



AGENDA
COMMITTEE OF THE WHOLE
January 19, 2010- 7:30pm

- 1) Update on New Freedom of Information and Open Meetings Act**
- 2) Police Records Management Contract**
- 3) Digitizing Records**
- 4) Road Funds**
- 5) Proposed Fuel Purchase for 2010**
- 6) Fire Station 17 Design**

Committee of the Whole Agenda - January 19, 2010

1) Update on New Freedom of Information and Open Meeting Acts

City Attorney Jim Macholl to update Council on new laws.

Committee of the Whole Agenda Item - January 19, 2010

2) Police Records Management Contract

New World Systems Agreement
ID NetWorks Contract Proposal
APS Software Agreement – 1st United Bank Lease (Seven Leasing)

Attachments:

None

Background:

The Rolling Meadows Police entered into an agreement to purchase a records management system from New World Systems that included the following:

- Computer Aided Dispatch for Police and Fire
- MSP Mapping, paging and a 911 interface.
- Law Enforcement Records for a single jurisdiction.
- Federal and State Compliance Records software.
- Mobile Software & Software on a MSP server.
- Field Reporting and server.

This purchase was intended to upgrade the 911 Communications Center dispatching capabilities and to increase the police department's records management capabilities. Since that agreement there have been additional upgrades to the software capabilities. Late in 2008 the City entered into a maintenance and licensing agreement with New World for a term of five years. The first of those payments, \$50,240 was paid and the second payment of \$53,250 is now due. The outstanding balance for subsequent years is \$179,680.

After discussions with New World Systems, Northwest Central Dispatch, and an internal evaluation of the software necessary to support the Police Department's Records management having outsourced emergency 911 communications, we have determined these costs excessive. New World Systems has proposed a modification and reduction in maintenance fees over a three year period totaling more than \$99,000.

In association with these software purchases, the City purchased another product called "Virtual Partner" from Advanced Public Safety during 2005 to enhance the abilities of the department to capture racial profiling data mandated by state law. In 2008, there was an upgrade to this software, "Virtual Partner II". The new agreement with APS is a five-year agreement with monthly payments creating an outstanding balance of \$71,000.

As a new member of Northwest Dispatch and having the opportunity to "data pool" or share information with the other members. We have requested quotes to purchase similar records management software. Currently, the Rolling Meadows police department's data

stands alone and we are one of eleven departments not using ID Networks RMS software. We are also unable to access the Northwest Central Dispatch Mobile product with our current software product.

ID Networks evaluated the City's current infrastructure and the police department's records management needs and provided a quote to purchase and maintain the system. In addition, they assisted with identifying funding sources to pay for the project. The ID Networks RMS software package cost is \$57,000, with a potential upgrade cost dependant on city server capabilities, of an additional \$8,995. The annual maintenance fee is \$7,813.

Below is a comparison of what we currently have with New World, their updated maintenance plan, as well as our contract amount with Advanced Public Safety.

	2010	2011	2012	2013	Total
New World Systems	\$53,250	\$56,250	\$59,825	\$63,415	\$232,740
New World Systems (B)	\$33,000	\$34,980	\$37,078	\$39,302	\$144,360
Advanced Public Safety	\$19,879	\$19,879	\$19,879	\$3,313	\$62,950

Below are the costs for contracting with ID Networks for our Records Management System, and a one time transitions cost to NWCDS (previously budgeted in the transition costs).

IDNetworks	\$65,995	\$7,813	\$7,813	\$7,813	\$89,434
Northwest Central Dispatch Transition Costs	\$13,000	0	0	0	\$13,000

Recommendation:

The recommendation is that with support from the Council, the City notify both New World Systems and Advanced Public Safety of our intent to cancel the current contracts. Based on the response from New World Systems and APS, begin negotiating a contract with IDNetworks to purchase a records management software package.

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3) Digitizing Records

Discussion: During the 2010 Budget discussions, it was proposed to look at digitizing our records instead of microfilm or microfiche. We have been in contact with a Datamation, a document conversion vendor, for pricing of the conversion of existing microfilming/microfiche, as well as available software capable of organizing our files for future use by employees and the residents.

Attached you will find a copy of their proposal. We consider it a two part proposal. The prices quoted are for digitizing our existing microfilm in the Police Department as well as our microfiche files in Community Development. Additionally, there is a quote for the purchase of the computer software program which allows users to sort and search, including an OCR feature. We have also analyzed an in-house approach to digitizing our records.

As you can see from the proposal, the major cost in this service is the purchase of the software, licenses and training, \$62,000. The company has indicated that the conversion of existing documents can be done as the City directs based upon either percentages or the availability of funds in a given fiscal year. This process would bring us up to date on the existing files which are currently microfilmed/microfiched in PD and CDD and allow us the capability of accessing those documents by a defined index.

We have also looked at contracting with them to do the digitizing of our existing records, but not purchasing the software until a later date. We can develop our own filing system on a server which would allow us to access them as well as the public on a read-only basis. Additionally, we are working with our existing software supplier in Community Development to establish a connection between their software and our records storage. We are also exploring whether we want to start with the 2010 documents that will need to be digitized and over time, have the remaining ones converted to digital format or have all of our records digitized.

Additionally, we looked into the costs of digitizing the records ourselves using existing equipment as well as existing personnel. We feel this approach is not cost effective based upon the number of records we currently contract for on microfilm/microfiche and the poor quality of our equipment. We found that using our limited manpower and existing equipment was more time consuming than hiring a vendor to do the same work. Given their price quotes, it is more cost effective to have them digitize our records according to our prescribed indexes. It would be cost effective to seek a volunteer or hire a part-time person or intern to do the initial indexing of our records. This will be a time consuming process as every address in the City will need to be assigned a folder as well as each document will need to be stored within that folder once received from the digitizing vendor. Also, if we want to do this in-house, we can only do records which are currently in paper format. The conversion of our microfilmed/microfiched records

would still need to be contracted out because we do not have the equipment to perform this task.

Recommendation:

Our recommendation would be to begin digitizing our records through a private entity in 2010. We would not commit to buying a particular software program, but use our existing server and data files assignment of indexes and retrieval of records. At some point in the future, we could budget to have the existing files converted to digital. Also, at some point in the future, we will again analyze buying software that has OCR and other capabilities for storing and indexing our records on a more user-friendly basis. This approach will have minimal impact to the 2010 budget and allow us to begin a conversion process for not only our records, but our employees as well. At some point in the future, it might also be possible for open records to be available through our website.



January 12, 2010
Prepared by: Casey Wohl, Account Executive

City of Rolling Meadows Document Conversion Services



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Executive Summary

Volumes of paper passing through numerous hands have instigated the need for a comprehensive Document Management system that will not only manage the paper and electronic files but will streamline internal processes. The City of Rolling Meadows has implemented Laserfiche as the solution. Now that the solution is in place, we find that the system and personnel are only effective if they have a single source for all information. The City has made the decision to convert legacy Microfilm and Paper documents making them easily accessible to all personnel.

The City is seeking a qualified, reputable vendor to take ownership of converting these documents. While money is always a concern, quality and reliability play a key role in the decision process. Datamation fits those requirements having the experience and reputation for delivering fast, accurate document conversion at an affordable price.

The City has broken their requirements into two primary areas, Planning and Zoning Documents and Case Reports for the Police Department. Datamation understands budget constraints and is willing to extend the project over several years if required. The following is an overview of the pricing schedule:

Conversion Services

Case Reports (Microfilm)

Microfilm conversion (205,400 images @ \$0.02/image):	\$4,108
Indexing: Case# (205,400 images @ \$0.02/image):	4,108
Total	<u>\$8,216</u>

Planning and Zoning (Microfiche)

35mm jackets (1,000 jackets @ \$1.25/jacket):	\$1,250
35mm + 16mm jackets (1,000 jackets @ \$1.69/jacket):	1,690
16mm jackets (37,000 images @ \$0.049/image):	76,146
Indexing (39,000 jackets)	7,020
Total	<u>\$86,106</u>

Misc. Expenses (DVD for delivery & backup)	660
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Total for conversion services	<u>\$94,982</u>
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Laserfiche ECM Software

Laserfiche Avante Records Management Edition Server for MS SQL with Workflow (15 full users, up to 100 read only users)	\$49,000
Installation and Training (8 hours) ³	13,000

Total for Laserfiche ECM Software	<u>\$62,000</u>
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Total	\$154,982
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Corporate Profile...

Datamation Imaging Services Corporation

Datamation offers a full suite of products and services that address enterprise-wide challenges releasing the power of your information. Since 1995, we have grown into one of the largest, most experienced document imaging, scanning, conversion and document management service organizations in the Midwest. From paper to microfilm/fiche to electronic imaging, Datamation has continuously stayed on the leading edge of document management solutions and services.

We can help you design, build, and manage flexible, scalable, and secure information management systems. With these infrastructures, you'll be able to intelligently and efficiently store, protect, and manage your information so that it can be made accessible, searchable, and shareable.

Headquartered in Willowbrook, Illinois, Datamation works with organizations around the country, in every industry, in the public and private sectors, and of every size, from startups to the Fortune 500. Our customers include banks and other financial services firms, manufacturers, healthcare and insurance organizations, airlines and transportation companies, educational institutions, public-sector agencies and unions.

From low to high end, from the most basic to workflow environment solutions, Datamation's team of professionals prides itself on its ability to satisfy our customers' needs in electronic filing solutions and support. The company is based on a solid foundation with an uninterrupted dedication to its core competency in document management solutions and its reputation for outstanding customer service and support for those solutions.

We provide a single point of contact for all our client's Document Management and Business Intelligence needs, but have never outgrown our original purpose; We are the technology partner our clients can count on to help make important business decisions, to provide strategic IT planning guidance, and finally to help implement the most appropriate business systems. Because of this breadth of experience, we have earned a reputation for helping organizations get better at what they do by taking advantage of the *right* technology for their business.

Datamation is recognized as a leading provider of Integrated Document Management Services and solutions. With a national presence, Datamation provides localized services, delivering support and solutions to the most demanding and time critical requirements. We combine innovative people, standardized processes and today's technologies to deliver collaborative, competitive advantage on a national basis.

Datamation prides itself in the expertise its staff possesses in document imaging and technology. Datamation has achieved an outstanding reputation for quality and responsiveness to customers, and is recognized for its knowledge in advising clients about the most cost-effective imaging solutions to achieve desired business results. The core strengths of Datamation are its capabilities to capture index and archive document files and subsequently upload these images to your organization's imaging system using the latest imaging technology.

Datamation's Overview

Main Location

Datamation Imaging Services Company, Inc.
699 Executive Dr.
Willowbrook, IL 60527
(630) 321-0601

Main Contacts:

Jim Collins, President
David Ruschel, Vice President
Casey Wohl, Account Executive

Number of years in Digital Document Imaging Business

Datamation Imaging was formed in 1995. The owners, David Ruschel and Jim Collins collectively have more than 40 years experience in the document imaging business.

Staff

Datamation currently has 26 employees on its payroll. All employee functions are directly related to document imaging services and systems. The average tenure of our processing personnel is six years and ten years for management and supervisors.

Datamation's Approach

Datamation approaches all project using best practices derived over years of experience. As a result of this approach, Datamation offers a broad choice of complementary technologies, applications and implementation services that are required when implementing solutions. This allows organizations to tap into a wealth of products and system integration skills and services to ensure overall success and satisfaction. These services include project management, application development, implementation, deployment, and conversion services.

Datamation's success in Integrated Document Management Solutions translates into value for your organization through the people, relationships, experience, trust, confidence and support during extraordinary or unanticipated situations. These intangible factors frequently are the difference between marginal performance and outstanding.

Datamation's vast experience in converting documents in a variety of verticals brings experience and innovative solutions to each new customer. Datamation is a global company, as a result we have developed strong partnerships with other reputable companies around the globe to provide the most accurate and affordable services available today.

Project Management

Project Management is the most important aspect of getting a project off to an efficient start and assuring the success of the project all the way to the finish. First, an experienced Datamation project manager (PM) will be assigned to your project. The PM will meet with your personnel to finalize all the requirements of this project, and develop a Scope of Work Document. The PM will be the Liaison between Datamation and your organization on all issues related to this project. A thorough understanding between your organization and Datamation on what is to be delivered is the first step to a successful project.

An experienced Datamation consultant will work with you to determine the best scanning format for each document type and the most effective method to get the documents into your system.

Standard Methodologies

The key to successful project deliveries is a strong management capability and defined processes. By taking the Project Management tasks and recognizing specific Start Up, Execution, and Close Down phases, we effectively define when and who needs to be involved in delivering our customer's solutions. Starting with the Startup and throughout the entire process, it is imperative we define and manage a project plan that includes the following activities:

- Project Scope
- Project Milestones
- Key Measurables
- Resource Plan
- Roles and Responsibilities
- Communication Process
- Change Control Process
- Project Schedule
- Issues and Action Items

Project Scope

The purpose of the project scope is to provide a clear definition of the project purpose, opportunity, benefits being realized, and deliverable intentions of the project itself. This sets the groundwork for the team to work within.

Project Milestones

At the onset of a project it is imperative that the project team understands the significant events and dates throughout the project that will be defined to ensure successful completion and deliverables of the contractual obligations of the project.

Key Measurables

Identification and establishment of metrics for the project allows the project team to focus attention on the customer and business needs by providing the necessary data needed to estimate, track, and manage throughout the project. These key measurables will allow DataMation and your organization to make decisions and take actions concerning planning, costing, resources, monitoring, tracking, and controlling the expectations.

Resource Plan

Resource planning prepares for the identification, estimating, acquisition, allocation, and reallocation of project resources. This provides a structure that enables the project leaders to recognize how resources will be utilized and the level of staffing necessary to meet the project schedule and financial objectives. Resources include people, space/facilities, hardware, software, supplies, equipment, and tools that may be needed for the project.

Roles and Responsibilities

Definition of roles and responsibilities helps to clearly set expectations for each project team member. This ensures that each person is accountable for his/her portion of the project.

Communication Process

It is critical to identify at the onset of the project those groups, individuals, and organizations that need to receive information, provide information, and create deliverables. The communication process allows for the project leaders to identify the interfaces and what and how information needs to be communicated throughout the project.

Change Control Process

A change is a difference between the current and original plan, requirements, or contractual obligations. As any change in an existing project is identified, the proper review and approval is needed to determine the appropriate actions that need to be taken to address the change. A change can have significant financial, schedule, or business impact, thereby requiring the both of our Team Leaders to understand, agree to, and approve any change to the existing project. As changes usually affect defined scope or requirements already identified, a change control process is a method to capture the detail, determine the impact (financial or schedule) and ensure that proper approval is given.

Project Schedule

The project schedule is created to communicate the timing and order of events required to deliver the contractual

obligations of the project. The project scope and milestones are utilized to provide the details of the scheduled elements.

Conversion Services (Microfilm, Microfiche, Paper)

Provided Services

Courier Services

A Datamation employee, in our own company vehicle, performs the pickup and delivery of boxes, bins, documents, data etc. The employee's and vehicles are covered under our liability insurance.

Document Prep

Document preparation include; extracting documents from file folders, removing all staples, taping of torn or small documents, inserting document separator pages between files, and removal of the document separator pages after capture.

Scanning of Standard Size Documents

Documents up to 12" X 17" at a resolution of 300 x 300 DPI are captured using high-speed production level scanners with the latest software technology to ensure the highest level of image quality and accuracy. The scanners utilize ultrasonic double feed detection to eliminate the possibility of double feeds and auto-deskew to ensure the images are straight. Scanner operators monitor each page as it goes through the process and make any necessary adjustments to ensure the best quality image. All documents are scanned in duplex (both front and back) to ensure that the occasional backside image is not missed. Blank backside images are deleted.

Scanning of Over Sized Documents

Imaging of documents and drawings larger the 12" X 17" is done on our large format production scanners. Document edges are repaired to maintain document integrity.

Manual Indexing

The manual data entry of any requested/required index fields. While retrieving documents using OCR can be useful, it should not be used as the primary way to retrieve documents since the readability of OCR is only as good as the quality of the document it is trying to read. Accurate indexing is the most important way to be sure you are able to retrieve the documents once they are scanned.

Match and Merge

The use of an external database, Excel file, etc. to populate additional index values based on a unique value. Example: Manual indexing the unique Permit Number of a Community Development file can be used populate additional index fields such as type of permit, street name, full name, etc. The value of Match and Merge is that it is used to validate the accuracy of the manual indexing as well as lower costs by reducing the number of manual index fields.

Document Level Q/C

While the image quality and accuracy is reviewed and corrected "on the fly" during the scanning process, after a box is complete, it goes to our Q/C area where each file folder scanned would be matched to one in the box to confirm all folders are accounted for.

CD/DVD Mastering

After all steps are complete, the finished data is burned on the requested media (CD or DVD) in the requested format (LaserFiche) for delivery.

Document Destruction



After the electronic documents are loaded into your system and verified, you may choose to have the original documents shredded or recycled. We are flexible in the way we handle document destruction and will allow you to leverage existing contracts with document destruction companies.

Our Process

1. Microfiche, microfilm, and paper documents are picked up by a Datamation employee in one of our vehicles. This is done to maintain security and limit who has access to your files.
2. Once the media is received at our secure facility, it is logged in our tracking system and routed to our preparation department.
3. If paper, a prep'er takes an entire box and removes staples, inserts file separators and performs other necessary steps in preparation for the scan step. At this stage, large format sheets are marked with tracking information and separated from the file to follow a parallel processing path. The other documents stay with the box to ensure batch control for the QC process.
4. Once the preparation is complete, the media is assigned a batch ID and forwarded to the scanning department. There, paper documents are scanned with the scan operator monitoring each document for image quality. Other media is routed for conversion.
5. The batch is then routed to the indexing department for manual data entry. All files are indexed per the specifications.
6. At the same time standard size paper documents are captured, the large sheets are being routed to the large format scanning area of the scanning department. The documents are hand fed and monitored for image quality.
7. Upon completion of scanning and indexing, large sheets are merged back with the batch. The batch is then sent to QC for inspection.
8. If the batch passes the QC inspection, the batch is exported to the format specified. For this project, the output is a Laserfiche LST file can be used.
9. The LST file is burned to cd/dvd and labeled for the City
10. The media and cd/dvd are then returned to the City
11. The City is responsible for loading the images into their Laserfiche system. Assistance is available if required.
12. No paper documents are destroyed unless we receive notification and approval from the City.

Pricing Breakdown – Conversion Services

Case Reports (Microfilm)

a. Number of microfilm rolls	79
b. Estimated images per roll ¹ :	2,600
c. Estimated number of images:	205,400

Pricing

a. Microfilm conversion (205,400 images @ \$0.02/image):	\$4,108
b. Indexing: Case# (205,400 images @ \$0.02/image):	\$4,108
Total	\$8,216

Planning and Zoning (Microfiche)

a. Number of jackets ² :	
35mm	~ 1,000
35mm + 16mm	~ 1,000
16mm	~37,000

b. Approximate number of images per jacket:	
35mm	4 - 6
35mm + 16mm	20 - 22
16mm	20 - 56

Pricing

a. 35mm jackets (1,000 jackets @ \$1.25/jacket):	\$1,250
b. 35mm + 16mm jackets (1,000 jackets @ \$1.69/jacket):	\$1,690
c. 16mm jackets (1,554,000 images @ \$0.049/image):	\$76,146
d. Indexing: Address (39,000 jackets @ \$0.006/keystroke) ³ :	\$7,020
Total	\$86,106

Sub-Section Total	\$94,332
Misc. Expenses (DVD for delivery & backup)	660
Total	\$94,982

- Note:
1. Estimate based on sample roll. Based on your document size, your rolls can hold up to 3500 documents.
 2. Number of jackets estimated based on quick sampling and 302" of jackets. (130 jackets/inch)
 3. Assumes 30 keystrokes per address on a jacket

Laserfiche ECM System

Scope of Work

Datamation will implement the Laserfiche Suite of products. The phases are outlined below and provide a high level overview of the tasks to be completed.

Establish Foundation

Identifying project goals and gaining management support will ensure a successful ECM implementation. In this phase we establish key responsibilities and expected outcomes.

Deliverables:

- Confirm management goals and support
- Project goals established
- Teams and individual roles identified
- Organizational structure reviewed
- Existing capabilities
- Important business functions
- Target interviews, schedules and work sessions
- Software/hardware capabilities
- Network security

Develop Design Specification

In this phase Datamation will look at the document naming schema, indexing schema, security, and overall structure of the data. We will begin to look at departmental processes and identify workflow opportunities. The design specification is the road map to implementing a content management that meets Mt. Prospect 's specific needs.

Deliverables:

1. Design specification complete

2. Initial workflow definitions complete

Installation and Configuration

This phase varies based on the software options selected.

Laserfiche Solution:

We begin by installing and configuring the Laserfiche server and structuring the data volumes. The next step is to install and configure the web services. We will review data backup policies and procedures to ensure your data is safe and redundant. At this point, administrators are trained on security, repository management, and general administration.

The next step is to setup user roles, rights and security. All users will be setup according to their individual requirements. Some will utilize the thin client (web) while others will leverage the thick client (desktop).

Deliverables:

1. Laserfiche server installed and configured
2. Training on server backup complete (if applicable)
3. Users defined, installed and configured
4. User workstations installed and configured

Workflow Configuration and Training

Based on Datamation's extensive experience, we realize that workflow is unique to each organization and each process within that organization. Workflows are constantly being developed and changed due to process improvements. Keeping this in mind, Datamation will install workflow and train administrators how to develop their own workflows. Datamation will provide best practice guidelines to ensure the users are writing flexible efficient workflows.

Deliverables:

1. Workflow administrator training complete

Training and Knowledge Transfer

Training is the most important aspect of any new ECM installation. We have found that informal personalized training with re-enforcement produces the best results. We will hold several training sessions to familiarize users and administrators with the new system. These sessions will cover department and user specific aspects of the solution.

Deliverables:

1. User Training Complete
2. Administrator Training Complete

Pricing Breakdown - Laserfiche ECM Solution

<u>Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Ext. Price</u>
Laserfiche Avante Records Management Edition Server for MS SQL with Workflow	1	\$13,200	\$13,200
Laserfiche Named Full User with Snapshot, Email, and Web Access	15	720	10,800
Laserfiche Standard Public Portal (25) ¹	1	30,000	30,000
Software discount			(5,000)
Installation and Training (8 hours) ³	10	130	<u>13,000</u>

Total

\$62,000

Note:

1. Laserfiche uses a 4:1 ratio when calculating numbers of users to number of licenses. This equates to 100 read only users.
2. Pricing includes first year maintenance (LSAP)
3. Additional hours are available at an hourly rate of \$130/hour.

Laserfiche Services Catalog



Enterprise Content Management

The Laserfiche Client and Server form the core of the Laserfiche enterprise content management solution, allowing you to manage content, mitigate content-related risks, and put information to use for business people and processes.



Web-Based Enterprise Content Management

Laserfiche Web Access is a Web browser-based thin client that provides comprehensive document management capabilities. Delivering virtually all the functionality of the standard, installed Laserfiche interface, Web Access enables consolidated management of resources and data, and provides remote or portable access.



Business Process Management

Laserfiche Workflow enables organizations to automate standard, collaborative business processes, such as approvals or routing based on conditions. The software transforms your static Laserfiche repository into a dynamic content management solution that ensures your business processes are performed consistently and efficiently.



Agile ECM engineered with Laserfiche and SharePoint

Built on Microsoft® standards that make it widely interoperable, extensible and easy to administer, **Agile ECM engineered with Laserfiche and SharePoint** is a complete information management ecosystem that allows IT managers to easily control unstructured content and improve data governance.



Customization and Integration Tools

The Laserfiche Toolkit is a powerful software development kit that extends your enterprise content management capabilities by allowing you to develop custom solutions that leverage the power of your Laserfiche repository.



Production-Level Document Capture and Processing

Laserfiche Quick Fields is an automated data capture solution that improves the efficiency of data entry and document organization. It automates processing for a high volume of information by capturing data from various formats and sorting documents according to custom criteria, helping you put content to use quickly.



Auditing and Security Controls

Laserfiche Audit Trail tracks repository activity and provides a separate, Web-based interface for running detailed reports on the tracked information. The product's ability to monitor, record, and report on system activity makes it a key component of the Laserfiche enterprise content management suite.



DoD 5015.2-Certified Records Management

Laserfiche Records Management Edition is a version of Laserfiche that contains a DoD 5015.2-certified records management module, enabling you to track the life cycle of records in your Laserfiche repository and comply with demanding regulatory requirements.



Content Portals for Public-Facing Websites or Extranets

Laserfiche WebLink is a Web browser-based thin client that generates a content portal site based on a database, without coding or programming - providing read-only access to documents and functioning as a secure portal for access to public information.



Document Distribution

Laserfiche Plus enables publication of an entire repository or part of a repository for archiving or distribution. Publishing can be done directly to a CD, DVD or other removable media, as well as to a folder on your hard drive.



Web-Based, Automated Agenda Management

Laserfiche Agenda Manager is Web-based agenda automation software that simplifies agenda processes from item submission through publication of the final document, from departmental decision-making to city council or local government meeting preparation.

Qualifications (References)

- Datamation has provided document scanning services to over 100 companies in the Chicagoland area and many more across the nation. We have highlighted four of these accounts below that have similar document types and characteristics volumes as listed in this RFP.
- Datamation currently has three clients utilizing daily scanning services. The majority of our clients require twice a week or weekly scanning turnaround.
- Datamation provides courier service to approximately 10 clients in proximity to Mt. Prospect.
- Datamation provides electronic uploading services via FTP or CD/DVD to most all of our scanning customers.
- Customers that are relevant to the City of Mount Prospect's current imaging environment:
 - *City of Countryside*, 5550 East Avenue, Countryside, IL 60525
The document types Datamation is scanning are Meeting Minutes, Permits, Finance Files, AP, Payroll, and others. The contact is Holly Williams and she can be reached at 708-354-1860 #2374 or hwilliams@countryside-il.org.
 - *City of La Grange*, 53 South La Grange, IL 60525
The document types Datamation is scanning are Building permit files. The contact is Avita McMahon and she can be reached at 708-579-2320 or amcmahon@Cityoflagrange.com.
 - *Lake County*, 18 N. County Street, Waukegan, IL 60085
The document types Datamation is converting are Tax Bills. Datamation is converting microfilm images to tiff format with millions of indexes. These documents are output to an OnBase format for their internal use. The contact is John Ceaser and he can be reached at 847-377-2026 or jceaser@co.lake.il.us.
 - *LRRS Systems c/o McHenry County*
Datamation is a sub-contractor to LRRS for McHenry County. The document types Datamation is scanning are Tax Bills, Assessments, Permits, and Drawings. The contact at LRRS is Darwin Shepler and he can be reached at 815-338-6620.
 - *Additional references available upon request*

Datamation's facility is secured with limited access during work hours and no access, without a key, during non-work hours. Only four management team members have keys to the office.

All members of the staff at Datamation are employees. Datamation's primary source of quality employees is tapping the resources referred by our contacts in the imaging arena over the last 20 years. These contacts include members of imaging departments in other companies as well as recruiters and internal referrals. All employees are trained by the Operations Manager and their Supervisor prior to processing any customer documents.

- We maintain an internal system that tracks customer jobs from receipt to completion. This is managed through an in-house program we developed to maximize our quality and throughput. It tracks documents at the following steps:
 - Receipt
 - Doc Prep
 - Scanning
 - Indexing
 - Q/C
 - Completion – Transmission, CD mastering
 - Return, Destruction, Installation, and Training

All important client data and images are backed up to removable media and stored off-site for purposes of disaster recovery. In the event that a disaster renders the office unusable, our business resumption plan is to re-locate the entire operation to one of three locations and resume operations in a maximum of 48 hours.

Committee of the Whole Agenda – January 19, 2010

4) Street Maintenance/Roadway Improvement Funds

Discussion: At the Public Works Department FY2010 Budget presentation on October 27, 2009, a request was made to schedule a future discussion on the City's Roadway maintenance and capital improvement fund operations.

Over the past ten years, various Budget funds have been utilized to appropriate funds for street maintenance and capital projects. The City has utilized the following revenue sources for street maintenance and capital projects: General Fund (property taxes), Motor Fuel Taxes (state gasoline sales), Township Road and Bridge Revenues, Vehicle Sticker Sales (indirectly prior to 2006, directly since 2006), Local gasoline sales tax (currently \$.02/gallon) established in 2006, Grants from county, state, and federal sources, and 2005 General Obligation Bond Issue (for streets and utility improvements).

Along with these revenues sources, the City used various funds for disbursing these revenues and even created funds for specific projects. Upon recommendation of our Auditors and staff, the FY2010 budget has combined some of the Funds previously used for street maintenance in an effort to show transparency and ease of administration. Staff is comfortable with the structure of the revenue and expenditure accounting that has been established for the FY2010 Budget. (See "Attachment A" – summary of FY2010 Budget – Street Maintenance Operations.)

As an overview, the General Fund supports our personnel and vehicle maintenance costs for street maintenance. The Motor Fuel Tax (revenue: allotted portion of State fuel tax) Fund primarily supports our street lights, road salt, engineering for IDOT related projects, traffic sign and signal maintenance and capital projects for street lights, curb and sidewalks, bike paths and our Citywide street improvements. The Local Road Fund (revenue: local fuel tax, SSA's, road/bridge levy, grant funding) primarily supports administration, local road on-going maintenance and supplies, street program engineering and local road capital improvements. (See "Attachment B" on provisions of the Motor Fuel Tax)

It is the opinion of staff that the intent would be to secure funding for our on-going maintenance as well as provide guidance for our capital needs. The focus has been to minimize maintenance costs through various technologies and do capital projects as funding allowed. This strategy will not continue to work in the future as our capital needs will not be met by our available funding.

It would be the proposal of staff to develop a long-range Capital Improvement Plan (CIP) for the City's street improvement goals for 5, 10 and 20 year increments. This plan would be used to generate revenue and expenditure projections. The first step in developing a CIP is to conduct a Street Condition Survey.

Recommendations by Staff for future policy development:

1. Pavement Rating System

In 2003, the City Engineer conducted a Street condition Report for every individual public street in the City, based on a one (poorest) to ten (best) point scale. The cumulative rating of street pavements throughout the entire City was determined to be at 6.5 (See "Attachment C"). The City Engineer observed that if a City-wide condition rating of "6.5" was desired, funding of \$1,000,000 - \$1,500,000 annually would be required. To assist staff with determining street improvement priorities and scheduling, it is proposed that the City Engineer be directed to update the Street Condition Report in spring 2010. (This work is included in the FY2010 Budget.)

2. In the last ten years, the City has averaged spending \$1,000,000 in street improvements, primarily resurfacing projects. (See "Attachment D" of past Road Funding.) Recognizing that the City utilized \$4,300,000 in a bond issue to resurface 56 street locations, a consistency in funding sources has been lacking. A consistent level of funding amounts is generally desired to maintain street improvement needs in a cost-effective manner. An adopted Capital Improvement Plan for Street Maintenance will allow us to identify priorities of resurfacing projects based upon our Street Condition Report. This Plan will give us direction on recommendations for budget revenues and expenditures in future years. The Plan can be revised based upon changes in road conditions as well as changes in forecasted revenues. The presentation of the Plan will also include funding sources both now and in the future.

3. The City has taken responsibility for the jurisdiction and maintenance of a number of new, reconstructed, or refurbished major roadways (multi-lanes), including:

- Kirchoff Road (Wilke-Hicks) jurisdictional transfer in 1997
- Rohlwing Road (Kirchoff-Industrial) jurisdictional transfer in 1997
- Meijer Drive new constructed in 2004
- Rohlwing Road (Industrial - U.S. Route 14) reconstructed in 2005
- Kirchoff Road (Hicks-Plum Grove Road) jurisdictional transfer in 2006
- Old Plum Grove Road (Meacham-Hartung) jurisdictional transfer in 2009
- Plum Grove Road (Emerson-Aldridge/Taft) jurisdictional transfer in 2009

Total lane miles added 1997 – 2009 = 18.19.

Current total lane miles maintained by City = 143.5.

These roadways will require a significant funding level for pavement resurfacing in the future. Because of the nature of most of these roads as primary arterials, eligibility for state and federal funding assistance may be available from time to time, but is never guaranteed. It will be our goal to continue to pursue all available grant/loan funding sources for our roadway improvement projects in an effort to keep them in acceptable condition and lessen the burden on the

taxpayers. Because Rolling Meadows is primarily built-out and few new roads are expected in the future, we will be better able to present a CIP based upon our current conditions and future needs.

"Attachment A"

FY2010 Budget - Street Operations Expenditure Summary

Motor Fuel Tax Fund (03)

Street Light Electricity	\$100,000
Professional Services (Project Engineering)	\$175,000
Traffic Signal Maintenance/Repairs	\$54,000
Bridge Repairs	\$50,000
Pavement Crack Sealing	\$25,000
Pavement Striping	\$31,000
Road Salt Additives	\$200,000
Capital Improvements:	
Street Lights-Algonquin Road	\$250,000
Street Lights-New Wilke Road	\$25,000
Sidewalk and Curb Replacements	\$120,000
Bikepath Bridge @ 58/Salt Creek	\$40,000
Citywide Street Program	\$1,000,000

Local Road Fund (61)

Finance Administration (Including Debt Service)	\$202,146
Professional Services (Project Engineering)	\$139,200
Rental/Lease - Bobcat Attachments	\$1,600
Outside Repairs and Maintenance	\$105,900
Street lights, landscape contract, pavement rejuvenators, guardrail, fence, bikepaths, entry markers, aerial truck lift tests	
Operating Supplies	\$111,000
Sign plotter, sign materials, asphalt, gravel, sand, block, top soil and seed, emergency response materials, shop supplies, non-MFT salt	
Small Tools and Equipment	\$3,600
Repair and Maintenance Supplies	\$20,000
Parts for street lights, barricades, snow plows, guard rails, new barricades	
Capital Improvements:	
Golf/New Wilke Intersection	\$1,800,000
New Wilke Resurfacing	\$800,000
Plum Grove Bikepath Extension	\$34,000
Downtown Bikepath Repairs	\$35,000

General Fund - Street Operations (01)

Employee Salaries	\$658,432
Employee Benefits	\$288,434
Contractual Services, Seminars	\$6,185
Supplies/Uniforms	\$4,825

Attachment B

Motor Fuel Tax Fund

Along with the General Fund, financial support of street maintenance and road construction has been derived from the Motor Fuel Tax Fund.

Motor Fuel Tax (MFT) Fund monies from the State of Illinois are derived from a state-wide tax on the sale of motor fuel. The motor fuel tax rates are currently as follows: Gasoline \$0.19 per gallon; Diesel Fuel \$0.215 per gallon. The Illinois Department of Transportation (IDOT) allocates these monies according to the MFT Fund Distribution statute (population, per capita, etc.).

The average funding allotment to the City of Rolling Meadows has been approximately \$708,000 per year for the last ten years, while MFT expenditures have averaged about \$900,000, per year (excluding FY 2006 when expenditures were only \$13,500). Though some annual expenditures have been higher than allotments in the last ten years, interest earnings and previous years fund balances have kept this fund whole. The MFT Fund Balance at the end of Fiscal Year 2008 was \$1,647,970. (These funds have primarily been targeted to be used as the City's share of the Golf/New Wilke Road intersection project in FY 2010.)

All uses of Motor Fuel Tax funds are subject to the provisions and limitations of Illinois State Statutes and the Illinois Department of Transportation Bureau of Local Roads & Streets Regulations Manual. The following is a representative list of activities which are eligible for MFT funding.

- Employee Labor Costs
- Equipment Operating Costs
- Traffic Control & Street Lighting Devices
- Sidewalks and Curb & Gutter
- Storm Sewers
- Tree Trimming and Tree Removal
- Engineering Studies
- Matching Funds for Federal-aid Projects
- Local Mass Transit Districts
- Salt Storage Facilities
- Expenses in Connection with Bond Issue Improvements for Roadways
- Payment of Principal and Interest on Road Bonds

Throughout the various years' budget structure, the MFT funds have either been a) separately tracked as a stand-alone fund for revenues and expenditures (always identified as Fund 03), or b) merged by transfers into a different fund for street maintenance (i.e. Fund 215 or Fund 15 – "Street Fund").

City of Rolling Meadows

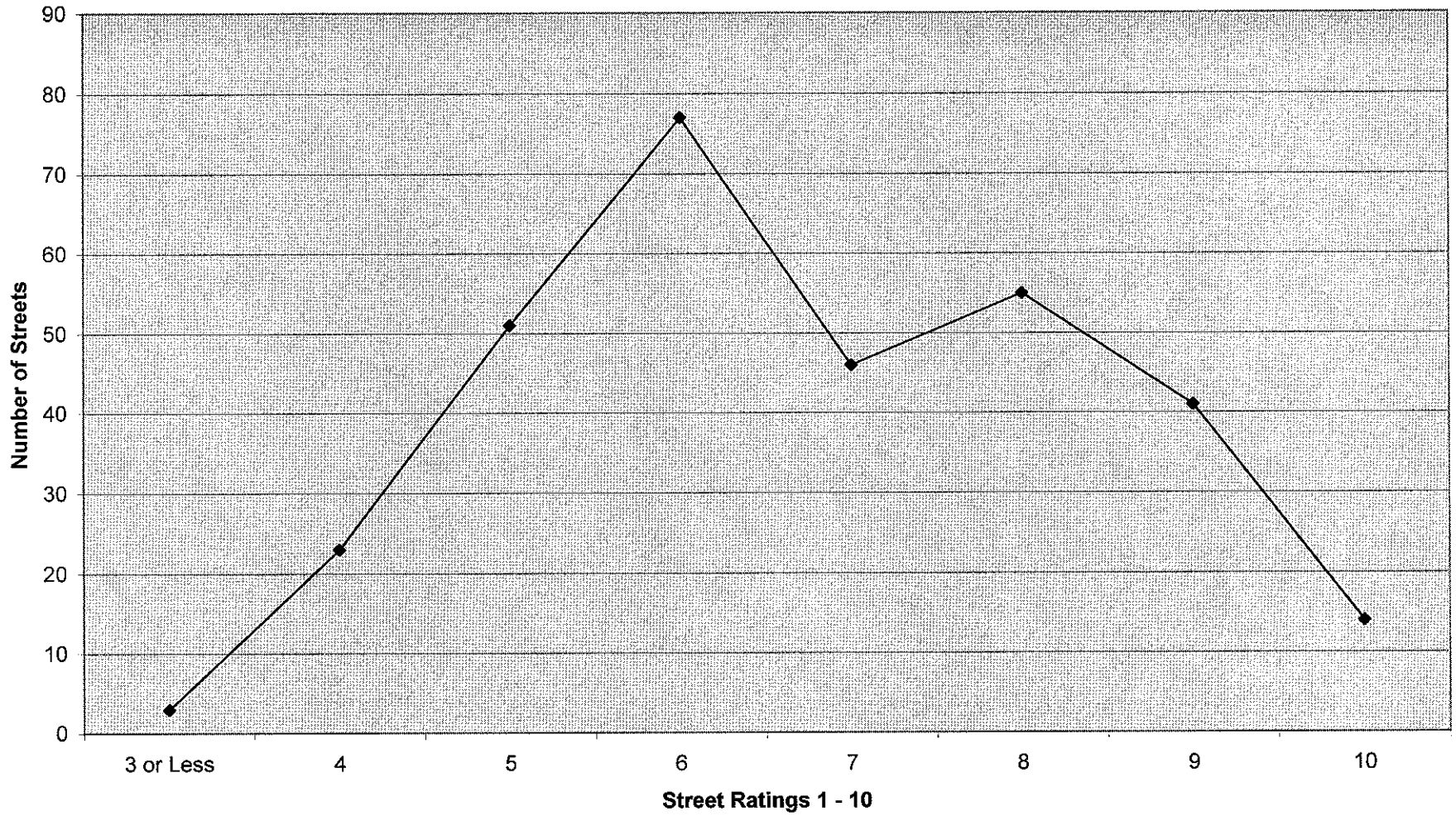
2008 Update of Street Rating Report

Surface Rating	Visible Distress	General Condition / Treatment Measures
10 - 9 Excellent	None	New construction or recent overlay.
8 Very Good	No longitudinal cracks, expect reflection of paving joints. Occasional transverse cracks, widely spaced (40' or greater).	Recent overlay; little or no maintenance required.
7 Good	Very slight or no raveling, surface shows some traffic wear.	First signs of aging. Maintain with routine crack filling.
6 Good	Slight raveling (loss of lines) and traffic wear. Longitudinal cracks (open 1/4" - 1/2") due to reflection and paving joints. Transverse cracks (open 1/4" - 1/2") some space less than 10 feet. Slight to moderate flushing or polishing. Occasional patching in good condition.	Showing signs of aging, sound structural condition. Could extend life with rejuvenators, micro surfacing overlay.
5 Fair	Moderate to severe raveling (loss of lines and course aggregate). Longitudinal cracks (open 1/2") some slight raveling and secondary cracks. First signs of longitudinal cracks near wheel path or pavement edge. Transverse cracking and first signs of block cracking. Slight crack raveling (open 1/2"). Extensive to severe flushing or polishing. Some patching or edge wedging in good condition.	Surface aging, sound structural condition. Needs micro surfacing overlay.
4 Fair	Severe surface raveling. Multiple longitudinal cracks and transverse cracking with raveling. Block cracking over (25% to 50%) of surface. Patching in fair condition. Slight rutting or distortions (1" deep or less).	Significant aging and first signs of need for strengthen. Would benefit from patching and overlay.
3 Poor	Closely spaced longitudinal and transverse cracks often showing raveling and crack erosion. Block cracking over 50% of surface. Some alligator cracking (less than 25% of surface). Patches in fair to poor condition. Moderate rutting or distortions. Occasional potholes.	Needs patching and overlay. Consider reconstruction.
2 Very Poor	Alligator cracking over 25% of surface. Severe distortions (over 2" deep). Extensive patching in poor condition and more potholes.	Severe deterioration. Needs reconstruction with extensive base repair.
1 Failed	Severe distress with extensive loss of surface integrity.	Failed, needs total reconstruction.

City of Rolling Meadows 2008 Update of Street Rating Report			
STREET RATING	# OF Streets	STREET NAME (SAMPLE)	
Streets Rated @ 2	2	NEW WILKE	70 Streets Below Target Rating of 6-7 (26%)
Streets Rated @ 4	22	BOBWHITE LANE, CARNEGIE STREET, FOREST AVENUE, JAY LANE	
Streets Rated @ 5	46	ARLINGDALE DRIVE, CREEKSIDE DRIVE, GEORGE STREET, MEADOW DRIVE	
Streets Rated @ 6	63	BIRCH LANE, CARDINAL DRIVE, DAWGATE LANE, SAINT JAMES STREET	99 Streets At Target Pavement Condition Rating (37%)
Streets Rated @ 7	36	CAMPBELL STREET, OWL DRIVE, STARLING LANE, TALL OAKS LANE	
Streets Rated @ 8	52	ADAMS STREET, CENTRAL ROAD, FLICKER LANE, OLD MILL LANE	99 Streets Above Target Rating of 6-7 (37%)
Streets Rated @ 9	37	ARROWWOOD LANE, SAINT JAMES, THORNTREE LANE, WILSON AVENUE	
Streets Rated @ 10	10	CALIFORNIA AVENUE, FREMONT STREET, HAWTHORNE LANE, OLD PLUM GROVE ROAD	
Total Number of Streets within the City Limits			268

Street Ratings Chart

Attachment C (3 of 3)



—◆ # of Streets

"Attachment D"
Local Street Resurfacing Programs 2001-2010

Year	Local Street Programs \$	Funding Source	Roads Completed
2001	\$1,027,159	Street Improvement Fund (MFT and Non-MFT)	Brookmeade, Grouse, Grove, Kirchoff (Salt Creek to Hicks), Wilson, Woodcliff, Rohlwing and Owl intersection at Kirchoff Rd.
2002	\$957,067	Street Improvement Fund (MFT and Non-MFT)	Dove (north of Campbell), Lois, Meadowbrook, Owl Drive, Owl Lane, Fulle, Corona
2003	\$626,223	Street Improvement Fund (MFT-\$151,223)/Rohlwing, Plum Grove, New Wilke/Golf Projects Engineering (\$475,000)	Gettysburg Drive
2004	\$427,091	Rohlwing Road Reconstruction Land Acquisition and Engineering (MFT)	None
2005	\$644,549	Street Improvement Fund (MFT)	Bluebird Lane (parts), Fremont, Swan, St. James, Cardinal, Bobwhite, Thrush, Forest, Ashland, Fairfax, Jay (north of Grouse), Crane, Davis and Gull
2006	\$3,712,025	2005 General Obligation Bonds	Kennedy area (12 streets), Meadow Edge (22 streets), Carnegie/Edison, Winnetka, Robin, Holly, School, Sycamore, Magnolia, Throntree, Barker, Kirchoff (at Wilke), Chapman, Chas, Williamsburg, Lisa, Rhiannon, Traffic Signals at 62/Marketplace
2007	\$454,031	2005 General Obligation Bonds	Martin, Hawthorne, Finch, Vermont (north of Euclid)
2008	\$295,995	Local Roads Fund (61)	California, Bluebird (part), Fremont (part), Eagle, Arbor (part)
2009	\$*	Local Roads Fund (61)	None
2010	\$1,000,000 (Budgeted)	MFT (03)	

10 Year Average = \$905,000 per year

*No local Street Program in 2009; funding (\$500,000) was budgeted for New Wilke Road. Approved expenses were: Commuter Dive Engineering Services (\$56,000), Algonquin Road Street Light Engineering Services (\$68,000), East/West Frontage Road Preliminary Engineering Services (\$59,500), East/West Frontage Road Design and Construction Engineering (\$222,000). Various reimbursement amounts from IDOT.

Committee of the Whole Agenda – January 19, 2010

5) Fuel Purchase Contract: 2009 Summary and 2010 Recommendations

Discussion: By using the bulk fuel purchasing contract during 2009, which took effect in June for 75% of the City's fuel purchase quantity, the City saved just over \$16,000. The average monthly savings for the six months the City bought fuel under the Bulk Fuel Purchasing Contract were as follows: Diesel Fuel \$830 per month and Gasoline \$1,600 per month. The total gallons of each type of fuel purchased per month are priced out at the bulk fuel contract prices and at the monthly market price charged by Palatine Oil. The market cost is subtracted from the contract cost to determine the savings. The monthly administration fee is then subtracted from the subtotal of fuel saving to determine the total savings. The attached spread sheet (Attachment A-1) details these calculations.

During the Council Meeting on May 12, 2009, several questions were raised about the fuel purchasing program, and what types of fees and taxes make up the price of a gallon of fuel. A summary of these questions and pricing information is provided in attachments B1 and B2.

2010 Projections: According to a report prepared by the U.S. Department of Energy's Information Administration, crude oil process should "fall to about \$75 per barrel in February of 2010, and then rise to about \$82 per barrel by the end of the year." The effect this is expected to have on U.S. Petroleum Product Prices in 2010 are as follows;

- Gasoline prices are expected to average of \$2.83 per gallon and,
- Diesel fuel is expected to average \$2.96 per gallon in 2010.

The full energy report can be downloaded at the website www.eia.doe.gov for review. Other factors which are expected to affect the world petroleum markets can be continuing unrest in the Middle East, and the reacceleration of the national economies of China and India during 2010. As we have recently seen the price of fuel has again reached near \$3.00 per gallon at the pump. The City's cost for contract fuel in December of 2009 was \$1.589 per gallon.

For comparison purposes the chart in attachment C-1 depicts **an estimation** of what the City's annual fuel cost may be for 2010. **NOTE:** For this comparison, the pricing estimates used are based on the DOE's 2010 annual estimates for diesel and gasoline versus the estimated 2010 Bulk Fuel Contract prices provided by Palatine Oil.

Palatine Oil has provided the City with an **estimation** of the 2010 Nymex Futures prices; this documentation is attached **for review purposes only**. The pricing estimates which Palatine Oil has provided are listed in Attachment C-2. Palatine Oil will also be providing a **revised pricing estimate** to the City on Friday, January 22, 2010.

The bulk fuel prices will not be locked-in until January 29, 2010, which is when Palatine Oil is expecting to purchase their fuel contracts. However, they will not purchase fuel contracts if there is a significant upward price surge. For Palatine Oil to purchase the fuel contracts, including the City of Rolling Meadows, they will need a commitment of annual gallons, from each of their customers who are participating in the Bulk Fuel Program before January 29, 2010. For the City to participate in the program in 2010 a commitment to purchase a percentage of the City's annual fuel needs will need to be approved by Council. These amounts are being recommended at approximately 36,000 gallons of diesel fuel and 50,000 gallons of gasoline (these amounts are 75% of the City's annual fuel consumption based on a three year average, including the years 2007, 2008, & 2009).

Staff will be preparing a resolution for the Council to consider at the January 26, 2010 Council meeting which will have two parts:

- **Part 1**, will request that the Council approve a fuel gallon commitment, based on 75% of the City's annual fuel needs, for purchase under a bulk fuel purchasing contract.
- **Part 2**, will request that the City Manager is given authority to execute a contract with Palatine Oil for Bulk Fuel Purchases for FY 2010: **“provided that the contract fuel prices are at or better than the prices which will be provided at the January 26th Council Meeting.”**

If the pricing is not at or better than the estimated pricing presented on January 26th, the Manager shall not sign off on the contract, and staff will then provide the Council with a recommendation to either accept or reject a revised price schedule.

Attachment A-1

Bulk Fuel Contract Summary June - December, 2009					
Month	Type	Fuel Gallons Purchased	Contract Cost	Market Cost	Savings
June	Diesel	3,600	\$5,472	\$6,642	\$1,170
July	Diesel	2,250	\$3,510	\$3,812	\$302
August	Diesel	2,250	\$3,533	\$4,252	\$719
September	Diesel	2,625	\$4,200	\$4,809	\$609
October	Diesel	2,625	\$4,226	\$5,268	\$1,042
November	Diesel	2,625	\$4,253	\$5,287	\$1,034
December	Diesel	2,775	\$4,579	\$5,511	\$932
Subtotal # 1	Diesel Fuel		\$29,772	\$35,580	\$5,808
Month	Type	Fuel Gallons Purchased	Contract Cost	Market Cost	Savings
June	Gasoline	3,935	\$6,021	\$7,815	\$1,794
July	Gasoline	3,659	\$5,635	\$7,267	\$1,632
August	Gasoline	3,750	\$5,813	\$7,448	\$1,635
September	Gasoline	3,900	\$6,084	\$7,745	\$1,661
October	Gasoline	3,900	\$6,123	\$7,745	\$1,622
November	Gasoline	3,750	\$5,925	\$7,448	\$1,523
December	Gasoline	3,375	\$5,366	\$6,703	\$1,337
Subtotal #2	Gasoline		\$40,966	\$52,170	\$11,204
Subtotal Savings Of Fuel Cost		Diesel + Gasoline		\$17,012	
Monthly Administration Fee		\$100 Per Month X 7 Months		-\$700	
Bulk Fuel Contract Savings June 2009 - December 2009				\$16,312	

Summary of Discussion Points from the May 12, 2009 Council Meeting

- Are there other fuel suppliers in Rolling Meadows which could provide fuel?
 - Currently there is no bulk fuel suppliers located within the City limits. Three fuel providers which the City has used in the past for petroleum products are as follows:
 - Bell Fuel Cicero IL, 32 miles from the City, does not offer fuel based on future contracts.
 - Boncosky Oil 41 Miles from the City, does not offer fuel based on future contracts.
 - Parent Petroleum, St. Charles 29 miles from the City, did not return staff inquires.

- What type of taxes are included in the per gallon price for fuel?
 - A price break down is included in chart C-1.

- When will Palatine Oil be purchasing their fuel Contracts?
 - Contract to be purchased on 1-29-2010.

- Would the City be able to purchase more than 50% of the fuel if desired?
 - The contract was increased to 75% of the 2008 usage, however based on actual deliveries the City received approximately 80% of the fuel purchased for the Contract prices.

- Where does the City purchase the remainder of its fuel?
 - The remaining fuel is purchased from Palatine Oil.

- Are the prices in the chart fixed right now or are they an example.
 - The pricing provided by Palatine Oil as of 1-14-2010 are estimations, based on a market analysis completed by Palatine Oil.

Fees and Taxes Included in the Per Gallon Fuel Price Paid by Municipalities
Attachment B-2

Who Applies Price	Price Description	Price Explanation	Diesel Fuel Rate	Gasoline Rate	Notes
Market	Nymex	Base Contract Price	Base Price		Contracts allow for fuel to be purchased now for delivery at later in the year.
Market	Chicago Basis	Cost to have fuel delivered to Chicago	\$0.150	\$0.120	Rate paid by all fuel companies.
Cook County	Cook county Sales Tax	County Sales Tax	\$0.060	\$0.060	City is eligible to apply for a rebate from the County for this amount. Rebate for FY2008, received in FY2009 was \$ 5,900.
State of Illinois	IL UST	Illinois Underground Storage Tank Cleanup Fund	\$0.003	\$0.003	Money derived from this tax funds clean-up efforts through the state.
State of Illinois	EIF	State Environmental Impact Fee	\$0.008	\$0.008	All money received by the Department via this tax is deposited in the EPA's Underground Storage Tank Fund
State of Illinois	IL Motor Fuel Tax	Illinois Tax	\$0.215	\$0.190	This tax is imposed is paid by fuel distributors, who collect the tax from their customers.
Federal	Fed LUST	Federal Underground Storage Tank Cleanup Fund	\$0.001	\$0.001	These taxes are similar to the State's taxes, however the funds are collected by the Federal EPA
Federal	Fed Oil Spill Liability	Federal Oil Spill Liability Tax	\$0.190	\$0.171	
Vendor	Delivery Margin	Palatine Oil's Delivery Charge	\$0.250	\$0.250	Per gallon fee charged by the vendor to deliver fuel to the City.
Vendor	Diesel Additive	Additives to ensure diesel fuel quality	\$0.020	\$0.000	Diesel fuel additives are provided to ensure the quality of diesel fuels sold through the year.
Additional Cost Added to Per Gallon Fuel Price			\$0.897	\$0.803	

Taxes Excluded From the Per Gallon Fuel Price – Paid by Municipalities

State of Illinois	Sales Tax	General Merchandise Sales Tax	6.25%	6.25%	Money derived from this tax funds a verity of state functions.
State of Illinois	Commercial Highway Users	Road Tax	\$0.275	\$0.275	Money derived from this tax funds a verity of state highway maintenance functions.
City of Rolling Meadows	Sales Tax	General Merchandise Sales Tax	1%	1%	Money derived from this tax funds a verity of state highway maintenance functions.
City of Rolling Meadows	Rolling Meadows Fuel Tax	Road Tax	\$0.020	\$0.020	Money derived from this tax funds a verity of City highway maintenance functions.

January 15, 2010 Estimate of Fuel Prices and Monthly Costs

Month	Fuel Type	75% Estimated Monthly Usage	Estimated Bulk Contract Prices	DOE Annual Price Estimate	Monthly Cost @ Contract Rate	Monthly Cost @ DOE Rate	Estimated Savings
January	Diesel	1,200	\$2.59	\$2.96	\$3,113	\$3,552	\$439
February	Diesel	1,900	\$2.68	\$2.96	\$5,099	\$5,624	\$525
March	Diesel	1,000	\$2.72	\$2.96	\$2,724	\$2,960	\$236
April	Diesel	3,600	\$2.76	\$2.96	\$9,950	\$10,656	\$706
May	Diesel	3,500	\$2.82	\$2.96	\$9,884	\$10,360	\$476
June	Diesel	2,800	\$2.89	\$2.96	\$8,103	\$8,288	\$185
July	Diesel	2,900	\$2.89	\$2.96	\$8,392	\$8,584	\$192
August	Diesel	2,300	\$2.89	\$2.96	\$6,656	\$6,808	\$152
September	Diesel	1,900	\$2.89	\$2.96	\$5,498	\$5,624	\$126
October	Diesel	2,700	\$2.89	\$2.96	\$7,814	\$7,992	\$178
November	Diesel	2,800	\$2.89	\$2.96	\$8,103	\$8,288	\$185
December	Diesel	3,400	\$2.89	\$2.96	\$9,839	\$10,064	\$225
Month	Fuel Type	75% Estimated Monthly Usage	Estimated Bulk Contract Prices	DOE Annual Price Estimate	Monthly Cost @ Contract Rate	Monthly Cost @ DOE Rate	Estimated Savings
January	Gasoline	5,000	\$2.57	\$2.83	\$12,844	\$14,150	\$1,306
February	Gasoline	3,000	\$2.66	\$2.83	\$7,976	\$8,490	\$514
March	Gasoline	4,000	\$2.75	\$2.83	\$10,995	\$11,320	\$325
April	Gasoline	4,300	\$2.76	\$2.83	\$11,862	\$12,169	\$307
May	Gasoline	4,300	\$2.77	\$2.83	\$11,905	\$12,169	\$264
June	Gasoline	4,000	\$2.78	\$2.83	\$11,115	\$11,320	\$205
July	Gasoline	4,200	\$2.78	\$2.83	\$11,671	\$11,886	\$215
August	Gasoline	4,300	\$2.78	\$2.83	\$11,948	\$12,169	\$221
September	Gasoline	4,000	\$2.78	\$2.83	\$11,115	\$11,320	\$205
October	Gasoline	4,900	\$2.78	\$2.83	\$13,616	\$13,867	\$251
November	Gasoline	4,000	\$2.78	\$2.83	\$11,115	\$11,320	\$205
December	Gasoline	4,000	\$2.78	\$2.83	\$11,115	\$11,320	\$205

Estimated 2010 Diesel Fuel Savings	\$3,625
Estimated 2010 Gasoline Savings	\$4,224
Subtotal of Estimated Savings	\$7,849
Less Administration Fees	-\$1,200
Subtotal of Estimated 2010 Savings	\$6,649

2010 Fuel Pricing Estimate Prepared by Palatine Oil as of January 15, 2010
These Are Not Actual Prices But May Be Used For Comparison Purposes.

2010	Fuel Type	Nymex Futures	Chicago Basis	Delivery Margin	IL UST Tax	IL EIF Tax	Fed LUST Tax	Fed Oil Spill Tax	IL Motor Fuel Tax	Cook County Sales Tax	Diesel Additive	Estimated 2010 Delivered Rate	2009 Actual Contract Rates
February	Diesel	2.09	0.04	0.155	0.003	0.008	0.001	0.0019	0.215	0.06	0.02	2.59	N/A
	Gas	2.12	0.03	0.155	0.003	0.008	0.001	0.00171	0.19	0.06		2.57	
March	Diesel	2.15	0.07	0.155	0.003	0.008	0.001	0.0019	0.215	0.06	0.02	2.68	N/A
	Gas	2.18	0.06	0.155	0.003	0.008	0.001	0.00171	0.19	0.06		2.66	
April	Diesel	2.17	0.09	0.155	0.003	0.008	0.001	0.0019	0.215	0.06	0.02	2.72	N/A
	Gas	2.25	0.08	0.155	0.003	0.008	0.001	0.00171	0.19	0.06		2.75	
May	Diesel	2.21	0.09	0.155	0.003	0.008	0.001	0.0019	0.215	0.06	0.02	2.76	N/A
	Gas	2.26	0.08	0.155	0.003	0.008	0.001	0.00171	0.19	0.06		2.76	
June	Diesel	2.27	0.09	0.155	0.003	0.008	0.001	0.0019	0.215	0.06	0.02	2.82	1.53
	Gas	2.27	0.08	0.155	0.003	0.008	0.001	0.00171	0.19	0.06		2.77	1.65
July	Diesel	2.34	0.09	0.155	0.003	0.008	0.001	0.0019	0.215	0.06	0.02	2.89	1.54
	Gas	2.28	0.08	0.155	0.003	0.008	0.001	0.00171	0.19	0.06		2.78	1.63
August	Diesel	2.34	0.09	0.155	0.003	0.008	0.001	0.0019	0.215	0.06	0.02	2.89	1.59
	Gas	2.28	0.08	0.155	0.003	0.008	0.001	0.00171	0.19	0.06		2.78	1.64
September	Diesel	2.34	0.09	0.155	0.003	0.008	0.001	0.0019	0.215	0.06	0.02	2.89	1.59
	Gas	2.28	0.08	0.155	0.003	0.008	0.001	0.00171	0.19	0.06		2.78	1.63
October	Diesel	2.34	0.09	0.155	0.003	0.008	0.001	0.0019	0.215	0.06	0.02	2.89	1.59
	Gas	2.28	0.08	0.155	0.003	0.008	0.001	0.00171	0.19	0.06		2.78	1.64
November	Diesel	2.34	0.09	0.155	0.003	0.008	0.001	0.0019	0.215	0.06	0.02	2.89	1.60
	Gas	2.28	0.08	0.155	0.003	0.008	0.001	0.00171	0.19	0.06		2.78	1.64
December	Diesel	2.34	0.09	0.155	0.003	0.008	0.001	0.0019	0.215	0.06	0.02	2.89	1.63
	Gas	2.28	0.08	0.155	0.003	0.008	0.001	0.00171	0.19	0.06		2.78	1.65

Committee of the Whole Agenda - January 19, 2010

6) Fire Station 17 Design

Fire Chief Ron Stewart to present to Council