

PRESIDENT  
Dr. James L. Discipio

VILLAGE MANAGER  
Julia A. Cedillo

VILLAGE CLERK  
Amanda G. Seidel



TRUSTEES

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Michael L. Sheehan  
James P. Kucera  
Mario J. Fotino  
Robert T. Lauiner

## VILLAGE BOARD WORK SESSION MEETING

Tuesday, NOVEMBER 12, 2013 – 7:30 P.M.

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### AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Presentation by Selden Fox, Village Audit Firm, Henry Demlow**
5. **Public Participation (agenda and non-agenda related)**
6. **Administration Committee Items**
  - A. Discussion – Restructuring of Building Permit Fees: *Motion to Approve an Ordinance Amending the La Grange Park Building Codes and Regulations as Amended*
  - B. Discussion – Restructuring of Fire Prevention Fees: *Motion to Approved an Ordinance Amending the La Grange Park Fire Prevention Code as Amended*
  - C. Discussion & Action – Energy Efficient Exterior Lighting for Village Hall *Motion #1: To Approve the Resolution Approving Notice to Proceed with the Illinois Department of Commerce and Economic Opportunity (DCEO), for \$1,980.09 in Grant Funds for the Upgrade of the Municipal Building Exterior Lighting Project; Motion #2: To Approve the Resolution Approving Grant Agreement in the Amount of \$1,605.00 with the Illinois Clean Energy Community Foundation, for the Upgrade of the Municipal Building Exterior Lighting Project and Motion #3: To Authorize the Village Manager to Execute an Agreement with the Twin Supplies for the Labor and Materials Required to Perform a Lighting Upgrade at 447 N. Catherine Ave.*
7. **Public Safety Committee Items**
  - A. Discussion – Police Department Garage Floor Restoration *Motion: To Authorize Quality Restorations to Perform the Work for the Quoted Price of \$14,695*
  - B. Discussion – IEMA Pre-disaster Mitigation Grant Funds *Motion: To Approve a Resolution Authorizing Execution of a Grant Agreement with the Illinois Emergency Management Agency for Pre-disaster Mitigation Grant Funds*

**VILLAGE BOARD MEETING**  
**Tuesday, NOVEMBER 12, 2013 – 7:30 p.m.**

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**AGENDA (continued – Page 2)**

**8. Public Works Committee Items**

- A. Discussion – Emerald Ash Borer - Tree Removal Report *Motion: To Increase the Budget for Public Works Tree Trimming and Removal in the Amount of \$65,000*
- B. Discussion - 2013 Construction Projects – Amendments to Edwin Hancock Engineering Agreements *Motion: Authorize the Village President to Execute two Amendments to the Professional Engineering Services Agreement for 1) 2013 Sewer Lining Project and 2) Beach Resurfacing Project*
- C. Discussion – Newberry/Oak/Kemman Water & Sewer Main Relocation Project – Payment of OTM Water Services Invoice *Motion: Authorize the Payment of \$10,150 to OTM Water Services for Invoices 1088 and 1089 dated October 18, 2013*
- D. Discussion – Resolution for Construction on State Highways *Motion: Approve a Resolution for Construction on State Highway*

**9. Finance Committee Items**

- A. Discussion – Tax Levy Ordinances *Motion: To approve the four ordinances to be adopted: 1) Tax Levy Ordinance; 2) An Ordinance Providing for Specific Reduction of the 2013 Property Tax Levy Pursuant to the Property Tax Extension Limitations Law; 3) Ordinance Providing for the Abatement of Certain Taxes Levied for the Payment of General Obligations Bonds, Series 2004, of the Village of La Grange Park; 4) Ordinance Providing for the Abatement of Certain Taxes Levied for the Payment of General Obligations Bonds, Series 2006, of the Village of La Grange Park*

**10. Other Reports:**

- A. Village Manager  
Discussion Only – Proposal for Professional Recruitment Services for Finance Director Position
- B. Village President  
Discussion – Meeting Schedule *Motion: To Approve a Resolution Approving 2014 Meeting Dates*
- C. Village Clerk
- D. Committee

**11. New Business**

- 12. Executive Session – to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body according to 5 ILCS 120/2 (c)(1)**

**13. Adjourn**



## **RULES FOR PUBLIC COMMENT**

### **Village Board Work Session Meetings Village Board Meetings**

1. Please step up to the microphone before speaking, and announce your name and address before beginning your comments.
2. After announcing your name and address for the record, you will be allowed to speak for three (3) minutes.
3. You may not use profane or obscene language and you may not threaten any person with bodily harm, or engage in conduct which amounts to a threat of physical harm.
4. (a) Agenda-related comments: The Village President reserves the right to disallow comments that are repetitive of comments previously made during the meeting, or comments that do not relate to agenda items.  
  
(b) Non-agenda-related comments: The Village President reserves the right to disallow comments that are repetitive of comments previously made during the meeting, or comments that do not relate to Village business, Village services or Village governance.
5. The Village of La Grange Park complies with the Americans with Disabilities Act of 1990. If you require accommodations in order to observe or participate in the meeting, please contact Ms. Andy Bagley at (708) 354-0225 between 9:00 and 5:00 before the meeting so that the Village can make reasonable accommodations for you.

# **Administration Committee**

**Robert Lautner, Chair**  
**Michael Sheehan**  
**Mario Fotino**

# Village Board Agenda Memo

Date: November 7, 2013

To: Village President and Board of Trustees

From: Dean J. Maggos, Director of Fire, Building and EMA  
Emily Rodman, Assistant Village Manager  
Julia Cedillo, Village Manager



RE: **Restructuring of Building Code Permit Fees**

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## PURPOSE

To approve an amendment to the Village's Building Codes and Regulations that (1) establishes a new fee structure for building permit applications; (2) modifies processes and amounts related to required deposits and bonds; and (3) requires submittal of a Reimbursement of Fees Agreement (included as part of the building permit application) and corresponding deposit.

## GENERAL BACKGROUND

The Village's building permit fees were previously referenced by the Village Board as part of the overall Local Revenue Study Data Report. As such, Village staff began a process to analyze such fees, and the structure utilized to charge such fees, as contained within the Village's Building Code. The Village currently uses a fee structure that was adopted in a Building Code update in August of 2003, with some specific fees increased slightly in November of 2003, and a minor increase to the percentage being used to calculate fees made in April of 2004. As such, we have been charging the same basic fees for building permits since April of 2004, or for over nine years.

Most building permit fees are used to recapture the costs associated for Village staff time, to review, permit and inspect projects, and for overall operating the Village's Building Department. Obviously, although we have done what we can over the years to keep costs down, those costs have increased over this time period. In addition, the demands of staff, in regards to the time it takes to review plans and conduct inspections have also increased. Some of these increased demands stem from various new laws that have been enacted at the state or federal level, (some of which falls onto the local jurisdictions for review and enforcement), use of a better and more comprehensive zoning code, and an increased demand (from both society and internally) for thoroughness, accuracy, increased professionalism and customer service, and for a level of operations that reduce the potential for liability.

In order to properly analyze our current fees and structure, staff began by conducting a comprehensive Building Permit Fee Survey, which was initiated earlier in the year. This included surveying the fees and structures utilized by eight nearby communities. This process took many hours of staff time in that we did not initially get responses from all communities surveyed, and each of the communities that we

did receive responses from, utilize various different methods for structuring their fees. As such, it is at times fairly difficult to clearly compare one community's fees against another one.

Once the information provided could be further deciphered and researched, staff met on numerous occasions to contrast and compare the information, and then looked internally as to how much various permitted projects were actually costing our Village to process, from plan review through final inspection approvals. Staff looked at the number of hours, and sometimes minutes, these projects take to process, and then compared it to the actual cost of staff's time. Although it is not an exact science, staff could then get a fairly good idea of the true cost of service being provided, and reflect such in many of our new fees, and the new structure for them.

During this process, a few key goals and issues surfaced and became apparent, which are outlined here and may help to better explain why the structure and fees being recommended are such.

1. The actual new fee for each type of permit generally recaptures the cost to the Village to administer such. Overall though, it should be understood, that actual individual projects vary so much in scope, that in some cases the costs associated for one certain project may slightly help to subsidize the cost of another project, in regards to staff time spent.
2. When comparing fees to other nearby communities, staff did take into consideration to some extent where our proposed fees ended up by comparison to others. This was done to ensure that staff did not propose fees that were significantly higher than, nor significantly lower than, neighboring communities. This helps to ensure that building projects within our Village remain affordable to residents. As previously noted, this sometimes proved difficult, as various methods are used by the various other communities surveyed. Staff believes though, that even with these difficulties, our fee structure places La Grange Park in the mid to upper range of comparable nearby communities for most projects.
3. As noted, bond and deposit requirements have changed, including an additional requirement for a Reimbursement of Fees Agreement to be executed for construction and remodeling projects, which will provide for an upfront deposit. This will help to insure that we capture all out-of-pocket costs related to the review and processing of building permits. There have been various cases where we have taken in-house staff time, and/or paid for outside consultant reviews, and permits were never issued; leaving us with a net loss, or taking additional staff time pursuing cost recovery. By using a balanced approach in collecting a deposit upfront, with the amount dependent upon the type/size of the project, we hope to tighten up loss controls. The use of this type of structure also allows for us to be more adaptable when the costs of outside consultant fees fluctuate or change, as we will be better posed to recapture the actual costs to the Village.
4. In addition, this restructuring to some extent should help to allow applicants to more easily understand fees associated for some projects. One example is that we have now included some of the various types of trades (electrical, plumbing, etc.), associated with a new residential construction project, within the base costs.

## **RECOMMENDATION**

Staff recommends the Village Board approve an amendment to the Village of La Grange Park Building Codes and Regulations which establishes a new fee structure for building permit applications, modifies processes and amounts related to required deposits and bonds, and requires submittal of a Reimbursement of Fees Agreement and corresponding deposit for building permit applications.

## **ACTION / MOTION**

*Motion to Approve an Ordinance Amending the La Grange Park Building Codes and Regulations as Amended.*

## **DOCUMENTATION**

- Comparison of Current and Proposed Fees
- Reimbursement of Fees Agreement
- Ordinance Amending the La Grange Park Building Codes and Regulations As Proposed
- Building Permit Fee Survey – Village of La Grange Park Spring 2013
- Existing Sections of Building Codes and Regulations related to Fees
- Local Revenue Study scorecard
- Presentation Slides

**Permit Fee Changes - November 2013  
Proposed / Current Comparison**

Village of La Grange Park, Illinois PROPOSED Building Permit Fees Residential Permit Fees		Current Fees for Comparison
Construction Type	Fee	
One & Two Family Structures	1.75% construction costs plus all deposit, bond, tap, and meter fee requirements (found in fee table)	1.15% construction cost plus \$400.00 plan review, electric, plumbing, HVAC, occupancy
Addition	1.75% construction costs plus all deposit, bond, tap, and meter fee requirements (found in fee table)	1.15% construction cost plus \$250.00 plan review, electric, plumbing, HVAC, occupancy
Interior Remodel	1.75% construction costs plus all deposit, bond, tap, and meter fee requirements (found in fee table)	1.15% construction cost plus \$100.00 plan review, electric, plumbing, HVAC, occupancy
Garage	1.75% construction costs plus all deposit requirements (found in fee table)	1.15% construction cost plus \$100.00 plan review, electric, plumbing, HVAC, occupancy
Temporary or Conditional Occupancy	\$100.00 each	NEW - Occupancy fee of \$15.00 removed
<b>Application Deposit Requirements</b>		
One & Two Family Structure	\$2,500.00	NEW - to cover outside review fees
Addition	\$1,000.00	\$400.00 plan review plus engineering review (\$109.00 per hour)
Interior Remodel	\$250.00	\$250.00 plan review plus engineering review (\$109.00 per hour)
Residential Garage	\$500.00	\$100.00 plan review plus engineering review (\$109.00 per hour)
<b>Miscellaneous Residential Permit Fees</b>		
Fence	\$100.00	\$100.00 plan review plus engineering review (\$109.00 per hour)
New Roof	\$125.00	1.00% construction cost - minimum \$50.00
Roof Repair	\$75.00	1.15% construction cost - minimum \$50.00
Driveway	\$125.00	1.15% construction cost - minimum \$50.00
Walkway or Patio	\$75.00 each	1.00% construction cost - minimum \$50.00
HVAC or Boiler Replacement	\$75.00 each unit	1.15% construction cost - minimum \$50.00
New HVAC System	1.5% construction cost - minimum \$75.00	\$25.00 each unit
Lawn Sprinkler or Irrigation Systems	\$75.00	1.15% construction cost - minimum \$50.00
Above Ground Swimming Pool & Hot Tub	\$200.00	\$20.00
In-Ground Swimming Pool	1.5% construction cost plus \$150.00 plan review	\$150.00
Generators - Residential Only	\$150.00 each	1.15% construction cost - minimum \$50.00
Accessory Structures including but not limited to deck, gazebo, pergola or shed; not listed separately	\$175.00 each	
Repairs, Alterations, & Misc including but not limited to windows, siding, drain tile, plumbing or electric work; not listed separately	1.5% construction cost - minimum \$75.00	1.15% construction cost - minimum \$50.00
In-House Review (if required)	\$100.00 initial hour, plus \$50.00 each additional hour or resubmittals	1.15% construction cost - minimum \$50.00

**Permit Fee Changes - November 2013  
Proposed / Current Comparison**

Demolition Fees	
Residential	\$500.00 plus \$2,500.00 site management bond
Multi-Family	1.50% demolition costs – minimum \$500.00 plus \$2,500 site management bond
Non-Residential	1.50% demolition costs –minimum \$500.00 plus \$2,500 site management bond
Garage or Accessory Structure	\$50.00
Bonds	
Site Management (required for demolition)	\$2,500.00
Parkway or Sidewalk Opening	\$500.00
½ Street Opening	\$1,000.00
Full Street Opening	\$1,500.00
Tap & Water Fees	
Water Tap	\$750.00
Sewer Tap	\$750.00
Water Use During Construction	\$300.00
Meter & Connection Fee	\$500.00
Other Structures, excluding One & Two Family Structures	
Up to \$1,000,000 construction costs	1.50% construction costs plus all plumbing, electric, HVAC, occupancy, deposit, bond, and tap requirements (found in fee table)
\$1,000,001 to \$5,000,000 construction costs	1.00% construction costs added to above
Over \$5,000,000 construction costs	.50% construction costs added to above
Application Deposit Requirements	\$5000.00 new construction or additions - \$500.00 alterations or remodels
Plumbing - including repairs or alterations	\$100.00 up to 5 fixtures, \$10.00 each additional fixture
Electric - including repairs or alterations	1.5% construction cost - minimum \$100.00 plus \$10.00 per circuit
HVAC or Boiler	1.5% construction cost - minimum \$100.00 plus \$25.00 per unit
Parking Lots - New or Resurface	1.5% construction cost - minimum \$75.00
Repairs, Alterations, & Misc including but not limited to windows, siding, or drainile work; not listed separately	1.5% construction cost – minimum \$75.00
Occupancy - Multi-Family	\$50.00 per unit
Occupancy - all other	\$100.00
Temporary or Conditional Occupancy	\$100.00 each
In-House Review (if required)	\$100.00 initial hour, plus \$50.00 each additional hour or resubmittals

\$400.00 plus \$3,000.00 site management bond
\$500.00 plus \$3,000.00 site management bond
\$500.00 plus \$3,000.00 site management bond
\$50.00
\$3,000.00
\$500.00
\$1,000.00
\$1,500.00
\$500.00
\$500.00
NEW FEE
\$385.00 previously called meter & installation fee
1.15% construction cost - minimum \$50.00
.50% added to above
.25% added to above
billed at \$2.00 per \$1000 of construction costs outside review fees billed at cost separate from permit fees
\$50.00 up to 5 fixtures, \$8.00 each additional fixture
1.15% construction cost - minimum \$50.00 plus \$8.00 per circuit plus \$35.00 for 100 amp, \$39.00 for 200 amp etc..
1.15% construction cost - minimum \$50.00
\$.01 per square foot of paving or 1% construction cost minimum \$50.00
1.15% construction cost - minimum \$50.00
\$50.00 per unit
\$50.00
NEW
\$100.00 minimum (currently not established by code)

**Permit Fee Changes - November 2013  
Proposed / Current Comparison**

	Signs	
Illuminated	\$125.00 each	\$85.00
Non-Illuminated	\$75.00 each	\$35.00
Face Change	\$75.00 each	\$35.00
	Elevators	
New Elevator	\$250.00 - \$125.00 for each failed inspections	\$250.00 - \$125.00 for each failed inspections
Safety Testing Inspection	\$125.00	\$125.00
Semi-Annual Inspection	\$60.00 each inspection (includes re-inspection due to failure of semi-annual inspection)	\$55.00 each inspection (includes re-inspection due to failure of semi-annual inspection)
Rules Sign (supplied by Village)	\$50.00 (not required for all projects)	\$50.00
Reinspection Fee	\$75.00	\$50.00
Unpermitted Work Fine	Double required fee – maximum \$750.00	Double fee - maximum fine \$100.00

ORDINANCE NO. \_\_\_\_

ORDINANCE AMENDING THE “LA GRANGE PARK  
BUILDING CODES AND REGULATIONS” AS AMENDED

Whereas, the Board of Trustees has determined that it is in the best interests of the Village of La Grange Park to amend the La Grange Park Building Codes and Regulations.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of La Grange Park, Cook County, Illinois, as follows:

**SECTION 1:** That Section 7.216 of the La Grange Park Building Codes and Regulations is hereby amended to remove the following language “7.216 PUBLIC SAFETY, INSURANCE, BONDS” in its entirety and replace it with the following language:

“§7.216 PUBLIC SAFETY & INSURANCE.”

**SECTION 2:** That Section 7.216 of the La Grange Park Building Codes and Regulations is hereby amended to delete sub-section “(L) *Performance Bond*” in its entirety and replace it with the following language:

“(L) *Performance Bond*. Prior to the issuance of a building permit, the applicant shall be required to submit a performance bond in accordance with Section 7.220 (B).”

**SECTION 3:** That Section 7.216 of the La Grange Park Building Codes and Regulations is hereby amended to delete sub-section “(M) *Bond Refund*” in its entirety and replace it with the following language:

“(M) Reserved.”

**SECTION 4:** That Section 7.219 of the La Grange Park Building Codes and Regulations is hereby amended to delete sub-section “7.220(B) *Application Form*” in its entirety and replace it with the following language:

“(B) *Application Form*. An application for a permit shall be submitted in such form as approved by the Director of Fire and Building. Such application shall contain the full names and addresses of the applicant and of the property owner, and if the owner is a corporate body, trustee, or partnership, the full name(s) and address(s) of its real party/ies in interest. In addition, said application shall be executed by the property owner or his/her/its duly authorized agent. The application shall also describe the

proposed work. Execution of said application includes execution of a Reimbursement of Fees Agreement, as outlined in Section 7.220 (A).”

**SECTION 5:** That Section 7.220 of the La Grange Park Building Codes and Regulations is hereby amended to delete Section “7.220 PERMIT FEES” in its entirety and replace it with the following language:

**“§7.220 PERMIT FEES, DEPOSITS, BONDS.**

The permit fees and charges applicable to all development, building or construction within the Village shall be those fees and charges as set forth herein.

One & Two Family Residential Structures	
New Structure	1.75% construction costs*
Addition	1.75% construction costs*
Interior Remodel	1.75% construction costs*
Garage	1.75% construction costs*
Temporary/Conditional Occupancy	\$100.00 per dwelling

*\*Plus all applicable deposit, bond, tap and meter fee requirements*

Miscellaneous Residential Permit Fees	
Above Ground Swimming Pool/Hot Tub	\$200.00
In-Ground Swimming Pool	1.5% construction cost + \$150.00 plan review
Driveway	\$125.00
Walkway or Patio	\$75.00
Fence	\$100.00
Generator	\$150.00 per unit
HVAC or Boiler Replacement	\$75.00 per unit
HVAC System – New	1.5% construction cost - min. \$75.00
Lawn Sprinkler/Irrigation System	\$75.00
Roof - New	\$125.00
Roof Repair	\$75.00
Accessory Structures <i>Including but not limited to: deck, gazebo, pergola, shed; not listed separately</i>	\$175.00 per structure
Repairs, Alterations, & Misc. <i>Including but not limited to: windows, siding, drain tile, plumbing, electric; not listed separately</i>	1.5% construction cost – min. \$75.00

All Structures (Excluding One & Two Family Residential)	
New Structure/Remodel/Addition	
Under \$1,000,000 in construction costs	1.5% construction cost + other fees*
\$1,000,001 - \$5,000,000 in construction cost	1.0% construction cost added to above
Over \$5,000,000 in construction cost	0.5% construction cost added to above
Plumbing – New/Repairs/Alterations	\$100.00 up to 5 fixtures + \$10.00 each additional fixture
Electric – New/Repairs/Alterations	1.5% construction cost – min. \$100.00 + \$10.00 per circuit
HVAC or Boiler – New/Repairs/Replacement	1.5% construction cost – min. \$100.00 + \$25.00 per unit
Parking Lot – New/Resurface	1.5% construction cost – min. \$75.00
Repairs, Alterations, & Miscellaneous <i>Including but not limited to: windows, siding, drain tile, plumbing, electric; not listed separately</i>	1.5% construction cost – min. \$75.00
Occupancy – Final Multi-Family	\$50.00 per dwelling unit
Occupancy – Final Other	\$100.00
Occupancy – Temporary/Conditional	\$100.00 per unit

\*Plus all applicable plumbing, electric, HVAC, tap, occupancy, deposit and bond fees and requirements.

Demolition	
One & Two Family Structures	\$500.00*
Multi-Family	1.5% demolition cost – min. \$500.00*
Non-Residential	1.5% demolition cost – min. \$500.00*
Residential Garage/Accessory Structure	\$50.00

\*Plus \$2,500.00 required Site Management Bond

Tap & Water Fees	
Water Tap	\$750.00
Sewer Tap	\$750.00
Water Use During Construction	\$300.00
Meter & Connection Fee	\$500.00

Signs	
Illuminated	\$125.00 each
Non-Illuminated	\$75.00 each
Face Change	\$75.00 each

Elevators	
New Elevator	\$250.00 + \$125.00 for each failed inspection
Safety Testing Inspection	\$125.00 each
Semi-Annual Inspection	\$60.00 each

In-House Review Fees	
In-House Review Fees (if applicable)	\$100.00 initial hour + \$50.00 each additional hour/resubmittal

(A) *Reimbursement of Fees Agreement.* Upon filing a permit application with the Village, the applicant shall be required to execute a Reimbursement of Fees Agreement in a form approved by the Village Attorney, requiring the reimbursement of all out-of-pocket costs and any in-house review fees incurred by the Village in relation to the application. The applicant shall also be required to provide a deposit, in accordance with the following schedule:

One & Two Family Structures	
New Construction	\$2,500.00
Addition	\$1,000.00
Interior Remodel	\$250.00
Garage	\$500.00
All Other Structures	
New Construction/Addition	\$5,000.00
Alterations/Remodel	\$500.00

If the deposit is not sufficient to cover the out-of-pocket costs and in-house review fees incurred, the applicant will be required to pay any outstanding amounts. Upon final payment of all costs incurred by the Village, the Village shall refund the remaining balance of the deposit to the applicant.

**(B) Performance Bonds**

- (1) *Bond Requirement. Timing of Payment Amount.* Prior to the issuance of a building permit for each lot where street or sidewalk improvements are installed, a cash bond shall be deposited with the Village to indemnify the Village against damage to the streets, curbs, and sidewalks and parkways, and to insure the proper installation, repair and/or complete restoration of streets, curbs, sidewalks and/or parkways in accordance with the instructions of the Director of Fire and Building. The Village shall be under no obligation to pay interest on this money. It shall be the responsibility of the general contractor to notify the Village of any streets, curbs sidewalks or parkways that were damaged prior to the start of construction on a lot. The cash bond shall be submitted in accordance with the following schedule:

Sidewalk/Parkway Opening	\$500.00
½ Street Opening	\$1,000.00
Full Street Opening	\$1,500.00

(2) *Bond Refund.* Upon the final completion of all the work under the permit, so much of such deposit as necessary to reimburse the Village for the repair and/or restoration of the damaged streets, curbs, sidewalks or parkways shall be retained by the Village and the remainder shall be returned to the depositor; provided, however, that nothing herein contained shall preclude the Village from maintaining an action against any person or persons to recover for damage done to any street, sidewalk or parkway.

(C) *Site Management Bond.*

(1) *Bond Requirement. Timing of Payment. Amount.* If a permit is to be issued for the demolition of a dwelling the applicant shall post with the Village, at the time of issuance of such permit, a Site Management Bond in the amount of \$2,500 cash. Such bond shall be in addition to all other application and processing fees, costs, escrows, and bonds.

(2) *Right to Draw on Bond.* The Village shall have the right at all items, at its option, to draw on the Site Management Bond for the costs (including without limitation legal fees and administrative expenses), incurred or to be incurred by the Village in exercising any of its rights in the event (a) the applicant undertakes any work in violation of any provision of the Building Codes and Regulations, or of any permit issued or plan approved, or (b) the applicant fails or refused to complete any work authorized by any permit issued under the Building Codes and Regulations in accordance with all plans approved in connection with said permit. The Village's determination of such costs shall be based either on costs actually incurred by the Village or on the Village's reasonable estimates of costs to be incurred.

(3) *Replenishment of Bond.* If the Village draws on the Site Management Bond, then the applicant shall replenish the bond to the full amount required by this ordinance immediately after written demand therefore, is made to the applicant by the Village. Applicant's failure to replenish the bond shall result in cancellation of the related permit, which permit shall not be therefore reissued except after the filing of a new application, payment of the permit fee(s), and establishment of a new Site Management Bond.

- (4) *Return of Unused Bond.* The Village shall return all unused portions of the Site Management Bond to the applicant, without interest, as follows:
- (i) If the permit authorizes only demolition work, and no construction work is scheduled to take place within 30 days after the completion of demolition, then the Village shall return the bond within 30 days after the final inspection of the restoration of the subject property and approval of the work by the Director of Fire and Building.
  - (ii) If the permit authorizes any construction work in addition to demolition work, then the Village shall return the money within 30 days after issuance of a final certificate of occupancy for such new structure.
- (D) *Fee Payment.* In the absence of provisions to the contrary, all permit fees shall be paid in advance at the time of building permit application.
- (E) *Re-inspection Fee.* Permit fees shall include all required building, electrical, plumbing, and mechanical inspections required for project completion. For each failed inspection, a re-inspection fee of \$75.00 will be assessed. Said fee must be paid prior to performance of the re-inspection.
- (F) *Rules Sign.* Excavation projects, excluding single-family residential garages, shall be required to purchase and post a construction rules sign at the project site. The sign shall be supplied by the Village and provided upon permit issuance. A fee of \$50.00 will be assessed per sign.
- (G) *Work Without Permit.* When work requiring a permit has been started prior to issuance of such permit, the permit fee shall be double the amount of the standard permit fee. The accompanying fine shall not exceed \$750.00. A stop work order may also be issued.”

**SECTION 6:** That Section 7.220 of the La Grange Park Building Codes and Regulations is hereby amended to delete Section “7.220.1 WRECKING AND DEMOLITION PERMIT FEES” in its entirety.

**SECTION 7:** That Section 7.220.3 of the La Grange Park Building Codes and Regulations is hereby amended to delete sub-section “7.220.3 (F) *Site Management Bond*” in its entirety and replace it with the following language:

“(F) *Site Management Bond.* Prior to the issuance of a demolition permit, the applicant shall be required to submit a site management bond in accordance with Section 7.220 (C).”

**SECTION 8:** That all ordinances and resolutions, or parts thereof in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

**SECTION 9:** That this Ordinance shall be in full force and effect on February 1, 2014, following its passage, approval and publication as required by law.

ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this 26<sup>th</sup> day of November, 2013.

YES:

NO:

ABSENT:

Approved this 26<sup>th</sup> day of November, 2013.

\_\_\_\_\_  
Dr. James L. Discipio, Village President

ATTEST:

\_\_\_\_\_  
Amanda Seidel, Village Clerk



**REIMBURSEMENT OF FEES AGREEMENT**

**I. OWNER:**

- A. Owner of Property: \_\_\_\_\_ Date: \_\_\_\_\_
- B. Owner's Address: \_\_\_\_\_
- C. Owner's Phone No: \_\_\_\_\_ Fax \_\_\_\_\_ Email: \_\_\_\_\_
- D. If Owner is a Land Trust, the names and addresses of the beneficiaries of the Trust or agent representing the Trust:  
\_\_\_\_\_  
\_\_\_\_\_

**II. PERSON MAKING REQUEST (Applicant):**

- A. Name of Applicant/Relation to Owner: \_\_\_\_\_
- B. Applicant's Address: \_\_\_\_\_
- C. Applicant's Phone No: \_\_\_\_\_ Fax \_\_\_\_\_ Email: \_\_\_\_\_

**III. LOCATION OF PROPERTY:**

- A. General Location of Property: \_\_\_\_\_
- B. Permanent Index Number(s): \_\_\_\_\_

**IV. REIMBURSEMENT OF FEES:**

Should the Village, in its sole and exclusive discretion, determine that it is necessary or desirable for the Village to obtain professional services, including, but not limited to, attorneys, engineers, planners, architects, surveyors, traffic, drainage or other consultants, in connection with any Application filed by the Applicant, or to incur recordation, inspection, re-inspection, or other out of pocket costs or expenses in connection with any Application filed by the Applicant, then the Applicant and Owner shall be jointly and severally liable for the payment of such professional services fees and out of pocket costs as are actually incurred by the Village.

Upon the failure of the Applicant or Owner to reimburse the Village for fees or costs incurred in accordance with this Agreement, no further action shall be undertaken on any Application by the Village Staff, or Board of Trustees, or by any other official or quasi-official individual or body thereunder, including the conduct of any hearings or deliberations, the granting of any relief or approvals, inspections of work in progress, or the execution or recording of any documents, until all such outstanding fees are paid in full. Further, the Village may deny any application for any subsequent building or other permit pertaining to the same property until such amounts are paid in full.

The remedies available to the Village as set forth hereinabove are non-exclusive and nothing herein shall be deemed to limit or waive the Village's right to seek relief of such fees against any or all responsible parties in a court of competent jurisdiction.



BY SIGNING BELOW, THE APPLICANT AND OWNER ACKNOWLEDGE THAT EACH OF THEM HAS READ THE FOREGOING PARAGRAPHS AND EACH OF THEM FULLY UNDERSTANDS AND AGREES TO COMPLY WITH THE TERMS SET FORTH HEREIN. FURTHER, BY SIGNING BELOW, EACH SIGNATORY WARRANTS THAT HE/SHE/IT POSSESSES FULL AUTHORITY TO SO SIGN.

THE APPLICANT AND OWNER AGREE THAT APPLICANT AND OWNER SHALL BE JOINTLY AND SEVERALLY LIABLE FOR PAYMENT OF FEES REFERRED TO IN APPLICABLE SECTIONS OF THE ORDINANCES OF THE VILLAGE OF LA GRANGE PARK, AND AS SET FORTH HEREIN.

Village of La Grange Park

\_\_\_\_\_  
Applicant

By: \_\_\_\_\_  
Village Manager or Designee

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Attest

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# **BUILDING PERMIT FEE SURVEY – VILLAGE OF LA GRANGE PARK SPRING 2013**

The Village of La Grange Park is conducting a Building Permit Fee survey of nearby communities. We ask that you please assist with our survey, and when complete, we will share our results with you. Information can be returned to our Senior Fiscal Assistant Allison Chorley by mail, fax 708-354-0241, or by email at [achorley@lagrangepark.org](mailto:achorley@lagrangepark.org).

Thank you in advance for your time and participation, and should you have any questions, please feel free to contact Allison or me.

Dean J. Maggos  
Director of Fire, Building and Emergency Management  
708-354-0225, x310 / [dmaggos@lagrangepark.org](mailto:dmaggos@lagrangepark.org)

Village / City: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone / Email: \_\_\_\_\_ / \_\_\_\_\_

1. Please review the attached spreadsheets for accuracy, and make any corrections or notes you feel necessary, directly on the sheets. We tried to obtain what we could from your website or other resources, and tried to apply it to our spreadsheets the best we could based upon what we found, but the information obviously needs to be verified.
2. In regards to plan review fees, please indicate how they are applied to the various types of fees shown on the attached spreadsheets. For instance, what type of projects are charged plan review fees in addition to the charges shown, and what are those plan review fees?

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3. How does your municipality handle civil engineering fees, and what are they based upon? For instance, is there a set engineering fee depending upon the scope of project, or do you charge based upon how much time is put into the project. Please explain.

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4. In regards to plan review and/or permit fees, do you require any fee to be submitted at the time of application, and if so, what dollar amount or percentage is it? For instance, how do you handle cost recovery for projects submitted, but never permitted or picked up?

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5. How are inspection fees charged? For example, are a set estimated number of inspections included as part of the overall fees charged for a project, or are there "per inspection" fees charged? If a set number of inspections are included with a project, what determines when you will charge additional inspection fees, such as after failing an inspection?

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6. How do you verify cost estimates for a project where you are charging based upon the Estimated Construction Costs? For example, do you check the estimate yourself for every project such as using a cost estimating guidebook, or do you simply accept their figures if the estimate looks close? Or, do you do something different, such as requiring a spreadsheet of itemized costs, or require some type of signed affidavit?

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We once again thank you for your time and assistance with this survey. Please also feel free to provide any additional information you believe would be helpful to our process, and help us get a clear understanding how building permit fees are structured in your community.

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## CURRENT CODE FEE SECTIONS

- (3) True U.S.G.S. elevation of top of foundation wall and existing grade of curb, sidewalk, or existing grade of street or roadway.

No construction will be permitted past the decking over the foundation except for water, sewage and related items unless such platted survey has been filed and approved by the Director of Fire and Building. This requirement may be waived for additions to single family residential buildings having a floor area of less than five hundred square feet and accessory structures.

(S) *Extension and Expiration of Building Permit.* If after a building permit required by this Chapter shall have been granted, if the operation called for by such permit shall not have been started within six (6) months after the date thereof, such permit shall be void and no operation hereunder shall be begun. Where, under authority of a permit, work has begun and has not been prosecuted for a continuous or cumulative period of six (6) months, all rights under such permits shall thereupon terminate and work can be continued only after application for and issuance of a new permit. Where, under authority of a permit, work has not been completed with eighteen (18) months after the issuance of such permit and an occupancy permit issued, all rights under such permit shall thereupon terminate and work can be continued only after application for and issuance of a new permit. The fee for said new permit shall be equivalent to the fee applicable to the original building permit obtained.

### § 7.220 PERMIT FEES

The permit fees applicable to all development, building or construction within the Village shall be to those fees and charges as set forth herein. Such fees shall be in addition to any outside consulting fees that may be incurred by the Village for review of engineering or grading plans, sprinkler or fire protection plans, or other highly technical reviews necessary and beyond the scope of Village expertise.

(A) *BUILDING PERMIT FEES.* Except as provided below, building permit fees be, for all construction, 1.15% of actual construction costs for costs up to \$1,000,000; .5% of actual construction costs for the next \$4,000,000; and .25% of actual construction costs for all costs over \$5,000,000. The minimum fee shall be \$50. Building permit fees shall be added to other fees within this section if applicable.

- (1) *Parking Lots.*
  - (i) Newly constructed: A permit fee of one cent (\$0.01) per square foot of paving or 1% of the cost of construction whichever is greater.
  - (ii) The resurfacing of any parking lot or the modification of the surface of any water course or ponding area shall require a permit signed by the Director of Fire & Building and the fee for such permit shall be fifty dollars (\$50) or 1% of the cost of construction whichever is greater.
- (2) All garages and auxiliary structures shall be 1% of construction costs. Minimum fee of \$50.
- (3) All attached or detached decks - Fifty dollars (\$50) or 1% of the cost of construction whichever is greater.
- (4) All fences – Fifty dollars (\$50) or 1% of the cost of construction whichever is greater.

- (5) *Driveways.* \$50 or 1% of the cost of construction whichever is greater.  
A building permit and inspection fee will be assessed as follows: (i) Access Drive: Fifty dollars per drive (\$50).
- (6) *House Moving.* Two hundred dollars (\$200) minimum fee; one cent (\$0.01) per cubic foot of existing structure, plus two cents (\$0.02) per cubic foot for new addition. House moving on village property, fifty dollars (\$50) up to one and one-half (1½) stories.
- (7) *Satellite Earth Stations.* Fifty dollars (\$50).
- (8) *Swimming pools having sides less than four (4) feet above surround grade, including all pools constructed in ground:* 1% of construction costs. Minimum - \$50.

(B) ***PLUMBING PERMIT FEES.***

*Plumbing.* Permit and inspection fees shall be assessed as follows:

- (1) Five (5) fixtures or less: Minimum fee: Fifty dollars (\$50).
- (2) For each fixture in addition to five (5), an additional permit fee shall be assessed in the amount of eight dollars (\$8) per fixture(s).
- (3) (i) For each connection to the water system, a fee in the amount of five hundred dollars (\$500) shall be charged.
- (ii) For each connection to the sewer system, a fee in the amount of five hundred dollars (\$500) shall be charged.
- (iii) Water & sewer connection fees shall be applicable to new construction, as well as construction occurring subsequent to demolition of a structure.
- (4) *Plumbing alterations.* Thirty-five (\$35).
- (5) *Lawn sprinkling system.* Twenty dollars (\$20).

(C) ***ELECTRICAL PERMIT FEES.***

*Electrical.* Permit and inspection fees shall be determined as follows:

- (1) For each service to a building or other structure:
 

Minimum Fee	\$50.00
100 amp (3-4 wire)	\$35.00
101-200 amp (3-4 wire)	\$39.00
201-300 amp (3-4 wire)	\$44.00
301-400 amp (3-4 wire)	\$48.00
401-600 amp (3-4 wire)	\$52.00
601-800 amp (3-4 wire)	\$56.00
801-1000 amp (3-4 wire)	\$60.00
1001-2000 amp (3-4 wire)	\$64.00

Fees for services in excess of two thousand (2,000) amperes shall be computed on the basis of the rating of the service disconnects installed prorated according to the schedule above and shall include feeders, risers and all wiring and equipment up to the branch circuit distribution panels or motor power panels or control centers.

- (2) Eight dollars (\$8) for each circuit.
- (3) *Motors.* A permit and inspection fee of two dollars (\$2) for each motor plus twenty

center (\$0.20) per horsepower.

(D) **SIGN PERMIT FEES.**

*Signs.* A permit and inspection fee is to be determined as follows:

- (1) One dollar (\$1) per square foot of surface area or 1% of the cost of construction whichever is greater. Minimum fee: Thirty-five dollars (\$35).

(E) **MISCELLANEOUS PERMIT FEES.**

- (1) *Final inspections and Certificate of Occupancy.*

- (i) Single-Family Residential: Fifteen dollars (\$15).  
(ii) Multi-Family: Fifty dollars (\$50) per dwelling unit.  
(iii) Commercial: Fifty dollars (\$50).

- (2) *Reinspection Fee.* If an inspection is scheduled and the Director of Fire & Building determines that the job has not progressed to a point where an inspection can be made properly or access is not possible to perform the inspection, a fifty dollar (\$50) reinspection fee may be charged. No further inspections shall be made until such time as the reinspection fee has been paid.

- (3) *Work Without Benefit of a Permit.* When work requiring a permit has been started prior to the issuance of such permit, the permit fee shall be double the amount of the standard permit fee. However, in no instance shall the fee for a permit issued under these circumstances exceed the standard permit fee by an amount in excess of \$100.00.

- (4) *Ventilation and Air Heating.* A permit and inspection fee to be determined as follows:

- (i) Air conditioning: Twenty-five dollars (\$25) per unit.  
(ii) Furnace: Twenty-five dollars (\$25) per unit.

- (5) *Plan Review Fees.*

- (i) A plan review fee for residential construction shall be due upon submittal of plans. The fee shall be based upon the following type of construction:

New Home	\$400
Home Addition	\$250
Remodeling/Interior Alteration	\$100

- (ii) A plan review fee for commercial and multiple family construction shall be due upon submittal of plans. The fee shall be based upon the following construction values:

<u>Construction Value</u>	<u>Fee Calculation</u>
Under \$1,000,000	\$2.00 per \$1,000 of Construction Value
\$1,000,000 - \$3,000,000	\$1.25 per \$1,000 of Construction Value
Over \$3,000,000	\$1.00 per \$1,000 of Construction Value

- (6) (i) *Street Opening Permit:* ½ Street - \$1,000/full street - \$1,500  
(ii) *Parkway Opening Permit:* \$500  
(iii) All street and parkway openings shall be maintained so as to insure public safety. All openings will be maintained and repaired in accordance with

standards and specifications as established by the Public Works Director of the Village of La Grange Park.

- (iv) Said street and parkway permits may be refunded upon proper restoration of the street and/or parkway and upon inspection and approval by the Village's Director of Public Works.

#### **§ 7.220.1 WRECKING AND DEMOLITION PERMIT FEES**

A permit and inspection fee shall be imposed to obtain a permit for the wrecking or demolition of any structure:

- (1) Nonresidential or Multi-family: \$500.00
- (2) Residential: \$400.00
- (3) Accessory Building: \$50.00

#### **§ 7.220.2 CONSTRUCTION STANDARDS APPLICABLE TO NEW PRINCIPAL STRUCTURES AND BUILDING ADDITIONS**

(A) *Dust and Airborne Particulate Control Provisions.* The application shall include provisions for controlling dust and other airborne particles from the subject property, including without limitation a source of water and spraying equipment and any other measures to be taken to control airborne particles.

(B) *Fencing.* If the permit authorizes construction of a new principal structure, then the applicant shall cause a safety fence to be installed around the perimeter of the subject property, in a location and manner approved by the Director of Fire and Building. The fencing shall be installed not more than seven days nor less than four days before commencement of any work on the subject property pursuant to any permit issued. In addition to such perimeter fencing, the applicant shall cause safety fencing to be installed around every tree in the parkway abutting the subject property. Such tree fencing shall be located, so far as feasible, at the drip line of the tree, whether on public or private property.

(C) *New Water & Sewer Service Lines.* A new water connection and sewer service connection shall be provided for new construction of a principal structure. Such new connections shall also be made to homes being re-built following demolition of an existing structure.

(D) *Site Management Standards.* The following site management standards shall apply to all work:

- (1) *Accessibility, Parking and Loading Standards.* No pavement or sidewalk within any public right-of-way shall be unavailable for public use at any time except during the time when such pavement or sidewalk is being removed and replaced. No such pavement or sidewalk that is removed and replaced shall be out of service for more than three days. No parking, loading, or storage of demolition debris, spoils or construction materials shall be permitted within any right-of-way, on any public property, or within 10 feet of any right-of-way of adjacent public or private property

# Local Revenue Study SCORECARD

#	Item	Recommendation / Option	Board Direction	Status
<b>Administration</b>				
1	Liquor License Class A - Original Pack	No Change (\$750)		
2	Liquor License Class B - Beer/Wine Rest.	Increase from \$600 to \$800	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete ORD TO INCREASE FEES
3	Liquor License Class C - All Liquors off premises	No Change (\$1,500)		
4	Liquor License - Class D - All Liquors consumption off premises	No Change (\$1,500)		
5	Liquor License - Retail Sale Class E - Amend Classification	Increase from \$5 per occurrence to \$25 per occurrence, per day	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete ORD TO INCREASE FEES
6	Tobacco License Fee	Increase from \$50 to \$75	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete ORD TO INCREASE FEES
7	Business License - New Restaurant	No Change (\$125)		
8	Annual Business License	No Change (\$75)		
9	New Zoning Fee Structure	\$500 Application Fee, Escrow est., recapture of out-of pocket costs	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete ORD NEW ZONING FEES
10	Vehicle Sticker Fee	Increase from \$30 to \$35	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete ORD TO INCREASE FEES
11	Vehicle Sticker Replacement Fee	Increase from \$1 to \$5	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete ORD TO INCREASE FEES
12	Water Turn On Fee	Increase from \$25 to \$50; increase from \$50 to \$100 After Hours	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete ORD TO INCREASE FEES
13	Returned Payment NSF Fee	New NSF Fee at \$20	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete NEW FEE
14	Recycle Bin Fee	New \$1 to \$2 processing fee New \$5 processing fee	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	NEW FEE
15	Administratively and VB Review Temporary Use Permit Fee	New \$25 Administrative \$50 VB Review Fee	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete ORD NEW ZONING FEES
16	Block Party Request	No change (\$0)		
17	Village Hall Room Rental Recurring Fee	New \$10 per year (for 4 or more)	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	NEW FEE
18	Village Hall Room Rental Equipment Fee	New \$10 per use	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	NEW FEE
19	Electronic Waste - Revenue Sharing	In place		
<b>Building Department</b>				
20	Building Permit Fees New Const or Remodel	Review Fee structure, which is now 1.15% of cost	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	BUILDING DEPT REVIEW
21	Building Permit Fee Other construction: parking lots, garages, auxiliary structures, decks, fences, driveways, swimming pools	Increase from 1% to 1.15% or align with other (Review)	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	BUILDING DEPT REVIEW
22	Plumbing Alterations Permits	Increase from \$35 to \$50 (Review w/all Building Permit Fees)	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	BUILDING DEPT REVIEW
23	Sign Permit Fee	Increase from \$35 to \$50 (Review w/all Building Permit Fees)	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	BUILDING DEPT REVIEW
24	Single Family Occupancy Permit	Increase from \$15 to \$25 (Review w/all Building Permit Fees)	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	BUILDING DEPT REVIEW
25	HVAC Permit	Increase from \$25 to \$50 per unit (Review w/all Building Permit Fees)	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	BUILDING DEPT REVIEW
26	Building Code Violation/Fines	Research P-Ticket Enforcement Option for certain Code Violations	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	BUILDING DEPT REVIEW Evaluate as part of Code Update
27	Building Code Variation Fee	New Fee (\$100 to \$500)	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	BUILDING DEPT REVIEW Evaluate as part of Code Update

## Local Revenue Study SCORECARD Cont.

#	Item	Recommendation / Option	Board Direction	Status
28	Dumpster Permit Fee	New Fee: \$50 for 1-10 days \$100 for 1-30 days	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	NEW FEE
<i>Building Department Continued</i>				
29	Tree Removal Fee	New \$50 Fee plus bond	YES <input type="checkbox"/> No <input checked="" type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	
30	Landscaping License	Review / Research	YES <input type="checkbox"/> No <input checked="" type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	
31	Health Inspection Administrative Fee	New \$10 administrative fee - per inspection for processing	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	NEW FEE
<i>Fire Department</i>				
32	Ambulance Fees	In place (new structure 2012)		
33	Wireless Alarm Fee	In place (\$13 per month, N=79)		
34	Fire Code Variation Fee	New Fee (\$100 to \$500)	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	NEW FEE
35	Fire Inspection Fee	Review options for cost recovery.	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	DEPT. RECOMMENDS NO CHANGES AT THIS TIME
36	Fire Prevention Code Fees	Current structure is likely recapturing costs. Review existing for necessary changes.	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	NEW FEE
<i>Public Works</i>				
37	Water Meter and PPZ Appointments	Set appointments to create staff time efficiencies		
38	Tree Planting	In place. Purchased auger equipment for safe and efficient in-house planting		
39	Diesel Fuel - Park District	Charge for fuel costs	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	ADMIN CHANGE
40	Water Costs - Park District	No change (\$0)	Supports metering.	ADMIN CHANGE
41	Mulch Delivery	No change (\$0)		
42	Allied Contract - New Small Dumpster	In place. Likely \$1,000 savings		
43	Shared Contracting / Purchasing	Exploring		
<i>Police Department</i>				
44	GovPayNet	In place. Option to maximize parking ticket payments		
45	Local Debt Recovery Program	In place. Village Board approved. No estimates have been provided from the State		
46	Parking Citation Fine	Increase from \$20 to \$30	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete POLICE ORD CHANGE
47	No Village Vehicle License Fine	No change		
48	Dog At Large Fine	Increase from \$25 to \$40	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete POLICE ORD CHANGE
49	Compliance Citations	Increase from \$25 to \$40	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete POLICE ORD CHANGE
50	Consolidated Dispatch	Study in process		
<i>Other Revenues to note</i>				
51	Water Tower Lease Fees The addition of private firm leases (i.e. DRW Holdings)	In place. \$2,000 monthly		
52	Electrical Aggregation Civic Contribution	In place. Village Board Approved. 2 Years ONLY. Temporary measure.		
53	Sales Tax Increase	No change. Local share is 1% and aggregate is 8.0% (as of 1/2013)		
54	Electricity Tax	No change during the aggregation period. Something to be considered for the future.	YES <input type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input checked="" type="checkbox"/>	

# Restructuring of Building Permit Fees

Village Board Work Session  
November 12, 2013

## Background

- 2003 August - Building Code and Regulations
- 2003 November - Specific Village Fee Increases
- 2004 April – Building Percentage Increase / Language Clarification
- 2012 Local Revenue Study

## Fee Evaluation Process

- Interdepartmental team evaluation
  - Seven meetings over four months
- Survey of eight surrounding communities
  - Comparison of all current fees
- Evaluated Village cost to administer permit types
- Balanced needs
  - Recoup costs
  - Compliance
  - Affordability to residents

## Current Structure Obstacles

- Somewhat difficult for residents to understand
- Difficult to calculate permit fees upfront
- Requirements located in various sections
  - Fees, bonding requirements and fines
- Leakage due to inflexible fee structure
- Leakage due to permits processed but not picked up

## New Structure Goals

1. Recoup Village costs associated with permitting process
2. Make it easier for residents/contractors to understand
3. Improve staff efficiencies in administration of code
4. Prevent loss from permits not picked up

## Current Fee Structure

- All residential fees based on construction cost, number of fixtures, amps, etc. and calculated separately
- Plan review fee and building permit fee are separate and can vary
- Fees are paid when permit is approved and picked up
- Staff must invoice and follow-up with applicants for some fees after the permit is issued

## Proposed Fee Structure

- Fees are designed to recoup Village costs
- Permit fees are streamlined to include multiple fees
- Flat fees used for most common types of permits
- Required fees, bonds, and fines included in same code section
- One and Two Family Residential clearly separated
- Fees are paid upfront
- Reimbursement of Fees Agreement and deposit (paid upfront)

## Proposed Fee Structure Details

- **Single-family & two-family structures**
  - 1.75 % of construction cost is used
  - New Homes, Additions, Interior Remodel, Garages
  - Fees include plumbing, electrical and HVAC
  - Flat fees used for most common types of permits
- **Multi-family and commercial construction**
  - 1.5% of construction cost is used
  - Graduated scale based upon costs
  - Additional fees added based upon size of project

## Fee Structure Comparison



**New Single Family Home**  
 Two-Story 2,992 square feet  
 with attached garage  
 Construction Cost - \$309,000.00

**Current Permit Cost**  
 \$6,052.00

**Proposed Permit Cost**  
 \$8,113.50

Community Comparison

- Village of La Grange - \$11,780.00
- Village of North Riverside - \$11,580.45
- Village of Hinsdale - \$9,608.00
- City of Countryside - \$8,371.40
- Village of Riverside - \$8,208.50
- Village of La Grange Park - \$8,113.50**
- Village of Western Springs - \$8,035.00
- Village of Westchester - \$5,880.00
- Village of Brookfield - \$5,700.00

## Fee Structure Comparison



**Single Family 13' x 3' Addition**  
 Mudroom extension on full  
 foundation with basement  
 Construction Cost - \$35,000.00

**Current Permit Cost**  
 \$767.50

**Proposed Permit Cost**  
 \$862.50

Community Comparison

- Village of Hinsdale - \$2,423.00
- Village of Western Springs - \$1,650.00
- Village of North Riverside - \$1,354.10
- Village of La Grange Park - \$862.50**
- Village of La Grange - \$825.00
- Village of Brookfield - \$750.00
- Village of Riverside - \$744.75
- Village of Westchester - \$640.00
- City of Countryside - \$225.00

## Benefits of New Program

- Better recaptures actual costs
- Provides continued affordability
- More user-friendly
- Easier to administer
- Avoids non-collection of fees
- More adaptable to outside consultant fee changes

## Interdepartmental Effort

- Allison Chorley, Administrative Clerk
- Rob Wierzba, Building Inspector/Code Enforcement Officer
- Emily Rodman, Assistant Village Manager

# Village Board Agenda Memo

Date: November 5, 2013

To: Village President and Board of Trustees

From: Dean J. Maggos, Director of Fire, Building and EMA   
Emily Rodman, Assistant Village Manager   
Julia Cedillo, Village Manager 

RE: Restructuring of Fire Prevention Code Fees

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## PURPOSE

To approve an amendment to the Village’s Fire Prevention Code which establishes new fees related to fire protection system installation, modifications, testing, and other requirements as noted within the Village’s Fire Prevention Code.

## GENERAL BACKGROUND

Fees related to the Fire Prevention Code were previously referenced by the Village Board as part of the overall Local Revenue Study Data Report. Although not nearly as comprehensive as the work done on Building Permit Fees, staff began a process to analyze such fees, and the structure utilized to charge such fees, as contained within the Village’s Fire Prevention Code. The Village currently uses a fee structure that was adopted in a Fire Prevention Code adoption in August of 2003. As such, we have been charging the same basic fees for over ten years.

Most of these fees are used to recapture the costs associated for Village staff time, and outside fire safety consultants, to review, permit and inspect systems and projects. Obviously, although we have done what we can over the years to keep costs down, those costs have increased over this time period. The demands of staff, in regards to the time it takes to conduct some inspections have increased somewhat, along with a continued increased demand (from both society and internally) for thoroughness, accuracy, increased professionalism and customer service, and for a level of operations that reduce the potential for liability.

As we are generally content with our current fee structure, most of our analysis involved evaluating our current fees, compared to what our actual costs are. We also informally assessed the fees being charged in other nearby communities. Some minor difficulty with that comparison though is that various communities use various type of staffing. As such, one community may use a part-time fire inspector to review plans or conduct inspections, another may use an outside consultant for all, and another may use a full-time career firefighter already on-duty. As such, our analysis really revolved around recovering outside consultant fees, and actual costs of our own personnel actually doing the work, and processing plans and permits. As you will note in the attached proposed fees, we are proposing minor increases to some of our base fees to cover our increased costs.

One fee that was referenced as part of the Local Revenue Study, but was not a part of our current fee structure, is a fee for those seeking variations to the Fire Code. We do have a provision in our Fire Prevention Code for property owners to seek relief from the code through a variation process, but there is no fee for such. At the direction of the Village Board at the Local Revenue Study Workshop, staff has included a proposed \$500.00 fee to be instituted for such a variation request. This is somewhat similar to that required for Zoning variations, but on a lesser scale, as this variation process is not as costly or cumbersome to the Village as a Zoning variation. The reason staff is proposing this new fee is that there have been a number of variation requests over the last ten years, and a great amount of staff time is committed to these requests, researching codes and best practices, meeting with property owners, and conducting site inspections.

Another new fee that was referenced as part of the Local Revenue Study, again not currently in our fee structure, is a fee for routine or annual fire inspections. There are few but some communities that have implemented these types of fees, especially for certain types of occupancies, and although there are some in Illinois, this is more common in other states. Staff is willing to explore this matter further at some point if the Board would like, but is not recommending such a new fee at this time. One reason for such is that we recoup some of the costs already through annual Business Licenses. Another reason is that based upon Fire Prevention staffing, we cannot guarantee that we will conduct an inspection of every occupancy annually; we try to balance the frequency of such inspections with the type of occupancy and hazards that exist, such as trying to conduct inspections of properties with high life hazards more frequently. As such, some property owners may expect or require regular inspections that we can't accommodate, and in various cases, some property owners would incur charges more frequently than others. Another important reason at this point is also more a philosophical one. We are conducting fire inspections that may take up some valuable time of employees, business owners and/or property owners, whom may also incur some actual cost to comply with correcting violations. Although these inspections provide an great overall fire safety benefit to the community, and at times directly impact the protection of life, one's property, or business (and our tax base), do we really want to add this type of additional cost or service charge to a property owner or business owner at this time.

#### **GENERAL BACKGROUND SUMMARY**

The following is a summary of some of the key proposed changes as noted previously, and/or as identified in the enclosed proposed ordinance.

- The base permit fee has been increased from \$35.00 to \$50.00.
- Re-inspection fees have been increased from \$35.00 to \$50.00.
- Minor organizational and language changes have been made for clarity.
- A new fee of \$500.00 has been proposed for Variation requests.

#### **RECOMMENDATION**

Staff recommends the Village Board approve an amendment to the Village of La Grange Park Fire Prevention Code which establishes new fees related to fire protection system installation, modifications, testing, and other requirements as noted within the Village's Fire Prevention Code.

**ACTION / MOTION**

*Motion to Approve an Ordinance Amending the La Grange Park Fire Prevention Code as Amended.*

**DOCUMENTATION**

- Ordinance Amending the La Grange Park Fire Prevention Code As Proposed
- Existing Sections of Fire Prevention Code related to Variations and Fees
- Local Revenue Study scorecard

**ORDINANCE NO. \_\_\_\_**

**ORDINANCE AMENDING THE "LA GRANGE PARK  
FIRE PREVENTION CODE" AS AMENDED**

Whereas, the Board of Trustees has determined that it is in the best interests of the Village of La Grange Park to amend the La Grange Park Fire Code.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of La Grange Park, Cook County, Illinois, as follows:

**SECTION 1:** That Section "1.28 VARIATIONS" of the La Grange Park Fire Prevention Code (Ordinance No. 730), is hereby amended to add the following language:

Any request for a variation to the Fire Code shall be accompanied by payment of fee as identified within Section "1.30 FEE SCHEDULE" of this code.

**SECTION 2:** That Section 1.30 of the La Grange Park Fire Prevention Code (Ordinance No. 730), is hereby amended to delete Section "1.30 FEE SCHEDULE" in its entirety and replace it with the following language:

**"1.30 FEE SCHEDULE"**

- (A) *New Fire Detection and Alarms Systems, and Modifications to Existing Systems.\**  
(Plan review fee includes one re-review and initial inspection/acceptance test)  
\$50.00 base permit fee, and  
\$100.00 plan review fee for initial hour.  
\$50.00 plan review fee for each additional hour, or for re-reviews not included as part of initial plan review fee.
  
- (B) *Wet Chemical, Dry Chemical, Alternative or Clean Agent Systems, and Modifications to Existing Systems.\**  
(Plan review fee includes one re-review and initial inspection/acceptance test)  
\$50.00 base permit fee, and  
\$100.00 plan review fee for initial hour.  
\$50.00 plan review fee for each additional hour, or for re-reviews not included as part of initial plan review fee.

- (C) *New Fire Sprinkler Systems, and Modifications to Existing Systems.\**  
(Plan review fee includes one re-review, one hydrostatic test and initial inspection/acceptance test)  
\$50.00 base permit fee, and  
\$185.00 base plan review fee for Residential NFPA 13D systems; or  
\$205.00 base plan review fee for NFPA 13 and NFPA 13 R systems, and  
\$50.00 plan review fee for each additional hour, or for re-reviews not included as part of initial plan review fee.
- (D) *New Fire Standpipe Systems, and Modifications to Existing Systems.\**  
(Plan review fee includes one re-review, one hydrostatic test, and initial inspection/acceptance test)  
\$50.00 base permit fee, and  
\$100.00 plan review fee for systems with one riser, and  
\$35.00 plan review fee for each additional riser.  
\$50.00 plan review fee for each additional hour, or for re-reviews not included as part of initial plan review fee.
- (E) *New Fire Pumps, and Modifications to Existing Pumps.\**  
(Plan review fee includes one re-review and initial inspection/acceptance test)  
\$50.00 base permit fee, and  
\$100.00 plan review fee for initial hour.  
\$50.00 plan review fee for each additional hour, or for re-reviews not included as part of initial plan review fee.
- (F) *Storage Tanks (Above or Below Grade).\**  
\$50.00 base permit fee, and  
\$100.00 per tank for above or below grade permanent installation, or  
\$100.00 per tank for below grade removal, or  
\$100.00 per tank for temporary above grad installation; (max. 180 days).
- (G) *Variations.\**  
\$500.00 per request.
- (H) *Re-inspection Fees.*  
When initial inspection/acceptance testing fails, or is not ready when the inspection is scheduled.  
\$50.00 per occurrence.
- (I) *Reviews by Outside Agency or Consultant.*  
\*Where the type of system, scope of a project, the availability and/or ability of fire department and/or building department staffing, or other factors warrant, the Director of Fire and Building may secure the assistance of outside fire protection professionals for plan review, consulting and associated services. The costs for such shall be reimbursable to the Village, in accordance with the following.

\$50.00 base fee, and  
Actual cost of plan review and/or other services provided, and  
15% of such costs as an Administrative Fee.

**SECTION 3:** That all ordinances and resolutions, or parts thereof in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

**SECTION 4:** That this Ordinance shall be in full force and effect after its passage, approval and publication as required by law;

ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this 26<sup>th</sup> day of November, 2013.

YES:

NO:

ABSENT:

Approved this 26<sup>th</sup> day of November, 2013.

\_\_\_\_\_  
Dr. James L. Discipio, Village President

ATTEST:

\_\_\_\_\_  
Amanda Seidel, Village Clerk

## CURRENT CODE FEE SECTION

Temporary occupancy of a building shall be permitted only if the Director of Fire and Building deems it is safe to do so, only if applicable sections of the building code are complied with, and only if the following fire code provisions are complied with.

- (A) All required exits shall be operational, easily identified and accessible.
- (B) Adequate lighting shall be in place and in-service to properly illuminate exit paths for occupants.
- (C) All required fire extinguishers, fire sprinklers, fire alarms and other fire protection apparatus and systems shall be in place and in-service.
- (D) Occupants are adequately safeguarded against any unnecessary fire and life safety hazards that exist.

### § 1.30 FEE SCHEDULE

#### (A) *New Fire Alarm Systems*

(Plan review fee includes one re-review and initial inspection / acceptance test)

\$35.00 base permit fee, and  
\$75.00 plan review fee for initial hour.

\$35.00 plan review fee for each additional hour, or for re-reviews not included as part of initial plan review fee.

\$35.00 re-inspection fee when initial acceptance testing fails or is not ready when inspection is scheduled.

#### (B) *New Fire Sprinkler Systems*

(Plan review fee includes one re-review, one hydrostatic test and initial inspection / acceptance test)

\$35.00 base permit fee, and  
\$150.00 plan review fee for systems of 100 sprinklers or less, or  
\$150.00 plan review fee plus \$.50 per sprinkler for systems with more than 100 sprinklers.

\$35.00 plan review fee for each additional hour, or for re-reviews not included as part of initial plan review fee.

\$35.00 re-inspection fee when hydrostatic and/or initial acceptance testing fails or is not ready when inspection is scheduled.

#### (C) *New alternative Extinguishing Systems*

(Plan review fee includes one re-review and initial inspection / acceptance test)

\$35.00 base permit fee, and  
\$75.00 plan review fee for initial hour.

\$35.00 plan review fee for each additional hour, or for re-reviews not included as part of initial plan review fee.

\$35.00 re-inspection fee when initial acceptance testing fails or is not ready when inspection is scheduled.

- (D) *Fire Pumps*  
(Plan review fee includes one re-review and initial inspection / acceptance test)

\$35.00 base permit fee, and  
\$100.00 plan review fee.

\$35.00 per hour to witness required additional testing

- (E) *New Standpipe Systems*  
(Plan review fee includes one re-review, one hydrostatic test and initial inspection / acceptance test)

\$35.00 base permit fee, and  
\$100.00 plan review fee for systems with one riser, and  
\$35.00 plan review fee for each additional riser.

\$35.00 plan review fee for re-reviews not included as part of initial plan review fee.

\$35.00 re-inspection fee when hydrostatic and/or initial acceptance testing fails or is not ready when inspection is scheduled.

- (F) *Alterations to Building, Fire Suppression and/or Fire Alarm Systems*  
(Plan review fee includes one re-review and initial inspection / acceptance test)

\$35.00 base permit fee, and  
\$50.00 plan review – initial hour.

\$35.00 plan review fee for each additional hour, or for re-reviews not included as part of initial plan review fee.

\$35.00 re-inspection fee when testing fails or is not ready when inspection is scheduled.

- (G) *Reviews By Outside Agency or Consultant.* Where the scope of a project, the availability and/or ability of fire department and/or building department staffing, or other factors warrant, the Director of Fire and Building may secure the assistance of outside fire protection professionals

for plan review, consulting and associated services. These costs shall be the responsibility of the owner of the property where the work is being undertaken.

(Plan review fee includes one re-review, initial inspection / acceptance testing, and one re-inspection)

\$35.00 base permit fee, and  
Cost of plan review and/or services, and  
15% of plan review cost as an Administrative Fee.

\$35.00 re-inspection fee when initial acceptance testing fails or is not ready when inspection is scheduled.

(H) *Storage Tanks (Above or Below Grade)*

\$35.00 base permit fee, and  
\$100.00 per tank for above or below grade permanent installation, or  
\$100.00 per tank for below grade removal, or  
\$50.00 per tank for temporary above grade installation; (180 days).

# Local Revenue Study SCORECARD

#	Item	Recommendation / Option	Board Direction	Status
<i>Administration</i>				
1	Liquor License Class A - Original Pack	No Change (\$750)		
2	Liquor License Class B - Beer/Wine Rest.	Increase from \$600 to \$800	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete ORD TO INCREASE FEES
3	Liquor License Class C - All Liquors off premises	No Change (\$1,500)		
4	Liquor License - Class D - All Liquors consumption off premises	No Change (\$1,500)		
5	Liquor License - Retail Sale Class E - Amend Classification	Increase from \$5 per occurrence to \$25 per occurrence, per day	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete ORD TO INCREASE FEES
6	Tobacco License Fee	Increase from \$50 to \$75	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete ORD TO INCREASE FEES
7	Business License - New Restaurant	No Change (\$125)		
8	Annual Business License	No Change (\$75)		
9	New Zoning Fee Structure	\$500 Application Fee, Escrow est., recapture of out-of pocket costs	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete ORD NEW ZONING FEES
10	Vehicle Sticker Fee	Increase from \$30 to \$35	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete ORD TO INCREASE FEES
11	Vehicle Sticker Replacement Fee	Increase from \$1 to \$5	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete ORD TO INCREASE FEES
12	Water Turn On Fee	Increase from \$25 to \$50; increase from \$50 to \$100 After Hours	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete ORD TO INCREASE FEES
13	Returned Payment NSF Fee	New NSF Fee at \$20	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete NEW FEE
14	Recycle Rin Fee	New \$1 to \$2 processing fee New \$5 processing fee	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	NEW FEE
15	Administratively and VB Review Temporary Use Permit Fee	New \$25 Administrative \$50 VB Review Fee	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete ORD NEW ZONING FEES
16	Block Party Request	No change (\$0)		
17	Village Hall Room Rental Recurring Fee	New \$10 per year (for 4 or more)	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	NEW FEE
18	Village Hall Room Rental Equipment Fee	New \$10 per use	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	NEW FEE
19	Electronic Waste - Revenue Sharing	In place		
<i>Building Department</i>				
20	Building Permit Fees New Const or Remodel	Review Fee structure, which is now 1.15% of cost	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	BUILDING DEPT REVIEW
21	Building Permit Fee Other construction: parking lots, garages, auxiliary structures, decks, fences, driveways, swimming pools	Increase from 1% to 1.15% or align with other (Review)	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	BUILDING DEPT REVIEW
22	Plumbing Alterations Permits	Increase from \$35 to \$50 (Review w/all Building Permit Fees)	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	BUILDING DEPT REVIEW
23	Sign Permit Fee	Increase from \$35 to \$50 (Review w/all Building Permit Fees)	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	BUILDING DEPT REVIEW
24	Single Family Occupancy Permit	Increase from \$15 to \$25 (Review w/all Building Permit Fees)	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	BUILDING DEPT REVIEW
25	HVAC Permit	Increase from \$25 to \$50 per unit (Review w/all Building Permit Fees)	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	BUILDING DEPT REVIEW
26	Building Code Violation/Fines	Research P-Ticket Enforcement Option for certain Code Violations	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	BUILDING DEPT REVIEW Evaluate as part of Code Update
27	Building Code Variation Fee	New Fee (\$100 to \$500)	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	BUILDING DEPT REVIEW Evaluate as part of Code Update

## Local Revenue Study SCORECARD Cont.

#	Item	Recommendation / Option	Board Direction	Status
28	Dumpster Permit Fee	New Fee: \$50 for 1-10 days \$100 for 1-30 days	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	NEW FEE
<i>Building Department Continued</i>				
29	Tree Removal Fee	New \$50 Fee plus bond	YES <input type="checkbox"/> No <input checked="" type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	
30	Landscaping License	Review / Research	YES <input type="checkbox"/> No <input checked="" type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	
31	Health Inspection Administrative Fee	New \$10 administrative fee - per inspection for processing	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	NEW FEE
<i>Fire Department</i>				
32	Ambulance Fees	In place (new structure 2012)		
33	Wireless Alarm Fee	In place (\$13 per month, N=79)		
34	Fire Code Variation Fee	New Fee (\$100 to \$500)	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	NEW FEE
35	Fire Inspection Fee	Review options for cost recovery.	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	DEPT. RECOMMENDS NO CHANGES AT THIS TIME
36	Fire Prevention Code Fees	Current structure is likely recapturing costs. Review existing for necessary changes.	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	NEW FEE
<i>Public Works</i>				
37	Water Meter and RPZ Appointments	Set appointments to create staff time efficiencies		
38	Tree Planting	In place. Purchased auger equipment for safe and efficient in-house planting		
39	Diesel Fuel - Park District	Charge for fuel costs.	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	ADMIN CHANGE
40	Water Costs - Park District	No change (\$0)	Supports metering.	ADMIN CHANGE
41	Mulch Delivery	No change (\$0)		
42	Allied Contract - New Small Dumpster	In place. Likely \$1,000 savings.		
43	Shared Contracting / Purchasing	Exploring		
<i>Police Department</i>				
44	GovPayNet	In place. Option to maximize parking ticket payments		
45	Local Debt Recovery Program	In place. Village Board approved. No estimates have been provided from the State		
46	Parking Citation Fine	Increase from \$20 to \$30	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete POLICE ORD CHANGE
47	No Village Vehicle License Fine	No change		
48	Dog At Large Fine	Increase from \$25 to \$40	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete POLICE ORD CHANGE
49	Compliance Citations	Increase from \$25 to \$40	YES <input checked="" type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input type="checkbox"/>	Complete POLICE ORD CHANGE
50	Consolidated Dispatch	Study in process		
<i>Other Revenues to note</i>				
51	Water Tower Lease Fees The addition of private firm leases (i.e. DRW Holdings)	In place. \$2,000 monthly.		
52	Electrical Aggregation Civic Contribution	In place. Village Board Approved. 2 Years ONLY. Temporary measure.		
53	Sales Tax Increase	No change. Local share is 1% and aggregate is 8.0% (as of 1/2013)		
54	Electricity Tax	No change during the aggregation period. Something to be considered for the future.	YES <input type="checkbox"/> No <input type="checkbox"/> MAYBE <input type="checkbox"/> FUTURE <input checked="" type="checkbox"/>	

# Village Board Agenda Memo

**Date:** November 7, 2013

**To:** Village President and Board of Trustees

**From:** Julia Cedillo, Village Manager   
Philip Kubisztal, Deputy Chief of Police

**Re:** Energy Efficiency Exterior Lighting for Village Hall

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## GENERAL BACKGROUND

Village Staff has consulted with Twin Supplies Limited regarding the replacement of our existing exterior lighting for our Village Hall. Most of the exterior lighting fixtures are original and are in need of replacement. The proposed work includes the replacement of the original fixtures with new LED technology. Village Staff researched opportunities for fixture replacement through available grant programs. Staff became aware of grant services offered by Twin Supplies through the Village of Hinsdale, the Village of Westchester, the City of Berwyn and a number of other towns and school districts. The Village of La Grange Park previously utilized the services of Twin Supplies Ltd. for the energy efficiency interior lighting retrofits at the Public Works facility and at Village Hall. Twin Supplies, Ltd. is a certified SEDAC (State of Illinois) Trade Ally. They partner with DCEO (Department of Commerce and Economic Opportunity) and Commonwealth Edison to facilitate significant monetary incentives for organizations for upgrading to energy efficient lighting systems.

Through the efforts of Twin Supplies Ltd., the Village of La Grange Park was notified of two grant awards for Public Sector Energy Efficiency for the replacement of exterior lighting at the Village of La Grange Park Municipal Building. The first rebate award is from the Illinois Department of Commerce and Economic Opportunity (DCEO) in the amount \$1,980.09. The second grant award is from the Illinois Clean Energy Community Foundation (ICE) in the amount of \$1,605.00. The DCEO grant award has progressed to a position where they are requesting that we approve a Notice to Proceed. The DCEO grant rebate application will be completed and submitted to the state after the work is complete. The ICE grant is now positioned for grant agreement approval and signature. The total cost of the exterior lighting work is \$5,083.09. Both grants together total \$3,585.09 (plus an additional 5% DCEO bonus incentive), resulting in a total cost to the Village for this work in the amount of \$1,399.00.

The DCEO Rebate Agreement and the ICE Notice of Grant Award are attached. In order to receive the funds, the Agreements require the signature of the Village President. The Village must also approve an Agreement with Twin Supplies; the company that has completed the grant application process, helped secure the funds, and will do the procurement and labor through completion. The program budgets, scope of work, grant fund control requirements, are included in the Pre-approval Application.

## MOTION/ACTION REQUESTED

- Motion to approve the Resolution Approving Notice to Proceed with the Illinois Department of Commerce and Economic Opportunity (DCEO), for \$1,980.09 in Grant Funds for the Upgrade of the Municipal Building Exterior Lighting Project.
- Motion to approve Resolution Approving Grant Agreement in the Amount of \$1605.00 with the Illinois Clean Energy Community Foundation, for the Upgrade of the Municipal Building Exterior Lighting Project.
- Motion to authorize the Village Manager to execute an agreement with Twin Supplies for the labor and materials required to perform a lighting upgrade at 447 North Catherine Avenue.

### **RECOMMENDATION**

Staff recommends that the Village Board authorize the Village President to sign the attached grant documentation. Staff also recommends that the Village Board authorize the execution of the agreement with contractor, Twin Supplies. The agreements together will facilitate the installation of new energy efficient exterior lighting fixtures at Village Hall.

### **DOCUMENTATION**

- Resolution Approving DCEO Notice to Proceed
- Resolution Approving ICE Grant Agreement
- DCEO Notice to Proceed – APP #6831 for the Village of La Grange Park
- ICE Grant Agreement – ID #6569 for the Village of La Grange Park
- Draft Agreement – Twin Supplies Ltd.

**RESOLUTION NO. 13-20**

**RESOLUTION APPROVING NOTICE TO PROCEED WITH THE ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY (DCEO), FOR \$1,980.09 IN GRANT FUNDS FOR THE UPGRADE OF THE MUNICIPAL BUILDING EXTERIOR LIGHTING PROJECT**

WHEREAS, the Village of La Grange Park was the recipient of a Legislative Rebate Award as part of the Illinois Public Sector Energy Efficiency Program 2013-2014 for expenses related to the upgrading of exterior lighting fixtures for the municipal building located at 447 N. Catherine Avenue, and

WHEREAS, the Illinois Department of Commerce and Economic Opportunity (DCEO) has notified the Village of La Grange Park of the rebate award available in the amount of \$1,980.09 toward the completion of this project; and

WHEREAS, prior to receiving the funds, the DCEO requires the approval of a formal Notice to Proceed APP 6831 in anticipation of the grant application and subsequent rebate.

NOW THEREFORE BE IT RESOLVED, by the President and Board of Trustees of the Village of La Grange Park, Illinois, as follows:

1. That the Village of La Grange Park hereby approves DCEO Notice to Proceed APP 6831, attached hereto.
2. The Village President is authorized to execute this Notice to Proceed.
3. The Village Manager is authorized and directed to take such further actions as deemed necessary and appropriate to implement and administer this Resolution.

ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this \_\_\_\_\_ day of November 2013.

AYES:  
NOS:  
ABSENT:

Approved this \_\_\_\_\_ day of November 2013.

\_\_\_\_\_  
James L. Discipio, Village President

ATTEST:

\_\_\_\_\_  
Amanda Seidel, Village Clerk

Village Attorney: \_\_\_\_\_

**RESOLUTION NO. 13-21**

**RESOLUTION APPROVING GRANT AGREEMENT IN THE AMOUNT OF \$1,605.00 WITH THE ILLINOIS CLEAN ENERGY COMMUNITY FOUNDATION, FOR THE UPGRADE OF THE MUNICIPAL BUILDING EXTERIOR LIGHTING PROJECT**

WHEREAS, the Village of La Grange Park was the recipient of a Legislative Grant Award as part of the Illinois Clean Energy Community Trust (220 ILCS 5/16-111.1), Incentives for Renewables and Efficiency Program for expenses related to the upgrading of exterior lighting fixtures for the municipal building located at 447 N. Catherine Avenue, and

WHEREAS, the Illinois Clean Energy Community Foundation (ICE) has notified the Village of La Grange Park of the rebate award available in the amount of \$1,605.00 toward the completion of this project; and

WHEREAS, prior to receiving the funds, the ICE Community Foundation has required the execution of Grant Agreement No. 6569 to govern the provisions of the grant.

NOW THEREFORE BE IT RESOLVED, by the President and Board of Trustees of the Village of La Grange Park, Illinois, as follows:

1. That the Village of La Grange Park hereby approves ICE Community Foundation Grant Agreement No. 6569, attached hereto.
2. The Village President is authorized to execute this agreement.
3. The Village Manager is authorized and directed to take such further actions as deemed necessary and appropriate to implement and administer this Resolution.

ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this \_\_\_\_ day of November 2013.

AYES:  
NOS:  
ABSENT:

Approved this \_\_\_\_ day of November 2013.

\_\_\_\_\_  
Dr. James L. Discipio, Village President

ATTEST:

\_\_\_\_\_  
Amanda Seidel, Village Clerk

Village Attorney: \_\_\_\_\_



**Illinois  
Department of Commerce  
& Economic Opportunity**

Pat Quinn, Governor

October 21, 2013

Mr. Phillip Kubisztal, Deputy Chief  
Village of LaGrange Park  
447 N CATHERINE AVE  
LA GRANGE PK, IL 60526-2006

Re: 6831 Village of LaGrange Park

Dear Mr. Kubisztal:

The Department is in receipt of your Public Sector Energy Efficiency Pre-approval Application to improve energy efficiency at the Village of LaGrange Park. Your Application 6831 has been reviewed and was found to meet all the necessary requirements to proceed with the proposed project. Please refer to **APP 6831** for all correspondence regarding this project.

This letter will serve as your formal Notice to Proceed for this project. Funds reserved for your project are estimated to be \$1,980.09. The Final Application and the final documentation must be submitted by May 15, 2014 to ensure processing. **It is your responsibility to verify that equipment meets the required specifications.** Appropriate Program Specifications should be provided to the vendor before you purchase equipment.

Please be advised that final documentation must include required Payment Year 2013-2014 documents (see [www.ilenergynow.org](http://www.ilenergynow.org) for the latest version) to include: Final Application forms, Equipment Specifications and copies of related Invoices. Your facility may be selected for a verification site visit.

Please indicate your agreement with these terms by signing this letter and returning to Rajiv Narielwala, DCEO State Energy Office, 500 E. Monroe 11<sup>th</sup> FL, Springfield, IL 62701. Save resources and scan the signed Notice to Proceed and e-mail to [rajiv.narielwala@illinois.gov](mailto:rajiv.narielwala@illinois.gov).

Sincerely,

Rajiv Narielwala

PSEE Program

Approved by: \_\_\_\_\_

(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

---

[www.ildceo.net](http://www.ildceo.net)

500 East Monroe  
Springfield, Illinois 62701-1643  
217/782-7500 • TDD: 800/785-6055

100 West Randolph Street, Suite 3-400  
Chicago, Illinois 60601-3219  
312/814-7179 • TDD: 800/785-6055

2309 West Main, Suite 118  
Marion, Illinois 62959-1180  
618/997-4394 • TDD: 800/785-6055



October 30, 2013

Mr. Phil Kubisztal  
Deputy Chief  
Village of LaGrange Park Police Department  
447 N. Catherine Avenue  
LaGrange Park, IL 60526

Dear Mr. Kubisztal:

We are very pleased to inform you that the Illinois Clean Energy Community Foundation has approved a grant of \$1,605 to the Village of LaGrange Park Police Department for energy efficient upgrades to lighting systems in your facilities.

Thank you for your leadership in demonstrating the value of investing in energy efficiency for your community: enhancing lighting quality, saving money, and improving the environment.

The attached grant agreement defines the terms and conditions of the grant.

**To accept the grant, please review, sign and return the grant agreement electronically to the Foundation as soon as possible and no later than one month from today. Please keep a copy of the grant agreement for your records.**

**FAILURE TO DO SO MAY RESULT IN THE TERMINATION OF YOUR GRANT.**

The Foundation requires grantees to submit grant requirements electronically. Your grant agreement, interim report, and other applicable grant-related documentation should be uploaded via the "Requirements" section of your online account. You can access your account by logging in at [https://www.grantrequest.com/SID\\_325/?SA=AM](https://www.grantrequest.com/SID_325/?SA=AM). Be sure to provide your log-in credentials to others who may be managing these requirements.

On behalf of the Foundation's Board of Trustees and staff, we would like to extend our best wishes for the success of this project.

Sincerely,

Dennis F. O'Brien  
Executive Director



October 30, 2013

Mr. Phil Kubisztal  
Deputy Chief  
Village of LaGrange Park Police Department  
447 N. Catherine Avenue  
LaGrange Park, IL 60526

Re: **Request ID: 6569**  
Exterior Lighting Upgrade

Dear Mr. Kubisztal:

The Illinois Clean Energy Community Foundation ("the Foundation") is awarding a grant of \$1,605 to the Village of LaGrange Park Police Department ("the Grantee") for the above-referenced project.

This letter defines the terms and conditions of the grant and constitutes the grant agreement ("the Agreement") between the Foundation and the Grantee. Please read it carefully. ***If the Grantee agrees to the terms and conditions in the Agreement, please return a complete counter-signed copy of the Agreement no later than one month from today. Failure to do so may result in the termination of your grant.*** Contact the Foundation if you have any questions.

#### Duration and Payment of Grant

This grant is to be used during the period November 1, 2013 through October 31, 2014 (the "Grant Period"). Upon satisfactory completion of the Project as defined herein, the Foundation will make a single payment to the Grantee based on the number of kilowatts of electricity demand reduced as a result of the Project as completed, but not more than \$1,605 or the total resulting cost of the project. If the resulting wattage reduction is less than 3.21 kilowatts, as estimated in the application materials submitted to the Foundation by the Grantee, the amount of the grant may be reduced on a pro-rated basis to reflect the actual reduction. The grant amount will not be increased in the event that the Project yields a greater wattage reduction than estimated in the grant application.

The Foundation reserves the right to suspend, modify or cancel any payments that might otherwise be due under this grant, to require a refund of any unexpended grant funds or both, if:

1. such action is necessary to comply with any applicable law or regulation;
2. the Grantee has used the grant funds for purposes other than as described in the Agreement or otherwise violated any part of the Agreement; and/or

3. the Grantee's performance under the grant has not been satisfactory.

The Foundation's judgment on these matters will be final and binding.

### Purpose and Use of Grant

This grant is for the Exterior Lighting Upgrade (the "Project") described in the Project proposal and budget submitted to the Foundation by the Grantee and dated September 9, 2013. The Grantee confirms that this grant will be used solely for the specific tax-exempt purposes described in the Project proposal and budget and no substantial variance will be made without the Foundation's prior written approval.

The Grantee also confirms that the Project is under its complete control and that it has and will exercise control over the process of selecting any vendors, contractors or consultants involved in the Project. The Grantee and the Foundation are not partners or joint venturers with respect to each other.

Furthermore, the Grantee agrees that funds from this grant will be used exclusively for tax exempt purposes as described in Section 501(c) (3) of the Internal Revenue Code and will not be used for any activities prohibited by law, including, without limitation, attempting to influence legislation or participating in any political campaign on behalf of any candidate for public office. The Grantee agrees that it and its employees, agents and sub-contractors will comply with all applicable federal, state, county and local laws, ordinances, regulations and codes in the performance of the Grantee's obligations under this Agreement.

### Reporting Requirements

An **Interim Report** shall be submitted 6 months after the start of the grant period. The Interim Report shall include an update on project activity including construction – if started. If construction has not started 6 months from the date of this grant award, a detailed explanation must be provided that includes an update on project financing and expected construction start.

If the term of the grant extends beyond the grant expiration date due to substantial delays in project construction and completion, additional Interim Reports may be required if deemed necessary by the Foundation. In such circumstances, additional report(s) should be provided in six month increments after the initial Interim Report is submitted.

**Upon completion of the Project to the Grantee's satisfaction, the Grantee shall provide the Foundation with the various documents identified in Exhibit A attached hereto (the "Grantee Documents Required for Payment") as part of the Final Report. Promptly upon the Foundation's receipt of the Grantee Documents Required for Payment in form and substance satisfactory to the Foundation, the Foundation will send to the Grantee a**

**check in the amount specified in the Duration and Payment of Grant section of this Agreement.**

#### Publicity

The Foundation believes it is important that many organizations and individuals in Illinois learn about the Project and the ways it benefits the public. Accordingly, the Foundation strongly encourages the Grantee to publicize the receipt of this grant and the results of the Project.

The Grantee agrees to share with the Foundation a draft of any press release or public announcement of the grant prior to distributing the release or announcement and to provide the Foundation with clippings of resulting media coverage.

The Grantee also agrees to allow the Foundation to publicize the Grantee as a grant recipient and to use the name and description of the Project and photographs or other audiovisual representations of subjects related to the Project.

#### Maintenance of Records and Evaluation

The Grantee is responsible for maintaining adequate financial records regarding use of the grant funds, consistent with generally accepted accounting principles.

The Grantee agrees to cooperate fully in any evaluation of this grant and/or the Project that the Foundation may conduct. Such an evaluation may include a visit from Foundation staff or consultants, interviews with Project participants, a review of financial and other records about the Project maintained by the Grantee and/or similar investigative activities.

#### Confirmation of Tax-Exempt Status and Good Standing

The Grantee confirms that it is currently a unit of government or a nonprofit organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and is not a private foundation under Section 509(a) of the Internal Revenue Code. **If the Grantee is not a unit of government, it agrees to submit with the signed Agreement written evidence of its tax-exempt, non-private foundation status if it has not previously provided such evidence to the Foundation.**

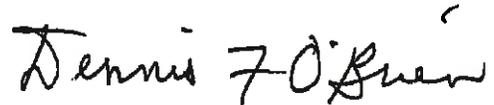
The Grantee further confirms that it is currently in good standing with appropriate state government agencies. If requested by the Foundation, the Grantee agrees to provide written evidence of its good standing.

If there is any change in the Grantee's tax exempt status or good standing during this grant, the Grantee agrees to immediately notify the Foundation of that change.

Acceptance of Terms and Conditions of Agreement

If the Grantee agrees to the terms and conditions in the Agreement, please return to the Foundation one complete copy of this letter signed by an authorized representative of the Grantee in the space provided below. For future reference, please retain a copy of the Agreement in your files. This grant award may be withdrawn if the Foundation has not received a counter-signed copy of the Agreement within one month from the date of this letter.

Sincerely,



Dennis F. O'Brien  
Executive Director

Attachment: Exhibit A – Grantee Documents Required for Payment

The Grantee acknowledges that relevant organization executives and Project personnel have read and understand the Agreement, that its terms and conditions are acceptable to the Grantee and that the Grantee will comply with those terms and conditions.

Grantee \_\_\_\_\_  
(This must be the legal name of the organization accepting the grant and it must have federal tax-exempt status.)

Name of Authorized Signer for the Grantee \_\_\_\_\_

Title of Signer \_\_\_\_\_

Authorized Signature \_\_\_\_\_  
(This must be an original signature of an authorized representative of the Grantee.)

Date Signed \_\_\_\_\_



# Illinois Clean Energy

community foundation

2 North LaSalle Street • Suite 1140 • Chicago IL 60602  
312.372.5191 • fax 312.372.5190 • [www.IllinoisCleanEnergy.org](http://www.IllinoisCleanEnergy.org)

## Exhibit A

### Grantee Documents Required for Payment

The Foundation requires grantees to submit grant requirements electronically. Your grant agreement, interim report, and other applicable grant-related documentation should be uploaded via the "Requirements" section of your online account. You can access your account by logging in at [https://www.grantrequest.com/SID\\_325/?SA=AM](https://www.grantrequest.com/SID_325/?SA=AM). Be sure to provide your log-in credentials to others who may be managing these requirements.

#### **DOCUMENTS REQUIRED IMMEDIATELY**

To accept the grant offered by the Foundation, the Grantee must return a complete, counter-signed copy of the Grant Agreement within one month from the date of this letter. Please keep a copy of the Agreement for your records.

#### **DOCUMENTS REQUIRED UPON PROJECT COMPLETION**

Upon completion of the Lighting Upgrade Project to the Grantee's satisfaction, the Grantee must send and upload the Foundation a signed letter on organization letterhead that:

1. confirm the Grantee's acceptance of the Project system hardware and installation as complete and satisfactory; and
2. request that the grant be paid, specifying the exact amount requested.

As attachments to that letter, the Grantee must provide the following documentation:

3. a detailed **updated** list of the quantity(ies) and type(s) of all lighting equipment removed and new/retrofit systems installed as part of the Project; (see notes below)
4. a copy of the final itemized invoice(s) from and/or check(s) issued to all vendors involved in the Project, showing amounts already paid and amounts still owed; this may also include a summary of the hours and total costs of any in-house labor used to complete the Project; in sum, these documents should reflect the total resulting cost of the Project *for each facility upgraded*; and
5. a summary **updated** calculation of the electricity demand reduction, in watts or kilowatts, resulting from the Project, *as completed, for each facility upgraded*. (see the following notes)

**Notes:**

- a. The wattage savings due to work that is not eligible to be supported with this grant, such as upgrades the replacement of incandescent bulbs with "screw-in" compact fluorescent bulbs, should NOT be included in this calculation).
- b. Regarding documentation requirements #3 and #5; updated information reflecting actual lighting upgrade work performed and corresponding reduction in watts or kilowatts must be provided. A copy of documentation provided with the original funding application will not be accepted as evidence of compliance with these requirements.
- a.

## **VILLAGE of LAGRANGE PARK CONTRACT**

THIS AGREEMENT ("Agreement"), made and entered into as of this \_\_\_\_ day of November, 2013, by and between the: **VILLAGE OF LA GRANGE PARK**, a municipal corporation, organized and existing under the laws of the State of Illinois (hereinafter referred to as "VILLAGE") and **TWIN SUPPLIES, LTD.**, a contractor authorized to do business in the State of Illinois (hereinafter referred to as "CONTRACTOR"):

### **RECITALS**

**WHEREAS**, the VILLAGE seeks to retain CONTRACTOR to provide **lighting upgrade services** as funded by certain grants described below; and

**WHEREAS**, CONTRACTOR has been chosen to provide these services for the VILLAGE; and

**WHEREAS**, the CONTRACTOR acknowledges that this Agreement is specifically for those services as defined herein; and

**WHEREAS**, this Agreement shall be in full force and effect until October 31, 2014, subject to either party's right to terminate the Agreement upon 30 days' prior written notice for any reason.

**NOW, THEREFORE, IN CONSIDERATION** of the promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

#### **I. DESCRIPTION OF WORK**

CONTRACTOR'S Work performed under this Agreement shall consist of the installation of new or retrofitted energy efficient lighting on the exterior of the VILLAGE HALL, as more fully described in Twin Supplies, Ltd. Invoice # 11659A dated 10/8/13, attached hereto as Attachment A.

#### **II. PAYMENT FOR WORK**

CONTRACTOR acknowledges that VILLAGE has been awarded an Incentive Grant from the Illinois Department of Commerce and Economic Opportunity ("DCEO") and an Incentive Grant from the Illinois Clean Energy Community Foundation ("ICE") to be applied towards Twin Supplies Estimate #Project 3512. CONTRACTOR agrees that DCEO shall not issue payment to the VILLAGE for the Work until all prerequisites set forth in the DCEO Formal Notice to Proceed dated October 21, 2013 (APP 6831) and ICE Rebate Agreement dated October 30, 2013 (Request ID6569) have been fully satisfied.

CONTRACTOR shall, at its sole cost, prepare all documentation required by DCEO and ICE to substantiate the Work and obtain payment from DCEO and ICE for those portions of the Work that DCEO and ICE have agreed to fund. VILLAGE shall cooperate with CONTRACTOR to prepare and submit all such documentation. Within 5 business days of the VILLAGE's receipt of payment from either DCEO or ICE relating to the Work, the VILLAGE shall issue payment to CONTRACTOR in the exact amount of funds received from DCEO and ICE, respectively. CONTRACTOR agrees that VILLAGE shall be obligated to pay CONTRACTOR for the balance shown due on the Twin Supplies Invoice # 11659A dated 10/8/13 (Attachment A), in the amount of

- B. The CONTRACTOR shall include subcontractors as insureds under its policies, or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all the requirements stated herein.
- C. The CONTRACTOR shall furnish a certificate of insurance verifying the existence of the aforementioned coverage's. Further, the VILLAGE shall be named as additional insured on each policy for any liability arising out of the CONTRACTOR'S work. For purposes of this Agreement, "arising out of the CONTRACTOR'S work" shall mean:
  - 1. Liability the VILLAGE may incur for which the VILLAGE is indemnified under Article VI. Section D. below; and/or
  - 2. Liability the VILLAGE may incur due to joint negligence of the CONTRACTOR and the VILLAGE.
- D. The CONTRACTOR shall indemnify and forever hold harmless, including the payment of reasonable attorneys fees and court costs, the VILLAGE, its agents, officials and employees against any and all claims for injuries, death, loss damages, claims of every type, nature and description (including without limitation environmental and patent claims), suits, liabilities judgments, costs and expenses arising from or related in any way to the alleged negligence or act or omission of the CONTRACTOR or its employees, agents, servants, subcontractors or suppliers in connection with performance of this Agreement.
- E. The CONTRACTOR shall, at the CONTRACTOR'S own expense, appear, defend any and pay all charges of attorneys and all costs and other expenses arising from the foregoing, or incurred in connection therewith in the defense of the VILLAGE, its agents, officials and employees.

**VII. FEDERAL, STATE and VILLAGE LAWS**

- A. The CONTRACTOR shall comply with all Federal, State and VILLAGE Laws.
- B. The CONTRACTOR shall comply with all Federal and State guidelines governing equal employment opportunities.
- C. The Village has adopted an ordinance governing the prevailing rate of wages paid for work performed by contractors in the Village for public works as defined in the Prevailing Wage Act (820 ILCS 130). To the extent that the Prevailing Wage Act is applicable to the services provided under this Agreement, the CONTRACTOR may be subject to some or all of the following provisions of the Prevailing Wage Act:
  - 1) Guarantee the faithful performance of such Prevailing Wage Act;
  - 2) That not less than the prevailing rate of wages as found by the Village or Illinois Department of Labor, or determined by the court on review, shall be paid to all laborers, workers, and mechanics performing work;
  - 3) A requirement to submit to the Village on a monthly basis for the duration of the contract, a Certified Transcript Payroll that must include every worker employed to accomplish the work as specified in the contract. Said Certified Transcript of Payroll shall include every worker's name, address, telephone

- number, social security number, job classification, hourly wages paid in each pay period, and number of hours worked each day; and
- 4) Each Certified Transcript of Payroll shall include a statement signed by the CONTRACTOR or subcontractor which avers that such records are true and accurate, and the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required by the Prevailing Wage Act.

**VIII. NOTICES**

- A. Except as otherwise explicitly provided in this Agreement, all notices permitted or required to be given by the parties to this Agreement shall be in writing and shall be delivered to the addressee at the address set forth below.

Village of La Grange Park  
447 N. Catherine Ave.  
La Grange Park, Illinois 60526  
Attention: Phil Kubisztal, Deputy Chief of Police

- B. Notices to the CONTRACTOR shall be addressed to, and delivered at, the following address:

Twin Supplies, Ltd.  
1010 Jorie Boulevard, Suite 124  
Oak Brook, Illinois 60523  
Attention: Chris Skokna

**IX. TERMS**

- A. In the event that any provision of this Agreement shall be held invalid, illegal or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Agreement, shall be in any way affected thereby.
- B. This Agreement sets forth the entire agreement between the parties with respect to the accomplishment of the work and the rates and charges therefore.
- C. No modification, addition, deletion, revision, alteration, or other change to this Agreement shall be effective unless and until such change is reduced to writing and executed and delivered by the authorized representatives of the VILLAGE and the CONTRACTOR.

**X. MISCELLANEOUS**

- A. The CONTRACTOR covenants and agrees to comply at all times with all applicable laws, ordinances and regulations in the performance with and in any manner related to the CONTRACTOR's rights, duties, obligations and operations under this Agreement. The CONTRACTOR shall obtain and maintain in effect all licenses and permits necessary to perform its obligations under this Agreement.
- B. The CONTRACTOR shall not discriminate against any person because of race, sex, age, creed, color, religion or national origin.

- C. The CONTRACTOR warrants that it is experienced in each of the areas under which it will have duties and obligations under this Agreement and that it has adequate personnel and experience to properly and satisfactorily discharge its duties and obligations under this Agreement.
- D. Applicable law: This Agreement shall be interpreted according to the laws of the State of Illinois.

**IN WITNESS WHEREOF**, the CONTRACTOR has executed this Agreement by its duly appointed agent, and the VILLAGE has executed this Agreement with its corporate seal affixed thereto, by its Village President and Village Clerk acting pursuant to authority granted by the Board of Trustees thereof, all on the day and year first written above.

**VILLAGE OF LA GRANGE PARK**

**CONTRACTOR:  
TWIN SUPPLIES, LTD.**

By: \_\_\_\_\_  
Dr. James L. Discipio  
Village President

By: \_\_\_\_\_  
Chris J. Skokna  
Its:

Attest: \_\_\_\_\_  
Amanda G. Seidel  
Village Clerk

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*Previously APPROVED AS TO FORM by Village Attorney 2011*

# TWIN SUPPLIES, LTD.

High Efficiency Lighting

# INVOICE

CHRIS SKOKNA 1010 JORIE BLVD, STE124 OAK BROOK, IL 60523  
 PHONE: (708) 609-0784 FAX: (630) 537-1045 EMAIL: chrisjmj@comcast.net

Date	Invoice #
10/8/2013	11659A

<b>Bill To</b>
Lagrange Park Police Department 447 N. Catherine Avenue La Grange Park, IL 60526

<b>Ship To</b>
Lagrange Park Police Department 447 N. Catherine Avenue LaGrange Park, IL 60526

P.O. No.	Terms	Rep	Ship Date	Ship Via	Grant Number
			10/8/2013		6831

Qty	Item Code	Description	Price Each	Amount
5	LUMARK-XTORIA	LUMARK - CROSSTOUR 10W LED	199.00	995.00
1	LUMECON-LWP-MN-10-NW-GREEN	LUMECON 10 WATT LED GREEN MINI WALL PACK 90,000 HRS. L70 LUMINAIRE LIFETIME 10 YR. UNMATCHED WARRANTY	269.00	269.00
1	LUMECON-LWP-MN-10-NW-RED	LUMECON 10 WATT LED RED MINI WALL PACK 90,000 HRS. L70 LUMINAIRE LIFETIME 10 YR. UNMATCHED WARRANTY	269.00	269.00
4	PHIL-429126	PHILIPS - 19W LED 3000K 36*	42.00	168.00
4	PHILIPS-TR-30-2LG	TENON REDUCER FOR 3" ROUND POLE	89.00	356.00
4	PHILIPS-SVM-90W48LED4K-R-NF-UNV	90w (AVERAGE 10,000 LUMENS) COBRAHEAD REPLACEMENT; NON-PAINTED FINISH; LIGHT DISTRIBUTION TO BE SPECIFIED AT ORDER PLACEMENT. silver color	389.00	1,556.00
1	LUMECON-LF-RB-30-NW	LUMECON 30W LED ROUND BACK FLOOD LIGHT; 2069 LUMENS 10 YEAR WARRANTY	299.00	299.00
	LABOR	LABOR TIME	1,171.09	1,171.09
	DCEO-INCENTIVE	DCEO-INCENTIVE BASED UPON APPROVAL ***When the incentive check is received from Judy Baar Topinka, this amount will be due the next day***	-1,980.09	-1,980.09
	DCEO BONUS INCENTIVE	5% BONUS IF PROJECT IS COMPLETED BY FEB 7TH, 2014	-99.00	-99.00
	ICE-INCENTIVE	ILLINOIS CLEAN ENERGY ACT INCENTIVE BASED UPON APPROVAL ***When the incentive check is received ; this amount will be due the next day*** \$	-1,605.00	-1,605.00

<b>Subtotal:</b>	\$1,399.00
<b>Sales Tax: (0.0%)</b>	\$0.00
<b>Total:</b>	\$1,399.00

<b>Payments/Credits:</b>	\$0.00
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<b>Balance Due:</b>	\$1,399.00
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**Exterior Lighting at Village Hall  
New LED Fixtures**

	Total
Lumark Xtror 1A	\$995.00
Lumecon	\$269.00
Lumecon	\$269.00
Phil LED	\$168.00
Phil round pole	\$356.00
Phil cobrahead	\$1,556.00
Lumecon	\$299.00
Labor	\$1,171.09
<b>Total:</b>	<b>\$5,083.09</b>
DCEO Grant	-\$1,980.09
ICE Grant	-\$1,605.00
<b>Total Grants:</b>	<b>-\$3,585.09</b>
DCEO Bonus Incentive	-\$99.00
<b>Total Cost to Village</b>	<b>\$1,399.00</b>

*Calculations checked by jcedillo*

7-Nov-13

# **Public Safety Committee**

**Mario Fotino, Chairman**

**Patricia Rocco**

**Robert Lautner**

## Village Board Agenda Memo

**Date:** October 30, 2013

**To:** Village President and Board of Trustees

**From:** Julia Cedillo, Village Manager   
Daniel L. McCollum, Chief of Police 

**Re:** Police Department Garage Floor Restoration

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### GENERAL BACKGROUND

The 2013-14 Village of LaGrange Park Budget authorizes the repair of the garage floor in the PD garage. \$11,000 was earmarked for the project (account #07-40-3-344).

Quotes to perform the work were solicited from four contractors. Three of the contractors responded and their quotes came in as follows:

- |   |             |
|---|-------------|
| • JLJ Contracting, Inc., Broadview, Illinois              | \$18,225.00 |
| • National Restoration Systems, Rolling Meadows, Illinois | \$15,700.00 |
| • Quality Restorations, Inc, Wood Dale, Illinois          | \$15,495.00 |

A fourth quote was solicited from Hard Surface Solutions of Lombard, Illinois. However, after several attempts to acquire a quote, the firm never responded.

The PD garage renovation project was a two-part endeavor. The President and Board of Trustees approved the replacement of the garage doors and openers in September at a cost of \$8,317.00. That work has been completed and the new doors not only look great, but they function much more efficiently.

While the projected costs for the garage doors came in almost \$2,700 less than the budget estimate of \$11,000, the lowest quote initially received for the garage floor restoration was \$4,495.00 higher than the budget estimate of \$11,000.

Staff contacted Quality Restorations, who submitted the lowest quote, and we were able to negotiate a reduction of \$895.00 from the quote of \$15,495. They have agreed to perform the work for a total cost of \$14,695. The revised quote is attached to this memorandum.

If the President and Board of Trustees approve the project, the project would be \$1,012 higher than the budgeted amount in account #07-40-3-344 as a result of the higher cost for the floor restoration component of the project.

**DOCUMENTATION**

- Memorandum dated October 22, 2013 from Deputy Chief Kubisztal
- Original Quotes from JLJ Contracting, Inc., National Restoration Systems and Quality Restorations.
- October 28, 2013 revised quote from Quality Restorations

**MOTION/ACTION REQUESTED**

This matter is being placed on the agenda for the Village Board Work Session on November 12, 2013. If the consensus of the President and Board of Trustees is to authorize Quality Restorations to perform the work for the quoted price of \$14,695, the item would be placed on the Consent Agenda for the November 26, 2013 Regular Village Board Meeting for approval.

**RECOMMENDATION**

Staff recommends that Quality Restorations of Wood Dale, Illinois be authorized to perform the garage floor restoration project for the LaGrange Park Police Department for the quoted price of \$14,695.



## MEMORANDUM

---

**TO:** Chief McCollum  
**FROM:** Deputy Chief P. Kubisztal  
**SUBJECT:** Garage Concrete Repair Project  
**DATE:** 22 October 2013

---

Chief –

3 proposals were obtained for the repair and resurfacing of the police department garage floor. This work is to include the repair of deteriorate or damaged concrete, the replacement of the damaged floor drain head, and a new epoxy coating to the garage floor.

Proposals were solicited from the following companies who specialize in this type of restoration / repair work:

- Hard Surface Solutions, Lombard, IL - After several contacts by both phone and e-mail, no proposal was returned.
- JLJ Contracting, Inc., Broadview, IL - \$18,225.00
- National Restoration Systems, Rolling Meadows, IL - \$15,700.00
- Quality Restorations, Inc., Wood Dale, IL - \$15,495.00

The JLJ Contracting proposal is actually presented in two parts. Part 1 for just the concrete repair work is \$7,995.00. Part 2 is for the application of a new coating to the garage floor for an additional \$10,230.00 for a total price of \$18,225.00.

The proposal from National Restoration includes repairs to the concrete and sealant at the juncture of floor to walls, and sealing of random crack with a urethane sealant. Total price of \$15,700, with and additional repairs to unseen concrete damage quoted on a square foot basis at \$54.00/Sq. Ft.

The Quality Restorations appears to be the most complete proposal which includes repairs to the concrete and sealing of the entire floor with an epoxy coating. Total price of \$15,495.00.

The lowest bidder, Quality Restorations, Inc of Wood Dale, IL is a well-qualified, local Chicago area contractor who has completed municipal projects in the suburban area, including the floor at the LaGrange Fire Department.

It would be my recommendation that we look towards awarding this concrete repair project to Quality Restorations, Inc. of Wood Dale, IL.



**HSS Hard Surface Solutions**

**Jim Fadellin**  
Senior Project Manager

T: 630.916.8005 / F: 630.916.8055 / C: 815.482.9926  
E: jfadellin@hsshard surfacesolutions.com  
17950 W US Route 173  
Old Mill Creek, IL 60083

[www.HSSHardSurfaceSolutions.com](http://www.HSSHardSurfaceSolutions.com)



**John Orban**  
President

**JLJ CONTRACTING INC.**

**CONCRETE MASONRY RESTORATION**

2748 S. 21st Avenue  
Broadview, IL 60355  
[www.jljcontracting.com](http://www.jljcontracting.com)

Phone (708) 343-3340  
Fax (708) 343-3360  
Cell (708) 473-5890  
[jorban@jljcontracting.com](mailto:jorban@jljcontracting.com)

**NRS**

**NATIONAL RESTORATION SYSTEMS**

Structural Concrete Repair - Masonry Restoration - Protective Coatings  
Bridge Overlays - Expansion Joints - Sealants

**Ralph Brown**  
Vice President

1500 Hicks Road  
Suite 200  
Rolling Meadows, IL 60008

Phone: (847) 483-7700  
Fax: (847) 483-7701  
[ralph@nrsys.com](mailto:ralph@nrsys.com)

[www.nrsys.com](http://www.nrsys.com)



**QUALITY RESTORATIONS, INC.**

[QUALITYRESTORATIONSINC.COM](http://QUALITYRESTORATIONSINC.COM)

**356 TIOGA TRAIL**

**WOOD DALE, IL 60191**

**TOM STEELE**  
PROJECT MANAGER  
CELL: 630-417-6810  
OFFICE: 630-595-0990  
FAX: 630-595-2037  
[TSTEEL@QUALITYRESTORATIONSINC.COM](mailto:TSTEEL@QUALITYRESTORATIONSINC.COM)

**JLJ** CONTRACTING INC.  
CONCRETE MASONRY RESTORATION

September 16, 2013

Mr. Phillip J. Kubisztal, Deputy Chief  
LaGrange Park Police Department  
447 N. Catherine Avenue  
LaGrange Park, Illinois 60528

RE: 447 N. Catherine – Garage  
Concrete & Waterproofing Repairs

Dear Mr. Kubisztal:

JLJ Contracting, Inc. proposes to furnish all labor, material, and equipment necessary to perform the following work at the above referenced location:

1. Furnish and install temporary barricades.
2. Furnish and install temporary dust protection.
3. Remove one (1) deteriorated drain head and replace with new drain head of matching dimension. Patch concrete at perimeter of new drain head.
4. Remove and dispose of steel angle iron at edge of slab directly in line with overhead doors.
5. Remove approx. 40 sq.ft. of deteriorated concrete at floor slab and at 1' wide approach leading to slab. Patch with new concrete.

The work outlined above shall be performed during regular business hours for the lump sum of SEVEN THOUSAND NINE HUNDRED NINETY-FIVE AND 00/100 DOLLARS (\$7,995.00).

**Alternate #1**

- Remove existing paint from slab in garage and install new non-skid "Conipur" waterproof membrane- ADD to Base Bid..... (\$10,230.00)

**EXCLUSIONS**

The following are *not included* in the price quoted above:

- Any/all permits and/or bonds
- Any/all work performed outside regular business hours (overtime)

**CONFIDENTIALITY**

The information contained herein is submitted in strict confidence solely for the purpose of determining whether you wish to engage JLJ CONTRACTING, INC. to execute the services set forth in this contract. Accordingly, disclosure in any manner of the contents described in this proposal to any persons other than Customer for the exclusive purpose described above is prohibited.

**PROPOSAL ACCEPTANCE**

Pricing as stated in this proposal will remain in effect for sixty (60) days from date of this proposal. Approval after sixty (60) days is subject to review by JLJ CONTRACTING, INC.

September 16, 2013  
LaGrange Park Police Department  
447 N. Catherine Avenue  
Garage – Concrete & Waterproofing Repairs

**WARRANTY**

Unless otherwise specified, all work will be warranted for one (1) year from date of completion.

**PERMITS, BONDS, LICENSES**

Unless otherwise indicated, any/all costs associated with obtaining/securing permits, bonds and/or licenses necessary to complete the proposed work will be billed separately to Customer by JIJ CONTRACTING, INC. and are in addition to the lump sum quoted.

**TERMS OF PAYMENT**

Upon signature of this contract Customer agrees to pay JIJ CONTRACTING, INC. the appropriate Lump Sum payment indicated in this proposal *in full* within 30 days of completion of this project. Interest will be charged at the rate of 1.5% per month on all accounts 30 days past due.

**AGREEMENT**

Upon signature of this contract, Customer and JIJ CONTRACTING, INC. agree to all terms and conditions indicated herein.

**WORK AUTHORIZATION**

To authorize the work listed herein, please indicate acceptance of this proposal by signing below and returning via fax at 708-343-3360. Upon receipt of this signed Agreement, JIJ CONTRACTING, INC. will contact Customer to schedule work commencement. Unless otherwise noted, all work shall be performed during regular business hours.

Thank you for the opportunity to present this proposal. I look forward to working with you on this project. Should you have any questions or require additional information, please contact me at 708-343-3340.

  
\_\_\_\_\_  
John D. Orban  
President

Accepted By:

\_\_\_\_\_  
Company  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Name/Title  
\_\_\_\_\_  
Date

JDO/kmf



**NATIONAL RESTORATION SYSTEMS**

1500 Hicks Road • Suite 200 • Rolling Meadows, IL 60008  
Phone (847) 483-7700 • Fax (847) 483-7701

September 16, 2013

Phillip J. Kubisztal Deputy Chief  
LaGrange Park Police Department  
447 N. Catherine Avenue  
LaGrange Park, Illinois 60526

Re: Police Garage Floor

Deputy Chief Kubisztal;

I submit the following proposal based on our walkthrough for your review and consideration.

**Garage Floor Repair**

NRS will shotblast clean the existing floor, install a perimeter cove joint of sealant at the juncture of the floor to walls and route and seal random cracks with a two component urethane sealant, repair the damaged concrete apron at the entrance, repair the visible spalled concrete, chain drag the floor to locate any damaged / delaminated concrete in the overlay and remove and replace the existing drain head.

Lump Sum \$15,700.00\*

If chain dragging the floor uncovers any unseen concrete delaminations NRS will make concrete repairs in the concrete overlay on a square foot basis.

\$54.00\* / SQ FT

\*Note: This pricing is based on being given an empty space and doing all work in one phase during normal hours and that there are no buried conduits, piping, etc. in the floor.

Sincerely,  
National Restoration Systems, Inc.

Ralph T. Brown  
Vice President



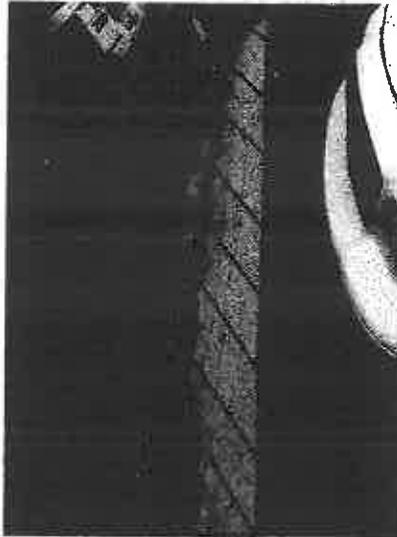
October 22, 2013

Mr. Philip J. Kubisztal  
Deputy Chief  
LaGrange Park Police Dept.  
447 N. Catherine Ave.  
LaGrange Park, IL 60526

RE: Police Garage Concrete Repair

Quality Restorations, Inc. proposes to furnish all labor, material and equipment necessary to complete the following work:

- 1) Repair deteriorated concrete at garage apron (approx. 25' x 2')



- a. Remove corroded metal angle
- b. Chip out deteriorated concrete at top of foundation wall to a minimum of 3"
- c. Prepare and paint any existing reinforcing using Zinc – Rich rebar primer



- d. Install supplemental steel reinforcing as necessary
  - e. Replace concrete to provide smooth transition to precast garage floor
  - f. Install new sealant where foundation wall meets precast garage floor
- 2) Repair concrete at precast garage floor
- a. At areas of deterioration, remove concrete, paint rebar, install supplemental steel and replace concrete

3) Install new curb



- a. At edges of current ramp, remove old patching material
  - b. Dowel in #3 bars at 12" O.C. with one continuous nosing bar
  - c. Form and pour concrete to match current curb profile
- 4) Remove and replace existing drain head
- a. Remove drain head
  - b. Remove concrete as necessary to install new drain head
  - c. Tie new drain head into existing piping

- 5) Install new epoxy coating to garage floor
- a. Prepare surface for coating by shotblasting area (areas close to wall will be prepared by grinding)



- b. Solvent wipe entire area to remove laitance and dust
- c. Install two coats of Sikagard® 62 High-build, protective, solvent-free, colored epoxy coating

**TOTAL LUMP SUM FOR WORK ABOVE: \$15,495.00**

**PLEASE NOTE:**

- Garage to be emptied by others prior to work
- Work to be performed in winter months (Dec-Feb)

We appreciate the opportunity to submit this proposal to you. Please do not hesitate to contact us if we can be of any further assistance

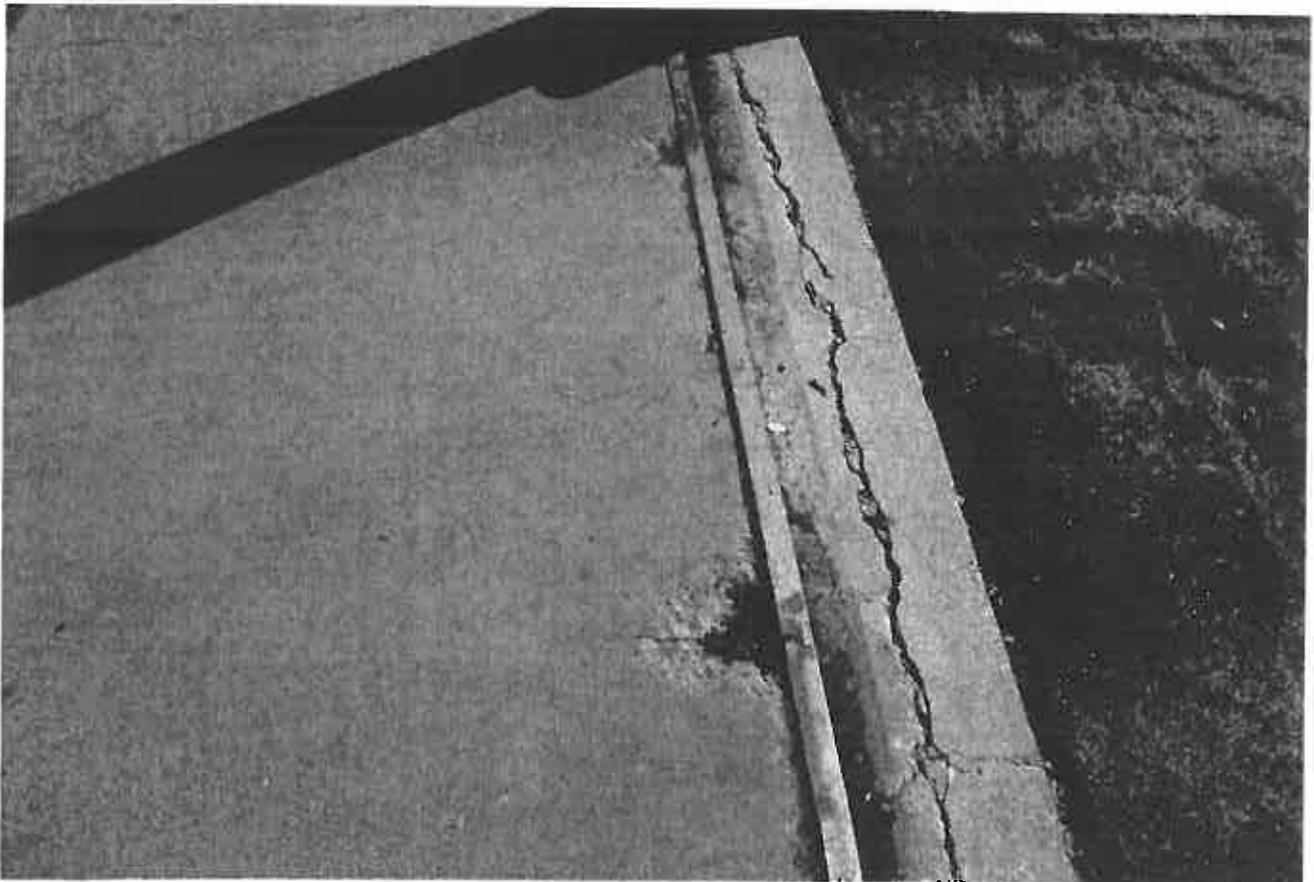
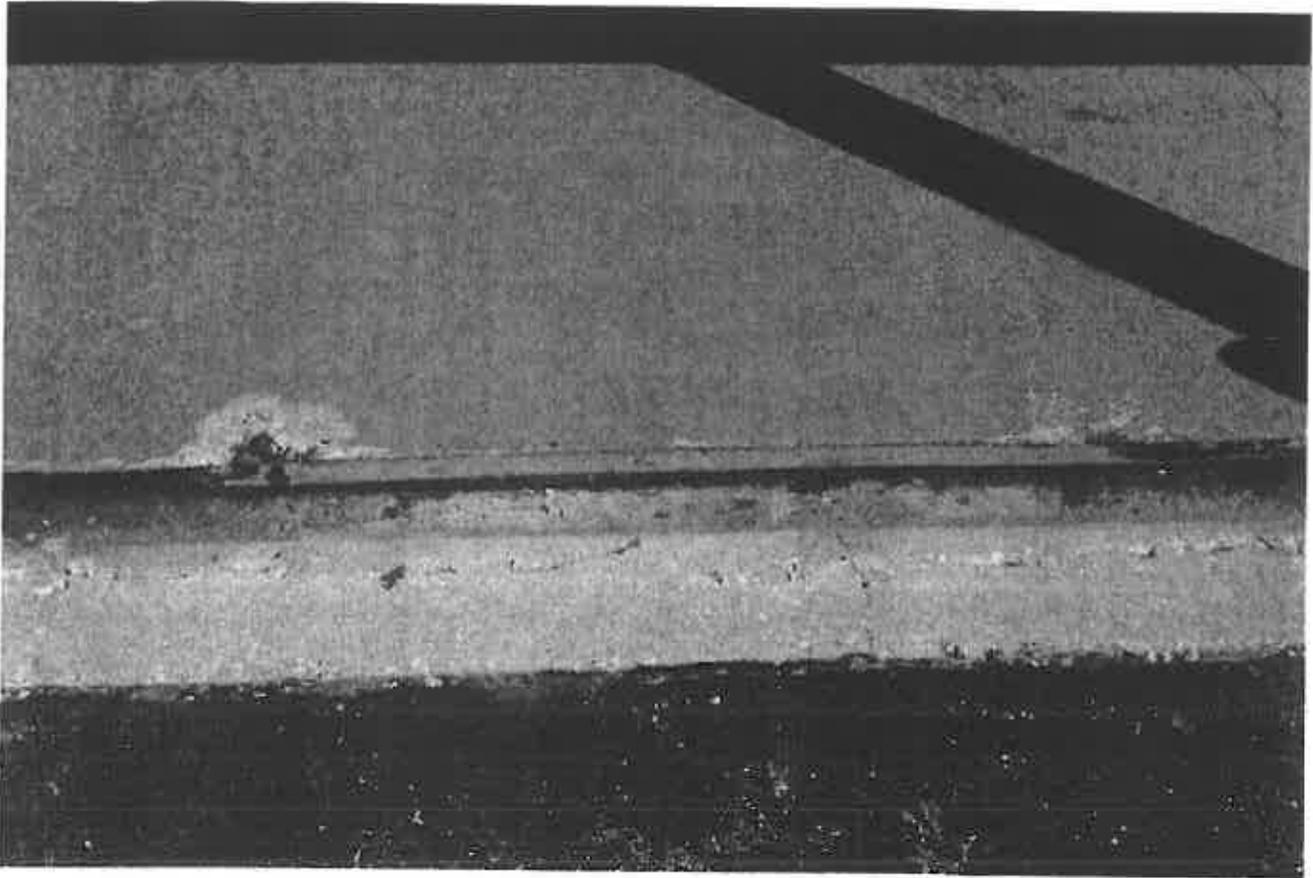
Sincerely,  
QUALITY RESTORATIONS, INC.

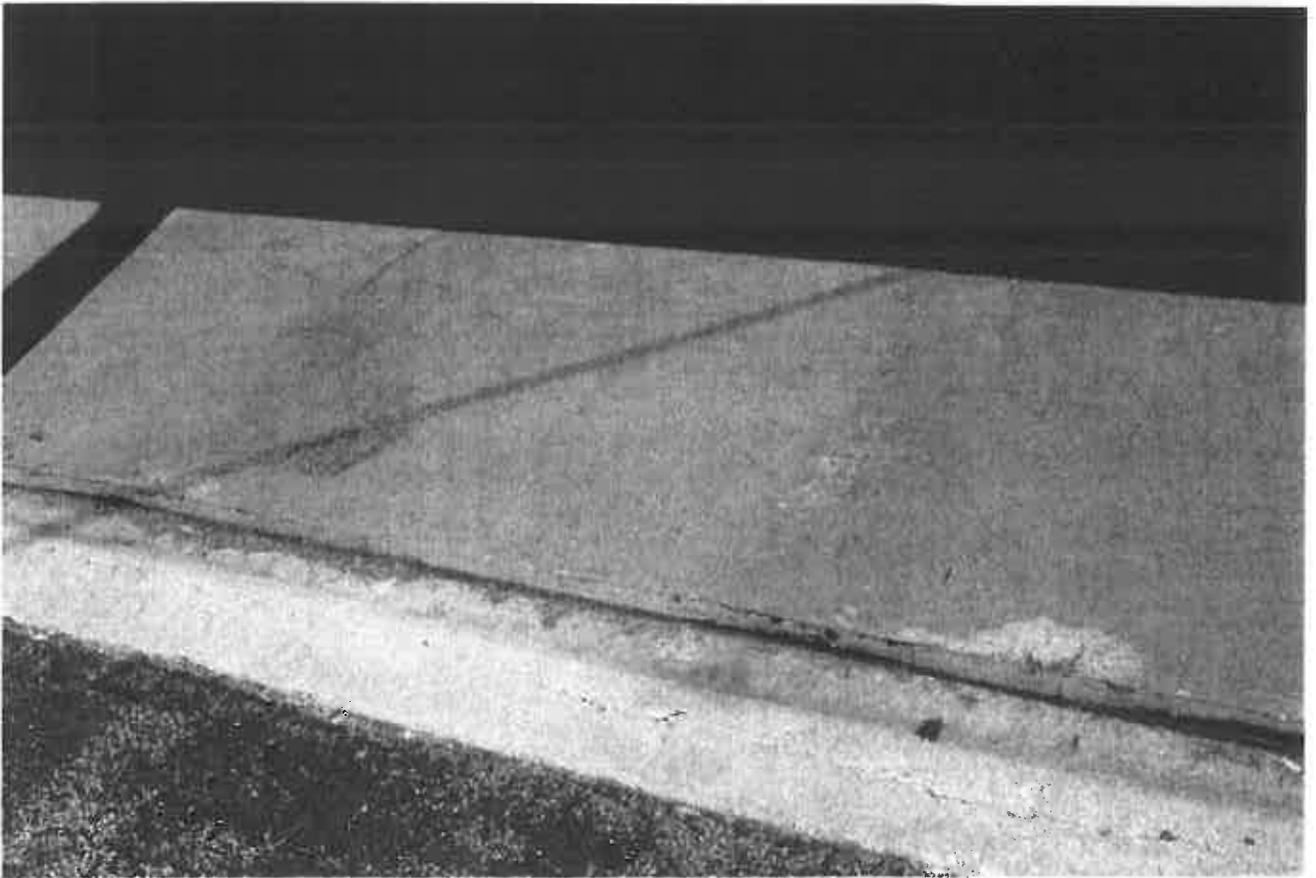
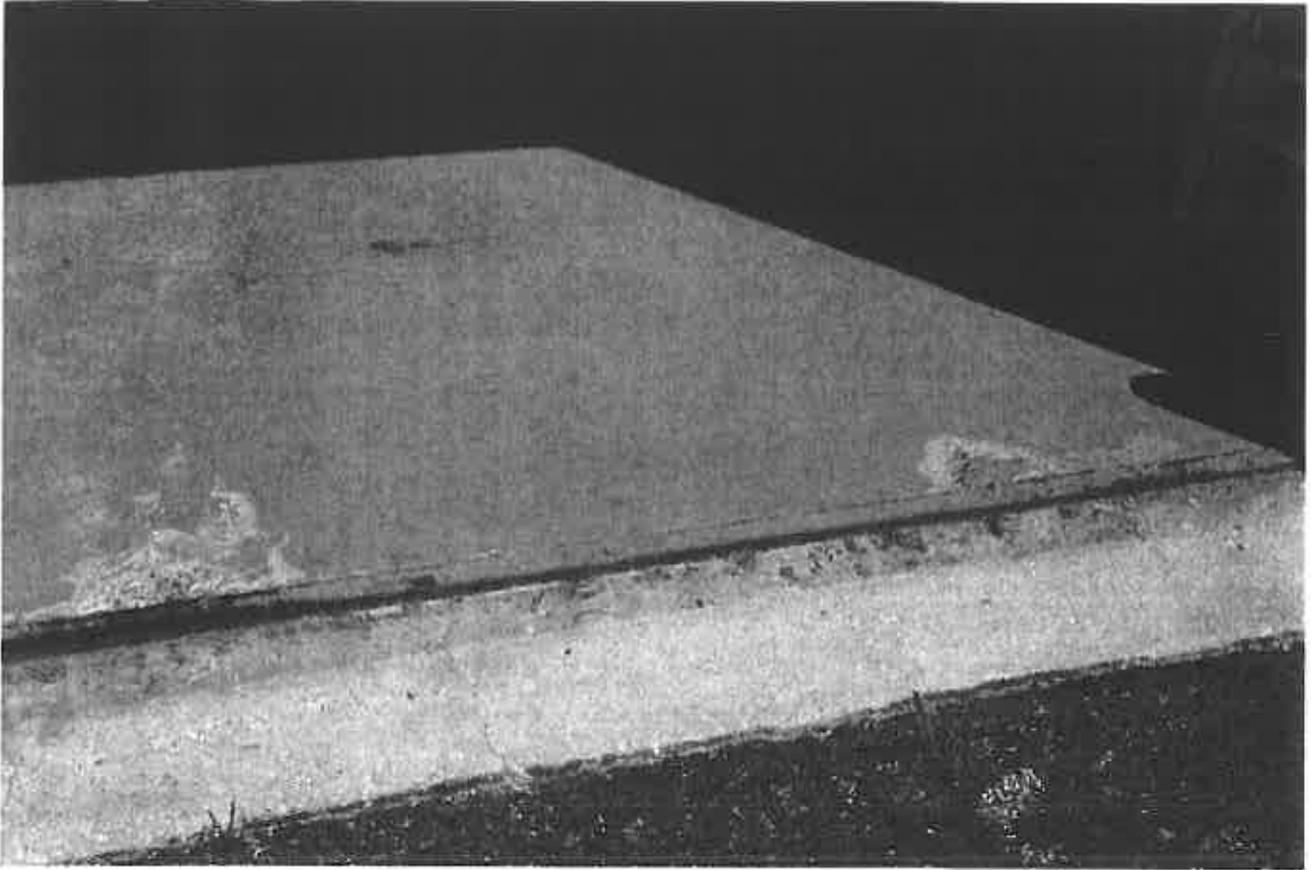
A handwritten signature in black ink, appearing to read 'Tom Steele', written over a horizontal line.

Tom Steele  
Project Manager

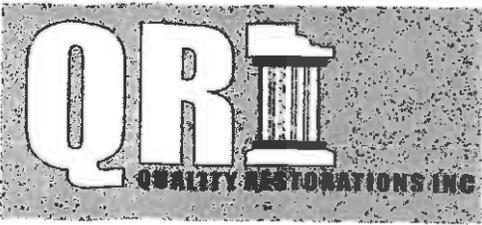












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REVISED October 28, 2013

Mr. Philip J. Kubisztal  
Deputy Chief  
LaGrange Park Police Dept.  
447 N. Catherine Ave.  
LaGrange Park, IL 60526

RE: Police Garage Concrete Repair

Quality Restorations, Inc. proposes to furnish all labor, material and equipment necessary to complete the following work:

- 1) Repair deteriorated concrete at garage apron (approx. 25' x 2')



- a. Remove corroded metal angle
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- c. Prepare and paint any existing reinforcing using Zinc – Rich rebar primer
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  - b. Remove concrete as necessary to install new drain head
  - c. Tie new drain head into existing piping



- 5) Install new epoxy coating to garage floor
- a. Prepare surface for coating by shotblasting area (areas close to wall will be prepared by grinding)



- b. Solvent wipe entire area to remove laitance and dust
- c. Install two coats of Sikagard® 62 High-build, protective, solvent-free, colored epoxy coating

**TOTAL LUMP SUM FOR WORK ABOVE: \$14,695.00**

**PLEASE NOTE:**

- Garage to be emptied by others prior to work
- Work to be performed in winter months (Dec-Feb)

We appreciate the opportunity to submit this proposal to you. Please do not hesitate to contact us if we can be of any further assistance

Sincerely,  
QUALITY RESTORATIONS, INC.

Tom Steele  
Project Manager

