

MEMORANDUM

TO: Village President and Board of Trustees

FROM: Robert O. Barber, Village Administrator



DATE: Friday, April 21, 2023

RE: VILLAGE ADMINISTRATOR MATERIALS FOR VILLAGE BOARD MEETING

BOARD MEETING DATE: *Monday, April 24, 2023 at 7:00 p.m.*

A G E N D A

I. PLEDGE TO THE FLAG

II. ROLL CALL

III. APPROVAL OF MINUTES OF THE PREVIOUS MEETINGS OF THE MONTH

IV. VILLAGE CLERK REPORT

V. RECOGNITION OF AUDIENCE

VI. REPORT OF THE VILLAGE PRESIDENT

1. CONSIDER AN AGREEMENT WITH SAFEUILT TO PERFORM FIRE INSPECTION SERVICES AT THE RATE OF \$125/HR. Please see the enclosed contract. All other items we are currently performing remain the same. Safeuilt will exclusively conduct the fire plan reviews where before both agencies were performing them. The fee is built into the commercial/industrial building permit. The only real change from the current contract is the \$125/hr for the annual fire inspections of commercial, industrial and institutional buildings.

2. VILLAGE PRESIDENT MEETS WITH DOUG PRYOR, DIRECTOR OF THE WILL COUNTY C.E.D. This is an annual member visit where both sides share their economic development news. New information obtained from the visit will be shared at the meeting.

3. LOBBY DAY UPDATE FROM SPRINGFIELD will be provided by the Administrator.

4. PROCLAMATION: PROFESSIONAL MUNICIPAL CLERKS WEEK

A. FINANCE AND ADMINISTRATION COMMITTEE – Jonathan Kypuros Chair, Ben Juzeszyn

1. CONSIDER A MOTION APPROVING THE BILLS TO BE PAID SINCE THE LAST MEETING. It should be noted that this is the last bill cycle before the close of the fiscal year and after there are paid we close the books on FY 22/23.
2. PUBLIC HEARING: PROPOSED BUDGET FOR FY 23/24. A motion is needed to open and close the public hearing. The Administrator has his usual prepared comments and then the public can ask questions and provide comments.
3. CONSIDER A RESOLUTION ADOPTING A BUDGET FOR FY 23/24.
4. CONSIDER AN ORDINANCE OF APPROPRIATION AT THE SAME AMOUNT OF AUTHORIZATION AS CONTAINED IN THE BUDGET FOR FY 23/24. Any spending which exceeds the new budget would require a supplemental appropriation so there is very little opportunity to spend outside the previously-approved limits. This ordinance is enclosed.
5. ILLINOIS MUNICIPAL RETIREMENT FUND DROP BEECHER'S RATE TO 3.31% FOR 2024. The 2023 rate is 3.66% so this is really good news. Back in the 1990's the Village paid as much as 13% of gross wages for pensions. Please see the enclosed rate sheet.

B. PUBLIC BUILDINGS AND PROPERTIES, PARKS AND RECREATION COMMITTEE – Joe Gianotti Chair, Todd Kraus

1. UPDATE ON HVAC FOR FOODSTAND
2. FIREMEN'S PARK PROJECTS UPDATE
3. PROJECT PICKLE UPDATE

C. PLANNING, BUILDING AND ZONING COMMITTEE – Roger Stacey Chair, Joe Tieri

1. THURSDAY, APRIL 27TH REGULAR MEETING of the Beecher Planning and Zoning Commission has been canceled due to a lack of agenda items. The next regularly-scheduled meeting is set for Thursday, May 25TH at 7pm.

D. PUBLIC SAFETY COMMITTEE – Joe Tieri Chair, Jonathan Kypuros

1. MISSING AND EXPLOITED CHILDREN PROGRAM. This program will be explained at the meeting.

E. PUBLIC WORKS COMMITTEE – Todd Kraus Chair, Roger Stacey

1. PENFIELD STREET S.T.P. UPDATE to be provided by the Administrator.
2. GOULD STREET WATERMAIN PUNCH LIST ITEMS UPDATE to be provided at the meeting. We have retained \$32,000 from the contractor to complete these restorations.
3. MANHOLES ON DIXIE BECOME A PROBLEM AGAIN. The Village has taken photos and made IDOT aware of this problem once again. There are three manhole locations rapidly failing and one repaired area that is also failing.

***F. ECONOMIC DEVELOPMENT AND COMMUNITY RELATIONS COMMITTEE
- Ben Juzeszyn, Chair, Joe Gianotti***

1. TIF REDEVELOPMENT AGREEMENT FOR UNION ELECTRONICS TO BE 75% OF THE TOTAL PROPERTY TAX PAID CAPPED AT 12 YEARS OR THE FULL PURCHASE PRICE OF THE LOT; WHICHEVER OCCURS FIRST. This is the formula established by the Committee in 2021 and this is what we will be asking the board to approve at the next meeting. Moving forward we will offer all of the lot purchasers in the park the same package to level the playing field unless a real extenuating circumstance arises.

G. OLD BUSINESS

H. NEW BUSINESS

1. CONSIDER A RESOLUTION OF APPRECIATION TO VILLAGE TRUSTEE JONATHAN KYPUROS FOR HIS 12 YEARS OF SERVICE TO THE VILLAGE OF BEECHER. To be read by the Village President.
2. PRESENTATION OF CERTIFICATE OF APPRECIATION TO TRUSTEE KYPUROS

I. ADJOURN INTO EXECUTIVE SESSION (if necessary)

J. ADJOURNMENT

**MINUTES OF THE REGULAR MEETING OF THE PRESIDENT
& BOARD OF TRUSTEES OF THE VILLAGE OF BEECHER
HELD AT THE BEECHER VILLAGE HALL,
625 DIXIE HIGHWAY, BEECHER, ILLINOIS
APRIL 10, 2023 -- 7:00 P.M.**

All present joined in the Pledge to the Flag.

President Meyer called the meeting to order.

ROLL CALL

PRESENT: President Meyer and Trustees Kypuros, Juzeszyn, Gianotti, Tieri, Stacey and Kraus.
ABSENT: None.

STAFF PRESENT: Clerk Janett McCawley, Administrator Robert Barber, Public Works Superintendent Matt Conner, Treasurer Donna Rooney, Chief Terry Lemming, Trustee Elect Erik Gardner, Police Officer Dylan Lorek and officers supporting Officer Lorek.

GUESTS: Family and friends of new full-time Police Officer Dylan Lorek, Art and Artie VanBaren, Warren Opperman and George Schuitema.

President Meyer asked for consideration of the minutes of the March 27, 2023 Board meeting. Trustee Kypuros made a motion to approve the minutes as written. Trustee Gianotti seconded.

AYES: (6) Trustees Kypuros, Juzeszyn, Gianotti, Tieri, Stacey and Kraus.

NAYS: (0) None.

Motion carried.

RECOGNITION OF AUDIENCE – None.

CLERK’S REPORT

A report was provided of tax income received in March, 2023.

REPORTS OF VILLAGE COMMISSIONS

A 4th of July Commission report was provided. The next meeting is scheduled for May 17th at 6:30 p.m. Car raffle sales have launched for the Ford Escape.

Trustee Juzeszyn provided a Youth Commission report. The mom-son dance was held with an excellent turnout. Proceeds from Tony’s Pizza fundraiser was \$600.

Clerk McCawley provided a Historic Preservation Commission update. Commission members are discussing having a coloring contest in the fall to try and engage the school more in the museum and Beecher’s history. The members have also discussed restoration to the inside of the caboose

and opening it up for kids to tour when the museum is open. There is also an old computer that staff would like to donate to the Historic Preservation Commission. Next meeting is scheduled for April 19th at 6 p.m.

VILLAGE PRESIDENT REPORT

Clerk McCawley swore in new full-time Police Officer Dylan Lorek and he was introduced to the Board.

President Meyer appointed Rachel Espinoza and Phil Espinoza to the Youth Commission. Trustee Juzeszyn made a motion to approve President Meyer's appointments. Trustee Kypuros seconded the motion.

AYES: (6) Trustees Kypuros, Juzeszyn, Gianotti, Tieri, Stacey and Kraus.

NAYS: (0) None.

Motion carried.

The Board discussed changes to the Intergovernmental Agreement (IGA) with the Beecher Fire Protection District for enforcement of the fire prevention codes. President Meyer met with President Cook of the Beecher Fire Protection District to go over issues of mutual concern. President Meyer distributed copies of the inspection report the fire inspector had done so far. As a result of this meeting, President Meyer had the Village Attorney draft amendments to the IGA. The new agreement has been given to the Fire District for its Board to review but they have not yet met to discuss it. The Fire District's next regular meeting is Thursday, April 27th. With the amended agreement, annual inspections would continue the way they are. New construction inspections would be done by our Building Inspector. New businesses would be covered under fire code. President Meyer recommended she or a Trustee to go on business inspections for new businesses to see how they are done. The Board went over changes made to the agreement. The Board also discussed the Village potentially doing the annual inspections. There were some concerns expressed regarding complaints about the fire inspector and fire district inspections previously done. Trustee Kypuros indicated he would not support any redrafting of the IGA. There were some Board members who felt the Village should have our own inspector who could be held accountable for complaints from businesses. The Board discussed the process if Village takes over inspections. The Board wants safety compliance not fines. It was suggested to have Safebuilt Inspectional Service do inspections and see how that goes and we can hire our own inspector if that doesn't work out. We can share the results of the inspections with the Fire Department. Intergovernmental Agreement can be terminated with 30 day notice. Trustee Kypuros made a motion to rescind the Intergovernmental Agreement with the Fire Protection District for enforcement of the fire prevention codes. Trustee Kraus seconded.

AYES: (5) Trustees Kypuros, Gianotti, Tieri, Stacey and Kraus.

NAYS: (1) Trustee Juzeszyn.

Motion carried.

A. FINANCE AND ADMINISTRATION COMMITTEE

Trustee Kypuros made a motion to approve the Treasurer's report of financial activity in the prior month. Treasurer Rooney was present and provided a report. Trustee Stacey seconded.

AYES: (6) Trustees Kypuros, Juzeszyn, Gianotti, Tieri, Stacey and Kraus.

NAYS: (0) None.

Motion carried.

Variance reports for the previous month were included in the packet for review.

Trustee Kypuros made a motion to approve payment of the list of bills in the amount of \$380,053.18 and payrolls for the previous month. Trustee Juzeszyn seconded.

AYES: (6) Trustees Kypuros, Juzeszyn, Gianotti, Tieri, Stacey and Kraus.

NAYS: (0) None.

Motion carried.

A budget workshop was held at the last Board meeting and a budget appropriation ordinance is being prepared for the public hearing at the April 24th meeting.

The tax levy has been published for 2023. \$724,934 in new property was recorded and existing property increased 7.48% in value bringing the Village's portion of the EAV to \$123,747,847, which is approximately the value in 2008. Detailed information was provided.

RESOLUTION #2023-04 – A Resolution authorizing line item transfers to the current fiscal year 2022/2023 budget to cover expenses unknown at the time the budget was prepared. Trustee Kypuros made a motion to adopt Resolution #2023-04. Trustee Juzeszyn seconded.

AYES: (6) Trustees Kypuros, Juzeszyn, Gianotti, Tieri, Stacey and Kraus.

NAYS: (0) None.

Motion carried.

RESOLUTION #2023-05 – A Resolution adopting an amended Personnel Manual conforming to all state and federal laws of April 1, 2023. Trustee Kypuros made a motion to adopt Resolution #2023-05. Trustee Juzeszyn seconded.

AYES: (6) Trustees Kypuros, Juzeszyn, Gianotti, Tieri, Stacey and Kraus.

NAYS: (0) None.

Motion carried.

B. PUBLIC BUILDINGS AND PROPERTIES, PARKS AND RECREATION COMMITTEE

Trustee Gianotti provided an update on the new HVAC installed in the food stand in Firemen's Park. Contractor will be wrapped up with all of the work this week.

An update on projects in Firemen's Park was provided. Superintendent Conner reported that the walking bridge has been completed. Walking path lighting project is underway, with concrete to be poured this week and lights going up in the next week. The park equipment is scheduled to ship next week.

A Project Pickle update was provided. Do-All Fence is waiting for updated pricing for the new fence design. Superintendent Conner is waiting for asphalt plants to open to pour the asphalt.

There was nothing new to report on the Welton Stedt Park project.

A police station design update was provided. Decisions are needed to be made regarding the internal technology of the building such as CAT 6 cable outlets, phone system, video system, etc. The engineer is coming up with an estimate of probable cost on all of the site work. Design is about 50% complete. The floor plan is basically done and the specifications are being written along with the required plumbing, HVAC, electrical and structural drawings. A project schedule providing two scenarios was provided: one with a July bid opening and one with a September bid opening.

C. PLANNING, BUILDING AND ZONING COMMITTEE

The Board considered a final plat of subdivision for lot 26 in the Illiana Crossroads Business Park. Art VanBaren and Warren Opperman were present. Mr. Opperman provided an overview of the plans for the project and showed those present the final plat map. Mr. VanBaren provided some of the details of lot 26 and the building to be built. The Planning and Zoning Commission unanimously recommended approval of the plat subject to the Village Engineer's approval and recording of covenants for the lot as presented with the preliminary plan. They will put in a private pump ejector for just this lot. They will put in a public sewer when the rest of the project is built because there will be very limited water and sewer use from this lot. This is the most cost-effective option. All traffic will come in and out from Church Road. Trustee Stacey made a motion to approve a final plat of subdivision for lot 26 in the Illiana Crossroads Business Park subject to Village Engineer's approval and recording of covenants for the lot as presented with the preliminary plan. Trustee Kypuros seconded.

AYES: (6) Trustees Kypuros, Juzeszyn, Gianotti, Tieri, Stacey and Kraus.

NAYS: (0) None.

Motion carried.

The TIF Incentive Committee will meet before May 1st to discuss a redevelopment agreement for lot 26 in the Illiana Crossroads Business Park.

The PZC also held a public hearing for the proposed tobacco/vape store at 997 Dixie Highway. The hearing was closed and the request was tabled since the petitioner was once again a no show. This issue is dead for now. A request for a workshop on a proposed LED sign at 1260 Dixie Highway was tabled until such time a plat of survey is provided by the petitioner. The next meeting is scheduled for April 27th.

The Building Department monthly report for March was provided in the packet for review.

D. PUBLIC SAFETY COMMITTEE

The Police Department, EMA and Code Enforcement monthly reports were provided in the packet for review. Trustee Tieri commended Director Heim and Assistant Director Murray for their time while weather spotting during recent severe storms.

The status of the full-time and part-time staffing in the Police Department and hiring process was provided by Trustee Tieri. The Committee interviewed two candidates earlier in the evening and will be providing recommendations.

Trustee Tieri recognized Chief Lemming for being awarded Police Chief of the Year by the Illinois Association of Chiefs of Police and all stood in honor of the Chief receiving the award.

E. PUBLIC WORKS COMMITTEE

The Public Works, Water and Sewer Department monthly reports were provided in the packet for review.

The flags discussed at the previous meeting have been ordered and will be going up before Memorial Day.

A Penfield Street STP project update was provided. Staff hopes to know by Friday when utilities will be relocated.

RESOLUTION #2023-06 – A Resolution adopting an Asset Management Plan for the Village of Beecher. Trustee Kraus made a motion to adopt Resolution #2023-06. Trustee Stacey seconded.

AYES: (6) Trustees Kypuros, Juzeszyn, Gianotti, Tieri, Stacey and Kraus.

NAYS: (0) None.

Motion carried.

Trustee Kraus made a motion authorizing the purchase of a 50G John Deere mini-excavator from Westside Tractor in an amount not to exceed \$89,322.97. This is a municipal bid price. There is a 3 to 4 month lag time for delivery. Trustee Stacey seconded.

AYES: (6) Trustees Kypuros, Juzeszyn, Gianotti, Tieri, Stacey and Kraus.

NAYS: (0) None.

Motion carried.

Trustee Kraus made a motion declaring the 35G John Deere mini-excavator as surplus property upon the arrival of the 50G mini-excavator and setting a minimum bid price of \$36,000. Trustee Stacey seconded.

AYES: (6) Trustees Kypuros, Juzeszyn, Gianotti, Tieri, Stacey and Kraus.

NAYS: (0) None.

Motion carried.

Trustee Kraus made a motion authorizing the purchase of a duraclass stainless steel dump body for the 2003 International 7400 for \$21,546. Trustee Stacey seconded.

AYES: (6) Trustees Kypuros, Juzeszyn, Gianotti, Tieri, Stacey and Kraus.

NAYS: (0) None.

Motion carried.

Trustee Kraus made a motion authorizing the purchase of a John Deere Z960M Ztrac 72” rider mower replacing a 2010 Toro mower in the amount of \$14,093.31. This is the municipal bid price.

Trustee Kypuros seconded.

AYES: (6) Trustees Kypuros, Juzeszyn, Gianotti, Tieri, Stacey and Kraus.

NAYS: (0) None.

Motion carried.

F. ECONOMIC DEVELOPMENT AND COMMUNITY RELATIONS COMMITTEE

The spring newsletter draft was emailed to the Board on Friday and was sent to the printer that morning.

A summer concert series update was provided. E-Z Tones Polka Band changed to August 12th. Final concert is on September 2nd, featuring Maggie Speaks. The last few food vendors are being finalized.

G. OLD BUSINESS – None.

I. NEW BUSINESS – None.

There being no further business, President Meyer asked for a motion to adjourn. Trustee Kypuros made a motion to adjourn the meeting. Trustee Tieri seconded.

AYES: (6) Trustees Kypuros, Juzeszyn, Gianotti, Tieri, Stacey and Kraus.

NAYS: (0) None.

Motion carried.

Meeting adjourned at 8:08 p.m.

Respectfully submitted by:

Janett McCawley
Village Clerk

**AMENDMENT ONE
PROFESSIONAL SERVICES AGREEMENT
BETWEEN VILLAGE OF BEECHER, ILLINOIS
AND SAFEbuilt ILLINOIS, LLC**

This Amendment is entered into to amend the Professional Services Agreement previously entered into on September 06, 2019, by and between Village of Beecher, Illinois, (Municipality) and SAFEbuilt Illinois, LLC, a wholly owned subsidiary of SAFEbuilt, LLC, (Consultant). Municipality and Consultant shall be jointly referred to as the "Parties".

Amendment Effective Date: Effective the 1st (first) day of the month following full execution by both Parties.

RECITALS AND REPRESENTATIONS

Parties entered into a Professional Services Agreement (Agreement), by which both Parties established the terms and conditions for service delivery on September 06, 2019; and

Parties hereto now desire to amend the Agreement as set forth herein; and

NOW, THEREFORE

Agreement is hereby amended as set forth below:

A. Agreement, Exhibit A, 1. List of Services is amended to include the following services:

As- Requested Building Official Services

- ✓ Be a resource for Consultant team members, Municipal staff, and applicants
- ✓ Help guide citizens through the complexities of the codes in order to obtain compliance
- ✓ Monitor changes to the codes including state or local requirements and determine how they may impact projects in the area and make recommendations regarding local amendments
- ✓ Provide Building Code interpretations for final approval
- ✓ Oversee our quality assurance program and will make sure that we are meeting our agreed upon performance measurements and your expectations
- ✓ Provide training for our inspectors on Municipality adopted codes and local amendments as needed
- ✓ Oversee certificate of occupancy issuance to prevent issuance without compliance of all departments
- ✓ Attend staff and council meetings as mutually agreed upon
- ✓ Responsible for reporting for Municipality – frequency and content to be mutually agreed upon
- ✓ Responsible for client and applicant satisfaction
- ✓ Issue stop-work notices for non-conforming activities related to provided services – as needed

Fire Code Plan Review Services

- ✓ Provide fire suppression, sprinkler, alarm system, fire access and hazmat storage plan review
- ✓ Accept and perform plan review electronically, as well as in traditional paper format
- ✓ Review plans for compliance adopted fire codes, applicable local fire amendments and fire ordinances
- ✓ Coordinate plan review with applicable departments including local fire districts/authorities
- ✓ Perform review using qualified professionals and customized checklists
- ✓ Meet or exceed agreed upon plan review turnaround
- ✓ Address substantial issues by comment and corrections in writing to the design professional(s)
- ✓ Return a set of finalized plans and all supporting documentation
- ✓ Review all revisions and be available for consultation after review is completed

Fire Code Inspection Services

- ✓ Provide fire suppression, sprinkler, alarm system, fire access and hazmat storage inspections
- ✓ Perform code compliant inspections to determine that construction complies with approved plans
- ✓ Provide annual fire inspections and general construction site fire inspections
- ✓ Perform inspections using qualified certified professionals
- ✓ Provide onsite inspection consultations
- ✓ Leave a copy of the inspection ticket and discuss inspection results with site personnel

B. Agreement, Exhibit A, 4. Fee Schedule shall be replaced with and read in its entirety as follows:


4. FEE SCHEDULE

- ✓ Municipality will promptly notify Consultant of any revisions or amendments to Municipal Fee Schedule.
- ✓ Municipality will periodically review its Municipal Fee Schedule and valuation tables and make adjustment to reflect increases in the cost incurred by Consultant in providing Services.
- ✓ Beginning January 01, 2021 and annually thereafter, hourly rates increase by three percent (3%).
- ✓ Consultant fees for Services provided pursuant to this Agreement will be as follows:

Service Fee Schedule:	
Inspection Services • Building, Electrical, Mechanical, Plumbing	100% of Municipal fee as established by ordinance
Plan Review Services • Building, Electrical, Mechanical, Plumbing	100% of Municipal fee as established by ordinance
Fire Code Plan Review	\$125.00 per hour – one (1) hour minimum
Fire Code Inspection	\$125.00 per hour – one (1) hour minimum
Building Official Services	\$110.00 per hour – one (1) hour minimum
Re-Inspection Fee	\$75.00 per inspection
Hourly inspection time tracked will start when Consultant checks in at Municipality or first inspection site. Time tracked will end when the inspector completes the last scheduled inspection or leaves Municipal office. Time tracked will include travel time between inspection sites and all administrative work related to inspection support.	
Activities/Meetings Where No Permit Fee is Generated - As requested by Municipality	
Normal Business Hours – 8:00 am to 5:00 pm	\$65.00 per hour – one (1) hour minimum
Other Than Normal Business Hours	\$78.00 per hour – one (1) hour minimum
Time tracked includes roundtrip travel time between Consultant’s office and Municipality/inspection site.	

All other provisions of the original Agreement shall remain in effect, to the extent not modified by Amendment.

IN WITNESS HEREOF, the undersigned have caused this Amendment to be executed in their respective names on the dates hereinafter enumerated.


 Gary Amato, CAO
 SAFEbuilt Illinois, LLC

March 23, 2023
 Date

 Signature
 Village of Beecher, Illinois

 Date

 Name & Title
 Village of Beecher, Illinois



CITY OF NEWPORT NEWS FIRE DEPARTMENT

COMMUNITY RISK REDUCTION DIVISION

610 Thimble Shoals Blvd. Building 6 • Newport News, Virginia 23606
 Phone: (757) 975-5400 • Fax: (757) 223-4257



PRE-FIRE INSPECTION CHECKLIST

“OUR COMMUNITY CONFIDENT IN SAFETY.”

ACCESS & PREMISES	YES	NO	N/A
ADDRESS NUMBERS FOR THE BUILDING ARE CLEARLY VISIBLE FROM THE STREET			
EXTERIOR FIRE DEPARTMENT ACCESS IS UNOBSTRUCTED			
STORAGE SHALL BE NEAT & ORDERLY			
THERE IS A 3 FT. CLEARANCE MAINTAINED AROUND FIRE HYDRANTS			

EGRESS (EXITING)			
EXIT WAYS & DOORS ARE EASILY RECOGNIZABLE, UNOBSTRUCTED, & MAINTAINED			
EXIT DOORS ARE UNLOCKED & OPERABLE FROM INSIDE W/O THE USE OF A KEY OR ANY SPECIAL KNOWLEDGE OR EFFORT			
IF EXIT SIGNS ARE REQUIRED, ARE THEY MAINTAINED ILLUMINATED OR SELF-LUMINOUS			
DOES THE BACKUP BATTERY WORK? (PRESS THE TEST BUTTON, THE EXIT SIGN SHOULD STAY ILLUMINATED UNDER BATTERY POWER)			
IF EMERGENCY LIGHTING IS PROVIDED, IS IT MAINTAINED IN OPERABLE CONDITION			
THE MEANS OF EGRESS IS ILLUMINATED WHEN THE BUILDING OR STRUCTURE IS OCCUPIED			

ELECTRICAL			
ALL ELECTRICAL OUTLETS, SWITCHES, & JUNCTION BOXES ARE PROPERLY COVERED WITH COVER PLATES			
CIRCUIT BREAKERS/FUSES ARE LABELED SO AS TO IDENTIFY THE AREA PROTECTED			
36" CLEARANCE IS MAINTAINED IN FRONT OF & AROUND THE ELECTRICAL PANEL			
EXTENSION CORDS SHALL NOT BE USED AS PERMANENTLY WIRING			
IF MULTIPLE ITEMS NEED TO BE PLUGGED IN, IS A POWER TAP UTILIZED WITH A BUILT-IN CIRCUIT BREAKER & IS THE POWER TAP PLUGGED DIRECTLY INTO A PERMANENTLY INSTALLED RECEPTACLE?			
MULTIPLUG ADAPTORS, SUCH AS CUBE ADAPTORS, INFUSED PLUG STRIP OR ANY DEVICE NOT COMPLYING WITH NFPA 70 SHALL BE PROHIBITED			
SPACE HEATER(S) SHALL NOT BE OPERATED WITHIN 3 FT. OF COMBUSTIBLE MATERIAL & SHALL BE PLUGGED DIRECTLY INTO A PERMANENTLY INSTALLED RECEPTICAL			

MANUAL/ PORTABLE FIRE EXTINGUISHER			
SHALL BE VISIBLE, UNOBSTRUCTED, & ACCESSIBLE			
SHALL BE INSPECTED & TESTED ANNUALLY			
SHALL BE MOUNTED OR IN EXTINGUISHER CABINETS			
REQUIRED FIRE EXTINGUISHER MINIMUM SIZE 2:A-10:BC			

FLAMMABLE/COMBUSTIBLE LIQUIDS & GASES			
PROPER STORAGE & CONTAINERS SHALL BE UTILIZED			
CONTAINERS SHALL HAVE APPROPRIATE WARNING(S)			
STORAGE PROTECTED FROM SOURCES OF IGNITION			
COVERS & CAPS SHALL BE TIGHTLY IN PLACE			
COMPRESSED CYLINDERS SHALL BE PROPERLY STORED AND SECURED			
COMPRESSED GAS SHALL HAVE APPROPRIATE WARNING(S)			

COOKING OPERATIONS			
HOOD SUPPRESSION SYSTEM MAINTAINED & OPERABLE			
HOODS, DUCTS, AND FILTERS SHALL BE FREE OF GREASE & DUST			
HOOD SUPPRESSION SYSTEMS SHALL BE INSPECTED EVERY 6 MONTHS			
REQUIRED CLASS K EXTINGUISHER(S) SHALL BE WITHIN 30 FT. OF THE COOKING MEDIUM			

SPRINKLER/STANDPIPE EQUIPMENT			
WATER SUPPLY VALVE SHALL BE OPEN/SEALED			
SPRINKLER HEADS SHALL HAVE PROPER CLEARANCE & UNPAINTED			
STANDPIPE VALVES SHALL BE ACCESSIBLE & FREE OF DEFECTS			
FD CONNECTION SHALL BE UNOBSTRUCTED & FREE OF DEFECTS			
FIRE PUMPS SHALL BE MAINTAINED & OPERABLE			
LABEL SPRINKLER & ALARM EQUIPMENT DOORS/ROOM			
WHERE SPRINKLERS ARE PRESENT THE REQUIRED FIRE-RESISTANCE-RATED CONSTRUCTION SHALL BE MAINTAINED (FIRE DOORS, FIRE WALLS, BARRIERS ETC.)			
PERIODIC TESTING SHALL BE DOCUMENTED & CURRENT			

ALARM EQUIPMENT			
SYSTEM SHALL BE ON AND OPERABLE			
DETECTORS & SIGNALING DEVICES SHALL BE FREE OF DEFECTS			
PERIODIC TESTING SHALL BE DOCUMENTED AND CURRENT			

NOTE: THE CHECKLIST IS NOT ALL INCLUSIVE, AND SERVES TO PROVIDE GENERAL GUIDANCE FOR ASSISTANCE IN MAINTAINING YOUR BUSINESS WITHIN CITY AND STATE FIRE PREVENTION CODE STANDARDS. PLEASE REFER TO THE 2015 STATE FIRE PREVENTION CODE AND CHAPTER 16 OF NEWPORT NEWS CITY CODE FOR ANY FURTHER GUIDANCE. PLEASE FEEL FREE TO CONTACT THE NEWPORT NEWS FIRE MARSHAL'S OFFICE FOR ASSISTANCE (757) 247-8873.



DIRECT LINK TO ELECTRONIC CHECKLIST

www.nnva.gov/fire • nnfd@nnva.gov



342 Tamalpais Drive
Corte Madera, California 94925
415-927-5077
Scott Shurtz, Fire Chief

Dear Business Owner / Manager:

The Central Marin Fire Department has instituted a Business Self-Inspection program. The program is free of charge and is designed for the general business that has a low-hazard potential for fire and life safety concerns. The primary occupancies targeted for this program are office buildings.

The self-inspection program will allow these low-hazard businesses to be inspected by you, the owner or manager, on a 24-month inspection cycle. We hope that by allowing you to identify and eliminate common fire hazards, we will encourage you to continue to maintain a fire-safe environment for your business without a visit from the Fire Department every two years.

In order to make our self-inspection program successful, we want to make it as user friendly as possible. By following the simple instructions you will be able to conduct a fire safety inspection of your building at your convenience. As always, if you have any questions or need help with your self-inspection, the Central Marin Fire Department is available to answer questions. You may reach the Fire Marshal at (628) 600-9988. If needed, we will be happy to come to your business and assist you.

With your support and cooperation, we can make the Town of Corte Madera and City of Larkspur a safer community for all of us, with less interruption and inconvenience for everyone.

Sincerely,

Central Marin Fire Department



Central Marin Fire Department Self Inspection Form

Business Name: _____ Business Phone: _____

Business Address: _____ Business Fax #: _____

Email Address: _____

Building Owner/Manager: _____ Contact Phone: _____

After Hours Contact Name: _____ Contact Phone: _____

Signature: _____ Date: _____

Instructions: Fill in all the information on the form. Walk through your occupancy to ensure the safety requirements on the checklist are fulfilled. If an item is compliant, check the “**Yes**” box. If an item is non-compliant, either remedy the problem before submitting this form or check the “**No**” box and we will follow up in ensuring the hazard is corrected. If an item does not apply, check the “**N/A**” box. Any hazard not addressed in the questions, can be written into the “**Additional Comments**” box below.

The list is intended to cover the most common items / hazards we encounter while performing fire inspections in low hazard occupancies. It is not intended to be all-comprehensive or replace specific code requirements not addressed on the form. If you have specific code related question not addressed on this form, please call the Central Marin Fire Department Prevention Division at (628) 600-9988.

Return completed report to:

1. **Mail:** Central Marin Fire Department
ATTN: Fire Prevention Bureau
342 Tamalpais Drive
Corte Madera, CA 94925
2. **Email:** rmartin@centralmarinfire.org
3. **Fax:** 415-927-5788

Additional Comments



Central Marin Fire Department Self Inspection Form

Yes No N/A

Building Exterior

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Address numbers are visible and easy to read from your fronting street (contrasting color) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All sides of the building are free from weeds, trash debris, or combustible storage. |

Building Interior

EXIT PATHS are from any point in the building to the public way (exterior of the building).

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exits are clearly identified and all exit signs are in the proper location. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all exit aisles, hallways, doorways, stairways and/or walkways clear of debris /obstructions. Maintain 36 to 48 inches of clear aisle width. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All exit doors open easily without special knowledge of the latching devices that may delay exiting. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If exit signs are lighted, do all the bulbs/lights operate under emergency battery back-up power. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the individual suite # permanently posted on or near the door of your Business/Office. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All missing ceiling tiles, breaches/holes in the walls or ceiling that could allow fire into hidden spaces have been repaired or replaced. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All storage / housekeeping is neat and orderly. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | There is no storage in equipment, mechanical, or electrical rooms, and under open stairways. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storage is at least 24" below the ceiling level not to exceed 12 feet high (from the floor). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does your business use or store or use flammable or combustible liquids in excess of 5 gallons?
If yes, a fire department Operational Permit is required. |

Electrical

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | There is 30 inches of clearance around all electrical panel(s), so they are easily accessible. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All circuit breakers are labeled to show what they control. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All electrical outlets, switches, and junction boxes have cover plates. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are you using light-duty extension cords or multi plug adapters? If so, they should be replaced with UL listed electrical power strip with overcurrent protection (power strips shall be connected to a wall outlet). |
| | | | ****
Microwaves, refrigerators, coffee pots, portable heaters, or high wattage appliances shall be plugged directly into a wall outlet. |

Fire Extinguishers

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you have a fire extinguisher that has a minimum rating of 2A:10BC in your Office Suite or within 75' travel distance. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all fire extinguishers visible and easily accessible (not blocked). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have the fire extinguishers been serviced and tagged by a licensed fire extinguisher company within the past 12 months? Extinguisher Co.: _____ Date of Service: _____ |

Fire Protection Systems

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does your building or suite have a fire alarm system? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does your building or suite have a fire sprinkler system? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storage is maintained at least 18" below the fire sprinkler heads. |



COON RAPIDS FIRE DEPARTMENT
 Office of the Fire Marshal
Fire & Life Safety Self-Inspection Report

SUBMIT
PRINT

Business/Department:	Business Phone #:
Address:	
Manager/Director:	Phone #:
After-Hours Emergency Contact:	Phone #:
After-Hours Emergency Contact:	Phone #:
1. Access and Premises:	Yes No N/A
1.1 Are Address numbers for the building visible from the street?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1.2 Is the exterior fire department access unobstructed?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1.3 Does your building have a lock box? If so, will the keys inside it open all doors? If locks are changed contact the Coon Rapids Fire Marshal's Office immediately.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1.4 Is combustible vegetation removed so as to not create a fire hazard?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1.5 Is there a maintained 3' minimum clearance around fire hydrants?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. Egress (Exiting)	Yes No N/A
2.1 Are the exit ways and doors easily recognizable, unobstructed, and maintained functional?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.2 If the main exit door is provided with key-locking hardware is there a sign above the door that states "THIS DOOR MUST REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" and are the other exit doors operable from the inside w/o the use of a key or any special knowledge or effort?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.3 Are the exits and exit enclosures free of storage?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.4 Are doors with self-closing hinges maintained in the closed position (not blocked open)?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. Electrical	Yes No N/A
3.1 Are all electrical outlets, switches and junction boxes properly covered with cover plates? Is the electrical system safe from any apparent shock and/or other electrical hazards?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.2 Are all electrical panels in public areas locked and are all electrical/mechanical room doors locked?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.3 Are circuit breakers/fuses labeled so as to identify the area protected?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.4 Is the area in front of the electrical panel(s) clear, by at least 30"?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.5 Are extension cords only used on a temporary basis (<90 DAYS)?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.6 Are extension cord(s) of heavy duty construction, maintained in good condition, and not frayed or damaged?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

3.7 Are extension cord(s) plugged directly into an approved receptacle, power strip or multi-plug adapter and, except for approved multi-plug extension cord(s), serve only one portable appliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.8 Is the capacity of the extension cord(s) greater than the rated capacity of the portable appliance supplied by the cord(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.9 If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker and is the power tap plugged directly into a permanently installed receptacle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Emergency Lighting/ Egress Illumination	Yes	No	N/A
4.1 If emergency lighting is provided, is it maintained in operable condition and tested annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Is the means of egress illuminated when the building or structure is occupied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Exit Signs	Yes	No	N/A
5.1 If exit signs are required, are they maintained as illuminated or self luminous?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Does the backup-battery work? (push the test button, the exit sign should illuminate under battery power)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Fire Alarm System	Yes	No	N/A
6.1 If the building is equipped with a fire alarm system, has the required annual service of the fire alarm system been performed by a qualified fire alarm company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Fire Safety and Evacuation Plans	Yes	No	N/A
7.1 If drills are required, are they conducted successfully at varying times and under varying conditions and are records maintained on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Are evacuation plans posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3 Are fire safety plans written and in effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Fire Extinguishers	Yes	No	N/A
8.1 Is there access to a fire extinguisher(s) of proper size and type? The Coon Rapids Fire Marshal's Office can assist in determining the type and size needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Is the travel distance from all portions of the building less than 75' to a fire extinguisher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Are all fire extinguishers visible and accessible (not blocked)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4 Have the fire extinguisher(s) been serviced/ tagged by a qualified technician within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.5 Is the fire extinguisher(s) properly mounted? Proper locations-near exit doors where possible, not exceeding maximum travel distance, properly mounted (maximum 5' high if less than 40 lbs., maximum 3 1/2' high if greater than 40lbs. In all cases, minimum 4" above the ground)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Fire/Smoke Separations	Yes	No	N/A
9.1 Are the fire/smoke separations (smoke doors, fire doors, walls, etc.) maintained in working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Fire Suppression Systems	Yes	No	N/A
10.1 Is storage maintained a minimum of 18" below head deflectors in fire sprinklered areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10.2 If the building is equipped with a fire sprinkler system, has the required annual service of the fire sprinkler system been performed in the last year by a qualified sprinkler company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.3 In the commercial cooking applications, has the hood suppression system been serviced in the last six months and is the hood cleaned at intervals to prevent the accumulation of grease?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Heat Producing Appliances	Yes	No	N/A
11.1 If portable electric heaters are used, are they used safely? Are they plugged directly into wall outlets and kept a minimum of 3' away from combustibles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Housekeeping and Decoration	Yes	No	N/A
12.1 Is combustible rubbish stored in containers outside of vault storage rooms removed from the building a minimum of once each working day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.2 Are oily rags or similar materials stored in metal, metal lined or other approved containers equipped with tight fitting covers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.3 Are combustible decorations flame retardant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Mechanical Hazards	Yes	No	N/A
13.1 Is the venting for exhaust products of combustion working properly for gas appliances? (i.e.: water heaters, furnaces, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Smoke Alarms	Yes	No	N/A
14.1 Have the smoke alarms been tested in the last year by a qualified technician? Are all alarms less than ten years old? Have the batteries been changed in the last six months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Storage of Combustibles	Yes	No	N/A
15.1 Is the storage of combustible material orderly and clear of exits and openings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.2 Are combustible materials not stored beneath the building or structure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.3 Are the boiler rooms, mechanical rooms and electrical panel rooms maintained free of all combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.4 Are rubbish containers over 5 1/3 cubic feet (40 gallons) provided with lids and made of noncombustible construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.5 Are dumpsters that are 1.5 cubic yards or more not stored inside the building and placed more than 5' from combustible walls, openings or combustible roof eave lines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.6 If you have storage of compressed gas containers (such as Co2, helium, etc.) are they chained to prevent falling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Storage of Combustible and Flammable Liquids	Yes	No	N/A
16.1 Are quantities in excess of 10 gallons of flammable and combustible liquids used for maintenance purposes and the operation of equipment stored in liquid storage cabinets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Print name of Responsible person:

Signature:

Date:

*Upon completion of this form, please click SUBMIT at the top of the first page.



Gwinnett County Businesses,

The Fire Self Inspection Checklist (FSIC) includes many of the most common fire prevention and life safety issues found in commercial occupancies. The FSIC is not intended to be an all-inclusive list, but rather highlights many of the common and most significant fire code provisions commercial occupancies may be required to meet. Not all occupancies are required by the fire code to comply with all of the provisions of the FSIC. The fire code is applied differently to meet the needs of various occupancy classifications. Meeting fire code provisions over and above those required typically results in a safer facility.

You may have received this checklist as a part of a required self-inspection process for fire code deficiencies; however, personnel are encouraged to use the checklist as a tool for self-inspection on a regular basis. Using the FSIC regularly to identify occupancy hazards and non-compliant conditions will assist not only in achieving a fire safe environment but also to prepare the facility for periodic fire and life safety inspections by the authority having jurisdiction.

As you go through the checklist you will find that a team approach may be necessary. Administrators, employees, custodial staff, and facility maintenance staff may need to work together to ensure all provisions are met and the facility environment is as safe as possible from fire and related emergencies. Inspection, testing, and maintenance of fire protection systems will involve third party service providers for most systems.

Community Risk Reduction staff are available to help you understand the provisions of the FSIC, or answer questions about identified conditions. Phone or on-site consultations are available upon request and may be customized to meet the needs of the facility. Pre-inspection assistance may be as simple as answering a specific fire-related question or as complex as hands-on or online training for administrators, or staff, and may include a partial walkthrough of the facilities. We strongly encourage facilities with several violations, or with new administrators or staff, to contact us for assistance in preparing for upcoming fire inspections. We look forward to continuing our cooperative efforts to ensure our community's businesses are safe from fire and related emergencies.

Please feel free to contact the Community Risk Reduction Division, Prevention and Enforcement with questions. Call Gwinnett County Fire Marshal's office at 678.518.4980 or email firemarshal@gwinnettcountry.com.

Business/Tenant:	Case Number:
Address:	Suite/Building:
Manager/Owner:	Phone:
Daily Contact:	Phone:
Email:	Fax:
Emergency Contact:	Phone:

Planning and Preparedness

Yes No N/A

Fire Safety and Evacuation plans are developed and/or updated. *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Safety and Evacuation plans are available for review by employees. *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees are trained in fire prevention, evacuation, and fire safety. Training is documented. *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Periodic fire drills have been conducted and documented. *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exit facilities are inspected daily, by responsible staff, to ensure that all stairways, doors, and other exits are in proper condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation demonstrating completion of required inspection, testing, and maintenance (ITM) of fire protection systems shall be available for review by the fire inspector.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exterior

Yes No N/A

Fire department access roads are clear and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire lanes are identified and marked appropriately. *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire hydrants and fire department connections are visible, accessible, and unobstructed (three feet clear space around fire hydrants). *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual inspection, testing, and maintenance is completed for private fire hydrants. Documentation is available for review by the Fire Inspector. *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire sprinkler water control valves are locked or electrically supervised. *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handicapped parking and accessibility is appropriate. (Accessible route, number of spaces, signs, painted markings, proximity to accessible routes.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address numbers are readily visible from the road.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exit discharge is clear to the public way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Means of Egress

	Yes	No	N/A
Means of egress are free of obstructions or impediments to full use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No furnishings, decorations, or other objects are obstructing exits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exits are not locked or blocked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum required exit/egress widths are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Egress doors are easily opened with minimal force and without the use of a key, tool, or special knowledge or effort from the egress side.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No more than one releasing operation is required to open an exit door.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Projections from the ceiling are not less than 6 ft. 8 in. above the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency lighting is provided as required and operates on battery back-up or emergency power supply.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exit signs are in place, visible, and illuminated, and operate on battery back-up or emergency power supply.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency lighting and exit signs have been inspected, tested, and maintained, and appropriate documentation is available for review by the Fire Marshal's Office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fire Protection Construction Features

	Yes	No	N/A
Fire-resistance-rated doors with self-closing devices are not secured in the open position. (No door wedges or fold down feet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire/smoke-resistance-rated construction (walls, floor-ceiling assemblies) is maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Penetrations are properly sealed using an approved, listed method.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire-resistance-rated door assemblies have been inspected and tested including: doors in exit enclosures, doors with fire exit or panic hardware, electrically controlled egress doors, doors with special locking arrangements, and fire and smoke rated doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Housekeeping, Furniture, Decorations

	Yes	No	N/A
Storage of combustible materials in buildings is orderly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustible materials are at least 30 in. (or the manufacturer's recommended distance) from kilns, furnaces, and similar heat sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A minimum working space 30 in. wide (not less than the width of the equipment), 36 in. deep, and 78 in. high is provided in front of electrical equipment. There is no storage in the working space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Combustible material is not stored in boiler, mechanical, or electrical equipment rooms.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Flammable and combustible liquids are stored appropriately and in appropriate quantities.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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There are no combustibles stored in exits or exit enclosures.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Storage is maintained a minimum of 2 ft. below the ceiling in non-sprinklered buildings and 18 in. below the sprinkler deflectors in sprinklered buildings.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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No combustible waste material creating a fire hazard has accumulated in buildings.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Adequate clearance is provided between ignition sources such as luminaries, heaters, flame producing devices, and combustible materials.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Sprinklers must be installed according to their listings. All escutcheons and ceiling tiles are in place.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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There are no furnishings or decorations of an explosive or highly flammable nature. Note: wicker furniture is considered highly combustible. *

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Curtains, draperies, hangings, and other decorative materials suspended from walls or ceilings meet the flame propagation requirements of NFPA 701 or are non-combustible. *

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

There are no sprinkler obstructions preventing the spray pattern from reaching ignitable materials. Sprinklers must be installed under fixed obstructions over 4 ft. wide.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Schools and Daycares: Artwork and teaching materials are permitted to be attached directly to the walls and do not exceed 20% of the wall area in non-sprinklered buildings, or 50% of the wall area in a building protected throughout by an approved, supervised, automatic sprinkler system. *

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Electrical

Yes No N/A

No Extension cords are used as permanent wiring.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Extension cords, used for temporary purposes, are plugged directly into an approved receptacle or power tap.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Note: Relocatable power tap or temporary tap are terms used in the codes for what is commonly known as a power strip, or surge protector. Check for the UL listing Mark 1363 to ensure it is of an approved type.

The ampacity of extension cords and power taps is not less than the rated capacity of the portable appliance supplied by the cord.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Extension cords and power taps are in good condition without splices, deterioration, or damage.

Extension cords do not extend through walls, ceilings, floors, under doors, or floor coverings, and are not subject to environmental or physical damage.

No multiplug adaptors, cube adaptors, or unfused plug strips not complying with NFPA 70 are in use.

Relocatable power taps are of the polarized or grounded type, equipped with overcurrent protection, and are labeled in accordance with UL 1363.

Relocatable power taps are directly connected to a permanently installed receptacle. No plugging a power tap into another power tap (piggy-backing).

No unapproved electrical conditions such as open junction boxes, open wiring splices, or switch or receptacle boxes with no covers or damaged covers.

There are no space heaters of any type, in any location in the building. *

Electrical room doors are labeled and locked and electrical panels are labeled.

Emergency power systems have been inspected and tested and appropriate Documentation is available for review.

Fire Protection Systems Yes No N/A

Fire protection systems have been inspected, tested, and maintained, and documentation is available for review on site for at least three years.

Portable fire extinguishers are installed according to NFPA 10 and when applicable ADA, and are visible and accessible within 75 ft. travel distance.

Each fire extinguisher must have an approved maintenance tag securely attached indicating the last maintenance date by a trained, licensed, technician. Professional maintenance must be completed annually.

Fire extinguishers must be inspected monthly by facility staff with documentation available. (Sign the back of the tag each month.)

Cooking equipment is protected by an exhaust hood and fire suppression system as required by code. (Exceptions for some conditions) *

Kitchen hood and suppression systems have been inspected by trained, qualified, licensed technicians according to state requirements, every six months with appropriate documentations available and tags affixed. *

Filters, hoods, and exhaust systems are not contaminated by significant grease deposits. Kitchen exhaust systems shall be cleaned by trained, qualified technicians as needed. *

The fire alarm system is operations, in normal condition and trouble free.

Records of inspection, testing, and maintenance of fire alarm and detection systems are available for review demonstrating systems have been inspected, tested, and maintained in accordance with NFPA 72.

Manual pull stations are visible and accessible.

Visible alarm indicating appliances (strobes) are placed as required

Automatic sprinkler systems are operational and have a current green tag as required by SFMO Rules and Regulations, Chapter 120-3-3.

Automatic sprinkler systems have been inspected, tested, and maintained according to NFPA 25 and an annual sprinkler report is available for review.

Sprinklers show no signs of leakage, corrosion, foreign materials, paint, or physical damage. *(Always check for tape or other coverings and pain residue after painting or ceiling work has occurred in the area)*

There are no obstructions to sprinkler spray patterns.

Normally open sprinkler valves are locked or electrically supervised in the open position.

Gauges are inspected monthly to ensure normal water pressure is maintained.

**Requirements vary based on occupancy classification. Contact the Fire Marshal's Office to determine specific requirements for your facility.*

A "No" response to any of the checklist items indicates a fire code violation. Fire code violations shall be corrected immediately. Please list any corrective actions that have been implemented, and the anticipated completion date.

Please list any additional comments:

I certify that I have observed the conditions in the above named facility and conducted the Fire Self-Inspection. The information I have reported on the Fire Self-Inspection Checklist is true and accurately reflects the conditions observed.

Name (Printed): _____ Title: _____

Signature: _____ Date: _____



CITY OF BARRE FIRE DEPARTMENT
CODE ENFORCEMENT / OFFICE OF THE FIRE MARSHAL



www.BarreCity.org
15 Fourth Street ~ Barre ~ Vermont ~ 05641 ~ (802) 477-7833

(COMMERCIAL) SELF-FIRE INSPECTION CHECKLIST

Property Address: _____

Exits/Mean of Egress

Pass Fail

- Exit doors unlocked/unblocked.
- Exit access is unobstructed.
- Exterior of exit doors are clear.
- Exit doors are operable.
- Enclosed exit stairways clear and free of storage.
- Exit lights are operable.
- No added surface bolts/latches/locks on exit doors.
- Exit doors readily distinguishable as such, with no mirrors or other coverings over doors.

Fire Protection Systems

- Fire alarm, fire sprinkler and suppression systems are inspected and tested annually.
- Sprinkler connection (FDC) is unobstructed and accessible.
- FDC caps in place and FDC couplings freely spin.
- Sprinkler heads are unobstructed with no storage within 18 inches (36 inches for ESFR and Large Drop fire sprinklers).
- Sprinkler heads are free of paint, corrosion, or other debris.
- Sprinkler valve rooms are accessible and free of storage, and their location identified.
- Fire alarm devices (pull stations, control panels, etc.) are accessible.
- Fire alarm monitored by UL central station if required.
- Fire Alarm Control Panel (FACP) accessible and location identified.
- Fire alarm system horns and strobes are not obstructed.
- Kitchen hood suppression system inspected at 6 month intervals.
- Kitchen hood vent system inspected and cleaned at required intervals.
- Kitchen hood suppression system remote pull is accessible.
- Fire extinguishers inspected annually.
- Fire extinguishers are accessible and mounted.
- Travel distance from all portions of the building less than 75' to a fire extinguisher

Fire Protection Assemblies

Pass Fail

- Fire doors are operable by self-closing and latching.
- Fire doors are not wedged or propped open.
- Roll down fire doors drop tested by outside testing agency each year.
- Fire rated walls, floor, and ceiling construction not Breached.

Hazardous Materials

- No open containers of flammable or combustible liquids.
- Material Safety Data Sheets (MSDS) are on site (hard copy or electronic version must be available).
- Compressed gas cylinders secured upright.

Electrical

- Emergency lights tested each year.
- Emergency generator is fully tested annually.
- Extension cords not used in place of permanent wiring.
- Outlet/switch/electrical covers in place.
- Covers for junction boxes, panels, etc. are in place.
- Electrical rooms are identified as such.

Housekeeping

- No accumulation of combustible waste.
- Electrical, mechanical, boiler rooms are accessible and free of storage.
- 3-foot clearance maintained around electrical panels.
- Electrical equipment and motors free of debris and build-up (i.e. sawdust, lint, etc.).

Miscellaneous

- Street address numbers posted and clearly visible.
- No combustible decorative material in exit corridors or assembly occupancies.
- Privately-owned fire hydrants accessible.
- Privately-owned fire hydrants painted per BCFD regulations.
- LPG gas tanks subjected to vehicle traffic protected from damage.
- Access road unobstructed.
- If required, CFD KNOX Key Box installed, and keys updated.

This list is meant to provide property owners the opportunity to pre-inspect his or her property prior to City Inspectors conducting an onsite visit. This list is not all-inclusive to what inspectors will be checking.

Self-Fire Inspection Form

Business Name:	Business Phone #:
Address:	E-mail:
1. After-Hours Emergency Contact:	Contact Phone #:
2. After-Hours Emergency Contact:	Contact Phone #:
3. After-Hours Emergency Contact:	Contact Phone #:

Access & Premises	Yes	No	N/A
Are address numbers for the building clearly visible from the street?			
Is the exterior fire department access unobstructed?			
Is combustible vegetation removed so as to not create a fire hazard?			
Is there maintained a minimum 3' clearance around fire hydrants?			
Egress (Exiting)			
Are the exitways and doors easily recognizable, unobstructed, and maintained functional?			
If the main exit door is provided with key-locking hardware as allowed by code, is there a sign above the door that states "THIS DOOR MUST REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" and are the other exit doors openable from the inside w/o the use of a key or any special knowledge or effort?			
Are the exits and exit enclosures free from the storage of combustible materials?			
Are doors with self-closing hinges maintained in the closed position (not blocked open)?			
Electrical			
Are all electrical outlets, switches and junction boxes properly covered with cover plates and is the electrical system safe from any apparent shock and/or other electrical hazards?			
Are circuit breakers/fuses labeled so as to identify the area protected?			
Is the area maintained clear at least 30" in front of electrical panel(s)?			
Are extension cords used only for temporary use?			
Are extension cord(s) of heavy duty construction, maintained in good condition, and only used as temporary wiring, or to service small portable appliances?			
Are extension cord(s) grounded when serving grounded appliances?			
Are extension cord(s) plugged directly into an approved receptacle, power tap or multi-plug adapter and, except for approved multi-plug extension cord(s), serve only 1 portable appliance?			
Is the ampacity of the extension cord(s) greater than the rated capacity of the portable appliance supplied by the cord(s)?			
If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker and is the power tap plugged directly into a permanently installed receptacle?			
Emergency Lighting/Egress Illumination			
If emergency lighting is provided, is it maintained in operable condition?			
Is the means of egress illuminated when the building or structure is occupied?			
Exit Signs			
If exit signs are required, are they maintained illuminated or self-luminous?			
Does the backup-battery work? (push the test button, the exit sign should illuminate under battery power)			
Fire Alarm System			
If the building is equipped with a fire alarm system, has the required annual service of the fire alarm system been performed by a qualified fire alarm company?			
Fire Safety & Evacuation Plans			
If fire drills are required, are they conducted successfully at varying times and under varying conditions and are records maintained on the premises?			
If required, are Evacuation Plans posted?			
If required, do you have Fire Safety Plans?			
Fire Extinguishers			
Is there access to fire extinguisher(s) rated at a minimum 2A-10BC?			
Is the travel distance from all portions of the building less than 75' to a fire extinguisher?			

Are all fire extinguishers visible and accessible (not blocked)?			
Have the fire extinguisher(s) been serviced/tagged by a fire exting. company within the last 12 months?			
Are the fire extinguisher(s) properly mounted? (Proper locations-near exit doors where possible, not exceeding maximum travel distance, properly mounted (maximum 5' high if <40 lbs., maximum 3 ½' high if >40 lbs. In all cases, minimum 4" above the ground).			
Fire/Smoke Separations			
Are the fire/smoke separations (smoke doors, fire doors, walls, etc.) maintained/working condition?			
Fire Suppression Systems			
Is the top of storage maintained a minimum 18" below head deflectors in fire sprinklered areas?			
If the building is equipped with a fire sprinkler system, has the required annual service of the fire sprinkler system been performed in the last year by a qualified sprinkler company?			
In commercial cooking applications, has the hood suppression system been serviced in the last six months and is the hood cleaned at intervals to prevent the accumulation of grease?			
Heat Producing Appliances			
If portable electric heaters are used, are they used safely? Also, are they plugged directly into wall outlets and kept a minimum of 3' away from combustibles? (Open flame unvented heaters are prohibited for use in a commercial occupancy).			
Is the clearance between ignition sources, such as light fixtures, heaters, and flame producing devices, and combustible storage maintained in an approved manner?			
Housekeeping & Decorations			
Is combustible rubbish that is stored in containers outside of vaults or rooms removed from the building a minimum of once each working day?			
Are oily rags or similar materials stored in metal, metal-lined or other approved containers equipped with tight-fitting covers?			
Are combustible decorations flame retardant?			
Mechanical Hazards			
Is the venting for exhaust products of combustion in tact for gas appliances (ie: water heaters, furnaces)?			
Are safe clearances maintained between gas fired appliances (such as water heaters, furnaces, etc.) and combustible materials?			
Smoke Detectors			
If smoke detection is required in common areas such as corridors or part of the fire alarm system, have they been tested in the last year by a qualified service company?			
Storage of Combustibles			
Is the storage of combustible materials orderly?			
Are combustible materials not stored beneath the building or structure?			
Are the boiler rooms, mechanical rooms and electrical panel rooms maintained without the storage of any combustible materials within?			
Are rubbish containers over 5 1/3 cubic feet (40 gallons) provided with lids and made of noncombustible construction?			
Are dumpsters that are 1.5 cubic yards or more not stored inside the building and placed more than 5' from combustible walls, openings or combustible roof eave lines?			
Storage of Compressed Gas Cylinders			
If you have compressed gas containers (such as co2, helium, etc.), are they chained to prevent falling?			
Storage of Combustible and Flammable Liquids			
Are quantities in excess of 10 gallons of flammable and combustible liquids used for maintenance purposes and the operation of equipment stored in liquid storage cabinets?			

A "No" response to any of these questions indicates the presence of a fire code violation. Once all hazards identified as having a "No" response are corrected, please sign, date, and return this form to us. Thank you for your cooperation.

<i>Print Name of Responsible Person</i>	<i>Signature of Responsible Person</i>	<i>Date</i>



General Fire Safety Inspection Checklist

FIRE EXTINGUISHERS

- A fire extinguisher is required to be within 75 feet of every area and within 50 feet from a special hazard, such as the kitchen or a workshop.
- Fire extinguishers must be checked annually by a licensed service contractor.
- Fire extinguishers should not be hung higher than 5 feet from the floor to the top of the extinguisher.
- Extinguishers are classified as "A", "B", or "C". Type "A" is required for ordinary (*wood, paper, some plastics, etc.*) hazards.
- Type "B" is required for liquid (*grease, paint, some plastics, etc.*) hazards.
- Type "C" is required for electrical hazards.
- Multi-purpose ("ABC") extinguishers are available for combined hazards and are the type recommended.

EXITS

- There must be at least two exits from every area.
- Exits must be accessible without the use of a key (*security can only be provided by approved alarm locks*).
- Exits must be marked with illuminated exit signs that are working.
- Storage, furniture, trash, etc. are not allowed in corridors or stairways.
- Fire doors to stairways and storage rooms must close and latch automatically.
- Fire doors may not be blocked open (*fire doors can only stay open normally if smoke detectors connected to automatically releasing door holders are installed*).
- The walls and ceilings of corridors and stairs must be solid. Any holes or other damage must be repaired.
- Exits may not be hidden by draperies, furniture, etc.
- Exit doors must open outwardly.
- Corridor doors must be solid doors (*20 minute fire rated*). These must have automatic door closers, unless there are approved smoke detectors in the corridors

FIRE ALARMS

- ❑ If a building is equipped with a fire alarm system, it must be fully operable.
- ❑ Each bell or horn, manual alarm station, and smoke or heat detector must work.
- ❑ The alarm stations must be red, and may not be covered or blocked by furniture, posters, drapes, etc.
- ❑ Smoke detectors are required in every room used for sleeping and are recommended in the corridors and stairs.
- ❑ When it is sounding, the fire alarm must be heard in every area of the building.

WALLS/CEILINGS/FLOORS

- ❑ The interior finish of corridors, stairways, foyers, lobbies, and any other exits must be rated Class A or B. This means that paneling, ceiling tile, carpets, decorations, etc. in these areas must be fire retardant.
- ❑ The interior finish of all other areas must be rated Class A, B or C. This allows a more flammable finish, but still prohibits very flammable finishes, such as some wood paneling, paper, some fabrics, etc.
- ❑ The use of very flammable decorations is prohibited.

MAINTENANCE

- ❑ Every required safety device (*fire alarms, exit lights, fire doors, etc.*) must work, and must be kept in good repair.

FIRE PROTECTION SYSTEMS

- ❑ Sprinkler systems are required in most storage areas, and must be turned on at all times.
- ❑ Extinguisher systems are required to protect the kitchen exhaust hood and deep fryers, griddles, and stove tops. These must be inspected and serviced every six months.

STORAGE

- ❑ Flammable liquids (*paints, etc.*) must be limited to that needed for routine maintenance, and must be stored in approved storage rooms. Approved storage rooms are rooms separated from the rest of the building by 1 hour fire rated construction and having a sprinkler system.
- ❑ Gasoline is prohibited from the building, including that in the tanks of cycles, mopeds, lawnmowers, and storage cans.
- ❑ Combustible storage (*furniture, luggage, paper supplies, lumber, tires, etc.*) may only be in approved storage rooms.

HOUSEKEEPING

- ❑ Accumulations of combustible debris which could block an exit or could easily be set on fire are prohibited.

FIRE DRILL

- ❑ Shelter evacuation routes and procedures should be posted in each room/common area.
- ❑ Each dormitory, fraternity, and sorority is advised to conduct a fire exit drill each semester, witnessed by a fire inspector.
- ❑ Emergency contact information, in the event of an emergency, should be posted.

FIRE ESCAPES

- ❑ Railing or gates secured and in place (No open drops).
- ❑ Exits easily opened from the inside without key or special devices.

FIRE LANES

- ❑ Areas which are posted by signs or painted curbs are fire lanes. Vehicles parked in these areas would block rescue ladder trucks from getting ladders to your window.

The above items have been condensed from the fire prevention laws, which apply to residence facilities, including fraternity and sorority houses. These are not all of the fire prevention laws, but include the most common deficiencies found during campus inspections and are, generally, items which can be corrected before an inspection.

Many other fire prevention code requirements pertain to the method and materials used to construct the building. Any deficiencies of this type will be brought to your attention during the fire inspection.



City of Paso Robles
Department of Emergency Services
SELF INSPECTION FORM

BUSINESS INFORMATION

Occupancy Name (Business Name): _____

Business License Number: _____ Square Footage of Business: _____

Street Number: _____ Street Name: _____ Apt./Room/Suite: _____

Business Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Automatic External Defibrillator (AED) present? Yes No

Provide at least one phone number:

Phone number: _____ Type: Select...
Ext. (if applicable)

Name of Person Performing Inspection: Last: _____ First: _____

Email Address: _____

EMERGENCY CONTACT NAMES & PHONE NUMBERS
(After-Hours Responsible Parties to be Contacted by Dispatch if Necessary)

Emergency Contact #1 Last Name: _____ First: _____

Select all that apply: Business Owner Property Owner Manager Responsible Party

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Provide at least one phone number:

Phone number: _____ Type: Select...
Ext. (if applicable)

Is Emergency Contact #1 a key holder? Yes No

Emergency Contact #2 Last Name: _____ First: _____

Select all that apply: Business Owner Property Owner Manager Responsible Party

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Provide at least one phone number:

Phone number: _____ Type: Select...
Ext. (if applicable)

Is Emergency Contact #2 a key holder? Yes No

SELF-INSPECTION LIST

Building Exterior

- Yes No N/A Address numbers are visible & easy to read from your fronting street.
- Yes No N/A All sides of the building are free from weeds, debris, and combustibles.
- Yes No N/A Access to fire lanes, hydrants, sprinkler system connections and control valves are marked, maintained, and unobstructed.
- Yes No N/A Exit doors from the exterior are functional and unobstructed.
- Yes No N/A The building has been re-keyed in the last 12 months.
- Yes No N/A The building has a Knox box.

Building Interior

- Yes No N/A Exits are clearly identified & exit signs are in the proper locations.
- Yes No N/A The entire width & height of all exit paths are free from any obstruction.
- Yes No N/A Exit doors open easily and without special knowledge of the locks/latches.
- Yes No N/A If exit signs are lighted, all of the bulbs are working.

Houskeeping / Electrical

- Yes No N/A Missing ceiling tiles and holes in walls or ceiling have been repaired.
- Yes No N/A No new walls have been added without the necessary permits.
- Yes No N/A There is a 30" clear area around electrical panel(s) so they are accessible.
- Yes No N/A All circuit breakers are clearly labeled to show what they control.
- Yes No N/A All electrical outlets, switches, and junction boxes have cover plates.
- Yes No N/A Extension cords are for temporary use only.
- Yes No N/A Cords do not pass under rugs, through walls, or across traffic paths.

Storage

- Yes No N/A All storage / housekeeping is neat & orderly.
- Yes No N/A Storage is piled no higher than 2 feet below the ceiling.
- Yes No N/A There are no flammable liquids stored, except in approved cabinets.
- Yes No N/A Flammable liquids and oily rags are stored in approved safety containers.
- Yes No N/A All combustibles are stored at least 3 ft away from heat sources/appliances.

Yes No N/A Gas cylinders chained to a supporting member or threaded cap attached properly.

Yes No N/A All appliance vents are in good repair & functioning properly.

Fire Extinguishers

Yes No N/A One minimum 2A:10BC extinguisher located for each 75' of travel within the business.

Yes No N/A Sign(s) posted indicating location of extinguisher when not readily visible.

Yes No N/A Extinguisher(s) mounted on the wall.

Yes No N/A Have the fire extinguisher(s) been serviced & tagged in the last 12 months?

Fire extinguisher service company: _____ Date of service: _____

Fire Protection Systems

Yes No N/A Does the building or suite have a fire sprinkler system?

When was the last 5 year certification completed? _____

Yes No N/A Sprinkler heads are free from decorations or other items interfering with proper activation.

Yes No N/A Damaged and/or painted sprinkler heads are replaced.

Yes No N/A Does the building or suite have a fire alarm system?

Yes No N/A Have the alarm system access codes been verified in the last 12 months?

Comments:

Electronic Signature Disclaimer:

By checking this box, typing your name in the Authorized Signature field below, and submitting this form electronically (via email), you certify that you have conducted the self-inspection of the business indicated on this Self Inspection Form and have answered the above questions truthfully and to the best of your knowledge. Furthermore, you understand your typed name will serve as your electronic signature in lieu of your physical signature by hand.

PLEASE NOTE: Only a duly authorized owner, officer, manager, or representative of the company may sign this form.

Form completed by:

Authorized Signature _____
Date

Proclamation

54th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK
April 30 - May 6, 2023

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Marcy Meyer, Village President of the Village of Beecher, Will County, Illinois, do recognize the week of April 30 through May 6, 2023, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Janett McCawley and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 20th day of April, 2023

Village President Marcy Meyer

RESOLUTION NO. _____

**A RESOLUTION ADOPTING A BUDGET FOR FISCAL YEAR 2023/2024
AND AUTHORIZING THE VILLAGE ATTORNEY TO DRAFT APPROPRIATE APPROPRIATION
ORDINANCE**

WHEREAS, the Village of Beecher is required by State statute to formulate and approve an appropriation ordinance for Village expenditures for the coming fiscal year; and

WHEREAS, the President and Board of Trustees adopts a formal budget each year in which the appropriation ordinance is based; and

WHEREAS, the Village practices sound financial management in forecasting its revenues and sets specific expenditure levels which cannot be exceeded without prior Board authorization; and

WHEREAS, the document attached to this resolution has been carefully prepared by Village staff and the various Village Board committees, reviewed for its accuracy by the Village Finance Committee, and has been the subject of a formal public hearing and review by the entire Village Board;

NOW THEREFORE BE IT RESOLVED by the President and Board of Trustees of the Village of Beecher, Will County, Illinois, that the attached document is the formal operating budget for the Village of Beecher commencing on May 1, 2023 and ending on April 30, 2024; and

BE IT FURTHER RESOLVED that the Village staff shall be instructed and is hereby authorized to draft an appropriation ordinance for consideration by the Board by June 1, 2023 which shall be based on this document; and

BE IT FURTHER RESOLVED that the operating budget of said Village can only be amended or changed by a majority vote of the Village Board through the passage of a supplemental appropriation ordinance as prescribed by State Law.

PASSED: This _____ day of _____, 2023.

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

APPROVED by me this _____ day of _____, 2023.

President of the Village of Beecher

ATTESTED and FILED in the Office of the Village Clerk this _____ day of _____, 2023.

Village Clerk

(SEAL)

VILLAGE OF BEECHER
WILL COUNTY, ILLINOIS

ORDINANCE NO. _____

AN ORDINANCE PROVIDING AN APPROPRIATION FOR
CORPORATE PURPOSES AND FOR PAYMENT OF PRINCIPAL AND INTEREST
OF GENERAL OBLIGATION BONDS AND WATER REVENUE BOND ISSUES,
FOR THE FISCAL YEAR BEGINNING
MAY 1, 2023 AND ENDING APRIL 30, 2024

WHEREAS, the Village President and Board of Trustees has developed an operating budget for the coming fiscal year after several diligent hours of review of staff recommendations; and

WHEREAS, a public hearing on the operating budget and this appropriation ordinance was duly posted and held on April 24, 2023; and

WHEREAS, the President and Board of Trustees have determined that the operating budget of which this ordinance is based is a sound and fiscally responsible use of Village revenues;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Beecher, Will County, Illinois:

SECTION ONE:

That for the purposes of defraying all of the necessary expenses and liabilities of the Village of Beecher, Will County, Illinois, for the fiscal year commencing May 1, 2023, and ending April 30, 2024, the following sums, or so much thereof, as by law may be authorized, are hereby appropriated for the following purposes, namely:

I. GENERAL FUND:

A. ESTIMATED RECEIPTS

Real estate tax	\$1,288,961.00
Liquor licenses	\$13,575.00
Business licenses	\$2,850.00
Animal licenses	\$9,450.00
Contractors licenses	\$23,350.00
Amusement device license	\$15,250.00
Video Gaming Tax	\$95,096.00
Building permits	\$41,400.00
Re-inspection fees	\$100.00
State income tax	\$738,055.00
Replacement tax	\$17,723.00
Illinois sales tax	\$631,313.00
State use tax	\$182,864.00
Cannabis tax	\$7,454.00
Auto Task Force Grant	\$128,102.00
IPRF Grant	\$4,294.00
Other intergovernmental revenues	\$92,769.00
Court Fines	\$49,827.00
Local ordinance fines	\$4,312.00
Towing Fees	\$24,000.00
Interest income	\$28,410.00
Telecommunications taxes	\$50,000.00
CATV franchise fees	\$79,248.00
Engineering reimbursements	\$20,000.00
Aggregation Fees	\$0.00
Mosquito Abatement Program Fees	\$20,664.00
Fingerprinting & Golf Cart Regist. Income	\$1,720.00
Miscellaneous income	\$12,460.00
Proceeds - Fixed Asset Sales	\$0.00
Interfund Operating Transfer	\$170,175.00
Reserve Cash	\$140,973.00
Encumbrances	\$0.00

TOTAL ESTIMATED RECEIPTS

\$3,894,395.00

B. ESTIMATED EXPENDITURES

1. VILLAGE PRESIDENT & BOARD OF TRUSTEES

Elected officials salaries	\$25,900.00
Appointed officials salaries	\$13,500.00
FICA	\$3,014.00
IMRF	\$494.00
Telephone	\$720.00
Dues and publications	\$9,030.00
Data Processing Services	\$500.00
Conferences	\$8,000.00
Meeting expenses	\$250.00

TOTAL ESTIMATED EXPENDITURES	\$61,408.00
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2. ADVISORY BOARD AND COMMISSIONS

Appointed Official Salaries	\$0.00
FICA	\$0.00
Engineering services	\$29,000.00
Planning Services	\$60,000.00
Dues and publications	\$175.00
Meeting expenses	\$0.00

TOTAL ESTIMATED EXPENDITURES	\$89,175.00
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3. DEPARTMENT OF ADMINISTRATION

Salaries, full-time	\$230,550.00
Salaries, part-time	\$15,000.00
Health insurance	\$50,908.00
FICA	\$18,785.00
IMRF	\$8,438.00
Auditing services	\$13,000.00
Legal services	\$24,000.00
Data processing services	\$10,400.00
Codification of ordinances	\$11,800.00
Postage	\$1,950.00
Telephone	\$8,023.00
Copying and printing	\$6,740.00
Legal notices	\$2,700.00
Dues and publications	\$1,290.00
Meeting expenses	\$250.00
Professional development	\$4,000.00
Other Contractual Services	\$1,200.00
Office supplies	\$1,875.00

New equipment	\$3,000.00
TOTAL ESTIMATED EXPENDITURES	\$413,909.00

4. DEPARTMENT OF INSPECTIONAL SERVICES

Salaries, part-time	\$0.00
FICA	\$0.00
Uniforms	\$0.00
Other Contractual Services	\$49,000.00

TOTAL ESTIMATED EXPENDITURES	\$49,000.00
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5. EMERGENCY SERVICES AND DISASTER AGENCY

Salaries, part-time	\$8,000.00
FICA	\$612.00
Uniforms	\$1,000.00
Maintenance service -equipment	\$5,320.00
Maintenance service -vehicles	\$2,800.00
Dues and Publications	\$200.00
Training	\$600.00
Other Professional Services	\$2,600.00
Meeting Expenses	\$0.00
Field supplies	\$1,000.00
Supplies - other	\$0.00

TOTAL ESTIMATED EXPENDITURES	\$22,132.00
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6. DEPARTMENT OF POLICE

Salaries - full-time	\$980,830.00
Salaries - part-time	\$117,000.00
Salaries - overtime	\$166,500.00
Health insurance	\$191,326.00
FICA	\$96,722.00
IMRF	\$45,816.00
Uniform allowances	\$14,600.00
Maintenance service - equipment	\$19,895.00
Maintenance service - vehicles	\$15,445.00
Legal services	\$20,500.00
Data processing services	\$15,100.00
Other professional services	\$9,850.00
Postage	\$950.00
Telephone	\$8,100.00
Copying and printing	\$1,500.00

Dispatching service	\$131,866.00
Dues and publications	\$10,360.00
Training	\$14,445.00
Meeting expenses	\$300.00
Professional development	\$3,000.00
Maintenance supplies - vehicle	\$5,700.00
Office supplies	\$2,500.00
Field supplies	\$15,950.00
Unleaded fuel	\$42,984.00
Building	\$0.00
New equipment	\$40,683.00
Miscellaneous expenses	\$0.00
Interfund transfers	\$94,000.00
TOTAL ESTIMATED EXPENDITURES	\$2,065,922.00

7. DEPARTMENT OF ENVIRONMENTAL HEALTH & SANITATION

Mosquito abatement services	\$13,100.00
Other contractual services	\$1,950.00
TOTAL ESTIMATED EXPENDITURES	\$15,050.00

8. DEPARTMENT OF STREETS AND ALLEYS

Salaries - full-time	\$151,695.00
Salaries - part-time	\$0.00
Salaries - overtime	\$19,691.00
Health insurance	\$37,058.00
FICA	\$13,103.00
IMRF	\$6,269.00
Maintenance service - equipment	\$4,950.00
Maintenance service - vehicles	\$25,944.00
Maintenance service - street	\$17,600.00
Engineering	\$3,900.00
Street lighting	\$114,338.00
Rentals	\$10,382.00
Maintenance supplies - equipment	\$3,200.00
Maintenance supplies - vehicles	\$3,500.00
Maintenance supplies - street	\$35,360.00
Small Tools	\$500.00
Unleaded fuel	\$44,484.00
Capital outlay - Equipment	\$40,954.00
TOTAL ESTIMATED EXPENDITURES	\$532,928.00

9. DEPARTMENT OF BUILDINGS AND PUBLIC PROPERTIES

Maintenance service - buildings	\$16,950.00
Maintenance supplies - buildings	\$1,200.00
Janitorial supplies	\$1,200.00
Building	\$9,650.00
Depot Rent	\$2,427.00

TOTAL ESTIMATED EXPENDITURES \$31,427.00

10. CAPITAL IMPROVEMENTS

Capital Outlay - Building	\$0.00
Capital Outlay - Equipment	\$0.00

TOTAL ESTIMATED EXPENDITURES \$0.00

11. COMPREHENSIVE EXPENSES

Health insurance	\$14,430.00
Unemployment insurance	\$10,830.00
Comprehensive Insurance	\$106,314.00
Other Professional Services	\$5,000.00
Other Contractual Services	\$30,000.00
Fiscal Agent Fees	\$2,800.00
Property Tax Reimbursements	\$500.00
Capital Reserve Contribution	\$0.00
Interfund Transfer/G.O. Bonds	\$330,155.00
Interfund Transfer/Capital Equipment	\$26,787.00

TOTAL ESTIMATED EXPENDITURES \$526,816.00

13. PARKS AND RECREATION DEPARTMENT

Salaries - Part-time	\$9,690.00
FICA	\$742.00
Maint. Service - Parks	\$8,900.00
Other professional services	\$25,000.00
Electric power	\$2,250.00
Contractual services	\$7,200.00
Maintenance supplies - Parks	\$3,550.00
Debt Service - Splash Pad Loan	\$29,296.00
Capital Outlay - Parks	\$0.00

TOTAL ESTIMATED EXPENDITURES \$86,628.00

TOTAL EXPENDITURES - GENERAL FUND \$3,894,395.00

YOUTH COMMISSION ACCOUNT

A. ESTIMATED RECEIPTS

Donations	\$6,000.00
Reserves	\$8,200.00
	<hr/>
	\$14,200.00

B. ESTIMATED EXPENDITURES

Expenses	\$14,200.00
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TOTAL ESTIMATED EXPENDITURES	<hr/> \$14,200.00
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DEVELOPER'S ESCROW FUND

A. ESTIMATED RECEIPTS

Cash escrow from Developments	\$45,000.00
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TOTAL ESTIMATED RECEIPTS	<hr/> \$45,000.00
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B. ESTIMATED EXPENDITURES

Infrastructure	\$45,000.00
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TOTAL ESTIMATED EXPENDITURES	<hr/> \$45,000.00
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CAPITAL EQUIPMENT SINKING FUND ACCT. (CESFA)

A. ESTIMATED RECEIPTS

Interest	\$250.00
Interfund Transfers (CESFA)	\$79,141.00
Interfund Transfers (Water/Sewer Debt)	\$0.00
Reserve Cash	\$0.00

TOTAL ESTIMATED RECEIPTS	<hr/> \$79,391.00
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B. ESTIMATED EXPENDITURES

Capital Outlay - Equipment	\$69,500.00
Capital Reserve Contribution	\$9,891.00

TOTAL ESTIMATED EXPENDITURES	<hr/> \$79,391.00
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REFUSE FUND

A. ESTIMATED RECEIPTS

Refuse Charges	\$414,120.00
Interest Income	\$750.00
Misc. Income	\$1,200.00
Reserve Cash	\$7,145.00

TOTAL ESTIMATED RECEIPTS \$423,215.00

B. ESTIMATED EXPENDITURES

Refuse Disposal	\$388,396.00
Credit Card user fees	\$7,310.00
Yard Waste sticker purchase	\$1,200.00
Capital Reserve Contribution	\$0.00
Interfund Operating Transfer	\$26,309.00

TOTAL ESTIMATED EXPENDITURES \$423,215.00

T.I.F. ACCOUNT

A. ESTIMATED RECEIPTS

Real Estate Tax Distributions	\$75,500.00
Interest	\$500.00

TOTAL ESTIMATED RECEIPTS \$76,000.00

B. ESTIMATED EXPENDITURES

T.I.F. Disbursements	\$76,000.00
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TOTAL ESTIMATED EXPENDITURES \$76,000.00

MOTOR FUEL TAX (MFT) FUND

A. ESTIMATED REVENUES

Motor Fuel Tax Collections	\$110,143.00
New MFT Tax Collections	\$90,112.00
Federal STP Reimbursement for CM Penfield	\$384,800.00
Interest Income	\$10,000.00
Motor Fuel Tax Anticipation Notes	\$650,000.00
Motor Fuel Tax Reserve Cash	\$535,525.00

TOTAL ESTIMATED RECEIPTS **\$1,780,580.00**

B. ESTIMATED EXPENDITURES

Engineering	\$489,900.00
Maintenance Supplies - Streets	\$107,000.00
Infrastructure	\$0.00
Capital Projects	\$0.00
Penfield STP CE3 20% local match	\$1,183,680.00

TOTAL ESTIMATED EXPENDITURES **\$1,780,580.00**

POLICE CAPITAL EQUIP. SINKING FUND

A. ESTIMATED REVENUES

Interest	\$700.00
Interfund Transfers	\$94,000.00

TOTAL ESTIMATED RECEIPTS **\$94,700.00**

B. ESTIMATED EXPENDITURES

Capital Outlay - Equipment	\$55,000.00
Capital Reserve Contribution	\$39,700.00

TOTAL ESTIMATED EXPENDITURES **\$94,700.00**

JOINT COMMUNITY FUEL FUND

A. ESTIMATED RECEIPTS

Fuel Fund Reimbursements	\$290,785.00
Reserves	\$0.00

TOTAL ESTIMATED RECEIPTS	\$290,785.00
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B. ESTIMATED EXPENDITURES

Community Fuel payments	\$290,785.00
Capital outlay - equipment	\$0.00

TOTAL ESTIMATED EXPENDITURES	\$290,785.00
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FOURTH OF JULY COMMISSION ACCOUNT

A. ESTIMATED RECEIPTS

Donations and Income from Festival	\$195,000.00
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TOTAL ESTIMATED RECEIPTS	\$195,000.00
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B. ESTIMATED EXPENDITURES

July 4th Expenses	\$195,000.00
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TOTAL ESTIMATED EXPENDITURES	\$195,000.00
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GENERAL OBLIGATION BOND REDEMPTION ACCOUNT

A. ESTIMATED RECEIPTS

Interfund Operating Transfer	\$378,484.00
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TOTAL ESTIMATED RECEIPTS	\$378,484.00
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B. ESTIMATED EXPENDITURES

Principal and Interest	\$378,484.00
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TOTAL ESTIMATED EXPENDITURES	\$378,484.00
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PUBLIC INFRASTRUCTURE ACCOUNT

A. ESTIMATED RECEIPTS

½% Infrastructure Sales Tax	\$216,909.00
Interest	\$2,000.00
Penfield St. STP CE III Reimbursements	\$0.00
DCEO Main Street COVID Grant	\$0.00
Reserve Cash	\$146,091.00
TOTAL ESTIMATED RECEIPTS	\$365,000.00

B. ESTIMATED EXPENDITURES

Engineering	\$0.00
Capital Outlay - Infrastructure	\$365,000.00
TOTAL ESTIMATED EXPENDITURES	\$365,000.00

ARPA ACCOUNT

A. ESTIMATED RECEIPTS

ARPA Enhancements	\$0.00
Interest Income	\$4,000.00
Interfund Transfers	\$110,000.00
Reserves	\$317,000.00
TOTAL ESTIMATED RECEIPTS	\$431,000.00

B. ESTIMATED EXPENDITURES

Capital Outlay - Infrastructure for Parks	\$401,000.00
Capital Improvement Contribution	\$30,000.00
TOTAL ESTIMATED EXPENDITURES	\$431,000.00

PUBLIC SAFETY FACILITY PROJECT

A. ESTIMATED RECEIPTS

Bond Proceeds	\$3,998,232.00
Interest Income	\$100,000.00
TOTAL ESTIMATED RECEIPTS	\$4,098,232.00

B. ESTIMATED EXPENDITURES

Capital Outlay - Building	\$4,049,993.00
Interfund Transfers	\$48,239.00
TOTAL ESTIMATED EXPENDITURES	\$4,098,232.00

WATER DEPARTMENT

A. ESTIMATED RECEIPTS

Water charges	\$990,090.00
Water service connection fees	\$5,700.00
Interest income	\$2,940.00
Rental income	\$2,700.00
Miscellaneous income	\$10,070.00
Reserve cash - water fund	\$0.00
TOTAL ESTIMATED RECEIPTS	\$1,011,500.00

B. ESTIMATED EXPENDITURES

Salaries - full-time	\$276,515.00
Salaries- part-time	\$0.00
Salaries - overtime	\$18,530.00
Health insurance	\$60,273.00
FICA	\$22,571.00
IMRF	\$10,799.00
Maintenance service - vehicles	\$4,500.00
Maintenance service - water system	\$36,400.00
Audit	\$6,500.00
Engineering	\$9,000.00
Legal services	\$4,200.00
Data processing services	\$5,700.00
Laboratory analysis	\$5,120.00
Postage	\$2,300.00
Telephone	\$4,700.00
Dues and publications	\$990.00
Training	\$3,320.00
Electric power	\$33,182.00
Natural Gas	\$7,450.00
Comprehensive insurance	\$53,157.00
Other professional services	\$1,300.00
Maintenance supplies - building	\$350.00
Maintenance supplies - water system	\$62,339.00
Office supplies	\$1,900.00
Small tools	\$500.00
Diesel fuel	\$600.00
Chemicals	\$42,196.00
Capital Outlay - Equipment	\$13,364.00
Interfund Operating Transfers	\$323,744.00
TOTAL ESTIMATED EXPENDITURES	\$1,011,500.00

WATER DEPARTMENT

SEWER DEPARTMENT

A. ESTIMATED RECEIPTS

Sewer charges	\$613,306.00
Lift station charges	\$14,900.00
Debt Service Charges	\$111,862.00
Interfund Transfer	\$0.00
Reserve Cash	\$25,113.00

TOTAL ESTIMATED RECEIPTS

\$765,181.00

B. ESTIMATED EXPENDITURES

Salaries - full-time	\$220,577.00
Salaries - part-time	\$0.00
Salaries - overtime	\$18,249.00
Health insurance	\$45,541.00
FICA	\$18,270.00
IMRF	\$8,741.00
Uniform allowance	\$12,175.00
Maintenance service - equipment	\$33,000.00
Maintenance service - vehicles	\$1,400.00
Maintenance service - sewer system	\$14,500.00
Audit	\$6,500.00
Engineering	\$2,900.00
Legal services	\$4,200.00
Data processing service	\$5,700.00
Laboratory analysis	\$21,200.00
Other professional services	\$1,950.00
Postage	\$1,700.00
Telephone	\$1,920.00
IEPA Permit Fees	\$18,500.00
Training	\$900.00
Electrical power	\$72,265.00
Natural gas	\$0.00
Comprehensive Insurance	\$53,157.00
Other contractual services	\$0.00
Maintenance supplies - building	\$500.00
Maintenance supplies - equipment	\$5,280.00
Meter Replacement Program	\$0.00
Maintenance supplies - sewer system	\$21,700.00
Office supplies	\$900.00
Small tools	\$500.00

Diesel fuel	\$1,855.00
Chemicals	\$34,367.00
Capital Outlay - Equipment	\$20,000.00
Interfund Operating Transfers	\$116,734.00
TOTAL ESTIMATED EXPENDITURES	\$765,181.00
SEWER DEPARTMENT	

WATER AND SEWER DEBT SERVICE FUND

A. ESTIMATED RECEIPTS

Utility Tax	\$246,888.00
1/2% sales tax for Sewer Plant	\$216,909.00
Interest Income	\$11,940.00
Transfer from Water Fund	\$10,452.00
Transfer from Sewer Fund	\$111,862.00
Reserve cash	\$0.00
TOTAL ESTIMATED RECEIPTS	\$598,051.00

B. ESTIMATED EXPENDITURES

Engineering	\$0.00
Legal Services	\$0.00
Meter Replacement Program	\$0.00
Debt Service - 2018 IEPA Loan	\$402,878.00
Capital Outlay - Infrastructure	\$51,307.00
Interfund Transfers	\$143,866.00
TOTAL ESTIMATED EXPENDITURES	\$598,051.00

WATER & SEWER CAPITAL IMPROVEMENTS

A. ESTIMATED RECEIPTS

Interfund Transfers	\$0.00
Loan Proceeds - IEPA	\$0.00
Reserve cash	\$10,500.00

TOTAL ESTIMATED RECEIPTS \$10,500.00

B. ESTIMATED EXPENDITURES

Maintenance Service - Water System	\$0.00
Maintenance Service - Sewer System	\$0.00
Engineering	\$0.00
Planning Services	\$6,000.00
Other professional services	\$4,500.00
Meter Replacement Program	\$0.00
Capital Outlay - Equipment	\$0.00
Capital Outlay - Infrastructure	\$0.00

TOTAL ESTIMATED EXPENDITURES \$10,500.00

WATERMAIN REPLACEMENT FUND

A. ESTIMATED RECEIPTS

Interest Income	\$1,100.00
Interfund Transfers	\$265,810.00
Loan Proceeds - IEPA	\$0.00
Will County ARPA Grant	\$500,000.00
Reserve Cash	\$358,041.00

TOTAL ESTIMATED RECEIPTS \$1,124,951.00

B. ESTIMATED EXPENDITURES

Salaries Part-Time	\$0.00
FICA	\$0.00
Engineering	\$105,000.00
Debt Service - 2017 IEPA Loan	\$65,304.00
Capital Outlay - Equipment	\$0.00
Capital Outlay - Watermain	\$950,000.00
Capital Reserve Contribution	\$0.00

TOTAL ESTIMATED EXPENDITURES \$1,120,304.00

General Fund	\$3,894,395.00
Youth Commission Account	\$14,200.00
Developer's Escrow Fund	\$45,000.00
Capital Equipment Sinking Fund Acct (CESFA)	\$79,391.00
Refuse Fund	\$423,215.00
T.I.F. Account	\$76,000.00
Motor Fuel Tax Fund	\$1,780,580.00
Police Capital Equip. Sinking Fund (CESFA)	\$94,700.00
Joint Community Fuel Fund	\$290,875.00
Fourth of July Commission Account	\$195,000.00
General Obligation Bond Redemption Account	\$378,484.00
Public Infrastructure Account	\$365,000.00
ARPA Account	\$431,000.00
Public Safety Facility Project	\$4,098,232.00
Water Fund	\$1,011,500.00
Sewer Fund	\$765,181.00
Water/Sewer Debt Fund	\$598,051.00
Water and Sewer Capital Improvements	\$10,500.00
Watermain Replacement Fund	\$1,124,951.00
TOTAL APPROPRIATIONS	\$15,676,255.00

Section 4:

That if any section, subdivision, or sentence of this ordinance shall for any reason be held invalid or unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance.

Section 5:

In case of a vacancy in any office specified in this ordinance, the head of the department in which any such vacancy occurs shall not be required to fill such office, if in his judgement or discretion, there is no necessity therefore.

Section 6:

That a certified copy of this ordinance shall be filed with the County Clerk within 30 days after adoption.

Section 7:

The attached hereto as "Exhibit A" and made a part hereof is an estimate of revenues by source anticipated to be received by the Village of Beecher for the fiscal year May 1, 2023 to April 30, 2024.

Section 8:

By a vote of two-thirds of the President and Board of Trustees, this appropriation ordinance may be revised by deleting, adding to, changing or creating new objects or purposes for which appropriations may be made. No revision of this appropriation ordinance shall be made adding to the total amount appropriated unless additional funds have been made available during the fiscal year in the amount of the total increased appropriations.

Section 9:

This appropriation ordinance is adopted pursuant to procedures set forth in the Illinois Municipal Code.

Section 10:

That this ordinance may be published in pamphlet form.

Adopted this _____ day of _____, 2023, pursuant to a roll call vote by the Board of Trustees of the Village of Beecher, Will County, Illinois.

Ayes: _____

Nays: _____

Approved this _____ day of _____, 2023.

Village President

ATTEST:

Village Clerk

Published according to law this _____ day of _____, 2023 by publishing in pamphlet form.

**CERTIFIED ESTIMATE OF REVENUES BY SOURCE
VILLAGE OF BEECHER**

The undersigned, **Chief Fiscal Officer of the Village of Beecher, Will County, Illinois**, does hereby certify that the estimate of revenues by source, and anticipated to be received by said taxing district, is either set forth in said ordinance as "Revenues" or attached hereto by separate document, and is a true statement of said estimate.

This certification is made and filed pursuant to the requirements of Public Act 88-455, ILCS 200/18-50 and on behalf of the Village of Beecher, Will County, Illinois. This certification must be filed within 30 days after the adoption of the Appropriation Ordinance.

Dated this _____ day of _____, 2023.

Village Treasurer

**VILLAGE OF BEECHER
SUMMARY OF ESTIMATE OF REVENUES BY SOURCE ANTICIPATED
TO BE RECEIVED BY THE
VILLAGE OF BEECHER, WILL COUNTY, ILLINOIS,
FOR FISCAL YEAR MAY 1, 2022 TO APRIL 30, 2023**

I. GENERAL FUND:

Real estate tax	\$1,288,961.00
Liquor licenses	\$13,575.00
Business licenses	\$2,850.00
Animal licenses	\$9,450.00
Contractors licenses	\$23,350.00
Amusement device license	\$15,250.00
Video Gaming Tax	\$95,096.00
Building permits	\$41,400.00
Re-inspection fees	\$100.00
State income tax	\$738,055.00
Replacement tax	\$17,723.00
Illinois sales tax	\$631,313.00
State use tax	\$182,864.00
Cannabis Excise Tax	\$7,454.00
Auto Theft Task Force Grant	\$128,102.00
IPRF Grant	\$4,294.00
Other intergovernmental revenues	\$92,769.00
Court Fines	\$49,827.00
Local ordinance fines	\$4,312.00
Towing Fees	\$24,000.00
Interest income	\$28,410.00
Telecommunications taxes	\$50,000.00
CATV franchise fees	\$79,248.00
Engineering reimbursements	\$20,000.00
Mosquito Abatement Program Fees	\$20,664.00
Misc. Income - Police Department	\$1,720.00
Misc. Income - Village Hall	\$12,460.00
Proceeds - Fixed Asset Sales	\$0.00
Interfund Operating Transfers	\$170,175.00
Reserve Cash	\$140,973.00
Encumbrances	\$0.00
TOTAL ESTIMATED RECEIPTS	\$3,894,395.00

APPROPRIATION SUMMARY
FOR FISCAL YEAR ENDING APRIL 30, 2024

General Fund	\$3,894,395.00
Youth Commission Account	\$14,200.00
Developer's Escrow Fund	\$45,000.00
Capital Equipment Sinking Fund Acct (CESFA)	\$79,391.00
Refuse Fund	\$423,215.00
T.I.F. Account	\$76,000.00
Motor Fuel Tax Fund	\$1,780,580.00
Police Capital Equip. Sinking Fund (CESFA)	\$94,700.00
Joint Community Fuel Fund	\$290,875.00
Fourth of July Commission Account	\$195,000.00
General Obligation Bond Redemption Account	\$378,484.00
Public Infrastructure Account	\$365,000.00
ARPA Account	\$431,000.00
Public Safety Facility Project Account	\$4,098,232.00
Water Fund	\$1,011,500.00
Sewer Fund	\$765,181.00
Water/Sewer Debt Fund	\$598,051.00
Water and Sewer Capital Improvements	\$10,500.00
Watermain Replacement Fund	\$1,124,951.00
	<hr/>
TOTAL APPROPRIATIONS	\$15,676,255.00



Preliminary Notice of Illinois Municipal Retirement Fund Contribution Rate for Calendar Year 2024

Date April 2023

Employer name VILLAGE OF BEECHER

Employer No. 04725

The employer rate below is based on a 19 year amortization period for most employers. Overfunded employers will receive a letter outlining options available to accelerate the amortization of their overfunding (which reduces rate) if they so choose.

Your IMRF contribution rates on all earnings paid to IMRF members and employer rate in the 2024 calendar year are as follows:

IMRF Contributions	
Regular	
Member Contributions (tax-deferred)	4.50%
Employer Contributions	
• Retirement Rate	
Normal Cost	4.85%
Funding Adjustment <over> under	< 2.50%>
Net Retirement Rate	2.35%
• Other Program Benefits	
Death.....	0.26%
Disability.....	0.08%
Supplemental Benefit Payment.....	0.62%
Early Retirement Incentive	0.00%
 • TOTAL EMPLOYER RATE	 3.31%

The Final Notice of IMRF Contribution Rates for Calendar Year 2024 will be posted in November 2023. If you have any questions regarding this preliminary rate notice, please contact the IMRF Employer Account Analyst at 1-800-ASK-IMRF.

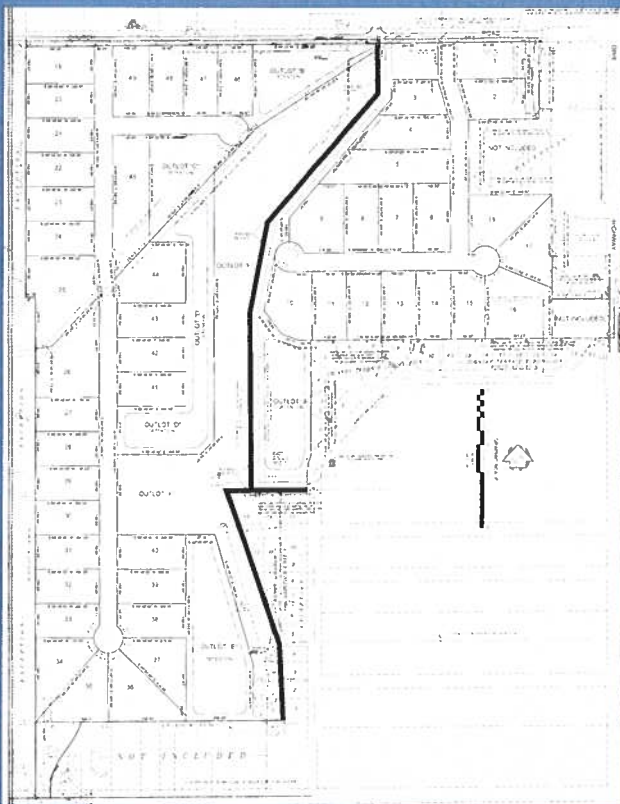


BEECHER TAX INCREMENT FINANCING DISTRICT #1

Tax Increment Financing (TIF) Incentive:

TIF is an economic development tool that allows local municipalities to utilize future property tax revenues to stimulate new private investment. *The Village will reimburse roughly 75% of property taxes to the purchaser of a lot in the Illiana Industrial Park for 12 years, or the full cost of the lot, whichever comes first.*

Illiana Crossroads Industrial Park TIF Incentive



Illiana Crossroads Industrial Park - Concept Plan

EXAMPLE:

Annual Costs and TIF Reimbursement Considerations

For 1 Acre Site with 20,000 sf building

Site	43,560 sf (1 Acre)
Building Size	20,000 sf

Land Cost	\$150K	\$3.50 per sf x 43,560 sf site
Assessed Value	\$200K	\$10 per sf x 20,000 sf building
Annual Property Tax	\$20K	10% of Assessed Value
Annual TIF Reimbursement	\$15K	75% of Property Tax

Based on the above example, the TIF will reimburse the full cost of the land (\$150k) to the purchaser in approximately 10 years.*

* The Village will reimburse roughly 75% of property taxes to the purchaser for 12 years, or until the full cost of land is reimbursed, whichever comes first.



RESOLUTION # _____



A RESOLUTION OF APPRECIATION TO VILLAGE TRUSTEE JONATHAN KYPUROS FOR HIS 12 YEARS OF SERVICE TO THE VILLAGE OF BEECHER

WHEREAS, Trustee Jonathan Kypuros was first elected in the Spring of 2011 as Village Trustee; and

WHEREAS, Trustee Kypuros served three consecutive terms as Village Trustee; and

WHEREAS, Trustee Kypuros chaired Public Buildings and Properties, Public Works, and Finance Committees, and also held the office of Village President Pro-Tem; and

WHEREAS, Trustee Kypuros leaves office as the longest currently-serving Board member and senior Trustee; and

WHEREAS, Trustee Kypuros has also served on the Beecher Fourth of July Commission, Beecher Youth Commission, Beecher Historic Preservation Commission, the Beecher TIF District #1 Joint Review Board, the TIF Incentive Committee and the Intergovernmental Fuel Committee; and

WHEREAS, Trustee Kypuros was instrumental in the establishment or completion of the following projects: the Beecher WWTP reconstruction in 2019, the refinancing of the 2009 General Obligation Bonds, the purchase of the hut at 533 Reed Street in 2019, the new Village Hall at 625 Dixie in 2014, the Penfield Street Reconstruction Project started in 2013, the new police station on Church Road in 2023; and

WHEREAS, Trustee Kypuros' main objective in his last two terms in office was to push for the replacement of all of the old ductile iron mains in the Village, having created a special account and a special water rate for this purpose, and replacing mains on Penfield, Elliott, Oak Park, Dunbar and Gould and portions of Indiana, Birch and Elm in just in the last 8 years; and

WHEREAS, as Finance Chairman Trustee Kypuros designed capital equipment sinking funds for both the Public Works and Police Departments guaranteeing that operating revenue would be set aside every year for the replacement of aging vehicles and equipment in the Village's fleet;

NOW THEREFORE BE IT RESOLVED that the Village President and Board of Trustees hereby recognize Trustee Jonathan Kypuros for his many accomplishments and long tenure on the Village Board and for his dedication and service to the residents of the Beecher community; and

BE IT FURTHER RESOLVED that the Village President and Board of Trustees wishes Trustee Jonathan Kypuros well in his retirement from public office and in all his future endeavors.

Approved by motion this 24th day of April, 2023.

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____ ABSENT: _____

APPROVED BY ME THIS 24TH DAY OF APRIL, 2023.

Marcy Meyer
Village President

ATTEST:

Janett McCawley
Village Clerk

April 24, 2023
Date

(SEAL)