Expenditures	4	7,809	194,985.9%	1,487	10,053	576.3%	22,100	45.5%
Net Activity Gain (Loss)	2,095	(4,249)		15,303	3,869		161,400	
<b>TIF #3 - RAND ROAD</b>								
Revenues	-	-	0.0%	-	-	0.0%	10,100	0.0%
Expenditures	-	-	0.0%	-	-	0.0%	1,400	0.0%
Net Activity Gain (Loss)	-	-		-	-		8,700	
<b>DISPATCH CENTER FUND</b>								
Revenues	75,936	123,296	62.4%	393,459	447,306	13.7%	1,550,550	28.8%
Expenditures	122,687	104,733	(14.6%)	352,925	308,668	(12.5%)	1,534,898	20.1%
Net Activity Gain (Loss)	(46,752)	18,564		40,534	138,638		15,652	

VILLAGE OF LAKE ZURICH  
 OPERATING REPORT SUMMARY  
 March 31, 2020

	Current Month			Year-to-Date			Amended Annual Budget	% of Annual Budget Achieved
	Budget	Actual	% Variance	Budget	Actual	% Variance		
<b>DEBT SERVICE FUNDS</b>								
<b>VILLAGE DEBT SERVICE</b>								
Revenues	506	914	80.5%	2,292	3,341	45.8%	1,185,000	0.3%
Expenditures	-	-	0.0%	509,095	515,100	1.2%	1,678,027	30.7%
Net Activity Gain (Loss)	506	914		(506,803)	(511,759)		(493,027)	
<b>TIF #1 DEBT SERVICE</b>								
Revenues	49	98	100.5%	126	578	357.8%	1,931,500	0.0%
Expenditures	4,035	2,859	(29.2%)	600,496	620,811	3.4%	1,927,554	32.2%
Net Activity Gain (Loss)	(3,986)	(2,760)		(600,370)	(620,233)		3,946	
<b>CAPITAL PROJECT FUNDS</b>								
<b>CAPITAL IMPROVEMENTS</b>								
Revenues	76,902	77,349	0.6%	230,575	235,656	2.2%	932,000	25.3%
Expenditures	1,196	27,050	2,161.7%	3,588	32,038	792.9%	1,193,850	2.7%
Net Activity Gain (Loss)	75,706	50,300		226,987	203,619		(261,850)	
<b>PARK IMPROVEMENTS</b>								
Revenues	-	1	0.0%	-	5	0.0%		#DIV/0!
Expenditures	-	-	0.0%	-	-	0.0%		0.0%
Net Activity Gain (Loss)	-	1		-	5		-	
<b>NON-HOME RULE SALES TAX</b>								
Revenues	223,814	220,185	(1.6%)	595,905	583,356	(2.1%)	2,222,086	26.3%
Expenditures	333	16,489	4,851.6%	15,999	23,031	44.0%	2,217,000	1.0%
Net Activity Gain (Loss)	223,481	203,696		579,906	560,325		5,086	
<b>ENTERPRISE FUND</b>								
<b>WATER AND SEWER</b>								
Revenues	560,874	622,175	10.9%	1,747,675	1,784,424	2.1%	7,203,164	24.8%
Expenses								
Administration	38,779	34,406	(11.3%)	118,097	105,278	(10.9%)	464,443	22.7%
Debt	17,310	17,925	3.6%	46,379	47,351	2.1%	203,191	23.3%
Depreciation	158,333	158,333	(0.0%)	475,000	475,000	0.0%	1,900,000	25.0%
Billing	16,164	15,917	(1.5%)	45,894	43,994	(4.1%)	234,310	18.8%
Water	105,771	148,076	40.0%	269,534	302,110	12.1%	2,930,943	10.3%
Sewer	170,397	174,243	2.3%	289,456	286,749	(0.9%)	2,974,138	9.6%
	506,753	548,901		1,244,361	1,260,482		8,707,025	
Net Activity Gain (Loss)	54,121	73,274		503,314	523,943		(1,503,861)	
<b>INTERNAL SERVICE FUNDS</b>								
<b>MEDICAL INSURANCE</b>								
Revenues	235,714	237,758	0.9%	710,163	720,438	1.4%	2,841,854	25.4%
Expenses	272,095	228,026	(16.2%)	768,108	755,989	(1.6%)	2,831,779	26.7%
Net Activity Gain (Loss)	(36,381)	9,732		(57,945)	(35,551)		10,075	
<b>RISK MANAGEMENT</b>								
Revenues	60,811	72,801	19.7%	182,610	220,157	20.6%	773,000	28.5%
Expenses	29,645	31,497	6.2%	816,003	800,042	(2.0%)	1,149,752	69.6%
Net Activity Gain (Loss)	31,166	41,304		(633,393)	(579,886)		(376,752)	
<b>EQUIPMENT REPLACEMENT</b>								
Revenues	82,768	67,380	(18.6%)	248,160	203,057	(18.2%)	1,313,300	15.5%
Expenses	467,840	38,142	(91.8%)	534,007	144,429	(73.0%)	1,475,000	9.8%
Net Activity Gain (Loss)	(385,073)	29,238		(285,847)	58,627		(161,700)	
<b>TOTAL ALL VILLAGE FUNDS</b>	<b>(375,138)</b>	<b>319,665</b>		<b>(1,235,347)</b>	<b>(91,351)</b>		<b>(2,553,265)</b>	

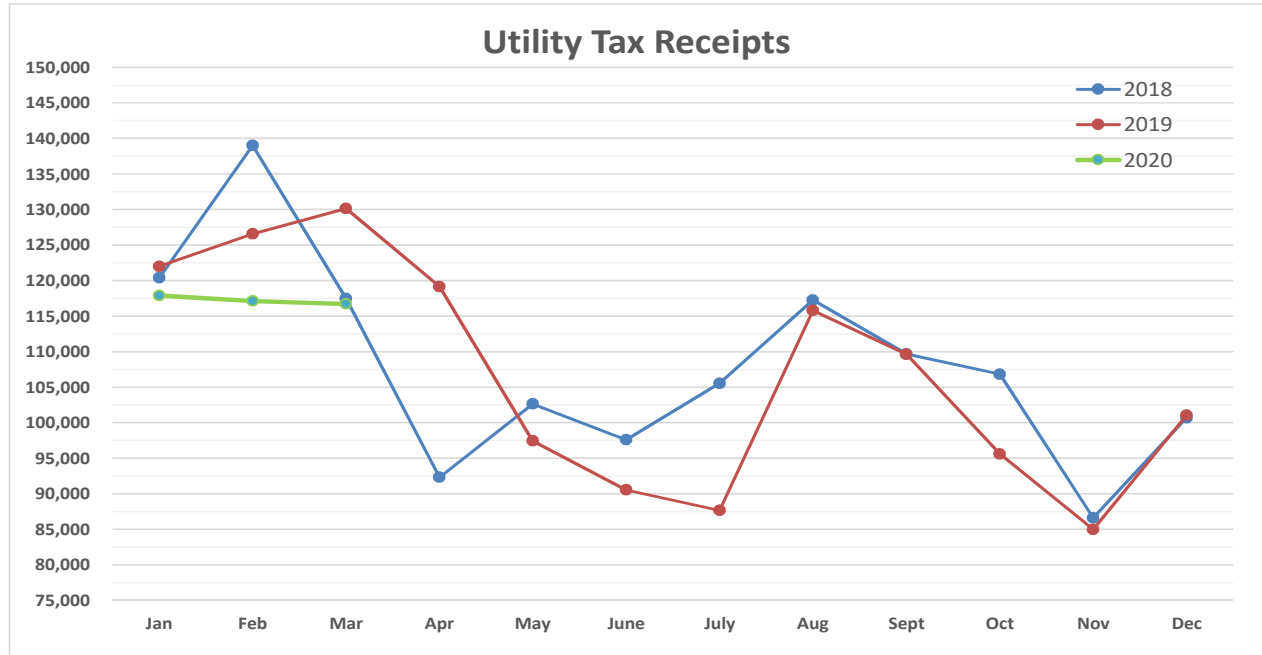
DEPARTMENT OF FINANCE  
 MONTHLY REPORT  
 MARCH 2020



Collection History

Received	Earned	Historical			Current Year Actual		Current Year Budget		
		FY 2018	FY 2019	% Change	FY 2020	% Change	Budget	Variance \$	Variance %
January	October	55,510	49,387	-11.03%	47,823	-3.17%	37,697	10,126	26.86%
February	November	55,958	45,678	-18.37%	66,708	46.04%	34,866	31,842	91.33%
March	December	54,265	46,633	-14.06%	46,694	0.13%	35,594	11,099	31.18%
April	January	53,572	44,188	-17.52%			33,728		
May	February	53,681	85,580	59.42%			65,321		
June	March	57,947	45,928	-20.74%			35,056		
July	April	52,031	43,371	-16.64%			33,105		
August	May	55,144	43,380	-21.33%			33,111		
September	June	53,969	41,173	-23.71%			31,427		
October	July	56,132	42,628	-24.06%			32,537		
November	August	48,197	41,893	-13.08%			31,976		
December	September	47,136	43,311	-8.11%			33,059		
	End of Year Adj.	(24,034)							
		619,507	573,151	-7.48%	161,224		437,477	53,068	
	Y-T-D	165,733	141,699	-14.50%	161,224	13.78%	108,157	53,068	49.07%

DEPARTMENT OF FINANCE  
 MONTHLY REPORT  
 MARCH 2020



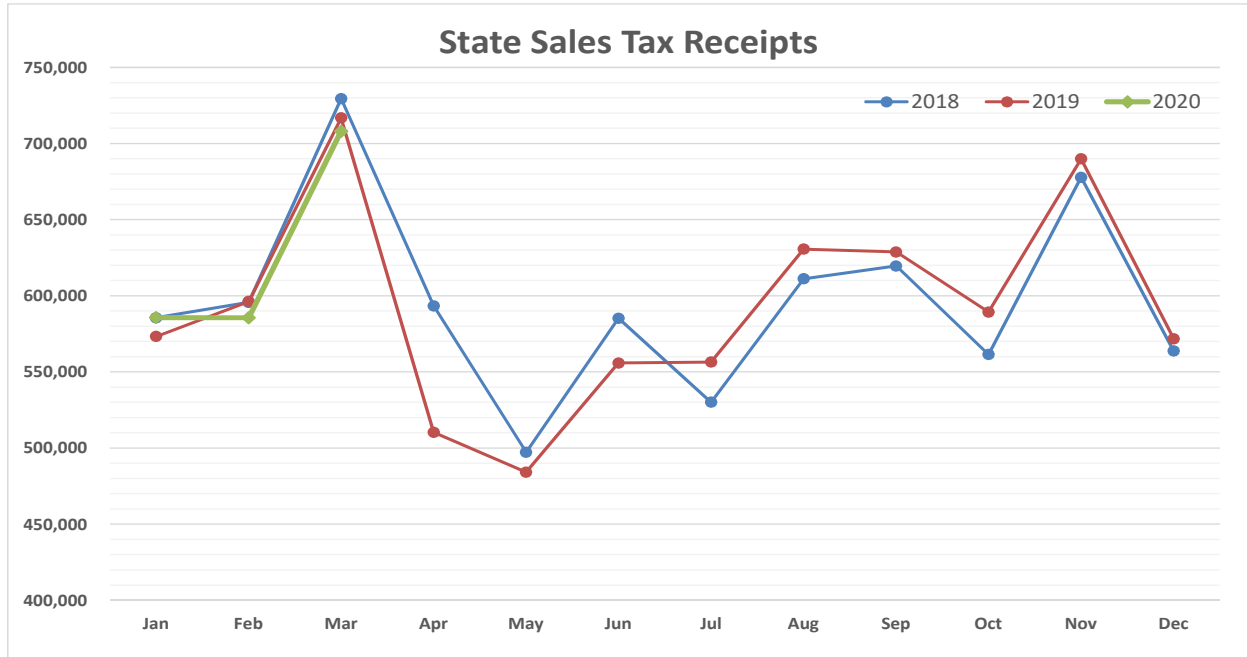
Collection History

COMBINED - ELECTRICITY & GAS

Receipt Month	Liability Month	Historical			Current Year Actual		Current Year Budget		
		2018	2019	% Change	2020	% Change	FY 2020	Variance \$	Variance %
Jan	Dec	120,390	122,004	1.3%	117,886	-3.4%	122,108	(4,222)	-3.5%
Feb	Jan	139,024	126,567	-9.0%	117,123	-7.5%	126,657	(9,534)	-7.5%
Mar	Feb	117,482	130,142	10.8%	116,704	-10.3%	129,637	(12,933)	-10.0%
Apr	Mar	92,338	119,145	29.0%	-	-100.0%	118,839		
May	Apr	102,640	97,442	-5.1%	-	-100.0%	97,702		
June	May	97,597	90,545	-7.2%	-	-100.0%	91,227		
July	June	105,534	87,662	-16.9%	-	-100.0%	88,687		
Aug	July	117,270	115,800	-1.3%	-	-100.0%	117,480		
Sept	Aug	109,670	109,636	0.0%	-	-100.0%	111,246		
Oct	Sept	106,825	95,602	-10.5%	-	-100.0%	96,908		
Nov	Oct	86,608	84,994	-1.9%	-	-100.0%	85,935		
Dec	Nov	100,684	101,081	0.4%	-	-100.0%	97,406		
		1,296,063	1,280,618	-1.19%	351,713	-72.5%	1,283,833	(26,689)	
Y-T-D		376,897	378,712	0.48%	351,713	-7.1%	378,402	(26,689)	-7.1%



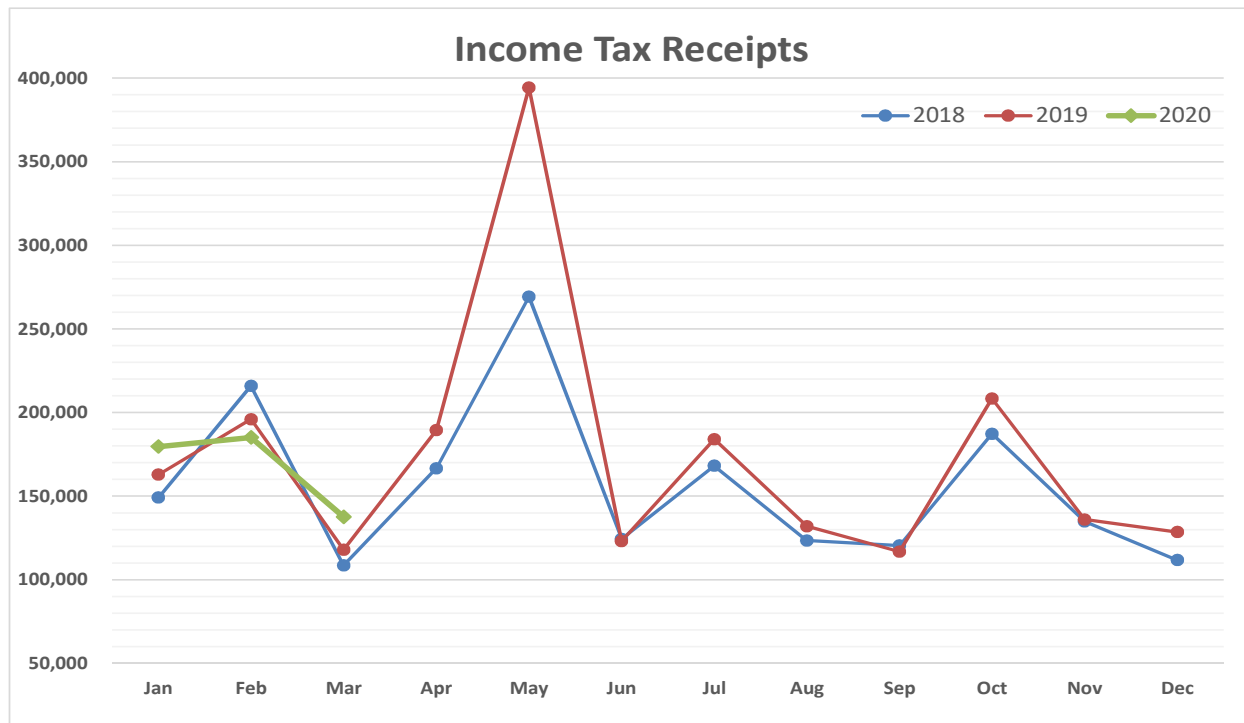
DEPARTMENT OF FINANCE  
 MONTHLY REPORT  
 MARCH 2020



Collection History

Received	Earned	Historical			Current Year Actual		Current Year Budget		
		2018	2019	% Change	2020	% Change	Budget	Variance \$	Variance %
January	October	585,619	573,338	-2.10%	585,729	2.16%	581,753	3,976	0.68%
February	November	595,683	596,355	0.11%	585,612	-1.80%	605,108	(19,496)	-3.22%
March	December	729,527	716,833	-1.74%	708,009	-1.23%	727,354	(19,345)	-2.66%
April	January	593,366	510,348	-13.99%	-	-	517,838	-	-
May	February	497,341	484,267	-2.63%	-	-	491,374	-	-
June	March	585,208	555,869	-5.01%	-	-	564,027	-	-
July	April	530,142	556,516	4.97%	-	-	564,684	-	-
August	May	611,169	630,633	3.18%	-	-	639,889	-	-
September	June	619,618	628,856	1.49%	-	-	638,086	-	-
October	July	561,490	589,297	4.95%	-	-	597,947	-	-
November	August	677,809	689,952	1.79%	-	-	700,079	-	-
December	September	563,790	571,876	1.43%	-	-	580,270	-	-
	End of Year Adj.	(24,303)	-	-	-	-	-	-	-
		7,126,460	7,104,140	-0.31%	1,879,350		7,208,410	(34,866)	
	Y-T-D	1,910,829	1,886,526	-1.27%	1,879,350	-0.38%	1,914,216	(34,866)	-1.82%

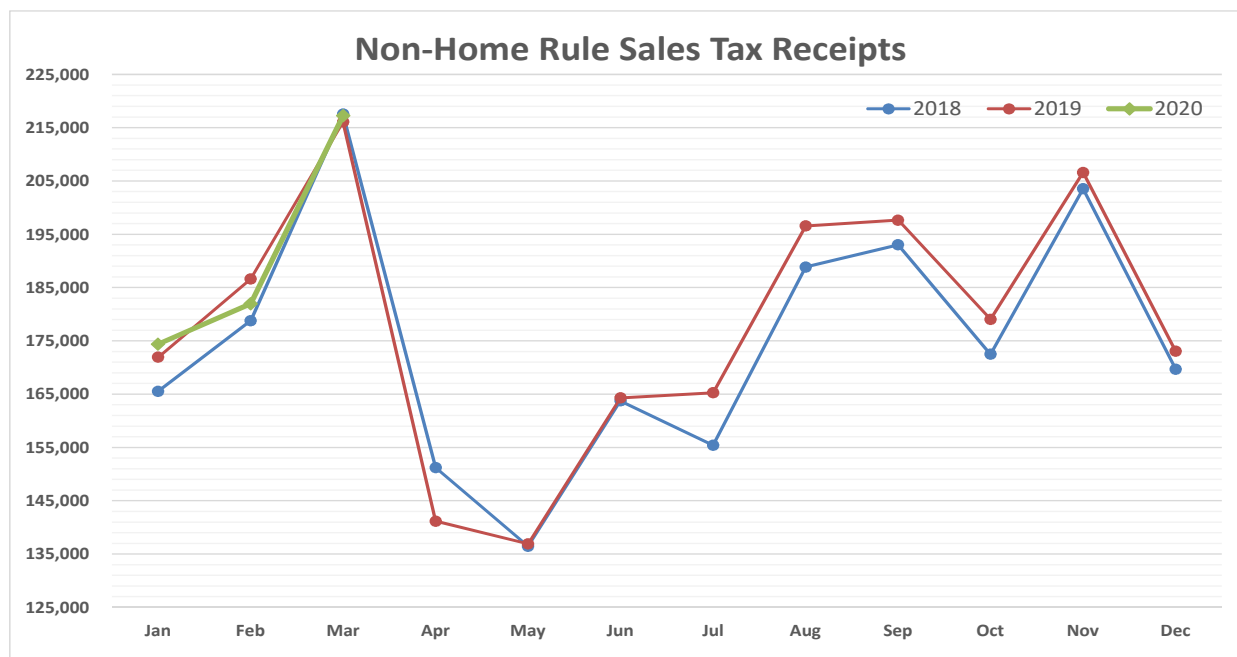
DEPARTMENT OF FINANCE  
 MONTHLY REPORT  
 MARCH 2020



Revenue History

Vouchered	Historical			Current Year Actual		Current Year Budget		
	2018	2019	% Change	2020	% Change	FY 2020	Variance \$	Variance %
January	149,179	162,876	9.18%	179,651	10.30%	154,618	25,032	16.19%
February	215,935	195,953	-9.25%	185,089	-5.54%	186,018	(929)	-0.50%
March	108,556	117,989	8.69%	137,632	16.65%	112,007	25,625	22.88%
April	166,692	189,515	13.69%			179,906		
May	269,241	394,217	46.42%			374,231		
June	124,379	123,113	-1.02%			116,871		
July	168,173	184,112	9.48%			174,777		
August	123,450	131,977	6.91%			125,286		
September	120,482	116,806	-3.05%			110,884		
October	187,251	208,404	11.30%			197,838		
November	134,864	136,016	0.85%			129,120		
December	111,783	128,529	14.98%			122,013		
	<u>1,879,984</u>	<u>2,089,504</u>	<u>11.14%</u>	<u>502,372</u>	<u>-75.96%</u>	<u>1,983,568</u>	<u>49,729</u>	<u>2.51%</u>
Y-T-D	473,670	476,817	0.66%	502,372	5.36%	452,643	49,729	10.99%

DEPARTMENT OF FINANCE  
 MONTHLY REPORT  
 MARCH 2020



Collection History

Received	Earned	Historical			Current Year Actual		Current Year Budget		
		2018	2019	% Change	2020	% Change	Budget	Variance \$	Variance %
January	October	165,535	171,944	3.87%	174,393	1.42%	175,362	(969)	-0.55%
February	November	178,792	186,644	4.39%	181,973	-2.50%	190,354	(8,381)	-4.40%
March	December	217,539	216,076	-0.67%	217,245	0.54%	220,372	(3,127)	-1.42%
April	January	151,232	141,165	-6.66%	-	-	143,972	-	-
May	February	136,485	136,920	0.32%	-	-	139,030	-	-
June	March	163,747	164,308	0.34%	-	-	167,574	-	-
July	April	155,429	165,275	6.33%	-	-	168,560	-	-
August	May	188,857	196,564	4.08%	-	-	200,472	-	-
September	June	193,029	197,652	2.39%	-	-	201,581	-	-
October	July	172,503	179,039	3.79%	-	-	182,598	-	-
November	August	203,547	206,609	1.50%	-	-	210,717	-	-
December	September	169,692	173,055	1.98%	-	-	176,495	-	-
	End of Year Adj.	12,798	-	-	-	-	-	-	-
		2,109,186	2,135,250	1.24%	573,611	-	2,177,086	(12,476)	-
Y-T-D		561,866	574,664	2.28%	573,611	-0.18%	586,088	(12,476)	-2.13%

Finance Department - Page 18 of 19 - sub

Village of Lake Zurich  
 Investment Report  
 March 31, 2020

Description	Purchase Date	Maturity Date	Coupon Rate	CUSIP / Account	Par Value	Purchase Price	(Premium) / Discount	Market Value	Unrealized Gain (Loss)
<b>MONEY MARKET &amp; CASH</b>									
Eagle Bank	N/A	N/A	0.000%	214754-1	177.21	177.21	-	177.21	N/A
IPRIME	NA	NA	0.000%		3,398,582.27	3,398,582.27	-	3,398,582.27	N/A
<b>CERTIFICATE OF DEPOSIT</b>									
Bank of China	07/15/19	04/10/20	2.333%	NA	249,939.84	245,700.00	4,239.84	245,700.00	-
CFG Community Bank	12/14/18	06/11/20	2.893%	NA	249,530.90	239,200.00	10,330.90	239,200.00	-
Cornerstone Bank	12/14/18	06/11/20	2.839%	NA	249,569.51	239,400.00	10,169.51	239,400.00	-
Modern Bank National	12/14/18	06/11/20	2.741%	NA	249,614.70	239,800.00	9,814.70	239,800.00	-
Newbank NA	12/14/18	06/11/20	2.741%	NA	249,614.70	239,800.00	9,814.70	239,800.00	-
Mechanics Savings Bank	12/14/18	06/11/20	2.708%	NA	249,573.74	239,900.00	9,673.74	239,900.00	-
Great Midwest Bank	12/14/18	06/11/20	2.687%	NA	249,546.11	239,900.00	9,646.11	239,900.00	-
Southern States Bank	12/14/18	06/11/20	2.692%	NA	249,562.24	239,900.00	9,662.24	239,900.00	-
Orrstown Bank	12/14/18	06/11/20	2.588%	NA	249,584.86	240,300.00	9,284.86	240,300.00	-
Bank OZK	12/14/18	06/11/20	2.559%	NA	249,602.61	240,400.00	9,202.61	240,400.00	-
Associated Bank NA	12/14/18	06/11/20	2.608%	NA	249,656.71	240,300.00	9,356.71	240,300.00	-
American Plus Bank NA	12/14/18	06/11/20	2.598%	NA	249,620.86	240,300.00	9,320.86	240,300.00	-
Servisfirst Bank	06/21/19	06/22/20	2.381%	NA	249,927.90	244,100.00	5,827.90	244,100.00	-
Western Alliance Bank	06/21/19	06/22/20	2.378%	NA	249,936.50	244,100.00	5,836.50	244,100.00	-
EagleBank	10/17/19	10/19/20	1.809%	NA	249,966.00	245,500.00	4,466.00	245,500.00	-
Texas Capital Bank	10/17/19	10/19/20	1.715%	NA	249,937.00	245,700.00	4,237.00	245,700.00	-
<b>AGENCY</b>									
Morgan Stanley Pvt Bank	04/06/18	04/13/20	2.600%	61760AKC2	246,000.00	246,000.00	-	246,145.88	145.88
Citibank NA	12/06/18	12/07/20	2.950%	17312QX38	200,000.00	200,193.35	(193.35)	202,614.00	2,420.65
Wells Fargo Bank	12/28/18	12/28/20	2.950%	949763WG7	200,000.00	200,194.24	(194.24)	202,813.00	2,618.76
Morgan Stanley Pvt Bank	04/06/18	04/12/21	2.800%	61747MT35	246,000.00	246,000.00	-	249,893.69	3,893.69
Ally Bank	05/11/18	05/17/21	2.900%	02007GCR2	210,000.00	210,000.00	-	213,845.31	3,845.31
Discover Bank	05/11/18	05/17/21	2.900%	254673PP5	129,000.00	128,815.63	184.37	131,290.01	2,474.38
Fed Farm Debenture	07/19/16	07/27/20	1.320%	3133EGNK7	440,000.00	440,015.00	(15.00)	440,000.00	(15.00)
<b>TOTAL</b>					9,064,943.66	8,934,277.70	130,665.96	8,949,661.37	15,383.67
Per Statement									
					PMA Invests	9,064,943.66	8,934,277.70	8,949,661.37	15,383.67
					Total	9,064,943.66	8,934,277.70	8,949,661.37	-

Village of Lake Zurich  
 Police and Firefighters' Pension Funds  
 Statement of Net Position  
 March 31, 2020

	POLICE PENSION FUND		FIREFIGHTERS' PENSION FUND	
	March-20	Year-to-Date	March-20	Year-to-Date
<b>Revenues:</b>				
Municipal Contributions	6	6,045	8	7,682
Member Contributions	25,012	75,802	39,270	118,733
Total Contributions	25,018	81,846	39,277	126,415
Investment Income	(1,987,399)	(2,950,218)	(3,169,354)	(4,639,575)
<b>Total Revenues</b>	<b>(1,962,381)</b>	<b>(2,868,372)</b>	<b>(3,130,076)</b>	<b>(4,513,159)</b>
<b>Expenses:</b>				
Pension and Benefits	169,098	493,498	157,872	462,502
Insurance		4,702		-
Professional Services	855	6,755	978	6,793
Investment Expenses		13,204		20,514
Other Expenses		-	145	855
<b>Total Expenses</b>	<b>169,953</b>	<b>518,159</b>	<b>158,995</b>	<b>490,664</b>
Operating Income (Loss)	(2,132,334)	(3,386,530)	(3,289,072)	(5,003,823)
Beginning Net Position*	25,153,195	26,407,391	39,792,997	41,507,749
<b>Ending Net Position</b>	<b>23,020,861</b>	<b>23,020,861</b>	<b>36,503,926</b>	<b>36,503,926</b>
<b>Assets</b>				
Cash and Investments	22,976,319		36,396,034	
Other Assets	57,929		131,131	
Total Assets	23,034,248		36,527,165	
<b>Liabilities</b>				
	13,387		23,239	
<b>Net Position 3/31</b>	<b>23,020,861</b>		<b>36,503,926</b>	



# PARKS & RECREATION DEPARTMENT

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## MONTHLY INFORMATION REPORT

**April 2020**

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HIGHLIGHTING DATA METRICS  
TO IDENTIFY OPERATIONAL TRENDS  
AND  
FACILITATE INFORMED DECISION MAKING

70 E. MAIN STREET  
LAKE ZURICH, IL 60047

### Departmental Narrative

As of the extension of the shelter in place restriction per Governor Pritzker's Orders, we have canceled the remainder of the school year for our Yellow Brick Road Preschool program. All staff, including our administrative guest service associate, have been furloughed and approximately 50% of our staff have applied for unemployment. Jenna Stanonik, Recreation Supervisor, is still communicating weekly with all participants passing along resources and activities that are associated with May curriculum for at home learning opportunities for our families. We do still plan to conduct curbside pick up of any preschool materials the children had and made throughout the school year (as open houses and graduation ceremonies for the students were canceled) once restrictions are lifted and we are able to schedule this with staff. Recreation Director Caputo and Recreation Supervisor Stanonik are in the process of working through the credits and refunds to our preschool families that are associated with the closures which we hope to finalize no later than early May.

Our Academy of Performing Arts dance program wrapped up their season with two weeks of virtual learning, prerecorded classes for the younger levels and Zoom classes for the older levels, on Saturday, April 25<sup>th</sup>. The department conducted a participant survey regarding virtual classes for feedback to possibly be implanted for future programming in cases of cancellation. To view the survey results, please visit: <https://www.surveymonkey.com/results/SM-TBPB36CX7/> To continue contact and engagement with our dance students, during the week of March 30-April 5<sup>th</sup> our APA dancers took to a creative Facebook dance challenges designed by our creative dance instructor director, Mollee Johnson. The winners of the dance challenge won various gift cards to local restaurants like McDonalds, Starbucks, Dunkin. Also Mollee Johnson, APA Dance Coordinator, entered two of our APA Competition winning dances into the Travis Wall Virtual Dance competition. Travis Wall is a world renowned dancer and is offering scholarships and trophy's to the winners of this competition. Our dances aired on Tuesday, April 21<sup>st</sup> at 10:33am and Thursday, April 23<sup>rd</sup> at 12:21pm. For our Disco Fever number we received a Gold and the Breathe number choreographed by Kristine Boyce-Blitek received a High Gold-KUDOS to the girls and teachers. There are a variety of activities associated with our dance program that have been delayed or canceled which includes dance photos, costume pick up and the recital previously scheduled for Saturday, May 9<sup>th</sup> at Lake Zurich High School's Performing Arts Center. We are in the process of organizing the costumes for curbside pick up when restrictions are lifted and are planning options for the missed recital. Further information will be shared once restrictions are lifted or loosened in the upcoming months. Moving into our summer dance season, we have shifted all classes to begin virtual in the case that restrictions are still in place (rearrange the younger classes to be more themed in nature to better assist with engagement and excitement). Once restrictions are lifted, we plan to return all classes to the studios.

The department finalized all hiring for our seasonal aquatics and day camp positions in early March and have been working with staff regarding modifications to programs based on anticipated recommendations and restrictions. With the extension of the shelter in place, staff will be moving to virtual orientations for aquatics staff with the possible delayed beach opening to June 8<sup>th</sup> (skipping preseason which opened the beach the weekend of Memorial Day) if restrictions allow. Other items that the department is exploring for the beach season include social distancing at the facility, cancelation of all field trips and group outings, temperature

taking upon arrival of all employees/contractors, removal of beach passes only selling daily passes which would assist with any further delays in opening, status of the opening of the sprayground is dependent on the current restriction on playground usage and excluding the Wibit inflatables from operations this season (due to cleanliness and social distancing concerns). Depending on restrictions and recommendations, the department will also reevaluate our shelter rentals and field trips currently on the calendar as well. The week long orientation for our summer day camp team is still set for the first week in June. Modifications for camp being implemented and/or explored includes games/activities that promote social distancing, smaller group sizes, temperature taking of all employees, participants, contractors, etc. upon arrival, increased frequent handwashing/hand sanitizer, open air field trips and/or removal of field trips with the replacement of guest entertainers/activities throughout the summer, extra cleaning in and of the facility, and the possibility of masks/gloves. We are touching base with all registered families the first week in May letting them know that we are monitoring the ever evolving COVID-19 situation, but are still planning to move forward with the program if we are able to do so safely and according to restrictions/recommendations. We did cancel our specialty preschool camp, Safety Town, which was set to run before the Memorial Day holiday (2 week long camp). We hope that the Safety Town offering in June will run as most of the participants transferred into that session as opposed to obtaining a refund or credit.

The IDNR has been closed since mid-March resulting in no further communication regarding are PARC grant application nor responses to our OSLAD questions. We did receive a proposal from Hitchcock Designs, the architect that assisted with the grant application process, for the OSLAD approved projects (fishing pier, nonmotorized boat launch, shelter, additional walking paths, stage and shoreline restoration). We are holding off on requesting additional proposals, presenting to the Board, etc. until the IDNR returns and provides guidance on the funding such as extensions, etc.

The Paulus Park skate park location has the program and administrative trailers positioned but not yet inhabitable. We are still waiting on receiving power/hooks up tech to the units and are currently working with ComEd. Mike Brown, Public Works Director, and Doug Gibson, HR/Risk Management Director, had received a proposals to redesign the inside of the Paulus Park Barn and have chosen to move forward with a local contractor Pathmann Architects out of Hawthorn Woods. The initial plan is to recreate the floor plan as it was and then to recreate the floor plan in a more suitable layout for current operations as well as to accommodate a future expansion off the backside of the building. This information will be shared with the PAB and VB when received.

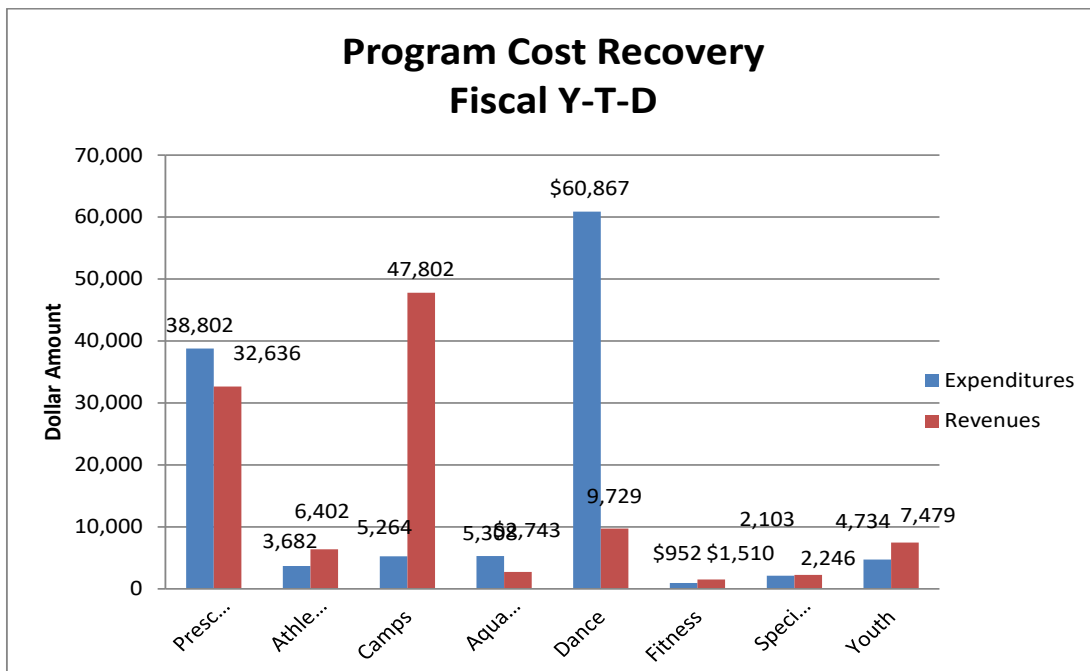
Public Works has fully prepped the Breezewald Park playground area for work to begin as soon as the playground equipment is received by The Kenneth Company. There is a slight delay on the order due to COVID19 and the restrictions in Wisconsin. The department was ensured that playground equipment is still being shipped and installed by the company upon receipt. We still are hoping to meet our June 15<sup>th</sup> timeline for the opening of the unit. The Village did decide to rebid the road program for FY20 and removed the Breezewald on street parking from the scope. This was done to take advantage of potential savings due to oil pricing and reallocate funding to more in need areas in town.



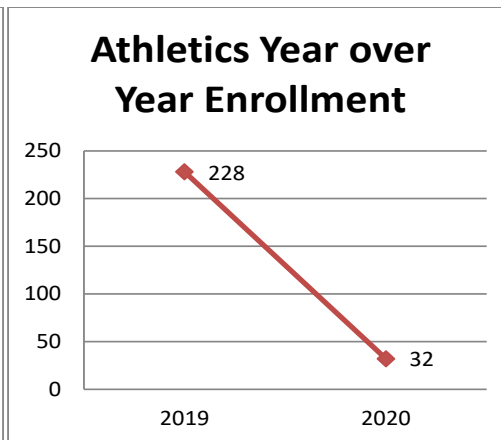
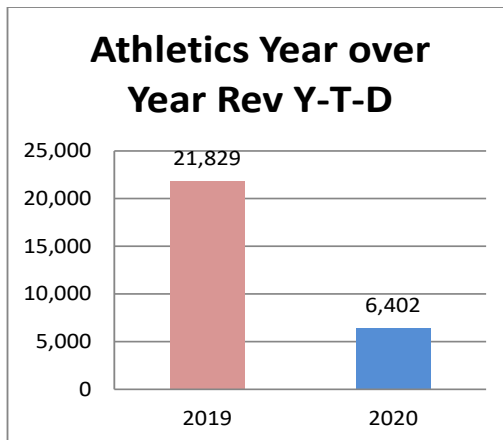
In preparation for the summer, the department has also begun working on the Fall brochure and programming. Due to the uncertainty with COVID-19, we are not looking to add any new programs or contractors at this time. We are also encouraging our contractors to include any virtual offerings they may have.

The department has reached out to the Village Board regarding guidance on events that are scheduled to run in June and July. We have received postponements for all externally operated events to FY21 with the exception of the LZ Tri which has not yet made a decision. Cruise Nights have been postponed to begin, restrictions pending, in June. The concern is that if restrictions are lifted and/or loosened in June, the likelihood of running larger events immediately after the guaranteed period seems less than favorable. The internal events that this could potentially effect include the weekly Farmers Market, Movies in the Park monthly events, the fishing derby and July 4<sup>th</sup>. The department has been in touch with all contractors to determine cancelation policies and any commitments the Village would need to honor if the events did not run (minimal commitments as most organizations would move deposits or contracts to FY21 or void the agreements). If the Village did proceed with postponing large events set to be held through Labor Day to FY21, the two final events on the calendar for the remainder of the year would be Rock the Block, Saturday, September 12<sup>th</sup> and Miracle on Main Street, Saturday, December 5<sup>th</sup>.

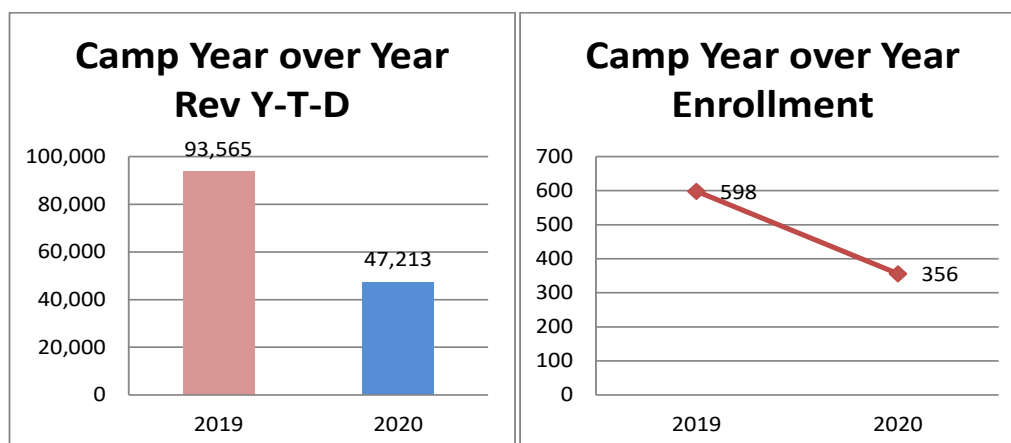
The next Park and Recreation Advisory Board meeting is tentatively scheduled for Tuesday, June 9<sup>th</sup>. If for some reason we are unable to meet in June due to restrictions or the beginning of program/event start up, we will possibly try to reschedule for later in the month or July.



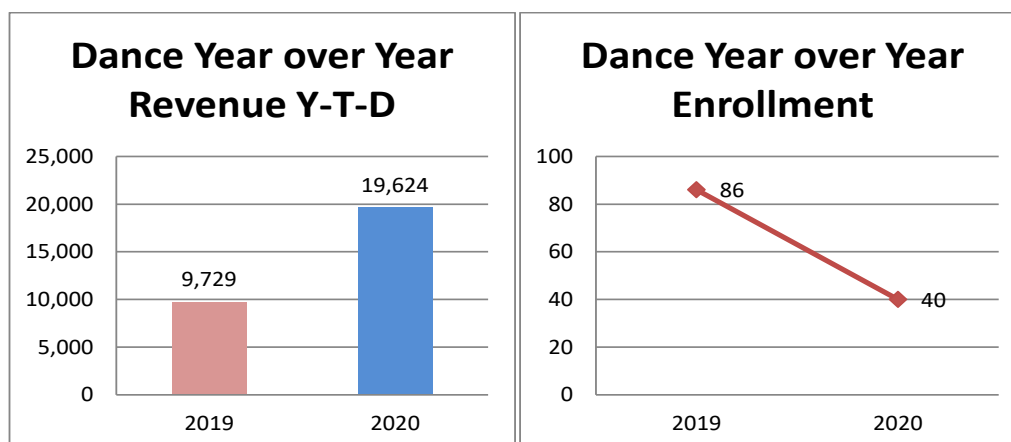
Dance expenses are higher than revenue due to recital costume ordering of approximately \$25K for the season. Revenue across all program departments is down due to COVID-19 cancellations/program hiatus. Preschool staff was paid for 2 weeks prior to being furloughed; dance staff were paid for two weeks of initial shut down prior to moving the program virtually for the remainder of the season.



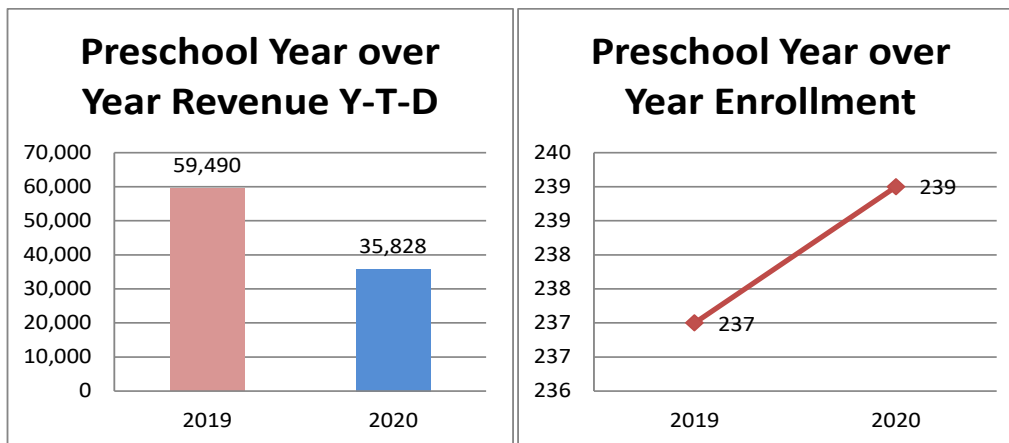
Athletic programs include the following independent contractors: tennis, tae kwon do, golf, soccer, parent child sports and tee ball. 2020 did project a loss of revenue in this department due to the relocation of karate in their own stand alone facility in downtown Lake Zurich. COVID-19 refunds and missed revenue for March-May is projected to be approximately \$12K.



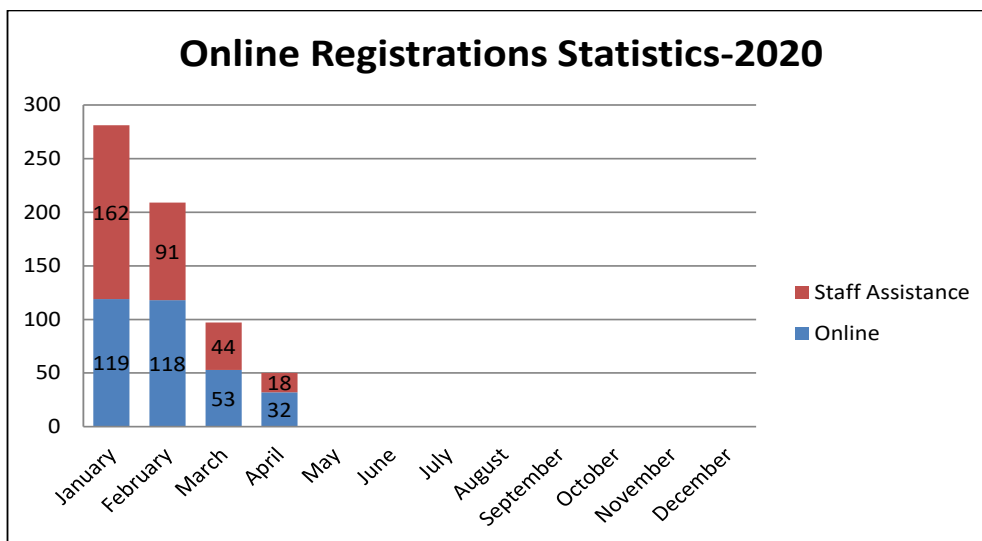
Camp programs include Kamp Kiddie camp, Camp Alpine, Teen camp, build a camp options, weekly Variety camps, the lunch punch program and Safety Town Camp. Registrations stopped as of mid-March due to COVID-19/shelter in place. We anticipate increased enrollments when restrictions are lifted.



Dance programs include Ballet/Tap, Pointe, Jazz, Company, Lyrical, Hip Hop, Mom & Me classes, etc. The Academy of Performing Arts also offers winter and summer camp/class options. COVID-19 refunds for March were \$10,000. Enrollment is down due to a very slow start to summer dance program registration (moved to virtual Zoom classes for all levels).

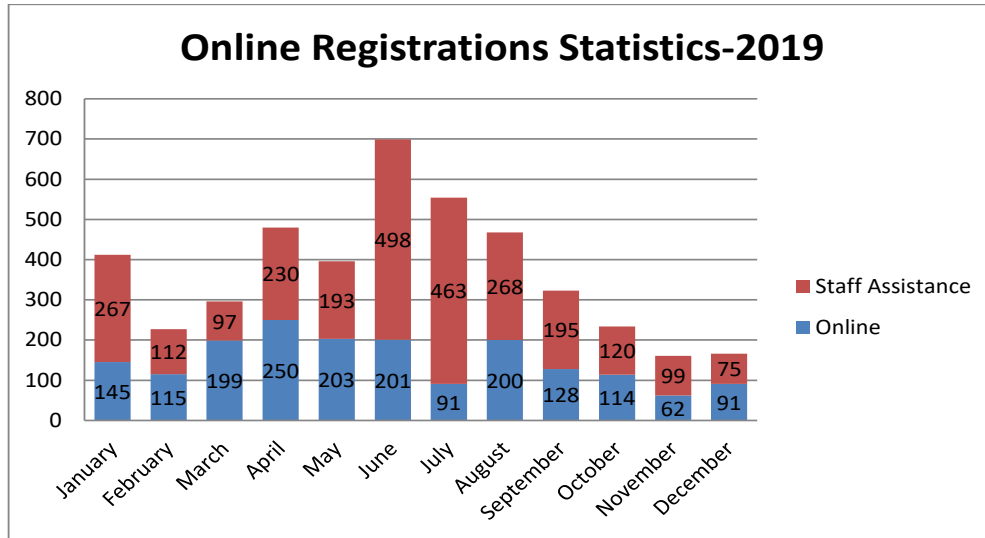


Preschool includes Terrific Twos, Lunch Bunch, Preschool (3yrs-4yrs). Classes take place in three locations: The Barn, St. Peter’s Church and Buffalo Creek. COVI-19 refunds for March-May will amount to approximately \$30,000. (Enrollment is up year over year which includes registrations for the FY20-21 school year.)



Online registration is available to all residents and non-residents enrolling in programs. Beach membership and facility rentals must be made in person at the Barn. Payments made at the beach are NOT included in these numbers. Decrease in registrations is attributed to lower enrollment due to COVID/shelter in place. Registration has been handled during this time solely

by the Rec Director and Supervisors; guest service associates have been furloughed since early April.





# POLICE DEPARTMENT

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## MONTHLY INFORMATION REPORT

**APRIL 2020**

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HIGHLIGHTING DATA METRICS  
TO IDENTIFY OPERATIONAL TRENDS  
AND  
FACILITATE INFORMED DECISION MAKING

70 E. MAIN STREET  
LAKE ZURICH, IL 60047

## Departmental Narrative

### General

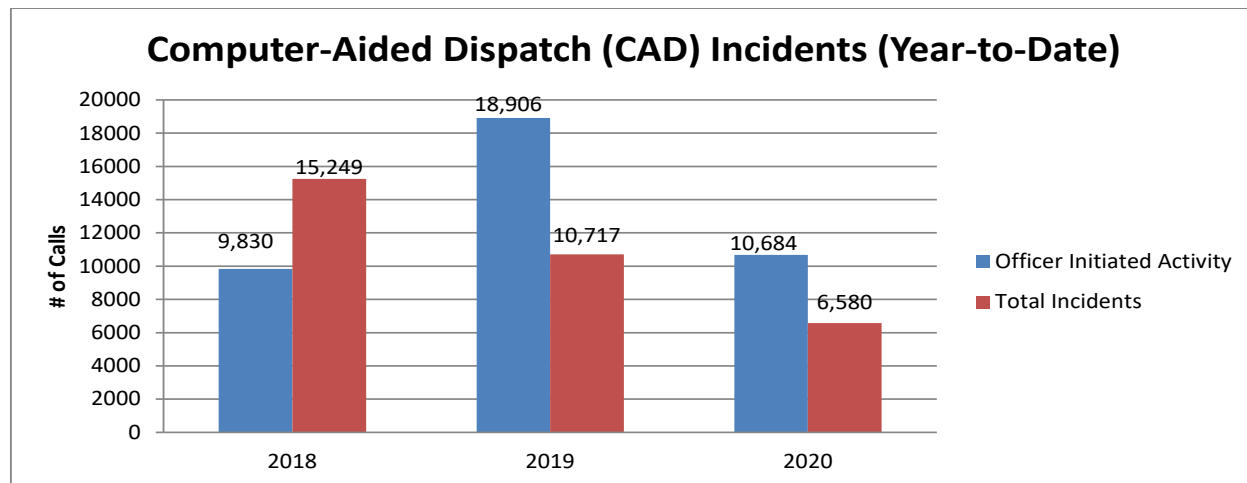
- Due to COVID-19, our Department has been modifying procedures, activities, training, and general interaction with the public when possible, while also practicing social distancing ordered by the Governor. This pandemic has impacted every aspect of our operations and will be reflected throughout this report.
- National Public Safety Telecommunicator Week was celebrated by the Department April 12th -18th.
- The Police Department processed 13 Freedom of Information requests this month.

### Patrol and Communications

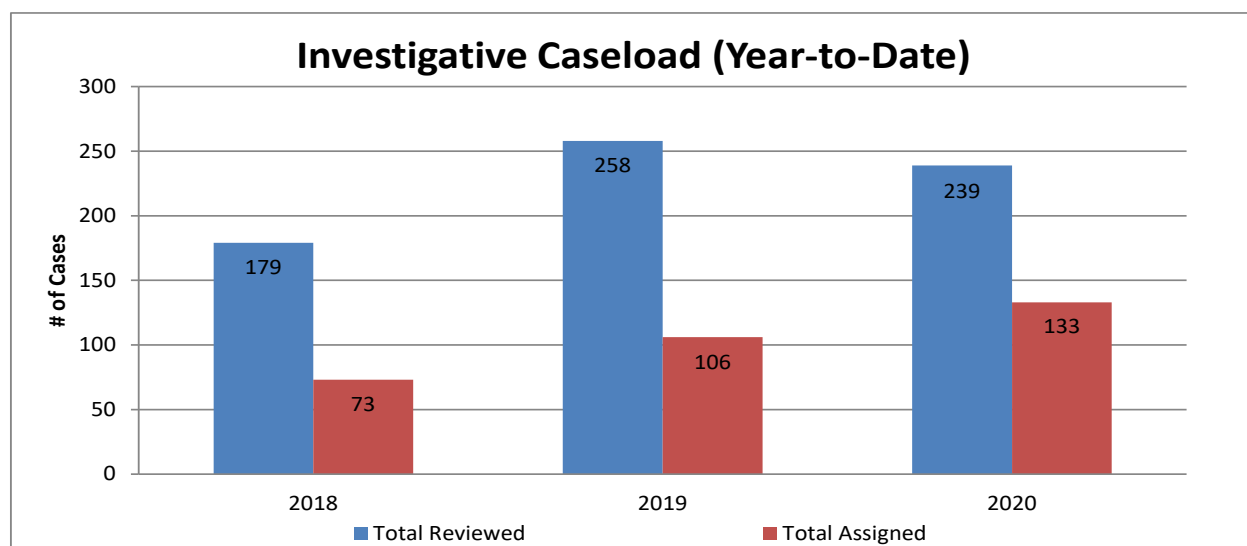
- Child Safety Seat inspections were suspended as of March 13<sup>th</sup> due to COVID-19. Officers were able to complete their re-certifications online this month.
- Since January 1st, officers conducted 1146 traffic stops and issued 529 traffic citations.
- During April, Dispatch handled 1281 9-1-1 calls and 3957 administrative calls.
- Officers Young assisted neighboring towns with 2 MCAT calls in April. LZPD personnel were part of a drone team searching for a missing person, and also assisted in motor vehicle crash investigation.

### Investigations

- There are a total of 111 active investigations in CID, averaging 28 cases per detective.
- There was one solicitation permit request this month. One ride-along application was received but not processed. One liquor license application is pending at the time of this report.
- Detective Alber responded to one Lake County Major Crime Task Force callout in Zion.
- CID personnel, with the assistance of Lake County MEG Agent Beidelman, conducted tobacco compliance checks at two vape shops in April. One juvenile, one minor, and a store clerk were cited for tobacco related offenses. Two vape shops were also served Cease and Desist Notices for not complying with the Executive Order advising non-essential businesses to close until April 30<sup>th</sup>.



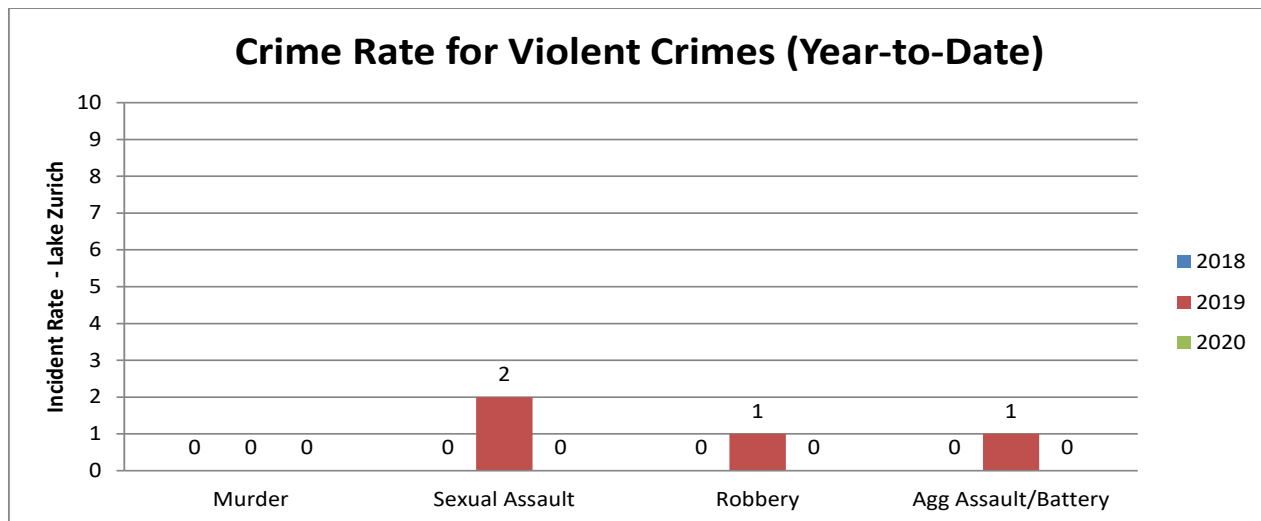
Officer initiated activity includes; DUI Arrests, Vehicle Violation Citations, Non-Vehicle Violation Citations, Driving while License Suspended/Revoked, Crime Prevention Notices, Criminal Arrests, Traffic Citations, Traffic Stops, Extra Watches conducted, and Zero Tolerance enforcement. Total incidents are all CAD incidents. Reports are incidents that receive a sequential case number and generally a written report. Beginning in 2019, Frontline data including vacation watches and directed patrols are now listed under officer-initiated activity and are no longer CAD incidents.



Original criminal reports, generally taken by Patrol section personnel, are reviewed by the Investigations Commander and assigned to Investigative personnel based on Solvability Factors.

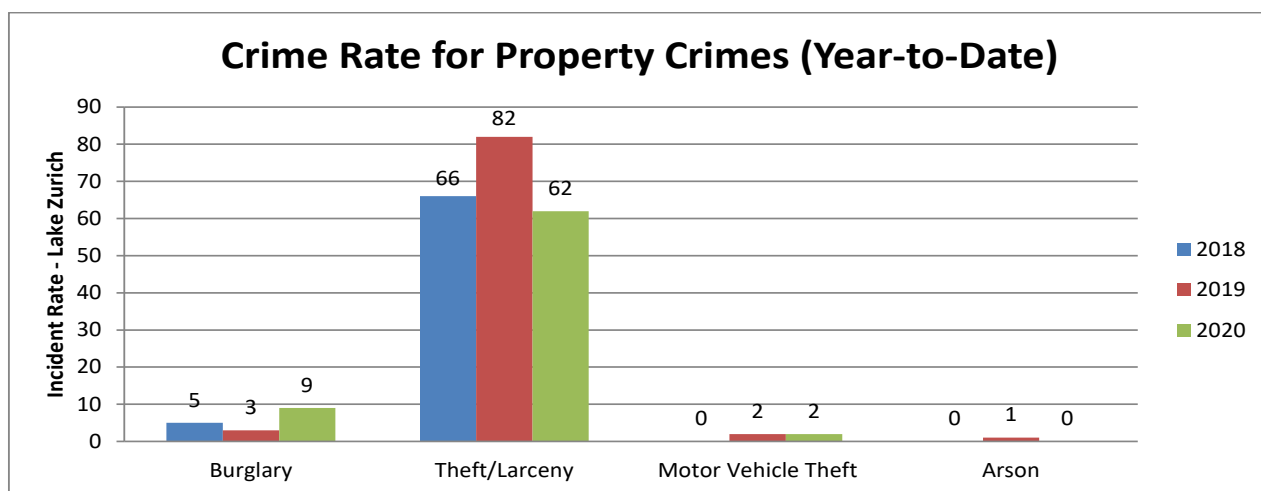


### Crime Rate for Violent Crimes (Year-to-Date)

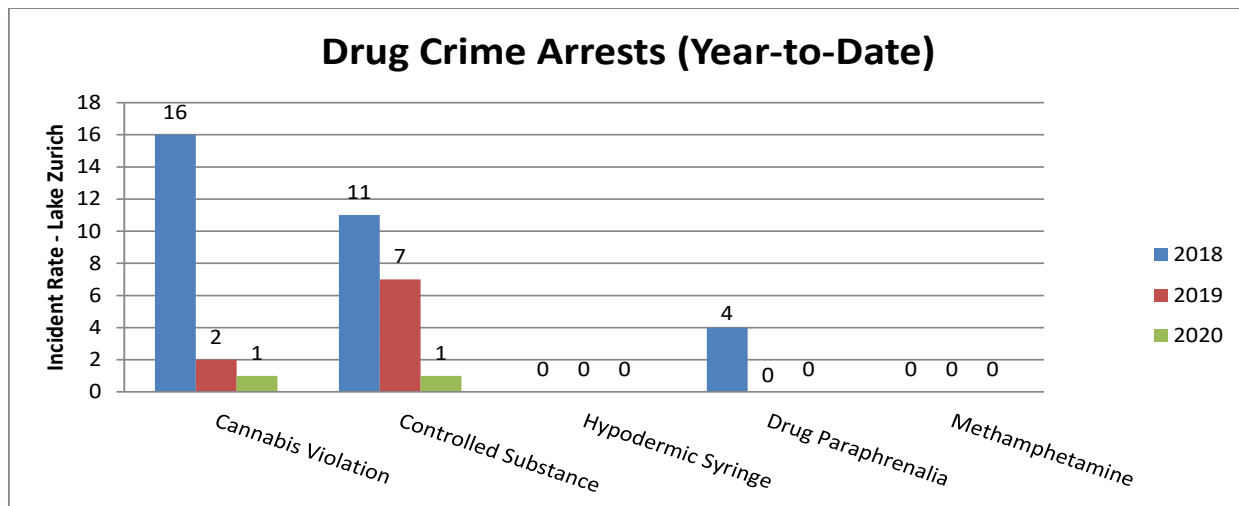


The Federal Bureau of Investigation requires four different Crimes against Persons offenses be reported for statistical purposes based on identified criteria. This information is provided to the Illinois State Police (Illinois Uniform Crime Report (I-UCR)) and passed through to the FBI. Generally, this information is converted to incidents per 100,000, although the actual numbers are used for this report.

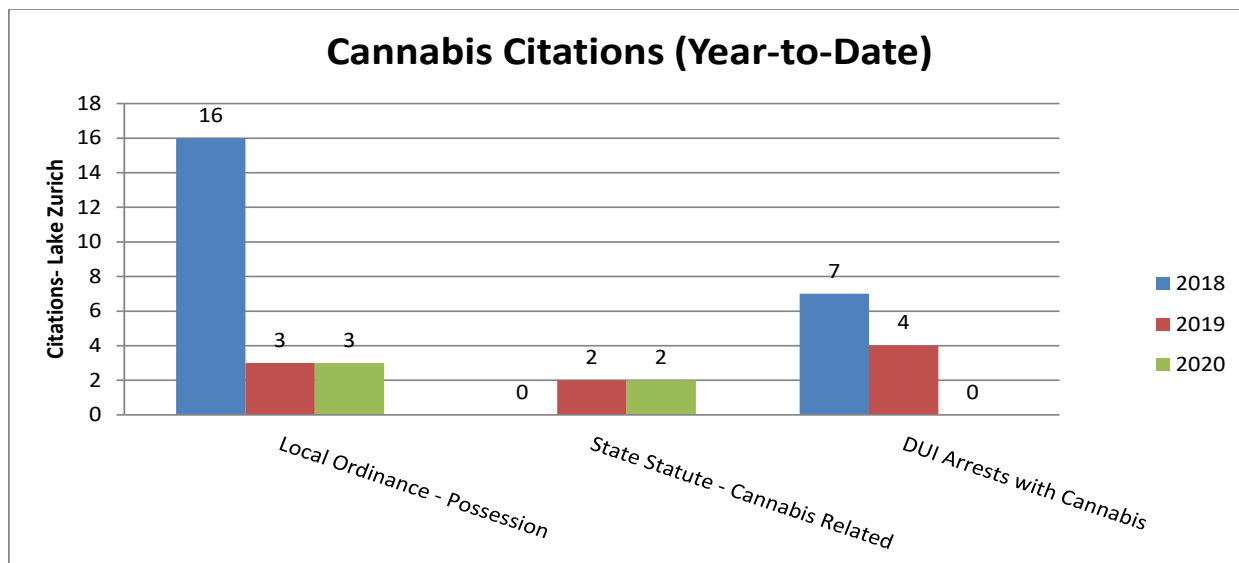
### Crime Rate for Property Crimes (Year-to-Date)



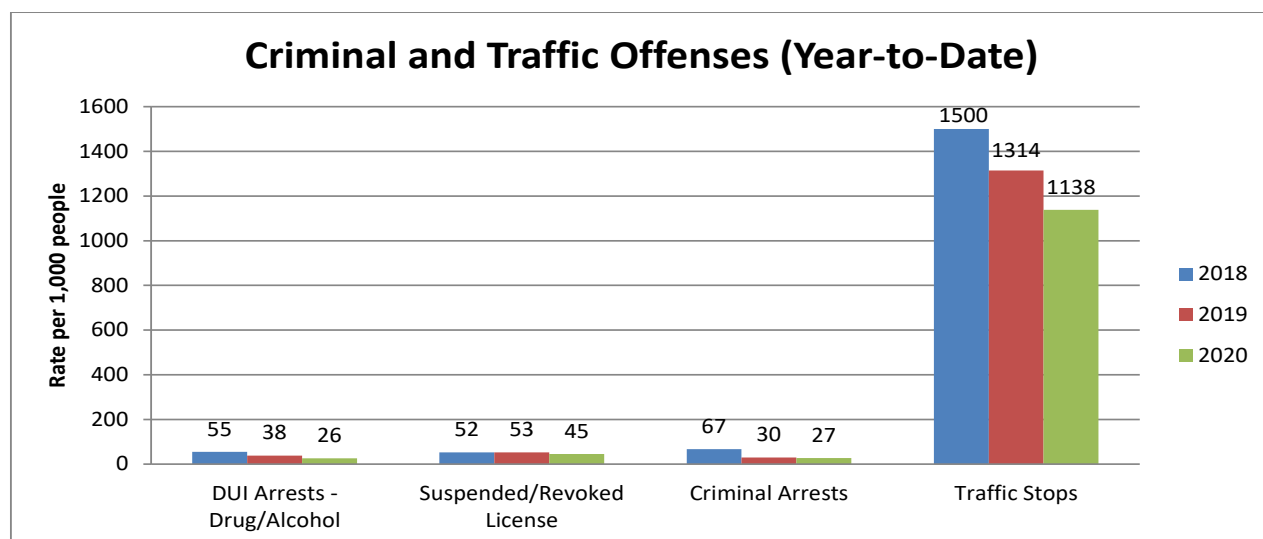
This information is provided to the Federal Bureau of Investigation via the Illinois State Police. These are Crimes against Property and the actual numbers reported are provided. Generally, this information is converted to incidents per 100,000. More information about this can be found at the Illinois State Police website: (<http://www.isp.state.il.us/crime/ucrhome.cfm>). Crime in Illinois provides crime information throughout Illinois.



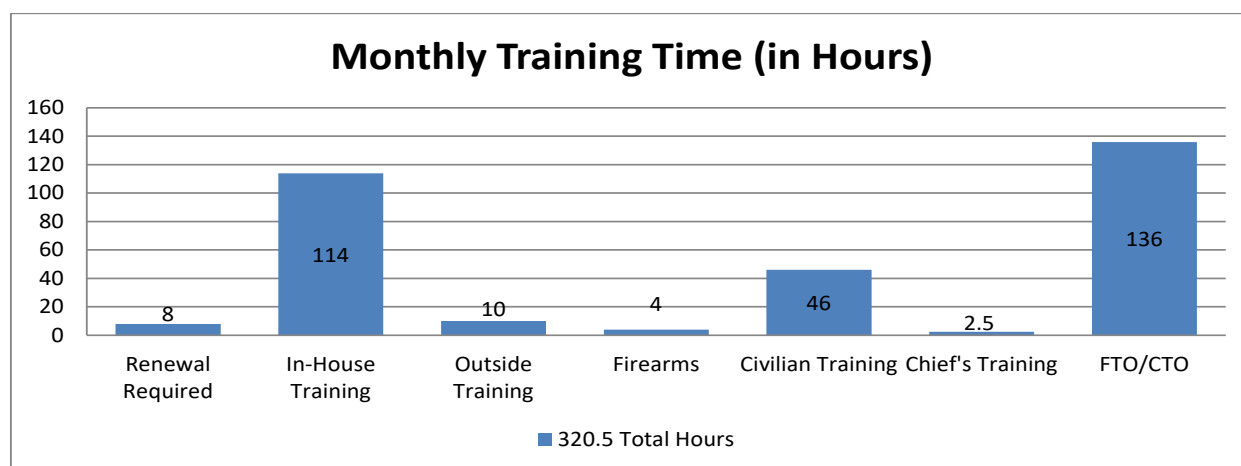
The Department is required to report Drug Crime Arrests to the Illinois State Police. The violations reported are related to the Cannabis Control Act, Controlled Substances Act, Hypodermic Syringe Act, Drug Paraphrenalia Act, and the Methamphetamine Act.



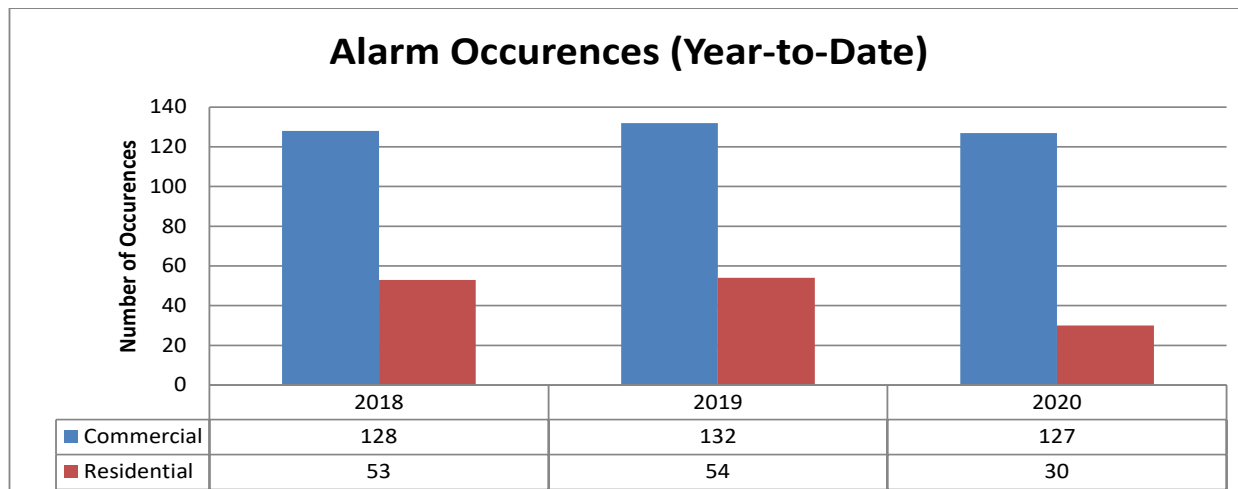
Illinois passed new cannabis rules and regulations that went into effect on January 1, 2020. Information was gathered from previous years to compare what effect the new laws have made on cannabis citations. These citations include local ordinance cannabis possession citations, state statute cannabis related citations (includes possession, delivery, paraphernalia, and DUI), and DUI arrests with cannabis as the primary or contributing factor.



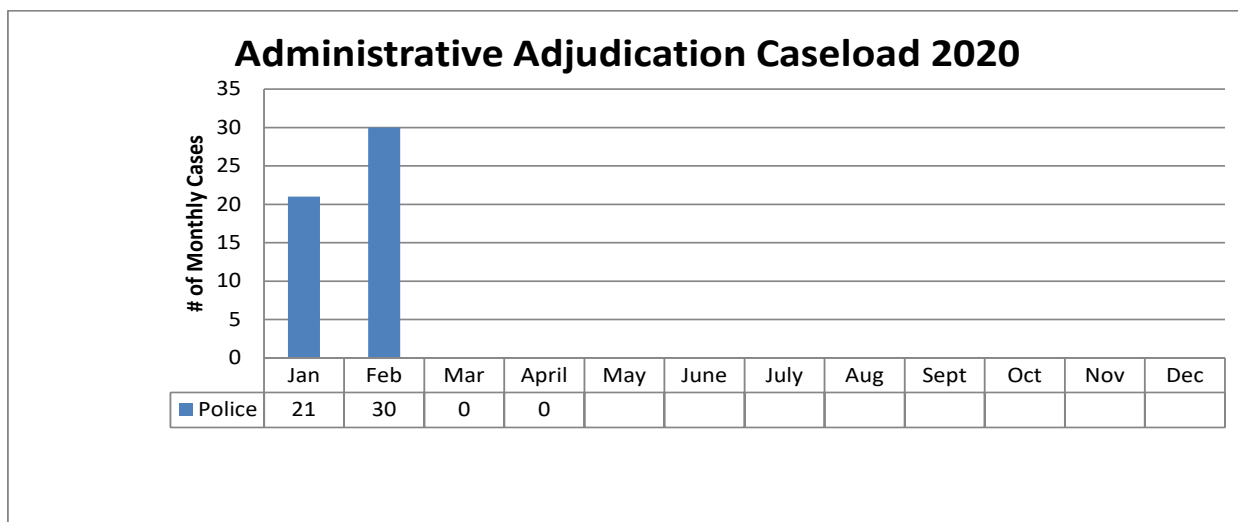
Information depicted in this graph relates to Driving Under the Influence of Alcohol/Drug arrests, Driving while Driver's License Suspended/Revoked arrests, various criminal arrests (Domestic Battery, Retail Theft, Drug Offenses, etc.), and traffic stops conducted by Department personnel.



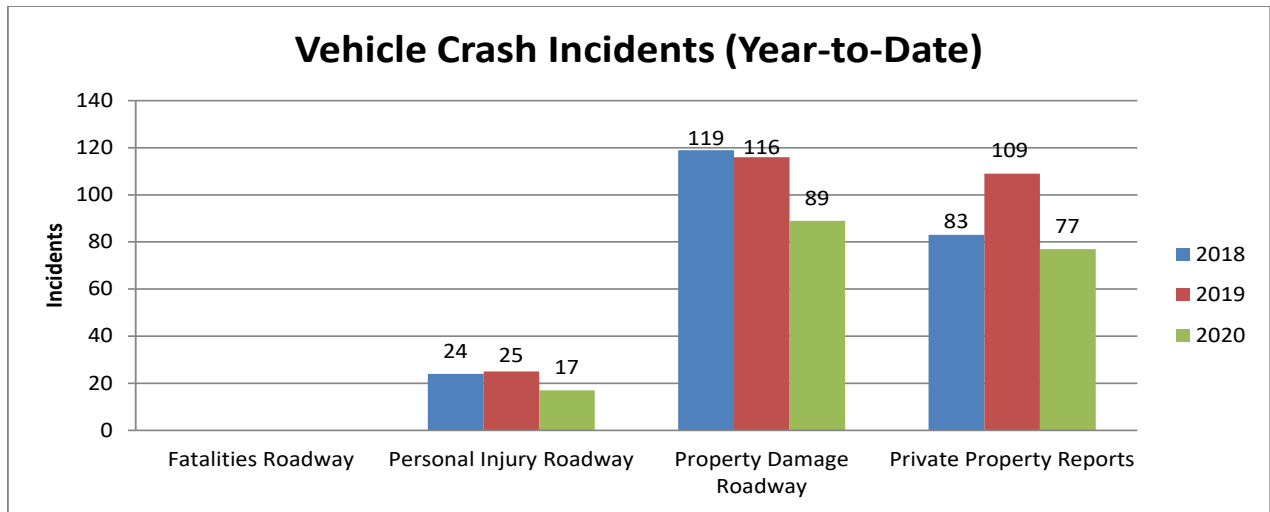
Training is an important element to maintain or improve skills/knowledge/ability. Most outside and in-house training (other than on-line training) was cancelled due to COVID-19.



The Crime Prevention/Community Relations function monitors the number of alarms to which Patrol personnel respond – many of the alarms are false.



The Administrative Adjudication process was originally put in place to address automated traffic enforcement citations. This program has been expanded to review vehicle equipment compliance citations, administrative tows, and parking citations. The March and April adjudication dates were postponed due to the COVID-19 pandemic.



The Department conducts traffic crash investigations on both public roadways and private property (primarily parking lots). The traffic crashes are broken down into four categories: fatal, personal injury, property damage, and private property. Routine traffic crashes are taken by Patrol personnel. Traffic Safety personnel investigate fatal, serious personal injury, and commercial motor vehicles.

### Red Light Camera Violations and Accidents (Year-to-Date)

2020	Red Light Violations		Adjudication for Red Light Violations				Accidents at Red Light Intersections		
	Citations	Net Received	Hearings	Liabe	Not Liabe	Non-Suit	12/ Miller Road	12/ Route 22	12/ June Terrace
January	258	\$16,110.00	8	4	3	1	0	4	2
February	172	\$13,040.00	9	8	1	0	2	2	2
March	435	\$6550.00	0	0	0	0	0	0	3
April	158	\$24,660.00	0	0	0	0	0	1	1
May									
June									
July									
August									
September									
October									
November									
December									
<b>Total</b>	<b>1023</b>	<b>\$60,360.00</b>	<b>17</b>	<b>12</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>7</b>	<b>8</b>

Information depicted in this chart relates to red light camera violations, adjudication (court) for those contesting their violation, and accidents that have occurred at intersections with red light cameras.



# FIRE DEPARTMENT

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## MONTHLY INFORMATION REPORT

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**April 2020**

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HIGHLIGHTING DATA METRICS  
TO IDENTIFY OPERATIONAL TRENDS  
AND  
FACILITATE INFORMED DECISION-MAKING

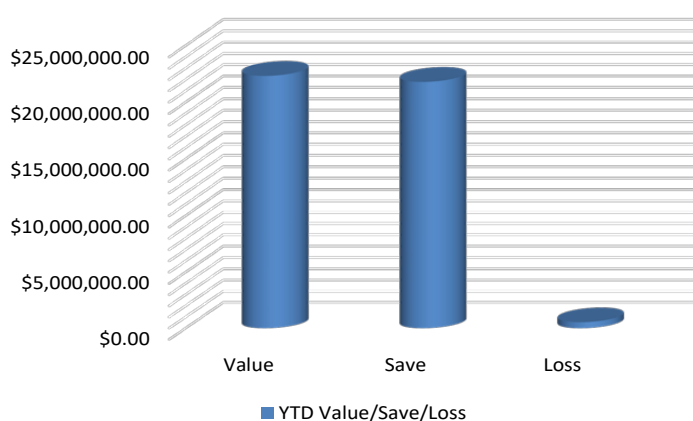
70 E. MAIN STREET  
LAKE ZURICH, IL 60047

## Departmental Narrative

### General Operations:

The Department responded to **236** calls for service in April, which averaged **8** calls per day and required **340 separate vehicle responses** to provide the required number of personnel for each incident. Twenty-eight percent (**28%**) of the responses occurred while another call was in progress. Thirteen (**13%**) of calls required a response from the non-primary engine, ambulance, or mutual aid department due to multiple calls in progress. Our current staffing model increases response times when simultaneous calls occur as the department is only structured to handle a single response per station. We staff two vehicles with only three personnel using what is called a jump company. If the call is for the ambulance the personnel jump on the ambulance, and if it is a fire call, the personnel jump on the engine. One of the vehicles remains in the station unstaffed on every call we respond to due to the limited personnel we have on shift. Once a station is committed on a call, the next call for service requires another station or mutual aid to handle the incident.

### YTD Value/Save/Loss



W. Lake Cook Road in Deer Park for a reported structure fire (*pictured above/ right*)  
22000 block of N. IL Route 59 in North Barrington for a structure fire (*pictured below*)



**Department Updates:**

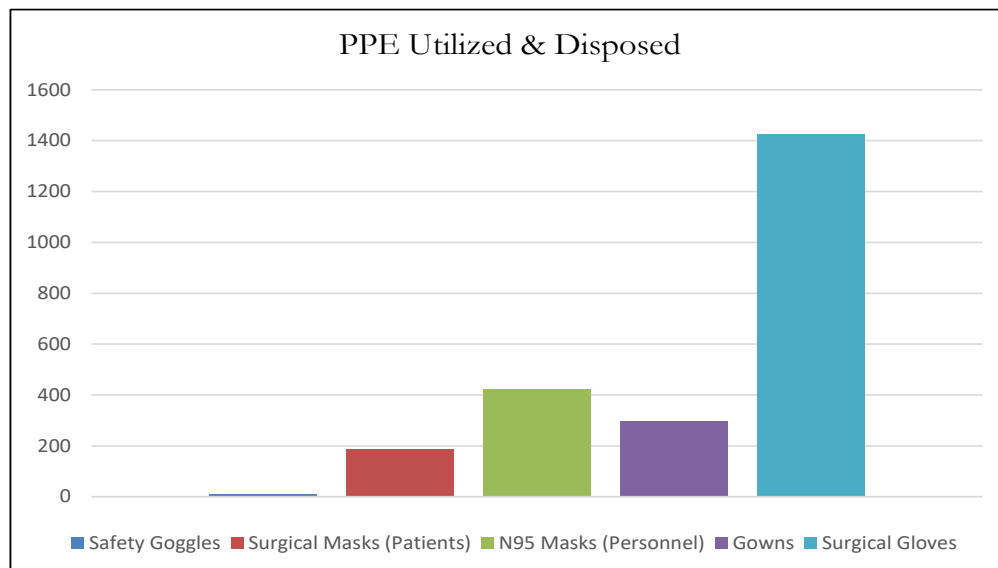
- During April, the following vehicles were out-of-service for a variety of reasons:
  - **Ambulances** – 81.50 hours
  - **Engines** – 20.5 hours
  - **YTD–**
    - Ambulances: **154.50 hours**
    - Engines: **1,160.50 hours**
- As of April 30, 2020 – 45.88 % of the overtime account (*all divisions*) has been spent.
  - Overtime Budgeted: \$394,812.00
  - Overtime Spent: \$181,156.77

## COVID-19

Along with the rest of the world, The Lake Zurich Fire Department has had to adapt and change our procedures and daily routines due to the COVID-19 pandemic.

The Department is the Emergency Management Agency (EMA) lead and have coordinated Personal Protective Equipment (PPE) with other village departments and the County. We have provided the Lake Zurich Police Department with N95 masks and gloves. We continue as the liaison with the Lake County EMA working to secure additional supplies. Also, we are assisting long term care facilities to slow down the spread of the pandemic, by finding them resources and partnering with them and other agencies like the Lake County Health Department and Ela Township social services. Assistance provided includes, backstopping shortages in PPE to work on slowing the spread of the disease in our communities.

We are currently tracking the PPE that members are using and disposing of due to this pandemic. In April, we have issued 11 pairs of safety goggles, used 185 surgical masks on patients, 422 N95 mask for our personnel, 298 gowns, and about 1427 pairs of surgical gloves.



**We ask that everyone remember - we are all in this together.  
You stay home, so we can work. One Team, One Fight!**



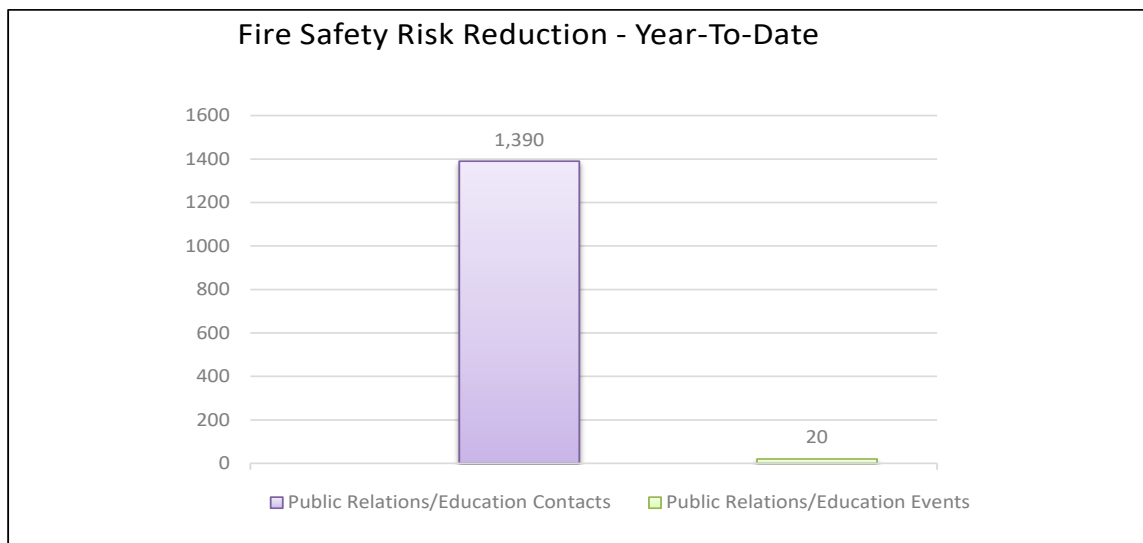
**Community Access/Focus:**

We want to express gratitude for the extra community-wide support shown to the department during this COVID-19 pandemic and give a shout out to all of the residents and businesses that have donated miscellaneous PPE, mailed us well wishes, or simply had food delivered to the stations. We truly appreciate it.

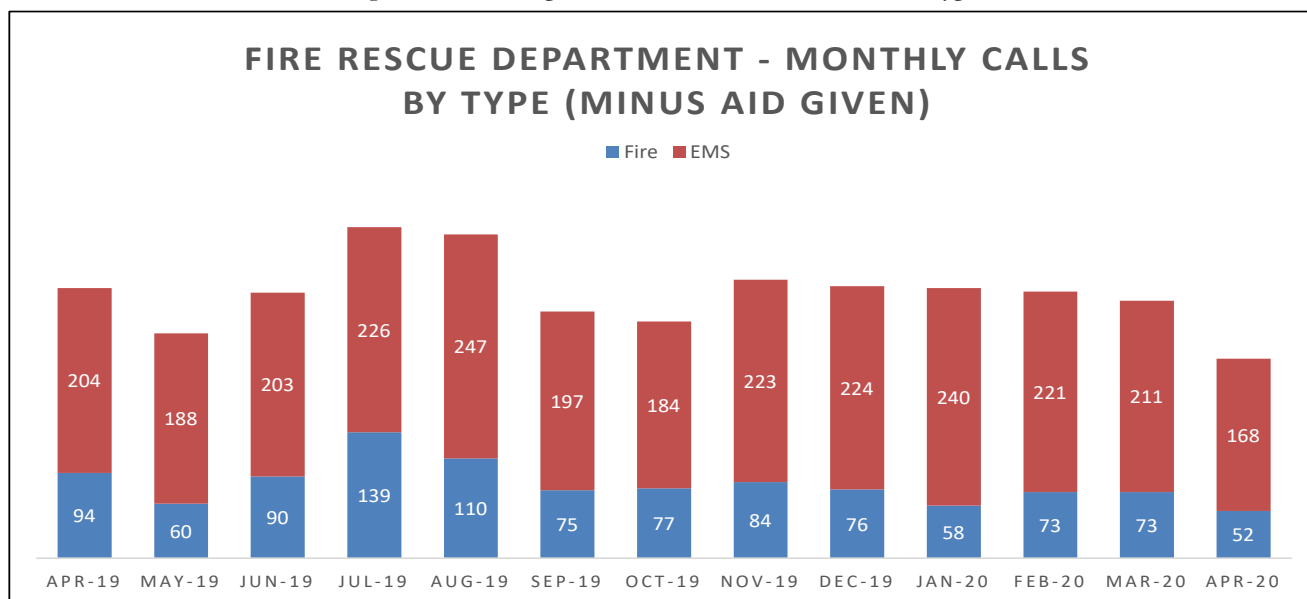


Be sure to **“Like Us”** on Facebook at @LakeZurichFire and **“Follow Us”** on Twitter and Instagram at @LakeZurichFD

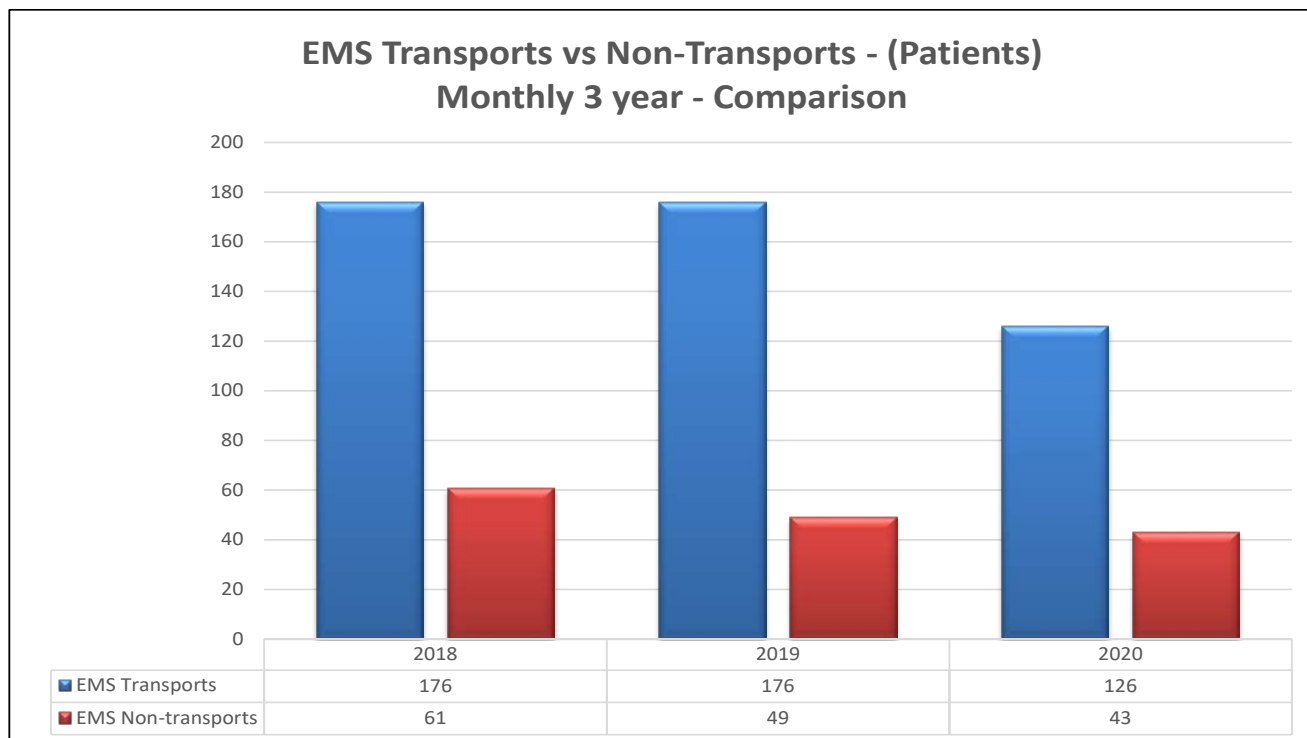
Fire safety and risk reduction education visits are both public relations and public education. Public relations events are primarily events where the fire department has a presence to answer general questions from the public and to explain or demonstrate our capabilities. A public education event has a fire safety or other educational message as the prime objective. Examples of public education include; school talks and station tours where a safety message such as stop, drop, and roll is covered. We monitor fire and severe weather drills in schools and educate children about fire safety. Also, we teach exit drills in the home to middle school students.



Below is the breakdown of Fire versus EMS incidents – minus aid given. It should be noted that our fire calls include structure fires, car fires, grass fires, dumpster fires, wires down, and other types of service calls.

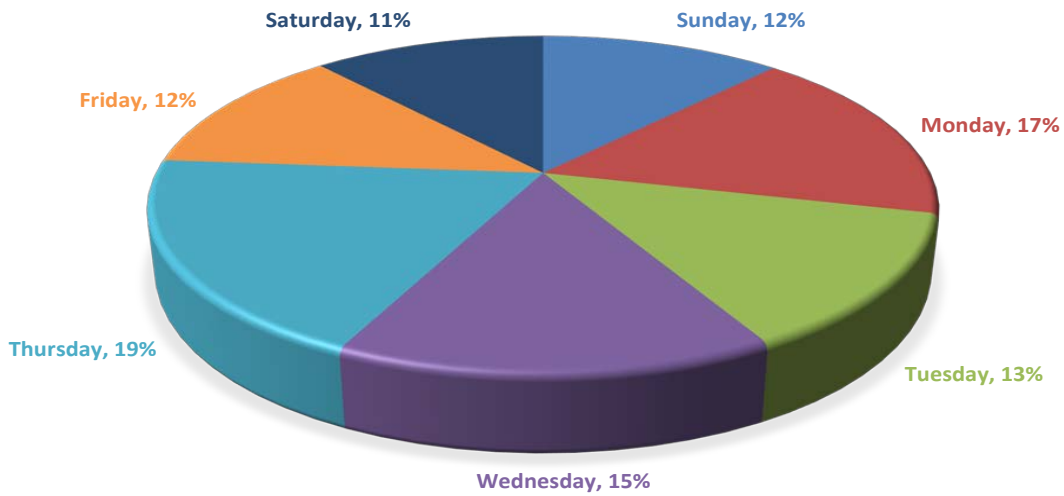


This next chart reflects activity related to emergency medical services, a core function of the fire department — not every EMS call results in transport. A prime example of this is an automobile accident where several victims refuse transport. EMS transports always outpace refusals. This chart compares the month of April across 3 years. The trend is consistent with the data period. These numbers represent the patients seen.

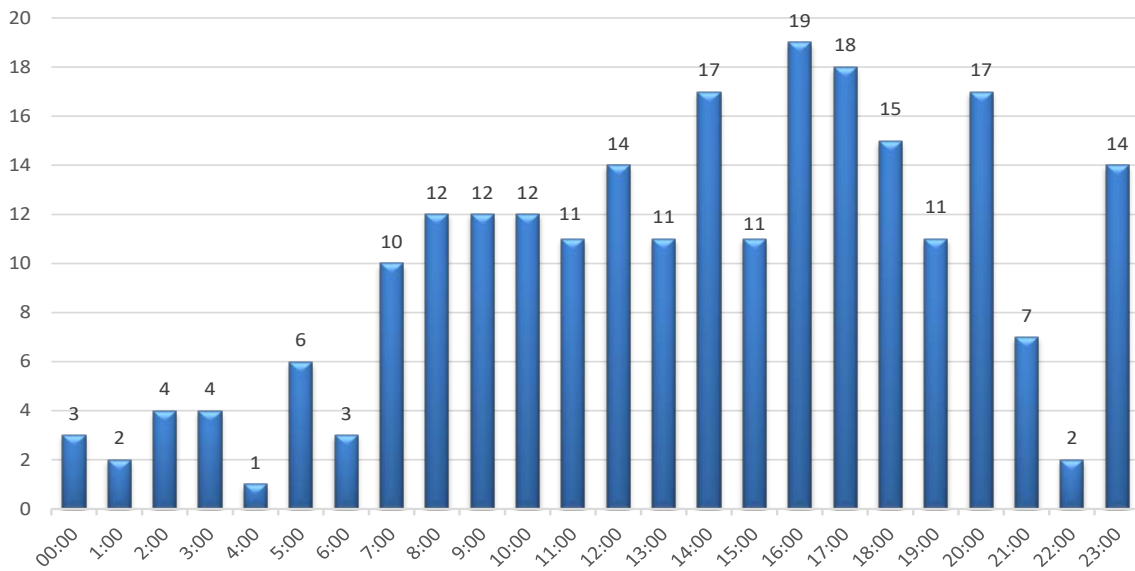


The next two charts breakdown calls by the day-of-week and hour-of-day. Overall calls are evenly distributed across the week.

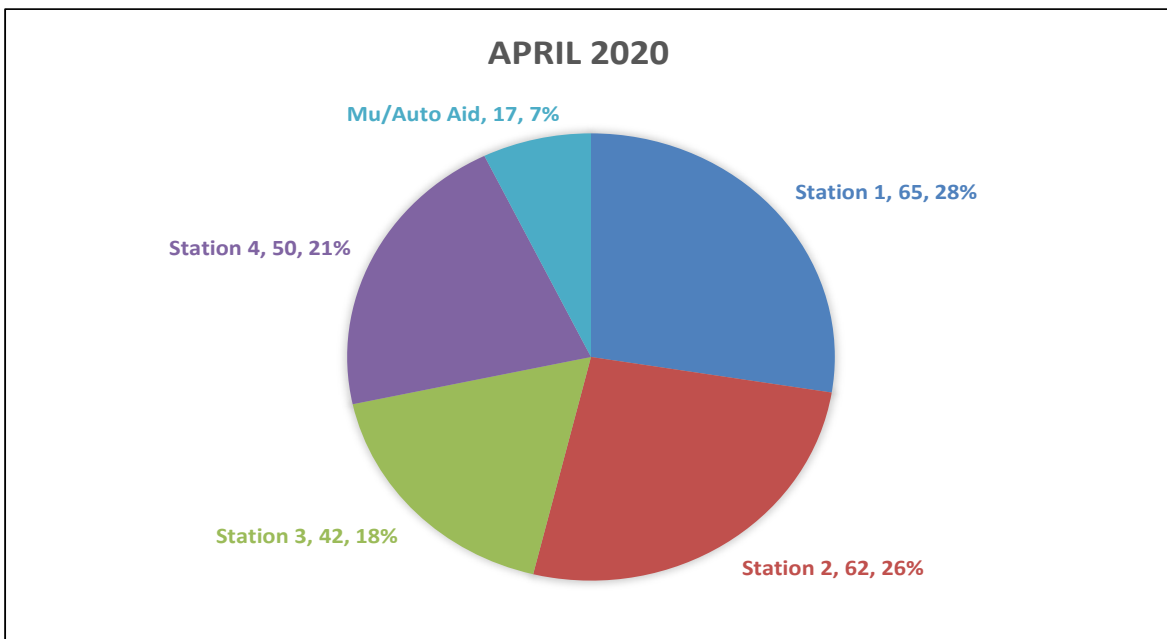
### RESPONSE BY DAY OF WEEK - APRIL 2020



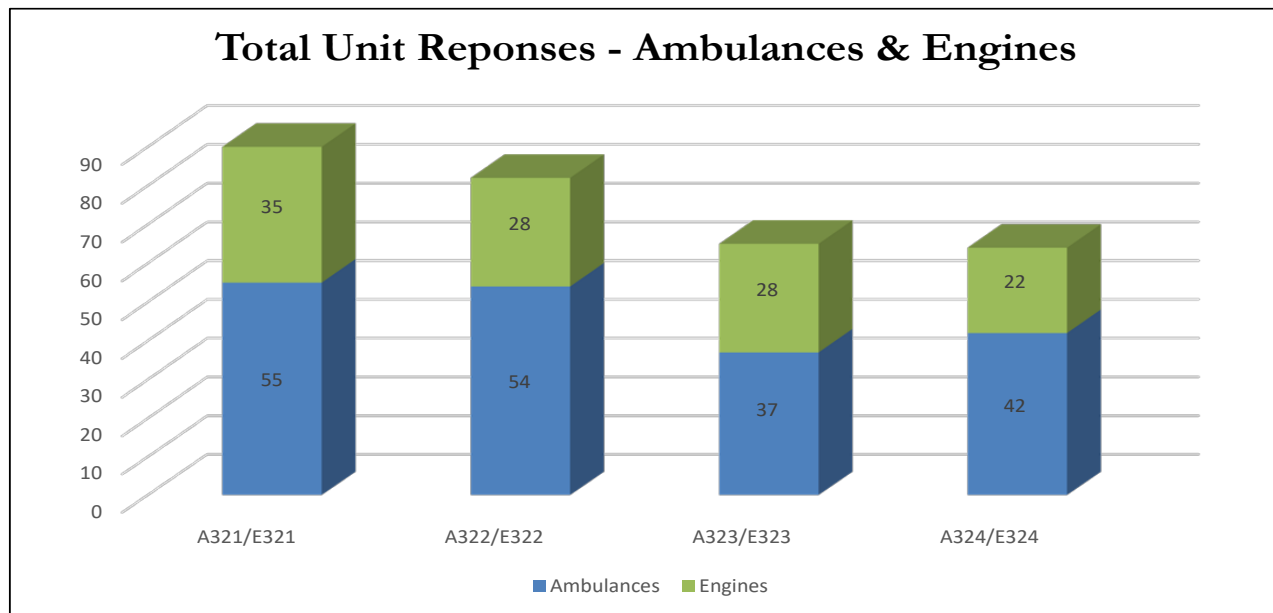
### RESPONSE BY HOUR OF DAY - APRIL 2020



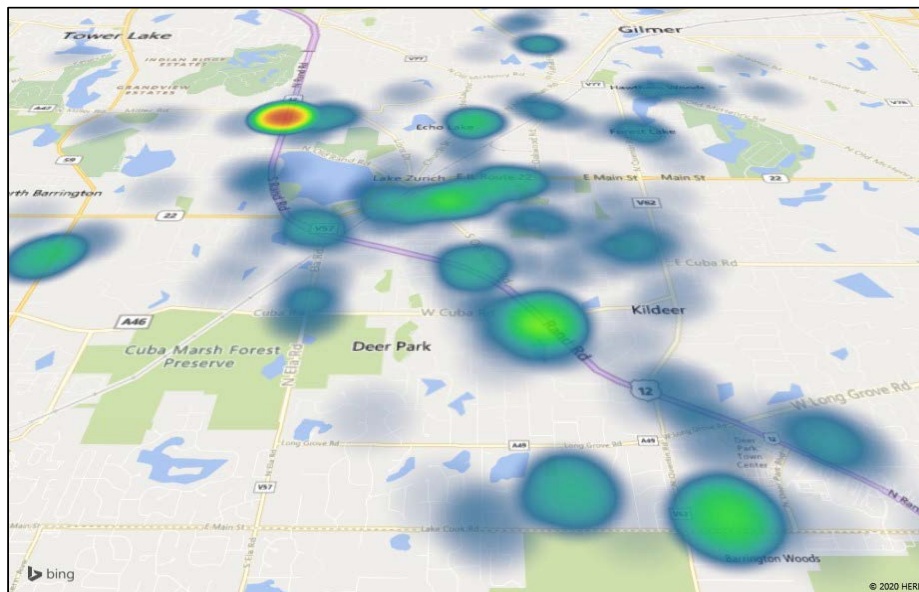
The service area of the Lake Zurich Fire Department contains the Village of Lake Zurich and the Lake Zurich Fire Protection District. The placement of the four fire stations allows division of the service area into first response areas. The graph below represents the percentage of calls by each station along with mutual/auto aid for April 2020. The graph does not represent the station that responded as the primary resource to the area – it represents **where** the call originated from. Station 1 is historically the busiest district.



The graph below shows the responses by each unit – Ambulances & Engines – in April 2020.



The next graphic is a visual representation of call distribution for April. As visually displayed, the assisted living/memory care facilities are a large portion of calls for our department and are consistently within the top ten locations responded to each month. In addition, we frequently respond to doctor offices and health clinics, along with automobile accidents near the Route 12 corridor.

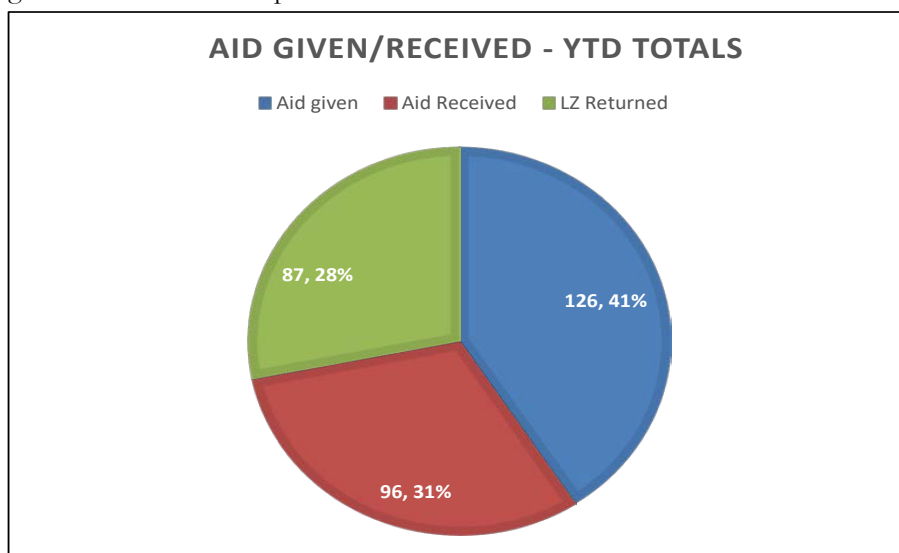


**Frequent Call Locations:**

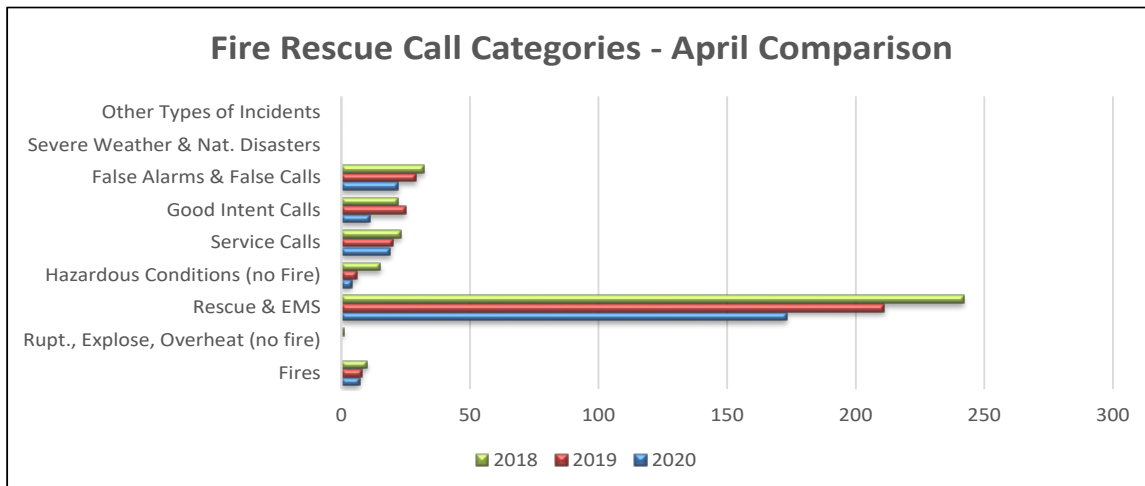
- 795 N. Rand Road – Azpira Place Assisted Living – 33 responses
- 21840 Lake Cook Road – Solana Senior Living – 14 responses
- 777 Church Street – Cedar Lake Assisted Living & Memory Care – 10 responses
- 21481 N. Rand Road – Northwest Community Healthcare – 7 responses
- 250 Mohawk Trail – Zurich Meadows – 3 responses
- 900 S. Rand Road – Lexington Healthcare – 3 responses

**Mutual/Auto Aid Response  
 Year to Date –**

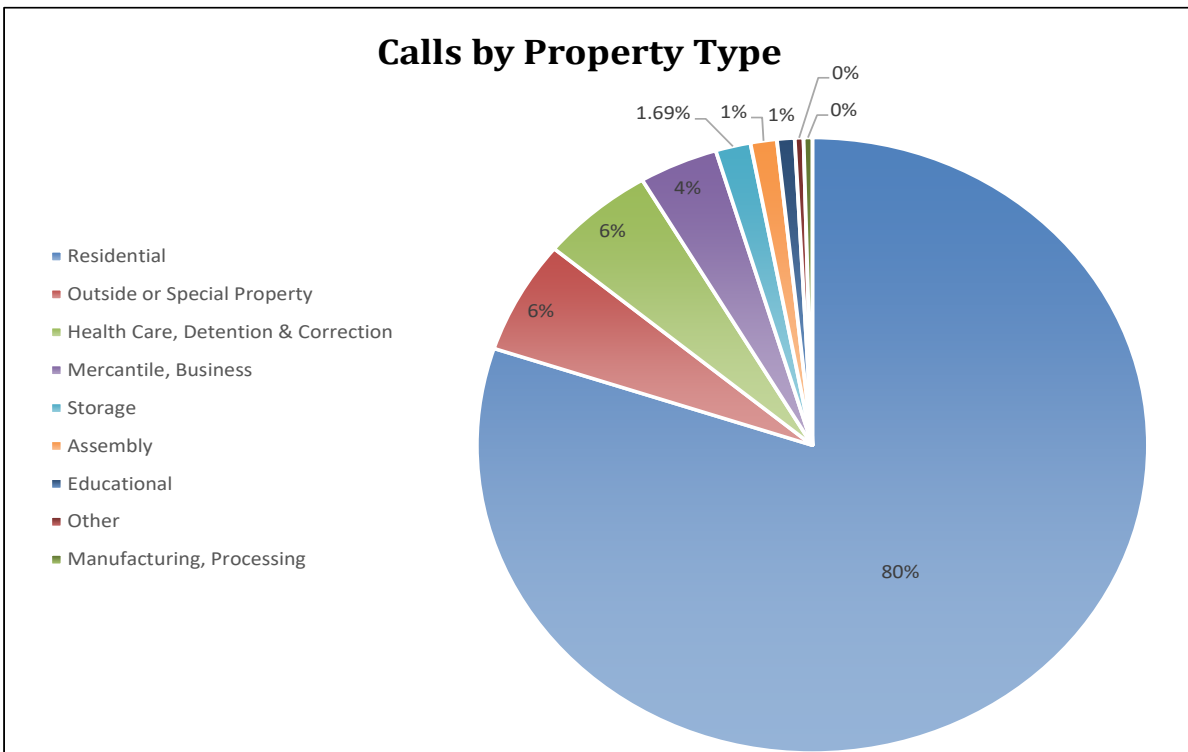
The mutual aid agreements are designed not to overburden any one agency and will be looked at closely for any necessary adjustments. Run cards for the department have changed and our partners are responding to assist us more often. In April, we responded to **17 calls** for mutual-aid and were **returned 6 times** prior to our arrival. The chart to the right shows YTD Aid Given/Received and how many times LZ was returned before their arrival. Through the automated dispatching system and resource sharing, many of our response incidents do not require intervention from the LZPD 911 center. They are completely handled by the agency requesting our response — direct cost savings to our budget and an added benefit of the automated dispatch system.



All calls we respond to as a department are coded within the guidelines of the National Fire Incident Reporting System (NFIRS). The codes all relate to the text categories noted in the chart below. As indicated below, you will see across the three years that the trends remain essentially the same. Rescue and EMS incidents account for the majority of calls we respond to and continue to increase, as indicated below.

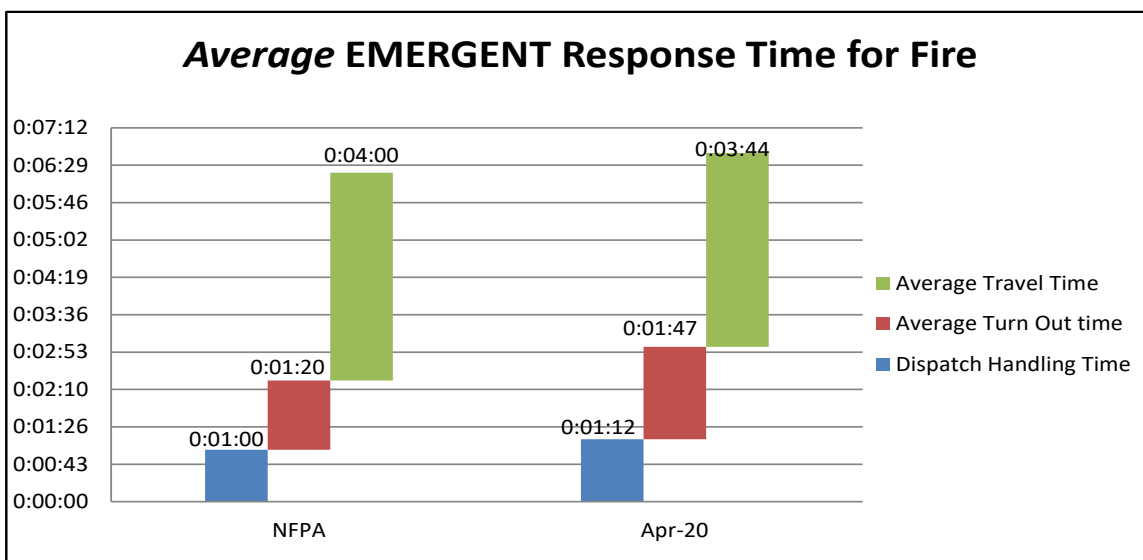
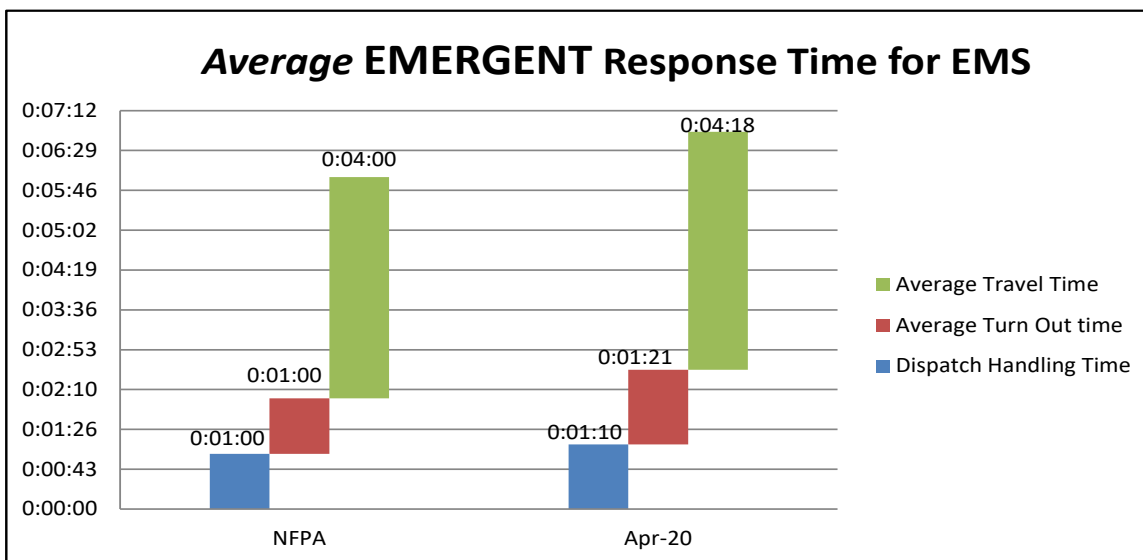


As previously mentioned, there is a national standard for coding the type of property use. How is this relevant? We see trends in various types of occupancies and use this to determine the impact on our service demand. As an example, the healthcare category would see an increase if additional assisted living or nursing homes open. As shown below, we continue to respond to Residential Properties more than any other (71%) and Mercantile, Business & Outside Properties were second (7%) of all calls.



Response time is made up of three key factors: dispatch handling time, turnout time, and travel time. Dispatch handling time is the time for dispatch to take in information and then dispatch personnel. The turnout time is the time the crews receive the call to the time they get into the vehicles and hit the en-route button. Travel time reflects the time from en route to the time they arrive at the scene of the incident. Construction, speed limits, weather, and train traffic can impact response times. The overall goal for arrival at an emergency fire call is a total of 6 minutes and 20 seconds from the time of notification until the first unit arrives on the scene. For a response to an EMS incident, this time is 6 minutes.

The next two graphs compare the average emergency response times for both Fire and EMS calls within our primary response area of the first arriving unit. These times will vary based in part on the location of the first responding unit, multiple calls, weather, and time of day and traffic conditions. \*Dispatch handle times have increased after switching to the new CAD system and delays caused by processing an alarm. The ETSB and Infor continue to work the issue.





**Training Initiatives:**

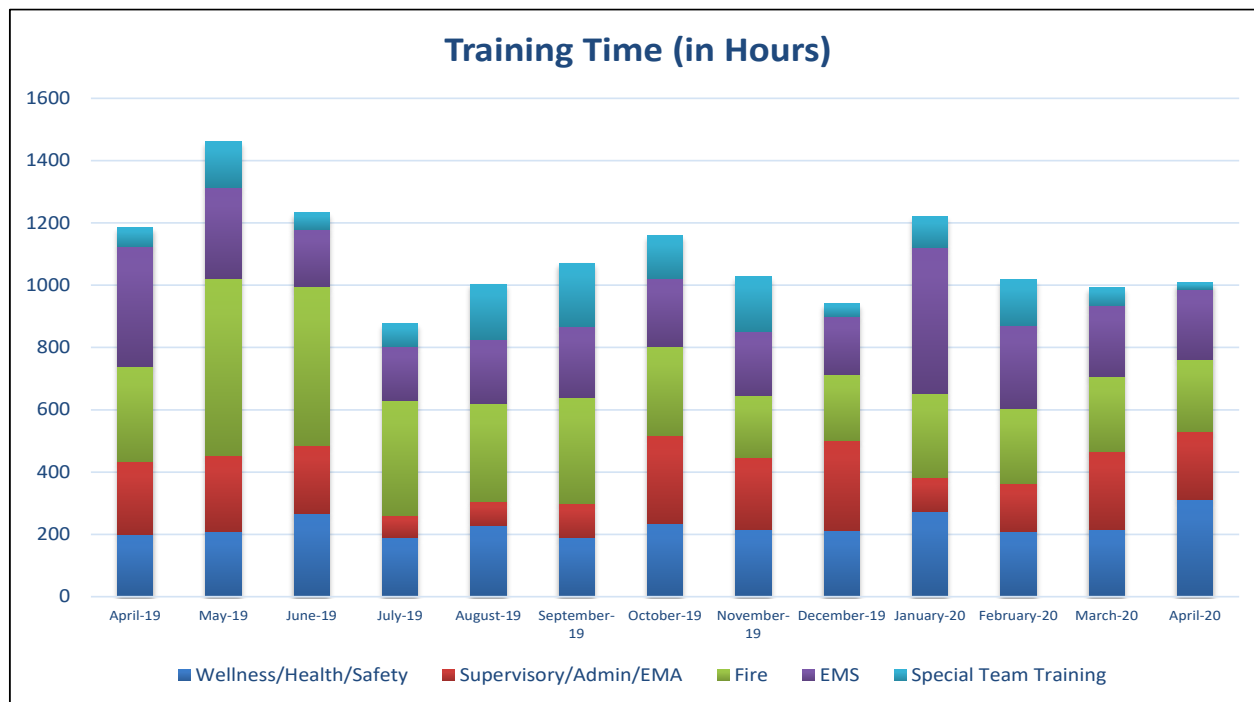
Our training hours were down this month due to canceling some of our in-house and all outside trainings due to the COVID-19 pandemic.

However, personnel still managed to train on the following:

- Flat Roof Operations,
- ECG Review and using weblink to NCH EMS,
- Lexipol Stress Webinar
- Quarterly Intubations
- Ladders
- Donning and Doffing EMS PPE – COVID-19
- Review of NCH memos 391 & 392 – COVID-19
- Vehicle Cribbing & Stabilization
- UV-C Light Sterilizer Safety and Use Inservice
- Dr. Steiner Zoom Meeting on Handling Stress.



Pictured right is Training at Station 1 while keep our social distancing during the pandemic.

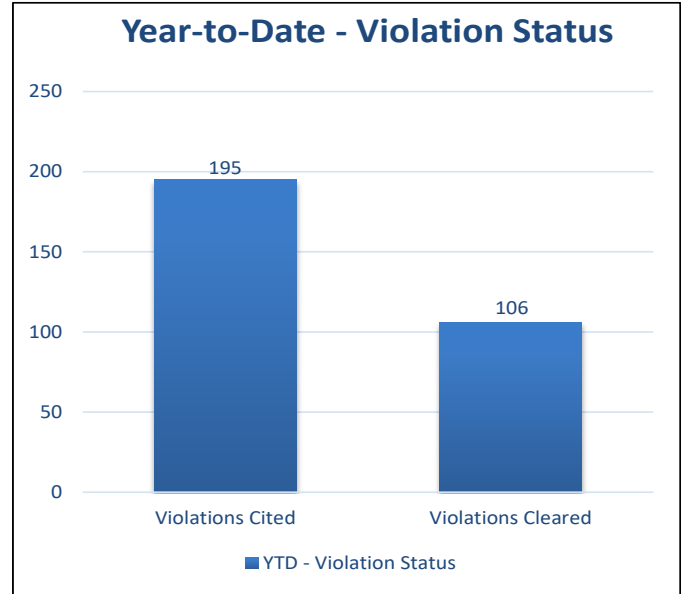




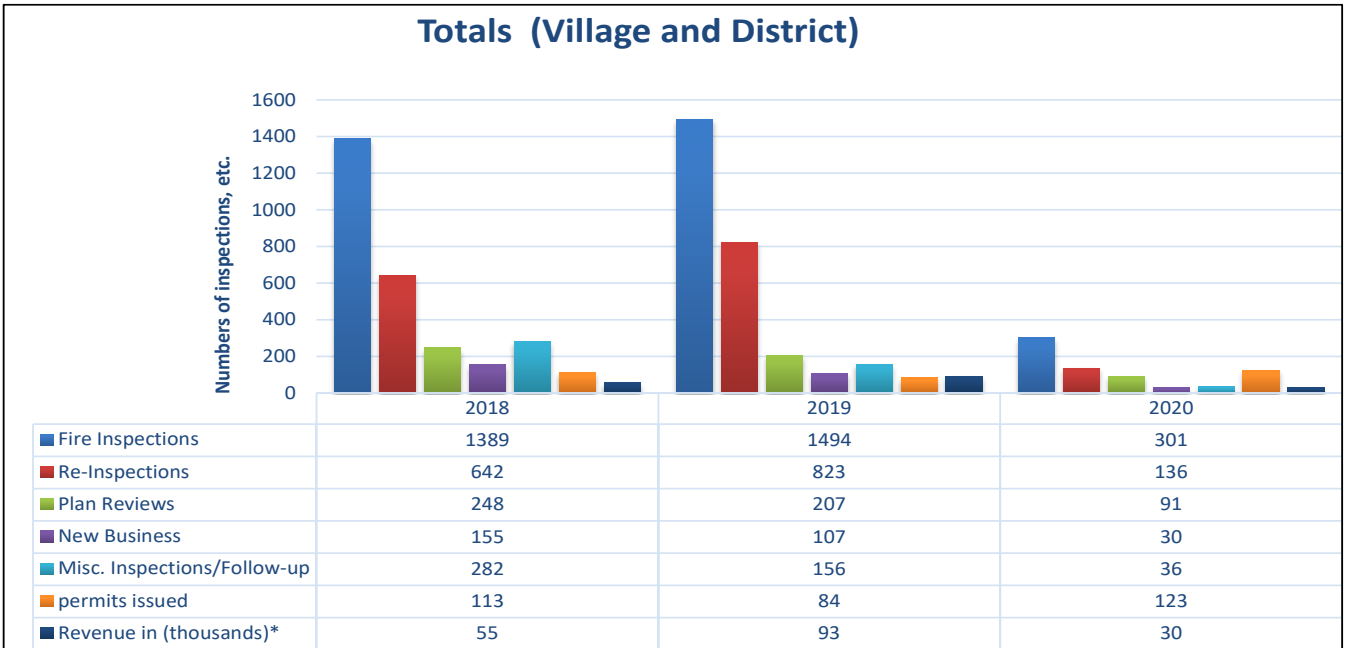
**Inspectional Services:**

Fire Prevention personnel conduct annual fire inspections, special event inspections, and review and monitor construction projects in the Village and the Lake Zurich Rural Fire Protection District (LZRFPD). During April, the Fire Prevention Bureau participated in the following:

- Morning staff meetings on Zoom
- Cover for Lake Zurich Building Department for residential inspections
- McDonalds – flush
- Alarm follow-ups – 4
- Special inspection at Home Depot on temporary exits
- Knox Box – key replacements – 4
- Covered open burning complaints – various areas
- PPE pickup at Libertyville – 3 times
- Fire investigation – Route 59
- Fire investigation – Lake Cook Road
- Administrative work for Bureau
  - Return numerous phone calls – residential and contractor
  - Receive checks from contractors and drop off at Village Hall after they have been processed
  - Schedule appointments – inspections, etc.
  - Check in and log all new plan reviews/permits



Data will be added to the below chart each month in the 2020 column to show growing Year – To – Date numbers





# PUBLIC WORKS DEPARTMENT

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## MONTHLY INFORMATION REPORT

**April 2020**

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HIGHLIGHTING DATA METRICS  
TO IDENTIFY OPERATIONAL TRENDS  
AND  
FACILITATE INFORMED DECISION MAKING

505 TELSER ROAD  
LAKE ZURICH, IL 60047

## DEPARTMENTAL NARRATIVE

**Park Maintenance:** Crews continue to address both routine and specific maintenance items as needed. Staff has been monitoring facilities during the Covid-19 pandemic insuring proper sanitation is occurring. Facility HVAC system levels have been adjusted in an effort to minimize usage.

**Winter Events:** Crews have completed maintenance on vehicles and equipment associated with winter operations. There was one event in April that required crews to perform de-icing procedures. Projections show that overtime usage will be well below anticipated for the 19-20 season. Crews are scheduled to repair any damage caused by winter operations as soon as bulk topsoil becomes available.

**Right-of Way Maintenance:** Crews have begun the 2020 sign replacement program. The program locations mimics the annual Road Resurfacing Program. The program is scheduled to be completed in April.

**April Water Main Break Locations:**  
830 Windemere Lane

**Thorndale Lift Station Replacement:** Concrete & asphalt have been completed and landscaping restoration will be completed when weather permits.

**Water Main Replacement:** The bid opening for the Rt. 12 water main project occurred on December 18, 2019. Copenhagen Construction Inc. was the low bid and awarded the contract. Construction began on March 16 but several conflicts have since slowed initial progress. Due to a previously unknown conflict with Nicor, the water main alignment has been redesigned and is awaiting approval from IDOT. A revised schedule will be determined once the contractor is able to proceed.

**Well 8 Scheduled Maintenance:** On April 6<sup>th</sup>, Well 8 was taken out of service for our well contractor (Layne Christensen Co.) to pull and perform routine preventative maintenance to the well pump and motor. Maintenance/repairs and reinstallation are anticipated to be completed by the end of May and the well back in service in early June.



**Employee Training:**

Cancelled.

**Anniversaries:**

Shawn Creech 25 years.

Peter Neyfeldt 5 years

**Staff Kudos:**

**Email from resident to Mike Cernock**

*Mike,*

*That is the fastest most thorough response I have ever gotten from any town I've ever lived in. Thank you so much for taking care of this so quickly. I can let you know tonight when it's dark.*

*Adam Frank*

**Email from resident to Mike Brown**

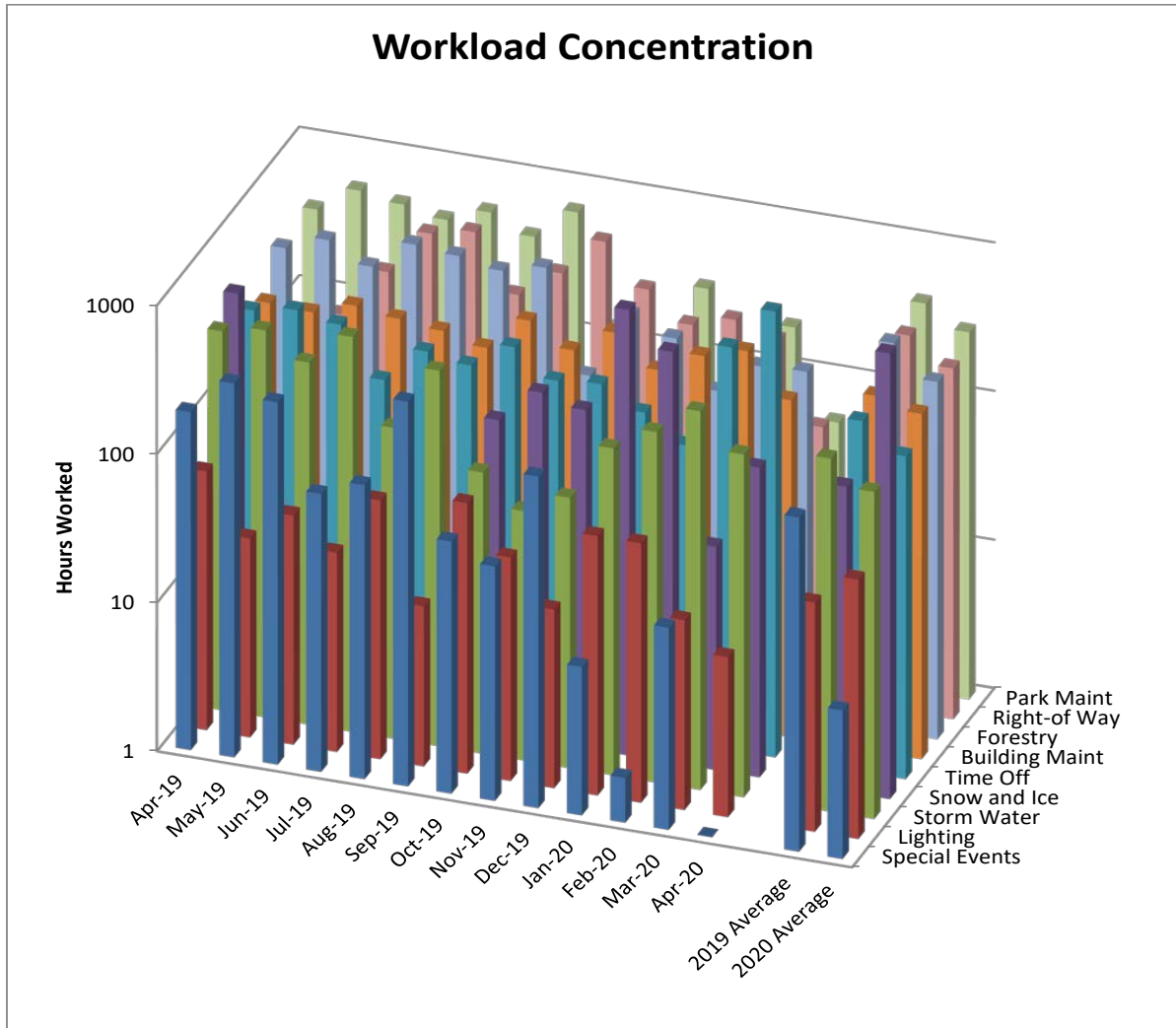
*Thanks Mike for your quick response to my issue here.*

*I appreciate greatly the action that Jason and his coworker took for their inspection under the manhole cover*

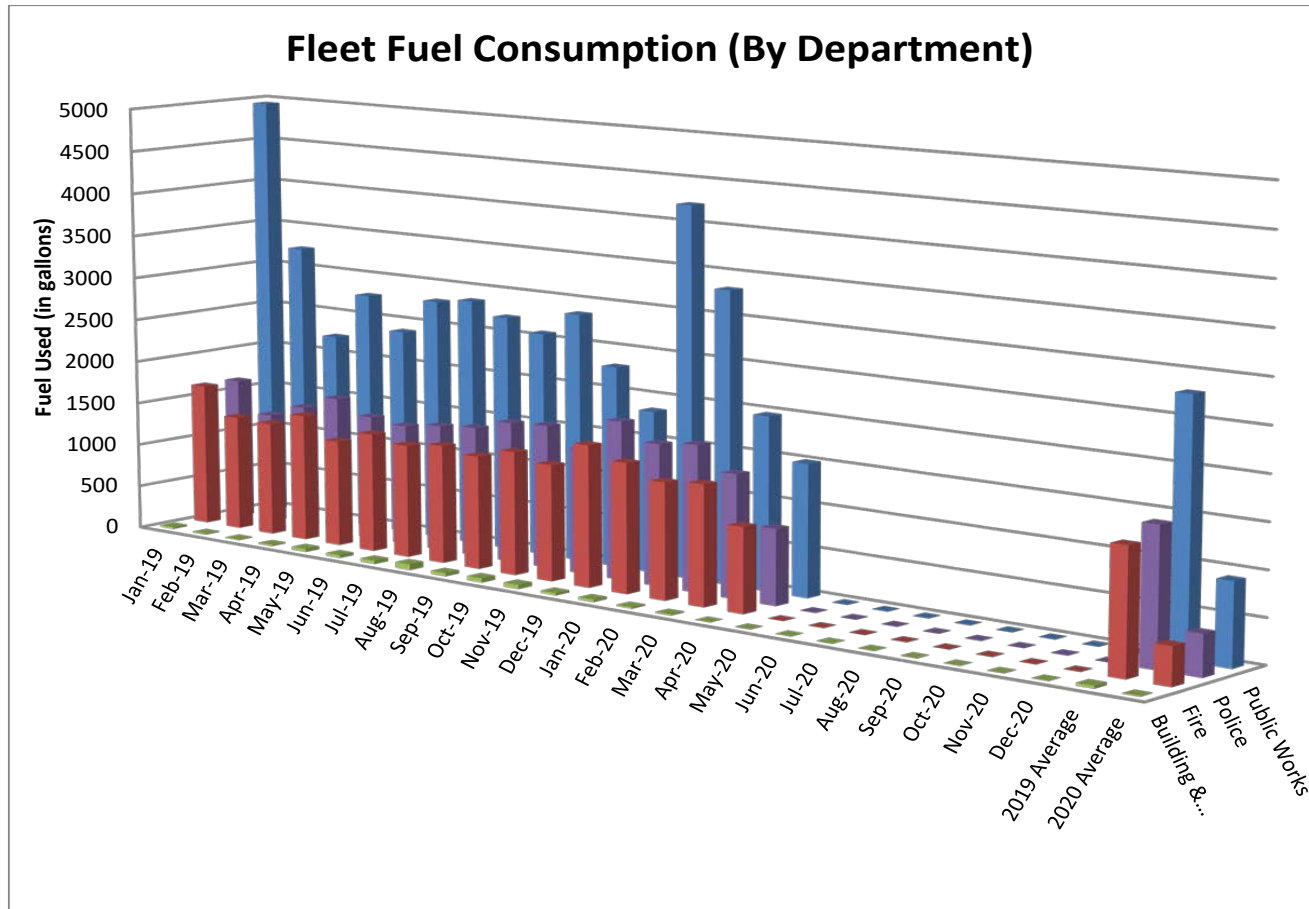
*and I was impressed with the courtesy they showed and the professional advise they gave me.*

*Thanks again!*

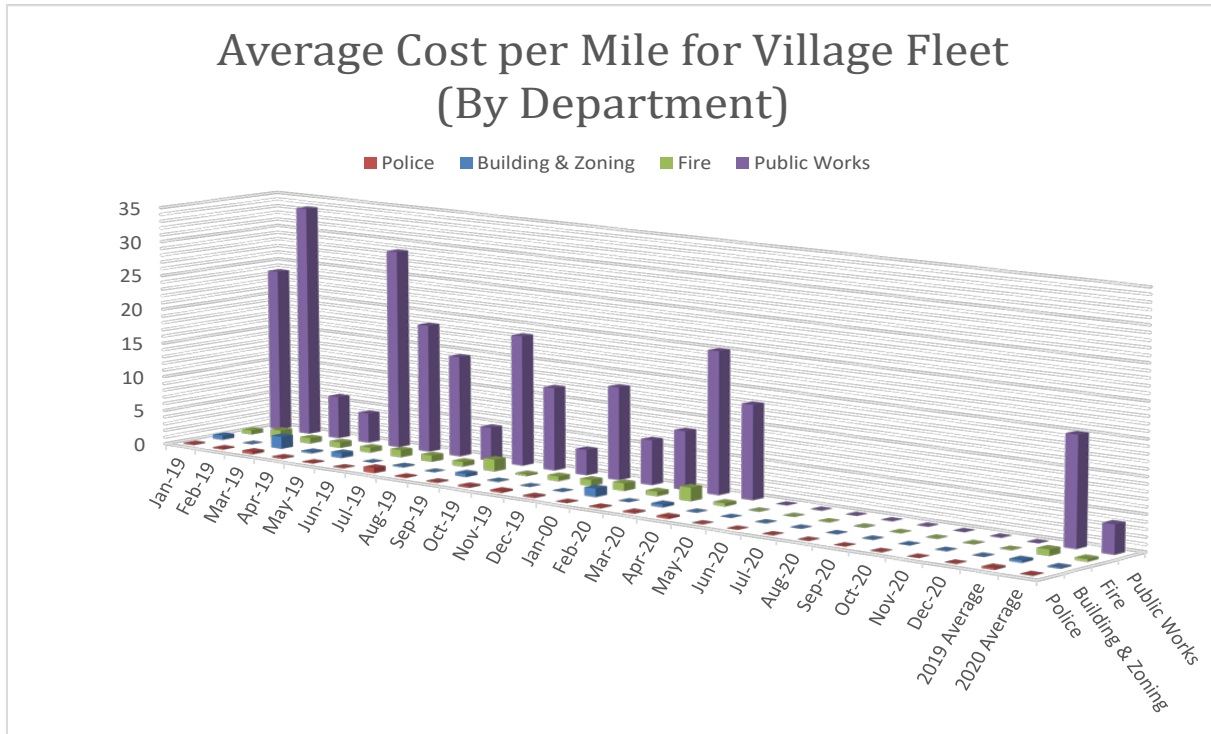
*Charlie.*



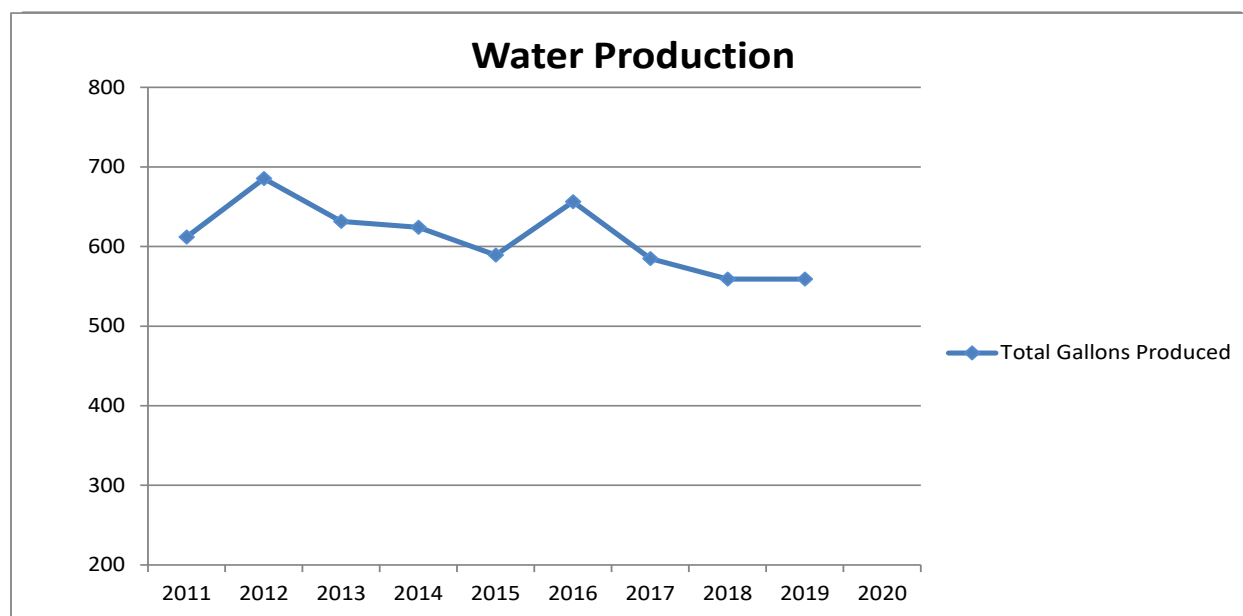
A core function of Public Works are related to the completion of work orders for several categories, including administrative, forestry, park maintenance, municipal property maintenance, right-of-way, snow and ice, street lighting, and storm water system maintenance. This chart shows the number of hours worked on major activities.



Tracking fuel consumption allows staff to make informed decisions relating to the municipal vehicle fleet, including the number of vehicles in each department, the types of vehicles purchased and the type of fuel source used. Dramatic fluctuations in fuel consumption can occur during events such as heavy snowstorms. (Output measure)



Vehicle cost per mile is an initial indicator of an efficient fleet operation. With basic cost per mile information in hand, all components that feed into that cost can be scrutinized and measured. These components include labor rates, fuel costs and parts costs. Looking further into the Village’ vehicle cost per mile, staff can measure other components such as average vehicle age. When vehicles are replaced within their life cycle, the impact is usually positive.

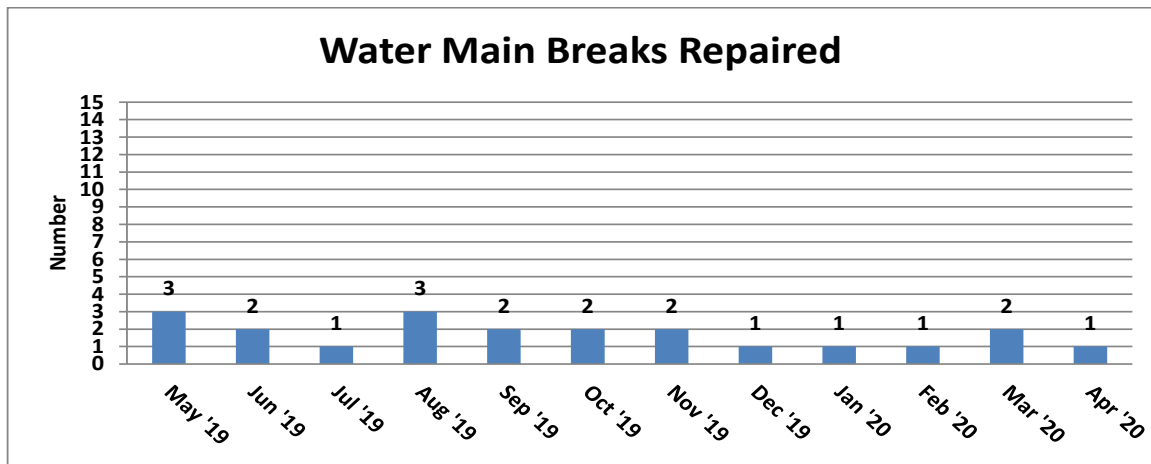


From 2012 to 2015, there was a steady decline in the annual volume of water produced and used by our community. This trend was altered in 2016 due to dry weather leading to increased watering of lawns and landscaped areas.

	2012	2013	2014	2015	2016	2017	2018	2019	2020
January	47.229	49.905	53.387	49.414	49.301	46.667	45.868	44.227	43.867
February	44.311	44.679	47.574	44.590	45.801	40.952	41.098	41.452	41.645
March	45.379	47.903	50.717	47.756	53.467	44.543	43.155	43.946	43.552
April	47.426	49.241	48.801	48.025	55.963	49.974	45.098	43.570	40.662
May	55.957	55.637	53.786	51.788	60.273	49.588	48.065	45.339	
June	72.098	52.697	54.277	49.314	63.819	56.169	46.114	45.489	
July	88.490	60.383	57.475	52.978	68.751	53.755	57.074	59.526	
August	71.191	64.299	58.865	57.018	66.229	54.746	54.067	61.419	
September	60.446	54.801	52.535	49.748	58.664	53.928	46.809	44.786	
October	54.287	51.133	50.722	47.667	45.838	47.169	44.369	43.476	
November	48.533	49.229	48.117	44.274	42.120	42.335	42.089	41.475	
December	50.002	51.850	47.938	46.754	46.088	44.961	45.305	44.379	
<b>Total</b>	<b>685.349</b>	<b>631.757</b>	<b>624.194</b>	<b>589.326</b>	<b>656.314</b>	<b>584.787</b>	<b>559.111</b>	<b>559.084</b>	<b>169.726</b>
<b>Avg</b>	1.873	1.731	1.710	1.615	1.793	1.598	1.532	1.532	1.403
<b>% incr/decr</b>	12.01%	-7.82%	-1.20%	-5.59%	11.37%	-12.23%	-4.59%	0%	

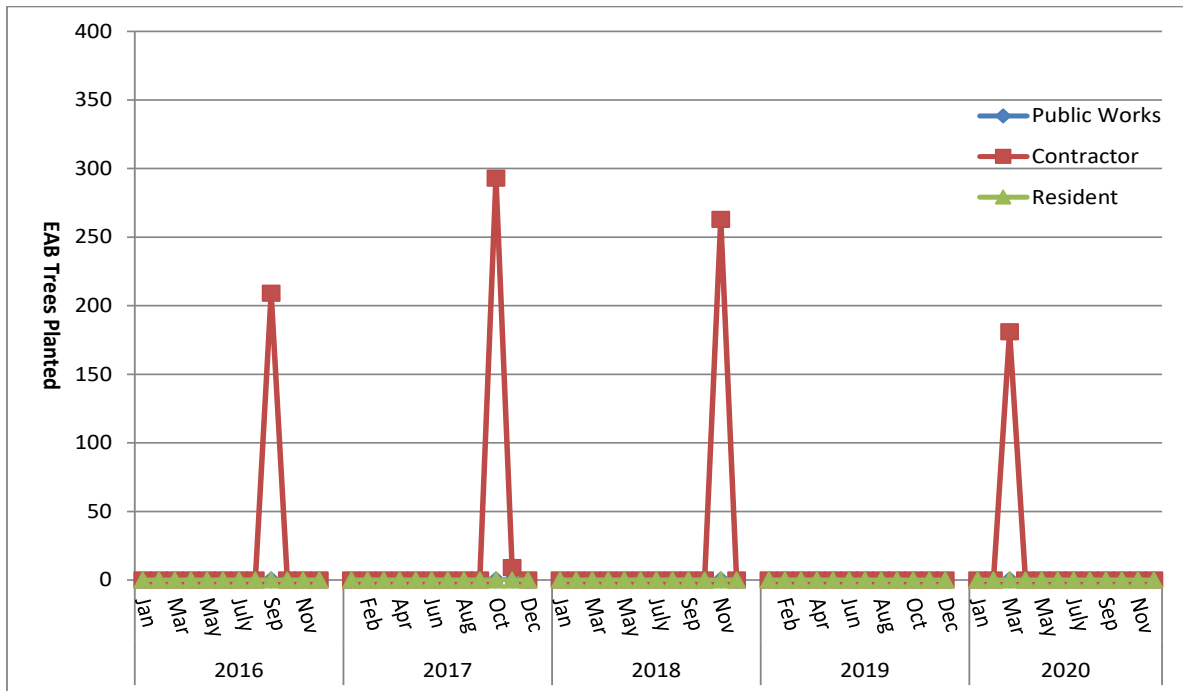
The highlighted months are the lowest for each of these months in the last 9 years. The highest monthly production in the last 8 years occurred in July of 2012. In 2019, our daily average was 1.53 million gallons per day.



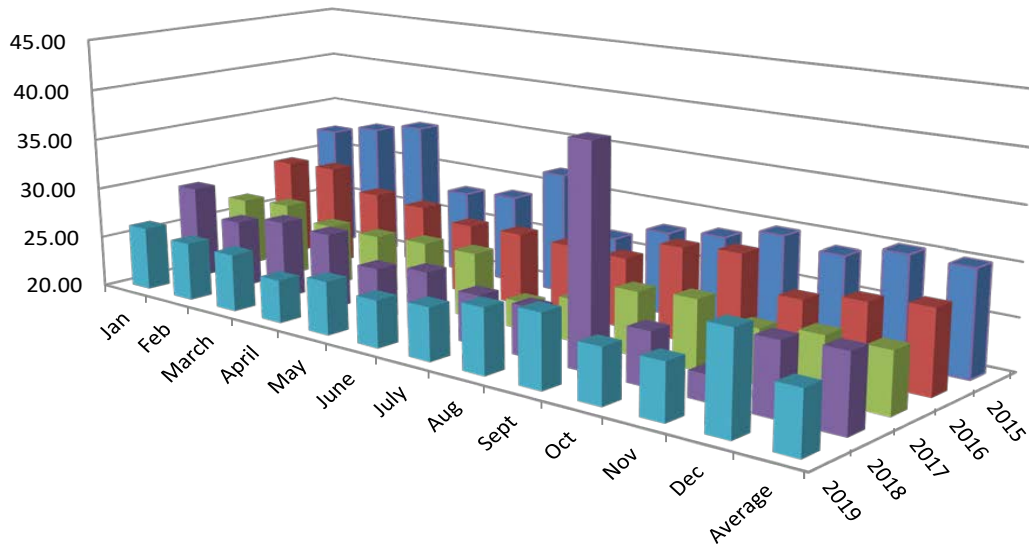


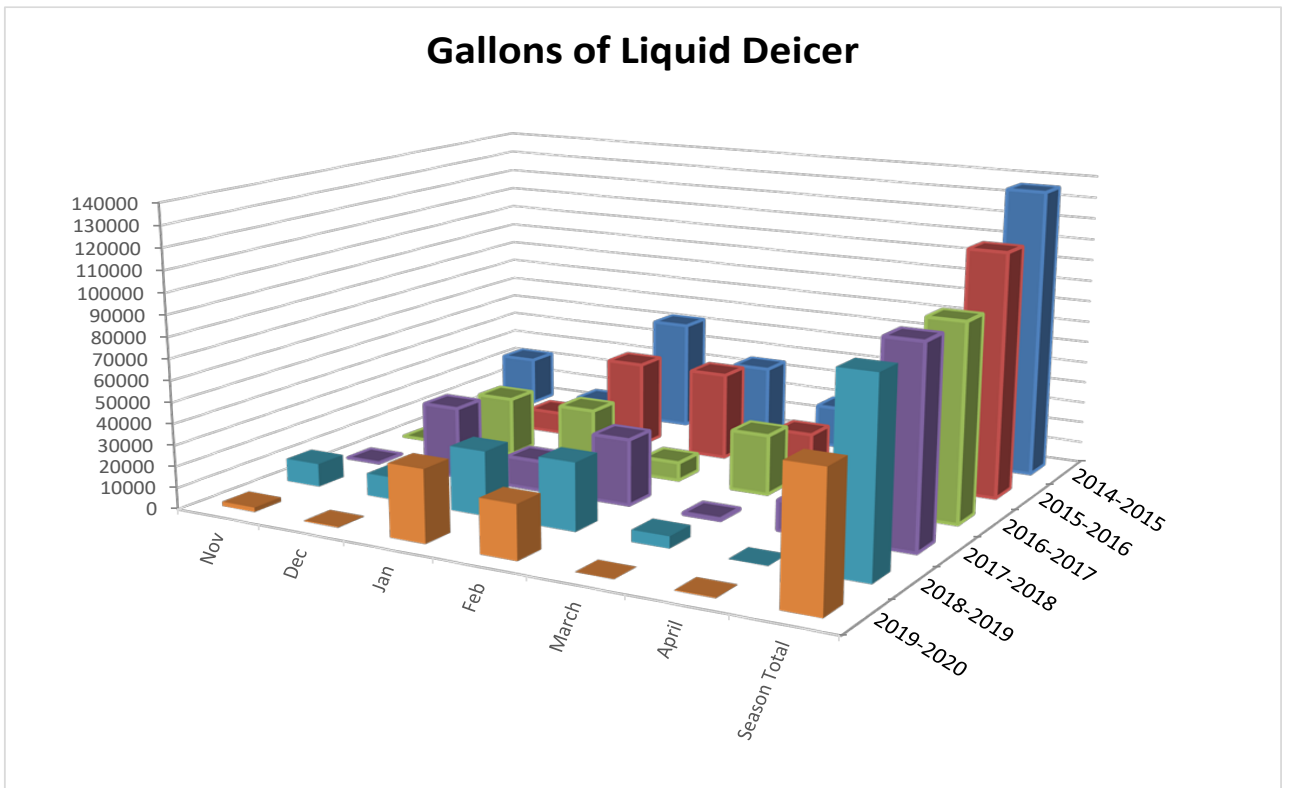
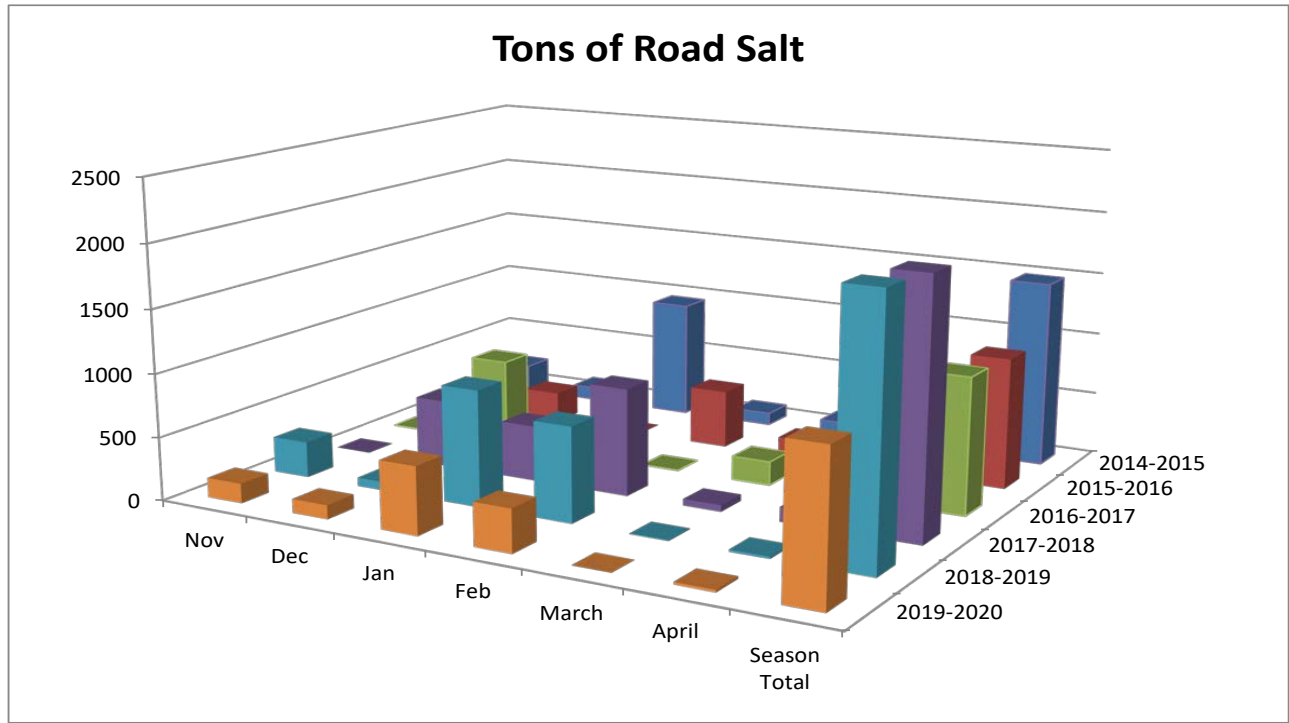
A water main break can be a hole or crack in the water main. Common causes of breaks in the water main include: age, pipe material, shifting in the ground attributed to fluctuations in moisture and temperature (below and above the frost line), corrosive soil that causes a thinning of the water main pipe, improper backfill, severe changes in water pressure (hammer) which has several causes and physical contact (damage) by excavating contractors.

### Emerald Ash Borer Tree Replacement Program



### Percentage of Refuse Recycled by Month/Year







# COMMUNITY DEVELOPMENT DEPARTMENT

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## MONTHLY INFORMATION REPORT

**April 2020**

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HIGHLIGHTING DATA METRICS  
TO IDENTIFY OPERATIONAL TRENDS  
AND  
FACILITATE INFORMED DECISION MAKING

505 TELSER ROAD  
LAKE ZURICH, IL 60047

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## DEPARTMENT NARRATIVE

During the month of April 2020, the Community Development Department was engaged in the following activities:

### **BUILDING & ZONING DIVISION:**

#### **Commercial permits issued for Construction:**

660 S Rand: John Brunetti-DMD Oral Surgery (interior demolition of previous 5<sup>th</sup> 3<sup>rd</sup> Bank)

#### **Commercial occupancy permits issued:**

41 E Main, Suite 150: Equitouch Animal Healing

365 Surrise, Suite 160: Primerica Financial Services

**FOIA Requests:** Total number of FOIA requests: 3

**Lake County Inspections.** In response to the COVID-19 pandemic, the *Lake County Development Department* began implementing a process allowing a variety of inspections, especially those inside of occupied dwellings, without compromising inspector safety. They conducted virtual inspections using free applications such as FaceTime and Google Duo to perform inspections. The most common items being inspected using this method are – building interior alterations and projects involving an occupied home/building, such as kitchen and bath remodeling or basement buildouts, solar installations, electric service, pier footings/foundation/slab on grade, minor framing and insulation, and replacement HVAC and plumbing. For new construction both residential and commercial spaces in excess of 5,000 square feet that have open circulation/ventilation, inspections are being completed as usual or with the aid of virtual technology. However, the County noted that at an inspector's discretion, any inspection may be deferred if he or she feels that conducting the inspection would cause them to violate social distancing protocols or otherwise potentially expose themselves to any type of communicable disease. Community development staff continues to work with the County to schedule these inspections and log their results.

**Thompson Elevator Inspections.** Thompson Elevator Inspection Services similarly informed the Village that while it would continue to address the safety of building occupants, public, licensed elevator contractors/mechanics and their inspectors, permit reviews and inspections would be conducted as requested. Routine elevator code compliance inspections would continue unless their inspectors are unable to access buildings. In such cases, those inspections will resume in the next inspection cycle. Elevator emergencies would be handled accordingly and if necessary would be reviewed with the Office of the State Fire Marshal.

### **PLANNING DIVISION:**

#### **Planning and Zoning Commission (PZC) Activity:**

The April 15, 2020 meeting of the Planning and Zoning Commission (PZC) was canceled due to the COVID-19 outbreak. The Applicant that submitted an application for the meeting was advised that the item would be deferred to a future meeting date once public business had resumed.

**New Zoning Applications received.**

Staff received one new application for consideration at the next scheduled meeting of the PZC. The application is as follows:

1. 64 S. Old Rand Road: Laura Cison. Request for a Special Use Permit for outdoor seating and indoor live entertainment.

**Development Planning:**

1. 35 W. Main Street, Former Bank of America Building (Don and Cindy Malin): Don and Cindy Malin informed the Village that Vela Carina was negotiating two letters of intent (LOI's) for their 35 West Main Street location. A private education-type business is working with the Malins on a 2,000 square-foot space on the northwest portion of the building with the main vault. The Malins anticipated the cost of the re-design at approximately \$150,000. A second LOI was also being negotiated for a café/coffee shop business for a 3,000 square-foot build-out which included a drive-through feature.

The owners also obtained the services of Coldwell/Banker Commercial Real Estate to assist in marketing and procuring retail tenants for their building at 35 West Main Street. Mr. Paul Proano would be the lead broker for C/B. Mr. Proano is a local commercial broker and lives with his family in the Somerset Townhome community. The marketing program was intended to reach all Coldwell/Banker real estate offices across the United States, giving the project national exposure.

2. Avery Ridge by M/I Homes at the Raupp Property (24168 Midlothian Road). M/I Homes had indicated that they were preparing to close on the Raupp property on Thursday, April 2 indicating that that the company was deeply vested in the project and wished to move forward with developing the 35-lot single-family residential subdivision to be known as Avery Ridge.

They had previously indicated that they would fulfill the terms of the approved annexation agreement in developing the Raupp property, without requiring renegotiation or modification of the development plans. M/I Homes submitted new building elevations that they wanted to substitute for the set of plans that had been previously provided by Taylor Morrison Homes, which was acquired by M/I Homes. Staff had directed M/I Homes to present their new building elevations at an upcoming Village Board meeting for community discussion and board approval. Instead, M/I petitioned the Village Manager to administratively approve their alternative building plans, invoking a provision in the annexation agreement that allows for administrative approvals so long as they are "in substantial compliance" with what had been previously approved. Staff review of the plans revealed that the proposed changes would have produced smaller homes, with fewer options and lacking architectural detail, which would reduce the character and quality of the development.

Manager Keller, in consultation with Community Development Director Saher, found that the proposed elevations were not "in substantial compliance" with the previously approved plans and denied the administrative approval request. M/I stated that they are choosing to not proceed with the closing due to their failed attempt at getting their elevations approved. M/I has not provided an update on the status of the project or its next steps at this time.

3. Prestige (Greg and Mona Schmitt) at Hummel Property on Honey Lake Road. Greg Schmitt of Prestige Development reached out to Community Development Director Saher to inform him that Prestige still intended to move forward with the development of the Hummel property on Honey Lake Road. Mr. Schmitt informed Director Saher that he had approached Citizens for Conservation (CFC) in Barrington

who indicated their interest in the vacant wetland portion of the property and would be amenable to working with the Village on a means to oversee and fund the maintenance of the property. Staff first intends to internally evaluate the viability of this effort before reaching out to CFC. In the meantime, Director Saher also advised Mr. Schmitt that the May meeting of the PZC was still tentative at this time and that he would have more certainty on the meeting towards the end of the month.

4. Life Time Construction at 400 N Rand Road. Earlier in the month, Life Time had indicated that there were no indications that the Lake Zurich site will reopen for construction. It would continue to remain closed until further notice from Life Time. In the meantime, staff would continue to monitor the property for security. Life Time also informed Community Development staff that they still have staff in the Chicago area that can address site related issues during the temporary closure of their project (white tarping on the building and dust). The tarping had been removed and Life Time began seeding exposed stockpiles to stabilize the exposed soil. The perimeter of the property along Old Rand Road and Golf View was hydro-seeded and grass is currently germinating.

Later in the month, Village staff was notified that IDOT had issued its permit to Life Time for their access and roadway improvements within IDOT's Rand Road right-of-way. As part of the construction work, Life Time anticipates lane closures along Rand Road for certain specified periods of time. IDOT's permissible lane closure hours are 9:00 AM – 3:00 PM, Monday through Friday, and not allowed on weekends and holidays. Where road excavation is required, steel plates are required to be used over pavement openings to keep the entire roadway open to traffic from 3:30 p.m. to 9:00 a.m. each day and all day on weekends, holidays, and while the concrete pavement patch is curing. IDOT does not permit the use of steel plates between November 1 and May 1 unless specifically approved. Village staff would be notified of the specific dates of right-of-way construction once Life Time resumes its work on the project.

5. Companion Animal Hospital in Lake Zurich. Steve Kardel, broker for Companion, confirmed that Companion had decided to move forward at a tenant space at Deerpath Commons, in the westerly 2,200 square foot corner unit at 917 S Rand Road (formerly occupied by Eddie Z's Blinds and immediately adjacent to SW Massage). Staff informed them that the land use will need to be established as a Special Use Permit, which will need to be considered through the public hearing process and Village Board approval when public meetings resume.
6. Fidelity Realty Update. Village officials and staff met virtually with Mr. Jason Sfire of Fidelity Realty. Mr. Sfire reported that he had been actively working with approximately 150 of their Lake Zurich tenants to work through rent assistance and cash flow issues. The restaurants were "holding their own" for the time being, but the nonessential service providers including beauty salons and small fitness businesses were struggling and some were anticipated not to reopen. Mr. Sfire also reported that in spite of the assistance programs available to small businesses, many of their calls to their banks were not being returned, even in case of long-standing relationships. Mr. Sfire and the village would continue to maintain open communications to share information and ideas about how to best assist Lake Zurich businesses through the COVID-19 crisis.

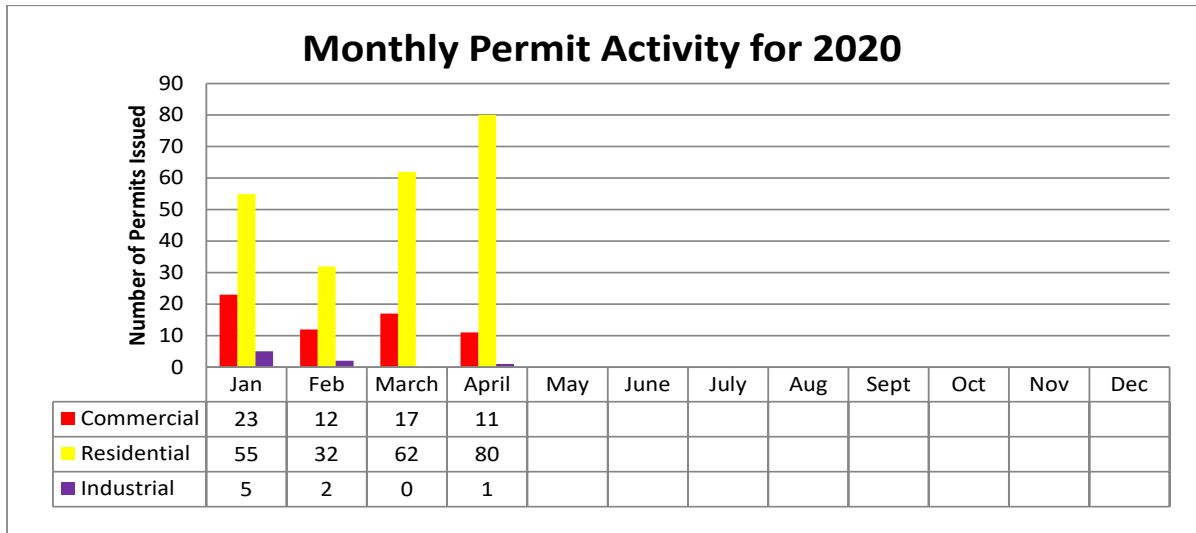
**Other Business**

**Donation of Non-surgical Masks to Community Development and Public Works Personnel**

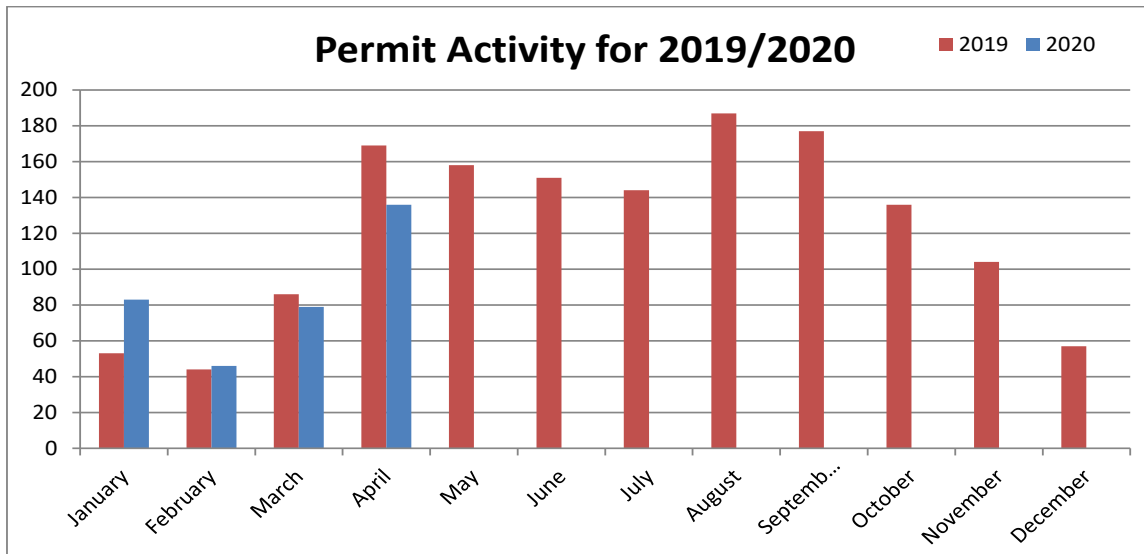
ON April 10, the Community Development Department received a donation of 2,000 masks from a company in Mount Prospect, Intercontinental Trading USA, Inc., owned by Mr. Shargio Patel. Even though they are non-surgical masks (not N-95 certified), they will be able to afford a certain level of protection to the staff of

community development and public works departments during inspections and working in the field. The donation was coordinated and received by Nadine Gerling at the Community Development Department.

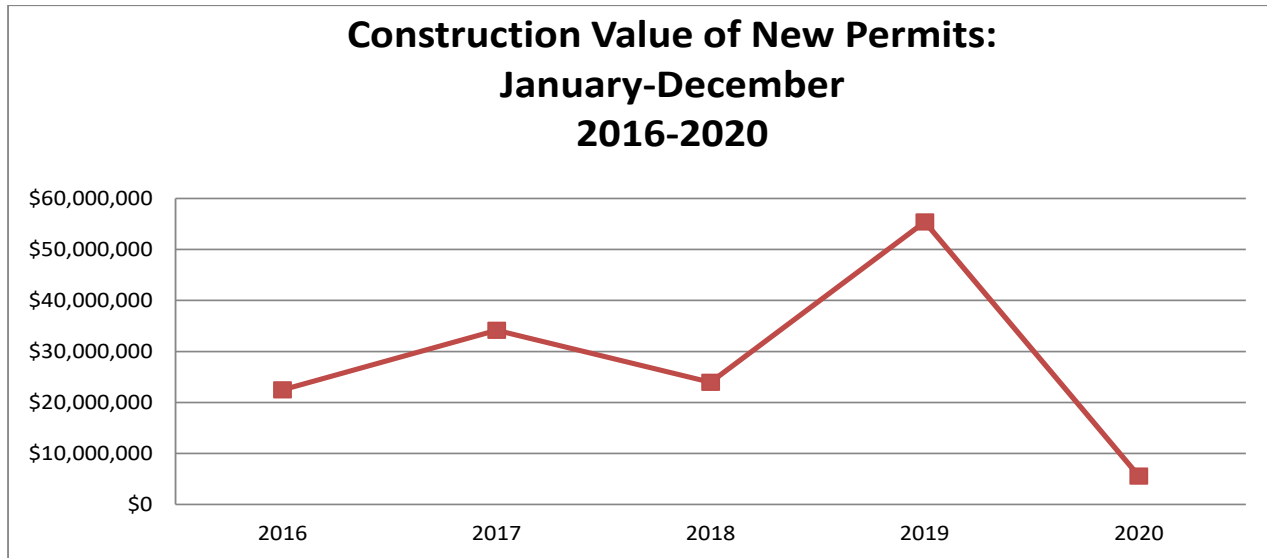




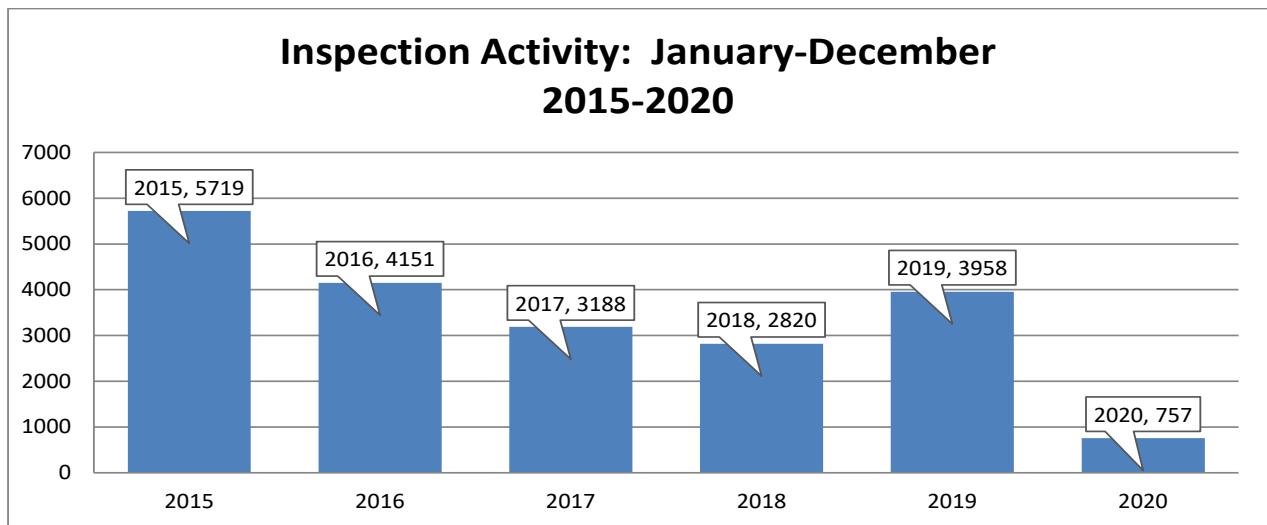
The chart above represents the total of permit activity for 2020.



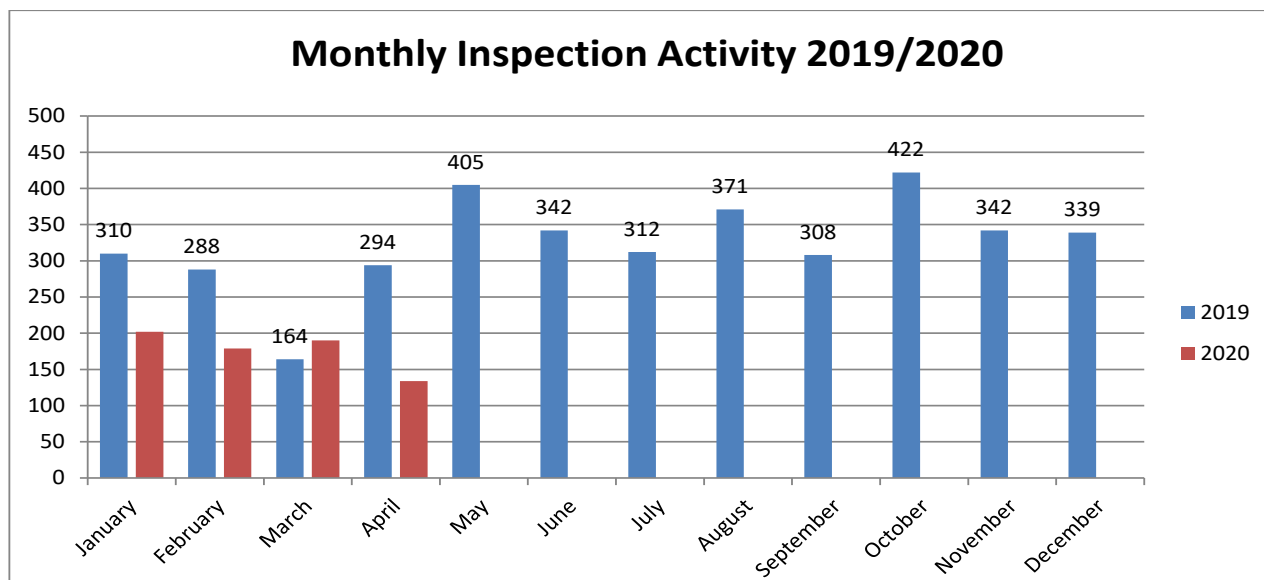
The chart above shows permit activity by month for 2020 compared to 2019.



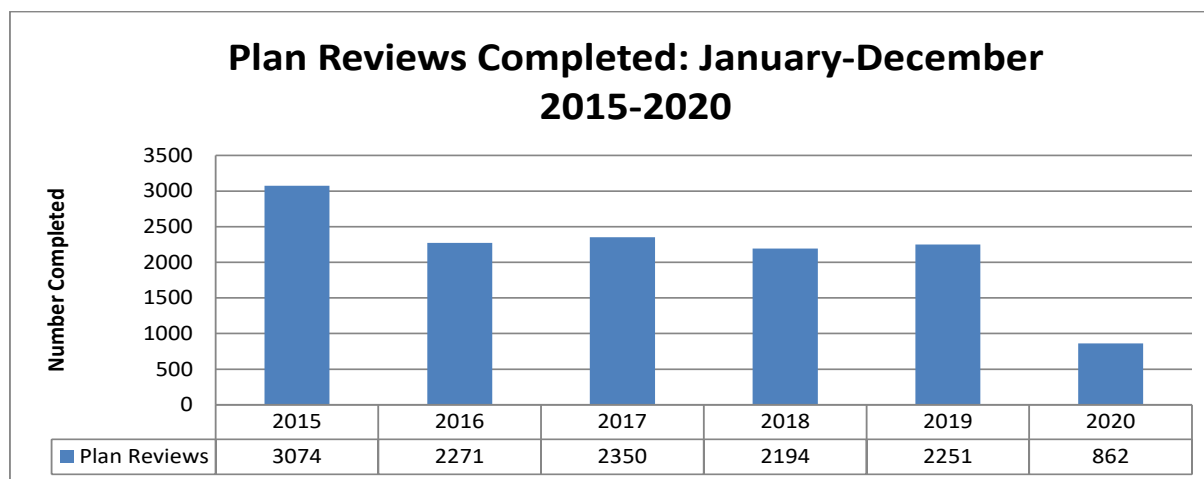
This chart tracks construction value of permit activity by year. Comparable data will not be available until the end of the year.



This graph illustrates the number of inspections performed by year. Comparable data for 2020 will not be developed until the end of the year.

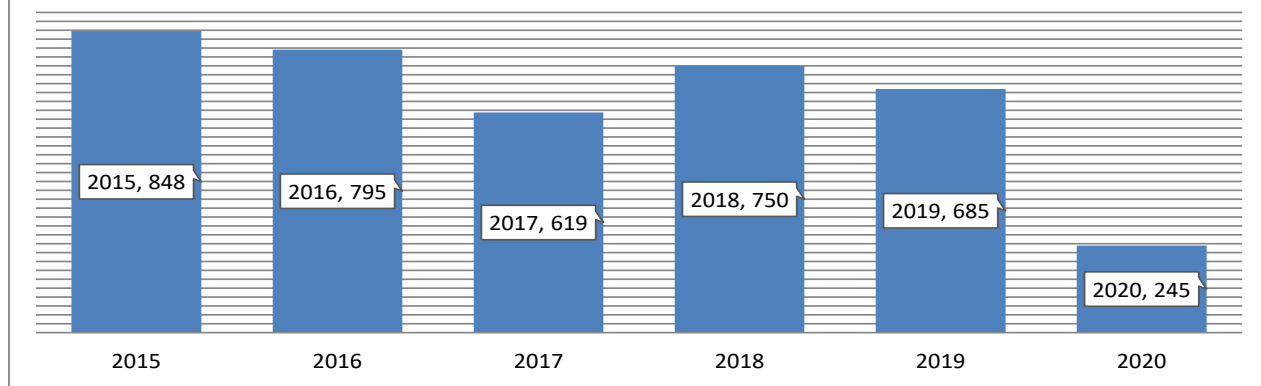


This chart indicates monthly totals of inspection activity comparable between 2020 and 2019.



This graph illustrates the number of plan reviews performed by year. Comparable data for 2020 will not be developed until the end of the year.

### Contractor Registrations January-December (applied for) 2015-2020



### Common Code Violations - Details

