

AGENDA

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

Village Hall

6:00 p.m.

May 2, 2016

1. Budget Introduction and Overview
2. Financial Summary & Challenges

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: April 30, 2016

TO: Mayor John Ostenburg
Board of Trustees

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

RE: Fiscal Year 2016/2017 Budget Introduction

BACKGROUND/DISCUSSION: The draft Fiscal Year 2016/2017 Budget was distributed April 29, 2016. There will be a public introduction to the Budget at the Rules Meeting on Monday, May 2. The overview will focus on the Budget process, schedule, format and key points. The schedule for review sessions are attached. The first review session is scheduled for Monday, May 2 at 6:00pm. Copies of chapters one and two are duplicated and available for the public at each of the Board meetings between now and the end of June at all review sessions.

At the Monday, May 2 Rules Meeting, staff will make every attempt to make the presentation clear to our residents by utilizing a Power Point presentation.

The budget, as presented, is balanced with the use of a portion of the General Fund balance. Board goals established and initiated with the 2015 tax levy, of economic development, infrastructure maintenance, marketing and sustainability are included in the Budget presented. The Budget addresses and defines the following financial challenges:

Major Financial Challenges

1. Identifying and assessing core vs. non-core services utilizing the triple bottom line approach.
2. Controlling major expenditure categories and revenue protection and enhancement.
3. Maintaining a leadership role in the region.
4. Village infrastructure and maintenance.
5. Continuation and Resolution of new initiatives.

2016/2017 Five Year Strategic Vision Board Goals (Year 3 Implementation)

1. Generate Economic and Business sustainability for the Village.
2. Create an Infrastructure capital plan that is flexible in dealing with trouble spots.
3. Develop a renewed, contemporary youth program.
4. Improved Code Compliance based on existing studies and innovative solutions.
5. Fiscal and Service sustainability based on the triple bottom line concept.
6. Sustain the Village's role as a catalyst for innovative change in the region.

Procedurally, feel free to write in your copy of the Budget. If you find grammatical or typing errors, please place a "post-it" note on the page so we can correct the errors. After Budget adoption, you will receive a clean, corrected copy, or you can choose to access the Budget on-line.

All review sessions were open to the public, copies of the entire budget have been forwarded to the Park Forest Public Library and available for review at Village Hall.

After approval of the Budget a copy will be placed on the Village website.

SCHEDULE FOR CONSIDERATION: This matter will appear on the Agenda of the Rules Meeting of Monday, May 2, 2016 for discussion.

VILLAGE BOARD
BUDGET REVIEW SCHEDULE
2016/2017

<u>Monday, May 2</u>	6:00 p.m.	-	Introduction and Overview
		-	Financial Summary & Challenges
		-	Board/Public Introduction of Budget at Board Meeting
<u>Tuesday, May 3</u>	6:00 p.m.	-	Public Works Department
		-	MFT
		-	Water
		-	Sewer
		-	Municipal Parking
		-	Refuse
		-	Vehicle Services
<u>Monday, May 9</u>	6:00 p.m.	-	Community Development
		-	Housing
		-	Capital Projects
		-	Economic Development
		-	DownTown
		-	TIF
<u>Tuesday, May 10</u>	6:00 p.m.	-	Fire Department
		-	Vehicle Services
		-	Recreation & Parks
		-	Building & Grounds
		-	Aqua Center
		-	Tennis & Health Club
		-	Capital Projects
		-	Vehicle Services
<u>Tuesday, May 17</u>	6:00 p.m.	-	Police Department
		-	Vehicle Services
		-	Health Department
		-	Administration/Finance
		-	Manager's Office
		-	Sustainability
		-	Boards and Commissions
		-	Legal
		-	Finance
		-	Bond Retirement
		-	Retirement Funds
		-	Other
<u>Wednesday, May 18</u>		-	Open
<u>Monday, June 6</u>	7:00 p.m.	-	Public Hearing/Public Presentation
<u>Monday, June 20</u>	7:00 p.m.	-	First Reading
<u>Monday, June 27</u>	7:00 p.m.	-	Budget Adoption

AGENDA

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

Village Hall

7:00 p.m.

May 2, 2016

Roll Call

1. Fiscal Year 2016/2017 Budget Introduction
2. Awarding of Contracts for Water Treatment Chemicals

Mayor's Comments

Manager's Comments

Trustee's Comments

Attorney's Comments

Clerk Comments

Audience to Visitors

Adjournment

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AGENDA BRIEFING

DATE: April 27, 2016

TO: Mayor Ostenburg
Board of Trustees

FROM: David Vavrek - Chief Water Plant Operator

SUBJECT: Award of Contracts for Water Treatment Chemicals

BACKGROUND/DISCUSSION:

On Tuesday, March 29, 2016, at 2:00 P.M., the Department of Public Works opened 9 bids for the annual supply of Water Treatment Chemicals for use at the Water Treatment Plant. The bid was advertised in the Daily South Town newspaper, mailed directly to 14 known suppliers, and advertised on the Village website. Due to the various chemicals needed for water treatment, the bids are advertised so that each chemical can be awarded separately to any lowest bidder. Rowell Chemical Corp. submitted a No Bid for all chemicals. There was one bidder for Hydrofluosilicic acid, three bidders for Salt, two bidders for Carbon Dioxide, two bidders for Bulk Soda Ash, and three bidders for Quicklime. See attached bid tab.

Due to variations in water demand over the course of a year, the water plant may be required to produce more or produce less water to meet demand. Therefore, DPW included a contract provision stating that, "The Village may increase or decrease final quantities by 25% without change in unit prices." Below is a breakdown of chemicals, lowest bidders, and costs.

- Hydrofluosilicic Acid is used as a fluoride supplement to help prevent tooth decay. Viking Chemical Co. is the lowest bidder in the amount of \$0.55/pound totaling \$13,200 dollars (25% increase equals \$16,500). The current contract unit price is \$0.55. There is no change in unit pricing from the previous year.
- Salt is used to produce Sodium Hypochlorite which is used as the disinfectant at the plant and in the distribution system. Viking Chemical Co. is the lowest bidder in the amount of \$290.00/ton totaling, \$17,400 dollars (25% increase equals \$21,750). Current unit price is \$290.00/ton. There is no change in unit pricing from the previous year.
- Carbon Dioxide is used to reduce the pH and stabilize the water after lime softening. MacCarb is the lowest bidder in the amount of \$119/ton totaling \$38,556 dollars (25% increase equals \$48,195). The current unit price is \$110/ton.

- Soda Ash is used to raise the alkalinity of the raw water and thereby help remove water hardness in the treatment process. Univar USA is the lowest bidder in the amount of \$404.98/ton totaling \$335,323.44 dollars (25% increase equals \$419,063). Current unit price is \$405.99/ton.
- High Calcium Quicklime (Calcium Oxide) is used in the water softening process at the Water Plant to remove water hardness and high levels of calcium found in the raw water drawn from the wells. Graymont Western Lime is the lowest bidder in the amount of \$154.00/ton totaling \$200,200 dollars (25% increase equals \$250,250). Current unit price is \$150/ton.

Purchases for these materials will begin July 1, 2016, therefore these purchases will be paid from the FY 17 Water Fund - Supply and Purification – SALT where \$26,000 has been budgeted and LIME/CHEMICALS where \$600,000 has been budgeted for these materials.

RECOMMENDATION: Award the contract to supply water chemicals to: Viking Chemical Co. for Hydrofluosilicic Acid and Sodium Chloride (Salt), MacCarb for Bulk Carbon Dioxide, Univar USA for Bulk Soda Ash and Graymont Western Lime for Bulk Quicklime at the contract total prices with a 25% contingency, if needed, for an amount not to exceed as shown and authorize the Village Manager to enter into a contract with said suppliers.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules Meeting of May 2, 2016, for your discussion.

