

AGENDA

RULES MEETING OF THE BOARD OF TRUSTEES VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS

Village Hall

7:00 p.m.

March 7, 2016

Roll Call

1. Award of a Contract for Maintenance of Well No. 4
2. Renewal of MFT Street Sweeping Maintenance Contract for FY2016-17
3. Motor Fuel Tax Maintenance Resolution and Municipal Maintenance Cost Estimate for Fiscal Year 2017
4. A Resolution Adopting Fiscal Policies for the 2016/2017 Fiscal Year Budget

Mayor's Comments

Manager's Comments

Trustee's Comments

Attorney's Comments

Clerk Comments

Audience to Visitors

Adjournment

Agenda Items are Available in the Lobby of Village Hall and on the Village website
www.villageofparkforest.com

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Village Manager's Office at least 48 hours in advance of the scheduled meeting. The Village Manager's Office can be reached via telephone at (708) 283-5605 or (708)748-1129 or via e-mail at sblack@vopf.com. Every effort will be made to allow for meeting participation.

AGENDA BRIEFING

DATE: March 2, 2016

TO: Mayor Ostenburg
Board of Trustees

FROM: Nicholas Christie, Assistant Village Engineer

SUBJECT: Award of Contract: Well Maintenance, Well No. 4

BACKGROUND/DISCUSSION:

On Tuesday, February 16, 2016, at 2:00 p.m., the Department of Public Works opened 5 bids for well maintenance on Well No. 4. The bid was advertised in the Southtown Star Newspaper, Village Website, and mailed to 6 known bidders. Peerless Midwest Inc. of Mishawaka, IN was the lowest bidder in the amount of \$35,329.00. See attached bid tab.

This maintenance project will consist of pulling the pump and pumping components completely to the surface; conducting a T.V. survey of the well; sandblasting pump component parts that may be considered for reinstallation; inspection; protective column coating; furnishing repair parts as needed; reinstalling the pump after repair; chlorinating the well and pump to EPA regulations and performing a two hour performance test.

Well No. 4 is located along Main Street, directly outside Dining on the Green. The pump assembly was last inspected and serviced in 2008.

The bid established unit prices for known labor and replacement parts. However, due to the inability to evaluate the condition of underground components, the cost could exceed the total bid for unknown labor and parts. Additionally, due to the unknown condition of the motor and bowl, this contract does not include any servicing that may need to be done to these components. DPW recommends approval of a contingency amount for motor and bowl servicing and unknown labor and parts. This project will be paid from the Water Fund – Supply and Purification-Capital Outlays where \$60,000 is allocated for this work in the Fiscal 2016 Budget.

Peerless Midwest has performed well maintenance projects for the Village in the past, including Well 6 last fall, and has satisfactorily completed all work as specified.

RECOMMENDATION: Award the Well Maintenance – Well No. 4 contract to Peerless Midwest of Mishawaka, IN in the amount of \$35,329.00 with a 59% contingency and for a total not to exceed cost of \$60,000.00. DPW is asking for a large contingency for the uncertainty in motor and bowl repairs.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules meeting of March 7, 2016 for discussion.

				Great Lakes Water 1127 Plainfield Road Joliet, IL 604345		Peerless Midwest Inc. 55860 Russell Industrial Pkwy Mishawaka, IN 46545 (Apparent Low Bidder)		Midwest Well Services, Inc. (Municipal Well and Pump) 1212 Storbeck Drive Waupun, WI 53963		Layne Christensen Company 229 West Indiana Avenue Box 489 Beecher, IL 60401		Water Well Solutions 710B Herra Street Elburn, IL 60119	
No.	Item	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Pump, Motor, Bowl Assembly, Column Pipe, and Appurtenances Removal, Inspection, Report	1	LS	<u>\$9,697.00</u>	<u>\$9,697.00</u>	<u>\$6,100.00</u>	<u>\$6,100.00</u>	<u>\$6,070.00</u>	<u>\$6,070.00</u>	<u>\$6,286.00</u>	<u>\$6,286.00</u>	<u>\$5,500.00</u>	<u>\$5,500.00</u>
2	Hitachi Motor Service	1	LS	<u>\$522.00</u>	<u>\$522.00</u>	<u>\$400.00</u>	<u>\$400.00</u>	<u>\$1,210.00</u>	<u>\$1,210.00</u>	<u>\$1,285.00</u>	<u>\$1,285.00</u>	<u>\$750.00</u>	<u>\$750.00</u>
3	New Airline	1	LS	<u>\$496.00</u>	<u>\$496.00</u>	<u>\$250.00</u>	<u>\$250.00</u>	<u>\$120.00</u>	<u>\$120.00</u>	<u>\$99.00</u>	<u>\$99.00</u>	<u>\$450.00</u>	<u>\$450.00</u>
4	New Electrical Cable	1	LS	<u>\$1,305.00</u>	<u>\$1,305.00</u>	<u>\$675.00</u>	<u>\$675.00</u>	<u>\$1,610.00</u>	<u>\$1,610.00</u>	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$1,200.00</u>	<u>\$1,200.00</u>
5	8 Inch Spring Loaded Check Valve, if needed	1	EACH	<u>\$1,272.00</u>	<u>\$1,272.00</u>	<u>\$1,250.00</u>	<u>\$1,250.00</u>	<u>\$870.00</u>	<u>\$870.00</u>	<u>\$813.00</u>	<u>\$813.00</u>	<u>\$1,400.00</u>	<u>\$1,400.00</u>
6	Pipe Corrosion Protection	1	LS	<u>\$2,497.00</u>	<u>\$2,497.00</u>	<u>\$4,200.00</u>	<u>\$4,200.00</u>	<u>\$3,620.00</u>	<u>\$3,620.00</u>	<u>\$7,417.00</u>	<u>\$7,417.00</u>	<u>\$7,500.00</u>	<u>\$7,500.00</u>
7	New Column Pipe, as needed	90	FT.	<u>\$68.00</u>	<u>\$6,120.00</u>	<u>\$24.00</u>	<u>\$2,160.00</u>	<u>\$25.00</u>	<u>\$2,250.00</u>	<u>\$30.50</u>	<u>\$2,745.00</u>	<u>\$46.00</u>	<u>\$4,140.00</u>
8	Cutting and rethreading ends column pipe, as needed	8	EACH	<u>\$75.00</u>	<u>\$600.00</u>	<u>\$50.00</u>	<u>\$400.00</u>	<u>\$124.00</u>	<u>\$992.00</u>	<u>\$100.00</u>	<u>\$800.00</u>	<u>\$135.00</u>	<u>\$1,080.00</u>
9	Pipe Coupling, as needed	7	EACH	<u>\$176.00</u>	<u>\$1,232.00</u>	<u>\$57.00</u>	<u>\$399.00</u>	<u>\$87.00</u>	<u>\$609.00</u>	<u>\$85.00</u>	<u>\$595.00</u>	<u>\$175.00</u>	<u>\$1,225.00</u>
10	Install zinc sleeves	20	EACH	<u>\$181.00</u>	<u>\$3,620.00</u>	<u>\$135.00</u>	<u>\$2,700.00</u>	<u>\$168.00</u>	<u>\$3,360.00</u>	<u>\$93.15</u>	<u>\$1,863.00</u>	<u>\$125.00</u>	<u>\$2,500.00</u>
11	Rebuild bowl assembly/repairs, if needed	1	LS	<u>\$1,861.00</u>	<u>\$1,861.00</u>	<u>\$4,775.00</u>	<u>\$4,775.00</u>	<u>\$2,490.00</u>	<u>\$2,490.00</u>	<u>\$2,515.00</u>	<u>\$2,515.00</u>	<u>\$3,800.00</u>	<u>\$3,800.00</u>
12	Video Survey of Well	1	LS	<u>\$1,550.00</u>	<u>\$1,550.00</u>	<u>\$1,200.00</u>	<u>\$1,200.00</u>	<u>\$2,450.00</u>	<u>\$2,450.00</u>	<u>\$1,000.00</u>	<u>\$1,000.00</u>	<u>\$1,700.00</u>	<u>\$1,700.00</u>
13	Bailing Well, if needed	8	HR	<u>\$314.00</u>	<u>\$2,512.00</u>	<u>\$340.00</u>	<u>\$2,720.00</u>	<u>\$328.00</u>	<u>\$2,624.00</u>	<u>\$536.88</u>	<u>\$4,295.04</u>	<u>\$345.00</u>	<u>\$2,760.00</u>
14	Pitless Adapter Inspection	1	LS	<u>\$20.00</u>	<u>\$20.00</u>	<u>\$200.00</u>	<u>\$200.00</u>	<u>\$160.00</u>	<u>\$160.00</u>	<u>\$300.00</u>	<u>\$300.00</u>	<u>\$250.00</u>	<u>\$250.00</u>
15	Reinstallation	1	LS	<u>\$3,936.00</u>	<u>\$3,936.00</u>	<u>\$6,540.00</u>	<u>\$6,540.00</u>	<u>\$8,120.00</u>	<u>\$8,120.00</u>	<u>\$6,547.00</u>	<u>\$6,547.00</u>	<u>\$4,200.00</u>	<u>\$4,200.00</u>
16	Testing	1	LS	<u>\$1,994.00</u>	<u>\$1,994.00</u>	<u>\$1,360.00</u>	<u>\$1,360.00</u>	<u>\$1,250.00</u>	<u>\$1,250.00</u>	<u>\$2,200.00</u>	<u>\$2,200.00</u>	<u>\$3,500.00</u>	<u>\$3,500.00</u>
				Total	<u>\$39,234.00</u>	Total	<u>\$35,329.00</u>	Total	<u>\$37,805.00</u>	Total	<u>\$39,260.04</u>	Total	<u>\$41,955.00</u>

AGENDA BRIEFING

DATE: March 2, 2016

TO: Mayor Ostenburg
Board of Trustees

FROM: Roderick Ysaguirre – Director of Public Works/Village Engineer

RE: Renewal of MFT Street Sweeping Maintenance Contract for FY 16-17

BACKGROUND/DISCUSSION:

On Tuesday, April 22, 2014 at 2:00 p.m., the Department of Public Works (DPW) opened 3 bids for the FY 14-15 MFT Street Sweeping Maintenance Contract. Invitations to bid were published in the *Star* Newspaper, on the Village Website, in the Illinois Department of Transportation Construction Bulletin, and mailed to 5 known bidders. Illinois Central Sweeping LLC, located in Blue Island, IL, was the lowest bidder in the amount of \$48,186.00 dollars. Illinois Central Sweeping's bid was 8.48% (\$4,466.5) under the Engineer's Estimate of \$52,652.50.

This maintenance contract will provide for 5 Village wide sweeps, 2 Village owned parking lot sweeps, 2 Old Plank Rd. Bike Trail sweeps, and any emergency sweeping throughout the 2015-2016 fiscal year. Tonight's Agenda includes the approval of a Motor Fuel Tax Resolution in the amount of \$524,537.35 dollars, for maintaining streets from July 1, 2016 to June 30, 2017, where \$48,186 dollars are budgeted for this work.

Illinois Central Sweeping LLC is the current contractor and has performed street sweeping work for the village before and has satisfactorily completed all items under past contracts. According to the Special Provisions included in the contract documents, DPW inserted a Renewal Clause that upon agreement of both parties, this contract can be renewed under the same unit prices, terms, and conditions. Attached is a signed and attested renewal letter indicating Illinois Central Sweeping LLC commitment for renewal. IDOT also allows for maintenance contracts that involve only labor and equipment can be contracted up to 3 years. This renewal would be the third and final year.

RECOMMENDATION: Renew the FY 14-15 MFT Street Sweeping Maintenance Contract with Illinois Central Sweeping LLC, of Blue Island, IL, in the amount of \$48,186 dollars with a 25% contingency for additional work as determined by the Village Engineer, for a total cost not to exceed \$60,232.50 dollars, and to authorize the Village Manager to enter into a renewal Contract with Illinois Central Sweeping LLC for this work.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules meeting of March 7, 2016 for your discussion.

Park Forest

Live Grow Discover

DEPARTMENT OF PUBLIC WORKS

www.villageofparkforest.com

January 29, 2016

Mayor

John A. Ostenburg

Village Trustees

Mae Brandon
JeRome Brown
Tiffani Graham
Robert McCray
Georgia O'Neill
Theresa Settles

Village Clerk

Sheila McGann

Village Manager

Thomas Mick

Village Hall

350 Victory Drive
Park Forest, IL 60466
(708) 748-1112

DownTown

Management Office

226 Forest Blvd.
(708) 503-8153

Fire Department

156 Indianwood Blvd.
(708) 748-5605

Freedom Hall

410 Lakewood Blvd.
(708) 747-0580

Health Department

350 Victory Drive
(708) 748-1118

Police Department

200 Lakewood Blvd.
(708) 748-4700

Recreation and

Parks Department

350 Victory Drive
(708) 748-2005

Chuck DeVries

Illinois Central Sweeping, LLC
2307th West 135th Place
Blue Island, IL 60428

Re: Renewal of Street Sweeping – Village Wide Contract,
MFT Section No. 15-00000-01-GM

Mr. DeVries:

The current contract executed on June 2, 2014 and extended on January 26th, 2015, between Illinois Central Sweeping Service, LLC (Contractor) and The Village of Park Forest (Municipality) for village wide sweeping service is due to be completed on June 30, 2016. The current contract contains a second renewal option that consists of written agreement of both parties for a period of one successive year under the same unit prices, terms, and conditions as in the original contract. Renewal is subject to approval by the Village Board.

This letter shall serve as written agreement between Illinois Central Sweeping Service, LLC and the Village of Park Forest, who both desire and wish to renew contract, Street Sweeping – Village Wide, MFT Section No. 15-00000-01-GM, for street sweeping services, under the same unit prices, terms and conditions as in the original contract for a period of one successive year to begin July 1, 2016 to June 30, 2017.

The following date modifications are made to the renewed contract:

SWEEPING CYCLE SCHEDULE

The Village Engineer/Director of Public Works will notify the Contractor in advance when sweeping services are requested. Requests will be according to the following general schedule.

1st VILLAGE SWEEP, 10 working days AUGUST 22, 2016
2nd VILLAGE SWEEP, 15 working days SEPT. 26, 2016
3rd VILLAGE SWEEP+BIKE TRAIL, 15 working days
OCTOBER 24, 2016

Park Forest

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4th VILLAGE SWEEP+PARKING LOTS, 15 working days

APRIL 3, 2017

Mayor
John A. Ostenburg

5th VILLAGE SWEEP+PARKING LOTS+BIKE TRAIL, 10 working days

JUNE 19, 2017

Village Trustees
Mae Brandon
JeRome Brown
Tiffani Graham
Robert McCray
Georgia O'Neill
Theresa Settles

Proposal Form – BLR 12220, Line No. 5 – Completion date changed from 06/30/2016 to 06/30/2017

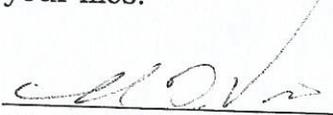
Village Clerk
Sheila McGann

Renewal shall be contingent upon, submittal and approval of a Certificate of Insurance and Additional Insured Endorsements as required by original contract for insurance coverage consistent with contract renewal dates and review and approval by the Village Board and/or IDOT.

Village Manager
Thomas Mick

Please sign and attest, and return all 4 copies to me for signature by Village Official. One signed copy will be returned to you for your files.

Village Hall
350 Victory Drive
Park Forest, IL 60466
(708) 748-1112


Charles DeVries
Illinois Central Sweeping, LLC

Thomas K. Mick
Village of Park Forest

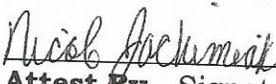
Managing Member
Title

Title

2-5-16
Date

Date

DownTown Management Office
226 Forest Blvd.
(708) 503-8153


Attest By - Signature

Attest By - Signature

Nicole Jachmiak
Assistant to M.M.
Name and Title

Name and Title

Freedom Hall
410 Lakewood Blvd.
(708) 747-0580

2-5-16
Date

Date

Health Department
350 Victory Drive
(708) 748-1118

Police Department
200 Lakewood Blvd.
(708) 748-4700

If you have any questions, please e-mail me at nchristie@vopf.com or call me at (708) 503-7702.

Thank you,

Recreation and Parks Department
350 Victory Drive
(708) 748-2005



Nicholas Christie, P.E., CFM
Asst. Director of Public Works/ Asst. Village Engineer

AGENDA BRIEFING

DATE: March 1, 2016

TO: Mayor Ostenburg
Board of Trustees

FROM: Nicholas Christie– Asst. Director of Public Works/ Asst. Village Engineer

RE: Motor Fuel Tax Maintenance Resolution and Municipal Maintenance Cost Estimate for Fiscal Year 2017

BACKGROUND/DISCUSSION:

The Illinois Department of Transportation requires that every municipality submit a **Municipal Estimate of Maintenance Costs**, BLR 14231 form, and a **Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code**, BLR 14230 form, to appropriate Motor Fuel Tax Funds (MFT) for various day labor and contractual maintenance costs for the Village’s maintenance year/fiscal year. This estimate and resolution informs IDOT of the Village’s desire to appropriate this amount of funds from the Village’s Unobligated Balance to its Obligated Balance for this use.

The Village’s upcoming Municipal Estimate of Maintenance Costs consists of material costs for, snow and ice control, street light maintenance, traffic sign maintenance and pavement maintenance as preformed by village day labor/staff. As well as, contractual maintenance costs for traffic signal maintenance, street sweeping, herbicide application, pavement marking, pavement patching, traffic sign replacement as performed by contractors, and engineering services costs for materials testing and other engineering services.

DPW does not charge day labor salaries or equipment/vehicle costs when village labor and equipment/vehicles are used to perform the work outlined on the Municipal Estimate of Maintenance Costs. Per Board directive, these expenses are charged to the General Fund where they are tracked separately as MFT eligible expenses. DPW seeks to accumulate and utilize more of its MFT funds to fund capital projects, maintenance contracts, and engineering services.

The upcoming fiscal year’s Maintenance Resolution is in the amount of \$524,537.35.

RECOMMENDATION: Approve the Motor Fuel Tax - **Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code**, BLR form 14230, and **Municipal Estimate of Maintenance Costs**, BLR form 14231, in the amount of \$524,537.35 to appropriate Motor Fuel Tax funds for eligible maintenance costs for Fiscal Year 2017.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules meeting of March 7, 2016 for your discussion.



BE IT RESOLVED, by the Mayor and Board of Trustees of the
(Council or President and Board of Trustees)
Village of Park Forest, Illinois, that there is hereby
(City, Town or Village) (Name)
appropriated the sum of \$524,537.35 of Motor Fuel Tax funds for the purpose of maintaining
streets and highways under the applicable provisions of the Illinois Highway Code from July 1, 2016
(Date)
to June 30, 2017
(Date)

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that the Clerk shall, as soon a practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

I, Shiela McGann Clerk in and for the Village
(City, Town or Village)
of Park Forest, County of Cook and Will

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by

the Mayor and Board of Trustees at a meeting on March 21, 2016
(Council or President and Board of Trustees) Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ day of _____.

(SEAL)

Village Clerk
(City, Town or Village)

Approved

Regional Engineer
Department of Transportation

Date



Municipal Estimate of Maintenance Costs

Local Public Agency: Park Forest
 County: Cook/Will

Maintenance Period 7/1/2016 to 6/30/2017

Section Number: 17-00000-00-GM

Estimated Cost of Maintenance Operations

Maintenance Operation (No. Description)	Maint. Group	Insp. Req.	For Group I, IIA, IIB, or III				Est Total Operation Cost	
			Item	Unit	Quantity	Unit Price		Item Cost
1. Contractual Traffic Signal Maint. w/ IDOT (under IDOT Maint. Contract)	I	N	* Western @ Illinois Street	Yr	0.25	5,200.00	1,300.00	
			* Western @ North Street	Yr	0.25	5,200.00	1,300.00	
			* Western @ Main Street	Yr	0.33	5,200.00	1,716.00	4,316.00
							-	
							-	
2. Contractual Traffic Signal maint. w/ Cook Co. (under Cook Co. Maint. Contract) For " * " items, the quantity = percent of cost responsibility	I	N	*Sauk Trail @ Central Pk	Yr	0.13	6,000.00	750.00	
			*Sauk Trail @ Blackhawk	Yr	0.50	6,000.00	3,000.00	
			*Sauk Trail @ Shabbona	Yr	0.50	6,000.00	3,000.00	
			*Sauk Trail @ Indianwood	Yr	0.50	6,000.00	3,000.00	
			*Sauk Trail @ Orchard	Yr	0.50	6,000.00	3,000.00	12,750.00
							-	
3. Contractual Traffic Signal Maint. (Village Intersections under Village Maint. Responsibility)	IIA	N	Orchard@Indiana	Mo	12.00	200.00	2,400.00	
			Orchard@North	Mo	12.00	200.00	2,400.00	
			Orchard@Lakewood	Mo	12.00	200.00	2,400.00	
			Orchard@ Main	Mo	12.00	200.00	2,400.00	
			Forest@Lakewood	Mo	12.00	150.00	1,800.00	11,400.00
							-	
							-	
4. Snow and Ice Control (Day Labor)	I	N	Salt (State Purchase)	T	1975.00	80.00	158,000.00	
	IIA	N	Liquid Calcium Chloride	Gal	4000.00	0.70	2,800.00	160,800.00
							-	
							-	
5. Traffic and Street Name Sign Maint. Supplies (Day Labor)	IIA	N	Telspar Post	Ea	8.00	150.00	1,200.00	
			Telspar Anchor	Ea	8.00	75.00	600.00	
			Misc. Hardware	LS	1.00	300.00	300.00	
			Street Name Signs	Ea	10.00	50.00	500.00	
			Traffic Signs	Ea	10.00	50.00	500.00	
			Traffic Signal Bulbs	Ea	5.00	10.00	50.00	3,150.00
							-	
							-	
							-	
6. Pavement Patching (Day Labor)	IIA	N	UPM	T	25.00	120.00	3,000.00	
			Emulsion/Prime5GBucket	Ea	40.00	50.00	2,000.00	
			Aggregate 3/4	T	50.00	20.00	1,000.00	
			Aggregate CA6	T	35.00	15.00	525.00	
			Bituminous Surface Mat.	T	175.00	60.00	10,500.00	17,025.00

Total Estimated Maintenance Operation Cost _____

Maintenance	Estimated Cost	MFT Portion	Other Funds	Preliminary Engineering	
Maint Eng	-		-	Engineering Inspection	
Totals:	-	-	-	Material Testing	
				Advertising	
				Bridge Inspections	
Total Estimated Maintenance Engineering Cost					-
Total Estimated Maintenance Cost					

Submitted:

Approved:

 Municipal Official Title

 Date

 Regional Engineer

 Date



Municipal Estimate of Maintenance Costs

Local Public Agency: Park Forest
 County: Cook/Will

Maintenance Period 7/1/2016 to 6/30/2017

Section Number: 17-00000-00-GM

Estimated Cost of Maintenance Operations

Maintenance Operation (No. Description)	Maint. Group	Insp. Reg.	For Group I, IIA, IIB, or III					Est Total Operation Cost
			Item	Unit	Quantity	Unit Price	Item Cost	
7. Pavement Patching (by Contractor)	IIA	Y	Class B Patches	SY	95.00	100.00	9,500.00	
			Class D Patches	SY	50.00	200.00	10,000.00	19,500.00
8. Street Light Maint. Supplies (Day Labor)	IIA	N	Light Poles	Ea	3.00	3,250.00	9,750.00	
			Lamps 150 W hps	Ea	80.00	9.50	760.00	
			Lamps 250 W hps	Ea	45.00	9.50	427.50	
			Lamps 400 W hps	Ea	20.00	9.50	190.00	
			Ballast Kits 150 W	Ea	30.00	52.00	1,560.00	
			Ballast Kits 250 W	Ea	15.00	62.00	930.00	
			Fixtures 150 W	Ea	8.00	144.99	1,159.92	
			Fixtures 250 W	Ea	8.00	144.99	1,159.92	
			Fixtures 400 W	Ea	4.00	243.75	975.00	
			Photo Cells	Ea	20.00	12.50	250.00	
			Wire (Spool) #6, #8	Ea	2.00	275.00	550.00	
			Misc. Hardware/Tools	LS	1.00	1,500.00	1,500.00	
Trencher Rental	Day	2.00	174.00	348.00	19,560.35			
9. Sidewalk/Curb/Gutter (day labor)	IIA	N	Concrete	CY	5.00	150.00	750.00	750.00
10. Herbicide (By Contractor)	IIA	Y	Curbside Vegetation Control	Dol	1.00	6,500.00	6,500.00	6,500.00
11. Street Sweeping 17-00000-01-GM (renewal of 16-0000-01-GM)	IIB	Y	Sweeping Contract by Contractor	Dol	1.00	48,186.00	48,186.00	48,186.00
12. Crack Sealing 17-00000-02-GM	IIB	Y	Crack Seal by Contractor	Lb	20000.00	1.50	30,000.00	30,000.00
13. Traffic Signs 17-00000-03-GM	IV	Y	Maintenance Contract by Contractor	Dol	1.00	70,000.00	70,000.00	70,000.00
14. Pavement Markings (By Contractor) 17-00000-04-GM	IIB	Y	Pavement Markings	Dol	1.00	25,000.00	25,000.00	25,000.00
15. Public Utility Service (Comed)	I	N	Electricity	Mo	12.00	7,800.00	93,600.00	93,600.00
Total Estimated Maintenance Operation Cost							522,537.35	

	Estimated Cost	MFT Portion	Other Funds	Preliminary Engineering	
Maintenance				Engineering Inspection	
Maint Eng	2,000.00	2,000.00	-	Material Testing	2,000.00
Totals:	2,000.00	2,000.00	-	Advertising	
				Bridge Inspections	
Total Estimated Maintenance Engineering Cost					2,000.00
Total Estimated Maintenance Cost					524,537.35

Submitted:

Approved:

 Municipal Official Title

 Date

 Regional Engineer

 Date

AGENDA BRIEFING

DATE: March 4, 2016

TO: Mayor John Ostenburg
Board of Trustees

FROM: Mary G. Dankowski, Deputy Village Manager/Finance Director

RE: A RESOLUTION ADOPTING FISCAL POLICIES FOR THE 2016/2017 FISCAL YEAR BUDGET

BACKGROUND/DISCUSSION: One of the basic requirements of the Distinguished Budget Award program is that the budget must contain Fiscal Policies. Having formally adopted Fiscal Policies were also a note-worthy component of the Illinois Municipal Assistance Program (IMAP) review in 2011. These policies are contained in the Budget Message section of the budget.

The policies provide guidance to management staff in the preparation of their budgets. The policies are based, partially, on the tax levy that was adopted in the previous December and the assumptions underlying the tax levy. Economic conditions were also considered that have impacted revenues and expenditures since the levy adoption. Also, uncontrolled expenses such as liability or health insurance are addressed separately.

It has been traditional for the Board to adopt the Fiscal Policies by way of a resolution. Many of the basic policies carry over from year-to-year. Those that are subject to change annually are those that relate to the cap on departmental expenses, salary increases, water/sewer and other rates and policies related to borrowing. For the 2016/2017 Budget Year, the policies in these areas are:

- 1) A 2% increase in Department Expenditures. (Two years of the last seven had 0% increases).
- 2) A 2.5% salary increase for all personnel. This is consistent with negotiated union contracts.
- 3) Water rates increase from \$13.66 per 1,000 gallons to \$14.61 per 1,000 gallons based on the Board adopted rate ordinance.
- 4) Sewer rates increased from \$2.60 per 1,000 gallons to \$2.86 per 1,000 gallons on July 1, 2010. **Staff is recommending no increase in sewer rates for the sixth consecutive fiscal year.** Two years ago the Board approved moving storm sewer maintenance into the sewer fund.
- 5) Refuse rates increased to \$21.21 for all of calendar 2016 and will increase to \$21.92 January 1, 2017.

Included in budget guidelines were restrictions in Capital spending.

Regular reporting and analysis, maintenance of a sufficient fund balance and review of all user fees is also included in Fiscal Policies.

In addition for this presentation, additional language was added last year for Police and Fire Pension funding. This language details the assumptions and process.

Designation of Fund Balance

The Governmental Accounting Standards Board (GASB) issued a statement that provides detailed requirements for reporting fund balance. The statement allows for restrictions of fund balances. The most restricted category is “committed” funds. The next restriction is “assigned” funds. An assignment designates the governing board’s intent. The process required is to grant authority, through the Fiscal Policies, to an individual to designate assignments. The policies indicate that the Finance Director will assign funds consistent with Board intent. The Assigned Fund balances recommended for Fiscal 2016 are as follows:

Fund balance assigned for *	
IRMA deductible	500,000

* All the designated sound mitigation dollars and remaining CN settlement dollars have been transferred to the Capital Projects Fund.

Encumbrances reflected approved budget expenditures which remained unspent will also be added to the assigned fund balances. In addition, the GASB statement requires that the Village Board indicate in policies, the order in which fund balances will be spent. This guideline is included in the Fiscal Policies and indicates the spending of restricted funds first, allowing the Village the most flexibility.

In 2011 the Village undertook an Illinois Municipal Assistance Program / Governance and Management Practices Assessment (IMAP/GMPA). One of the recommendations was to expand on and formalize debt management policies. Language was added to Fiscal Policies to allow for this change.

SCHEDULE FOR CONSIDERATION: This matter will appear on the agenda of the Rules Meeting of Monday, March 7, 2016 for discussion.

**A RESOLUTION ADOPTING
FISCAL POLICIES
FOR THE 2016/2017 FISCAL YEAR BUDGET**

WHEREAS, Fiscal Policies provide the framework for the development of the Village's Annual budget and shape the development of said budget; and

WHEREAS, Fiscal Policies provide the means for implementing the Board's Strategic Planning Goals as articulated in the Fiscal Year Budget.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Park Forest that the Fiscal Policies for 2016/2017, attached hereto, are hereby adopted.

BE IT FURTHER RESOLVED that these Fiscal Policies shall be incorporated into the 2016/2017 Budget and the resources of the Village shall be allocated according to these policies.

Adopted this _____ day of March 2016.

APPROVED:

ATTEST:

Mayor

Village Clerk

BUDGET POLICIES - FISCAL:

Rationale:

Fiscal Policies of the Village of Park Forest are based on the need to establish a mechanism of review and assessment of financial conditions of the Village while addressing certain economic trends. For the coming fiscal year a continued evaluation of trends and services will be needed. The economic trends currently identified include:

- A reduced level of housing values and vacant and foreclosed homes reflecting lower real estate transfer tax and increased housing maintenance costs.
- A recovery in State-wide unemployment and associated increase in income tax.
- A stagnant commercial tax base, with few sales tax producing entities.
- Reduced utility tax revenues also associated with the commercial base, vacant housing and de-regulation.
- The Village's purchase of and conversion of DownTown Park Forest. The DownTown is in a TIF District. In the first few years of the TIF, no increment was generated and the TIF debt was a burden on the taxpayers. Starting in Fiscal 2002, over \$200,000 in Tax Increment was generated by the TIF District. For tax levy year 2003, the Village was able to abate \$325,000 in TIF debt service. For tax levy year 2004 and 2005, the abatement increased to \$350,000. In 2006 through 2008, the Village abated \$450,000. For 2009 the abatement increased to \$500,000. In 2010 the abatement increased to \$650,000 and further increased to \$750,000 in 2011. The 2012 tax abatement for TIF debt service was \$800,000, \$850,000 in 2013, \$875,000 in 2014 and increased to \$900,000 for 2015. Incremental taxes relieve the TIF debt service burden on taxpayers. Increasing increment provides further relief.
- In 2008 and again in 2012, the Village took advantage of lower interest rates and favorable financial position to restructure some Village debt. The Village's favorable financial position with adequate reserve balances improved its bond rating from Baa2 to A3. This restructuring saved the Village over \$930,000 in interest and allows the Village to pay off a portion of the TIF debt sooner. In addition, the improved bond rating encourages economic development as noted in the IMAP study.
- The Village's aging infrastructure and plans to address that infrastructure. Construction of a new fire facility was completed in 2005. Build out of the Health Department space in the lower level of Village Hall occurred in 2007. Construction of the new \$15.6 million water plant was completed in Fiscal 2008. A \$2.2 million dollar water main replacement project was funded in Fiscal 2007 along with a \$1.2 million dollar water tower in the Autumn Ridge area. In Fiscal 2011 three projects were funded through IEPA low interest loans with construction of \$3,299,546 of water main replacement and \$1,311,756 for an excess flow treatment facility and sanitary sewer rehabilitation. In Fiscal 2013 reconstruction of Orchard and resurfacing of Lakewood, Indianwood and

Blackhawk streets occurred. These projects coupled with the Thorn Creek Bridge and the Lincoln Highway landscape enhancement totaled \$13,943,334 with \$9,657,184 coming from grant funds and of the \$4,286,150 of Village grant match, \$2,450,000 from CN proceeds, leaving \$1,836,150 of net Village costs or roughly 13% of the total projects. For Fiscal 2014 and 2015 grant funds of \$533,837 have been approved for a \$667,296 Lincoln Highway Landscape Enhancement Project. In addition, a grant for \$252,000 was used for North Street resurfacing. Additionally, an \$881,818 sanitary sewer project with 55% grant funding was completed in Fiscal 2015. Lester roadway was also resurfaced utilizing TIF funds.

Despite the slow growth of the tax base, the Village has a history of providing a high level of municipal services. Thus, it must maximize the return on each revenue dollar.

The Fiscal Policies included in the 2016/2017 Budget are designed to address, not necessarily to solve, these trends, and challenges.

Fiscal Policies:

1. Budgetary revenues will be projected at the conservative end of the scale of anticipated revenue.
 - Revenues derived from property taxes are most clearly known because they were determined at the time of the prior year's levy.
 - Sales and income tax projections are based on an analysis of historic trends coupled with known changes.
 - Revenues derived from intergovernmental sources are projected based upon consultation with the appropriate State or County agencies.
 - Grant revenues are budgeted only for approved grants. Budget amendments are made for any pending grants subsequently awarded.
 - Revenues derived from "fee for service" budgetary categories are conservatively estimated. Fees are adjusted based on an evaluation of the cost to provide said services.
2. Budgetary expenditures will reflect a realistic cap on anticipated expenditures. Expenditures will be paid with current revenues and excess fund balances, to the extent available.
3. Department Heads will maintain a total overall increase of 2% over the 2015/2016 level of expenditures for those items that involve controllable costs. This does not include pensions, health insurance, or IRMA. Nor does it include salary increases.

4. The 2016/2017 Budget will provide for salary steps. It will also provide for a 2.5% annual salary increase for all Village employees.
5. A level of unassigned fund balance will be maintained in the General Fund sufficient to handle emergency needs, cash flow needs associated with the timing of property tax receipts and unfavorable variances in estimating the revenue and expenditure budget. It is the Village's goal to establish an unassigned fund balance level in the General Fund sufficient to cover three to four months of operations. A three to four month reserve is considered an appropriate reserve level.
6. Potential areas for budget savings for the Fiscal Year ending 2015/2016 will be identified. Fiscal savings identified in the 2015/2016 Budget will not be permitted to "carry over" into the 2016/2017 Budget, unless specifically approved by the Finance Director, but will contribute to the unassigned fund balance.
7. Adequate funding, as determined by a State or independent actuarial study, will be provided for Police and Fire pension funds. For FICA and IMRF obligations, the Village will levy amounts sufficient to cover costs.
 - (a) The Actuarial Assumptions for the Police and Fire Pension Funds are as follows:
 - A 6.75% interest rate assumption
 - Entry Age Normal
 - Target 100% Amortization
 - Salary increases of 5.5%
 - 30-year amortization period (28 years remaining)
 - Inflation at 3%
 - The RP 2000 Mortality Table is used
 - (b) Both the Police and Fire Pension Funds have adopted Investment Policies. These policies allow for an asset allocation consistent with State Statutes of 55% in allowable equities and 45% in fixed income investments.
8. All departments will be charged an amount sufficient to fund vehicle replacement and maintenance through the Vehicle Services Fund.
9. The Aqua Center and Tennis Club will operate as enterprise funds with fee-generated revenue supporting expenses. Inasmuch as the Aqua Center and Tennis Club are amenities that enhance the quality of life of the residents of the Village and serve to market the community, in the event that fees are insufficient to cover capital and operating expenditures, the Board may decide to use the general tax revenues of the Village for that purpose.
10. Capital expenditures will be planned through the mechanism of a five-year capital plan and budget. The Capital Plan will be updated on an annual basis. Actual capital expenditures will be budgeted contingent upon available revenues. Capital expenditures will be accounted for within departmental budgets.

11. DownTown Park Forest will operate as an enterprise fund. The Board may transfer General Fund monies to cover operating and redevelopment costs. The Village will pay its appropriate share of CAM (Common Area Maintenance) costs.
12. Capital expenditures for DownTown will be prioritized and accomplished as funds are identified for those capital expenditures or with the approval of the Board of Trustees. The Budget for DownTown shall be subject to review at six months.
13. The DownTown Budget does not reflect any sale of property. Sales of properties will be actively pursued. The DownTown Budget, also, does not recommend additional borrowing.
14. User fees, such as charges for water, sewer, and garbage, will be evaluated annually to ensure that fees cover costs, if intended to do so, including maintenance and replacement costs, and that fees are increased in reasonable increments on an annual basis. Water rates were increased effective July 1, 2013 and the following subsequent increases were adopted.

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2016	13.66
2017	14.61
2018	15.64

A new refuse contract began January 1, 2014 and expires December 31, 2023. A review of the contract will occur in year six with rates determined by CPI.

<u>Calendar Year</u>	<u>Monthly Refuse Rate</u>
2016	21.21
2017	21.92
2018	22.66

The Village Board approved sewer rate increases in 2006. Sewer rates had not been increased since 1997. The Village began following Inflow and Infiltration reduction requirements of Thorn Creek Basin Sanitary District, in conjunction with the Illinois and US EPA. In July 2013 Thorn Creek Basin Sanitary District eliminated the District's I & I limits ordinance. It is the Village's intent to reduce I & I and continue to maintain and replace aging sewer infrastructure as needed. Beginning in Fiscal 2015, storm sewer maintenance will also be charged to the sewer fund. Rates will be reviewed annually. Sewer rates for the current budget year are as follows:

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2016	2.86 (Same as Fiscal 2011 through 2015)

15. The budget is flexible within departments. Over-expenditures on one line must be compensated for within the departmental budget. However, departments may not overspend their total departmental budget without a budget amendment.
16. Budget amendments will be made at the mid-point of the budgetary cycle. Budget amendments will only be made to accommodate major, unanticipated changes in revenue, expenditures, or personnel.

17. The Board will receive detailed periodic operating results. Evaluation will be made of areas where cost savings have occurred that could warrant redirection of funds. In addition, the Board receives a weekly report of bills paid.
18. Budgeted expenditures will clearly enable the accomplishment of the Board's goals. Strategic planning sessions will determine the goals. Affordability of implementation will be determined at the time revenues are projected, as part of the budget process.
19. The Finance Director will determine if a portion of fund balance should be assigned. This determination will be based upon Board directives and goals.
20. The Village will spend the most restricted dollars before less restricted, in the following order:
 - 1) Nonspendable (if funds become spendable)
 - 2) Restricted
 - 3) Committed
 - 4) Assigned
 - 5) Unassigned
21. All Governmental Accounting Standards Pronouncements will be implemented. The Village will strive for the Certificate of Achievement for Excellence in Financial Reporting as well as the Distinguished Budget Presentation Award.
22. The Village's Debt Management Policies will be identified annually in the Budget Document and include narrative about new debt issuances.

A budgetary monitoring and control system will be maintained. Budget performance will be measured on a quarterly basis. The Finance Director, Village Manager, and Department Heads will conduct a formal six-month review of budget performance. An analysis of the results will be provided to the Village Board.