

AGENDA

REGULAR MEETING OF THE BOARD OF TRUSTEES HELD REMOTELY PUBLIC NOTICE POSTED AT THE VILLAGE HALL 350 VICTORY DRIVE, PARK FOREST, ILLINOIS

CONFERENCE CALL

7:00 p.m.

June 15, 2020

Roll Call

Reports of Village Officers

Mayor

Village Attorney

Village Manager

Village Clerk

Reports of Commission Liaisons and Committee Chairpersons

Citizens Comments, Observations, Petitions*

Motion: Approval of Consent

CONSENT:

1. Motion: A Motion to approve the minutes of the Special Rules meeting of May 11, 2020, the Special Rules meeting of May 13, 2020 and Special Rules meeting of May 14, 2020
2. Motion: A Motion approving An Intergovernmental Agreement for Asset Sharing within MABAS 27
3. Resolution: A Resolution Authorizing and Establishing Remote Meeting Procedures and Rules for the Village of Park Forest During a Declared Disaster and State of Emergency

DEBATABLE:

4. Ordinance: An Ordinance adopting the Budget for all corporate purposes of the Village of Park Forest, Cook and Will Counties, Illinois, in lieu of the appropriation Ordinance for the Fiscal Year commencing on the first day of July, 2020 and ending the thirtieth day of June, 2021 (Final Reading)
5. Ordinance: An Ordinance Amending Chapter 106 of the Code or Ordinances of the Village of Park Forest (Water and Sewer Rates) (Final Reading)

Adjournment

NOTE – DUE TO COVID-19

THE BOARD MEETING WILL BE HELD VIA CONFERENCE CALL

***Public, in-person attendance of the Meeting has been deemed unfeasible; All public comment can be sent prior to the phone conference Board Meeting, via email to tmick@vopf.com, by 3 pm the day of the meeting; Public comments received via email will be read during the public meeting.**

****A record (verbatim recording) of all action (if any) taken during the Board Meeting in open session will be made available upon request.**

*****This meeting will be broadcast live, and recorded, on the local cable access channels in Park Forest (channel 4 for Comcast subscribers & channel 4 for AT&T U-Verse subscribers) and will be streamed live, and subsequently archived, on the Village website at www.villageofparkforest.com**

NOTE: Copies of Agenda Items are Available on the Village website at www.villageofparkforest.com

MOTIONS

MOVED that the Consent Agenda and each item contained therein be hereby approved:

1. MOVED, that the Mayor and Board of Trustees approve the minutes of the Special Rules meeting of May 11, 2020, the Special Rules meeting of May 13, 2020 and Special Rules meeting of May 14, 2020.
2. MOVED, that the Mayor and Board of Trustees Adopt an Intergovernmental Agreement with other MABAS 27 Fire Departments allowing Park Forest Fire Department to enter into an equipment sharing agreement.
3. MOVED, that the Mayor and Board of Trustees Adopt a Resolution Authorizing and Establishing Remote Meeting Procedures and Rules for the Village of Park Forest During a Declared Disaster and State of Emergency

June 15, 2020

**SPECIAL RULES MEETING/BUDGET REVIEW OF THE BOARD OF TRUSTEES
VILLAGE OF PARK FOREST COOK AND WILL COUNTIES, ILLINOIS**

(This meeting was not open to the public due to restrictions of the COVID-19 virus; However, it was broadcast/recorded on the local cable access channels and streamed live/archived on the Village website.)

Village Hall

6:00 p.m.

May 11, 2020

PRESENT: Mayor Jonathan Vanderbilt; Trustees: Tiffani Graham, Theresa Settles, Maya Hardy, Joseph A. Woods, via phone conference Trustees: Candyce Herron, Glenna Hennessy

ABSENT: None

STAFF PRESENT: Village Manager Tom Mick, Director of Finance/Deputy Village Manager Mark Pries, Director of Community Development Larrie Kerestes, Executive Housing Director Tiffany Perry, Police Chief Christopher Mannino, Deputy Chief Paul Winfrey; Fire Chief Tracy Natyshok

Document Reviewed: Village of Park Forest, Illinois 2020/2021 Budget

Mayor Vanderbilt called the meeting to order at 6:03 p.m., and the roll was called.

Village Manager Mick gave an overview of the upcoming budget meetings and gave a brief explanation of the budget book to the new trustees. Mr. Mick talked about the difficult year the Mayor and Board of Trustees have had with vacancies, passing of Trustee and COVID-19 pandemic.

Director of Finance/Deputy Village Manager Mark Pries began his Financial Summary by further explaining the budget book; referring to it as a communication device, policy document and financial planner. He clarified that the budget is an authority to spend money and not a mandate to spend money. Mr. Pries explained the transmittal letter is a requirement by the Government Finance Officers Association in order to receive the GFOA award.

Mr. Pries began his review of the Overview- Financial (pages XVI-XVIII) and talked about COVID-19 pandemic and that the Village of Park Forest is not reliant on sales taxes, the Village's largest source of revenue is from property taxes and income taxes. He mentioned a handout that was given out at the meeting and it states only 6% of renters have missed a rent payment since the pandemic started and the percentage is lower for homeowners. Board members have concerns about raising any rates for residents. There is discussion to keep water and sewer rates the same as this year for fiscal year 2021. Other financial savings will come from Capital Projects being put on hold and vacant positions will not be filled until the Village tracks financial stability.

Both Mr. Pries and Mr. Mick reviewed Financial Summary (sect. 2-1 - 2-55). Mr. Pries said Invest in Cook and RTA projects will be done since they are 95% grant funded.

Break from 7:32 p.m. to 7:40 p.m.

Fire Chief Tracy Natyshok began the Fire Department Summary by explaining how the Fire Department approaches their budget and hold off on a lot of spending until later in the fiscal year. He further discussed that a large part of their budget goes towards training. Some items he would like to get done this year is repairs to the training site and some tablets need to be replaced. As with other departments, some items will be on hold and some might be able to be taken care of with the current budget.

Police Chief Christopher Mannino began the Police Department summary by reviewing their mission and providing an overview of the various staff positions that keep the department operating. He explained mid-2019 there was a staffing change which reduced the number of sworn officers by 1 and added a civilian position, Community Engagement Coordinator. He said the department is frequently understaffed due to injuries or training.

The following sections were reviewed: Police Calls for Service (sect. 4-15), Traffic Crash Data (sect. 4-18), Citizen Complaints (sect. 4-19), and Mandatory Training (sect. 4-21), which is difficult since all in person training has been canceled due to COVID-19. There has been an increase in domestic, neighbor and noise complaints.

Director of Community Development Larrie Kerestes reviewed Grant Overview (sect. 9-2, 9-3), Building Department Performance Measures (sect. 9-7) and Housing Voucher Program Data (sect. 20-2). Mr. Kerestes said the Village of Park Forest is not seeing the housing crisis that some of the country is. In 2019, there were 868 permits in the village, the most in 1 year since the 50's & 60's.

Mr. Mick closed the meeting by reminding the Board of upcoming dates related to the budget: May 13 and May 14.

Trustee Tiffany Graham motioned to adjourn at 9:37 p.m.; second by Trustee Woods.

Respectfully submitted,
Angela Thurston, Recorder

**SPECIAL RULES MEETING/BUDGET REVIEW OF THE BOARD OF TRUSTEES
VILLAGE OF PARK FOREST COOK AND WILL COUNTIES, ILLINOIS**

(This meeting was not open to the public due to restrictions of the COVID-19 virus; However, it was broadcast/recorded on the local cable access channels and streamed live/archived on the Village website.)

Village Hall

6:00 p.m.

May 13, 2020

PRESENT: Mayor Jonathan Vanderbilt; Trustees: Tiffani Graham, Theresa Settles, Joseph A. Woods, Maya Hardy, via video conference: Candyce Herron, Glenna Hennessy

ABSENT: None

STAFF PRESENT: Village Manager Tom Mick, Director of Finance/Deputy Village Manager Mark Pries, Director of Recreation, Parks and Community Health Rob Gunther, Assistant Director of Recreation & Parks Kevin Adams, Director of Economic Development Hildy Kingma.

Document Reviewed: Village of Park Forest, Illinois 2020/2021 Budget

Mayor Vanderbilt called the meeting to order at 6:02 p.m., and the roll was called.

Director of Recreation, Parks and Community Health Rob Gunther began his summary by reviewing his department's function (sect. 6-1). He discussed the various programs offered and gave an updates on the programs. The Farmers Market will be opening on Saturday, June 6th with new guidelines concerning COVID-19. Summer camps, however, are being cancelled this year. Mr. Gunther said the Community Health Coordinator is visiting the Senior Centers weekly and has been able to catch several health issues.

The Aqua Center will not open this summer due to COVID-19 restrictions. JEM Management is willing to work with the Village of Park Forest and not charge the \$140,000 contracted amount with the understanding that the Village will extend the contract for an additional year.

Break 7:55 p.m. – 8:00 p.m.

Director of Economic Development Hildy Kingma began her summary by reviewing the Department Function (sect. 8-1). She discussed cannabis changes and said there are 6 applications for cannabis businesses in Park Forest.

Ms. Kingma gave an update on businesses in Park Forest. It was mentioned that Subway signed a 20-year lease, which was previously a year to year lease. She then talked about DownTown Park Forest businesses. A few new businesses of note include a daycare, Respond Now and Senator Patrick Joyce's office. Many upcoming business-related and community relations events will be cancelled but staff is considering hosting virtual business events.

Ms. Kingma concluded by reviewing the Capital Projects Fund (sect. 18-1) and Sustainability Plan Implementation (sect. 18-10).

Mr. Pries did a brief review of the Tax Increment Financing Funds (TIF) (sect. 23-1) and said debt service is fully paid as of the end of 2019.

Mr. Mick closed the meeting by reminding the Board of upcoming dates related to the budget: May 14.

Trustee Joseph A. Woods motioned to adjourn at 9:09 p.m.; second by Trustee Settles.

Respectfully submitted,
Angela Thurston, Recorder

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

(This meeting was not open to the public due to restrictions of the COVID-19 virus; However, it was broadcast/recorded on the local cable access channels and streamed live/archived on the Village website.)

Village Hall

6:00 p.m.

May 14, 2020

PRESENT: Mayor Jon Vanderbilt; Trustees: Tiffani Graham, Theresa Settles, Joseph Woods, Maya Hardy, via phone/video conference: Candyce Herron, Glenna Hennessy

ABSENT: None

STAFF PRESENT: Village Manager Tom Mick; Director of Finance/Deputy Village Manager Mark Pries; Director of Human Resources/Assistant to the Village Manager Denyse Carreras; Director of Communications/Assistant to the Village Manager Jason Miller; Director of Public Works Roderick Ysaguirre; Assistant Director of Public Works and Village Engineer Nick Christie

Mayor Vanderbilt called the meeting to order at 6:00 p.m. The roll was called.

Director of Public Works Roderick Ysaguirre presented its proposed budget to the Board and explained to the new trustees all the departments and funds that are in Public Works. He discussed that Jolly Trolley ridership continues to decline. Could be because of other ride share options and Rich Township has a dial-a-ride service which goes further than the Jolley Trolley.

On page 7-13, there are projects that are not recommended to wait on since they are grant funded. These projects include Contractual Sidewalk Maintenance, Rt. 30 sidewalk extension and the Forest Boulevard Complete Street Design.

On page 13-1, Municipal Parking. Largest expense is maintenance of the lots. Lot #1 that has been closed since 2018.

On page 14-1, Mr. Ysaguirre briefly mentioned that the Village of Park Forest receives about \$5,000 a year from recyclable collected. Mayor Vanderbilt asked if thoughts can be given to have a yard waste pick up day and do away with the residents having to buy yard bags. Village Manager Tom Mick said that might be doable for a monthly fee.

Mr. Ysaguirre covered the water fund on pages 15-1 through 15-21. Finance Director Mark Pries stated the current rates will remain in place for fiscal year 2021. He also said the Village could absorb a 1 year rate increase of 0% but more than 1 year would deplete the water fund.

Break 7:30 p.m. – 7:35 p.m. (technology issues)

On page 16-1, Sewer Fund again these rates are being reviewed to remain the same for next fiscal year.

For the Vehicle Services Fund, Mr. Ysaguirre informed the board that they are looking to replace a dump truck and a forklift. Mayor Vanderbilt asked if these purchases can be put on hold. This is being looked into, the forklift being used is very old.

Break 8:12 p.m. – 8:15 p.m.

Village Manager Tom Mick began the Administration/Finance section with a review of the Board goals and objectives. He reviewed the duties of the Manager and Personnel Department.

Director of Human Resources/Assistant to the Village Manager Denyse Carreras talked about the recruitment processes for both Police and Fire she facilitated. She talked about staying current on law changes in HR. All IRMA claims go through Ms. Carreras. Fire Department labor negotiations took place in 2019 and the Police Department negotiations will be this year.

Communications Director Jason Miller talked about the Discover magazine and in it residents can view vacancies on boards and commissions. It also shows residents what the Village is doing with the tax dollars collected. Mr. Miller also talked about the different ways he gets information out to residents, whether it is Facebook, Twitter, or local media outlets. Information is always on the Village's website, too.

Village Manager Mick reviewed the Board of Trustees/Elected Officials functions and is pleased they reach out to him with ideas they have for the residents and Village. He talked briefly about what some Boards and Commissions have worked on. He noted that the Village's Legal Service fees are low compared to other municipalities of a similar size.

Finance Director Mark Pries explained the layout of the Finance Department for the new trustees. He wants to implement monthly financial updates, rather than quarterly, to the Mayor and Board of Trustees. Mr. Pries planned on converting to the Popular Annual Financial Report (PAFR) with the annual audit rather than the Comprehensive Financial Report (CAFR) currently using but with budget constraints might be put on hold. He said the vacant staff accountant position will not be filled at this time. Mayor Vanderbilt asked if salary increases will be frozen. Discussion was in favor of freezing all COLA increases non-sworn fire and police personnel for the upcoming budget.

Village Manager Tom Mick said about \$2.3 million dollars in costs will be put on hold at this time with schedules related to these savings to be included in the new budget.

Mr. Pries reviewed the Bond Retirement Fund.

Mr. Pries provided the Board with an overview of the Police and Fire Pension Funds.

Village Manager Mick gave a brief overview of upcoming meetings including the public hearing scheduled for June 1, 2020.

Trustee Graham motioned to adjourn at 10:15 p.m. and Trustee Hardy seconded

Respectfully submitted,
Angela Thurston, Recorder

AGENDA BRIEFING

DATE: June 10, 2020

TO: Mayor Jonathan Vanderbilt
Board of Trustees

FROM: Tracy Natyshok, Fire Chief

RE: MABAS 27 (Mutual Aid Box Alarm System) Intergovernmental Cooperation Agreement

BACKGROUND/DISCUSSION:

The attached intergovernmental agreement will allow the Village of Park Forest Fire Department to enter into an equipment sharing agreement with other MABAS 27 fire departments including the Frankfort & Peotone Fire Protection Districts. This agreement will allow the parties to develop an agreement to set forth the rights, obligations and responsibilities with regard to each situation where one party may need to borrow equipment from the other party. Each department will maintain their right to decline such requests at any given time. The agreement spells out, in advance, the guidelines and agreement prior to the need to cooperate and/or the sharing of equipment to maintain public safety.

RECOMMENDATION:

Fire Department staff recommends the adoption of the attached resolution approving an Intergovernmental Agreement between the following members of MABAS Division 27: Beecher Fire Protection District, Chicago Heights Fire Department, Crete Fire Department, Crete Township Fire Protection District, Ford Heights Fire Department, Frankfort Fire Protection District, Matteson Fire Department, Monee Fire Protection District, Park Forest Fire Department, Peotone Fire Protection District, Richton Park Fire Department, Sauk Village Fire Department, South Chicago Heights Fire Department, Steger Fire Department, Steger Estates Fire Protection District, and University Park Fire Department.

SCHEDULE FOR DISCUSSION:

This item will appear on the agenda of the June 15, 2020 Regular Meeting for Board approval.

INTERGOVERNMENTAL AGREEMENT

This Agreement is made and entered into on the last date set forth next to the signature of each party hereto, by and between the following members of MABAS Division 27: BEECHER FIRE PROTECTION DISTRICT, CHICAGO HEIGHTS FIRE DEPARTMENT, CRETE FIRE DEPARTMENT, CRETE TOWNSHIP FIRE PROTECTION DISTRICT, FORD HEIGHTS FIRE DEPARTMENT, FRANKFORT FIRE PROTECTION DISTRICT, MATTESON FIRE DEPARTMENT, MONEE FIRE PROTECTION DISTRICT, PARK FOREST FIRE DEPARTMENT, PEOTONE FIRE PROTECTION DISTRICT, RICHTON PARK FIRE DEPARTMENT, SAUK VILLAGE FIRE DEPARTMENT, SOUTH CHICAGO HEIGHTS FIRE DEPARTMENT, STEGER FIRE DEPARTMENT, STEGER ESTATES FIRE PROTECTION DISTRICT, UNIVERSITY PARK FIRE DEPARTMENT (collectively referred to as the "Parties"), which have approved this Agreement in the manner provided by law.

WHEREAS, Article VII, Section 10, of the Illinois Constitution of 2770 authorizes units of local government to cooperate with each other in order to accomplish common goals and objectives; and

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) provides that any power or powers, privilege or authority exercised or which may be exercised by a public agency or this State may be exercised, combined, transferred, and enjoyed jointly with any other public agency; and

WHEREAS, the Parties are units of local governments as defined in the Illinois Constitution and are public agencies pursuant to the Intergovernmental Cooperation Act; and

WHEREAS, the Illinois Fire Protection District Act (70 ILCS 705/6(i) provides that the board of trustees of a fire protection district has the power to pass all necessary ordinances, and rules and regulations for the proper management and conduct of the business of the board of trustees; and

WHEREAS, the Parties recognize the need to cooperate in maintaining their concern for public safety; and

WHEREAS, the Parties, from time to time, find it necessary to borrow vehicles and other assets from one another during times of particular shortages in their respective equipment rosters; and

WHEREAS, the Parties seek to develop an Agreement to set forth the rights, obligations

and responsibilities with regard to each situation where one party may need to borrow equipment from the other party.

NOW, THEREFORE, the Parties hereby enter into this Intergovernmental Agreement upon the following terms and conditions:

Section 1: The Parties agree, based on need and availability, that each Party will attempt in good faith to lend the other Parties vehicles, assets, and/or equipment upon request by another Party, provided that the vehicles, assets, and/or equipment are available to be lent as determined by the lending Party in its sole discretion. The determination of availability of any vehicle and/or equipment for loan hereunder shall be made in the sole discretion of the owner of said property, and no claim shall lie against them for such determination.

Section 2: Whenever property or vehicles are loaned, the borrowing Party agrees to indemnify and hold the lending party harmless for all claims, losses or damages claimed as a result from the use of the vehicle, and any other acts or omissions of the borrowing Parties' personnel or agents, including for any costs, reasonable attorneys fees which emanate from the execution and performance of this Agreement and use of the vehicles and/or equipment which may follow under this Agreement.

Section 3: The Parties agree that whenever property or assets are lent, the borrowing Party shall return the property in the same condition in which it was lent to the borrowing Party. The borrowing Party shall be required to pay for all required and/or necessary maintenance, fuel, or repairs during the period in which the property is lent to the borrowing party. The Parties further agree that the lending Party may demand and receive the vehicle or equipment returned whenever the lending party determines the equipment or vehicle is needed and therefore no longer available. The determination of availability of any vehicle, asset, and/or equipment for loan hereunder shall be made in the sole discretion of the owner of said property, and no claim shall lie against them for such determination. If the lending Party requests that a vehicle or piece of equipment be returned, the borrowing Party shall return the item(s) immediately.

Section 4: The Parties agree that the borrowing party shall defend, indemnify and hold harmless the elected and appointed officials and all other agents, representatives and employees of the lending party against any claim, suit or cause of action arising out of the actions of any employee, volunteer or agent of the borrowing party.

Section 5: The Parties agree further that the borrowing Party shall ensure it has

obtained suitable insurance coverage for the vehicle, asset, or equipment borrowed by the borrowing Party for the entire period that the borrowed item is in the possession and control of the borrowing Party, with the lending party named as an additional insured. Before taking possession, the lending Party must approve the insurance arrangement in advance of receiving possession and control of any vehicle, asset, or equipment from the borrowing party.

Section 6: This Agreement shall only be amended by a written instrument approved and signed by all parties hereto. Such amendment shall take effect immediately upon its execution.

Section 7: This Agreement shall remain in force and effect until terminated by the Parties. Any Party may terminate its involvement in this Agreement by giving 90 days' written notice to the Fire Chief or his designee of the other Parties. The Agreement shall continue in full force and effect among the non-withdrawing Parties.

Section 8: This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of Illinois.

Section 9: This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement shall not be effective until the execution and delivery between each of the Parties of at least one set of the counterparts.

IN WITNESS WHEREOF, the Parties, pursuant to proper and necessary authorization, have executed this Agreement on the date shown below.

APPROVED AND ADOPTED this 15th day of June, 2020.

BEECHER FIRE PROTECTION DISTRICT

Attest:

President, Board of Trustees

Secretary, Board of Trustees

CHICAGO HEIGHTS FIRE DEPARTMENT

Attest:

President, Board of Trustees

Secretary, Board of Trustees

CRETE FIRE DEPARTMENT

Attest:

President, Board of Trustees

Secretary, Board of Trustees

CRETE TOWNSHIP FIRE PROTECTION DISTRICT

Attest:

President, Board of Trustees

Secretary, Board of Trustees

FORD HEIGHTS FIRE DEPARTMENT

Attest:

President, Board of Trustees

Secretary, Board of Trustees

FRANKFORT FIRE PROTECTION DISTRICT

Attest:

President, Board of Trustees

Secretary, Board of Trustees

MATTESON FIRE DEPARTMENT

Attest:

President, Board of Trustees

Secretary, Board of Trustees

MONEE FIRE PROTECTION DISTRICT

Attest:

President, Board of Trustees

Secretary, Board of Trustees

PARK FOREST FIRE DEPARTMENT

Attest:

President, Board of Trustees

Secretary, Board of Trustees

PEOTONE FIRE PROTECTION DISTRICT

Attest:

President, Board of Trustees

Secretary, Board of Trustees

RICHTON PARK FIRE DEPARTMENT Attest:

President, Board of Trustees

Secretary, Board of Trustees

SAUK VILLAGE FIRE DEPARTMENT Attest:

President, Board of Trustees

Secretary, Board of Trustees

SOUTH CHICAGO HEIGHTS FIRE DEPARTMENT Attest:

President, Board of Trustees

Secretary, Board of Trustees

STEGER FIRE DEPARTMENT Attest:

President, Board of Trustees

Secretary, Board of Trustees

STEGER ESTATES FIRE PROTECTION DISTRICT Attest:

President, Board of Trustees

Secretary, Board of Trustees

UNIVERSITY PARK FIRE DEPARTMENT Attest:

President, Board of Trustees

Secretary, Board of Trustees

AGENDA BRIEFING

TO: Mayor Jonathan Vanderbilt
Board of Trustees

FROM: Thomas K. Mick, Village Manager

DATE: June 10, 2020

RE: **A Resolution Authorizing and Establishing Remote Meeting Procedures and Rules for the Village of Park Forest During a Declared Disaster and State of Emergency**

BACKGROUND/DISCUSSION:

The State of Illinois recently adopted Senate Bill 2135 to address remote meeting attendance during a declared disaster and state of emergency. As such, attached is a resolution drafted by Village legal counsel that sets parameters for such things as mayoral/manager attendance, limiting of the number of attendees, public attendance, and submittal of comments from the public.

Finally, at the advice of legal counsel, meeting agendas should include notice to the public when meetings are held remotely and specific details on where the public can access the meetings to view and/or listen to them as they are taking place. Notice to the public will be as follows:

NOTE – DUE TO COVID-19

THE BOARD MEETING WILL BE HELD VIA CONFERENCE CALL

***Public, in-person attendance of the Meeting has been deemed unfeasible; All public comment can be sent prior to the phone conference Board Meeting, via email to tmick@vopf.com, by 3 pm the day of the meeting; Public comments received via email will be read during the public meeting.**

****A record (verbatim recording) of all action (if any) taken during the Board Meeting in open session will be made available upon request.**

*****This meeting will be broadcast live, and recorded, on the local cable access channels in Park Forest (channel 4 for Comcast subscribers & channel 99 for AT&T U-Verse subscribers) and will be streamed live, and subsequently archived, on the Village website at www.villageofparkforest.com**

SCHEDULE FOR CONSIDERATION:

This item will appear on the Consent Agenda for the June 15, 2020 Regular Meeting for Board consideration/approval.

**THE VILLAGE OF PARK FOREST
COOK AND WILL COUNTIES, ILLINOIS**

RESOLUTION NO. _____

**A RESOLUTION
AUTHORIZING AND ESTABLISHING REMOTE MEETING PROCEDURES AND
RULES FOR THE VILLAGE OF PARK FOREST DURING A DECLARED DISASTER
AND STATE OF EMERGENCY**

**JONATHAN VANDERBILT, President
SHEILA MCGANN, Clerk**

**TIFFANI GRAHAM
MAYA HARDY
CANDYCE HERRON
GLENN HENNESSY
THERESA SETTLES
JOSEPH WOODS**

TRUSTEES

RESOLUTION NO. _____

**A RESOLUTION
AUTHORIZING AND ESTABLISHING REMOTE MEETING PROCEDURES AND
RULES FOR THE VILLAGE OF PARK FOREST DURING A DECLARED DISASTER
AND STATE OF EMERGENCY**

WHEREAS, the Village of Park Forest, Cook County and Will County, Illinois (the “Village”) is a home rule municipality pursuant to Section 6(a), Article VII of the 1970 Constitution of the State of Illinois, and as such may exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to legislate for the protection of the public health, safety, and welfare; and (the “Home Rule Powers”); and

WHEREAS, on March 9, 2020, Governor JB Pritzker issued a Gubernatorial Disaster Proclamation for the entire State of Illinois as a result of the COVID-19 Pandemic; and

WHEREAS, on March 16, 2020, Governor JB Pritzker issued Executive Order 2020-07 in response to the COVID-19 Pandemic; and

WHEREAS, Executive Order 2020-07 suspends the in-person attendance requirement for members of the public body and allows for remote participation, and, if a meeting is necessary, the Executive Order provides that public bodies are encouraged to provide video, audio, and/or telephonic access to maintain openness and transparency to members of the public, and the Village of Park Forest will make every effort to operate necessary meetings that must be held in that capacity; and

WHEREAS, on March 20, 2020, Governor JB Pritzker issued Executive Order 2020-10 in response to the significant and growing outbreak of COVID-19, which was extended and modified May 1, 2020 by Executive Order 2020-32 and bans public gatherings of ten (10) persons and generally mandates that individuals “stay at home or at the place of residence” except as allowed by the Executive Order; and

WHEREAS, on April 1, 2020, Governor JB Pritzker issued a second Gubernatorial Disaster Proclamation and, on April 30, 2020, the Governor issued a third Gubernatorial Disaster Proclamation, for the entire State of Illinois as a result of the continued, exponential spread of COVID-19; and

WHEREAS, on May 29, 2020, Governor JB Pritzker issued a fourth Gubernatorial Disaster Proclamation for the entire State of Illinois as a result of the continued, albeit slowing, spread of COVID-19; and

WHEREAS, the Governor’s Executive Orders 2020-33, issued April 30, 2020, extended the effective period for both Executive Order 2020-07 through May 29, 2020, and Executive Order 2020-39, issued May 29, 2020, continued Section 6 of Executive Order 2020-07 regarding the Illinois Open Meetings Act through June 27, 2020 or until corresponding legislation (Senate Bill 2135) is enacted and takes effect, whichever occurs first; and

WHEREAS, the 101st General Assembly of the State of Illinois has passed Senate Bill 2135, which, *inter alia*, makes certain amendments to the Illinois Open Meetings Act to provide for the holding of remote meetings without the physical presence of a quorum of the members of the public body during a period of declared disaster for the area in which the public body is located; and

WHEREAS, the Governor of the State of Illinois is imminently expected to sign Senate Bill 2135, which would then become effective immediately; and

WHEREAS, Section 12 of the May 29, 2020 Gubernatorial Disaster Proclamation finds, pursuant to Senate Bill 2135 (101st General Assembly), Article 15, Section 15-5, amending the Illinois Open Meetings Act and adding new section 5 ILCS 120/7(e), and, for the purposes of the new Section 7(e)(4), the Governor finds that the public health concerns at issue in the disaster proclamation render in-person attendance of more than ten (10) people at the regular meeting location not feasible; and

WHEREAS, the current COVID-19 Pandemic and related Gubernatorial Disaster Proclamations and Executive Orders require modifications to public meetings to mitigate the exponential spread of the virus and the Village seeks to have the proper mechanisms in place in order to ensure continued compliance with the Illinois Open Meetings Act, State restrictions on the size and manner of public gatherings, and to ensure no interruption to the provision of essential Village services; and

WHEREAS, to comply with the Governor’s Executive Orders and other applicable laws, to protect the public and the members of the Village Board, Village staff, and agents as a result of the above, in order to protect against the spread of COVID-19 among the population, and to deter contamination of the Village meeting location, modifications to the meeting format of public meetings must continue to occur; and

WHEREAS, the Mayor and Village Board find that it is in the best interests of the Village to activate a policy to provide for remote meetings during the disaster-related circumstances permitted by the Illinois Open Meetings Act and any other applicable law or regulation, as may be amended, implemented, or modified from time to time.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, as follows:

SECTION ONE. That the above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

SECTION TWO. That the Mayor and Board of Trustees hereby determine, the following policy and rules shall apply to Village Board meetings held during the COVID-19 Pandemic or any other time when a disaster declaration related to public health concerns have been issued by the Governor of the State of Illinois or by the Director of the Illinois Department of Public Health, when public gatherings are limited pursuant to current and any subsequent Executive Orders, Gubernatorial findings, or are otherwise limited by law and where said policy is “activated” as defined therein (the “Period”):

DISASTER REMOTE MEETING POLICY
(COVID-19 PANDEMIC)

I. Purpose

The purpose of this Policy is to govern the procedure by which the Village of Park Forest may conduct open or closed meetings by audio or video conference, without the physical presence of a quorum of the Village Board, when circumstances warrant and only as authorized by Section 7(e) of the Illinois Open Meetings Act, 5 ILCS 120/1, *et seq.*, when and if enacted into law, or pursuant to any Gubernatorial Disaster Proclamation and ensuing Executive Orders.

In addition to any other declared disasters, this policy shall expressly apply to meetings held during the period where the Governor has declared a disaster as a result of the COVID-19 Pandemic and has expressly found that in-person meetings of more than ten (10) people are regular meeting locations are not feasible.

To the extent that this Policy, and the supplemental rules contained herein, conflict with any other rule of the Village Board, this Policy will control during a Disaster and while this Policy is activated. This Policy hereby applies to all subsidiary boards, committees, and commissions unless and until such boards, committees, and commissions adopt their own rules for remote meetings or hearings held during a declared Disaster and and/or pursuant to Section 2.06(g) and Section 7(e), when and if enacted, of the Illinois Open Meetings Act.

II. Definitions

“Act” means the Illinois Open Meetings Act, 5 ILCS 120/1, *et seq.*

“Village Board” means the Board of Trustees of Village of Park Forest, Cook and Will County, State of Illinois.

“Code” means the Illinois Municipal Code, 65 ILCS 5/1-1-1, *et seq.*

“Village” means the Village of Park Forest.

“Meeting” means any meeting of the Village Board that is subject to the Act.

“Disaster” means: An event where the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the public body is covered by the disaster area.

“Remote Means” means video or audio conference.

“Mayor” means the Mayor or Village President of the Village of Park Forest, Cook and Will Counties, State of Illinois.

“Clerk” means the appointed Village Clerk of the Village of Park Forest, Cook and Will Counties, State of Illinois

“Policy” means this Disaster Remote Meeting Policy and any modifications that may be approved from time to time.

“Village Manager” means the appointed Village Manager of the Village of Park Forest, Cook and Will Counties, State of Illinois.

“Village Trustee” means one of the six at-large members of the Village Board of the Village of Park Forest, Cook and Will Counties, State of Illinois.

III. Activation of Remote Meetings Policy

Open or Closed Meetings held by Remote Means, without the physical presence of a quorum of the Village Board, may be held when the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the public body is covered by the disaster area.

Upon such a declaration by the Governor or the Director of the Illinois Department of Public Health, the Mayor may determine that an in-person meeting or meeting conducted under the Illinois Open Meetings Act is not practical or prudent because of the disaster and may activate this Policy. Said determination shall include any specific modifications or requirements related to in-person meeting attendance as discussed further herein. Any subsequent modifications that may be necessary during the period of the Disaster may be declared by the Mayor from time to time. The Village Board may approve, by resolution, modifications to conducting meetings under this Policy, subject to the limitations of the Act and parameters of this Policy.

Once this Policy is activated, the Village Board shall convene Open and Closed Meetings subject to the parameters of this Policy and the Act for the period of the Disaster unless the Mayor earlier determines whether there no longer remains a need for its activation.

IV. Disaster Remote Meeting Procedures

When this Policy is activated pursuant to the above Section III, meetings shall be held as follows:

1. At least one member of the Village Board, the Village Attorney, or Chief Administrative Officer (Village Manager) must be physically present at the regular meeting location. The Mayor shall determine the official required to physically attend the meeting. All other Village Board Members may participate remotely in Village Meetings. The Mayor may order some or all Trustees to participate remotely. However, the Mayor may declare, or Village Board may resolve, that physical attendance is unfeasible due to the disaster. The Mayor or Village Board are not precluded from determining a specific limit on the number of people allowed to physically attend a meeting. Such determination may be changed from time to time during the Disaster period when this Policy is activated as the Mayor and Village Board may deem necessary and proper.

2. Meetings shall comply with any parameters or orders required by the Disaster declaration, any executive orders, rules, regulations, or any other relevant law.
3. All members of the Village Board participating at a meeting, wherever their physical location, must be verified and shall confirm that they are able to hear all other participants, all discussion, and any testimony prior to the Meeting commencing. The platform for remote or electronic attendance and participation at the Village Board meeting will be arranged in advance by the Mayor or his/her designee at least 48 hours prior to the commencement of the meeting.
4. Each member of the body participating in a meeting by audio or video conference for a meeting held pursuant to this Section is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.
5. All votes conducted while this Policy is activated shall be by roll call with each Village Board member's vote on each issue identified and recorded. No voice-votes for routine, procedural motions or otherwise are allowed.
6. A verbatim record, in the form of an audio or video recording, shall be kept of both Closed and Open Meetings conducted while this Policy is activated. Verbatim records of Open meetings shall be made available to the public and all verbatim records remain subject to Section 2.06 of the Act. In addition to a verbatim record, minutes shall be kept and approved by the Village Board as is done for any other Open or Closed meeting.
7. When circumstances warrant and allow one or more Village official to be physically present at the regular meeting location, the following rules shall apply:
 - a. The number of persons admitted to physically attend an Open Meeting may be limited based on the nature of the Disaster and any such limitations shall be stated on the Meeting Notice as discussed herein;
 - b. The first persons to be admitted to the Village of Park Forest Board of Trustee Meetings will be its elected and appointed officers choosing or otherwise required to attend in person. If the in-person attendance maximum is not met, the next person(s) to be admitted shall be one member of the Associated or Local Press. To ensure eligibility for entry, the member of the Press must email Village Manager, Tom Mick, at tmick@vopf.com. The first email received will determine the Press member admitted to any Village of Park Forest Board of Trustee meeting held during the Disaster period where this Policy is in place. Thereafter, if the in-person attendance maximum is not met, members of the public shall be admitted. Admittance will be determined by which member of the public emails Village Manager, Tom Mick, at tmick@vopf.com and requests admittance on a first-come, first-serve basis. If no person requests admittance via email, admittance shall be granted on a first-come, first serve basis.

- c. At the meeting, persons attending in-person shall comply with any applicable health or other requirements that may be ordered.
 - d. Members of the public attending in-person at the regular meeting location of the Village must be able to hear all discussion and testimony and all votes of the Village Board.
- 8. When in-person attendance at the regular meeting location is not feasible, in whole or in part, due to the disaster, the Village shall make alternative arrangements, and provide notice of such alternative arrangements on the Meeting Notice, as discussed herein, whereby the members of the public must be able to contemporaneously hear all discussion, testimony, and roll call votes. Such alternative access may include, but is not limited to, offering an alternative physical location with a video and audio feed of the meeting, a telephone conference number, or a web-based access link.
- 9. In addition to providing any in-person comments, any person desiring to make public comment may also email their public comment to Village Manager, Tom Mick, at tmick@vopf.com by 3:00 p.m. on the day upon which the Village Board holds a meeting during the time when this Policy is Activated. Public Comments received by email will be read during the public comment section and will be noted in the meeting minutes. Emailed public comments must be limited to 200 words, must identify the commenter, and are limited to one (1) comment per person. If the remote meeting platform allows for live public comment, then the rules applicable to public comment with respect to length and number of comments shall be applicable thereto. Nothing herein shall allow members of the public to speak, interrupt the proceedings, or otherwise attempt to conduct Village business unless otherwise recognized and allowed by the Village Board.
- 10. All persons unable to attend a meeting in-person or by the alternative arrangement, and who desire to know if action was taken on an agenda item by the Mayor and Board of Trustees for the Village of Park Forest may contact Village Manager, Tom Mick, at tmick@vopf.com the following day or thereafter.
- 11. Except in the event of a bona fide emergency, 48 hours' notice shall be given of a meeting to be held pursuant to this Policy. Notice shall be given to all members of the public body, shall be posted on the website of the public body, and shall also be provided to any news media who has requested notice of meetings pursuant to subsection (a) of Section 2.02 of the Act. The Meeting Notice shall include any modifications and/or restrictions to public attendance, shall include any alternative arrangements to access the meeting, shall include the information concerning submission of public comments, and shall include any and all such other rules or modifications to the meeting rules as determined by the Mayor and Village Board. In addition to the Meeting Notice, the Village shall endeavor to publicize the alternative arrangements to access the meeting on the Village's website and/or social media channels. In the event of a bona fide emergency declared by the Village:

- a. Notice shall be given pursuant to subsection (a) of Section 2.02 of the Act, and the Mayor shall state the nature of the emergency at the beginning of the meeting; and
- b. The public body must comply with the verbatim recording requirements set forth in Section 2.06 of the Act.

V. Applicability

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

VI. Effective Date & Sunset

This Policy becomes effective upon approval of the Resolution by a majority of the Village Board and shall become activated for the period as determined by the Mayor. This Policy shall be implemented, to the extent allowed, required, and able, prior to the enactment and effective date of Senate Bill 2135 (101st General Assembly).

If Senate Bill 2135 (101st General Assembly) is not enacted by December 31, 2020, this Policy shall automatically be repealed and deemed null and void without further action by the Village Board.

VII. Availability of Policy

The Policy shall remain on file together with the enacting Resolution and any other relevant resolutions, proclamations, or orders of the Mayor and/or the Village Board.

VIII. Amendments

This Policy may be amended by a majority vote of the Village Board at any time.

SECTION THREE: The Mayor hereby determines and expressly finds, and the Village Board of Trustees for the Village of Park Forest, Cook and Will Counties, State of Illinois hereby approves, that during the period which the Gubernatorial Disaster Proclamation related to the COVID-19 Pandemic (or any continuation or modification made thereto) is in effect and where such Proclamation or any other Executive Order has expressly limited the number of persons permitted to gather in a single space, that an in-person meeting or meeting conducted in strict compliance with the Illinois Open Meetings Act, 5 ILCS 120/1, *et seq.*, is not practical or prudent because of the declared disaster in the area encompassing the Village of Park Forest. Therefore, the Village of Park Forest *Disaster Remote Meeting Policy* shall be **activated immediately** and

until such time until the Gubernatorial Disaster Proclamation has expired or as otherwise determined by the Mayor and Village Board.

Furthermore, the Mayor hereby expressly finds, and Village Board hereby approves, that in-person attendance at the regular meeting location is not feasible, in whole or in part, due to the nature of the disaster, and the Village shall make alternative arrangements (as defined in the Disaster Remote Meeting Policy), and shall provide notice of such alternative arrangements on the Meeting Notice whereby the members of the public must be able to contemporaneously hear all discussion, testimony, and roll call votes.

SECTION FOUR: If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any other provision of this Resolution

SECTION FIVE: All resolutions, motions, or order in conflict with this Resolution are hereby repealed to the extent of such conflict.

SECTION SIX: This Resolution shall be in full force and effect immediately upon its passage, approve, and publication as provided by law due to the urgent nature of this matter

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PASSED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois this 15th day of June, 2020, pursuant to roll call vote, as follows:

	Yes	No	Absent	Present
Tiffani Graham				
Maya Hardy				
Candyce Herron				
Glenna Hennessy				
Theresa Settles				
Joseph Woods				
TOTAL:				

APPROVED by the Mayor of the Village of Park Forest, Cook and Will Counties, Illinois on this 15th day of June, 2020.

APPROVED:

Jonathan Vanderbilt, Mayor

ATTEST:

Sheila McGann, Clerk



AGENDA BRIEFING

DATE: June 10, 2020

TO: Mayor Jon Vanderbilt
Board of Trustees

FROM: Tom Mick, Village Manager
Mark A. Pries, Deputy Village Manager/Finance Director

RE: AN ORDINANCE ADOPTING THE BUDGET FOR ALL CORPORATE PURPOSES OF THE VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS, IN LIEU OF THE APPROPRIATION ORDINANCE FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF JULY, 2020 AND ENDING ON THE THIRTIETH DAY OF JUNE, 2021

BACKGROUND/DISCUSSION: The draft Fiscal Year 2020/2021 Budget was distributed to the Board by May 1, 2020. There was a public announcement at the Rules Meeting on Monday, May 4 that a Budget summary was available on the Village's website. In addition, the Board reviewed the Budget on the following dates:

May 11
May 13
May 14

In addition, on Monday, June 1, a Public Hearing will occur. **The first draft of the Budget is available on the website.**

The Budget is a continuous process with several processes occurring throughout the fiscal year, such as:

- Fall Financial Update
- Public Hearing on Proposed Tax Levy
- Capital Plan
- Six Month Review
- Budget Preparation by Departments
- Budget Review by Board (3 Sessions)
- Public Hearing
- Adopt Budget

The purpose of a Budget is more than just numbers. In the simplest terms, a budget outlines the goals and objectives of the community, provides revenues for programs and provides for controlling expenditures. Throughout the Budget document, both narrative and numbers present the processes and procedures by which the Village departments operate and apply resources. The Village's Budget document is also prepared in a format to receive the Distinguished Budget Presentation award from the Government Finance Officers Association (GFOA). There are four major criteria from the GFOA that need to be met to receive the award. The Budget must be a policy document, financial plan, operations guide and communications device. The Budget document provides multiple forms of data in various means of communication to achieve what is required by the GFOA. The FY 20-21 Budget will be the 27th consecutive year the Village will receive the award.

The budget, as presented, is balanced with the use of a portion of the General Fund balance. Attached to this memo are the General Fund's revenue and expenditure summaries. The next section of this memo will describe several expenditures that will either be postponed or removed from the budget which provide further explanation of the footnotes in the revenue and expenditure summaries.

Established and initiated with the 2019 tax levy, the Budget addresses several major financial challenges facing the Village in FY 2020/2021. These financial challenges are:

Major Financial Challenges

1. Identifying and assessing core vs. non-core services utilizing the triple bottom line approach.
 - Review non-core services
 - * Enterprise Funds
 - * Housing Authority
 - * General Fund Departmental Activities
 - Utilize "Triple Bottom Line" approach incorporating:
 - * Social
 - * Environmental
 - * Financial
 - * 3 P's (People, Planet, & Profit)
 - Determine potential modification of service delivery or change in fee structure
2. Controlling major expenditure categories and revenue protection and enhancement.
 - Salaries
 - IRMA (Intergovernmental Risk Management)
 - Health Insurance
 - Pension Funds
 - SouthCom Costs
3. Maintaining a leadership role in the region.
 - Continued Involvement
 - South Suburban Mayors & Managers Association
 - SouthCom Combined Dispatch
 - South Suburban Housing Collaboration
 - South Suburban Land Bank
 - Cook County Land Bank
 - National League of Cities
 - Metropolitan Mayors Caucus

- Various Staff Professional Associations
 - Civic Leadership Development Academy
 - STAR Community 4-Star Rating (Now Referred to as LEED Certified)
4. Village infrastructure and maintenance.
- Traffic signal at Rt. 30 and Indiana St.
 - Somonauk Park redevelopment
 - Water System improvements to water mains
 - Sanitary and storm sewer improvements
 - MFT Projects
 - Resurface Shabbona
5. Continuation and resolution of new initiatives.
- Housing Initiatives
 - Estate Neighborhood Redevelopment
 - Illinois Housing Development Authority (IHDA)
 - Abandoned Property Program
 - IHDA Blight Reduction Program
 - Cook County Tax Scavenger Sale
 - South Suburban Land Bank and Development Authority
 - South Suburban Trades Initiative
 - Crime Free Housing
 - Property Disposition
 - Hidden Meadows, Blackhawk Plaza, 3200 Lincoln Highway, DownTown Properties, Central Court Plaza
 - Will/Cook Enterprise Zone
 - Teen Services
 - Continued Implementation of Sustainability Initiatives Related to Park Forest Sustainability Plan
6. Measure the operational and financial impacts from the COVID-19 epidemic.

The last item presented, dealing with the COVID-19 epidemic, brought about several changes to the FY 2020/2021 proposed budget:

- A. All capital outlays scheduled for FY 20/21 in the General Fund are postponed until the Village returns to financial stability. This means the capital outlays may not be made at all in FY 20/21. A schedule detailing the capital outlays to be postponed in FY 20/21 is attached to this memo.
- B. There are several position vacancies in the General Fund that, much like capital outlays, will not be filled until the Village returns to financial stability. This means these vacant positions may stay unfilled for all of FY 20/21. A schedule detailing the vacant positions to remain vacant for FY 20/21 is attached to this memo.
- C. The scheduled cost-of-living-adjustment (COLA) for all employees except for sworn police and fire personnel has been removed from the FY 20/21 budget. Two salary schedules, one for the Police department and the other for the Economic Development department, are attached to provide an example of where the COLA was and was not applied.

The dollar amounts for items A and B above remain in the FY 2020/2021 budget for two reasons. First, depending on the actual financial impacts of the epidemic, capital outlays and filling vacant positions may occur in FY 20/21. From a management and procedural standpoint, keeping the funds in the budget is easier than removing the amounts now then needing to add them back in later. Second, one of the basic principals in budgeting is to present a consistent picture from one year to the next. If the capital outlay and vacant position amount are removed from the budget, it would significantly reduce the FY 20/21 budget for the General Fund. Then, in FY 21/22, if the Village is back to stability, the budget would include capital outlays and these vacant positions and make FY 20/21 look artificially low and make the increase for the FY 21/22 budget artificially high. Given these facts, in order to be consistent, the capital outlay and vacant position amounts remain in the budget. Each department's expenditure summary schedule footnotes the total amount of savings to be had from these two areas. Additionally, a new section of the Financial Summary section of the budget document details the capital outlays and vacant positions that are postponed and the total dollars associated with these items. All departments have been instructed as to how these postponed items are to be handled.

The FY 2020/2021 budget contains funding and plans to conduct another strategic planning process to produce Board goals that will cover another five-year period, from FY 2020/2021 to FY 2024/2025. The strategic planning process has been delayed on two occasions. First, to provide the new Board and new Board members the ability to have input in the process and creation of the Board goals. Second, during the first several months of the COVID-19 epidemic.

Please return your Draft Budget after adoption on June 15. After Budget adoption, you will receive a clean, corrected copy, or you can choose to access the Budget on-line.

SCHEDULE FOR CONSIDERATION: This matter will appear on the Agenda of the Regular Meeting of Monday, June 15, 2020 for Final Reading.

**Village of Park Forest
2020/2021 Budget**

GENERAL FUND REVENUES

	FY 18/19 ACTUAL	FY 19/20 BUDGET	FY 19/20 ESTIMATE	FY 20/21 PROPOSED	PERCENT CHANGE
Property Taxes - General	11,334,367	12,514,862	12,213,229	12,577,603	1%
- Pension	2,977,194	3,272,474	3,247,798	3,486,546	7%
Road and Bridge	76,465	80,000	80,000	80,000	0%
Sales & Use Tax	1,048,762	1,025,607	1,113,815	1,155,113	13%
Utility Tax	1,036,108	1,100,000	1,009,797	1,000,000	-9%
State Income Tax	2,289,854	2,213,987	2,356,819	2,307,375	4%
PPRT - General and Pension	209,478	193,600	256,607	233,843	21%
Real Estate Transfer Tax	174,120	212,000	238,350	135,000	-36%
Grants	518,049	528,300	521,892	695,000	32%
Transfers from Other Funds	1,298,259	1,290,462	1,215,462	1,556,948	21%
Licenses	628,114	708,839	696,282	676,910	-5%
Permits and Fees	482,467	486,000	502,697	495,000	2%
Charges for Services					
Recreation	383,602	385,700	437,927	423,250	10%
Health	20,830	15,000	13,450	12,500	-17%
Hospital Transport	656,657	575,562	574,500	550,562	-4%
Inspection Fees	91,820	100,000	92,000	94,000	-6%
Property Leases	185,505	185,000	201,194	200,000	8%
Other Charges	469,697	359,600	317,387	231,250	-36%
Fines	423,885	395,500	342,000	324,000	-18%
Interest Earnings	<u>449,476</u>	<u>415,205</u>	<u>398,646</u>	<u>170,000</u>	-59%
Total Revenues*	24,754,709	26,057,698	25,829,852	26,404,900	1%
Motor Fuel Tax	629,891	937,207	1,108,974	1,226,254	31%
Foreign Fire Insurance	<u>22,218</u>	<u>16,000</u>	<u>22,013</u>	<u>20,000</u>	25%
Combined Revenues	25,406,818	27,010,905	26,960,839	27,651,154	2%

* - There are revenues of \$386,950 that are not expected to be received in FY 20/21 due to COVID-19.

**Village of Park Forest
2020/2021 Budget**

GENERAL FUND EXPENDITURES

	FY 18/19 ACTUAL	FY 19/20 BUDGET	FY 19/20 ESTIMATE	FY 20/21 PROPOSED	PERCENT CHANGE
Administration/Finance	3,771,959	4,593,054	4,033,707	4,169,823	-9%
Police Department	9,001,959	9,511,210	9,315,987	9,895,727	4%
Fire Department	4,852,426	5,294,957	5,041,111	5,494,910	4%
Health Department (*)					0%
Recreation , Parks & Community Health	2,950,177	3,456,190	3,089,737	3,427,434	-1%
Public Works Department	1,567,441	3,694,734	2,347,871	3,046,676	-18%
Economic Development & Planning	640,024	771,833	727,928	745,275	-3%
Community Development	<u>737,355</u>	<u>779,203</u>	<u>747,437</u>	<u>772,607</u>	-1%
Subtotal	23,521,341	28,101,181	25,303,778	27,552,452	-2%
Transfer to Aqua Center	270,000	270,000	270,000	270,000	0%
Transfer to Tennis and Health Club	110,000	110,000	110,000	35,000	-68%
Transfer to DownTown	155,036	155,036	-	155,036	0%
Transfer to Housing Authority	70,000	70,000	70,000	70,000	0%
Transfer to Library	10,000	10,000	10,000	194,251	1843%
Transfer to Capital Projects	325,000	185,000	185,000	185,000	0%
Transfer to Pension Funds	<u>260,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	0%
Total Transfers	1,200,036	800,036	645,000	909,287	14%
Subtotal Expenditures#	24,721,377	28,901,217	25,948,778	28,461,739	-2%
Motor Fuel Tax	402,206	1,233,232	829,172	894,643	-27%
Foreign Fire Insurance	<u>22,029</u>	<u>16,000</u>	<u>16,000</u>	<u>20,000</u>	25%
Combined Expenditures	25,145,612	30,150,449	26,793,950	29,376,382	-3%

(*) Health Department was closed effective 6-30-2018

- There are \$2,557,391 in Personnel (\$497,829), Capital Outlays (\$872,250), Maintenance (\$847,312) and Transfers (\$340,000) that are deferred in FY 20/21 due to COVID-19.

**Village of Park Forest
2020/2021 Budget**

**GENERAL FUND CAPITAL EXPENDITURES
DEFERRED FOR FY 2020/2021**

<u>DEPARTMENT</u>	<u>ACCOUNT NUMBER</u>		
<u>Administration</u>			
Computer & Printer Replacements	01-01-00-56-0000	6,900	
Print Room Copier	01-01-00-56-0000	15,000	
Trustee Laptops (3)	01-01-01-56-0100	3,000	
Computer Replacement	01-01-04-56-0000	2,500	
Networking Hardware	01-01-04-56-0000	10,000	
Windows OS Licensing	01-01-04-56-0000	20,000	
MS Office Pro Licensing	01-01-04-56-0000	<u>20,000</u>	77,400
<u>Police</u>			
Computer System Upgrades	01-07-00-56-0000	37,700	
Taser Replacement	01-07-00-56-0000	10,000	
Firearm Replacement	01-07-00-56-0000	<u>6,000</u>	53,700
<u>Fire</u>			
Protective Clothing	01-08-00-56-0000	17,500	
Fire Station Maintenance	01-08-00-56-0000	8,000	
Fire Station Furnishings	01-08-00-56-0000	7,000	
Firefighting Equipment	01-08-00-56-0000	6,500	
Special Teams Equipment	01-08-00-56-0000	7,000	
Training Site Maintenance/Upgrades	01-08-00-56-0000	13,400	
Computer System Upgrades	01-08-00-56-0000	<u>18,200</u>	77,600
<u>Recreation and Parks</u>			
Computer Upgrades	01-11-00-56-0000	4,800	
<u>Freedom Hall</u>			
Sidewalk Replacement	01-11-04-56-0000	8,000	
Tuck-pointing		9,000	
<u>Facilities Maintenance</u>			
Playground Renovation - Eastgate	01-11-22-56-0000	10,000	
Main St. Market - Sealcoat Parking Lot	01-11-22-56-0000	7,200	
Logan Park - Pavilion Repairs	01-11-22-56-0000	8,000	
Central Park - Wetlands Ecosystem Enhancement	01-11-22-56-0000	3,000	
Playground Safety Surfacing	01-11-22-56-0000	10,000	
Various Parks - Play Equipment Upgrades	01-11-22-56-0000	13,000	
Central Park - Pavilion Re-Roof	01-11-22-56-0000	10,000	
Central Park - Televiser Storm Sewer Lines	01-11-22-56-0000	7,000	
Walk Resurfacing/ Crack Fill	01-11-22-56-0000	10,000	
Village Green Furnishings	01-11-22-56-0000	<u>5,000</u>	105,000

**Village of Park Forest
2020/2021 Budget**

<u>DEPARTMENT</u>	<u>ACCOUNT NUMBER</u>		
<u>Building and Grounds</u>			
Emergency Repairs	01-11-07-56-0000	10,000	
Police Station - Replace HVAC/Admin	01-11-07-56-0000	35,000	
Police Station - Remodel Kitchen	01-11-07-56-0000	10,000	
Police Station - Sealcoat/ Stripe Parking Lot	01-11-07-56-0000	3,750	
Village Hall - R&P Office Space Upgrades	01-11-07-56-0000	6,000	
Village Hall - Interior Space Upgrades	01-11-07-56-0000	10,000	
Village Hall - Replace HVAC/ lunch room	01-11-07-56-0000	7,000	
Village Hall - Dept. Space Upgrades	01-11-07-56-0000	20,000	
Village Hall - Entry Security	01-11-07-56-0000	80,000	
Village Hall - Counter Security	01-11-07-56-0000	50,000	
Village Hall - Sealcoat/ Stripe Parking Lot	01-11-07-56-0000	9,000	
Facility Rental Equip/ Rec Ctr Upgrades	01-11-07-56-0000	44,000	
Municipal Garage - Replace Windows	01-11-07-56-0000	10,000	
Municipal Garage - Resurface Parking Lot	01-11-07-56-0000	<u>126,500</u>	
			421,250
<u>Public Works</u>			
Contractual Street Maintenance	01-17-00-55-0600	800,000	
Street Patching	01-17-00-55-0600	47,312	
Computer System Upgrades	01-17-00-56-0000	6,400	
Resurface DPW/Parks Yard	01-17-00-56-0000	<u>126,500</u>	
			980,212
<u>Economic Development and Planning</u>			
Computer Replacement	01-19-00-56-0000	<u>1,900</u>	
			1,900
<u>Community Development</u>			
Computer Replacement	01-20-00-56-0000	<u>2,500</u>	
			<u>2,500</u>
Total Deferred Capital Outlays in the General Fund for FY 2020/2021:*			1,719,562

* - These capital outlays are deferred until such time as the financial condition of the Village has stabilized from the COVID-19 pandemic. The possibility exists that these capital outlays may not be made at all in FY 2020/2021. These amounts remain in the FY 2020/2021 budgets of their respective departments in order to maintain a consistent budget picture from one year to the next and avoid a "peak-and-valley" impact from removing the items from the budget. Each summary schedule for the departments are footnoted to reflect these capital outlay deferrals.

**Village of Park Forest
2020/2021 Budget
GENERAL FUND POSITION VACANCIES
FY 20/21 Savings**

<u>Department</u>	<u>Job Title</u>	<u>FY 20/21 Budgeted Wages</u>	<u>Insurances</u>	<u>Pension/ FICA Costs</u>	<u>Total</u>
Finance	Accountant	59,648	23,253	11,768	94,669
Public Works	Admin. Asst. - only 10% of this position's cost stays in the General Fund with the other 90% allocates to other Village funds.	56,000	23,253	11,049	9,030
Recreation, Parks and Community	Park Maint. Workers P.T.	61,250		4,686	65,936
	Freedom Hall staffing/setup	8,529		652	9,181
	Seasonal Program Staff	105,035		8,035	113,070
Health	Teen Zone Coordinator	28,700		2,196	30,896
Fire	POC's	50,000		3,825	53,825
Police	Officer - ISATT Replacement	62,265	23,225	928	86,418
	PAAC Seasonal P.T.				<u>34,804</u>
				TOTAL:	497,829

* - These vacant positions are deferred until such time as the financial condition of the Village has stabilized from the COVID-19 pandemic. The possibility exists that these positions may not be filled at all in FY 2020/2021. These amounts remain in the FY 2020/2021 budgets of their respective departments in order to maintain a consistent budget picture from one year to the next and avoid a "peak-and-valley" impact from removing the budgeted dollar amounts from the budget. Each summary schedule for the departments are footnoted to reflect these deferrals to filling vacant positions.

**Village of Park Forest
2020/2021
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2020 Base	Increase 2.75% Non-Union(Sworn)	7/1/2020 Grade & Step	Gross*	Pension Police 62.35%	FICA 7.65% ^A	Health	Dental	Life	Vacation/ Personal Days**
NON-UNION										
Christopher Mannino Chief of Police ¹	141,730	145,628	25A,9	145,628	90,799	2,112	19,533	1,243	126	35
Paul Winfrey (Gross incl \$4,100 CST pay) Deputy Chief of Police ¹	128,557	132,092	23A,9	136,192	84,916	1,975	19,533	1,243	126	35
Brian Rzycki (Gross incl \$4,100 CST pay) Deputy Chief of Police ¹	128,557	132,092	23A,9	136,192	84,916	1,975	19,533	1,243	126	33
Michael Baugh (Gross incl \$4,100 CST pay) Commander	117,178	120,400	21A,9	124,500	77,626	1,805	19,533	1,243	126	30
Devin R. Strahla (Gross incl \$4,100 CST pay) Commander	117,178	120,400	21A,9	124,500	77,626	1,805	1,500	1,243	126	30
Lloyd E Elliot (Gross incl \$4,100 CST pay) Commander	117,178	120,400	21A,9	124,500	77,626	1,805	21,884	1,243	126	30
James Varga (Gross incl \$4,100 CST pay) Commander	117,178	120,400	21A,9	124,500	77,626	1,805	12,625	1,243	126	30
John Sweitzer (Gross incl \$3,246 CST pay) Commander	117,178	120,400	21A,9	123,646	77,093	1,793	13,156	342	126	25
Todd Beilke (Gross incl \$3,246 CST pay) Commander	117,178	120,400	21A,9	123,646	77,093	1,793	21,884	1,243	126	30
Subtotal Non-Union	1,101,912	1,132,212		1,163,304	725,320	16,868	149,181	10,286	1,134	

*Gross includes 4 months of 3.5% step increase for employees eligible

¹Vehicle

See Note on last page of Salary Detail for explanation of ^A and **

**Village of Park Forest
2020/2021
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2020 Base	Increase 0.00% Non-Union(Civilian)	7/1/2020 Grade & Step	Gross*	Pension IMRF 12.08%	FICA 7.65% ^A	Health	Dental	Life	Vacation/ Personal Days**
SUPPORT STAFF										
Amanda J Casey Records Supervisor	80,094	80,094	13,9	80,094	9,675	6,127	19,533	1,243	126	16
Rachel Wax Community Engagement Coordinator	56,572	56,572	9,4	59,028	7,131	4,516	7,322	399	126	10
Brittani Barnett Records Clerk	59,733	59,733	8,7	60,426	7,299	4,623	7,322	399	126	15
Yolanda Martinez Records Clerk	63,990	63,990	8,9	63,990	7,730	4,895	6,536	399	126	20
Natasha Robertson Admin Assistant I	63,990	63,990	8,9	63,990	7,730	4,895	12,625	1,243	126	20
Christy Coyle Records Clerk	63,990	63,990	8,9	63,990	7,730	4,895	12,625	1,243	126	15
Lee Neal Records Clerk	52,055	52,055	8,3	52,659	6,361	4,028	19,533	1,243	126	10
Katherine Worley Records Clerk	57,714	57,714	8,6	58,383	7,053	4,466	6,536	399	126	10
Lazaro Diaz Sr Facility Maintenance	51,311	51,311	7,4	51,906	6,270	3,971	13,156	0	126	10
Subtotal Support Staff	549,449	549,449		554,466	66,979	42,416	105,188	6,568	1,134	
Total Non-Union & Support Staff	1,651,361	1,681,661		1,717,770	792,299	59,284	254,369	16,854	2,268	

*Gross includes 4 months of 3.5% step increase for employees eligible

¹Vehicle

See Note on last page of Salary Detail for explanation of ^A and **

**Village of Park Forest
2020/2021
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

<u>UNION</u>	6/30/2020 Base	Increase 2.75%	7/1/2020 Grade & Step	Gross*	Pension Police 62.35%	FICA 7.65% ^A	Health	Dental	Life	Vacation/ Personal Days**
Jonathan Mannino Sergeant - Step C+ 7/13/20	101,973		Step B+		67,840	1,578	19,533	342	275	20
Darin Studer Sergeant - Step C+ 1/18/21	101,973		Step B+		66,434	1,545	19,533	1,243	270	25
Julius Moore Sergeant - Step C+ 1/25/21	101,973		Step B+		66,434	1,545	1,500	1,243	270	20
John Deceault Sergeant	101,973		Step B+		65,328	1,519	19,533	1,243	265	20
Kristopher Vallow Sergeant	101,973		Step B+		65,328	1,519	19,533	1,243	265	20
Paul Morache Sergeant	101,973		Step B+		65,328	1,519	1,500	775	265	20
Mitchell G. Greer Police Officer	94,450		Step I		60,509	1,407	1,500	0	244	25
Craig Taylor Police Officer	93,076		Step H		59,629	1,387	19,533	1,243	242	25

*Gross includes 4 months of 3.5% step increase for employees eligible

¹Vehicle

See Note on last page of Salary Detail for explanation of ^A and **

**Village of Park Forest
2020/2021
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2020 Base	Increase 2.75%	7/1/2020 Grade & Step	Gross*	Pension Police 62.35%	FICA 7.65%^A	Health	Dental	Life	Vacation/ Personal Days**
James W. Kessler Police Officer	93,076		Step H		59,629	1,387	1,500	0	242	25
David Habecker II Police Officer	93,076		Step H		59,629	1,387	21,884	1,243	242	20
Justin Rimovsky Police Officer	93,076		Step H		59,629	1,387	19,533	1,243	242	20
Kristopher Kush Police Officer	93,076		Step H		59,629	1,387	21,669	1,243	242	20
Timothy Hoskins Police Officer	93,076		Step H		59,629	1,387	19,533	1,243	242	20
Alex M Bregin Police Officer	91,701		Step G		58,748	1,366	19,533	1,243	237	15
Evelyn A Piszczor Police Officer - Step G 6/24/21	88,177		Step F		56,490	1,314	21,884	775	229	15
Jonathan P Garrity Police Officer - Step G 6/24/21	88,177		Step F		56,490	1,314	14,739	775	229	15
James M Jachymiak Police Officer - Step G 6/24/21	88,177		Step F		56,490	1,314	19,533	0	229	15

*Gross includes 4 months of 3.5% step increase for employees eligible

¹Vehicle

See Note on last page of Salary Detail for explanation of ^A and **

**Village of Park Forest
2020/2021
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2020 Base	Increase 2.75%	7/1/2020 Grade & Step	Gross*	Pension Police 62.35%	FICA 7.65%^A	Health	Dental	Life	Vacation/ Personal Days**
Meghan J Vold Police Officer - Step G 6/24/21	88,177		Step F		56,490	1,314	7,322	399	229	15
Justin J Malachowski Police Officer	88,177		Step F		56,490	1,314	19,533	775	229	15
Haytham N Elyyan Police Officer - Step F 6/29/20	83,076		Step E		56,490	1,314	6,536	399	229	15
Ryan F Purdy Police Officer - Step F 3/7/21	83,076		Step E		54,228	1,261	19,533	1,243	219	13
Charles A Karl Police Officer - Step F 3/14/21	83,076		Step E		54,102	1,258	6,536	399	219	13
Karolis Sitkauskas Police Officer - Step E 7/5/20	77,366		Step D		53,082	1,234	7,582	399	214	12
Stuart L Walden Police Officer - Step D 9/13/20	73,013		Step C		48,920	1,138	19,533	1,243	197	10
Garrick A Enns Police Officer - Step D 9/13/20	73,013		Step C		48,920	1,138	1,500	0	197	10

*Gross includes 4 months of 3.5% step increase for employees eligible

¹Vehicle

See Note on last page of Salary Detail for explanation of ^A and **

**Village of Park Forest
2020/2021
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2020 Base	Increase 2.75%	7/1/2020 Grade & Step	Gross*	Pension Police 62.35%	FICA 7.65%^A	Health	Dental	Life	Vacation/ Personal Days**
Brian A King Police Officer - Step D 10/16/20	73,013		Step C		48,706	1,133	7,322	399	197	10
Vanessa A Gauna Police Officer - Step D 11/6/20	73,013		Step C		48,599	1,130	6,536	399	197	10
Jennifer Keith Police Officer - Step D 3/26/21	73,013		Step C		47,526	1,105	12,625	775	192	10
Regis Bowers Police Officer - Step C 12/17/20	67,302		Step B		45,087	1,049	7,322	399	181	10
Kristopher Dlugopolski Police Officer -Step B 7/22/20 & C 4/22/21	62,265		Step A		43,572	1,013	7,322	399	176	10
Luis F Ibarra, Jr Police Officer -Step B 7/29/20 & C 4/29/21	62,265		Step A		43,431	1,010	7,322	399	176	10
Tierra Scott Police Officer -Step B 2/18/21	62,265		Step A		41,007	954	7,322	399	166	10
Vacant Police Officer -ISATT Officer Replacement	62,265		Step A		39,890	928	21,821	1,243	161	10

*Gross includes 4 months of 3.5% step increase for employees eligible

¹Vehicle

See Note on last page of Salary Detail for explanation of ^A and **

**Village of Park Forest
2020/2021
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2020 Base	Increase 2.75%	7/1/2020 Grade & Step	Gross*	Pension Police & IMRF	FICA 7.65%^A	Health	Dental	Life	Vacation/ Personal Days**
Subtotal Union	2,805,351	2,882,501		2,934,622	1,829,737	42,555	427,640	24,366	7,409	
Total Non-Union, Support and Union Part-Time	4,456,712	4,564,162		4,652,392	2,622,036	101,839	682,009	41,220	9,677	
Record Clerks	127,843	127,842		128,909	10,802	9,862				
Community Service Officers	42,953	42,953		43,451	5,249	3,324				
Crossing Guards	52,910	52,910		52,910		4,048				
Police Athletic Activities Center	38,036	38,036		38,036		2,910				
Subtotal Part-Time	261,742	261,741		263,306	16,051	20,144				
Overtime										
Administration/Records	55,109	56,624		56,624	6,840	4,332				
Field Operations	347,184	356,732		431,732		6,260				
Subtotal Overtime	402,293	413,356		488,356	6,840	10,592				
Disability Pension Health Insurance							40,756			
Retiree Health Insurance Stipend							23,375			
POLICE DEPT. TOTAL	5,120,747	5,239,259		5,404,054	2,644,927	132,575	746,140	41,220	9,677	

NOTE: Budget for Crossing Guards represents 100% of Salary. A portion of Crossing Guards salary is reimbursed by School Districts 162, 163 and 201U.

Full-time employees who decline health insurance receive a \$1,500 stipend annually.

^A Police personnel covered by the Police Pension Fund do not contribute 6.2% to Social Security, but do contribute 1.45% to Medicare if hired after 1986.

** Employees receive 12 sick days, 12 holidays annually, (For Union Employees - holidays are included in their base).

*Gross includes 4 months of 3.5% step increase for employees eligible

¹Vehicle

See Note on last page of Salary Detail for explanation of ^A and **

**Village of Park Forest
2020/2021
Budget**

**ECONOMIC DEVELOPMENT AND PLANNING
SALARY DETAIL**

	6/30/2020 Base	Increase Salary 0.00%	7/1/2020 Grade & Step	Gross*	IMRF 12.08%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Hildy Kingma Director of Economic Development & Planning	141,730	141,730	25,9	141,730	17,121	10,842	12,625	1,243	126	29
Sandra Zoellner Assistant Dir of Economic Development	101,221	101,221	18,9	101,221	12,227	7,743	1,500	0	126	27
Evelyn Randle Community Relations Coordinator	80,094	80,094	13,9	80,094	9,675	6,127	7,322	775	126	20
Monica DeLord Administrative Assistant II	67,186	67,186	9,9	67,186	8,116	5,140	15,248	775	126	15
Sustainability Intern	16,074	16,074		16,074	1,942	1,230				
Office Technician (Part-time)	10,318	10,318	2,4	10,438	0	798				
Overtime	720	720		720	87	55				
ECONOMIC DEVELOPMENT & PLANNING TOTAL	417,343	417,343		417,463	49,168	31,935	36,695	2,793	504	

NOTE: Full-time employees who decline health insurance receive a \$1,500 stipend annually.

* Gross includes 4 months of a 3.5% step increase for those employees eligible.

**Employees with vacation/personal days also receive 12 sick days, 10 holidays, and 2 floating holidays annually.

ORDINANCE NO.

AN ORDINANCE ADOPTING THE BUDGET FOR ALL CORPORATE PURPOSES OF THE VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS, IN LIEU OF THE APPROPRIATION ORDINANCE FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF JULY, 2020 AND ENDING ON THE THIRTIETH DAY OF JUNE, 2021.

WHEREAS, on May 1, 2020, there was submitted to the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, a proposed Budget of all corporate purposes of the Village of Park Forest for the fiscal year commencing the first day of July, 2020 and ending on the thirtieth day of June, 2021; and

WHEREAS, a Public Hearing on said proposed Budget was conducted on June 1, 2020 pursuant to legal notice published May 24, 2020 in the Daily Southtown, a newspaper having a general circulation in the Village of Park Forest; and

WHEREAS, the above procedure, is in confirmation with Village of Park Forest Ordinance No. 855, AN ORDINANCE AMENDING CHAPTER 2 OF THE CODE OF ORDINANCES, VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS; AND

WHEREAS, the Village as a Home Rule unit has enacted such Ordinance under the provisions of Section 6 of Article VII of the Constitution of the State of Illinois:

NOW THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois that the Budget of all corporate purposes of the Village of Park Forest, Cook and Will Counties, Illinois for the fiscal year commencing on the first day of July, 2020 and ending on the thirtieth day of June, 2021 and which Budget, as amended, is incorporated by reference as a public record, is hereby adopted.

BE IT FURTHER ORDAINED that the Budget Adoption Ordinance is in lieu of the statutory appropriation, and that the following amounts set forth in the Budget for the various corporate purposes shall constitute the aggregate amount of the appropriations for the Village of Park Forest, Cook and Will Counties, Illinois:

2020/2021 BUDGET
EXPENDITURES

For General Corporate Purposes:

General Administration	\$ 4,169,823	
Police Department	9,895,727	
Fire Department	5,494,910	
Recreation & Parks Department	3,427,434	
Public Works Department	3,046,676	
Economic Development & Planning	745,275	
Community Development	772,607	
Transfer to Aqua Center	270,000	
Transfer to Tennis and Health Club	35,000	
Transfer to DownTown	155,036	
Transfer to Housing Authority	70,000	
Transfer to Library	194,251	
Transfer to Capital Projects	185,000	
Motor Fuel Tax	894,643	
Foreign Fire Insurance	<u>20,000</u>	
TOTAL GENERAL CORPORATE PURPOSES		\$29,376,382

FOR RECREATION AND PARKS COMBINED ENTERPRISE FUNDS

For Aqua Center Fund Purposes	460,072	
For Tennis & Health Club Fund Purposes	<u>359,671</u>	
TOTAL RECREATION AND PARKS COMBINED ENTERPRISE FUNDS		819,743

FOR PUBLIC WORKS COMBINED ENTERPRISE FUNDS

For Municipal Parking Lot Purposes	90,626	
For Refuse Operations Purposes	1,503,980	
For Water Operations & Maintenance Purposes	7,505,567	
For Sewer Operations & Maintenance Purposes	<u>1,988,260</u>	
TOTAL PUBLIC WORKS COMBINED ENTERPRISE FUNDS		11,088,433

2020/2021 BUDGET
EXPENDITURES

For DownTown Park Forest Purposes	1,038,301	
TOTAL DOWNTOWN PARK FOREST PURPOSES		1,038,301
For Capital Project Purposes	1,225,070	
TOTAL CAPITAL PROJECT PURPOSES		1,225,070
For Cook County CDBG Purposes	630,000	
TOTAL COOK COUNTY CDBG PURPOSES		630,000
For Police Pension Fund Purposes	2,771,159	
TOTAL POLICE PENSION FUND PURPOSES		2,771,159
For Firefighter Pension Fund Purposes	1,672,083	
TOTAL FIREFIGHTER PENSION FUND PURPOSES		1,672,083
For Bond Retirement Purposes	273,875	
TOTAL BOND RETIREMENT PURPOSES		273,875
For Tax Increment Financing District Purposes	30,000	
TOTAL TAX INCREMENT FINANCING DISTRICT PURPOSES		30,000
For Vehicle Services Purposes	1,221,632	
TOTAL VEHICLE SERVICES PURPOSES		1,221,632
For Housing Authority Purposes	4,555,671	
TOTAL HOUSING AUTHORITY PURPOSES		4,555,671
For Public Library Purposes	2,282,376	
TOTAL PUBLIC LIBRARY PURPOSES		<u>2,282,376</u>
 GRAND TOTAL		 \$ 56,984,725

2020/2021 BUDGET
REVENUES

For General Corporate Purposes:

Property Taxes - General	\$ 12,577,603	
- Pension	3,486,546	
Road and Bridge	80,000	
Sales & Use Tax	1,155,113	
Utility Tax	1,000,000	
State Income Tax	2,307,375	
Personal Property Replacement Tax - General and Pension	233,843	
Real Estate Transfer Tax	135,000	
Grants	695,000	
Transfers from Other Funds	1,556,948	
Licenses	676,910	
Permits and Fees	495,000	
Charges for Services		
Recreation	423,250	
Health	12,500	
Hospital Transport	550,562	
Inspection Fees	94,000	
Property Leases	200,000	
Other Charges	231,250	
Fines	324,000	
Interest Earnings	170,000	
Motor Fuel Tax	1,226,254	
Foreign Fire Insurance	<u>20,000</u>	
TOTAL GENERAL CORPORATE PURPOSES		\$27,651,154
 FOR RECREATION AND PARKS COMBINED ENTERPRISE FUNDS		
For Aqua Center Fund Purposes	424,000	
For Tennis & Health Club Fund Purposes	<u>278,450</u>	
TOTAL RECREATION AND PARKS COMBINED ENTERPRISE FUNDS		702,450
 FOR PUBLIC WORKS COMBINED ENTERPRISE FUNDS		
For Municipal Parking Lot Purposes	71,090	
For Refuse Operations Purposes	1,550,703	
For Water Operations & Maintenance Purposes	7,945,241	
For Sewer Operations & Maintenance Purposes	<u>1,557,809</u>	
TOTAL PUBLIC WORKS COMBINED ENTERPRISE FUNDS		11,124,843

2020/2021 BUDGET
REVENUES

For Downtown Park Forest Purposes	958,136	
TOTAL DOWNTOWN PARK FOREST PURPOSES		958,136
For Capital Project Purposes	845,684	
TOTAL CAPITAL PROJECT PURPOSES		845,684
For Cook County CDBG Purposes	630,000	
TOTAL COOK COUNTY CDBG PURPOSES		630,000
For Police Pension Fund Purposes	3,437,114	
TOTAL POLICE PENSION FUND PURPOSES		3,437,114
For Firefighter Pension Fund Purposes	2,191,078	
TOTAL FIREFIGHTER PENSION FUND PURPOSES		2,191,078
For Bond Retirement Purposes	269,574	
TOTAL BOND RETIREMENT PURPOSES		269,574
For Tax Increment Financing District Purposes	769,627	
TOTAL TAX INCREMENT FINANCING DISTRICT PURPOSES		769,627
For Vehicle Services Purposes	1,542,938	
TOTAL VEHICLE SERVICES PURPOSES		1,542,938
For Housing Authority Purposes	4,568,631	
TOTAL HOUSING AUTHORITY PURPOSES		4,568,631
For Public Library Purposes	2,289,953	
TOTAL PUBLIC LIBRARY PURPOSES		<u>2,289,953</u>
 GRAND TOTAL		 \$ 56,981,182

Adopted this 15th day of June, 2020

AYES:
NAYS:
ABSENT:

APPROVED:

ATTEST:

Mayor

Village Clerk



AGENDA BRIEFING

DATE: May 19, 2020

TO: Mayor Jonathan Vanderbilt
Board of Trustees

FROM: Mark A. Pries, Deputy Village Manager/Finance Director

RE: An Ordinance Amending Chapter 106 of the Code or Ordinances of the Village of Park Forest (Water and Sewer Rates)

BACKGROUND/DISCUSSION

Water Rates

In 2018, the Village Board approved a 5-year water and sewer rate fee plan. Attached to this memo is the agenda item that was given to the Board in 2018. These items are presented to give the Board the history behind the current water and sewer rate plan for the Village.

After this item, there are 4 schedules. The first 2 schedules show the financial projections for the Water Fund for the next 10 years with the first showing the rates increasing 5% on July 1, 2020 and then the second schedule that shows the same projections for the Water Fund with no rate increase on July 1, 2020. The third and fourth schedules are the same as the Water Fund but they are for the Sewer Fund.

The 2 water rate schedules are differentiated by the yellow-highlighted cell. The first schedule shows the 5% increase on July 1, 2020 to \$17.24 and the impact on the cash of the fund. The last line of the schedule shows the impact to the cash of the Water Fund and it can be seen through the next ten years that cash stays in a positive balance each year. However, the second schedule shows the impact of keeping the water rate at \$16.42 for FY 20-21 and the last line shows cash decreasing and in FY 26/27 it is negative, getting to a level of (\$72,218).

Sewer Rates

The third schedule is for the Sewer Fund and it also has the yellow cell that shows the rate at July 1, 2020 increasing to \$3.15. The last line shows the impact to the Sewer Fund's cash over the next 10 years. Even with a consistent 5% increase in rates, the

Sewer Fund's cash position is negative by the tenth year. The fourth schedule shows the impact to the Sewer Fund's cash with no rate increase at July 1, 2020 and the rate staying at \$3. Again, by the tenth year cash is in a negative position but at a much more significant amount.

Impact of No Rate Increase at July 1, 2020

Both the Sewer and Water Funds will have the cash reserves to continue operations as planned for the next few years. However, if another rate freeze is to be considered in the future, the planned capital improvements to the funds will need to be postponed and the intervals between each project will need to be extended.

Another consideration that staff must inform the Board about is the possible impact to the Village's credit rating. The Village's current rating from Moody's is A2. The Village was downgraded from A1 to A2 in 2017 and in 2019 Moody's affirmed the A2 rating. One of the areas looked at for a rating is the ability to meet future obligations, such as debt. If there is another rate freeze after this year, the potential exists that not only would planned improvements need to be delayed but the ability to meet future debt obligations could be impacted and the Village's credit rating may suffer. The concern here is that the Village took the steps to freeze the rates when it had a plan in place for rates to increase. This is a different issue compared to incidents outside of the Village's control that impact our operations and finances.

Staff is not objecting to the Board's actions with water and sewer rates. However, the possible impacts of freezing rates are serious enough that staff would be derelict in their duties to the Village if they were not brought to the Board's attention.

SCHEDULE FOR CONSIDERATION: This matter will appear on the Agendas of the Regular meeting on Tuesday, May 26, 2020 for first read, discussion at the Rules meeting on June 1, 2020 and will be up for adoption at the Regular meeting on June 15, 2020.



AGENDA BRIEFING

DATE: April 10, 2018

TO: Mayor John Ostenburg
Board of Trustees

FROM: Mark A. Pries, Deputy Village Manager/Finance Director

RE: An Ordinance Amending Chapter 106 of the Code or Ordinances of the Village of Park Forest (Water and Sewer Rates)

BACKGROUND/DISCUSSION

Water Rates

In FY 12-13, the Board reviewed and acknowledged the need to increase water rates at the Strategic Planning and Financial Update on October 27, 2012 and at the Rules Meeting on December 3, 2012. An eight year trend analysis was reviewed highlighting the negative financial results over the preceding four years – FY’s 2009, 2010, 2011 and 2012.

<u>Fiscal Year</u>	<u>Gallons Pumped</u>	<u>Gallons Billed</u>	<u>% Sold</u>	<u>Net Income/ (Loss)</u>	<u>End Net Cash</u>
2006	708,761,000	527,563,520	74.4%	1,454,651	3,157,163
2007	677,237,333	529,189,315	78.1%	1,489,874	3,834,104
2008	612,998,200	506,469,386	82.6%	292,284	2,877,794
2009	553,365,000	486,731,850	88.0%	(278,711)	1,777,299
2010	510,212,000	455,346,031	89.2%	(264,421)	1,140,373
2011	561,622,000	445,452,140	79.3%	(184,543)	351,886
2012	582,251,250	436,467,790	75.0%	(382,825)	325,059
2013	625,294,000	452,681,871	72.4%	521,070	607,378
2014	611,358,000	459,010,240	75.1%	1,291,960	1,019,298
2015	N/A*	399,618,130	N/A*	1,033,260	1,557,356
2016	607,498,000	395,144,899	65.0%	877,221	1,928,956
2017	578,964,000	393,445,720	68.0%	1,830,758	2,194,582

* FY 2015 pumpage information is not available due to a SCADA system failure.

At that time, the major reason for the losses was the reduction in “Gallons Pumped” and “Gallons Billed.” These numbers were impacted by the number of vacant and foreclosed homes as well as the high level of vacant commercial properties. During the four year period from FY 2009 to 2012, the Water Fund’s fund balance had been depleted. In addition, the need for water main replacement became evidenced by the discolored water situation and the water main breaks presented in the “Public Works” update at the Financial Update meeting in October, 2012.

The following quantities of work were completed in previous calendar years:

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Water main breaks repaired	133	99	117	165	154
Water valves replaced/added	3	1	5	58	0
Water service valves replaced	66	56	65	141	150
Multi-Family Looped service requests (New category for 2009)	102	91	22	0	0
Hydrants replaced	5	6	2	42	2
Water main replaced (Ft)	34	1,358	54	15,000	10,000
Water main installed (Ft)	0	0	0	1,850	0

The Water Fund will continue to face two major funding challenges, the need for additional dollars for operations and the need to continue to replace water mains. The attached schedule shows the water rate increases needed to cover operations, fund the debt service for two \$2 million water main replacement projects over the next five years and maintain a three-month reserve in the Water Fund.

The proposed water rate increases would have the following monthly impact:

	<u>Rate</u>	<u>3,700 Gallon Monthly Bill</u>
Current 17/18	\$ 15.64	\$ 107.23
18/19	15.64	108.07
19/20	16.42	112.32
20/21	17.24	116.75
21/22	18.11	121.41
22/23	19.01	126.29

Sewer Rates

The Village has not increased sewer rates since July, 2010. The Sewer Fund now accounts for not only sanitary sewer operations and improvements but for storm sewer operations and improvements, as well. Storm sewer financial operations were placed in the Sewer Fund in July, 2015. This fact necessitates the need to schedule regular rate increases in order to maintain sufficient reserves in the Sewer Fund and afford anticipated infrastructure improvements.

If regular rate increases are not put in place, the Sewer Fund runs the risk of being insolvent in less than eight years. The aging infrastructure of both sanitary and storm sewer lines creates an increased financial impact that did not exist before FY 2015/2016. Substantial reserves in the Sewer Fund have carried operations comfortably for three years and would continue to do so for several more. However, spending down the reserves of the Sewer Fund on fixed, day-to-day costs is like trying to use a savings account to pay a monthly mortgage – at some point in time, the funds will be gone and trying to recover from this will be extremely painful. This is why staff is recommending the approach to implement regular, stable rate increases that avoids spiking sewer rates when the reserves of the Sewer Fund become too low.

The following specific quantities of work were completed in previous fiscal/budget years:

Work completed by Day Labor and/or Contractors:	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Sanitary sewer replaced (linear feet)	0	NA*	0	763	0
Sanitary sewer televised (linear feet)	10,246	NA*	4,137	15,485	12,018
Sanitary sewer cleaned (linear feet)	38,230	8,987	15,696	15,485	54,225
Sanitary sewer lined (linear feet)	10,839	NA*	6,138	0	0
Storm sewer replaced (linear feet)	n/a	NA*	60	1,390	195

*No work was completed in 2014 due to work to be completed in 2015 for USEPA Phase II Sanitary Sewer Improvements Project.

The attached schedule shows the sewer rate increases needed to cover operations, fund the debt service for two \$2 million sewer main replacement projects over the next five years and maintain the reserves in the Sewer Fund at levels allowing both the Water and Sewer Funds the financial flexibility to cope with most surprises that may come during the next five years.

The proposed sewer rate increases would have the following monthly impact:

	<u>Rate</u>	<u>3,700 Gallon Monthly Bill</u>
Current 17/18	\$ 2.86	\$ 107.23
18/19	2.86	108.07
19/20	3.00	112.32
20/21	3.15	116.75
21/22	3.31	121.41
22/23	3.48	126.29

RECOMMENDATION: Staff recommends the board adopt the proposed 5-year water and sewer rate schedules at the May 21, 2018 Regular meeting.

SCHEDULE FOR CONSIDERATION: This matter will appear on the Agendas of the Regular meeting on Monday, April 16, 2018 for first read, the Rules meeting on May 7, 2018 for discussion and will be up for adoption at the Regular meeting on May 21, 2018.

MONTHLY AVERAGE BILL

(For a water customer who uses 3,700 gallons/month)

	Fiscal Year					
	<u>17/18</u>	<u>18/19</u>	<u>19/20</u>	<u>20/21</u>	<u>21/22</u>	<u>22/23</u>
<u>Water</u>						
Water Infrastructure Fee	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00
Ready to Serve	3.99	3.99	3.99	3.99	3.99	3.99
Volume Charge	57.87	57.87	60.76	63.80	66.99	70.34
<u>Sewer</u>						
Ready to Serve	0.27	0.27	0.27	0.27	0.27	0.27
Volume Charge	10.58	10.58	11.11	11.67	12.25	12.86
<u>Thorn Creek</u>						
Ready to Serve	1.90	1.90	1.90	1.90	1.90	1.90
Volume Charge	6.96	6.96	6.96	6.96	6.96	6.96
<u>Refuse*</u>	<u>22.66</u>	<u>23.50</u>	<u>24.33</u>	<u>25.17</u>	<u>26.05</u>	<u>26.97</u>
Average Bill	\$ 107.23	\$ 108.07	\$ 112.32	\$ 116.75	\$ 121.41	\$ 126.29
* - estimated monthly charge						
<u>Water Rate / 1000 gallons</u>	\$ 15.64	\$ 15.64	\$ 16.42	\$ 17.24	\$ 18.11	\$ 19.01
<u>Sewer Rate / 1000 gallons</u>	\$ 2.86	\$ 2.86	\$ 3.00	\$ 3.15	\$ 3.31	\$ 3.48
<u>Water Rate Increase</u>		\$ - 0%	\$ 0.78 5%	\$ 0.82 5%	\$ 0.86 5%	\$ 0.91 5%
<u>Sewer Rate Increase</u>		\$ - 0%	\$ 0.14 5%	\$ 0.15 5%	\$ 0.16 5%	\$ 0.17 5%

ANALYSIS OF WATER RATES

	<u>17/18</u>	<u>18/19</u>	<u>19/20</u>	<u>20/21</u>	<u>21/22</u>	<u>22/23</u>
Rate / Proposed Rates	\$ 15.64	\$ 15.64	\$ 16.42	\$ 17.24	\$ 18.11	\$ 19.01
Revenue**	7,180,971	7,180,971	7,489,861	7,814,196	8,154,747	8,512,326
Operating Expenses						
Salaries *	1,422,314	1,464,983	1,508,933	1,554,201	1,600,827	1,648,852
Other Expenses *	<u>5,257,059</u>	<u>5,414,771</u>	<u>5,577,214</u>	<u>5,744,530</u>	<u>5,916,866</u>	<u>6,094,372</u>
Total Expenses	6,679,373	6,879,754	7,086,147	7,298,731	7,517,693	7,743,224
Gain / (Loss)	501,598	301,217	403,714	515,464	637,054	769,102
Cash Adj.						
Existing Debt Principal	(1,223,245)	(1,166,022)	(1,195,307)	(1,225,377)	(1,256,255)	(1,287,962)
Depreciation*	<u>796,059</u>	<u>819,941</u>	<u>844,539</u>	<u>869,875</u>	<u>895,971</u>	<u>922,851</u>
Net Average Cash Impact	74,412	(44,864)	52,946	159,962	276,770	403,990
<u>New Debt Service</u>						
(\$2,000,000 @ 6%)			(180,000)	(180,000)	(180,000)	(180,000)
(\$2,000,000 @ 6%)					(180,000)	(180,000)
Adjusted Income/(Shortfall)		(44,864)	(127,054)	(20,038)	(83,230)	43,990
Net Cash	2,194,582	2,149,718	2,022,664	2,002,626	1,919,396	1,963,386

* 3% Increase

** Assumes gallons billed 395,000,000

ANALYSIS OF SEWER RATES

	<u>17/18</u>	<u>18/19</u>	<u>19/20</u>	<u>20/21</u>	<u>21/22</u>	<u>22/23</u>
Rate / Proposed Rates	\$ 2.86	\$ 2.86	\$ 3.00	\$ 3.15	\$ 3.31	\$ 3.48
Revenue**	1,156,985	1,156,985	1,213,470	1,272,780	1,335,054	1,400,443
Operating Expenses						
Salaries *	368,529	379,585	390,972	402,702	414,783	427,226
Other Expenses *	<u>944,745</u>	<u>973,087</u>	<u>1,002,280</u>	<u>1,032,348</u>	<u>1,063,319</u>	<u>1,095,218</u>
Total Expenses	1,313,274	1,352,672	1,393,252	1,435,050	1,478,101	1,522,445
Gain / (Loss)	(156,289)	(195,687)	(179,782)	(162,270)	(143,047)	(122,002)
Cash Adj.						
Existing Debt Principal	(46,031)	(46,609)	(47,193)	(47,785)	(48,384)	(48,991)
Depreciation*	<u>205,714</u>	<u>211,885</u>	<u>218,242</u>	<u>224,789</u>	<u>231,533</u>	<u>238,479</u>
Net Average Cash Impact	3,394	(30,410)	(8,733)	14,734	40,102	67,486
<u>New Debt Service</u>						
(\$2,000,000 @ 6%)			(180,000)	(180,000)	(180,000)	(180,000)
(\$2,000,000 @ 6%)					(180,000)	(180,000)
Adjusted Income/(Shortfall)		(30,410)	(188,733)	(165,266)	(319,898)	(292,514)
Net Cash	3,770,972	3,740,562	3,551,829	3,386,562	3,066,664	2,774,151

* 3% Increase

** Assumes gallons billed 395,000,000

ORDINANCE NO.

**AN ORDINANCE AMENDING CHAPTER 106, ARTICLE II (“WATER”)
AND ARTICLE III (“SANITARY SEWER SYSTEM”) OF THE CODE
OF ORDINANCES OF THE VILLAGE OF PARK FOREST,
COOK AND WILL COUNTIES, ILLINOIS**

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, in the exercise of the Village’s home rule powers, that:

Section 1. Code of Ordinances Amended. Chapter 106 (“Utilities”), Article II (“Water”), Section 106-49 (“Rates”) of the Code of Ordinances of the Village of Park Forest, Cook and Will Counties, Illinois, is hereby amended by adding the following underlined words and deleting the stricken language to read as follows:

Sec. 106-49. Rates.

(b) *Commercial customers.* Metered, treated water per 1,000 gallons.

Beginning July 1, 2013 2018	\$11.93 <u>15.64</u> per 1,000 gallons
Beginning July 1, 2014 2019	\$12.77 <u>16.42</u> per 1,000 gallons
Beginning July 1, 2015 2020	\$13.66 <u>17.24</u> per 1,000 gallons
Beginning July 1, 2016 2021	\$14.61 <u>18.11</u> per 1,000 gallons
Beginning July 1, 2017 2022	\$15.64 <u>19.01</u> per 1,000 gallons

(c) *Residential Customers.* Metered, treated water per 1,000 gallons.

Beginning July 1, 2013 2018	\$11.93 <u>15.64</u> per 1,000 gallons
Beginning July 1, 2014 2019	\$12.77 <u>16.42</u> per 1,000 gallons
Beginning July 1, 2015 2020	\$13.66 <u>17.24</u> per 1,000 gallons
Beginning July 1, 2016 2021	\$14.61 <u>18.11</u> per 1,000 gallons
Beginning July 1, 2017 2022	\$15.64 <u>19.01</u> per 1,000 gallons

* * * *

Section 2. Code of Ordinances Amended. Chapter 106 (“Utilities”), Article III (“Sanitary Sewer System”), Section 106-264 (“Rate of Wastewater Service and Volume Charge”) of the Code of Ordinances of the Village of Park Forest, Cook and Will Counties, Illinois, is hereby amended by adding the following underlined words and deleting the stricken language to read as follows:

Sec. 106-264. Rate of Wastewater Service and Volume Charge.

(b) The waste water volume charge is hereby established as follows:

Single-family residential customer:

Beginning July 1, ~~2006~~ 2018: ~~\$1.85~~ \$2.86 per 1,000 gallons

Beginning July 1, ~~2007~~ 2019: ~~\$2.10~~ \$3.00 per 1,000 gallons

Beginning July 1, ~~2008~~ 2020: ~~\$2.35~~ \$3.15 per 1,000 gallons

Beginning July 1, ~~2009~~ 2021: ~~\$2.60~~ \$3.31 per 1,000 gallons

Beginning July 1, ~~2010~~ 2022: ~~\$2.86~~ \$3.48 per 1,000 gallons

Multi-family residential customer:

Beginning July 1, ~~2006~~ 2018: ~~\$1.85~~ \$2.86 per 1,000 gallons

Beginning July 1, ~~2007~~ 2019: ~~\$2.10~~ \$3.00 per 1,000 gallons

Beginning July 1, ~~2008~~ 2020: ~~\$2.35~~ \$3.15 per 1,000 gallons

Beginning July 1, ~~2009~~ 2021: ~~\$2.60~~ \$3.31 per 1,000 gallons

Beginning July 1, ~~2010~~ 2022: ~~\$2.86~~ \$3.48 per 1,000 gallons

Commercial customer:

Beginning July 1, ~~2006~~ 2018: ~~\$1.85~~ \$2.86 per 1,000 gallons

Beginning July 1, ~~2007~~ 2019: ~~\$2.10~~ \$3.00 per 1,000 gallons

Beginning July 1, ~~2008~~ 2020: ~~\$2.35~~ \$3.15 per 1,000 gallons

Beginning July 1, ~~2009~~ 2021: ~~\$2.60~~ \$3.31 per 1,000 gallons

Beginning July 1, ~~2010~~ 2022: ~~\$2.86~~ \$3.48 per 1,000 gallons

Section 3. Severability and Repeal of Inconsistent Ordinances. If any provision of this Ordinance, or the application of any provision of this Ordinance, is held unconstitutional or otherwise invalid, such occurrence shall not affect other provisions of this Ordinance, or their application, that can be given effect without the unconstitutional or invalid provision or its application. Each unconstitutional or invalid provision, or application of such provision, is severable, unless otherwise provided by this Ordinance. All ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Section 4. Effective Date. This Ordinance shall take effect from and after its passage and approval and publication as required by law on July 1, 2018.

Passed this _____ day of _____, 2018.

APPROVED:

ATTEST:

MAYOR

VILLAGE CLERK

ANALYSIS OF WATER RATES

	<u>Actual</u> <u>17/18</u>	<u>Actual</u> <u>18/19</u>	<u>Estimated</u> <u>19/20</u>	<u>Proposed</u> <u>20/21</u>	<u>Proposed</u> <u>21/22</u>	<u>Proposed</u> <u>22/23</u>	<u>Proposed</u> <u>23/24</u>	<u>Proposed</u> <u>24/25</u>	<u>Proposed</u> <u>25/26</u>	<u>Proposed</u> <u>26/27</u>	<u>Proposed</u> <u>27/28</u>	<u>Proposed</u> <u>28/29</u>	<u>Proposed</u> <u>29/30</u>
Rate / Proposed Rates	\$ 15.64	\$ 15.64	\$ 16.42	\$ 17.24	\$ 18.10	\$ 19.01	\$ 19.96	\$ 20.96	\$ 22.00	\$ 23.10	\$ 24.26	\$ 25.47	\$ 26.75
Revenue**	7,607,013	7,722,650	7,658,612	7,945,241	8,153,876	8,511,411	8,886,823	9,281,006	9,694,897	10,129,484	10,585,799	11,064,931	11,568,019
Operating Expenses													
Salaries *	1,375,367	1,391,813	1,512,550	1,620,050	1,668,652	1,718,711	1,770,272	1,823,381	1,878,082	1,934,424	1,992,457	2,052,231	2,113,798
Other Expenses *	4,484,759	4,637,603	4,923,206	5,936,068	6,114,150	6,297,575	6,486,502	6,681,097	6,881,530	7,087,976	7,300,615	7,519,633	7,745,222
Total Expenses	5,860,126	6,029,416	6,435,756	7,556,118	7,782,802	8,016,286	8,256,774	8,504,477	8,759,612	9,022,400	9,293,072	9,571,864	9,859,020
Gain / (Loss)	1,746,887	1,693,234	1,222,856	389,123	371,074	495,125	630,049	776,528	935,286	1,107,084	1,292,727	1,493,066	1,708,999
Cash Adj.													
Existing Debt Principal	(1,195,609)	(1,185,619)	(1,212,298)	(1,239,601)	(1,267,545)	(1,296,143)	(1,325,412)	(1,355,368)	(1,386,028)	(895,796)	(386,660)	(392,795)	(399,031)
Major Capital Outlay	(863,038)	(1,378,402)	(608,307)	(3,050,000)	(1,950,000)		(3,050,000)	(1,950,000)		(3,050,000)	(1,950,000)		(3,050,000)
Loan Proceeds	795,431			1,350,000	3,650,000		2,500,000	2,500,000		2,500,000	2,500,000		2,500,000
Depreciation*	869,577	889,409	896,495	920,678	948,298	976,747	1,006,050	1,036,231	1,067,318	1,099,338	1,132,318	1,166,287	1,201,276
Net Average Cash Impact	1,353,248	18,621	298,746	(1,629,800)	1,751,828	175,730	(239,313)	1,007,391	616,576	760,625	2,588,385	2,266,559	1,961,243
<u>New Debt Service</u>													
(\$5,000,000 @ 4%)					(365,000)	(365,000)	(365,000)	(365,000)	(365,000)	(365,000)	(365,000)	(365,000)	(365,000)
(\$5,000,000 @ 4%)								(365,000)	(365,000)	(365,000)	(365,000)	(365,000)	(365,000)
(\$5,000,000 @ 4%)										(365,000)	(365,000)	(365,000)	(365,000)
Adjusted Income/(Shortfall)		18,621	298,746	(1,629,800)	1,386,828	(189,270)	(604,313)	277,391	(113,424)	30,625	1,493,385	1,171,559	866,243
Ending Cash		3,243,287	3,542,033	1,912,233	3,299,061	3,109,790	2,505,477	2,782,868	2,669,444	2,700,069	4,193,454	5,365,013	6,231,257

* 3% Increase

** Assumes gallons billed 395,000,000

ANALYSIS OF WATER RATES

	<u>Actual</u> <u>17/18</u>	<u>Actual</u> <u>18/19</u>	<u>Estimated</u> <u>19/20</u>	<u>Proposed</u> <u>20/21</u>	<u>Proposed</u> <u>21/22</u>	<u>Proposed</u> <u>22/23</u>	<u>Proposed</u> <u>23/24</u>	<u>Proposed</u> <u>24/25</u>	<u>Proposed</u> <u>25/26</u>	<u>Proposed</u> <u>26/27</u>	<u>Proposed</u> <u>27/28</u>	<u>Proposed</u> <u>28/29</u>	<u>Proposed</u> <u>29/30</u>
Rate / Proposed Rates	\$ 15.64	\$ 15.64	\$ 16.42	\$ 16.42	\$ 17.24	\$ 18.10	\$ 19.01	\$ 19.96	\$ 20.96	\$ 22.00	\$ 23.10	\$ 24.26	\$ 25.47
Revenue**	7,607,013	7,722,650	7,658,612	7,489,071	7,813,366	8,153,876	8,511,411	8,886,823	9,281,006	9,694,897	10,129,484	10,585,799	11,064,931
Operating Expenses													
Salaries *	1,375,367	1,391,813	1,512,550	1,620,050	1,668,652	1,718,711	1,770,272	1,823,381	1,878,082	1,934,424	1,992,457	2,052,231	2,113,798
Other Expenses *	4,484,759	4,637,603	4,923,206	5,936,068	6,114,150	6,297,575	6,486,502	6,681,097	6,881,530	7,087,976	7,300,615	7,519,633	7,745,222
Total Expenses	5,860,126	6,029,416	6,435,756	7,556,118	7,782,802	8,016,286	8,256,774	8,504,477	8,759,612	9,022,400	9,293,072	9,571,864	9,859,020
Gain / (Loss)	1,746,887	1,693,234	1,222,856	(67,047)	30,564	137,590	254,637	382,346	521,394	672,497	836,412	1,013,935	1,205,911
Cash Adj.													
Existing Debt Principal	(1,195,609)	(1,185,619)	(1,212,298)	(1,239,601)	(1,267,545)	(1,296,143)	(1,325,412)	(1,355,368)	(1,386,028)	(895,796)	(386,660)	(392,795)	(399,031)
Major Capital Outlay	(863,038)	(1,378,402)	(608,307)	(3,050,000)	(1,950,000)		(3,050,000)	(1,950,000)		(3,050,000)	(1,950,000)		(3,050,000)
Loan Proceeds	795,431			1,350,000	3,650,000		2,500,000	2,500,000		2,500,000	2,500,000		2,500,000
Depreciation*	869,577	889,409	896,495	920,678	948,298	976,747	1,006,050	1,036,231	1,067,318	1,099,338	1,132,318	1,166,287	1,201,276
Net Average Cash Impact	1,353,248	18,621	298,746	(2,085,970)	1,411,318	(181,806)	(614,725)	613,209	202,684	326,039	2,132,069	1,787,427	1,458,156
<u>New Debt Service</u>													
(\$5,000,000 @ 4%)					(365,000)	(365,000)	(365,000)	(365,000)	(365,000)	(365,000)	(365,000)	(365,000)	(365,000)
(\$5,000,000 @ 4%)								(365,000)	(365,000)	(365,000)	(365,000)	(365,000)	(365,000)
(\$5,000,000 @ 4%)										(365,000)	(365,000)	(365,000)	(365,000)
Adjusted Income/(Shortfall)		18,621	298,746	(2,085,970)	1,046,318	(546,806)	(979,725)	(116,791)	(527,316)	(403,961)	1,037,069	692,427	363,156
Ending Cash		3,243,287	3,542,033	1,456,063	2,502,381	1,955,575	975,850	859,059	331,743	(72,218)	964,851	1,657,278	2,020,434

* 3% Increase

** Assumes gallons billed 395,000,000

ANALYSIS OF SEWER RATES

	<u>Actual</u> <u>17/18</u>	<u>Actual</u> <u>18/19</u>	<u>Estimated</u> <u>19/20</u>	<u>Proposed</u> <u>20/21</u>	<u>Proposed</u> <u>21/22</u>	<u>Proposed</u> <u>22/23</u>	<u>Proposed</u> <u>23/24</u>	<u>Proposed</u> <u>24/25</u>	<u>Proposed</u> <u>25/26</u>	<u>Proposed</u> <u>26/27</u>	<u>Proposed</u> <u>27/28</u>	<u>Proposed</u> <u>28/29</u>	<u>Proposed</u> <u>29/30</u>
Rate / Proposed Rates	\$ 2.86	\$ 2.86	\$ 3.00	\$ 3.15	\$ 3.31	\$ 3.47	\$ 3.65	\$ 3.83	\$ 4.02	\$ 4.22	\$ 4.43	\$ 4.65	\$ 4.89
Revenue**	1,156,985	1,228,727	1,436,873	1,557,809	1,333,748	1,399,071	1,467,660	1,539,679	1,615,299	1,694,699	1,778,070	1,865,609	1,957,526
Operating Expenses													
Salaries *	368,529	384,560	409,414	425,696	438,467	451,621	465,170	479,125	493,498	508,303	523,552	539,259	555,437
Other Expenses *	944,745	745,113	1,514,890	1,575,968	1,623,247	1,671,944	1,722,103	1,773,766	1,826,979	1,881,788	1,938,242	1,996,389	2,056,281
Total Expenses	1,313,274	1,129,673	1,924,304	2,001,664	2,061,714	2,123,565	2,187,272	2,252,890	2,320,477	2,390,091	2,461,794	2,535,648	2,611,718
Gain / (Loss)	(156,289)	99,054	(487,431)	(443,855)	(727,966)	(724,494)	(719,612)	(713,211)	(705,178)	(695,392)	(683,724)	(670,039)	(654,192)
Cash Adj.													
Existing Debt Principal	(46,031)	(46,609)	(47,193)	(47,785)	(48,384)	(48,991)	(49,605)	(50,227)	(50,857)	(51,494)	(52,140)	(52,794)	(53,456)
Major Capital Outlay		(83,923)	(216,403)	(400,000)									
Loan Proceeds					2,000,000			2,000,000			2,500,000		
Depreciation*	205,714	170,081	171,823	190,566	196,283	202,171	208,237	214,484	220,918	227,546	234,372	241,403	248,645
Net Average Cash Impact	3,394	138,603	(579,204)	(701,074)	1,419,933	(571,314)	(560,980)	1,451,045	(535,117)	(519,340)	1,998,508	(481,429)	(459,003)
<u>New Debt Service</u>													
(\$2,000,000 @ 4%)					(180,000)	(180,000)	(180,000)	(180,000)	(180,000)	(180,000)	(180,000)	(180,000)	(180,000)
(\$2,000,000 @ 4%)								(180,000)	(180,000)	(180,000)	(180,000)	(180,000)	(180,000)
(\$2,500,000 @ 4%)										(182,000)	(182,000)	(182,000)	(182,000)
Adjusted Income/(Shortfall)		138,603	(579,204)	(701,074)	1,239,933	(751,314)	(740,980)	1,091,045	(895,117)	(879,340)	1,456,508	(1,023,429)	(1,001,003)
Ending Cash		2,735,349	2,156,145	1,455,071	2,695,004	1,943,690	1,202,710	2,293,755	1,398,638	519,297	1,975,805	952,376	(48,627)

* 3% Increase

** Assumes gallons billed 395,000,000

ANALYSIS OF SEWER RATES

	<u>Actual</u> <u>17/18</u>	<u>Actual</u> <u>18/19</u>	<u>Estimated</u> <u>19/20</u>	<u>Proposed</u> <u>20/21</u>	<u>Proposed</u> <u>21/22</u>	<u>Proposed</u> <u>22/23</u>	<u>Proposed</u> <u>23/24</u>	<u>Proposed</u> <u>24/25</u>	<u>Proposed</u> <u>25/26</u>	<u>Proposed</u> <u>26/27</u>	<u>Proposed</u> <u>27/28</u>	<u>Proposed</u> <u>28/29</u>	<u>Proposed</u> <u>29/30</u>
Rate / Proposed Rates	\$ 2.86	\$ 2.86	\$ 3.00	\$ 3.00	\$ 3.15	\$ 3.31	\$ 3.47	\$ 3.65	\$ 3.83	\$ 4.02	\$ 4.22	\$ 4.43	\$ 4.65
Revenue**	1,156,985	1,228,727	1,436,873	1,512,285	1,271,535	1,333,748	1,399,071	1,467,660	1,539,679	1,615,299	1,694,699	1,778,070	1,865,609
Operating Expenses													
Salaries *	368,529	384,560	409,414	425,696	438,467	451,621	465,170	479,125	493,498	508,303	523,552	539,259	555,437
Other Expenses *	944,745	745,113	1,514,890	1,575,968	1,623,247	1,671,944	1,722,103	1,773,766	1,826,979	1,881,788	1,938,242	1,996,389	2,056,281
Total Expenses	1,313,274	1,129,673	1,924,304	2,001,664	2,061,714	2,123,565	2,187,272	2,252,890	2,320,477	2,390,091	2,461,794	2,535,648	2,611,718
Gain / (Loss)	(156,289)	99,054	(487,431)	(489,379)	(790,179)	(789,817)	(788,201)	(785,230)	(780,798)	(774,793)	(767,095)	(757,578)	(746,108)
Cash Adj.													
Existing Debt Principal	(46,031)	(46,609)	(47,193)	(47,785)	(48,384)	(48,991)	(49,605)	(50,227)	(50,857)	(51,494)	(52,140)	(52,794)	(53,456)
Major Capital Outlay		(83,923)	(216,403)	(400,000)									
Loan Proceeds					2,000,000			2,000,000			2,500,000		
Depreciation*	205,714	170,081	171,823	190,566	196,283	202,171	208,237	214,484	220,918	227,546	234,372	241,403	248,645
Net Average Cash Impact	3,394	138,603	(579,204)	(746,598)	1,357,720	(636,637)	(629,570)	1,379,027	(610,737)	(598,741)	1,915,137	(568,969)	(550,919)
<u>New Debt Service</u>													
(\$2,000,000 @ 4%)					(180,000)	(180,000)	(180,000)	(180,000)	(180,000)	(180,000)	(180,000)	(180,000)	(180,000)
(\$2,000,000 @ 4%)								(180,000)	(180,000)	(180,000)	(180,000)	(180,000)	(180,000)
(\$2,500,000 @ 4%)										(182,000)	(182,000)	(182,000)	(182,000)
Adjusted Income/(Shortfall)		138,603	(579,204)	(746,598)	1,177,720	(816,637)	(809,570)	1,019,027	(970,737)	(958,741)	1,373,137	(1,110,969)	(1,092,919)
Ending Cash		2,735,349	2,156,145	1,409,547	2,587,268	1,770,631	961,061	1,980,088	1,009,351	50,610	1,423,747	312,778	(780,140)

* 3% Increase

** Assumes gallons billed 395,000,000

ORDINANCE NO.

**AN ORDINANCE AMENDING CHAPTER 106, ARTICLE II (“WATER”)
AND ARTICLE III (“SANITARY SEWER SYSTEM”) OF THE CODE
OF ORDINANCES OF THE VILLAGE OF PARK FOREST,
COOK AND WILL COUNTIES, ILLINOIS**

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, in the exercise of the Village’s home rule powers, that:

Section 1. Code of Ordinances Amended. Chapter 106 (“Utilities”), Article II (“Water”), Section 106-49 (“Rates”) of the Code of Ordinances of the Village of Park Forest, Cook and Will Counties, Illinois, is hereby amended by adding the following underlined words and deleting the stricken language to read as follows:

Sec. 106-49. Rates.

(b) *Commercial customers.* Metered, treated water per 1,000 gallons.

Beginning July 1, 2020	\$17.24 <u>16.42</u> per 1,000 gallons
Beginning July 1, 2021	\$18.11 <u>17.24</u> per 1,000 gallons
Beginning July 1, 2022	\$19.01 <u>18.11</u> per 1,000 gallons

(c) *Residential Customers.* Metered, treated water per 1,000 gallons.

Beginning July 1, 2020	\$17.24 <u>16.42</u> per 1,000 gallons
Beginning July 1, 2021	\$18.11 <u>17.24</u> per 1,000 gallons
Beginning July 1, 2022	\$19.01 <u>18.11</u> per 1,000 gallons

* * * *

Section 2. Code of Ordinances Amended. Chapter 106 (“Utilities”), Article III (“Sanitary Sewer System”), Section 106-264 (“Rate of Wastewater Service and Volume Charge”) of the Code of Ordinances of the Village of Park Forest, Cook and Will Counties, Illinois, is hereby amended by adding the following underlined words and deleting the stricken language to read as follows:

Sec. 106-264. Rate of Wastewater Service and Volume Charge.

(b) The waste water volume charge is hereby established as follows:

Single-family residential customer:

Beginning July 1, 2020: ~~\$3.15~~ \$3.00 per 1,000 gallons

Beginning July 1, 2021: ~~\$3.31~~ \$3.15 per 1,000 gallons

Beginning July 1, 2022: ~~\$3.48~~ \$3.31 per 1,000 gallons

Multi-family residential customer:

Beginning July 1, 2020: ~~\$3.15~~ \$3.00 per 1,000 gallons

Beginning July 1, 2021: ~~\$3.31~~ \$3.15 per 1,000 gallons

Beginning July 1, 2022: ~~\$3.48~~ \$3.31 per 1,000 gallons

Commercial customer:

Beginning July 1, 2020: ~~\$3.15~~ \$3.00 per 1,000 gallons

Beginning July 1, 2021: ~~\$3.31~~ \$3.15 per 1,000 gallons

Beginning July 1, 2022: ~~\$3.48~~ \$3.31 per 1,000 gallons

Section 3. Severability and Repeal of Inconsistent Ordinances. If any provision of this Ordinance, or the application of any provision of this Ordinance, is held unconstitutional or otherwise invalid, such occurrence shall not affect other provisions of this Ordinance, or their application, that can be given effect without the unconstitutional or invalid provision or its application. Each unconstitutional or invalid provision, or application of such provision, is severable, unless otherwise provided by this Ordinance. All ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Section 4. Effective Date. This Ordinance shall take effect from and after its passage and approval and publication as required by law on July 1, 2020.

Passed this 15th day of June, 2020.

APPROVED:

ATTEST:

MAYOR

VILLAGE CLERK