

James McDonald, Mayor  
Mary Konrad, Clerk  
Christine McKinley, Treasurer



Trustees:  
Allena Barbato  
Scott Bartlett  
Glenn McCollum  
Jeff Nielsen  
Tom O'Reilly  
Doug Savell

**AGENDA**  
**VILLAGE OF LAKE VILLA**  
**COMMITTEE OF THE WHOLE MEETING**  
**March 10, 2025**  
**7:00 p.m.**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comment
4. New Business
  - a. Discussion: FY2026 Capital Program
5. Adjournment

# CAPITAL IMPROVEMENT PLAN

## FY2026-2030

### Introduction

Capital Improvement Planning is a strategic tool that guides decisions on the investment in our community's infrastructure. This process identifies and outlines projects that enhance public facilities, transportation systems, water and sewer services, parks, and other critical assets within our community. By prioritizing infrastructure improvements, the Village ensures responsible financial planning while addressing current and future needs.

The result of this planning process is the Village's Capital Improvement Plan (CIP), a document that is developed and published annually that proposes the development, modernization, or replacement of physical public projects over a five-year period. The CIP shows the arrangement of projects in a sequential order based on the schedule of priorities and assigns an estimated cost and anticipated method of financing for each project. The first year of the CIP shows specific funding and reflects projects funded during the regular budget process as the Capital Budget.

The Plan is intended to be updated annually as additional information is received, additional capital needs are identified, and existing capital needs are reprioritized. The CIP assigns projects and purchases to the years in which they are expected to commence. This CIP identifies funding sources and strives to present balanced expenditures. This document should be viewed as a tool for both the Village Board and Department Heads to assist with the annual budgeting process.

Programming capital improvements over time can promote better use of the Village's limited resources and assist in the coordination of public and private development. By looking beyond the first year, and projecting what, where, when and how capital investments should be made, capital programming enables the Village to use funds wisely and maintain an effective level of service to the present and future population of the community.

### Purpose and Goals

The purpose of the CIP is to provide a structured approach to managing capital investments, ensuring that projects align with the Village's strategic priorities and long-term planning goals.

Key objectives include:

- **Enhancing Public Safety & Infrastructure Resilience:** Investing in roads, bridges, stormwater management, and utilities to ensure reliability and safety.
- **Promoting Economic Growth:** Supporting business development by investing in professional services or improvements that enhance accessibility and public amenities.

- **Ensuring Fiscal Responsibility:** Prioritizing projects based on need, cost-effectiveness, and available funding sources.
- **Sustaining Quality of Life:** Enhancing parks, recreational facilities, and public spaces to benefit residents.
- **Encouraging Transparency & Community Engagement:** Providing clear information about planned investments and opportunities for public input.

### **Overview of Projects by Funding Source**

Capital projects are funded through various sources, ensuring a balanced and sustainable approach to infrastructure investment.

Below is an overview of the major funds and their associated projects:

- **General Capital Fund:** Supports municipal building improvements, storm sewer improvements, public safety facilities, capital equipment, fleet services, and parks enhancements.
- **Water & Sewer Fund:** Funds water main replacements and sewer system upgrades.
- **Motor Fuel Tax (MFT) Fund:** Finances road resurfacing, intersection improvements, and pedestrian safety enhancements.
- **Mansion Fund:** Support projects and investments for the preservation and operation of the Lehmann Mansion.
- **Metra Fund:** Supports projects and investments for the maintenance and operation of the Lake Villa Metra Station.

### **Project Costs and Timing**

Proposed project costs are estimates. Near-term project costs, as well as those where engineering or design work has been done, are generally more accurate. The timing of projects is dependent on available funding, administrative capacity, and coordination with other projects when it is beneficial to achieve cost savings and avoid conflicts.

Inclusion of a project in the CIP does not obligate the Village to implement but merely allows for the Village to allocate estimated and/or required financial resources that can be spent toward a specific project. Should the bidding environment or actual costs for projects exceed the CIP budget for an individual project, the Village Board may opt to defer the project to a future year.

The Village values public input in shaping the CIP and encourages residents to participate in discussions on infrastructure investments. Open houses, public meetings, and online engagement tools provide opportunities for feedback. By working together, we ensure that our capital investments align with community priorities and support the long-term vision for a thriving, sustainable Village.

**Through this thoughtful and transparent planning process, the Village remains committed to responsible infrastructure investment, ensuring that our roads,**

utilities, parks, and facilities continue to serve the needs of current and future generations.

**VILLAGE OF LAKE VILLA, IL  
FY2026 CAPITAL BUDGET**

<b>General Capital Fund (Fund 90)</b>	
<b><u>Buildings &amp; Facilities</u></b>	
Grass Lake Road Pedestrian Path	\$ 185,000
Grand Avenue Pedestrian Path (Design Engineering)	26,589
Public Works Facility Improvements	25,000
Village Facility Space Needs Analysis	10,000
Steven Sherwood Park Asphalt Path Replacement	75,000
<b><u>Information Technology</u></b>	
Phone System Upgrade/Replacement	\$ 16,000
Workstation Replacements	25,970
Enterprise Resource Planning (ERP) System Upgrade	21,200
Public Safety Squad Computer Replacements	15,750
<b><u>Public Safety</u></b>	
Police Shields	\$ 6,000
Body Camera Replacements	14,442
Police Camera Server Replacement	6,581
Squad Cameras	6,100
Ammunition & Supplies	9,730
<b><u>Fleet Vehicles/Capital Equipment</u></b>	
Unit 5 – 1998 International 4900 Replacement (Split)	\$ 116,463
Unit 6 – 1998 Stewart & Stevenson Upfit (Split)	15,000
Unit 8 – 2002 International 4900 Replacement (Split)	62,513
Unit 21 – 2014 Dodge Ram Body Replacement	38,567
Unit 277 – 2014 Dodge Charger Police Replacement	66,831
Public Works/Police Department Vehicle Leases	48,378
Tractor Replacement	38,000
<b><u>Public Works Streets Projects/Equipment</u></b>	
Road Resurfacing Supplement	\$ 200,000
Anti-Ice Sprayer Attachment	25,000
Road Salt/Brine	45,000
Road Resurfacing Design/Engineering	35,000
<b><u>Other Projects</u></b>	
Building Repairs/Planning Studies/Contingency	\$ 80,642
Zoning Code Updates	<u>70,000</u>
<b>General Capital Fund Sub-Total</b>	<b><u>\$ 1,285,820</u></b>

<b>Water &amp; Sewer Capital Fund (Fund 91)</b>	
<b><u>Buildings &amp; Facilities</u></b>	
Water/Sewer Facility Tuckpointing (Split)	\$ 10,958
<b><u>Water System Improvements</u></b>	
Water Meter Replacement Project	\$ 325,000
Burnett/Walden/Laurie Court Water Main (Phase 1)	270,000
<b><u>Sanitary Sewer Improvements</u></b>	
Water/Sewer Facility Tuckpointing (Split)	\$ 10,958
Sanitary Sewer Manhole Repairs/I&I Repairs	100,000
Life Station #8 Rehabilitation/Pump Replacement	50,000
<b><u>Fleet Vehicles/Capital Equipment</u></b>	
Unit 5 – 1998 International 4900 Replacement (Split)	\$ 38,821
Unit 6 – 1998 Stewart & Stevenson Upfit (Split)	5,000
Unit 8 – 2002 International 4900 Replacement (Split)	20,837
Unit 15 – 2015 Ford F250 Replacement	80,000
Unit 22 – Crane Truck Replacement	210,000
Water/Sewer Vehicle Leases	30,202
Other Projects/Contingencies	<u>25,000</u>
<b>Water &amp; Sewer Capital Fund Sub-Total</b>	<b><u>\$ 1,176,775</u></b>
<b>Parks Capital Fund (Fund 97)</b>	
No Projects Planned	<u>\$ -</u>
<b>Parks Capital Fund Sub-Total</b>	<b><u>\$ -</u></b>
<b>Motor Fuel Tax Fund (Fund 75)</b>	
Annual Pavement Resurfacing Program	\$ 650,000
Design and Construction Engineering	<u>65,000</u>
<b>Motor Fuel Tax Fund Sub-Total</b>	<b><u>\$ 715,000</u></b>
<b>Lehmann Mansion Fund (Fund 08)</b>	
Facility Improvements	<u>\$ 30,000</u>
<b>Lehmann Mansion Fund Sub-Total</b>	<b><u>\$ 30,000</u></b>
<b>Metra Station Fund (Fund 02)</b>	
Facility Condition Assessment	<u>\$ 3,500</u>
<b>Metra Station Fund Sub-Total</b>	<b><u>\$ 3,500</u></b>
<b>Grand-Total</b>	<b><u>\$ 3,211,095</u></b>

Attached is the Capital Improvement Program Summary Report that includes the proposed 5-year CIP for Fiscal Years 2026-2030.

Village of Lake Villa  
DRAFT - FY2026 Capital Improvement Program Summary Report  
FY26 - FY30

	Rollover	FY 26	FY 27	FY 28	FY 29	FY 30	Total
<b>General Capital Fund (Fund 90)</b>							
<u>Buildings &amp; Facilities</u>							
Grass Lake Road Pedestrian Path/Sidewalk (Construction)	X	185,000	-	-	-	-	185,000
Grand Avenue Pedestrian Path/Sidewalk (Phase II) 80% Reimbursed		26,589	79,768	-	-	-	106,357
Grand Avenue Pedestrian Path/Sidewalk (Phase III/C)				988,242	-	-	988,242
Baseball Park Overhead Door/Storage Building			13,000		-	-	13,000
Village Hall/PD Parking Lot Resurfacing				45,000		-	45,000
Public Works Facility Paving (Phase 2)						100,000	
Public Works Facility Improvements		25,000	25,000			1,200,000	1,250,000
Grand Avenue/Cedar Pedestrian Beacons				45,000			45,000
Space Needs Analysis - Public Works		10,000					10,000
Steven Sherwood Park Asphalt Path Replacement		75,000					75,000
<u>Total Building &amp; Facilities</u>		\$ 321,589	\$ 117,768	\$ 1,078,242	\$ -	\$ 1,300,000	\$ 2,717,599
<u>Information Technology</u>							
Phone System Upgrade/Replacement		16,000					16,000
Public Works Training Room Improvements			3,500				3,500
Cedar Avenue Audio Improvements (Phase 2)				40,000			40,000
Work Orders System Software Project					20,000	40,000	60,000
Workstation Replacements		25,970	10,093	30,000	25,000		91,063
BS&A Online Implementation		21,200					21,200
MDT Replacements (Squad Computers)		15,750	16,250	16,750		16,750	65,500
<u>Total Information Technology</u>		\$ 78,920	\$ 29,843	\$ 86,750	\$ 45,000	\$ 56,750	\$ 297,263
<u>Public Safety</u>							
Bullet Proof Vests				5,000	5,000		10,000
Police Shields		6,000					6,000
Body Cameras		14,442	14,442	14,442			43,326
Police Camera Server Replacement		6,581					6,581
Squad Cameras		6,100					6,100
Rifles & Sims Guns		9,730					9,730
<u>Total Public Safety</u>		\$ 42,853	\$ 14,442	\$ 19,442	\$ 5,000	\$ -	\$ 81,737
<u>Storm Sewer Improvements</u>							
Park Avenue Stormsewer Project (D/E)				140,000			140,000
Park Avenue Stormsewer Construction					600,000		600,000
<u>Total Storm Sewer Improvements</u>		\$ -	\$ -	\$ 140,000	\$ 600,000	\$ -	\$ 740,000
<u>Fleet Vehicles</u>							
Vehicle Leases (Police/Public Works)		48,378	48,378	48,378	27,350	4,251	176,735
Squad 271 - Ford Explorer Utility					70,000		70,000
Squad 273 - Dodge Charger Sedan						75,000	75,000
Squad 274 - Ford Explorer Utility				70,000			70,000
Squad 277 - Dodge Charger Police		66,831					66,831
Squad 280 - Dodge Charger Sedan						75,000	75,000
Squad 282 - Ford Explorer Utility			75,000				75,000
Unit 5 - 1998 International 4900 Replacement	X	116,463					116,463
Unit 8 - 2002 International 4900 Replacement		62,513					62,513
Unit 7 - 2000 International 4900 Replacement						130,000	130,000
2011 Hyunda HL740 Front End Loader					161,250		161,250
Skidsteer - 2015 Case SR210				75,000			75,000
Unit 6 - 1998 Stewart & Stevenson M1078 Upfit		15,000					15,000
Unit 11 - 2016 Ford Explorer					55,000		55,000
Unit 14 - 2014 Ford 250 Replacement			95,400				95,400
Unit 21 - 2014 Dodge Ram Body Replacement		38,567					38,567
Vacuum Trailer				55,000			55,000
Sidewalk Clearing Equipment		38,000					38,000
<u>Total Fleet Vehicles</u>		\$ 385,752	\$ 218,778	\$ 248,378	\$ 313,600	\$ 284,251	\$ 1,450,759

Village of Lake Villa  
DRAFT - FY2026 Capital Improvement Program Summary Report  
FY26 - FY30

	Rollover	FY 26	FY 27	FY 28	FY 29	FY 30	Total
<u>Public Works Streets Projects/Equipment</u>							
Road Resurfacing		200,000					200,000
Anti Ice Sprayer		25,000					25,000
Salt/Brine		45,000					45,000
Road Resurfacing Program Engineering		35,000					35,000
		<u>Total Public Works Streets Projects/Equipment</u>					
		\$ 305,000	\$ -	\$ -	\$ -	\$ -	\$ 305,000
<u>Parks Capital</u>							
Loffredo Park Liftstation			50,000				50,000
Loffredo Park Pickle Ball Courts			245,000				245,000
Lehmann Park Panel Christmas Tree			32,000				32,000
Playground Equipment Replacement				25,000			25,000
		<u>Total Parks Capital</u>					
		\$ -	\$ 327,000	\$ 25,000	\$ -	\$ -	\$ 352,000
<u>Other Projects/Contingencies</u>							
Building Repairs/Planning Studies		25,000	25,000	25,000	25,000	25,000	125,000
Economic Development Initiatives			50,000	50,000	50,000	50,000	200,000
Zoning Code Updates		70,000	20,000				90,000
Contingency (5%)		56,706	35,392	79,891	48,180	82,050	302,218
		<u>Total Other Projects/Contingencies</u>					
		\$ 151,706	\$ 130,392	\$ 154,891	\$ 123,180	\$ 157,050	\$ 717,218
	<b>Recommended Funding</b>	<b>984,357</b>	<b>838,222</b>	<b>1,752,703</b>	<b>1,086,780</b>	<b>1,798,051</b>	<b>6,360,113</b>
	<b>Rollovers (Previous Year)</b>	<b>301,463</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>301,463</b>
		<u><b>1,285,820</b></u>	<u><b>838,222</b></u>	<u><b>1,752,703</b></u>	<u><b>1,086,780</b></u>	<u><b>1,798,051</b></u>	<u><b>6,661,576</b></u>
	<b>Grand Total</b>	<u><b>1,285,820</b></u>	<u><b>838,222</b></u>	<u><b>1,752,703</b></u>	<u><b>1,086,780</b></u>	<u><b>1,798,051</b></u>	<u><b>6,761,576</b></u>

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Village of Lake Villa  
DRAFT - FY2026 Capital Improvement Program Summary Report  
FY26 - FY30

	Rollover	FY 26	FY 27	FY 28	FY 29	FY 30	Total
<b>Water/Sewer Capital Fund (Fund 91)</b>							
<b>Water</b>							
<b><u>Buildings &amp; Facilities</u></b>							
Water/Sewer Facility Tuckpointing		10,958					10,958
	<b><u>Total Building &amp; Facilities</u></b>	\$ 10,958	\$ -	\$ -	\$ -	\$ -	\$ 10,958
<b><u>Tower A (Railroad Avenue)</u></b>							
Design/Engineering (Painting/Repairs)			40,000				40,000
Painting/Repairs of Water Tower A				850,000			850,000
	<b><u>Total Tower A (Railroad Avenue)</u></b>	\$ -	\$ 40,000	\$ 850,000	\$ -	\$ -	\$ 890,000
<b><u>Tower B (Tower Drive)</u></b>							
Design/Engineering (Repainting)					40,000		40,000
Painting/Repairs of Water Tower B						700,000	700,000
	<b><u>Total Tower B (Tower Drive)</u></b>	\$ -	\$ -	\$ -	\$ 40,000	\$ 700,000	\$ 740,000
<b><u>Water System Improvements</u></b>							
Water Meter Replacement Project		325,000	325,000				650,000
Burnett/Walden/Laurie Ct. Water Main (Phase 1)	X	270,000					270,000
IEPA Loan - Burnett/Walden/Laurie Ct. Water Main (Phase 2)			25,000	2,500,000			2,525,000
Well #5 Rehabilitation				40,000			40,000
IEPA Loan - Grand Avenue Water Main					2,910,550		2,910,550
	<b><u>Total Water System Improvements</u></b>	\$ 595,000	\$ 350,000	\$ 2,540,000	\$ 2,910,550	\$ -	\$ 6,395,550
<b><u>Fleet Vehicles</u></b>							
Vehicle Leases (Water/Sewer)		15,101	15,101	15,101	9,124		54,427
Unit 22 - Crane Truck Replacement		105,000					105,000
Unit 6 - 1998 Stewart & Stevenson M1078 Upfit		2,500					2,500
Unit 5 - 1998 International 4900 Replacement	X	19,411					19,411
Unit 8 - 2002 International 4900 Replacement		10,419					10,419
Unit 7 - 2000 International 4900 Replacement						22,500	22,500
Unit 15 - 2015 Ford F250 Replacement		40,000					40,000
2011 Hyunda HL740 Front End Loader					26,875		26,875
Vacuum Trailer		-		27,500			27,500
	<b><u>Total Fleet Vehicles</u></b>	\$ 192,430	\$ 15,101	\$ 42,601	\$ 35,999	\$ 22,500	\$ 308,631
<b><u>Other Projects/Contingencies</u></b>							
Contingency		12,500	12,500	12,500	12,500	12,500	62,500
	<b><u>Total Other Projects/Contingencies</u></b>	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 62,500



Village of Lake Villa  
DRAFT - FY2026 Capital Improvement Program Summary Report  
FY26 - FY30

	Rollover	FY 26	FY 27	FY 28	FY 29	FY 30	Total
<b>Sewer</b>							
<u>Buildings &amp; Facilities</u>							
Water/Sewer Facility Tuckpointing		10,958					10,958
	<u>Total Building &amp; Facilities</u>	\$ 10,958	\$ -	\$ -	\$ -	\$ -	\$ 10,958
<u>Sanitary Sewer Improvements</u>							
Sanitary Sewer Manhole Repairs/I&I Program		100,000	100,000	100,000	100,000	100,000	500,000
Lift Station #8 Rehabilitation/Pump Replacement		50,000					50,000
	<u>Total Sanitary Sewer Improvements</u>	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 550,000
<u>Fleet Vehicles</u>							
Vehicle Leases (Water/Sewer)		15,101	15,101	15,101	9,124		54,427
Unit 22 - Crane Truck Replacement		105,000					105,000
Unit 6 - 1998 Stewart & Stevenson M1078 Upfit		2,500					2,500
Unit 5 - 1998 International 4900 Replacement	X	19,411					19,411
Unit 8 - 2002 International 4900 Replacement		10,419					10,419
Unit 7 - 2000 International 4900 Replacement						22,500	22,500
Unit 15 - 2015 Ford F250 Replacement		40,000					40,000
2011 Hyunda HL740 Front End Loader					26,875		26,875
Vacuum Trailer		-		27,500			27,500
	<u>Total Fleet Vehicles</u>	\$ 192,430	\$ 15,101	\$ 42,601	\$ 35,999	\$ 22,500	\$ 308,631
<u>Sewer Equipment</u>							
HD System Sewer Camera						125,000	125,000
	<u>Total Sewer Equipment</u>	\$ -	\$ -	\$ -	\$ -	125,000	125,000
<u>Other Projects/Contingencies</u>							
Contingency		12,500	12,500	12,500	12,500	12,500	62,500
	<u>Total Other Projects/Contingencies</u>	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 62,500
	<b>Recommended Funding</b>	<b>867,954</b>	<b>545,202</b>	<b>3,600,202</b>	<b>3,147,548</b>	<b>995,000</b>	<b>8,724,727</b>
	<b>Rollovers (Previous Year)</b>	<b>308,821</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>308,821</b>
	<b>Grand Total</b>	<b>1,176,775</b>	<b>545,202</b>	<b>3,600,202</b>	<b>3,147,548</b>	<b>995,000</b>	<b>9,033,548</b>

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Village of Lake Villa  
DRAFT - FY2026 Capital Improvement Program Summary Report  
FY26 - FY30

Rollover	FY 26	FY 27	FY 28	FY 29	FY 30	Total
<b>Motor Fuel Tax Fund (Fund 75)</b>						
Annual Pavement Resurfacing Program	650,000	600,000	600,000	45,000	600,000	2,495,000
Construction Engineering	65,000	40,000	40,000		40,000	185,000
Phase 2 Design/Construction for Grand Avenue Sidewalk						-
Park Avenue Storm Sewer Project				500,000		500,000
<b>Recommended Funding</b>	<b>715,000</b>	<b>640,000</b>	<b>640,000</b>	<b>545,000</b>	<b>640,000</b>	<b>3,180,000</b>
<b>Rollovers (Previous Year)</b>	-	-	-	-	-	-
<b>Grand Total</b>	<b>715,000</b>	<b>640,000</b>	<b>640,000</b>	<b>545,000</b>	<b>640,000</b>	<b>3,180,000</b>
<b>Mansion Fund (Fund 08)</b>						
Front Deck Improvements		8,500				8,500
Concrete Porch Replacement		38,000				38,000
Mansion Door & Window Repair			45,000			45,000
Mansion Paver Repairs in Courtyard			20,000			20,000
Asphalt Paving/Repairs Allowance				50,000		50,000
Carpet Replacements		22,500				22,500
HVAC Replacements	30,000			27,500		57,500
Exterior Walls Tuckpointing/Painting Allowance			15,000	15,000	15,000	45,000
Fire Alarm Replacement		10,000				10,000
Event Tent HVAC Replacement					145,000	145,000
<b>Recommended Funding</b>	<b>30,000</b>	<b>79,000</b>	<b>80,000</b>	<b>92,500</b>	<b>160,000</b>	<b>441,500</b>
<b>Rollovers (Previous Year)</b>	-	-	-	-	-	-
<b>Grand Total</b>	<b>30,000</b>	<b>79,000</b>	<b>80,000</b>	<b>92,500</b>	<b>160,000</b>	<b>441,500</b>
<b>Metra Fund (Fund 02)</b>						
Facility Condition Assessment	3,500					3,500
Parking Pay Machine Replacement					22,650	22,650
Security Camera Upgrades						-
<b>Recommended Funding</b>	<b>3,500</b>	-	-	-	<b>22,650</b>	<b>26,150</b>
<b>Rollovers (Previous Year)</b>	-	-	-	-	-	-
<b>Grand Total</b>	<b>3,500</b>	-	-	-	<b>22,650</b>	<b>26,150</b>

**VILLAGE OF LAKE VILLA  
FISCAL YEAR 2025/26 BUDGET SUMMARY**

<b>CAPITAL FUNDS</b>	<b>FY 2025/26 REVENUE</b>	<b>FY 2025/26 EXPENSE</b>	<b>FY 2025/26 PERFORMANCE</b>	<b>FY 2024/25 PERFORMANCE</b>
General Capital Fund	431,747	1,285,820	(854,073)	(648,815)
Water/Sewer Capital Fund	1,041,000	1,176,775	(135,775)	(320,940)
Parks Capital Fund	-	-	-	(27,692)

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**GENERAL CAPITAL FUND**

		<b>ACTUAL</b>	<b>BUDGET</b>	<b>EST. YR. END</b>	<b>BUDGET</b>
		<b>2023/2024</b>	<b>2024/2025</b>	<b>2024/2025</b>	<b>2025/2026</b>
<b>REVENUE</b>					
90-00-00-3019	TRANSFERS FROM OTHER FUNDS	-	-	-	-
90-00-00-3030	SALES TAX (S-5%)	57,755	55,500	59,849	57,500
90-00-00-3040	INCOME TAX (S-5%)	72,230	65,000	72,500	72,500
90-00-00-3070	LOCAL USE TAX (S-5%)	16,694	17,250	15,627	16,000
90-00-00-3080	VIDEO GAMING	224,264	215,000	215,000	225,000
90-00-00-3820	WATER TOWER RENT	37,795	38,326	38,926	39,476
90-00-00-3960	TRANSFER FROM WATER SEWER	127,520	-	-	-
90-00-00-3890	OTHER REVENUE	36,000	-	27,619	-
90-00-30-3810	INTEREST INCOME	61,039	-	53,340	-
90-00-30-3893	SURPLUS SALES PROCEEDS	30,447	-	11,241	-
90-00-30-3350	GRANTS - STATE	-	-	-	21,271
<b>TOTAL REVENUE</b>		<b>663,743</b>	<b>391,076</b>	<b>494,101</b>	<b>431,747</b>
<b>EXPENSES</b>					
90-00-00-5391	TRANSFER TO WATER/SEWER	-	500,000	500,000	-
90-00-00-8007	ECONOMIC INCENTIVE	-	-	-	-
90-10-60-5100	CAPITAL IMPROVEMENTS - ADMINISTRATION	117,330	223,644	234,574	151,706
90-10-60-5101	CAPITAL IMPROVEMENTS - INFORMATION TECHNOLOGY	117,330	-	-	78,920
90-20-60-4932	VEHICLE LEASES - POLICE	-	47,625	49,750	48,378
90-20-60-5100	CAPITAL IMPROVEMENTS - POLICE	-	39,715	38,672	42,853
90-30-60-5100	CAPITAL IMPROVEMENTS - FLEET	226,286	186,750	133,233	337,374
90-41-60-5100	CAPITAL IMPROVEMENTS - STREETS	320,730	100,000	26,529	305,000
90-46-60-5100	CAPITAL IMPROVEMENTS - FACILITIES	55,344	370,500	160,158	321,589
<b>TOTAL EXPENSES</b>		<b>837,020</b>	<b>1,468,234</b>	<b>1,142,916</b>	<b>1,285,820</b>

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**WATER & SEWER CAPITAL FUND**

		<b>ACTUAL</b>	<b>BUDGET</b>	<b>EST. YR END</b>	<b>BUDGET</b>
		<b>2023/2024</b>	<b>2024/2025</b>	<b>2024/2025</b>	<b>2025/2026</b>
<b>REVENUE</b>					
91-00-00-3019	TRANSFERS FROM OTHER FUNDS	-	500,000	500,000	-
91-00-00-3580	WATER CONNECTION FEES	8,600	293,045	186,000	689,000
91-00-00-3590	SEWER CONNECTION FEES	4,400	150,000	28,800	352,000
91-00-00-3960	TRANSFER FROM W/S FUND	(16,630)	-	(5,865)	-
91-00-30-3810	INTEREST INCOME	22,429	-	26,000	-
<b>TOTAL REVENUE</b>		<b>18,800</b>	<b>943,045</b>	<b>734,935</b>	<b>1,041,000</b>
<b>EXPENSES</b>					
91-00-00-8161	SCADA SYSTEM IMPROVEMENTS	1,586	-	-	-
91-42-60-4932	VEHICLE LEASES - WATER	3,009	15,150	17,250	15,101
91-42-60-5100	CAPITAL IMPROVEMENTS - WATER	42,747	1,556,325	932,000	795,787
91-43-60-4932	VEHICLE LEASES - SEWER	3,010	15,150	17,250	15,101
91-43-60-5100	CAPITAL IMPROVEMENTS - SEWER	1,024	156,125	89,375	350,787
<b>TOTAL EXPENSES</b>		<b>51,377</b>	<b>1,742,750</b>	<b>1,055,875</b>	<b>1,176,775</b>

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PARKS CAPITAL FUND

		ACTUAL	BUDGET	EST. YR. END	BUDGET
		2023/2024	2024/2025	2024/2025	2025/2026
<b>REVENUE</b>					
97-00-30-3830	IMPACT FEES	-	-	-	-
<b>TOTAL REVENUE</b>		-	-	-	-
<b>EXPENSES</b>					
97-00-00-8101	PARK IMPROVEMENTS	13,924	53,800	27,692	-
<b>TOTAL EXPENSES</b>		<b>13,924</b>	<b>53,800</b>	<b>27,692</b>	<b>-</b>

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MOTOR FUEL TAX FUND

		ACTUAL	BUDGET	EST. YR. END	BUDGET	BUDGET	%
		2023/2024	2024/2025	2024/2025	2025/2026	VARIANCE	CHANGE
<b>REVENUE</b>							
75-00-00-3340	MOTOR FUEL TAX	392,086	345,000	399,667	375,000	30,000	8.7%
75-00-00-3810	INTEREST EARNED	26,821	5,000	40,000	20,000	15,000	300.0%
<b>TOTAL MFT REVENUE</b>		<b>418,908</b>	<b>350,000</b>	<b>439,667</b>	<b>395,000</b>	<b>45,000</b>	<b>12.9%</b>
<b>EXPENSES</b>							
75-00-00-4240	ROAD RESURFACING	67,872	-	-	-	-	0.0%
75-00-00-4241	PAVEMENT MANAGEMENT	-	575,000	546,113	715,000	140,000	24.3%
<b>TOTAL EXPENSES</b>		<b>67,872</b>	<b>575,000</b>	<b>546,113</b>	<b>715,000</b>	<b>140,000</b>	<b>24.3%</b>

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**MANSION FUND**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>EST. YR. END</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>%</b>
	<b>2023/2024</b>	<b>2024/2025</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>VARIANCE</b>	<b>CHANGE</b>
<b>REVENUE</b>						
08-00-00-3820 RENT-MANSION	82,178	55,000	63,195	50,000	(5,000)	-9.1%
08-00-30-3890 OTHER REVENUE	34,462	18,500	20,850	22,750	4,250	23.0%
<b>TOTAL MANSION REVENUE</b>	<b>116,639</b>	<b>73,500</b>	<b>84,045</b>	<b>72,750</b>	<b>(750)</b>	<b>-1.0%</b>
<b>PERSONNEL EXPENSES</b>						
08-00-10-4013 SALARY (Payroll Spread)	3,910	4,014	4,014	4,135	121	3.0%
08-00-10-4014 OVERTIME (Payroll Spread)	739	200	680	200	-	0.0%
08-00-10-4017 BENEFIT TIME COMPENSATION (Payroll Spread)	140	590	77	80	(511)	-86.5%
08-00-10-4110 HEALTH & LIFE INSURANCE (Payroll Spread)	1,201	1,177	1,167	1,307	130	11.0%
08-00-10-4130 IMRF	288	187	191	222	35	18.9%
08-00-10-4140 SOCIAL SECURITY	341	335	339	338	2	0.7%
<b>TOTAL PERSONNEL EXPENSES</b>	<b>6,619</b>	<b>6,503</b>	<b>6,468</b>	<b>6,281</b>	<b>(222)</b>	<b>-3.4%</b>
<b>CONTRACTOR EXPENSES</b>						
08-00-00-4210 MAINTENANCE & REPAIRS -MANSION	-	5,000	16,000	2,500	(2,500)	-50.0%
08-00-00-4211 MAINTENANCE-GROUNDS	-	2,300	2,300	1,250	(1,050)	-45.7%
08-00-00-4212 PREVENTATIVE MAINTENANCE-MANSION	16,196	16,000	16,000	16,000	-	0.0%
08-00-20-4213 MOWING	1,382	-	-	-	-	0.0%
<b>TOTAL CONTRACTOR EXPENSES</b>	<b>17,578</b>	<b>23,300</b>	<b>34,300</b>	<b>19,750</b>	<b>(3,550)</b>	<b>-15.2%</b>
<b>OTHER EXPENSES</b>						
08-00-00-4443 MARKETING	710	710	710	710	-	0.0%
08-00-00-4610 NATURAL GAS	7,178	-	-	-	-	0.0%
08-00-00-4660 ELECTRICITY	17,563	18,500	20,850	22,750	4,250	23.0%
08-00-00-4910 SUPPLIES-MANSION	51	2,500	1,000	1,000	(1,500)	-60.0%
08-00-00-5200 NEW EQUIPMENT	-	27,000	17,750	30,000	3,000	11.1%
08-00-00-6004 LIABILITY INSURANCE (S-2.2%)	5,228	5,300	5,300	-	(5,300)	-100.0%
<b>TOTAL OPERATING EXPENSES</b>	<b>30,729</b>	<b>54,010</b>	<b>45,610</b>	<b>54,460</b>	<b>450</b>	<b>0.8%</b>
<b>TOTAL EXPENSES</b>	<b>54,925</b>	<b>83,813</b>	<b>86,378</b>	<b>80,491</b>	<b>(3,322)</b>	<b>-4.0%</b>

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# FY2026 Capital Improvement Plan Discussion

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VILLAGE BOARD MEETING

MARCH 10, 2025

# Discussion Outline

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- I. General Capital Fund
  - Building & Facilities
  - Information Technology
  - Public Safety
  - Storm Fleet Vehicles
  - Public Works Streets
  - Parks Capital
  - Other Projects/Contingencies
- II. Water & Sewer Capital Fund
  - Water
    - Building & Facilities
    - Water System Improvements
    - Fleet Vehicles
    - Other Projects/Contingencies
  - Sewer
    - Buildings & Facilities
    - Sanitary Sewer Improvements
    - Fleet Vehicles
    - Other Projects/Contingencies
- III. Motor Fuel Tax Fund
- IV. Mansion Fund

# FY2026 General Capital Fund

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## GENERAL CAPITAL FUND

### The Essential 5 X 5 Budget

	<b>FYE Estimate 2025</b>	<b>Budget 2026</b>	<b>Projected 2027</b>	<b>Projected 2028</b>	<b>Projected 2029</b>
Beginning Reserves	3,276,574	3,309,558	2,455,485	2,124,095	1,797,255
Revenues	1,175,899	431,747	506,833	1,425,863	441,188
Expenses	1,142,916	1,285,820	838,222	1,752,703	1,086,780
Surplus or (Deficit)	32,983	(854,073)	(331,390)	(326,840)	(645,592)
Ending Reserves	3,309,558	2,455,485	2,124,095	1,797,255	1,151,663
Fund Balance as a % of Exp	290%	191%	253%	103%	106%

- General Capital Fund has \$6,761,576 in capital needed over the next 5 years
- FY30 the capital need is \$1,798,051 with only a fund balance of \$1,151,663
- Planning to create a 10-year capital plan to better project future fund needs

# General Capital Fund Revenue Trend and Forecast



## FY 2026 Projections

Sales Tax - \$57,500

Income Tax - \$72,500

Local Use Tax - \$16,000

Video Gaming - \$225,000

# General Capital Fund

## *Buildings & Facilities*

### FY2026 Projects Funded:

- Grass Lake Road Pedestrian Path/Sidewalk
- Grand Avenue Pedestrian Path/Sidewalk
- Public Works Facility Improvements
- Space Needs Analysis – PW
- Steven Sherwood Park Asphalt Path Replacement (Grant Contingent)

Total Budget: \$300,318

Grass Lake Road Pedestrian Path is a rollover from last years budget

### Public Works Facility Improvements -

- Public Works will begin doing building repairs as recommended in the FCFA that was completed at their building
- Some problem areas include the leaking roof, rotted windows, and deteriorating siding & fascia boards.



## General Capital Fund *Information Technology*

### FY2026 Projects Funded:

- Phone System Upgrade/Replacement
- Workstation Replacements
- BS&A Online Implementation
- MDT Replacements (Squad Computers)

Total Budget: \$78,920

- ETSB will no longer replace tablets, so we will begin planning for these in capital with the creation of a new replacement program. Replacement is every 5-7 years



- Many workstations throughout the Village are outdated and need to be upgraded. A replacement program has been created to start replacing these computers.

General Capital  
Fund  
*Public Safety*

FY2026 Projects Funded:

- Police Shields
- Body Cameras
- Police Camera Server Replacement
- Squad Cameras
- Rifles and Sims Guns

Total Budget: \$42,853



LAKE VILLA POLICE DEPARTMENT  
FY2026 CAPITAL PROJECTS

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# V700 Body Camera

Clarity through  
connectivity.



## FY2026 CAPITAL PROGRAMS

27 Body Worn Cameras

- Cost \$43,326 over three years

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## FY2026 CAPITAL PROGRAMS

- 2 Shields for a total of \$8,000 to replace the ones we have
- 9 Daniel Defense Rifles (Purchase of 6 in 2026, 3 in 2027) \$7500 each year, and \$7500 toward the program is being donated.

# Fleet/Capital Equipment Overview

## General Capital Fund *Fleet Vehicles*

### FY2026 Projects Funded:

- Unit 5 Replacement (Rollover)
- Unit 8 Replacement Upfit
- Unit 21 Body Replacement
- Kubota Tractor
- Squad 277 Replacement

### Non-Funded Projects:

- Unit 14 (Deferred)
- Squad 282 (Deferred)

Total Budget \$385,752



## Fleet Replacement Policy

- Establish an effective replacement program based on data and user input
- Evaluate factors based on age, maintenance costs, condition, etc.
- Establish objective criteria and annual inspections to inform replacement recommendations

## PARK CAPITAL FUND

### The Essential 5 X 5 Budget

	<b>FYE Estimate 2025</b>	<b>Budget 2026</b>	<b>Projected 2027</b>	<b>Projected 2028</b>	<b>Projected 2029</b>
Beginning Reserves	60,459	32,767	32,767	32,767	32,767
Revenues	-	-	-	-	-
Expenses	27,692	-	-	-	-
Surplus or (Deficit)	(27,692)	-	-	-	-
Ending Reserves	32,767	32,767	32,767	32,767	32,767

- The Park Capital Fund has been historically funded through payment in lieu of parks
- We will begin to budget for park capital needs out of the General Capital Fund due to the lack of funding

General Capital Fund  
*Other Projects &  
Contingencies*

FY2026 Projects Funded:

- Building Repairs/Planning Studies
- Zoning Code Updates
- General Contingency

Total Budget \$150,642

# FY2026 Water & Sewer Capital Fund

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## WATER & SEWER CAPITAL FUND

### The Essential 5 X 5 Budget

	<b>FYE Estimate 2025</b>	<b>Budget 2026</b>	<b>Projected 2027</b>	<b>Projected 2028</b>	<b>Projected 2029</b>
Beginning Reserves	1,342,078	1,021,138	885,363	340,161	(3,260,041)
Revenues	734,935	1,041,000	-	-	-
Expenses	1,055,875	1,176,775	545,202	3,600,202	3,147,548
Surplus or (Deficit)	(320,940)	(135,775)	(545,202)	(3,600,202)	(3,147,548)
Ending Reserves	1,021,138	885,363	340,161	(3,260,041)	(6,407,589)
Fund Balance as a % of Exp	97%	75%	62%	-91%	-204%

- Water & Sewer Capital Fund has \$9,346,682 in capital needed over the next 5 years
- Starting in FY28 we see capital needs being greater than the funding we have available
- Debt financing will become necessary
- The only revenue currently set aside for capital needs are connection fees from new developments
- Planning to create a 10-year capital plan to better project future fund needs



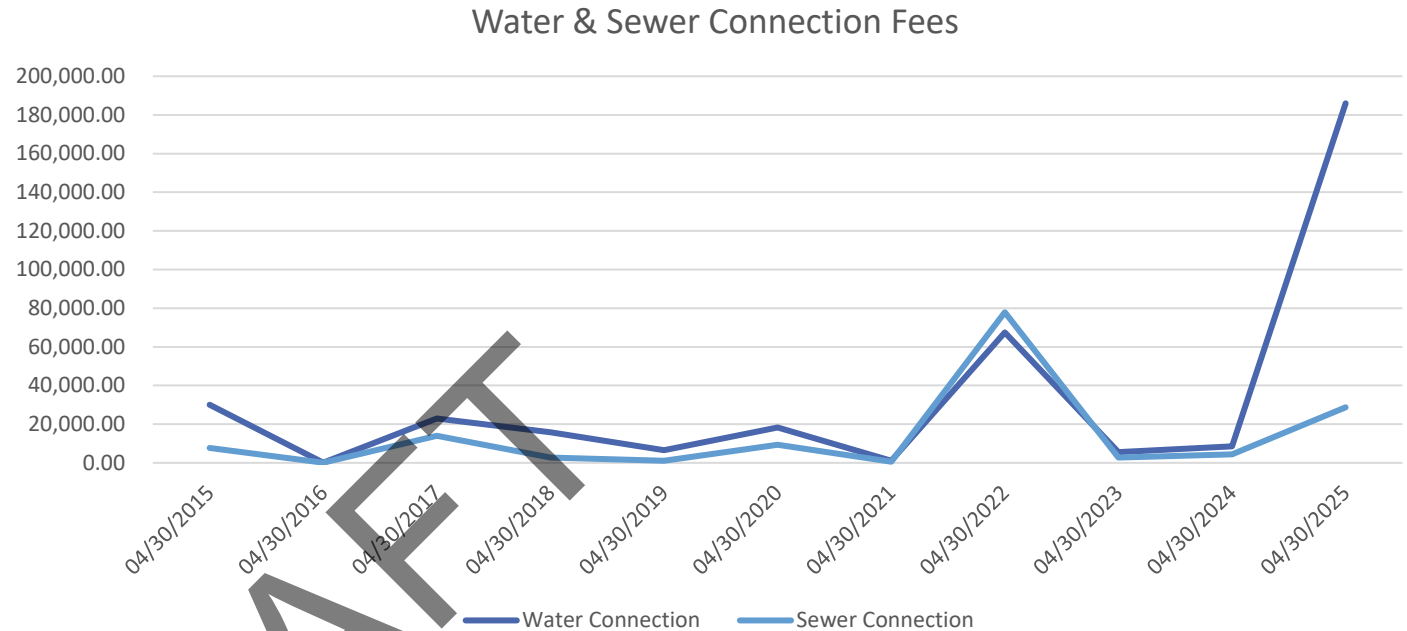
# Debt Service Schedule

FY2027 - \$257,500 bond complete (\$2,550,000)

FY2037 - \$269,232 loan complete (4,473,000)

Fiscal Year	2015 Water Bonds	2016 IEPA Loan	2021 IEPA Loan	2021 IEPA Loan
	100%	100%	100%	100%
YEAR	Water Fund	Water Fund	Water Fund	Sewer Fund
2025/2026	\$254,700	\$269,232	36,363.18	\$20,941
<b>2026/2027</b>	<b>\$257,500</b>	\$269,232	36,363.18	\$20,941
2027/2028		\$269,232	36,363.18	\$20,941
2028/2029		\$269,232	36,363.18	\$20,941
2029/2030		\$269,232	36,363.18	\$20,941
2030/2031		\$269,232	36,363.18	\$20,941
2031/2032		\$269,232	36,363.18	\$20,941
2032/2033		\$269,232	36,363.18	\$20,941
2033/2034		\$269,232	36,363.18	\$20,941
2034/2035		\$269,232	36,363.18	\$20,941
2035/2036		\$269,232	36,363.18	\$20,941
<b>2036/2037</b>		<b>\$269,232</b>	36,363.18	\$20,941
2037/2038			36,363.18	\$20,941
2038/2039			36,363.18	\$20,941
2039/2040			36,363.18	\$20,941
2040/2041			36,363.18	\$20,941
2041/2042			36,363.18	\$20,941

# Water/Sewer Capital Fund Revenue Trend and Forecast



Water and Sewer capital currently has two revenue streams:

1. Water connections – Estimating \$689,000 for Redwood and Cedar Lake
2. Sewer connections – Estimating \$352,000 for Redwood and Cedar Lake

Water/Sewer  
Capital Fund  
*Building &  
Facilities*

FY2026 Projects Funded:

- Tuckpointing at water & sewer facilities

Total Budget: \$21,916

**Water/Sewer  
Capital Fund**  
*Water System  
Improvements*

FY2026 Projects Funded:

- Water Meter Replacement Project (Year 2)
- Burnett/Walden/Laurie Ct. Water Main (Phase 1)

Total Budget: \$595,000

Water/Sewer  
Capital Fund  
*Sanitary Sewer  
System  
Improvements*

FY2026 Projects Funded:

- Water Meter Replacement Project
- Sanitary Sewer Manhole Repairs/I&I Program
- Lift Station #8 Rehabilitation/Pump Replacement

Total Budget: \$150,000

Water/Sewer  
Capital Fund  
*Fleet Vehicles*

FY2026 Projects Funded:

- Vehicle Leases (Water/Sewer)
- Unit 22 – Crane Truck Replacement
- Unit 15 – 2015 Ford F250 Replacement
- 25% of Unit 5, 6, and 8

Total Budget: \$384,860

# Sewer Rate Discussion

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# Sewer Rates

Current water rates do not cover the new Lake County rate and other operating costs

The rates do not include any money going toward capital improvements

County Memo “(C) On December 1, 2023, and the December 1, of each year through FY2028, the sewer rates established in §§ 51.17 and 51.19 shall be automatically increased: by 4.0% unless the County has performed a Rate Analysis Study to establish then current rates.”



**Potential Sewer Rates**

\$7.85		\$8.16		\$8.24		\$8.74	
*Approved Rate Effective May 1, 2025		*Additional 4% to cover Lake County Increase		*Additional 5%		*Additional 11.5%	
Revenue	1,292,867	Revenue	\$1,341,751	Revenue	\$1,354,366	Revenue	\$1,433,211
Expense	1,433,396	Expense	\$1,433,396	Expense	\$1,433,396	Expense	\$1,433,396
Impact	(140,530)	Impact	(91,646)	Impact	(79,030)	Impact	(185)
Total YTY Increase	1% Increase			5% Increase			12.5% Increase

- If we were to acquire the Lake County sewer accounts located in the Village, we could potentially see an additional 20M in pumpage annually.
- This would lower the projected sewer rate needed from \$8.74 to \$8.28 a 5.26% decrease.

# FY2026 Motor Fuel Tax & Road Resurfacing Program

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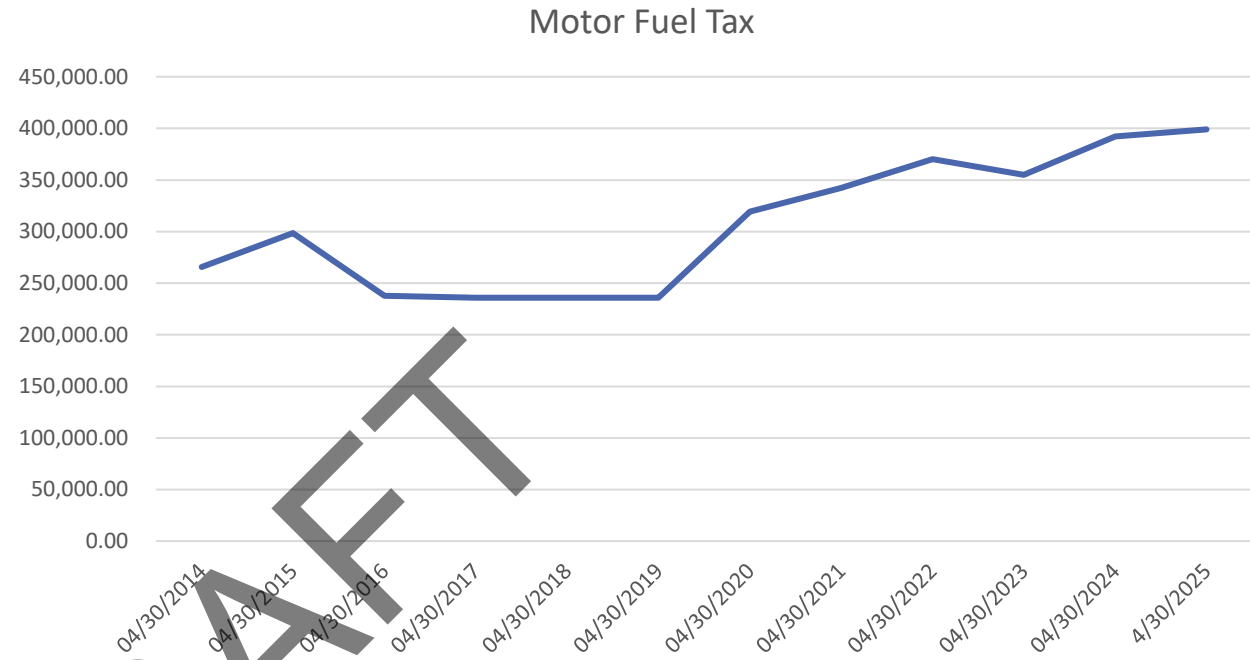
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## MOTER FUEL TAX FUND

### The Essential 5 X 5 Budget

	<b>FYE Estimate 2025</b>	<b>Budget 2026</b>	<b>Projected 2027</b>	<b>Projected 2028</b>	<b>Projected 2029</b>
Beginning Reserves	1,469,993	1,363,548	1,043,548	833,655	614,575
Revenues	439,667	395,000	430,107	420,920	421,424
Expenses	546,113	715,000	640,000	640,000	545,000
Surplus or (Deficit)	(106,446)	(320,000)	(209,893)	(219,080)	(123,576)
Ending Reserves	1,363,548	1,043,548	833,655	614,575	490,999
Fund Balance as a % of Exp	250%	146%	130%	96%	90%

# Motor Fuel Tax Fund Revenue Trend and Forecast



- MFT revenue has increased ~\$150k annually over the last 5-years

## Motor Fuel Tax Fund

### FY2026 Projects Funded:

- Resurfacing, Design and Engineering

### Proposed Streets (Savanna Springs):

- Base Project – Savanna Springs (Remainder)
- Alternate 1 – Woodhill Lane/Court
- Alternate 2 – Farmhill Lane/Court

Total Budget: ~\$915,000



# FY2026 Mansion Fund

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## MANSION FUND

### The Essential 5 X 5 Budget

	<b>FYE Estimate <u>2025</u></b>	<b>Budget <u>2026</u></b>	<b>Projected <u>2027</u></b>	<b>Projected <u>2028</u></b>	<b>Projected <u>2029</u></b>
Beginning Reserves	(241,669)	(244,002)	(251,743)	(309,823)	(357,621)
Revenues	84,045	72,750	72,276	85,189	80,633
Expenses	86,378	80,491	130,356	132,987	147,177
Surplus or (Deficit)	(2,333)	(7,741)	(58,080)	(47,798)	(66,544)
Ending Reserves	(244,002)	(251,743)	(309,823)	(357,621)	(424,165)
Fund Balance as a % of Exp	-282%	-313%	-238%	-269%	-288%

# Mansion Fund

FY2026 Projects Funded:  
- HVAC Replacement

Total Budget: \$30,000

- Unit was recommended to be replaced due to age on the FCA. HVAC contractor has recommended replacing 1 unit in FY26.
- Units are beginning to rust out and have internal problems







**DATE:** March 5, 2025

**TO:** Village Board of Trustees

**FROM:** Michael Strong, Village Administrator

**CC:** Ryan Horton, Superintendent of Public Works

**RE:** **Draft Fleet Replacement Policy**

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### **Purpose**

The purpose of this memorandum is to present a draft Fleet Replacement Policy for review and feedback. This new policy establishes a structured, data-driven approach to managing the replacement of Village vehicles and equipment. By implementing standardized evaluation criteria and a consistent review process, the policy aims to enhance the efficiency, safety, and financial sustainability of our fleet operations and better help inform replacement recommendations.

### **Background/Discussion**

The Village operates a diverse fleet of vehicles and equipment that support essential services, including public works, police, and administrative functions. Over time, vehicles experience wear and tear, resulting in increased maintenance costs, reduced reliability, and potential safety concerns. Without a structured approach, vehicle replacements may be delayed or occur reactively, leading to unexpected breakdowns, costly repairs, and operational disruptions.

The proposed Fleet Replacement Policy, as drafted, provides a framework for proactively assessing and replacing vehicles based on quantifiable data and operational needs. Key elements of the policy include:

- **Standardized Replacement Criteria:** Vehicles and equipment are evaluated using four primary factors:
  - **Age** – As vehicles age, they experience greater mechanical wear, reduced fuel efficiency, and outdated safety and operational features. The policy establishes an Estimated Useful Life (EUL) for each vehicle type to help determine when replacement should be considered.
  - **Mileage/Hours** – Higher mileage or operational hours contribute to component fatigue, increasing the likelihood of costly repairs. The policy sets benchmarks for when a vehicle is reaching the end of its practical lifespan.
  - **Maintenance and Repair Costs** – A vehicle that incurs excessive repair costs may no longer be cost-effective to maintain. If maintenance expenses approach or

- exceed the vehicle's original purchase price, replacement is recommended.
- **Overall Condition** – A physical inspection assesses body condition, rust, interior wear, and other factors that impact safety, reliability, and operational efficiency.
  - **Point-Based Evaluation System:** Vehicles are assigned scores based on the four criteria above, creating an objective ranking system that determines when replacements are necessary.
    - **Low scores (1-5 points):** Vehicle is in excellent condition and does not need replacement.
    - **Moderate scores (6-9 points):** Vehicle remains serviceable but should be monitored for future replacement.
    - **High scores (10-13 points):** Vehicle qualifies for replacement.
    - **Very high scores (14+ points):** Immediate replacement is recommended.
  - **Multi-Departmental Review Process:** To ensure **fair and transparent decision-making**, a Staff Committee will oversee fleet replacement decisions. The committee includes representatives from Fleet Maintenance, Finance/Purchasing, Public Works, and Police to ensure that replacements align with budgetary constraints and departmental needs.
  - **Integration with Fleet Management Software (Fleetio):** By configuring this policy within Fleetio, the Village will be able to generate real-time reports on vehicle performance, maintenance history, and replacement projections, improving long-term budget planning and decision-making.

### **Next Steps**

Following any initial review and feedback from the Village Board, staff will proceed with the following actions:

1. **Incorporate the expertise of the new Village Mechanic** (once hired) into the policy review and amendment process. Given the technical and operational knowledge required for fleet management, we want to ensure that their insights are leveraged to finalize and refine the policy, particularly as we implement its procedures in practice.
2. **Revise the policy** based on input from the Village Board and the internal Fleet Committee.
3. **Develop standardized inspection forms** to ensure consistent evaluation of vehicle condition.
4. **Integrate the policy into the Village's Fleetio fleet management software** to generate new reports that will provide data-driven insights for future replacement decisions.

We look forward to your input and discussion on this policy at the upcoming meeting. Please let us know if you have any specific questions or areas where you would like additional clarification.

# Village of Lake Villa Fleet Replacement Standard Operating Procedure

## **Purpose**

The purpose of this procedure is to set forth an outline for the Village of Lake Villa to develop an effective vehicle/equipment replacement program. Fleet Maintenance will be making decisions/recommendations on data gathered through this procedure and Department user suggestions.

## **Equipment Additions**

All fleet or capital equipment acquisitions and/or additions will be approved through the budgetary process and coordinated with the Public Works Department and Finance Department, and with consent of the Village Board.

## **Replacement Factors**

Fund availability, vehicle age, mileage/hours, cost per mile, life maintenance costs, and overall condition.

All replacements will be coordinated with users before any orders are placed. This will ensure the user and/or Department has the opportunity to review the work assignment and ensure the correct size and type of vehicle being used.

Fleet Maintenance will review the needs of the entire fleet for the assigned work groups. This review will give all users equal treatment for replacements. Factors to be used in replacement decisions:

- Accidental damages exceed the vehicle's value
- Age, Mileage and/or Hours
- Condition of exterior body and chassis
- Repair and Maintenance costs deemed excessive
- Obsolescence due to changing technologies and/or efficiency
- Ease of locating and/or replacing equipment or parts
- Accumulation of excessive downtime
- Vehicle becomes unsafe to operate

## **Staff Committee**

The Staff Committee is made up of several areas throughout the organization and representatives are selected by Department Directors. The Staff Committee will review and oversee the standardization of vehicle/equipment as well as specifications and special needs of the Department and/or user.

Representatives Include:

- Fleet Mechanic
- Finance/Purchasing
- Public Works and Police Representative(s)

## **Explanation of Replacement Criteria**

Vehicles and capital equipment are evaluated on four (4) main criteria: Age, Mileage, General Overall Condition, and Maintenance costs. A vehicle is assigned a point total based on a scale of 1 to 4.

1. **Age:** Based on experience per class of vehicles/equipment, optimum resale conditions for the Village, and replacement criteria for Estimated Useful Life (EUL) of vehicle as outlined in Exhibit A. A vehicle is assigned a point total based on a scale of 1 to 4, with 1 representing age 1-3 years for each year of chronological age page life expectancy, based on “in-service date” of the vehicle.

Age of Vehicle	At or below EUL	1-2 Years Beyond EUL	3-5 Years Beyond EUL	5+ Years Beyond EUL
Points	1	2	3	4

2. **Mileage/Hours:** Based on experience per class of vehicles/equipment, optimum resale value and conditions for the Village. A vehicle is assigned a point total based on a scale of 1 to 4, with one 1 representing mileage of less than 25% of total life mileage based on the life of vehicle. Equipment with hour meters will be assigned points based on standard usage for specific equipment types.

% of Total Life Miles Used	0-25%	26-50%	51-75%	75-100+%
Points	1	2	3	4

3. **Lifetime Maintenance Costs:** The lifetime cost of maintenance and repair does not exceed the true value of the vehicle/equipment. Points are assigned on a scale of 1 to 4 based on the total cost factor. The maintenance cost figure includes all repair and maintenance costs minus any costs associated with accident repairs.

% of Original Purchase Price	0-25%	26-50%	51-75%	75-100+%
Points	1	2	3	4

4. **Condition:** A physical evaluation is made of each vehicle/equipment that meets or exceeds the base standards for age, mileage, and or maintenance cost. This category takes into consideration the condition of the body, rust, interior condition, vehicular accident status, anticipated repairs, etc. A scale of 1 to 4 is used, with 4 being extremely poor condition. The attached form and rubric are included to provide guidance to the inspector.

Condition	Good	Fair	Poor	Extremely Poor
Points	1	2	3	4

**Point Ranges for Replacement Consideration**

When combining the total score for age, mileage/hours, maintenance costs, and condition, the following scale will be used in recommending vehicle/capital equipment replacement.

Points	1-5	6-9	10-13	14+
Consideration	Excellent	Good	Qualifies for Replacement	Needs Immediate Replacement

## EXHIBIT A

## Replacement Criteria

<b>Vehicle Type</b>	<b>Estimated Useful Life (EUL) Criteria</b>	<b>Total Life Mileage/Hours Criteria</b>
Administrative	10 Year	100,000
Police Vehicle (Patrol)	5-7 Year	85,000 – 115,000
Police Vehicle (Administrative)	10 Year	100,000
½ Ton Truck/Van	12 Year	100,000
¾ Ton Truck/Van	12 Year	100,000
1 Ton Truck/Van	12 Year	100,000
Med/Heavy Duty Truck	15 Year	60,000
Jetter	15 Year	
Trailer	15 Year	
Heavy Duty Plow	15 Year	60,000
Loader/Backhoe	10 Year	
Tractor	10 Year	
Skid Steer Loader	10 Year	
Grounds Mower	5-7 Year	2,500+ Hours

**EXHIBIT B**

**Vehicle Condition Inspection Report and Grading Rubric**



**Department of Public Works  
VEHICLE CONDITION INSPECTION REPORT**

Driver/Inspector Name:		Truck No.:	Date:
Department:	Hours:	Mileage:	

**Important:** Driver must keep vehicle clean and washed, cab free of debris and bottles. **X = Needs Attention / = No Attention Required**

**VEHICLE CONDITION REPORT**

**Paint/Body** \_\_\_\_\_

<input type="checkbox"/> Windshield <input type="checkbox"/> Hood <input type="checkbox"/> Driver Side Door <input type="checkbox"/> Passenger Side Door <input type="checkbox"/> RF Fender <input type="checkbox"/> RR Fender <input type="checkbox"/> LF Fender <input type="checkbox"/> LR Fender <input type="checkbox"/> Truck Bed	<input type="checkbox"/> Tail Gate <input type="checkbox"/> Rear Bumper <input type="checkbox"/> Tow Hitch <input type="checkbox"/> Rear Vision Mirrors <input checked="" type="checkbox"/> Head Liner <input checked="" type="checkbox"/> Dash Board <input type="checkbox"/> RF Seat <input type="checkbox"/> LF Seat <input checked="" type="checkbox"/> Vehicle Mats
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**VEHICLE CONDITION REPORT CONT.**

<p><b>Tires, Wheels, Rims</b> _____</p> <input type="checkbox"/> Flat <input type="checkbox"/> Low Air Pressure <input type="checkbox"/> Marginal Tread <input type="checkbox"/> Loose Lug Nuts <input type="checkbox"/> Cracks, Cuts or Damage <input type="checkbox"/> Hud Oil Leaks <input type="checkbox"/> Other  <p><b>Instruments and Gauges</b> _____</p> <input type="checkbox"/> Air Pressure Gauge/ Alarm <input type="checkbox"/> Amp Meter/Volt Gauge <input type="checkbox"/> Temperature Gauge <input type="checkbox"/> Oil Pressure Gauge <input type="checkbox"/> Speedometer / Horn <input type="checkbox"/> Windshield Wipers / Washers <input type="checkbox"/> Other	<p><b>Engine</b> _____</p> <input type="checkbox"/> Coolant Leaks <input type="checkbox"/> Fuel Leaks <input type="checkbox"/> Oil Leaks <input type="checkbox"/> Overheats <input type="checkbox"/> Noises <input checked="" type="checkbox"/> Smoking <input type="checkbox"/> Other  <p><b>Lights</b> _____</p> <input type="checkbox"/> Headlights <input checked="" type="checkbox"/> Stop & Tail Lights <input type="checkbox"/> Turn Signals <input type="checkbox"/> Other	<p><b>Brakes</b> _____</p> <input type="checkbox"/> Service Brakes <input type="checkbox"/> Parking Brakes <input type="checkbox"/> Pulls to Left or Right <input type="checkbox"/> Air Leaks <input type="checkbox"/> Other  <p><b>Cab/ Chassis</b> _____</p> <input type="checkbox"/> Battery Box / Cover <input type="checkbox"/> Doors / Mirrors <input type="checkbox"/> Heater / Defroster <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> Coupling Device <input type="checkbox"/> Triangle / Seat Belts <input type="checkbox"/> Micro Switches <input type="checkbox"/> Other	<p><b>Steering</b> _____</p> <input type="checkbox"/> Loose <input type="checkbox"/> Shimmy <input type="checkbox"/> Steers Hard <input type="checkbox"/> Pulls to Left or Right <input type="checkbox"/> Other
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I have performed the above Inspection and each item is in proper working order or I have noted the defects.

Inspector/Driver Name	Time	Date										
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">Overall Condition</td> <td style="width:20%;">Good</td> <td style="width:20%;">Fair</td> <td style="width:20%;">Poor</td> <td style="width:25%;">Extremely Poor</td> </tr> <tr> <td>Points</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> </table>	Overall Condition	Good	Fair	Poor	Extremely Poor	Points	1	2	3	4		
Overall Condition	Good	Fair	Poor	Extremely Poor								
Points	1	2	3	4								

Comments:

Inspectors Signature	Date
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**VEHICLE CONDITION INSPECTION REPORT**

**Rating System Rubric**

<p><b>Good (1 Point)</b></p>
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Vehicle is average and or better than average.

- Paint/Body
  - Minor scratches/dents/chips.
  - No visible glass damage.
  - Minor missing/broken parts.
- Interior
  - Clean, minimal wear, no significant damage.
- Frame/Under Body
  - No frame repairs, no rusting, etc.
- Mechanical
  - Mechanically sound.
  - All or most accessories are operable.
- Tires
  - No patching.
  - Same brand/size/style.
  - Good or great condition.

<p><b>Fair (2 Points)</b></p>
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Vehicle has normal wear/tear.

- Paint/Body
  - Requires body/paint work.
  - Missing parts/damaged windshield.
  - Has cosmetic or light collision damage.
- Interior
  - Normal wear, may require replacement or repair.
- Frame/Underbody

- No frame repairs, light rusting, etc.
- Mechanical
  - Requires maintenance/minor repairs.
  - Fluids may need to be topped off or replaced.
- Tires
  - Average wear/use.
  - Match by size and style.

<b>Poor (3 Points)</b>
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Vehicle shows signs of excessive wear/tear.

- Paint/Body
  - Dents, scratches, and parts of the body may need replacement.
  - Parts are broken or missing.
  - Multiple repairs have been performed.
  - Collision damage.
- Interior
  - Signs of excessive wear, burns, rips, tears, and permanent stains.
- Frame/Underbody
  - Repaired or unrepaired frame/structure damage.
- Mechanical
  - Mechanical damage prohibits vehicle from operating properly.
  - Engine/transmission is in poor condition.
- Tires
  - Worn/mismatched brand/size.

<b>Extremely Poor (4 Points)</b>
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Shows signs of severe abuse and/or vehicle is inoperable.

- Sustained major damage, wear, tear but may still be drivable.
- Cost prohibitive to repair or restore the vehicle.
- Missing parts/damaged parts.
- Near the end of its useful life.