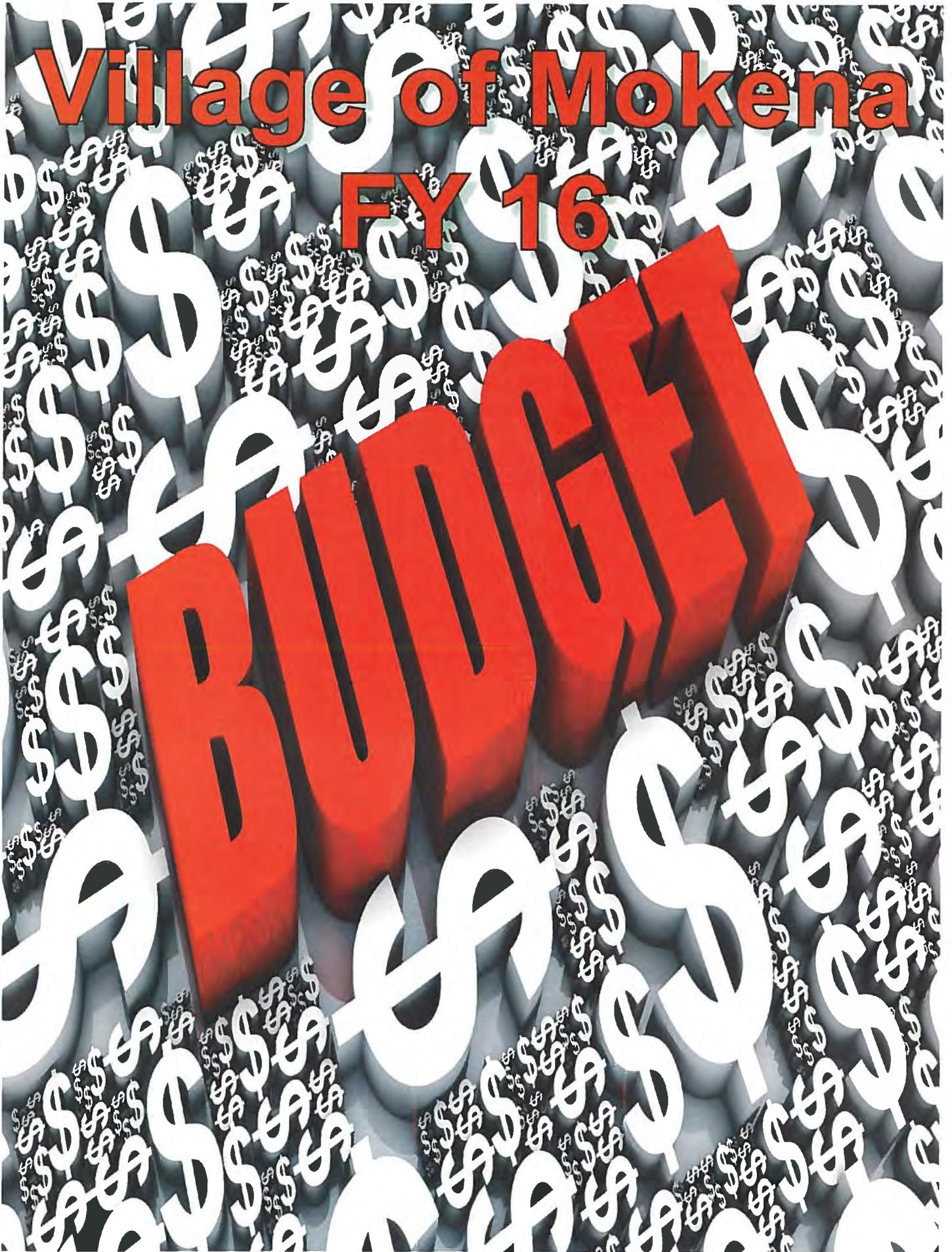


# Village of Mokena

FY 16

# BUDGET



**VILLAGE OF MOKENA**

**PROPOSED ANNUAL BUDGET**

**July 1, 2015 - June 30, 2016**

**ELECTED OFFICIALS**

**FRANK A. FLEISCHER, Mayor**

**PATRICIA C. PATT, Clerk**

**JOSEPH E. BUDZYN, Trustee**

**DEBBIE ENGLER, Trustee**

**JOHN J. MAZZORANA, Trustee**

**GEORGE J. METANIAS, Trustee**

**JIM RICHMOND, Trustee**

**JOSEPH M. SIWINSKI, Trustee**

**Village Administrator**

**JOHN DOWNS**

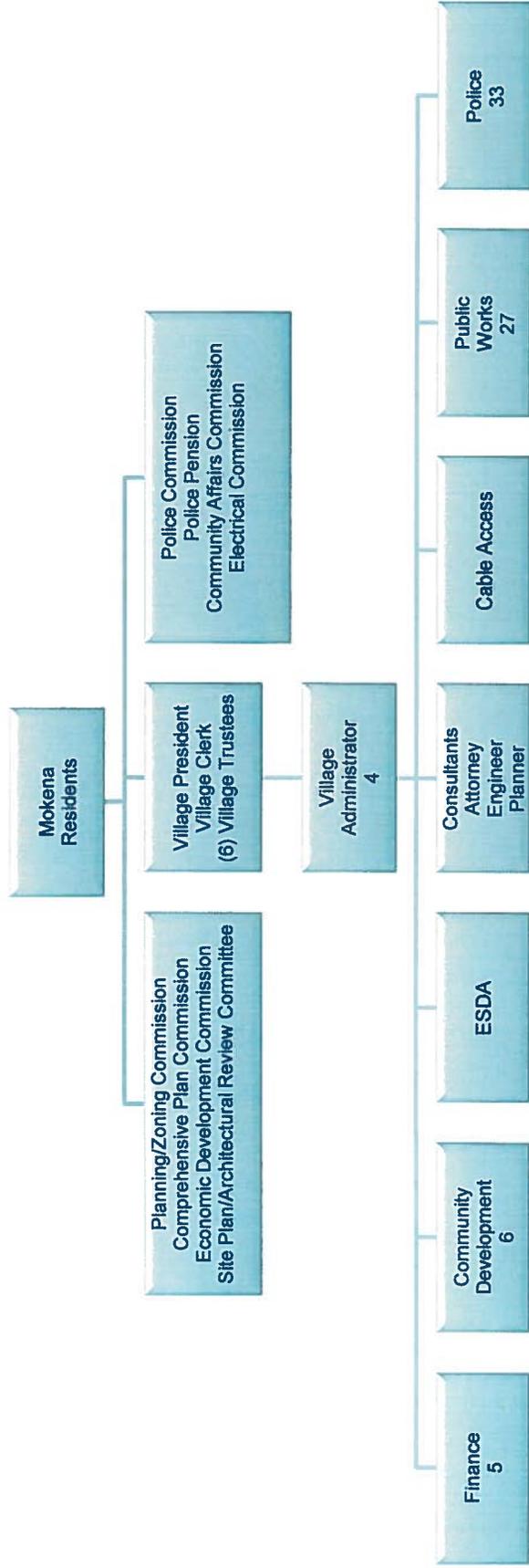
**Finance Director**

**BARBARA A. DAMRON**

**Presented to Village Board**

**June 22, 2015**

# Village of Mokena Fiscal '16 Organizational Chart



75 Full Time Employees

\$24,871,906 FY '16 Appropriation

VILLAGE OF MOKENA  
ANNUAL BUDGET 2015-16

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June 22, 2015

The Honorable Village President Frank A. Fleischer, Clerk Patricia Patt, Board of Trustees and the Residents of the Village of Mokena

Re: Village Administrator's Budget Message, FY 2015/2016

Transmitted with this letter is the proposed Annual Budget for the Village of Mokena. This Budget has been prepared in accordance with the Village Code and Illinois Compiled Statutes and represents a balanced budget wherein proposed expenses do not exceed anticipated revenues and carried forward cash reserves.

### **OPENING REMARKS**

#### **Public Budgeting**

Regardless of specific economic conditions, there are four practical elements absolutely necessary for a public budget process to be successful. You must: (1) Be able to collect and present information in an accurate, comprehensive and meaningful manner; (2) Provide adequate time to absorb, digest and interpret the information; (3) Facilitate a balanced environment to deliberate fiscal policy; and (4) Maintain a cognitive awareness regarding the past, present and future of budgeting and program delivery in your community. While these four budgetary components have driven service delivery here in Mokena for many years, there is another more ominous element which has progressively developed. This element focuses on the inability of the Illinois General Assembly to adopt a measured approach to incrementally deal with their ongoing financial problems. These problems have become so severe they have garnered national attention and put Illinois in the bottom of the heap when it comes to credit worthiness. This situation creates an increasing level of financial uncertainty for all Illinois Municipalities and facilitated a fifth element which is integral in our budget process. This additional budgetary element now accounts for unknown or uncontrollable events and conditions which could negatively impact our ability to provide core services for our customers.

As such, the Mokena Village Board has reviewed a significant amount of budget and program information over the past 6 months and taken adequate time to consider the recommendations from your Staff. This year's budget process was initiated in January when the Village Board began evaluating

**FY 2015/2016 Budget Message**

**Page ii**

various categories of budget revenues/expenditures. Even though our local economy has improved significantly over the past several years, the FY 16 budget has been prepared with a cautious approach. While our local economy has fully rebounded from the recession, we are still subject to many uncertainties relating to national and regional economic issues. In addition, the Illinois General Assembly continues to struggle with a complex financial crisis without any pending solutions on the horizon. This unfortunate situation always raises the question of whether the General Assembly will modify or decrease the Local Government Distribution Fund (“LGDF”) as a partial solution to the State’s dismal condition. This pending situation could lead to decreased municipal revenue if the LGDF formula is modified by the Illinois General Assembly to provide more revenue for the State of Illinois. As we prepare to adopt this budget, financial realities concerning the State are unresolved and require us to continue approaching the General Fund from a cautious perspective.

To that end and with those words of caution, I am again proud to present the proposed FY 16 Budget to the Village Board of Trustees and Residents of the great Village of Mokena.

**FY 16 FROM A MACRO PERSPECTIVE**

**Revenues**

Below is an aggregate comparison of all categorical revenues for the Village of Mokena. As can be seen, overall revenues are anticipated to decrease by (-\$897K) or (-3.8%) under that of the FY 15 budget amounts.

	<b>FY 15 Budget</b>	<b>FY 16 Budget</b>	<b>\$ Inc/(Dec).</b>	<b>% Change</b>
<b>REVENUES</b>				
Taxes	\$11,069,914	\$10,807,181	(\$262,733)	(2.37%)
Fines	\$210,000	\$202,000	(\$8,000)	(3.81%)
License/Permits	\$840,227	\$860,430	\$20,203	2.40%
Service Charge	\$8,695,099	\$8,935,390	\$240,291	2.76%
Grants/Trans.	\$296,623	\$294,826	(\$1,797)	(.61%)
Development	\$658,919	\$180,000	(\$478,919)	(72.68%)
Other	\$2,060,936	\$1,654,457	(\$406,479)	(19.72%)
<b>TOTAL</b>	<b>\$23,831,718</b>	<b>\$22,934,284</b>	<b>(\$897,434)</b>	<b>(3.77%)</b>

Tax revenue for FY 16 is forecasted to decrease by (-\$263K). While sales tax revenues are anticipated to increase by +\$557K, the proposed budget has been prepared conservatively by assuming a 50% (or \$900K+) reduction in the LGDF as being discussed by the General Assembly. Other notable declines in revenue include a reduction in development fees of (-\$479K). Last year, we experienced a significant amount of development fees which were driven in part by the 150+ unit senior care center. Other revenues are anticipated to be down by (-\$406K) mainly due to market fluctuations concerning the police pension fund investments. Service charges are budgeted to increase by +\$240K as a result of water and sewer user charge adjustments programmed in FY 16.

**Expenditures**

Below is an aggregate comparison of all categorical expenditures for the Village of Mokena. As can be seen, overall expenditures are anticipated to increase by \$1.33M or 5.6% above that of FY15 levels.

<u>EXPENSES</u>	<u>FY 15 Budget</u>	<u>FY 16 Budget</u>	<u>\$ Inc/(Dec).</u>	<u>% Change</u>
Personal Serv.	\$9,018,569	\$9,232,813	\$214,244	2.38%
Commodities	\$1,783,167	\$1,716,813	(\$66,354)	(3.72%)
Contract Serv.	\$8,464,243	\$8,935,090	\$470,847	5.56%
Capital Outlay	\$3,638,806	\$4,302,040	\$663,234	18.23%
Other/Trans	\$638,100	\$685,150	\$47,050	7.37%
<b>TOTAL</b>	<b>\$23,542,885</b>	<b>\$24,871,906</b>	<b>\$1,329,021</b>	<b>5.65%</b>

Personal services are budgeted to increase by only +\$214K while commodities will actually decrease by (-\$66.3K). Contractual services are budgeted to increase by +\$471K which is primarily driven by an increase in engineering fees to design a modification to the WWTP and the extension of Willow Avenue through Yunker Farm. An increase in costs to purchase water from our upstream suppliers also contributes to the increase in contractual services. Capital outlay will see a significant increase of +\$663K and is being driven by the anticipated modification of the sludge dewatering process at the WWTP.

Below you will find a table representing the Village's aggregate fiscal status in all funds for the past two budget cycles as well as FY 16.

<b>OVERALL FISCAL STATUS</b>			
	<b>Actual FY '14</b>	<b>Anticipated FY '15</b>	<b>Proposed FY '16</b>
Beginning Balance	\$34,990,127	\$36,984,320	\$37,867,942
Revenues	25,426,519	25,431,856	22,934,284
Expenditures	23,432,326	24,548,234	24,871,906
Ending Balance	\$36,984,320	\$37,867,942	\$35,930,320
			<b>-\$1.94M</b>

The proposed FY 16 Budget should see aggregate fund balances decrease by approximately (-\$1.94M) to a total of \$35.9M.

**THE FINANCIAL AND OPERATING STATUS OF THE VILLAGE OF MOKENA**

In addition to providing a basic overview of the proposed aggregate FY 16 budget, I traditionally discuss some of the key financial and budgetary issues affiliated with the proposed budget. Although there are several important components affiliated with a public budgeting process (ranging from basic to very complex matters), Mokena has traditionally concentrated on some of the most basic issues to measure budget performance. During the past two plus decades, the Mokena Village Board has maintained a focus on several key financial/performance indicators as the most integral measurement tools affiliated with the financial/operational condition of the Village. These components include: (1) major operating fund balances, (2) capital reserves, (3) per capita debt, (4) operational efficiencies and (5) goal completion rates.

**(1) MAJOR OPERATING FUND BALANCES (General, Water, Sewer & Parking Lot)**

The Mokena Village Board of Trustees has developed a traditional practice of maintaining approximately 25% (or 3 months) of an operating fund's anticipated annual expenditures (including capital outlay) as a reserved balance within each of the four major operating funds. These fund balance practices have been historically maintained to ensure that if any unforeseen or catastrophic events occur, we are in a position to meet basic operational expenditures for a reasonable amount of time. During the economic downturn of several years ago, we utilized portions of these balances as "revenue offsets" allowing time for the Policy Makers to reduce spending or raise revenues in a logical and rational

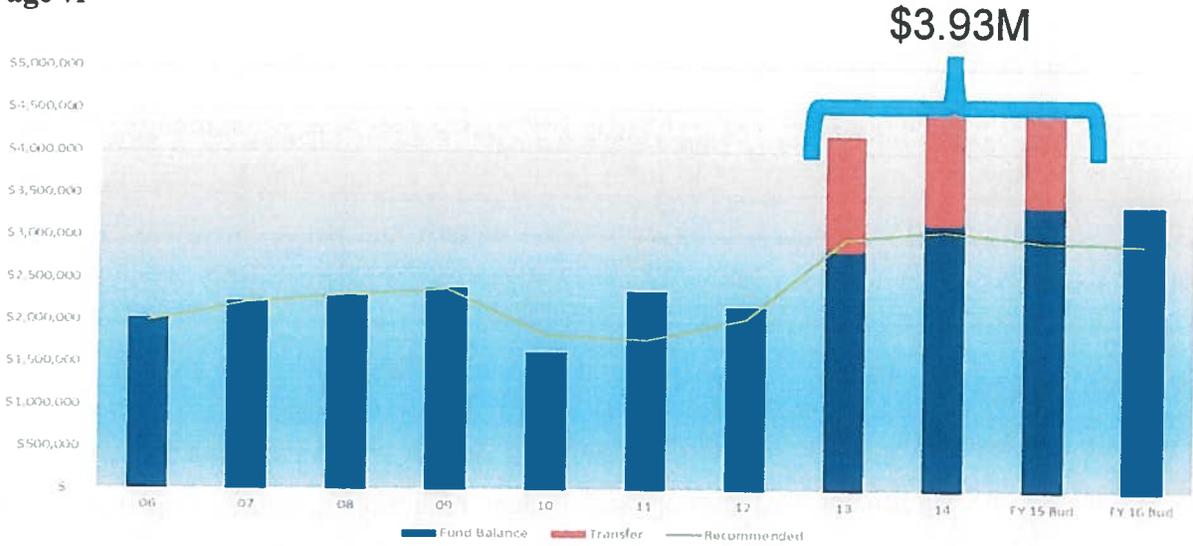
manner. When needed, these fund balances have proven to be a very valuable budgetary tool in dealing with the lengthy and severe recessionary influences that we have faced as a community. While our local economy is healthy, we are still subject to influences outside of our control. Most threatening is the deteriorated condition of our State and the uncertainty of how and when corrective measures will be taken.

### **GENERAL FUND**

The current year will prove to be the third consecutive year in which fund balance levels have been strong. Due to the significant cost cutting and budget reduction measures implemented over the previous six years, the General Fund (“GF”) produced very substantial “net positive operating” performances of \$1.375M in both FY 13 and FY 14 along with \$1.18M in FY 15. These three consecutive positive operating performances allowed transfers of this \$3.93M from the General Fund into reserved capital accounts earmarked for public improvement projects such as our EAB mitigation plan.

This multi-year positive performance has been made possible (in part) by record setting retail sales tax, continued cost cutting and ongoing budget discipline. In light of the State of Illinois’ ongoing fiscal dilemma, I am recommending for the third consecutive year that higher than the traditional General Fund balance levels of 25% are maintained moving forward. The FY 16 Budget has been prepared with a proposed ending fund balance of 38% of overall GF expenditures. This will provide more of a buffering effect should unknown circumstances develop that would impact GF revenues.

Following is a graph which exhibits these balances over the past decade.



While fund balance levels dropped to a historic low in FY 10, a significant recovery has taken place since that time. Cost cutting combined with record setting retail sales tax increases have helped stabilize the GF. The State of Illinois was also successful at cutting the backlog of LGDF payments and combined with our conservative revenue forecasts along with continued cost containment led to an estimated FY 15 year end GF balance of \$3.295M. This fund balance was attained even with the \$1.18M transfer that was executed at the conclusion of this year. In light of all the uncertainties we faced just a relatively short time ago, I would say this is extremely positive and positions our General Fund balance levels above 33% of aggregate annual budgeted costs. Based on the proposed FY 16 budget, the GF balance is projected to remain over \$3.3M or 38% of total appropriations. The proposed fund balance positions the Village to be in the best risk protected financial posture ever.

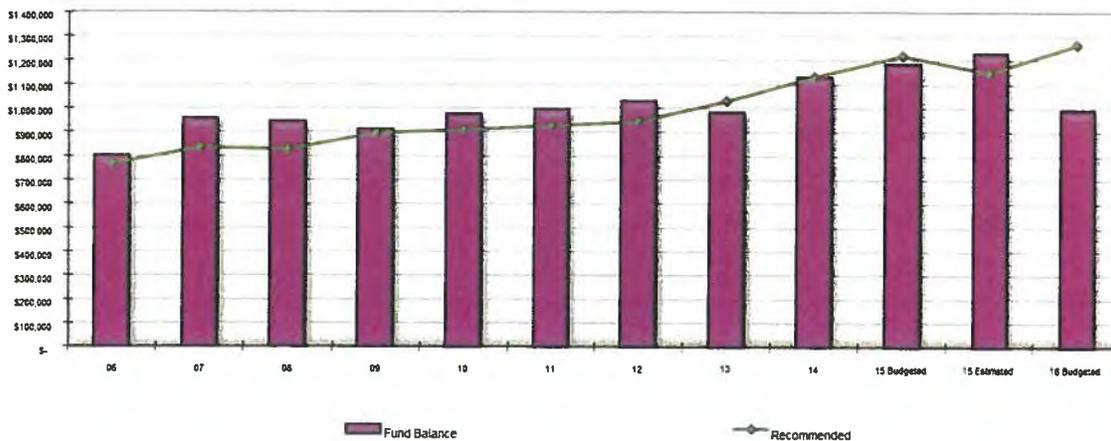
On a cautionary note, while the State of Illinois has reduced their backlog of LGDF payments to municipalities over these past few years, the General Assembly continues to face a severe financial crisis. This past January, the temporary personal income tax increase put into play a few years ago decreased from 5% to 3.75%, thereby reducing revenue available for the State of Illinois. The General Assembly has yet to put a measured and vetted budget together at the time we are preparing our budget for adoption. These uncertainties have left us with no choice but to assume the worst and budget conservatively with regard to revenues which are subject to the Illinois General Assembly.

**WATER FUND**

Mokena’s water enterprise fund is now a \$5M public business. When combined with the sewer fund, these two operations represent over \$7M in annual expenditures to operate and maintain \$30M+ in

public assets owned by our customers. In 2013, we completed a long-term water supply agreement with Oak Lawn. This agreement was simultaneously negotiated by a five community collective (Mokena, New Lenox, Tinley Park, Orland Park and Oak Forest) with Chicago Ridge, Palos Hills and Palos Park agreeing to the same terms. The focus of these efforts was to secure a long-term water supply through a greatly improved regional delivery system. In addition, the collective strived to develop an operating agreement that would facilitate “best management practices” along with a rate making methodology that is equitable and fair to all customers on Oak Lawn’s system.

Several years ago, the City of Chicago announced an unanticipated four year accelerated water rate program which has (and will) greatly impact water rates not only for Mokena customers, but all metered customers that attain water from the City of Chicago. This four year rate increase caused Lake Michigan water consumers to pay an additional \$1.80/1000 gallons in aggregate for the water (only) component of a customer’s bill. Moving forward, Chicago has published that their rates will be linked to an inflation indices. Since the cost of water will need to be absorbed by all customers, annual rate adjustments have (and will) be an annual reality. These rate increases will be necessary to keep up with the expense of purchasing water and generate adequate revenue to operate the system and maintain adequate cash reserves to protect against unforeseeable events or circumstances. The following graph identifies that Mokena’s water operating fund has produced adequate revenues to maintain fund balances at or near policy levels of 25% of annual expenditures with FY 16 projected to be lower than traditional levels.

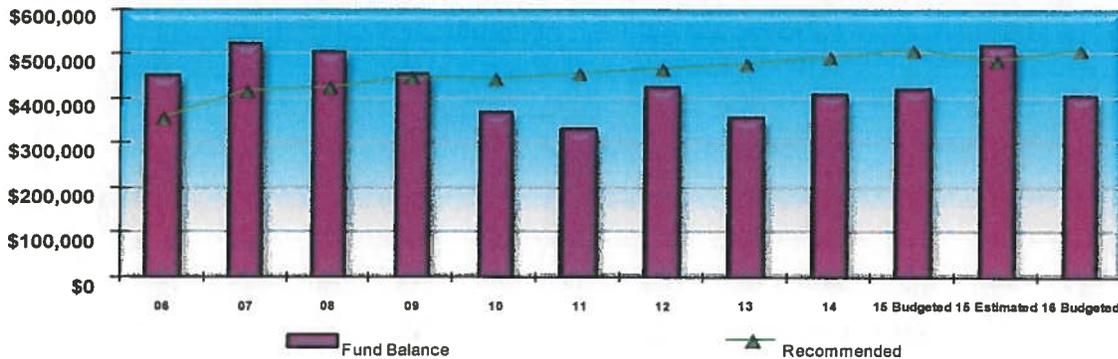


The water fund outperformed budget expectations in FY 15 and produced \$43K in net positive operating results. The fund balance is anticipated to decrease by approximately \$237K in FY 16 and expected to

be under the target level of 25% at the conclusion of the fiscal year. At the time the FY 16 Budget is being presented for adoption, the exact increase for our retail water customers has not been fully calculated. We anticipated that the Chicago water rates will be increasing \$.12-\$.15/1000 gallons in January. In addition, based on the rate model included in the Oak Lawn regional agreement (and accounting for our local costs), we would expect a total rate adjustment of approximately \$0.30+/-/1000 in January 2016 (billable in February).

### **SEWER FUND**

The sewer enterprise fund is a \$2M annual business and like the water fund requires an adequate revenue stream to properly maintain the system. The sewer operating fund has been impacted by Mokena's slowing residential growth trends along with the effects of continued deduct meter installations and seasonal weather conditions. Sewer billable volume has actually decreased over the past several years resulting in revenue strain on this important operating fund. Deduct meters, which now make up 36%+/- of our accounts, have annually resulted in a loss in sewer billables ranging from 17-23%. In addition, the increasing cost of water, environmental initiatives and other factors are all contributing to the decline in sewer billables and resulted in flat revenue trends to support this important operation. Although we have been able to make some headway offsetting flat revenues with reasonable cost containment measures, this fund will continue to be under financial stress moving forward. During the FY 12 budget, a one-time \$171K interfund transfer was incorporated into the sewer operating fund to maintain the fund balance at or near policy levels. This transfer offset the need to increase rates by approximately \$0.37/1000 and provided our sewer customers with a one time savings of \$32+/- . While the one-time transfer did provide some rate relief and propped the FY 12 year end fund balance close to recommended levels, it was estimated at that time that future rate increases of \$0.35/1000 would be necessary in both FY 13 and FY 14. Due to solid cost containment, we have outperformed our budgets and been able to maintain rates at FY 13 levels in both the FY 14 and the FY 15 budgets.



The FY 15 budget again produced significant net positive operating results of \$97K and the fund balance ended above anticipated levels. While fund balance levels have remained intact, the lack of revenue growth now must be accounted for in the proposed budget. While postponing any rate adjustments for the last 3 years, the budget has been prepared with a \$.15/1000 rate adjustment that will produce approximately \$70K in additional revenue in FY 16. As previously stated, this fund will continue to see pressure on the revenue side of the budgetary ledger with the balance anticipated to decrease by \$113K in FY 16. Moving forward we will continue to monitor this fund’s performance and hope to balance the fine line between fiscal stability and rate relief for our customers. This is a balance we always seek to attain and are very cognitive of the household budget implications of any rate increases affiliated with our water and sewer operations.

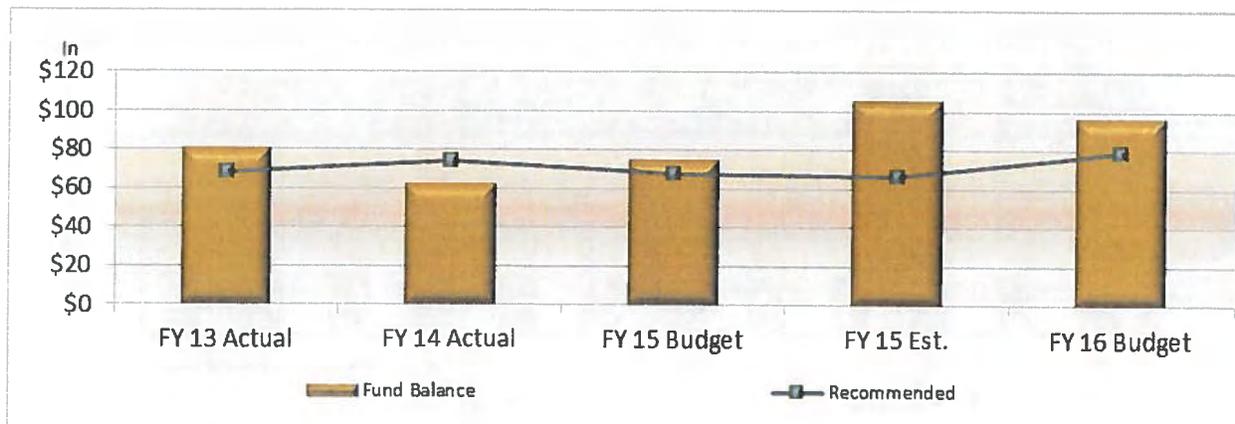
**PARKING LOT FUND**

Mokena operates four separate commuter parking lots with over 1,400 spaces. This fund generates revenue from 240,000+/- customers who annually utilize the parking lots with the vast majority of customers paying a \$1.25 daily fee. Due to a very solid operating year, this fund is anticipated to end FY 15 with a balance well above the preferred 25% level. The FY 16 balance is anticipated to decline,

**FY 2015/2016 Budget Message**

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but still be above the optimal level as indicated in the chart below.



**OPERATING FUND BALANCE SUMMARY**

Fund balances have proven to be a crucial component of providing adequate time for policy makers and staff to fully analyze various financial situations. Over the past several years, we have relied on these fund balances to offset declining revenues and provide time for policy makers to truly analyze and problem solve. After advancing the importance of fund balance policies over the past two decades, I can objectively say that the past several years have no doubt proven that fund balances are an integral component of good public budget policy. Without question, FY 15 proved to be a year where “net positive operating results” were attained in all four major operating funds. We continued making headway in either restructuring or rebuilding General Fund balances while analyzing the impact of water and sewer rates with preferred fund balance levels. The following table exhibits an overview of fund balance levels of our four most significant operating funds for both FY 15 along with proposed FY 16.

OPERATING FUND BALANCES						
Fund	Begin FY '15	Begin FY '16	Ending FY '16	Recommended Amount	Variance	Actual %
General	\$3,154,024	\$3,295,399	\$3,377,076	\$2,924,872	\$452,204	38%
Water	1,359,600	1,230,767	994,111	1,265,427	(271,316)	20%
Sewer	603,949	521,029	408,417	507,508	(99,091)	20%
Parking Lot	61,870	105,463	96,262	78,598	17,664	31%

The data compares the anticipated ending FY 16 fund balances to the recommended 33% in the GF and 25% for the 3 enterprise funds. The GF is in its most solid position ever with an anticipated 38% balance at the end of FY 16. The water and sewer funds will continue to operate with thinner fund balance margins while the parking lot fund is in a positive position. We must always balance the

theoretical aspects of budgeting compared to the practical aspects of customer rate adjustments for those enterprise funds intended to operate as “stand alone” businesses. Even with reduced fund balance levels, both the water and sewer funds will require rate adjustments in the future to generate adequate revenue to cover costs and not continue utilizing cash reserves as a revenue offset. In light of the uncertain economic times we continue to face, careful policy deliberations will no doubt take place in an effort to balance the competing pressure on maintaining stable cash positions with the negative impact of rate increases on the household budgets of our customers. This might result in fund balance levels in the water and sewer funds being compromised below that of traditionally expected levels moving ahead. While we always strive to maintain fund balances at or above policy levels, we have to balance the impact of this important objective on our customers and their household budgets.

**(2) CAPITAL RESERVES**

Over the past two (plus) decades, the Village has developed a structured system to accumulate and earmark capital reserve funds over the years. These funds are normally collected over a period of years and then expended when projects become necessary. This approach can result in large sums of money being collected and/or spent in a given year and result in balances fluctuating accordingly. This system includes utilization of specific policies for the financial management of water and sewer connection fees, formula driven developer contributions, as well as transfers of any potential “net positive operating results” into capital reserve accounts. In April 2001, Mokena voters approved a ½% non-home rule sales tax that has been utilized to plan, design and fund local road improvements. This revenue source has been dedicated to pay the principal and interest costs affiliated with a \$10 million Alternate Sales Tax Bond and provide cash funds for road system improvements. Over the past four years, this revenue source has also been utilized for road and other infrastructure maintenance. Below you will find a table, representing the status of Mokena’s Capital Reserve Funds for FY 15 & FY 16.

<b>CAPITAL RESERVE FUND BALANCE</b>			
<b>Fund</b>	<b>Begin FY '15</b>	<b>Begin FY '16</b>	<b>Ending FY '16</b>
Water Capital	\$1,647,776	\$2,107,041	\$2,183,367
Sewer Capital	1,378,125	1,528,096	327,155
Sewer Plant Replacement	897,730	833,130	702,830
Sewer Plant Expansion	5,562,056	5,387,536	5,345,536
Capital Imp., Repair, Replacement	5,347,754	4,473,074	3,408,627
Totals	\$14,833,441	\$14,328,877	\$11,967,515
			<b>-\$2.36M</b>

The previously referenced table depicts that at the conclusion of FY 16 the Village should possess \$11.96M for future capital projects. In aggregate, these funds are expected to decline by (-\$2.36M) due to a major upgrade to the WWTP, our ongoing EAB program and a continuation of another year of our progressive road rehabilitation program.

### **(3) PER CAPITA DEBT**

#### **Downtown Bonds**

In FY 01 the Village of Mokena issued \$1.685M in General Obligation Limited Tax Debt Certificates to fund the balance of the Downtown Renovation Project that augmented the \$1M cash on hand to replace the aging sanitary and water mains. This debt was issued in September 2000 with a twenty year term and a 5.4% interest rate. These conditions equated to an average of \$138K+/- annual principal and interest payments. This debt is not secured through any form of property tax or other revenue source and must be funded through the normal General Fund revenue stream. Five years ago we refinanced this debt by taking advantage of the “callable” provisions in the bond ordinance. The public debt market was good at the time and we received a more favorable credit rating from Standard and Poors which equated to a three step credit rating increase on this debt issue. The overall outcome of these efforts resulted in a reduced interest rate being paid on the balance of the debt along with a lower annual principal and interest payment schedule. The average annual interest rate has been reduced from 5.4% to 3.7% and will result in an average (\$9K) decrease in annual debt service payments. In aggregate, this refinancing effort will save approximately \$129K in overall costs over the balance of the bonds repayment schedule through 2021.

#### **Lake Water Bonds**

In November 2000, Residents authorized the Village to issue up to \$7.4M in General Obligation (“GO”) Bonds to construct the balance of the necessary infrastructure to deliver Lake Michigan water to the community. Five million dollars of these bonds were issued in February 2001. This debt issue received an investment grade of A1 from Moody’s. This rating was based on the fact that the payments of principal and interest (4.8%) on these bonds were guaranteed by the Village’s property taxation powers, although our water customers will continue to fund this debt through water related fees. Similar to the Downtown Debt issue previously discussed, refinancing efforts were undertaken for this obligation several years ago. The outcome was similar as Standard and Poors increased our creditworthiness three

steps to that of a AA+ for this GO obligation. This effort resulted in an annual average interest rate decline from 4.8% to 3.15% reducing annual debt service payments by an average of (\$29K) annually and almost (\$325K) over the balance of the debt issue through 2019. Annual payments will be in the range of \$367K +/- over the balance of this debt issue.

### **Other Contractual Obligations for Water**

In addition to the previously referenced Lake Water Bonds, the Village has two other notable water-related (intergovernmental) contractual obligations that will need to be met over the next several years. During FY 14, we chose to retire an existing debt obligation by “calling” the balance on an initial \$1M obligation to Tinley Park which funded the initial oversizing of a 30” water main from the pump station in Tinley Park through Mokena to New Lenox. The balance on this bond was \$504K at the time it was retired and saved Mokena water customers \$77K in interest payments. This debt obligation is now “off the books”. The Villages of Mokena and New Lenox entered into an intergovernmental agreement which provides for the two communities to proportionately share the IEPA low interest loan for the portions of the joint water system (serving both communities) but within Mokena’s limits. This low interest loan equates to approximately \$3.44M in capital costs with a 2.6% rate. The annual payments are in the range of \$226K+/- for the Village’s share of this amount through 2021.

### **½% Non Home Rule Sales Tax**

In April 2001, Mokena voters approved a referendum authorizing a ½% non-home rule sales tax with categorical exclusions for certain foods, medicines and titled property. The Village did not begin collecting this revenue until April 2002. The Village Board spent approximately 2 years prior to the successful referendum determining how to utilize the funds from a long term perspective and made use of this timeframe to educate Mokena residents on the topic as well. While utilizing the first two years of proceeds to fund local costs for such projects as the 191<sup>st</sup> Street improvements, the Board determined that borrowing \$10M would be the most prudent means to fund the immediate transportation projects. The bonds were issued in April 2004 and carried an annual interest rate of 3.66% or \$720K in average principal and interest payments through 2024. Recently, these bonds were also refinanced with an average interest rate of 2.2% saving on average (\$55K) per year and \$686K over the balance of the bonds (through 2024). We were able to maintain our AA+ bond rating as assigned by Standard and

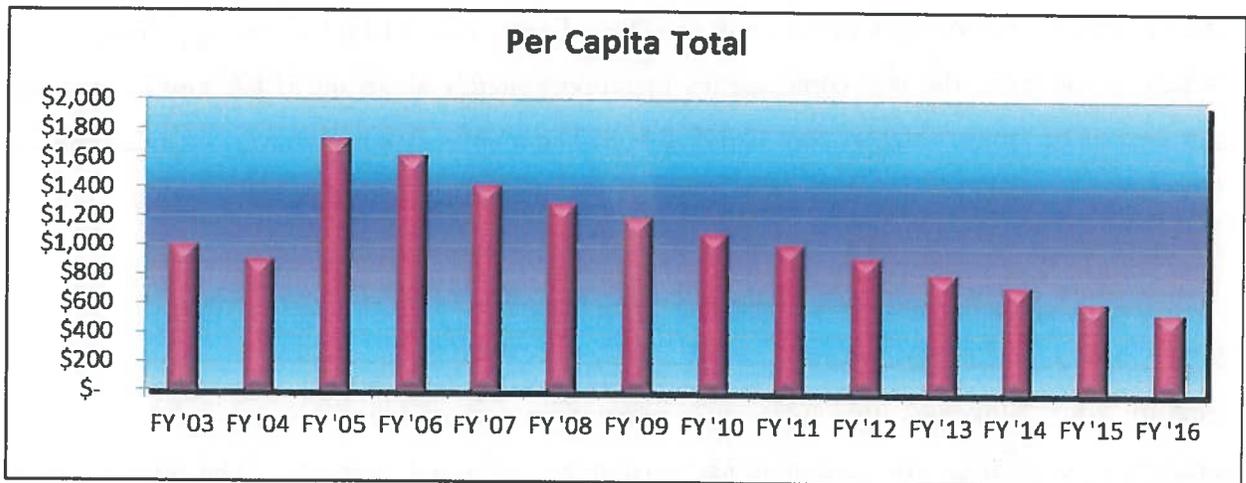
**FY 2015/2016 Budget Message**

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Poors, enhancing the savings possible on the refinancing effort. Annual payments will be in the range of \$645K+/- over the balance of this debt issue.

Together, these three refinancing efforts along with the retirement of the Tinley Park obligation will save our residents approximately \$1.2M over the term of the combined repayment schedules. During FY 14, Standard and Poor’s conducted an updated credit rating assessment on the Village of Mokena. This assessment utilized an upgraded framework to determine the credit worthiness of local governments. Upon the conclusion of a detailed review of our credit worthiness by Standard and Poor’s, we maintained our AA+ rating.

The following historical chart depicts Mokena’s per capita debt position over the past decade.



While reaching a high of over \$1.7K per capita in FY 05, the Village’s per capita debt levels began to decline and are currently \$550+/- per resident (or less than 1/3 of just a decade ago). The days of funding all major capital projects on a “pay as you go” basis have been gone for over a decade, but Mokena’s debt remains manageable. Moving into FY 16, the Village is in good order from a debt management perspective. Current debt levels are incrementally decreasing and manageable. The Board has carefully worked to meet the balance of improving the Village’s infrastructure while assuming debt and related principal and interest payments that can be met through earmarked sources. Recent bond refinancing and early retirement efforts have saved our valued customers \$1.2M in interest payments.

**(4) OPERATIONAL EFFICIENCIES**

It is often difficult to measure efficiency in the public sector. As conditions, situations and communities naturally evolve, it is sometimes a challenge to find measurable indicators which represent organizational efficiencies over an extended time period. We have chosen a handful of such indicators to measure our organization’s long term performance over the past two decades. By choosing these indicators, we are able to measure ourselves against past performance while including inflationary factors impacting the cost to provide services to our customers. Below you will find a table representing some of these issues from a statistical standpoint.

**Comparison (Fiscal Year)**

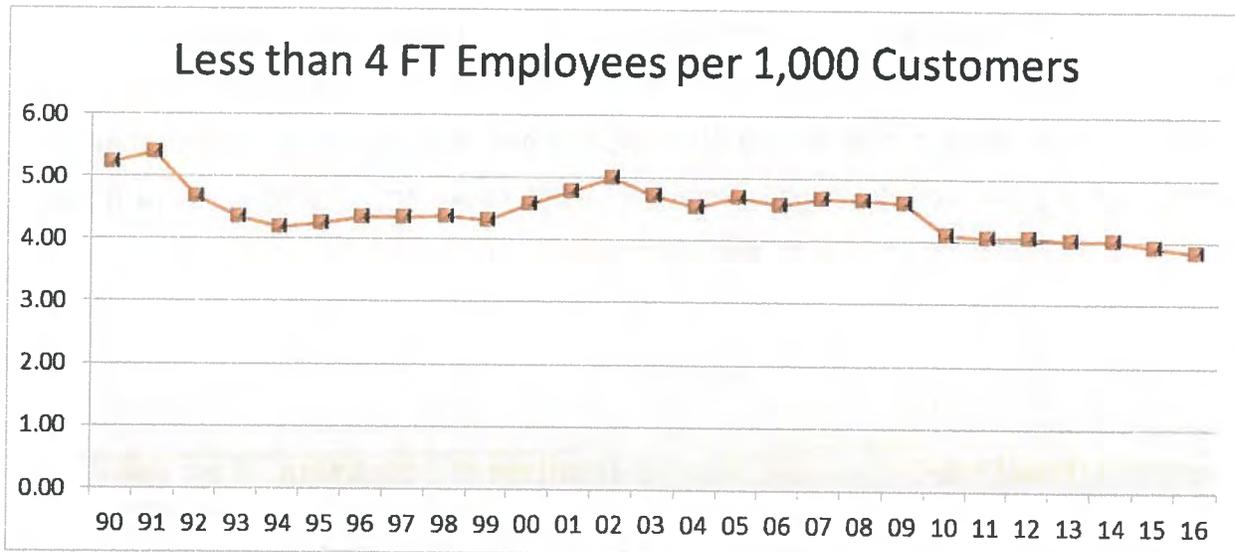
F.T. Employees/1000 Residents  
 Municipal tax rate/\$100 E.A.V.  
 Water Rate/1000 Gallons  
 Sewer Rate/1000 Gallons  
 Total Water/Sewer Rates

<b>1990/1991</b>	<b>2015/2016</b>	<b>3% rate of inflation</b>
5.38	3.92	N/A
\$ .61	\$ .25	N/A
\$3.96*	\$7.10	\$5.82*
\$2.40	\$4.10	\$5.03
\$6.36*	\$11.20	\$10.85

\* Since Transition to lake water in FY 2003

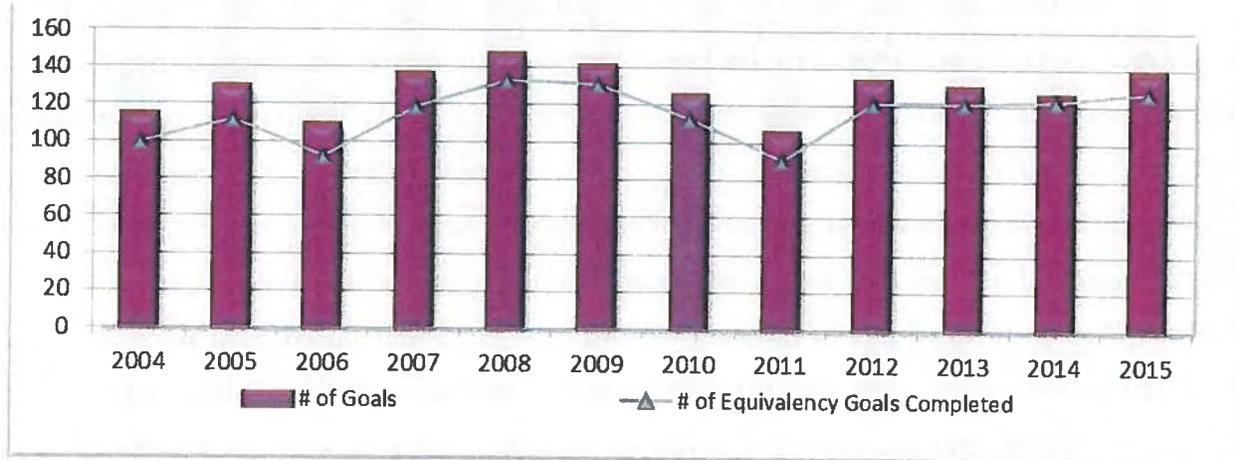
As the previous table indicates, many of the Municipal costs charged to Mokena Residents to operate their Village Government have been balanced compared to normal inflationary trends. Mokena Residents enjoy the lowest municipal tax rate among 23 other Will County Communities while aggregate tax rates for all Mokena taxing districts combined are very favorable as well. Although water and sewer rates have increased, we are very competitive with surrounding communities that have Lake Michigan water and manage their own wastewater treatment systems. Lake Michigan water rates now exceed the 3% compounded rate of inflation which is a direct correlation of Chicago’s rate increases over the last several years. These four past rate increases combined with the pending increase in FY 16 alone total \$1.92/1000 gallons. However, when our water and sewer rates are combined and compared to a 3% inflation rate, we fare quite well.

Lastly, staffing levels per 1,000 residents are at historical lows and clearly represent our efforts to decrease operating costs during these difficult times. Below is a chart which represents our staffing levels/1,000 residents since 1990.



**(5) GOAL COMPLETION PERFORMANCE**

Annually, the Village of Mokena publishes various goal statements and objectives as an integral part of the budget process. Since 2004, these goals have been tracked throughout the course of any given year with an aggregate percent of completion being calculated at the end of each fiscal year. This exercise provides an overview of whether the Village’s Staff was successful at completing these stated goals and objectives. Goal completion rates during this time have ranged consistently from 84-94%.



**FY 16 PROPOSED EXPENDITURES**

When highlighting the most significant expenditures affiliated with the proposed Budget, it is important to note those expenditures, which focus upon delivering “Core Services” to the Community. “Core Services” include the basic health, safety and welfare programs that ensure Residents’ safety and comfort. These expenditures are divided by major category and represent the most significant appropriations affiliated with the proposed Budget.

**(1) PERSONNEL**

- Provides for total personal services to increase by \$214K or 2.38%.
- Provides for a 3.5% wage increase for represented and non-represented employees.
- Provides for health care costs to decrease by (\$70.8K) or (6%).
- Provides for (6) part-time summer employees in the Public Works Department. \$34.6K
- Provides for (2) LWHS special education transition program students during the school year in the Public Works Department. \$3.3K
- Provides for (2) part-time Crossing Guards. \$26.3K
- Provides for (2) part-time Community Service Officers in the Municipal Parking Lot. \$36.4K

**(2) PROGRAMS**

- Provides for membership in the Will County Governmental League. \$14.4K
- Provides for membership in the South Suburban Mayors and Managers Association. \$10.9K
- Provides for 4<sup>th</sup> of July activities. \$25K
- Provides for monthly “News You Can Use” updates. \$7.8K
- Provides for web based video streaming (includes mobile device platform) of Board meetings. \$13.2K
- Provides for the balance of a contracted employment search to replace retiring Administrator. \$8K
- Provides for economic incentive agreement obligations. \$326.1K
- Provides for patrol officers and sergeants eligibility registers. \$23.8K
- Provides for medication drop-off at Police Department. \$2K
- Provides for annual allotment to the Lincoln Way Public Safety Communications Center. \$337.7K
- Provides for on-line crime mapping information for residents. \$4.1K
- Provides for data source related to available land, building sites and tenant spaces. \$4.2K

## **FY 2015/2016 Budget Message**

### **Page xviii**

- Provides for permit tracking/code enforcement software lease. \$10K
- Provides for vacant/distressed property maintenance program. \$9.8K
- Provides for assistance to research, collect and assemble economic data. \$19K
- Provides for NPDES II compliance permit. \$7.5K
- Provides for update to storm sewer atlas. \$2K
- Provides for Hickory Creek Water Shed Group fees. \$5K
- Provides for aquatic weed control. \$45K
- Provides for cattail removal at the Oaks Pond. \$6K
- Provides for the removal and replacement of (non-EAB) dead trees within the Village easements. \$16.5K
- Provides for (non-EAB) stump removal and grinding. \$19K
- Provides for Clean-Up Day program. \$2.6K
- Provides for replacement of (5) waste disposal devices in public areas. \$2.5K
- Provides for weed control on Village properties/ponds. \$19.5K
- Provides for mosquito abatement program. \$20K
- Provides for maintenance of Crystal Creek wetland. \$7K
- Provides for maintenance of Foxborough wetland. \$6K
- Provides for maintenance of Cherry Pond wetlands (north and south). \$18K
- Provides for attendance (3) at the International Council of Shopping Centers Spring convention. \$5.7K
- Provides for membership in the Will County Center for Economic Development. \$1.5K
- Provides for membership in the Chicago Southland Convention & Visitors Bureau. \$7.6K
- Provides for way finding signage (Phase 1 & 2). \$2.5K
- Provides for downtown signage (kiosk with replaceable Village event panel). \$8K
- Provides for Beautification Awards program. \$.5K
- Provides for the wildflower/tree planting program. \$.8K
- Provides for Adopt-a-Pond and Adopt-a-Roadway signage. \$.5K
- Provides for Open Air Market management contract. \$4.8K
- Provides for rock salt for snow and ice control. \$350K
- Provides for traffic signal maintenance and repairs. \$48.6K

## **FY 2015/2016 Budget Message**

### **Page xix**

- Provides for crack filling program (Townline Road and various other locations). \$54.9K
- Provides for free leaf and branch pickup. \$9.8K
- Provides for water update/consumer confidence report and delivery. \$.2K
- Provides for water atlas update. \$2K
- Provides for water system SCADA maintenance. \$15K
- Provides for water system management consultant. \$33.9K
- Provides for sewer atlas update. \$9.5K
- Provides for sewer system SCADA maintenance. \$5K

### **(3) EQUIPMENT**

- Provides for replacement for video streaming encoder. \$5K
- Provides for drug cabinet with ventilation. \$1.3K
- Provides for replacement of phone system. \$17.4K
- Provides for upgrading video recording system (interview and booking). \$10.5K
- Provides for replacement of shredder. \$2K
- Provides for replacement of (2) police cruisers with SUVs. \$70.2K
- Provides for storage/locker cabinet in Commander's office. \$1.1K
- Provides for replacement of (2) snow plows. \$10.8K
- Provides for brake metal lathe. \$6.5K
- Provides for replacement of 2½ ton truck with plow and spreader. \$136.5K
- Provides for replacement of (2) Ford F250 trucks with plows and spreaders. \$87K
- Provides for trencher attachment for combination excavator. \$4.9K
- Provides for replacement of concrete saw and blades. \$2.8K
- Provides for replacement of concrete core drill and bits. \$2K
- Provides for replacement of compactor. \$1.7K
- Provides for replacement of aerator at Marley Creek Pond. \$5.5K
- Provides for replacement of stage (50/50 split with Park District). \$15.2K
- Provides for (2) mobile 800mhz radios. \$2.8K
- Provides for replacement of chlorine analyzer at 187<sup>th</sup> pump house. \$1.6K
- Provides for replacement of obstruction lights on (3) water towers. \$4.8K

## **FY 2015/2016 Budget Message**

**Page xx**

- Provides for replacement of rectifier at East Tower. \$4.8K
- Provides for replacement of crane truck. \$87K
- Provides for replacement of pickup truck. \$42.5K
- Provides for replacement of regulatory EPA compatible lab software. \$10K
- Provides for replacement of Forestview lift station pump. \$17.5K
- Provides for replacement of (2) transducers in Tara Hills and Tall Grass lift stations. \$3K
- Provides for centrifuge filter (sludge dewatering). \$1.2M
- Provides for replacement of sand filter pump at WWTP. \$10K
- Provides for replacement of raw pump at WWTP. \$17K
- Provides for replacement of conveyor in Building 85 at WWTP. \$15K
- Provides for replacement of airwash blower filters WWTP. \$8K
- Provides for replacement of scum pump at WWTP. \$9K
- Provides for replacement of backwash pump WWTP. \$9.5K
- Provides for replacement of hydro panel at WWTP. \$12K

### **(4) PROJECTS/DEBT SERVICE**

- Provides funding for principal and interest payments for downtown debt service. \$123.9K
- Provides for striping of crosswalks around schools and parks. \$15K
- Provides for striping and painting turn lanes and skip dash center lines. \$15K
- Provides for refinishing (2) wood Welcome signs. \$2.5K
- Provides for seal coating and patching of Foxborough and Tara Hills walking paths. \$19K
- Provides for reimbursement to IDOT for additional costs associated with the combination poles at Rt. 30/Ridgemore. \$24.8K
- Provides for Village wide leak survey. \$18K
- Provides for principal and interest payments on debt service for lake water improvements. \$365.2K
- Provides for contractual obligation to New Lenox for the Village's share of the IEPA low interest loan for lake water. \$226K
- Provides for contractual obligations to Oak Lawn for lake water. \$131.5K
- Provides funding for future lake water joint system repair costs. \$35K
- Provides for NPDES permit fees for WWTP, sludge and compliance. \$20K

## **FY 2015/2016 Budget Message**

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- Provides for vacuum jetting and cleaning grease from wet wells at (6) lift stations. \$4.5K
- Provides for sanitary sewer infiltration monitoring program. \$20K
- Provides for sanitary manhole inspections, repairs and relining. \$85K
- Provides for smoke testing sanitary sewers. \$15K
- Provides for replacing (4) lights in the Hickory Creek parking lot. \$6.8K
- Provides for landscape retaining wall at McGovney parking lot. \$8.4K
- Provide for resurfacing and striping of McGovney parking lot. \$27.2K
- Provides for sealing and striping of Willowcrest parking lot. \$9.7K
- Provides for engineering and replacement of watermain on Wolf Road (193<sup>rd</sup> to 194<sup>th</sup>). \$277.7K
- Provides for lake water joint system maintenance contingent repair costs shared by Mokena and New Lenox. \$35K
- Provides for ESDA building repairs. \$20K
- Provides for principal and interest payments on debt service for road improvements. \$652.2K
- Provides for (4) bridge inspection. \$6.5K
- Provides funding for annual full depth patching projects. \$80K
- Provides funding for annual sidewalk and other concrete rehabilitation projects. \$94K
- Provides for material testing of road projects. \$9K
- Provides for structural street light repairs. \$15K
- Provides funding for Union and Revere drainage project. \$35K
- Provides funding for the FY 16 road maintenance program. \$1.487M
- Provides for construction related services for the road maintenance program. \$29.7K
- Provides for engineering of Willow Avenue extension. \$60K
- Provides for sidewalk at Schoolhouse/LaPorte. \$40K
- Provides for pedestrian heads at 88<sup>th</sup> and 191<sup>st</sup> intersection. \$20K
- Provides funding for EAB program. \$407.7K
- Provides for Rt. 30 Phase II engineering and improvement. \$13.8K
- Provides for noise mitigation along the CN Rail line adjacent to Mokena. \$4.7K

### **BUDGET SUMMARY**

The Village's overall revenues are anticipated to decrease by approximately (-3.8%) or (-\$897K). The Village's overall expenditures are anticipated to increase by +5.7% or \$1.329K. The overall fiscal

health of our Village Government is solid. Debt levels are being reduced and the local economy has proven to be resilient with our diverse mix of businesses. Spending levels have remained in check and the fund balance (reserves) in all major operating funds are adequate at this time.

### **FISCAL IMPACTS ON CUSTOMERS**

The proposed budget takes into consideration the cost of providing services to Mokena's residents and businesses with necessary adjustments for water and sewer with no increases for refuse service this year. A water rate increase of approximately \$0.30 +/- /1000 will go into effect in January (February invoices) based in part on regional water costs being charged to Lake Michigan water users by the City of Chicago. The average residential customer will see a monthly increase of \$2.40+/- (or about \$12 for the fiscal year). After three years of stable sewer rates, the proposed budget includes a \$0.15/1000 adjustment for sewer rates resulting in a \$1.20 per month increase on an average residential customer. Over the course of the entire fiscal year, this adjustment will result in a \$14.40 increase in a household budget. Combined with the water rate adjustment to take effect in February, the average household will see a \$26+/- increase in utility fees.

The proposed budget has again been prepared to continue providing senior citizen households with refuse discounts of approximately \$24.

We are also proud to continue our Military Fee Waiver Program for the families of men and women protecting our freedom and the freedoms of others throughout the world today. Since the fee waiver was implemented several years ago, approximately one dozen families have taken advantage of this program.

### **THE FUTURE**

One of my key responsibilities as the Community's Chief Budget Officer is to outline priorities and identify strategic matters moving forward. In my annual budget message, I attempt to prioritize key issues which I believe will need significant policy attention by the Elected Officials, support staff and our customers as well. Based on my assessment of our overall operations, financial status and deliverable capacity, I am re-emphasizing the similar points that I have made in previous years while further emphasizing the need to remain "cash strong" and risk protected.

1. Continue to rehabilitate at least 4+ miles of local roads annually.
2. Continue to manage and reduce debt levels.
3. Maintain adequate rate structures to support our utility enterprises while considering the impacts of such rates on our customers.
4. Develop a logical leadership transition plan for the professional staff.
5. Complete the 4 year EAB mitigation plan.
6. Invest in aging municipal facilities.
7. With regard to the general fund:
  - a. Continue to maintain fund balances equal to 33% of the total operating fund.
  - b. Anticipate conservative scenarios when forecasting measuring possible actions by the General Assembly.
  - c. Continue pursuing cost control measures.

#### **ASSUMPTIONS AND THE PROPOSED FY 16 BUDGET**

Like any budget, there are always certain assumptions which drive the preparation and assembly of a yearly spending plan. The proposed FY 16 Budget is no exception as we continue to face some unknown conditions moving forward. The proposed budget assumes the Illinois General Assembly will change the structural components of the LGDF and revenue estimates have been adjusted accordingly.

Given the financial problems being faced by the General Assembly and their history of making decisions in a vacuum that impact others, the status of the LGDF will always be an uncertainty for all local governments. While our local economy has proven to be strong and very resilient over the past few years, we have learned from the recent past that the national economy also plays a significant role in our overall financial health. Only time will provide answers to the future conditions that we face.

#### **SOLVING SOME PROBLEMS.....WHILE OTHERS EVOLVE.**

This year's budget resulted in continued improvement in the condition of the GF. We have made a tremendous financial rebound with regard to our GF and were able to simultaneously enhance the fund balance to historic levels along with again transferring \$3.93M to a capital fund (over the past three years). These have enabled us to "cash fund" a \$1.7M EAB mitigation and revitalization plan dealing with over 3,700 ash trees, repair/upgrade aging Village facilities and assume control over a blighted

property in the Front Street area. In addition, these transfers have provided funds for other infrastructure repairs along with an escrow of \$1M for future use by the Village Board as infrastructure assets need attention. While we have again outperformed budget expectations in both the water and sewer funds in FY 15, future rate pressure for these enterprise activities will become an annual issue of concern. This pressure was compounded by several factors including the announcement from Chicago that water costs were going to increase significantly over a four year period. While we can exercise prudence with regard to controllable expenditures, the cost of water itself must be passed along to our customers. We are not alone in this situation as all suburban and urban Lake Michigan water customers (supplied by Chicago) will be burdened by this issue. The completion of a 40 year water supply agreement with Oak Lawn ensures an adequate supply of Lake Michigan water to our region. This will be accomplished by the construction of \$170M +/- in upgraded water system infrastructure (including a redundant 60" water line) These improvements are necessary for Oak Lawn to meet regional growth trends and water consumption demands over the next 50 – 100 year period. Making these long-term improvements will ensure the region has a redundant and reliable water source for future generations. With regard to the sewer system, billable volume has stagnated over the past several years and represents a trend I do not foresee changing. After implementing cost containment efforts and a stable rate for the last three years, the proposed budget provides for a \$0.15/1000 rate increase. I have recommended that the Village Board take a measured and incremental approach when assessing future rate adjustments.

**REFLECTING BACK A FEW YEARS AGO.....**

While the worst of our nation's recessionary times seem to be in our rear view mirror, it has been only five fiscal cycles since we were squarely in its grasp. The recession forced us to re-think what local government should focus upon as opposed to our traditional and more institutional approach. We became better at producing more services for less money while our valued employees embraced the "customer comes first" culture we have developed. More than any other issue, I believe that the willingness of our employees to adopt this new culture has led to a more productive organization. While we have 15% fewer employees than just a few years ago, our productivity levels are constantly improving. In the bigger picture, every employee who works for you (our valued customers) fully understands that you always come first!

**Thanks to everyone that participated in this budget process!**

The proposed 2015/2016 Budget could not have been compiled without the efforts of several individuals and work teams. My thanks are accorded to Barbara Damron, the Village's Finance Director for her continued diligence in difficult times. The entire Management Team which includes Police Chief Steve Vaccaro, Public Works Director Lou Tiberi, Community Development Director Alan Zordan, Village Engineer Paul Pearson, Assistant Village Administrator Kirk Zoellner, ESDA Coordinator Greg McElyea, Administrative Assistant Judi Frieling, and their support Staffs have all contributed to the compilation of this Budget.

I would like to express my respect and thanks to Mayor Fleischer, Clerk Patt and Trustees: Engler, Budzyn, Mazzorana, Metanias, Richmond, and Siwinski who were of significant assistance as they guided Staff through the consensus building process. As in years past, the proposed FY 16 budget was prefaced by good information, adequate time for the policy makers to consider the impacts of their likely decisions and a balanced decision making environment. In addition, we always look to the past when dealing with the present while measuring the impacts of today's decisions on future generations. This year's budget also includes a considerable focus on the cautious recognition that the State of Illinois' dismal fiscal condition may well represent a significant risk for all municipalities in our State. Combined, these ingredients are most integral to any good budget process and this year proves to be another successful example of this public policy.

**In Closing.....**

Once the proposed budget is adopted by the Village Board of Trustees, we will move into the program implementation phase. During the implementation phase, we will work diligently to deliver the best levels of service with the resources allocated. We also recognize that our customers are the essence of our existence and remain our top priority. This recognition is simply stated with an ever growing "customer comes first" approach to our work. We respect the opportunity to serve Mokena Residents and look forward to yet another year of delivering solid "core service" at the least possible cost. We believe this philosophy will eventually become the new norm for local government and have proudly coined the phrase..... "less institution and more service" to lead us into the future.

Throughout the last several years, we have attempted to remain flexible, adaptive and resilient with regard to balancing the economy and our ability to serve our customers. Every year presents a new set of challenges for us. As long as we keep our customers as our main focus, we will address every problem with intensity and the goal of making our Community the best suburb in the Chicago Region....."Less institution and more service."

Lastly, I leave you all with the following thoughts regarding budget cycles and financial policies moving forward:

1. We have worked hard to curb costs while focusing on the most important traditional services!
2. We are fortunate to have control over our financial destiny and able to survive changes we have no control over.
3. We should maintain a strong cash position and resist the urge to spend money because it is available.
4. Utilization of available cash should be.....
  - ✓ Well thought
  - ✓ Serve established objectives
  - ✓ Not create any long term or ongoing financial obligations

Finally, it has been an honor to serve as your Chief Budget Officer over the past 27 years. Thank you for giving me the opportunity to be of service to our valued customers!!

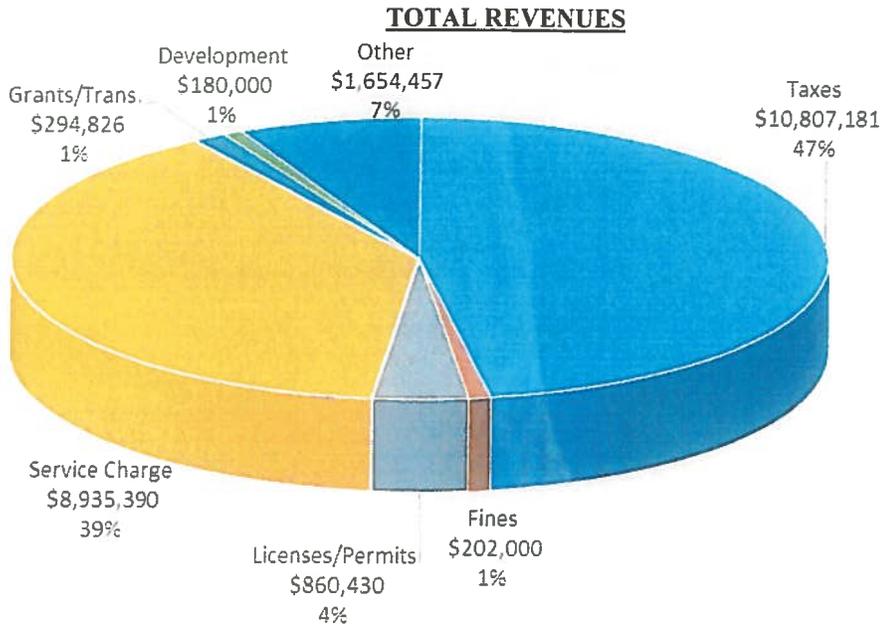
Respectfully submitted,

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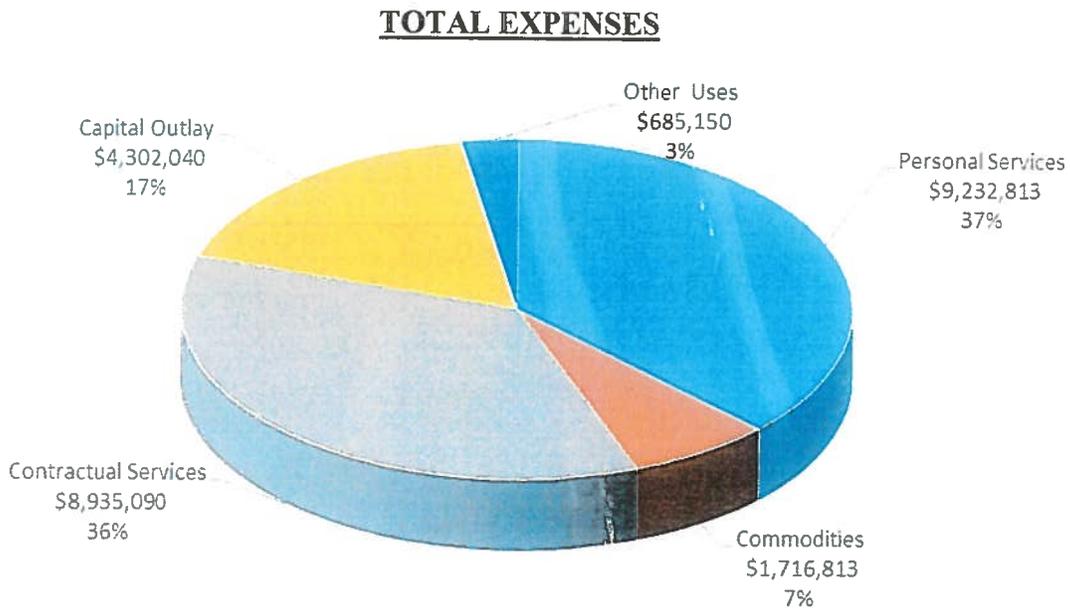
John W. Downs  
Village Administrator/Chief Budget Officer  
Village of Mokena

## BUDGET SUMMARY

The total revenues for FY 16 are estimated to be \$22,934,284. Illustrated by the Pie Chart found below, one will be able to see the breakdown of revenues for the entire budget as indicated by major category.



The total estimated expenditures for FY 16 are \$24,871,906. Illustrated by the Pie Chart found below, one will be able to see the breakdown of expenditures for the entire budget as indicated by major category.



**VILLAGE OF MOKENA  
FISCAL 2016 BUDGET  
SUMMARY OF ALL FUNDS**

		<b>Opening</b>			<b>Fund</b>
	<b>Fund Name</b>	<b>Cash Balance</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Balance</b>
01	General	\$ 3,295,399	\$ 8,944,925	\$ 8,863,248	\$ 3,377,076
02	Audit	18,634	5,854	5,758	18,730
04	Performance Bond	599,847	175,150	250,150	524,847
05	Tourism	54,838	40,020	33,084	61,774
06	Special Tax Allocation	111,907	35,382	1,937	145,352
07	School Crossing Guard	30,179	27,648	27,683	30,144
08	IMRF/FICA/MC Contribution	324,647	666,516	652,420	338,743
09	Police Pension	16,363,032	1,546,777	678,564	17,231,245
11	Motor Fuel Tax	729,884	475,507	613,104	592,287
15	Refuse	153,439	1,255,211	1,264,833	143,817
16	Water & Sewer:				
	Operating	1,751,796	6,742,470	7,091,738	1,402,528
	Encumbered Bond Res.	-	-	-	-
17	Municipal Parking Lot	105,463	305,190	314,391	96,262
19	Sewer System Capital Improv.	1,528,096	169,059	1,370,000	327,155
20	Water System Capital Improv.	2,107,041	503,976	427,650	2,183,367
21	Sewer Plant Replacement	833,130	200	130,500	702,830
22	Plant Expansion	5,387,536	8,000	50,000	5,345,536
23	Capital Improvement, Repair and Replacement	4,473,074	2,032,399	3,096,846	3,408,627
	<b>Totals</b>	<b>\$37,867,942</b>	<b>\$22,934,284</b>	<b>\$24,871,906</b>	<b>\$35,930,320</b>

## GENERAL FUND BUDGET SUMMARY

### REVENUE

Current FY 15

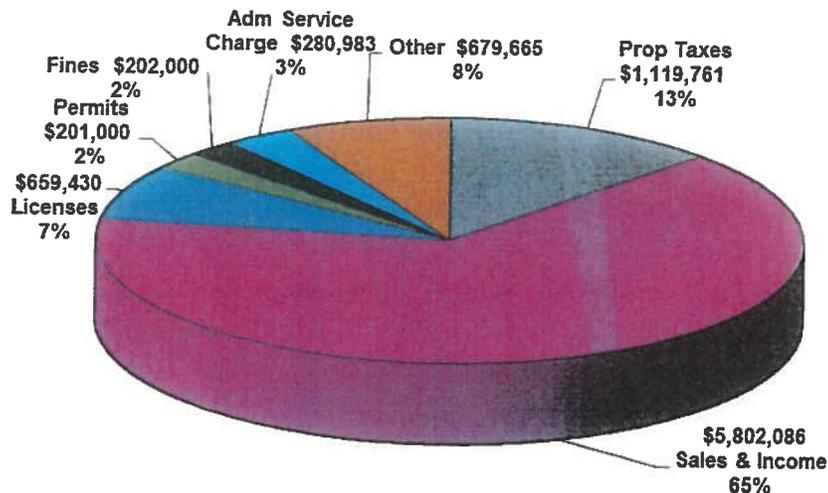
Estimated FY 15 Revenues are anticipated to be more than budget by approximately \$429K. This is primarily due to an increase in sales tax \$221K, building permits \$83K, fines \$15K, and miscellaneous income (includes video gaming) \$108K.

Proposed FY 16

Fiscal '16 Revenues are anticipated to decrease by (\$437K). This is primarily due to the net effect of an increase in sales tax \$420K and rental income \$62K and a decrease in state income tax (\$905K). The reduction in state income tax is based on conservative budgeting in light of the State's financial condition and uncertainty of pending action by the General Assembly.

Total anticipated General Fund Revenues for FY 16 are \$8,944,925. Illustrated by the Pie Chart found below, one will be able to see the breakdown of revenues for the entire General Fund as indicated by major category.

### TOTAL REVENUES



**EXPENSES**

Current FY 15

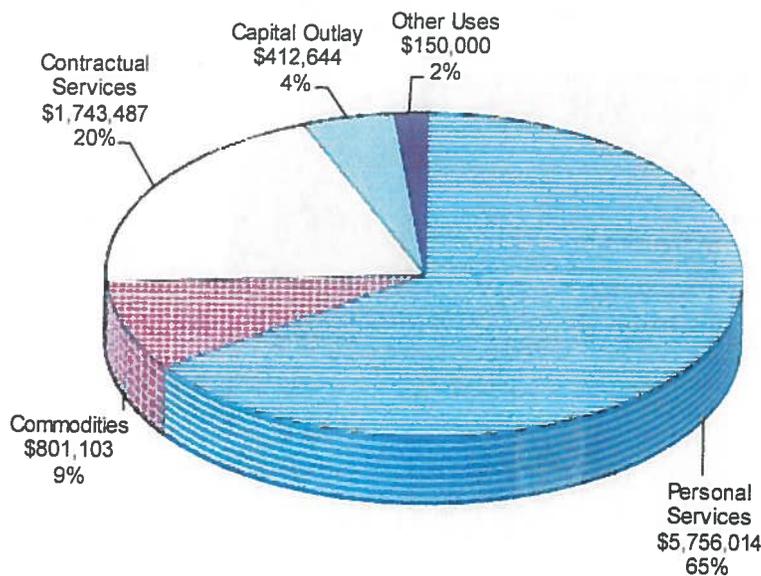
The FY 15 General Fund Expenses are anticipated to be \$699K over appropriation. This is primarily due to a year end transfer of \$1.18M to the Capital Improvement, Repair and Replacement Fund. This transfer was offset by the actual FY 14 ending fund balance being \$191K higher than anticipated, an increase in revenues of \$429K, and several expenditures coming in under budget: personal services (\$35K), gasoline (\$79K), legal services (\$89K), other contractual services (\$37K), capital expenditures (\$26K), and not using the (\$150K) budgeted for contingencies.

Proposed FY 16

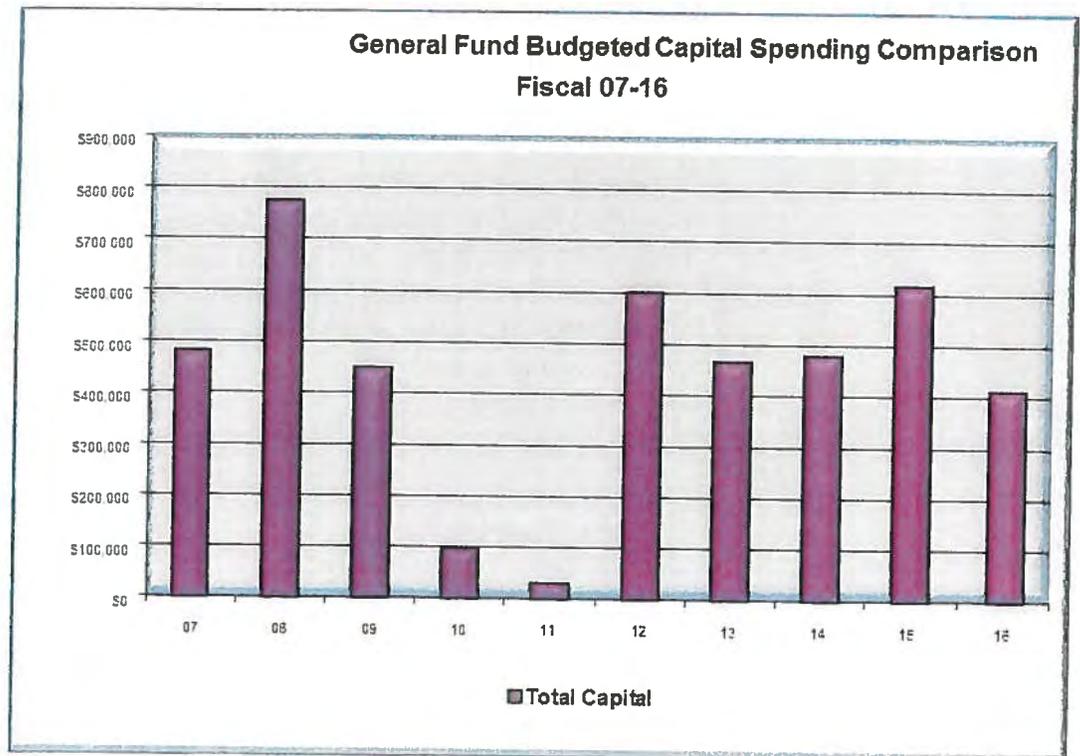
FY 16 General Fund Expenditure levels are proposed to decrease by approximately (\$107K) below FY 15 budget levels. This is associated with the net effect of increases in personal services \$32K, commodities \$13K, contractual services \$52K, and a decrease in capital (\$203K).

Total estimated General Fund expenditures for FY 16 are \$8,863,248. Illustrated by the Pie Chart found below, one will be able to see the breakdown of expenditures for the entire general fund as indicated by major category.

**TOTAL EXPENSES**



The chart below depicts the General Fund capital spending patterns over the past nine years and the proposed fiscal year.



As one can see, FY 16 Capital Expenditures are (\$203K) below FY 15 budgeted levels. In FY 10 & FY 11 capital spending (like all other budget categories) had been reduced significantly to offset declining general fund revenues. In FY 13, the Village returned to replacing capital equipment and vehicles while making facility improvements from the GF. In FY 14, FY 15, and FY 16 this trend was continued.

**FUND BALANCE**

Current FY 15

You will note the FY 15 General Fund estimated ending fund balance to be approximately \$3.29M. This is below the budgeted FY 15 balance by approximately (\$79K) due to the year end transfer to the Capital Improvement, Repair and Replacement Fund.

Proposed FY 16

The proposed year end FY 16 General Fund balance amount is approximately \$3.38M and \$452K above the Board's preferred guidelines of maintaining 33% of the annual expenditures in the General Fund.

Following you will note a graph depicting the budgeted general fund cash position for the last nine budget cycles along with proposed FY 16 levels. You will note that historically, the Village has budgeted year end fund balances at/or above preferred levels with the exception of FY 10. During this fiscal year, fund balance levels declined and were utilized as a revenue offset. The current year will be the third consecutive year in which the General Fund has produced substantial "net positive operating" results. This allowed for a total of \$3.93M over the three years to be transferred into the Capital Improvement, Repair and Replacement Fund for public improvement projects.

**FUND BALANCE**

**General Fund Balance Comparison  
FY 07-16**



Historically, Mokena budgets have utilized 25% of overall GF spending as a benchmark for adequate fund balance levels. Given the unpredictable condition of the State of Illinois along with a sputtering economy, during the FY 13 budget process, a recommendation was made to increase the benchmark to 33% of overall GF spending. By maintaining a more conservative fund balance position, those type of uncertainties previously mentioned would be less likely to impact core services in light of negative events.

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: General Fund**  
Summary

<b>Revenues</b>	<b>Actual Fiscal '13</b>	<b>Actual Fiscal '14</b>	<b>Budgeted Fiscal '15</b>	<b>Estimated Fiscal '15</b>	<b>Board App. Fiscal '16</b>
Taxes	\$ 7,034,002	7,198,383	7,447,510	7,697,468	6,966,947
Licenses	664,269	654,327	651,227	654,527	659,430
Permits	275,104	234,003	189,000	271,725	201,000
Intergovernmental Revenue - State	18,890	17,698	15,640	15,640	13,843
Intergovernmental Revenue - Local	275,474	280,983	280,983	280,983	280,983
Exaction Fees	-	81	30,753	30,753	-
Fines	207,708	232,640	210,000	225,395	202,000
Other Revenue	439,009	558,052	556,720	633,927	620,722
<b>Total Revenue</b>	<b>\$ 8,914,456</b>	<b>9,176,167</b>	<b>9,381,833</b>	<b>9,810,418</b>	<b>8,944,925</b>

**Opening Cash Balance**      \$ 3,459,865      \$ 3,324,391      \$ 2,962,557      \$ 3,154,024      \$ 3,295,399

**Total Available for Spending**      \$ 12,374,321      12,500,558      12,344,390      12,964,442      12,240,324

<b>Appropriations</b>	<b>Actual Fiscal '13</b>	<b>Actual Fiscal '14</b>	<b>Budgeted Fiscal '15</b>	<b>Estimated Fiscal '15</b>	<b>Board App. Fiscal '16</b>
Legislative	\$ 89,955	94,928	101,242	95,935	102,116
Administrative	1,548,250	1,716,099	1,875,071	1,613,467	1,881,484
Fire & Police Commission	11,139	6,924	8,990	4,137	36,250
Police Department	3,891,374	4,086,083	4,347,639	4,258,773	4,273,304
Community Development	481,797	513,062	601,421	563,852	627,510
Village Clerk	7,982	8,032	10,115	10,135	9,830
Street Department	2,598,570	2,479,285	1,549,066	2,688,412	1,437,209
Buildings & Grounds Department	351,855	366,288	376,285	347,540	399,493
Cable TV Commission	10,677	17,204	20,100	18,199	12,950
E.S.D.A. Department	58,331	58,629	80,001	68,593	83,102

**Total Appropriations**      \$ 9,049,930      9,346,534      8,969,930      9,669,043      8,863,248

**Ending Fund Balance**      \$ 3,324,391      3,154,024      3,374,460      3,295,399      3,377,076

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: General Fund**  
**Revenue [01]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
		<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
200	<b>Taxes</b>					
2010	Property Tax (See Footnote)	\$ 444,670	454,838	423,625	430,235	401,182
2030	Sales Tax	3,997,219	4,191,484	4,454,497	4,675,797	4,874,456
2050	State Income Tax	1,851,033	1,826,141	1,832,772	1,835,294	927,630
2060	Road & Bridge Allocation	705,962	687,485	701,096	708,851	718,579
2070	Automobile Rental Tax	17,311	21,559	19,020	28,810	27,600
2090	Amusement Tax	17,807	16,876	16,500	18,481	17,500
	<b>Total</b>	<b>\$ 7,034,002</b>	<b>7,198,383</b>	<b>7,447,510</b>	<b>7,697,468</b>	<b>6,966,947</b>
210	<b>Licenses</b>					
2110	Liquor	\$ 39,000	41,600	35,900	39,700	39,700
2120	Vehicle	23,315	-	-	-	-
2130	Business	29,628	29,124	28,800	29,520	28,800
2140	Franchise	450,117	467,337	467,600	458,927	471,800
2150	Contractors	107,850	101,550	105,000	112,500	105,000
2190	Other	14,359	14,716	13,927	13,880	14,130
	<b>Total</b>	<b>664,269</b>	<b>654,327</b>	<b>651,227</b>	<b>654,527</b>	<b>659,430</b>
220	<b>Permits</b>					
2210	Building	\$ 211,918	173,476	141,000	199,550	153,000
2230	Solicitors	-	-	-	175	-
2290	Other	63,186	60,527	48,000	72,000	48,000
	<b>Total</b>	<b>275,104</b>	<b>234,003</b>	<b>189,000</b>	<b>271,725</b>	<b>201,000</b>
	<b>Intergovernmental</b>					
240	<b>Revenue - State/County</b>					
2450	Capital Grants	\$ 18,890	17,698	15,640	15,640	13,843
2490	Other Intergovernmental Revenue	-	-	-	-	-
	<b>Total</b>	<b>18,890</b>	<b>17,698</b>	<b>15,640</b>	<b>15,640</b>	<b>13,843</b>
	<b>Intergovernmental</b>					
250	<b>Revenue - Local</b>					
2510	Interfund Service Charges	275,474	280,983	280,983	280,983	280,983
254	<b>Exaction Fees</b>					
2560	Contributions	-	81	30,753	30,753	-

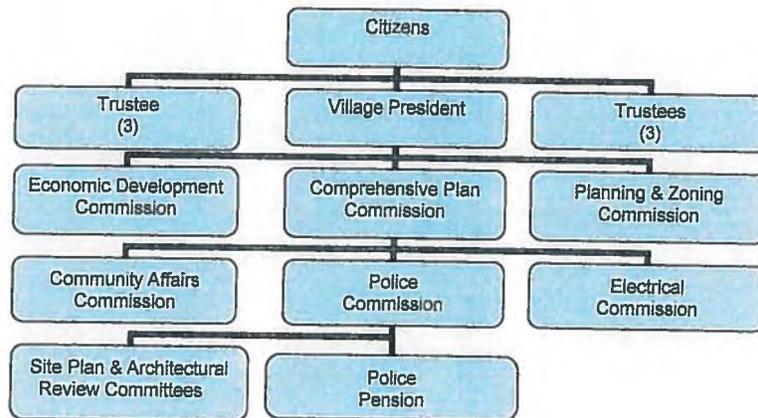
**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: General Fund**  
**Revenue [01]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
		<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
280	<b>Fines</b>					
2810	Court	\$ 106,396	116,869	115,000	105,000	110,000
2820	Parking	35,278	54,784	35,000	55,000	35,000
2880	Other	52,313	59,841	55,000	55,000	52,000
2890	Asset Forfeiture	13,721	1,146	5,000	10,395	5,000
	<b>Total</b>	<b>207,708</b>	<b>232,640</b>	<b>210,000</b>	<b>225,395</b>	<b>202,000</b>
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 33,893	33,266	28,000	14,500	1,800
2920	Rental Income	220,902	255,878	286,653	281,659	348,942
2930	Donations	12,500	12,450	10,000	4,368	-
2940	Interfund Revenue	4,207	3,175	3,100	1,600	150
2960	Public Hearing/Development Fees	17,025	39,630	20,100	15,000	20,100
2970	Miscellaneous Income	150,482	213,653	208,867	316,800	249,730
2990	Bond Proceeds	-	-	-	-	-
	<b>Total</b>	<b>439,009</b>	<b>558,052</b>	<b>556,720</b>	<b>633,927</b>	<b>620,722</b>
	<b>Revenue Grand Total</b>	<b>\$ 8,914,456</b>	<b>9,176,167</b>	<b>9,381,833</b>	<b>9,810,418</b>	<b>8,944,925</b>
	<b>Opening Cash Balance (Including Investments)</b>	<b>\$ 3,459,865</b>	<b>3,324,391</b>	<b>2,962,557</b>	<b>3,154,024</b>	<b>3,295,399</b>
	<b>Total Available for Spending</b>	<b>\$ 12,374,321</b>	<b>12,500,558</b>	<b>12,344,390</b>	<b>12,964,442</b>	<b>12,240,324</b>

Footnote: The revenues derived in line item 01.200.2010 are based on the 2014 tax levy as extended by the Will County Clerk for General Corporate purposes will be used to fund line items 01.101.3060, 01.101.3270 and 01.101.3630 in the Administrative Department and line item 01.105.3630 in the Community Development Department.

# Legislative Branch

## Fiscal Year 16



### Summary of Basic Function

The Legislative Department of the Village includes all functions relating to the Village President and Board of Trustees. This includes Village-wide Legislative and Policy efforts.

The Village President and Six Trustees are elected at large on a staggered basis. According to the Mokena Village Code, "this Board shall be the legislative department of the Village Government, and shall perform such duties and have such powers as may be delegated by Statute to it."

The Village President is Chief Elected Officer of the Village and presides over all meetings. The Village Board meets in formal session the 2nd and 4th Monday of every month.

The Village President, with advice and consent of the Board, appoints members to the Planning and Zoning Commission, Economic Development Commission, Comprehensive Plan Commission, Community Affairs Commission, Police Commission, Site Plan & Architectural Review Committees, Electrical Commission, Police Pension Board and other ad hoc commissions from time to time. Below are descriptions of each formal committee.

- Planning Commission:** This (9) member Commission meets on a monthly basis and reviews pending development and annexation proposals for the Village of Mokena. Members address

proposed developments and annexations from a planning perspective by comparing the proposed land use to the Village's Comprehensive Land Planning Documents. The Commission formally votes and makes recommendations to the Village Board of Trustees.

- **Zoning Board of Appeals:** This Board is required by State Statute with individuals appointed to staggered terms by the Village President with advice and consent of the Village Board. All seven members are also on the Planning Commission and review zoning issues for proposed developments and annexations to the Village of Mokena. In addition, the Board evaluates variance and special use zoning requests. The final determination regarding variance requests are concluded by the Zoning Board of Appeals while zoning recommendations are forwarded to the Village Board for final review and determination.
- **Economic Development Commission:** This Commission focuses on enhancing economic development in the Community and advises the Village Board on various programs that would improve the economic viability of the Community. This Commission meets on a monthly basis and the activities are coordinated through the Community/Economic Development Coordinator.
- **The Community Affairs Commission:** This Commission consists of six members appointed by the Village President with the advice and consent of the Board of Trustees. Commission members serve one-year terms. The Commission, which represents a recent merger of the Environmental Commission and Downtown Committee, is dedicated to improving community volunteer opportunities along with increased public awareness of various programs and the people who organize them.
- **Police Commission:** This Commission is responsible for the selection, appointment, promotion, discipline and dismissal of the municipality's full-time sworn police officers.
- **Site Plan Review Committee:** This Committee meets to review non-residential development site plans with the goal of enhancing the overall aesthetics and functionality of business site development. This committee meets on an as needed basis.
- **Architectural Review Committee:** This is a subcommittee of the Site Plan Review Committee charged with reviewing non-residential architectural elevations and other aspects of development.
- **Electrical Commission:** This purpose of this Commission is to review ordinances pertaining to electrical codes and make recommendations to the Village Board for changes, alterations or maintaining the status quo.
- **Police Pension Board:** Two of the four current members are appointed by the Village President with advice and consent of the Village Board. These members oversee the investment of Police Pension Fund Reserves.

**STATUS OF GOALS FOR FY 15**

1. Extend terms of boundary agreement with New Lenox. (C/100%)
2. Attend ICSC retail conference. (C/100%)
3. Initiate replacement search for Village Administrator. (C/U 50%)
4. Consider renegotiated waste hauling agreement. (C/100%)

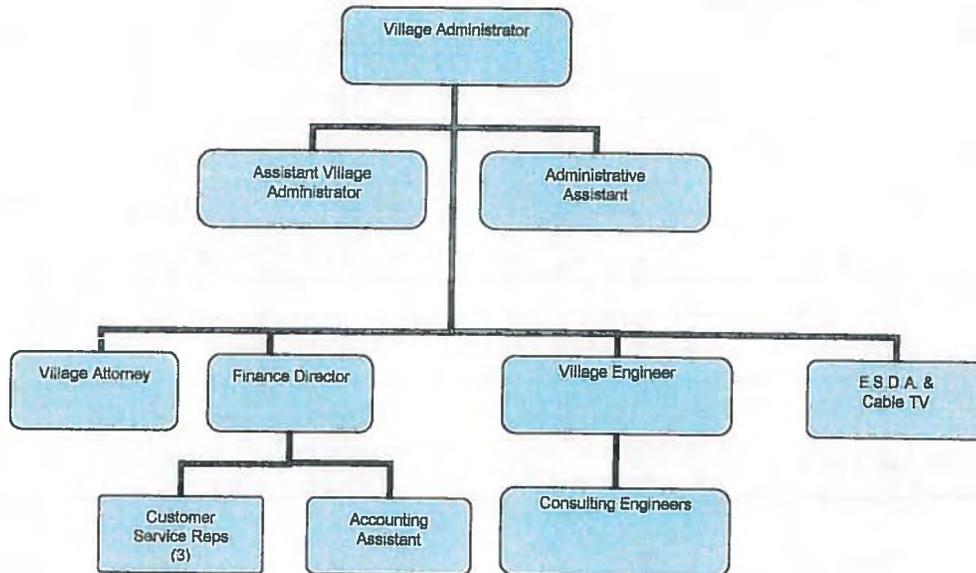
**SIGNIFICANT GOALS FOR FY 16**

1. Complete search and make selection of new Village Administrator
2. Attend ICSC retail conferences
3. Determine strategic direction for Village Owned property at McGovney and Wolf Road
4. Authorize approval of renewed labor agreements with Teamsters Local 700 and Local 150 Operating Engineers.

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: General Fund**  
**Dept: Legislative [01-100]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b>Personal Services</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
3020	Salaries (Part Time)	\$ 35,663	33,338	34,500	34,015	34,500
	<b>Commodities</b>					
3230	Conferences, Mtgs. & Seminars	\$ 485	4,730	7,450	5,000	6,950
3240	Membership Dues	26,203	26,335	27,686	26,631	27,870
3260	Publications	-	-	-	-	-
3290	Printing	-	102	350	-	350
3420	Donations	-	-	-	-	-
3440	Miscellaneous	152	235	100	250	250
3450	Public Relations	27,170	29,209	30,050	28,800	30,850
	<b>Total</b>	\$ 54,010	60,611	65,636	60,681	66,270
	<b>Contractual Services</b>					
3710	Legal Advertising	\$ -	-	-	-	-
3780	Telephone	62	720	780	735	820
3860	Other Contractual Services	220	176	176	176	176
3870	Auto Mileage & Expense Reimb.	-	83	150	328	350
	<b>Total</b>	\$ 282	979	1,106	1,239	1,346
	<b>Total Operating Expenses</b>	\$ 89,955	94,928	101,242	95,935	102,116
	<b>Capital Outlay</b>					
4020	Improvements - Other	\$ -	-	-	-	-
4040	Machinery & Equipment	-	-	-	-	-
4100	Office Furniture	-	-	-	-	-
	<b>Total Capital</b>	\$ -	-	-	-	-
	<b>Total Appropriations</b>	\$ 89,955	94,928	101,242	95,935	102,116

# Administrative Department Fiscal Year 16



## SUMMARY OF BASIC FUNCTIONS

The Administrative Department coordinates finances and other organizational wide matters. The Village Administrator is the Chief Administrative Officer employed by the Village President and Board of Trustees to manage the day-to-day operations of the Government. All Department Heads and Consultants are responsible to coordinate their activities with the Village Administrator or his/her designee. Additionally, the Village Administrator acts as the Chief Budget Officer and is responsible for the advisement, interpretation and supervision of Board Policy. The Assistant Village Administrator reports directly to the Village Administrator. He serves as the Village's risk manager, and as its public information and media relations officer. In addition, the Assistant Village Administrator oversees the Village's building projects, negotiates cellular leases and cable franchise agreements, manages the Village's website, serves as the FOI Officer, manages the Village's foreclosed and vacant structures program, coordinates special projects (such as electrical aggregation and the EAB mitigation program), handles complex customer inquiries and concerns, and provides staff support to the Community Affairs and Economic Development Commissions.

The Finance Director supervises accounting and reporting tasks associated with Village finances. These tasks include: forecasting revenues and expenditures, monitoring investments and cash reserves, overseeing accounts receivable/payable, payroll and

formulating the Village's Tax Levy. Additionally, the Finance Director oversees General Office Operations, the computer system, and assists the Village Administrator with the supervision of Personnel records management along with preparation and day-to-day management of the budget.

The Administrative Assistant maintains and oversees the production of "Board Correspondence". This person supervises the daily scheduling affairs of both the Mayor and Village Administrator. Additionally, this position is responsible for performing research, organizing projects and coordinating responses to formal citizen inquiries to the Village President, Board and Village Administrator. The Administrative Assistant also serves as Deputy Clerk to the Elected Village Clerk.

The Village Engineer reports to the Village Administrator. The position supervises and oversees Village-related engineering functions including; capital projects, subdivision development/inspection, capital improvement plans, consulting contracts, bidding specifications and private utility coordination along with other engineering issues. The Village Engineer also oversees various consulting engineers employed by the Village to perform a multitude of other engineering services.

The Accounting Assistant reports to the Finance Director. This person is responsible for maintaining accurate accounting records regarding accounts payable/receivable and utility billings.

Three Customer Service Representatives are responsible for service and responsiveness through counter service and telephone interaction. These positions are also responsible to the Finance Director.

The ESDA Coordinator manages the Emergency Services Disaster Agency. This volunteer organization has the responsibility to provide an emergency preparedness plan for the Village Government. This will ensure safety and a well-devised course of action in case of a catastrophe. All costs affiliated with employment of the E.S.D.A. Director are budgeted for in the E.S.D.A. Departmental Budget.

Cable TV is primarily comprised of a group of volunteers who broadcast Mokena Board meetings and special events on a year round basis.

The Village of Mokena contracts annually for both Engineering and Legal Services. The firm of Rathbun, Cservenyak & Kozol currently represents the Village, with the Village utilizing other legal firms if a particular area of legal expertise is required.

## **STATUS OF GOALS FOR FY 15**

### ***Administrative/Finance***

1. Continue strategic discussions with Metra regarding future improvements to Hickory Creek station. (CU/90%)
2. Oversee and file annual audit (C/100%)
3. Prepare and file annual treasurer's report. (C/100%)
4. Prepare and file 2014 property tax levy. (C/100%)
5. Prepare annual Fiscal 2016 Budget. (C/100%)
6. Prepare and post total compensation schedule on website. (C/100%)
7. Oversee implementation of computer upgrades. (C/100%)
8. Review banking services agreement to determine whether a one year extension of the current agreement or seeking new requests for proposals would be more beneficial to the Village. (C/100%)
9. Oversee FOIA/OMA training (C/100%)
10. Provide administrative support for multi-year EAB plan. (C/100%)
11. Renegotiate waste hauling agreement. (C/100%)
12. Extend terms of boundary agreement with Village of New Lenox. (C/100%)
13. Assist with upgrades to Village Hall. (C/100%)
14. Provide administrative support for Village Administrator replacement search. (CU/50%)

### ***Engineering Services***

1. Design and construct the FY 2015 Road Maintenance Program with construction completed during fall of 2014. (C/100%)
2. Provide technical support for long range transportation planning. (C/100%)
3. Continue coordination of the Phase I Engineering for improvements at the intersection of 191<sup>st</sup> Street and 80<sup>th</sup> Avenue with the Will County Department of Highways and the Village of Tinley Park. (C/100%)

4. Continue active participation in the Hickory Creek Watershed Planning Group including water quality testing. (C/100%)
5. Continue to coordinate the implementation of the Village's NPDESII Goals and Training. (C/100%)
6. Coordinate the engineering design of the water main replacements on Wolf Rd from 193<sup>rd</sup> to 194<sup>th</sup>. (C/100%)
7. Coordinate the completion of the construction improvements to the Excess Flow Facility. (C/100%)
8. Coordinate the completion of the sludge removal at the Excess Flow Facility. (C/100%)
9. Coordinate the Illinois Department of Transportation's planned improvements to LaGrange Road from Birch Avenue to Colorado Avenue. (C/U 75%)
10. Update the Storm Sewer Atlas for the West Basin. (C/100%)
11. Prepare bidding documents and oversee the construction of pavement striping improvements on Wolf Road, 191<sup>st</sup> Street and Francis Road. (C/100%)
12. Oversee the installation of the Public Improvements in the Ginger Creek Subdivision. (C/100%)
13. Oversee the installation of the Public Improvements for the Ryan Companies Senior Housing Development. (C/U 90%)

### **SIGNIFICANT GOALS FOR FY 16**

#### ***Administrative/Finance***

1. Oversee and file annual audit.
2. Prepare and file annual treasurer's report.
3. Prepare and file 2015 property tax levy.
4. Prepare annual Fiscal 2017 Budget.
5. Prepare and post total compensation schedule on website.
6. Review audit service agreement and seek competitive proposals for future services.

7. Assist Village Board with selecting replacement for retiring Village Administrator
8. Assist with integration newly selected Village Administrator
9. Negotiate terms of labor agreements with Teamsters Local 700 and Local 150 Operating engineers.
10. Oversee FOIA/OMA training
11. Provide administrative support for multi-year EAB plan.

### ***Engineering Services***

1. Design and construct the FY 2016 Road Maintenance Program with construction completed during fall of 2015.
2. Provide technical support for long range transportation planning.
3. Continue coordination of the Phase I Engineering for improvements at the intersection of 191<sup>st</sup> Street and 80<sup>th</sup> Avenue with the Will County Department of Highways and the Village of Tinley Park.
4. Continue active participation in the Hickory Creek Watershed Planning Group including continued water quality testing.
5. Continue to coordinate the implementation of the Village's NPDESII Goals and Training.
6. Coordinate the construction of the water main replacements on Wolf Rd from 193<sup>rd</sup> to 194<sup>th</sup>.
7. Coordinate the completion of the Illinois Department of Transportation's planned improvements to LaGrange Road from Birch Avenue to Colorado Avenue.
8. Oversee the completion of the Public Improvements for the Ryan Companies Senior Housing Development.
9. Design and construct the sidewalk connection along the east side of Schoolhouse Road north of LaPorte Road.
10. Coordinate signal improvements at 191<sup>st</sup> Street and Wolf Road to provide improved pedestrian crossings.
11. Coordinate signal improvements at 191<sup>st</sup> Street and 88<sup>th</sup> Avenue to provide improved pedestrian crossings.

12. Coordinate the design and construction to replace the sludge dewatering equipment at the Waste Water Treatment Plant.
13. Coordinate a pilot program to repair and evaluate the benefits of reducing infiltration in our sanitary sewer system.

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: General Fund**  
**Dept: Administrative [01-101]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b>Personal Services</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
3010	Salaries (Full Time)	\$ 614,453	612,266	616,374	613,461	687,767
3020	Salaries (Part Time)	-	-	-	-	-
3030	Salaries (Overtime)	340	293	505	471	600
3040	Unemployment Contribution	16,138	11,570	14,497	5,769	7,378
3060	Worker's Compensation	152,337	170,327	148,606	147,881	101,173
3100	Hospital/Life Insurance	120,143	124,617	109,701	113,224	127,086
	<b>Total</b>	<b>\$ 903,411</b>	<b>919,073</b>	<b>889,683</b>	<b>880,806</b>	<b>924,004</b>
	<b>Commodities</b>					
3210	Office Supplies	\$ 16,252	16,070	17,600	14,300	17,600
3220	Postage	8,035	12,039	12,550	13,250	13,600
3230	Conferences, Mtgs. & Seminars	723	1,081	4,735	2,500	5,135
3240	Membership Dues	3,264	3,379	3,723	3,707	3,843
3250	Professional Development	319	714	2,545	981	1,420
3260	Publications	1,762	1,260	1,225	1,292	1,425
3270	Liability Insurance	141,246	133,517	120,268	120,218	114,103
3290	Printing	2,046	1,690	2,525	2,300	2,550
3300	Vehicle Expense (Gas)	3,540	2,516	3,150	2,475	4,000
3320	Maint: Vehicles & Motor Equip.	1,450	1,271	1,500	1,500	1,500
3440	Miscellaneous	59	195	200	70	200
3450	Public Relations	555	8,117	8,400	7,600	7,800
3510	Equipment	2,463	631	800	509	1,000
3520	Furniture	-	600	400	792	-
	<b>Total</b>	<b>\$ 181,714</b>	<b>183,080</b>	<b>179,621</b>	<b>171,494</b>	<b>174,176</b>
	<b>Contractual Services</b>					
3620	Engineering Services	\$ 3,100	-	-	-	-
3630	Legal Services	109,029	72,195	125,000	50,000	100,000
3690	Computer Program./Maint.	22,459	16,194	20,600	16,000	21,152
3710	Legal Advertising	-	148	-	-	-
3750	Public Officials Ins./Bonding	1,179	-	-	-	1,300
3780	Telephone	9,733	8,230	9,720	8,200	8,720
3790	Comm./Office Machine Maint.	3,112	2,041	2,400	3,186	4,395
3850	Equipment Leasing	1,961	2,370	2,407	2,370	2,407
3860	Other Contractual Services	22,944	40,224	56,615	41,000	39,473
3870	Auto Mileage & Expense Reimb.	740	595	608	570	636
3890	Bond Principal	100,000	100,000	100,000	100,000	100,000
3900	Bond Interest	32,220	29,670	26,920	26,920	23,920
3901	Bond Issuance Costs	-	-	-	-	-
3950	Contractual Payments	98	98	100	160	160
3980	Rebates	155,366	222,141	278,897	281,946	326,141
	<b>Total</b>	<b>\$ 461,941</b>	<b>493,906</b>	<b>623,267</b>	<b>530,352</b>	<b>628,304</b>
	<b>Total Operating Expenses</b>	<b>\$ 1,547,066</b>	<b>1,596,059</b>	<b>1,692,571</b>	<b>1,582,652</b>	<b>1,726,484</b>

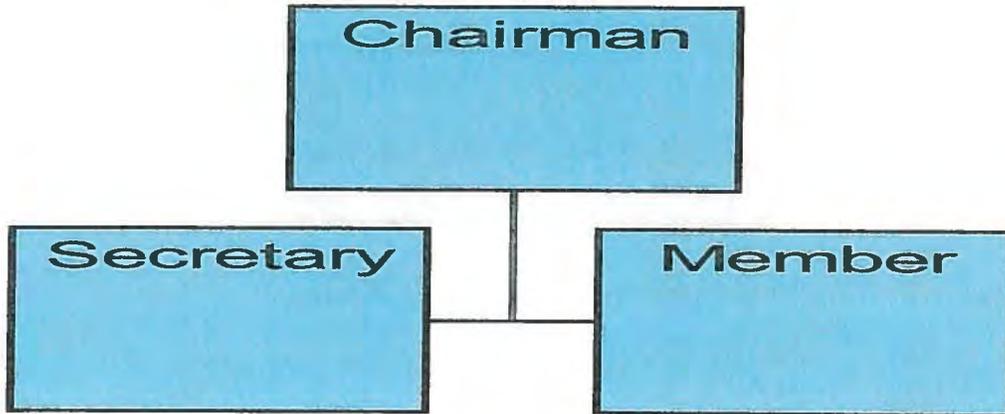
**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: General Fund**  
**Dept: Administrative [01-101]**

		<u>Actual</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Estimated</u>	<u>Board App.</u>
	<u>Capital Outlay</u>	<u>Fiscal '13</u>	<u>Fiscal '14</u>	<u>Fiscal '15</u>	<u>Fiscal '15</u>	<u>Fiscal '16</u>
4040	Machinery & Equipment	\$ 1,184	98,743	32,500	30,815	5,000
4060	Land Acquisition	-	-	-	-	-
4080	Vehicle Acquisition	-	21,297	-	-	-
4100	Office Furniture	-	-	-	-	-
	<b>Total Capital</b>	\$ 1,184	120,040	32,500	30,815	5,000
	<u>Other Financing Uses</u>					
4260	Interfund Transfers	\$ -	-	-	-	-
4280	Contingencies	-	-	150,000	-	150,000
4300	Payment to Refunding Escrow	-	-	-	-	-
	<b>Total</b>	\$ -	-	150,000	-	150,000
	<b>Total Appropriations</b>	\$ 1,548,250	1,716,099	1,875,071	1,613,467	1,881,484



# *Board of Fire & Police Commission*

## *Fiscal Year 16*



### **SUMMARY OF BASIC FUNCTION**

Division 2.1 of Article 10 of the Illinois Municipal Code requires that all municipalities that have populations of 5,000 or more residents establish and maintain a Board of Fire and Police Commissioners. This Commission is then charged with the selection, appointment, promotion, discipline and dismissal of the municipality's full-time sworn police officers and fire fighters (where applicable).

The Board of Fire and Police Commissioners consists of three members. All members of the Commission must be residents of the Village, and are appointed to their offices on staggered three-year terms. The Village President, with the advice and consent of the Village Board of Trustees, appoints the members of the commission.

The Chairman of the Commission presides over all meetings. The Secretary of the Commission is responsible for meeting minutes, forms, papers, books, seal and the records of the Commission.

By statutory obligation, the Board of Fire and Police Commissioners must hold an annual meeting each July to elect its officers and conduct whatever business may come before the Commission. Additionally, the Commission may hold other meetings as might be necessary, upon the call of the Chairman.

**STATUS OF GOALS FOR FY 15**

1. Maintain Current Patrol Officer Eligibility Register as required by State Statute. **(C/100%)**
2. Maintain Current Promotional Eligibility Register as required by State Statute. **(C/100%)**
3. Review and/or update local Rules & Regulations of the Commission as needed. **(C/100%)**
4. Attend the Illinois Fire & Police Commissioners Training Conference in order to maintain a current working knowledge of legislative changes pertaining to the recruitment, employment, retention and termination of Police Officers. **(D)**

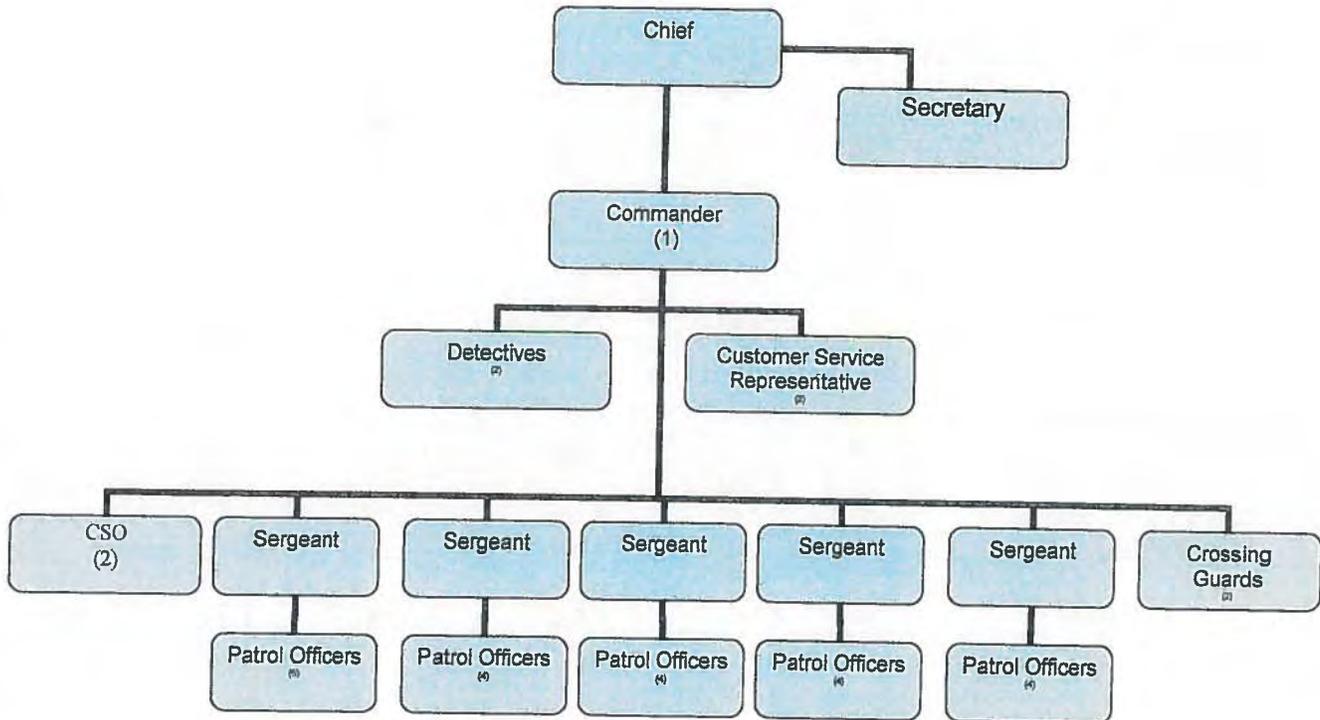
**SIGNIFICANT GOALS FOR FY 16**

1. Maintain Current Patrol Officer Eligibility Register as required by State Statute. **(2 year list, expires August 20, 2016)**
2. Maintain Current Promotional Eligibility Register as required by State Statute. **(3 year list, expires January 22, 2016)**
3. Prepare for a new promotional exam to replace the expiring Promotional Eligibility Register.
4. Review and/or update local Rules & Regulations of the Commission as needed.
5. Attend the Illinois Fire & Police Commissioners Training Conference in order to maintain a current working knowledge of legislative changes pertaining to the recruitment, employment, retention and termination of Police Officers.

VILLAGE OF MOKENA						
Fiscal 2016 Budget: General Fund						
Dept: Fire & Police Commission [01-103]						
		Actual	Actual	Budgeted	Estimated	Board App.
	<u>Personal Services</u>	<u>Fiscal '13</u>	<u>Fiscal '14</u>	<u>Fiscal '15</u>	<u>Fiscal '15</u>	<u>Fiscal '16</u>
3020	Salaries (Part Time)	\$ 3,010	1,870	2,040	2,430	4,800
	<u>Commodities</u>					
3230	Conferences, Mtgs. & Seminars	\$ 145	12	1,900	32	1,900
3240	Membership Dues	375	375	375	375	375
3250	Professional Development	-	-	200	-	200
3260	Publications	-	85	100	-	100
3290	Printing	260	-	150	-	300
3510	Equipment	-	-	-	-	250
3520	Furniture	-	-	-	-	-
	<b>Total</b>	\$ 780	472	2,725	407	3,125
	<u>Contractual Services</u>					
3630	Legal Services	\$ -	352	1,500	-	1,500
3640	Physical Exams	1,600	-	1,300	400	1,000
3650	Testing & Psych. Exams	5,676	2,160	1,425	900	23,825
3710	Legal Advertising	73	2,070	-	-	2,000
	<b>Total</b>	\$ 7,349	4,582	4,225	1,300	28,325
	<b>Total Operating Expenses</b>	\$ 11,139	6,924	8,990	4,137	36,250
	<u>Capital Outlay</u>					
4040	Machinery & Equipment	\$ -	-	-	-	-
	<b>Total Capital</b>	\$ -	-	-	-	-
	<b>Total Appropriations</b>	\$ 11,139	6,924	8,990	4,137	36,250

# Police Department

## Fiscal Year 16



### SUMMARY OF BASIC FUNCTION

The Police Department is the division of Mokena's local government that is responsible for the protection of life and property. This responsibility is accomplished through community-based methods including problem identification, communication with residential and business communities, as well as more traditional methods of enforcement of laws and ordinances.

The Chief of Police is the primary administrative officer of the Department, responsible for compiling and administering the Department Budget; formulating policies and procedures; and formulating, implementing and communicating new programs and philosophies to the Department's personnel. The Chief reports on a direct basis to the Village Administrator.

The Commander (1) assists the Chief with the management of the Department and the implementation and communication of new philosophies. He serves as the senior operating officer of the Department overseeing the day-to-day operations of the Police Department. In addition to serving as Acting Chief of Police in the Chief's absence, the Commander also prepares the monthly work schedules, assists with completion of the Department's payroll, and manages all civilian employees of the Department.

The Sergeants (5) are the Department's first-line Supervisors who assist the Patrol Officers under their Supervision in reaching out to the community, providing direction to Patrol Officers, and establishing a rapport with the residential and business segments of the community through a variety of community-based policing programs.

The Detectives (2) are responsible for a range of duties that include conducting investigations of criminal offenses and traffic crashes that result in serious injury or death, forwarding reports and information to the State's or Village Attorney's Offices, serving arrest warrants, search warrants, subpoenas, summonses, and investigating offenses involving children.

The Department Secretary (1) and Customer Service Representatives (2) provide the support function of the Department. They are responsible for walk-in customer service and the administrative and clerical tasks that are generated daily.

The part-time Community Service Officers (2) provide support to Patrol and Records by collecting daily parking fees from the Village's commuter parking lots and issuing warnings or citations for Ordinance violations. The Community Service Officers also provide inter-departmental support by completing delivery and service duties in order to provide for effective administration of the Village such as bank deposits, delivery of informational material to Village Trustees, Village Attorney; members of various Commissions, Clerk of the Circuit Court and State's Attorney.

Through its community-based policing philosophy the Department actively solicits requests for police service from the citizens of the Village and looks to the community to assist with setting a portion of the Department's agenda, deploys police officers for non-emergency interaction with the community, and expects the line-level police officers to identify and attempt to remedy problems within the community.

During Fiscal Year 15 the Police Department will be staffed by a minimum of (37) employees. Of these, (30) will hold sworn full-time status holding state certifications that are issued by the Illinois Local Governmental Law Enforcement Officers Training Board. The remaining employees of the Department are civilian personnel consisting of clerical staff, crossing guards and community service officers.

The Police Department provides the following services within the corporate limits of the Village on a 24-hour per day, 365-day per year basis:

- *Crime Prevention, through community awareness and education programs*
- *Arbitration and resolution of neighborhood and family disputes*
- *Apprehension and conviction of law and ordinance violators*
- *Preventative patrols of the community*
- *Enforcement of traffic laws*

Each work shift is staffed by a Supervisor (Commander or Sergeant) who provides back-up, assistance and guidance to the Patrol Officers who are assigned to specific areas or patrol beats within the community.

### **STATUS OF GOALS FOR FY 15**

1. Maintain basic community relations based programs to include Child Safety Seat Inspections, D.A.R.E., Prescription Drug Recycling, CrimeReports, Community Shred Day, Operation Lifesaver, Rapid Recovery and Safe Ride. **(C/100%)**
2. Maintain local Homeland Security and Public Safety initiatives in the Village by expanding Village-wide security initiatives where possible around critical infrastructure or key Village facilities. **(C/100%)**
3. Maintain National Incident Management System and Incident Command System training initiatives. **(C/100%)**
4. Coordinate with the Illinois Liquor Control Commission and alcoholic beverage “over-service” and “underage” training program for employees and Liquor License holders in the Village of Mokena. **(C/100%)**
5. Continue to pursue available grant opportunities relative to 9-1-1 communications equipment, bullet proof vest recovery, tobacco enforcement and pipeline safety initiatives. **(C/100%)**
6. Provide technical assistance to evaluate the need to expand the Advanced Real Time Video Information System at the Hickory Creek Commuter Parking Facility. **(C/100%)**
7. Continue to evaluate technology needs at the police department to include the MIS file server and cellular communications. **(C/100%)**
8. Enhance the patrol fleet through the replacement of two new patrol SUV’s and two new patrol sedans. **(C/100%)**

9. Re-locate personnel and work stations within the police department building in order to make better use of the available space. **(C/100%)**
10. Evaluation of current sergeants' and commander's administrative responsibilities to determine if there is the need for a more equitable distribution of tasks. **(C/100%)**
11. Chief to attend the University of Virginia L.E.A.D. training program (November 2014). **(C/100%)**
12. Commander Rankovich to complete the Chief Certification exam process through the Illinois Association of Chiefs of Police. **(A)**
13. One sergeant to attend the Northwestern University Center for Public Safety School of Police staff and Command. **(C/100%)**
14. Installation and implementation of the Opticom Traffic Signal Pre-Emption Devices in a portion of the patrol fleet (2 year project). **(C/100%)**
15. Training and development of the new police department secretary. **(C/100%)**
16. Evaluation of patrol, investigations and supervisory training needs for staff development and community needs. **(C/100%)**
17. Development and implementation of the Lexipol for the police department standard operating procedures. **(C/U 60%)**
18. Provide relevant updates to the current Village of Mokena Emergency Operations Plan (EOP). **(C/100%)**

**SIGNIFICANT GOALS FOR FY 16**

1. Install new departmental phone system.
2. Maintain basic community relations based programs to include Child Safety Seat Inspections, D.A.R.E., Prescription Drug Recycling, CrimeReports, Community Shred Day, Operation Lifesaver, Rapid Recovery and Safe Ride.
3. Develop and implement an Elderly Service Program to address the needs of our growing senior population (and the residents of Clarendale of Mokena).

4. Maintain local Homeland Security and Public Safety initiatives in the Village by expanding Village-wide security initiatives where possible around critical infrastructure or key Village facilities.
5. Maintain National Incident Management System and Incident Command System training initiatives.
6. Coordinate with the Illinois Liquor Control Commission and alcoholic beverage “over-service” and “underage” training program for employees and Liquor License holders in the Village of Mokena.
7. Continue to pursue available grant opportunities relative to 9-1-1 communications equipment, bullet proof vest recovery, tobacco enforcement and pipeline safety initiatives.
8. Continue to evaluate technology needs at the police department to include the MIS file server and cellular communications.
9. Enhance the patrol fleet through the replacement of two new patrol SUV’s.
10. Continue to evaluate the use of office and storage space within the police department building in order to make better use of the available space.
11. Continued evaluation of current sergeants and commanders administrative responsibilities to determine if there is the need for any re-distribution of tasks.
12. Two sergeants to attend the University of Virginia L.E.A.D. training program (one fall, one spring).
13. One sergeant to attend the Northwestern University Center for Public Safety School of Police staff and Command.
14. Continued development of the police department secretary.
15. Evaluation of patrol, investigations and supervisory training needs for staff development and community needs.
16. Continued implementation of the Lexipol Procedural Manual for the police department standard operating procedures and the implementation of the Daily Training Bulletins.

17. Monitor the recently implemented Village of Mokena Emergency Operations Plan (EOP) and make changes/updates where necessary.
18. Work with the Village Administrator on the Patrol Officers Collective Bargaining Agreement (expires June 30, 2016).

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: General Fund**  
**Dept: Police [01-104]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b>Personal Services</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
3010	Salaries (Full Time)	\$ 2,383,264	2,563,353	2,721,093	2,657,707	2,733,641
3020	Salaries (Part Time)	-	-	-	-	-
3030	Salaries (Overtime)	207,169	202,977	196,794	248,000	204,829
3031	Salaries (Holiday Pay)	71,688	75,351	81,512	77,000	84,050
3100	Hospital/Life Insurance	535,422	549,652	567,912	553,844	495,551
	<b>Total</b>	<b>\$ 3,197,543</b>	<b>3,391,333</b>	<b>3,567,311</b>	<b>3,536,551</b>	<b>3,518,071</b>
	<b>Commodities</b>					
3230	Conferences, Mtgs. & Seminars	\$ 283	312	630	750	840
3240	Membership Dues	700	1,170	1,635	1,635	2,030
3250	Professional Development	12,029	8,631	16,850	13,350	24,610
3260	Publications	53	390	400	213	400
3280	Clothing & Personal Expense	19,294	19,723	26,925	23,000	26,250
3290	Printing	2,256	3,799	3,010	3,200	2,300
3300	Vehicle Expense (Gas)	84,437	86,746	108,000	66,000	100,000
3320	Maint: Vehicles & Motor Equip.	21,951	20,507	27,220	27,220	29,690
3400	Ammunition	5,498	6,733	6,500	6,490	6,500
3420	Donations	-	-	-	-	-
3440	Miscellaneous	1,040	1,299	1,485	1,700	2,856
3450	Public Relations	5,712	3,397	7,750	6,500	7,750
3470	Range Supplies	998	980	1,000	1,000	1,500
3480	Narcotics Enforcement	30	-	500	250	500
3500	Coop. Investigations	1,250	1,700	1,700	1,750	1,750
3510	Equipment	7,856	9,949	13,110	12,000	13,440
3520	Furniture	1,325	2,303	1,500	1,756	2,921
	<b>Total</b>	<b>\$ 164,712</b>	<b>167,639</b>	<b>218,215</b>	<b>166,814</b>	<b>223,337</b>
	<b>Contractual Services</b>					
3640	Physical Exams	\$ -	1,852	1,000	583	1,000
3650	Testing & Psych. Exams	-	-	-	-	-
3660	Prisoner Care	-	-	150	50	150
3670	L-W Communications Center	312,879	312,264	324,757	324,756	337,745
3690	Computer Program./Maint.	16,046	18,937	21,750	30,900	22,850
3710	Legal Advertising	-	-	550	-	550
3780	Telephone	15,375	14,782	16,980	15,000	23,184
3790	Comm./Office Mach. Maint.	2,362	2,850	3,927	2,700	2,300
3850	Equipment Leasing	4,776	4,378	4,776	4,776	4,776
3860	Other Contractual Services	31,137	32,225	45,613	37,000	36,482
3870	Auto Mileage & Expense Reimb.	-	51	200	250	300
	<b>Total</b>	<b>\$ 382,575</b>	<b>387,339</b>	<b>419,703</b>	<b>416,015</b>	<b>429,337</b>
	<b>Total Operating Expenses</b>	<b>\$ 3,744,830</b>	<b>3,946,311</b>	<b>4,205,229</b>	<b>4,119,380</b>	<b>4,170,745</b>

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: General Fund**  
**Dept: Police [01-104]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b>Capital Outlay</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
4030	Improvements - Facilities	\$ -	-	-	-	-
4040	Machinery & Equipment	2,641	11,396	6,410	3,400	31,234
4080	Vehicle Acquisitions	143,903	128,376	136,000	135,993	70,200
4100	Office Furniture	-	-	-	-	1,125
	<b>Total Capital</b>	\$ 146,544	139,772	142,410	139,393	102,559
	<b>Total Appropriations</b>	\$ 3,891,374	4,086,083	4,347,639	4,258,773	4,273,304

VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

(LINE ITEM) Prio.	ITEM	FY '15 DEPT. REQUEST	FY '15 BOARD APPROVED	FY '16 DEPT. REQUEST	FY '16 BOARD APPROVED	BASE/SUPP.	EXPLANATION
4080	Patrol SUV & Set Up	\$40,000	\$40,000			Base	Replace M07 per fleet schedule
4080	Patrol SUV & Set Up	40,000	40,000			Base	Replace M08 per fleet schedule
4080	Squad Car & Set Up	28,000	28,000			Base	Replace M11 per fleet schedule
4080	Squad Car & Set Up	28,000	28,000			Base	Replace M12 per fleet schedule
4040	Bullet Shield	1,500	1,500			Base	Replace aging unit
4040	Notebook PC	1,700	1,700			Base	Replace Notebook in Conference Room
4040	(2) PCs	3,210	3,210			Supp.	PCs for Secretary and Patrol
4080	Patrol SUV & Set Up			\$35,100	\$35,100	Base	Replace M02 per fleet schedule
4080	Patrol SUV & Set Up			35,100	35,100	Base	Replace M04 per fleet schedule
4040	Drug Cabinet with Ventilation			1,300	1,300	Supp.	Separate locked cabinet for drug evidence
4040	Phone System			17,434	17,434	Base	Replace aging system
4040	Upgrade Video Recording System			10,500	10,500	Base	Upgrade to digital technology in booking and interview rooms

**TOTAL**  
**REQUESTS APPROVED**

See Page 2

See Page 2

See Page 2

See Page 2



# Community Development Department

## Fiscal Year 16



### Summary of Basic Functions

The Community Development Department enforces all ordinances and provisions relating to the construction of buildings and structures within the Village Limits. This department also administers all zoning, land use and land development regulations as well as economic development functions such as business attraction and retention.

**The Development Director** manages the daily operations of the Department. This person reports to the Village Administrator and is responsible for overseeing the enforcement of Village Codes, construction standards and all land development as well as economic development activities. The Director represents the Department at meetings of the Village Board, Planning Commission, Zoning Board of Appeals, Comprehensive Plan Committee, Economic Development Committee, Electrical Commission and Site Plan and Architectural Review Committees.

**The Building and Planning Specialist** is responsible for managing a wide range of duties including building plan review, permit issuance and field inspections related to building code enforcement as well as assisting in the processing of land development and zoning variation applications. This person helps supervise staff and consultant reviews, coordinate contract inspectors, prepare meeting packets, schedule public hearings, and provides staff support to the Plan Commission, Zoning Board of Appeals, Comprehensive Plan Committee, Site Plan and Architectural Review Committee, and Electrical Commission. This position also oversees the maintenance and operation of the department's software related to building permits, building inspections, contractor registration and code enforcement. The Building and Planning Specialist reports to the Development Director.

**The Village Planner** is responsible for all activities related to planning and zoning as well as support functions related to economic development. This person works closely with the Building and Planning Specialist and coordinates the staff reviews of land use submittals. This person assists the Development Director at meetings of the Village Board, Planning Commission, Zoning Board of Appeals, Comprehensive Plan Committee, and Site Plan and Architectural Review Committees. The Village Planner schedules public hearings, reviews and processes new business licenses and assists in the preparation and delivery of meeting packets. The Village Planner reports to the Development Director.

**The Code Enforcement Official** reports to the Development Director and is responsible for reviewing, processing and issuing incidental permits as well as enforcing property maintenance regulations. Enforcement action related to property maintenance codes and the vacant structure program are administered by the Code Enforcement Official. This person also performs the annual business license sweep and plays a key role in the vacant structure inspection program.

**The Department Secretary** is responsible for preparing monthly reports, organizing Planning Commission and Zoning Board of Appeals packets, maintaining public property records, tracking receivables, and performing clerical duties as needed. The Department Secretary reports to the Development Director.

**The Customer Service Clerk** serves as receptionist, issues building permits, schedules inspections, takes residents' complaints, updates files, and performs data entry of building permit information. In addition, this person coordinates the contractor registration program. The position reports to the Development Director through the Department Secretary who coordinates the daily activities.

### **STATUS OF GOALS FOR FY 15**

#### ***Community Development***

1. Conduct training on new permit tracking software. (C/100%)
2. Transfer historical data into new permit tracking software. (CU/50%)
3. Facilitate Board policy regarding the issue of awning signs and signs on multiple stories. (C/100%)
4. Facilitate Board policy regarding the sale and repair of firearms and shooting ranges. (C/100%)
5. Implement the way-finding sign program within budgeted parameters. (C/100%)
6. Update Zoning Map to reflect recent annexations and map amendments. (C/100%)
7. Update Guides to Community Development. (C/100%)

8. Evaluate involuntary annexations for properties on LaGrange Road. (CU/10%)

### ***Economic Development***

1. Update Lois site depicting available properties and leasable space. (C/100%)
2. Update economic development web page information and layout. (CU/25%)
3. Attend International Council of Shopping Centers (ICSC) National Convention. (C/100%)
4. Attend regional ICSC, Illinois Development Council, Will Economic Network, and Chamber meetings and seminars. (C/100%)
5. Update Restaurant Guide. (C/100%)
6. Prepare for and facilitate Economic Development Commission meetings. (C/100%)
7. Coordinate Village participation in the Mokena Chamber Business Expo. (C/100%)
8. Coordinate Village's participation in Ribbon Cutting, Groundbreaking, and Grand Opening Ceremonies. (C/100%)
9. Update and maintain web page business directory. (C/100%)

### **SIGNIFICANT GOALS FOR FY 16**

#### ***Community Development***

1. Conduct training on new Code Enforcement tracking software.
2. Transfer historical data into new permit tracking software.
3. Facilitate Board policy regarding amendments to the Zoning Ordinance.
4. Facilitate Board policy regarding amendments to the Plumbing Code as they relate to water efficient measures.
5. Update elevator regulations and standards.
6. Implement the way-finding sign program within budgeted parameters.
7. Update Zoning Map to reflect recent annexations and map amendments.
8. Convene the Electrical Commission to evaluate standards for photovoltaic (solar panel) installations.

9. Evaluate involuntary annexations for properties on LaGrange Road.

### ***Economic Development***

1. Update Lois site depicting available properties and leasable space.
2. Update economic development web page information and layout.
3. Attend International Council of Shopping Centers (ICSC) National Convention.
4. Attend regional ICSC, Illinois Development Council, Will Economic Network, and Chamber meetings and seminars.
5. Update Restaurant Guide.
6. Prepare for and facilitate Economic Development Commission meetings.
7. Coordinate Village participation in the Mokena Chamber Business Expo.
8. Coordinate Village's participation in Ribbon Cutting, Groundbreaking, and Grand Opening Ceremonies.
9. Update and maintain web page business directory.
10. Facilitate demographic data collection, retail trade area identification, and target retailers in accordance with economic development consultant activities.

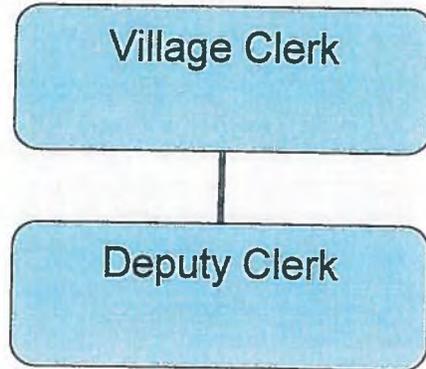
**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: General Fund**  
**Dept: Community Development [01-105]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b>Personal Services</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
3010	Salaries (Full Time)	\$ 322,347	368,854	381,729	381,729	395,054
3020	Salaries (Part Time)	2,560	2,635	4,300	2,915	4,300
3030	Salaries (Overtime)	-	-	-	-	-
3100	Hospital/Life Insurance	70,531	72,968	71,467	70,835	69,539
	<b>Total</b>	<b>\$ 395,438</b>	<b>444,457</b>	<b>457,496</b>	<b>455,479</b>	<b>468,893</b>
	<b>Commodities</b>					
3230	Conferences, Mtgs. & Seminars	\$ 270	501	1,200	525	900
3240	Membership Dues	2,677	3,137	3,005	2,623	3,005
3250	Professional Development	6,127	721	1,900	1,050	1,900
3260	Publications	1,330	4,439	5,830	4,987	5,398
3280	Clothing & Personal Expense	602	819	1,650	900	1,650
3290	Printing	799	177	1,500	1,237	1,500
3300	Vehicle Expense (Gas)	4,810	5,003	6,750	4,200	6,000
3320	Maint: Vehicles & Motor Equip.	5,054	2,817	3,250	2,639	3,250
3330	Small Tools	40	-	150	50	150
3390	Public Hearing Signs	1,627	4,252	3,300	4,100	3,300
3440	Miscellaneous	372	272	500	250	400
3450	Public Relations	-	-	-	-	-
3510	Equipment	230	196	750	221	600
3520	Furniture	-	-	900	820	2,500
	<b>Total</b>	<b>\$ 23,938</b>	<b>22,334</b>	<b>30,685</b>	<b>23,602</b>	<b>30,553</b>
	<b>Contractual Services</b>					
3620	Engineering Services	\$ (2,000)	(17,317)	30,000	15,000	25,000
3621	Contract Inspections	5,005	4,000	-	2,000	-
3630	Legal Services	9,408	(7,981)	10,000	(2,500)	10,000
3680	Plan Review Fees	6,981	(13,242)	6,000	7,500	6,000
3690	Computer Program./Maint.	4,459	9,520	16,550	12,800	13,204
3710	Legal Advertising	1,190	2,438	2,000	1,584	2,000
3780	Telephone	5,208	4,615	4,440	3,801	4,140
3790	Comm./Office Mach. Maint.	3,236	2,868	4,000	3,706	5,300
3850	Equipment Leasing	-	-	-	-	-
3860	Other Contractual Services	27,427	31,496	40,150	40,821	62,320
3870	Auto Mileage & Expense Reimb.	58	21	100	59	100
	<b>Total</b>	<b>\$ 60,972</b>	<b>16,418</b>	<b>113,240</b>	<b>84,771</b>	<b>128,064</b>
	<b>Total Operating Expenses</b>	<b>\$ 480,348</b>	<b>483,209</b>	<b>601,421</b>	<b>563,852</b>	<b>627,510</b>

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: General Fund**  
**Dept: Community Development [01-105]**

		<u>Actual</u> <u>Fiscal '13</u>	<u>Actual</u> <u>Fiscal '14</u>	<u>Budgeted</u> <u>Fiscal '15</u>	<u>Estimated</u> <u>Fiscal '15</u>	<u>Board App.</u> <u>Fiscal '16</u>
	<b>Capital Outlay</b>					
4040	Machinery & Equipment	\$ -	8,109	-	-	-
4080	Vehicle Acquisition	-	21,744	-	-	-
4100	Office Furniture	1,449	-	-	-	-
	<b>Total</b>	\$ 1,449	29,853	-	-	-
	<b>Total Appropriations</b>	\$ 481,797	513,062	601,421	563,852	627,510

# Village Clerk Fiscal Year 16



## **SUMMARY OF BASIC FUNCTIONS**

The Village Clerk is the custodian of all Official Records and Documents of the Village. The Clerk works with Village Staff to ensure Records and Documents are recorded in a timely and accurate manner. The Clerk attests to and seals all documents of the Village. The Deputy Clerk fills in for the Elected Village Clerk from time to time.

The Clerk also provides Voter Registration services to Village Residents and attends all Village Board meetings.

## **STATUS OF GOALS FOR FY 15**

1. Conduct twice yearly review of Executive Session minutes. (C/100%)
2. Provide support with Beautification Award Program. (C/100%)

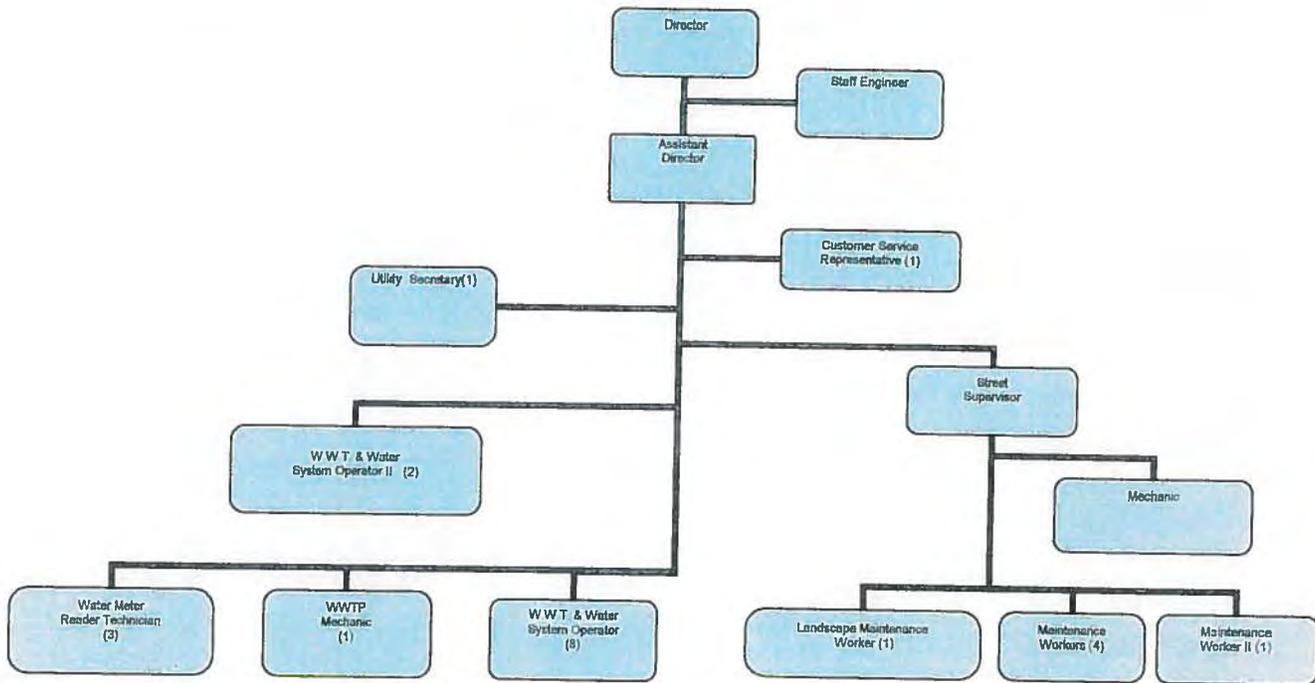
## **SIGNIFICANT GOALS FOR FY 16**

1. Conduct twice yearly review of Executive Session minutes.
2. Provide support with Beautification Award Program.
3. Conduct early voting for spring primary.

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: General Fund**  
**Dept: Village Clerk [01-106]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b>Personal Services</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
3020	Salaries (Part Time)	\$ 4,800	4,800	4,800	4,800	4,800
3030	Salaries (Overtime)	-	-	-	-	-
	<b>Total</b>	<b>\$ 4,800</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>
	<b>Commodities</b>					
3230	Conferences, Mtgs. & Seminars	\$ 199	410	485	460	500
3240	Membership Dues	65	95	105	95	105
3250	Professional Development	-	-	-	-	-
3260	Publications	-	-	-	-	-
3290	Printing	-	-	-	-	-
3430	Recording Charges	-	-	100	-	-
3440	Miscellaneous	100	-	-	21	50
	<b>Total</b>	<b>\$ 364</b>	<b>505</b>	<b>690</b>	<b>576</b>	<b>655</b>
	<b>Contractual Services</b>					
3690	Computer Program./Maint.	\$ -	-	-	-	-
3710	Legal Advertising	512	423	600	440	600
3720	Ordinance Codification	825	2,279	3,000	2,494	3,000
3780	Telephone	-	-	-	-	-
3860	Other Contractual Services	32	25	1,025	1,825	775
3870	Auto Mileage & Expense Reimb.	-	-	-	-	-
	<b>Total</b>	<b>\$ 1,369</b>	<b>2,727</b>	<b>4,625</b>	<b>4,759</b>	<b>4,375</b>
	<b>Total Operating Expense</b>	<b>\$ 6,533</b>	<b>8,032</b>	<b>10,115</b>	<b>10,135</b>	<b>9,830</b>
	<b>Capital Outlay</b>					
4100	Office Furniture	\$ 1,449	-	-	-	-
	<b>Total Capital</b>	<b>\$ 1,449</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Appropriations</b>	<b>\$ 7,982</b>	<b>8,032</b>	<b>10,115</b>	<b>10,135</b>	<b>9,830</b>

# Public Works Department Fiscal Year 16



## SUMMARY OF BASIC FUNCTION

The Public Works Department is responsible for operation and maintenance of the entire Village infrastructure. This includes the Waste Water Treatment Facility, Lift Stations, Collection System, 4 Water Towers, a Ground Storage Tank and the entire water distribution system. The overall operation of the Street and Buildings/Grounds Departments includes: maintenance of streets, curbs and gutters, sidewalks, bike paths, streetlights, storm sewers, storm water retention ponds, shoulders/ditches, trees, public buildings, Village landscaped areas, grass cutting and snow removal. The automotive mechanic maintains all Village Vehicles from every department and reports directly to the Assistant Public Works Director. The Street Supervisor also assists in day-to-day overall operations and reports directly to the Public Works Director and Assistant Public Works Director.

The Director of Public Works is an administrative position involved in managing the activities of the department. Management is exercised directly, or through the Assistant Public Works Director and various Operational Supervisors. The Director is responsible to the Village Administrator for the successful operation of the department and is supported by an Administrative Customer Service Representative and Utility Secretary. The Assistant Public Works director is responsible for overall departmental operations in absence of the Public Works Director.

The Staff Engineer reports directly to the Public Works Director providing technical support and is responsible for the inspection of all new public improvements within new developments. This

person will also inspect Village construction projects which include sewer, water and storm water system rehabilitation and extensions. This person also prepares and inspects all Road Maintenance Projects as well as responds to local drainage complaints. In addition, the Staff Engineer provides building and site inspection support.

The Street Department and Buildings and Grounds are a combined work force consisting of (9) full-time employees. These departments are funded through the General Corporate Fund.

The Water and Sewer Departments consist of (15) full-time employees. Oversight of this operation is divided between the Public Works Director and Assistant Public Works Director. The Wastewater Treatment Plant Operator II is responsible for the overall operation of the Wastewater Treatment Plant. The Water Systems Operator II is responsible for the overall operation of the water and sewer distribution systems. The duties of the Treatment Plant Mechanic include the maintenance of all mechanical equipment at the plant. The (8) Water & Wastewater Treatment Plant Operators are responsible for the process operation of the plant and maintenance of the water distribution system. These employees are also responsible for the operation and maintenance of the lift stations and collection system. The (3) Water Meter Reader/Technicians repair, replace, and install water meters including meters in new homes and businesses. The Meter Reader/Technicians are also responsible for reading the meters each month for billing purposes. These people also assist in the maintenance of the distribution system when time allows. The Department Secretary is responsible for all secretarial duties in the Utilities Department. The FY 15 budget also appropriates funds for (6) seasonal employees to assist with ROW and grounds care.

### **STATUS OF GOALS FOR FY 15**

1. Complete FY 15 Sidewalk Program. (C/100%)\*
2. Complete FY 15 full depth patching Program. (C/100%)\*
3. Complete FY 15 Street Maintenance Program. (C/100%)\*
4. Complete Wolf Road Street patching program. (C/100%)\*
5. Complete FY 15 Sidewalk "Mud-Jacking" Program. (C/100%)\*
6. Complete FY 15 Curb "Shot-Creep" Repair Program. (C/100%)\*
7. Complete FY 15 crack filling program. (C/100%)\*\*
8. Continue program and replace aged sign posts throughout Village. (C/100%)
9. Stripe various crosswalks and streets throughout Village. (C/100%)

Public Works

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10. Continue the cleaning and maintenance of storm sewer and pond outlet systems. (C/100%)
11. Continue completion of storm sewer atlas update. (C/100%)
12. Complete landscaping improvements on Grasmere Islands. (C/100%)
13. Complete erosion control at Wolf Road & Hickory Creek. (C/100%)

*\*Provided for in the Capital Improvement, Repair, and Replacement Fund*

*\*\*Provided for in the Motor Fuel Tax Fund*

**SIGNIFICANT GOALS FOR FY 16**

1. Complete FY 16 Sidewalk Program.\*
2. Complete FY 16 full depth patching Program.\*
3. Complete FY 16 Street Maintenance Program.\*
4. Complete FY 16 Sidewalk "Mud-Jacking" Program.\*
5. Complete FY 16 Curb "Shot-Creep" Repair Program.\*
6. Complete FY 16 crack filling program.\*\*
7. Provide "in-house" monthly safety training to all street department personnel.
8. Continue to replace aged sign posts throughout Village associated with our "Neighborhood of the Month" program.
9. Stripe various crosswalks and streets throughout Village.
10. Continue the cleaning and maintenance of storm sewer and pond outlet systems.
11. Complete additional maintenance at the Oaks Pond (cat tail removal).

*\*Provided for in the Capital Improvement, Repair, and Replacement Fund*

*\*\*Provided for in the Motor Fuel Tax Fund*

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: General Fund**  
**Dept: Streets [01-107]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b>Personal Services</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
3010	Salaries (Full Time)	\$ 514,467	553,959	535,950	536,267	557,656
3020	Salaries (Part Time)	4,739	6,588	7,470	11,600	9,630
3030	Salaries (Overtime)	6,600	7,021	10,659	8,300	11,155
3100	Hospital/Life Insurance	134,223	141,527	125,648	124,863	121,601
	<b>Total</b>	<b>\$ 660,029</b>	<b>709,095</b>	<b>679,727</b>	<b>681,030</b>	<b>700,042</b>
	<b>Commodities</b>					
3230	Conferences, Mtgs. & Seminars	\$ 76	654	805	340	2,305
3240	Membership Dues	25	127	354	201	374
3250	Professional Development	25	-	133	-	133
3260	Publications	-	-	-	-	-
3280	Clothing & Personal Expense	2,843	3,475	4,150	3,950	4,150
3290	Printing	-	198	200	100	200
3300	Vehicle Expense (Gas)	55,424	72,684	81,000	49,000	86,000
3310	Maint: Bldgs, Streets & Grounds	22,306	27,099	24,450	29,000	26,050
3320	Maint: Vehicle & Motor Equip.	36,071	53,215	47,000	69,500	57,500
3330	Small Tools	1,388	755	1,300	2,500	1,500
3340	Traffic & Street Sign Material	16,172	9,334	18,000	13,000	18,000
3380	Rock, Sand & Salt	4,292	4,817	6,000	8,000	6,000
3440	Miscellaneous	292	717	301	221	301
3450	Public Relations	-	-	-	-	-
3510	Equipment	4,365	956	2,185	1,500	785
3520	Furniture	-	97	-	-	-
	<b>Total</b>	<b>\$ 143,279</b>	<b>174,128</b>	<b>185,878</b>	<b>177,312</b>	<b>203,298</b>
	<b>Contractual Services</b>					
3620	Engineering Services	\$ 2,204	10,386	16,500	16,520	14,500
3640	Physical Exams	125	140	300	-	300
3690	Computer Program./Maint.	1,416	647	1,431	2,079	2,079
3710	Legal Advertising	167	211	600	-	600
3760	Street Lighting Energy Charge	105,622	111,652	144,052	118,500	125,984
3780	Telephone	6,519	6,964	7,296	7,050	7,296
3790	Comm./Office Mach. Maint.	349	349	349	698	698
3850	Equipment Leasing	3,904	3,993	4,100	4,260	4,255
3860	Other Contractual Services	37,067	40,648	64,287	88,000	71,659
3870	Auto Mileage & Expense Reimb.	-	119	116	27	88
3950	Contractual Payments	582	-	610	610	610
3970	Tree Removal/Replacement	33,411	16,000	35,500	23,100	35,500
	<b>Total</b>	<b>\$ 191,366</b>	<b>191,109</b>	<b>275,141</b>	<b>260,844</b>	<b>263,569</b>
	<b>Total Operating Expense</b>	<b>\$ 994,674</b>	<b>1,074,332</b>	<b>1,140,746</b>	<b>1,119,186</b>	<b>1,166,909</b>

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: General Fund**  
**Dept: Streets [01-107]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b>Capital Outlay</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
4010	Improvements - Streets	\$ 33,615	37,499	100,000	85,000	30,000
4020	Improvements - Other	-	11,699	-	-	-
4030	Improvements - Facilities	-	-	-	-	-
4040	Machinery & Equipment	71,670	40,321	119,320	117,226	17,300
4050	Improvements & Extensions	-	-	-	-	-
4080	Vehicle Acquisitions	123,611	40,434	189,000	187,000	223,000
4100	Office Furniture	-	-	-	-	-
	<b>Total Capital</b>	<b>\$ 228,896</b>	<b>129,953</b>	<b>408,320</b>	<b>389,226</b>	<b>270,300</b>
	<b>Other Financing Uses</b>					
5000	Transfer - Out					
	A. Trf. to Escrow for Gen. Infra.	\$ 1,375,000	1,275,000	-	1,180,000	-
	<b>Total Appropriations</b>	<b>\$ 2,598,570</b>	<b>2,479,285</b>	<b>1,549,066</b>	<b>2,688,412</b>	<b>1,437,209</b>

VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

LINE ITEM) Prio.	ITEM	FY '15 DEPT. REQUEST	FY '15 BOARD APPROVED	FY '16 DEPT. REQUEST	FY '16 BOARD APPROVED	BASE/SUPP	EXPLANATION
4040	Replace Dump Bed St #10	\$ 8,700	\$ 8,700			Base	Replace rusted bed
4040	Plow for 2 1/2 ton truck	6,800	6,800			Base	Replace plow
4040	Plow for 1 ton truck	4,000	4,000			Base	Replace plow
4040	Bucket for lift truck	2,700	2,700			Base	Replace bucket for lift truck with a safety door
4040	Clam bucket for loader	16,620	16,620			Supp.	Bucket used for picking up trees, etc.
4040	Brake Metal Lathe	6,500	6,500			Supp.	Break and metal cutter
4040	Tractor/Backhoe	74,000	74,000			Base	Replace aging equipment
4080	2.5 Ton Truck w/Plow & Spreader	124,000	124,000			Base	Replace ST7
4080	1 Ton Truck w/Plow & Spreader	65,000	65,000			Base	Replace ST16
4040	Plow for 2 1/2 ton truck			\$ 6,800	\$ 6,800	Base	Replace plow
4040	Plow for 1 ton truck			4,000	4,000	Base	Replace plow
4040	Brake Metal Lathe			6,500	6,500	Supp.	Break and metal cutter
4080	2.5 Ton Truck w/Plow & Spreader			136,500	136,500	Base	Replace ST4
4080	4x4 Pickup w/Plow & Spreader			43,500	43,500	Base	Replace ST13
4080	4x4 Pickup w/Plow & Spreader			43,000	43,000	Base	Replace ST14

**TOTAL** \$308,320 \$240,300 \$240,300  
**REQUESTS APPROVED** \$308,320 \$240,300

***BUILDINGS & GROUNDS***  
***Fiscal Year 16***

**STATUS OF GOALS FOR FY 15**

1. Contract for weed control on all Village properties. (C/100%)
2. Complete ongoing Village Hall roof maintenance. (A)
3. Continue Crystal Creek and Foxborough Wetland Maintenance. (C/100%)
4. Continue annual upkeep & maintenance of Village Hall Landscaping. (C/100%)
5. Remove approximately 900 ash trees in accordance with our EAB Management Plan. (C/100%) \*
6. Continue reforestation plan for trees removed due to EAB. (C/100%) \*
7. Continue treatment of approximately 300 ash trees for protection from EAB. (C/100%)\*
8. Re-evaluate/comprise list of 900 ash trees to be removed & replanted in FY 16. (C/100%)
9. Continue and improve upkeep of Village entryways. (C/100%)
10. Complete building upgrades to Village Hall. (C/100%)\*
11. Remove communication tower at Village Hall. (C/100%)\*
12. Complete reconfiguration of cable TV room at Village Hall. (C/100%)\*
13. Refinish 2 wood entry welcome signs. (C/100%)
14. Complete assessment and repairs to ESDA building on Front St. (C/100%)\*
15. Resurface Public Works Department yard and parking area. \*(C/100%)
16. Install security cameras at Public Works Department and WWTP facility. (C/100%)\*
17. Repair and seal-coat Mokena Crossings and Crystal Creek walking paths. (C/100%)
18. Seal-coat and stripe police facility lots.(C/100%)

**\*Funding provided in the Capital Improvement, Repair, and Replacement Fund.**

**SIGNIFICANT GOALS FOR FY 16**

1. Contract for weed control on all Village properties.
  2. Continue Cherry Pond North & South, Crystal Creek and Foxborough Wetland Maintenance.
  3. Continue annual upkeep & maintenance of Village Hall Landscaping.
  4. Remove approximately 900 ash trees in accordance with our EAB Management Plan.\*
  5. Continue reforestation plan for trees removed due to EAB.
  6. Continue treatment of approximately 300 ash trees for protection from EAB.\*
  7. Refinish 2 wood entry welcome signs.
  8. Repair and seal-coat Tara Hills & Foxborough walking paths.
  9. Generator repair at Police Department.
  10. Replace keypad door locks for secure areas at Police Dept.
  11. Complete Police Department Office Painting.
  12. Replace stage for community events (50% split with Park District).
- Funding provided in the Capital Improvement, Repair and Replacement Fund.

VILLAGE OF MOKENA						
Fiscal 2016 Budget: General Fund						
Dept: Buildings & Grounds [01-108]						
		Actual	Actual	Budgeted	Estimated	Board App.
	<u>Personal Services</u>	Fiscal '13	Fiscal '14	Fiscal '15	Fiscal '15	Fiscal '16
3010	Salaries (Full Time)	\$ 39,605	39,262	48,233	48,565	51,230
3020	Salaries (Part Time)	4,739	6,588	7,470	11,600	9,630
3030	Salaries (Overtime)	-	350	225	1,400	1,192
3100	Hospital/Life Insurance	9,247	8,167	14,577	14,087	13,652
	<b>Total</b>	\$ 53,591	54,367	70,505	75,652	75,704
	<u>Commodities</u>					
3230	Conferences, Mtgs. & Seminars	\$ -	-	-	-	-
3240	Membership Dues	25	25	25	25	25
3250	Professional Development	-	-	-	-	-
3280	Clothing & Personal Expense	264	106	250	300	250
3300	Vehicle Expense (Gas)	-	-	-	-	-
3310	Maint: Bldgs, Streets & Grounds	49,217	42,500	49,750	49,750	42,450
3320	Maint: Vehicles & Motor Equip.	3,389	2,417	3,500	3,500	3,500
3330	Small Tools	595	804	650	550	650
3370	Janitorial Supplies	10,983	10,993	13,000	13,000	13,000
3440	Miscellaneous	-	-	-	-	-
3510	Equipment	2,524	2,445	2,600	4,100	2,500
3520	Furniture	-	1,298	300	331	2,000
	<b>Total</b>	\$ 66,997	60,588	70,075	71,556	64,375
	<u>Contractual Services</u>					
3620	Engineering Services	\$ -	-	-	-	-
3710	Legal Advertising	-	-	-	-	-
3770	Electricity & Gas	2,988	3,677	3,500	3,500	3,800
3780	Telephone	183	180	240	180	204
3850	Equipment Leasing	-	-	-	-	-
3860	Other Contractual Services	176,137	120,799	214,775	182,000	223,425
	<b>Total</b>	\$ 179,308	124,656	218,515	185,680	227,429
	<b>Total Operating Expense</b>	\$ 299,896	239,611	359,095	332,888	367,508
	<u>Capital Outlay</u>					
4030	Improvements - Facilities	42,562	24,617	4,000	950	-
4040	Machinery & Equipment	9,397	2,060	6,350	6,160	31,985
4100	Office Furniture	-	-	6,840	7,542	-
	<b>Total Capital</b>	\$ 51,959	26,677	17,190	14,652	31,985
	<u>Other Financing Uses</u>					
5000	Transfer - Out					
	A. Trf. to Escrow for Muni. Facility	\$ -	100,000	-	-	-
	<b>Total Appropriations</b>	\$ 351,855	366,288	376,285	347,540	399,493

VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

(LINE ITEM) Prio.	ITEM	FY '15 DEPT. REQUEST	FY '15 BOARD APPROVED	FY '16 DEPT. REQUEST	FY '16 BOARD APPROVED	BASE/SUPP.	EXPLANATION
4040	Monitor for Conference Room	\$1,900	\$1,900			Supp.	Monitor for new Admin. Conference Room
4100	Table in Council Chambers	1,360	1,360			Supp.	Administrative Table in Council Chambers
4100	Administrative Chairs in Council Chambers	1,980	1,980			Base	Replace (8) chairs
4100	Stacking Chairs in Council Chambers	1,500	1,500			Base	Replace (50) chairs
4100	Storage Racks for Basement	2,000	2,000			Supp.	Additional (10) storage racks
4040	Trencher Attachment			\$ 4,850	\$ 4,850	Supp.	Attachment for Combination Excavator
4040	Walk Behind Saw & Blades			2,750	2,750	Base	Replace aging equipment
4040	Core Drill & Bits			1,990	1,990	Base	Replace aging equipment
4040	Compactor			1,695	1,695	Base	Replace aging equipment
4040	Aerator			5,500	5,500	Base	Replace aerator in Marley Creek Pond
4040	Stage			15,200	15,200	Base	Replace old stage (split 50/50 with Park Dist.)

**TOTAL**      \$13,190

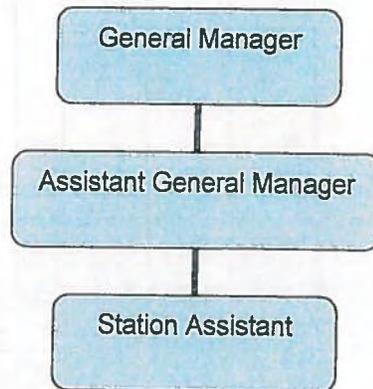
\$31,985

**REQUESTS APPROVED**

\$13,190

\$31,985

# Cable TV Commission Fiscal Year 16



## **Summary of Basic Functions**

The Mokena Cable TV Commission is comprised of a General Manager and an Assistant General Manager along with a station assistant who are responsible for the management and placement of media productions on Cable Access Channel 6 and streaming video on the Village's website.

The Village Board has established a goal of utilizing the Cable Access Channel and the Village's website to communicate various aspects of the public policy decision-making process to the residents of Mokena. Through utilization of our local Cable Access Channel 6 and the Village's website, various educational videos will be displayed throughout the course of the year. Additionally, all regular Mokena Village Board meetings are "aired" live and on tape delay on Cable Access Channel 6, and are available live and on an "on demand" basis on the Village's website.

## **STATUS OF GOALS FOR FY 15**

1. Continue to tape community events (C/100%)
2. Continue to update Village Board meeting introductory segments. (C/100%)
3. Coordinate improvements to broadcast studio. (C/100%)
4. Coordinate updated equipment in broadcast studio. (C/100%)

## **SIGNIFICANT GOALS FOR FY 16**

1. Continue to tape community events

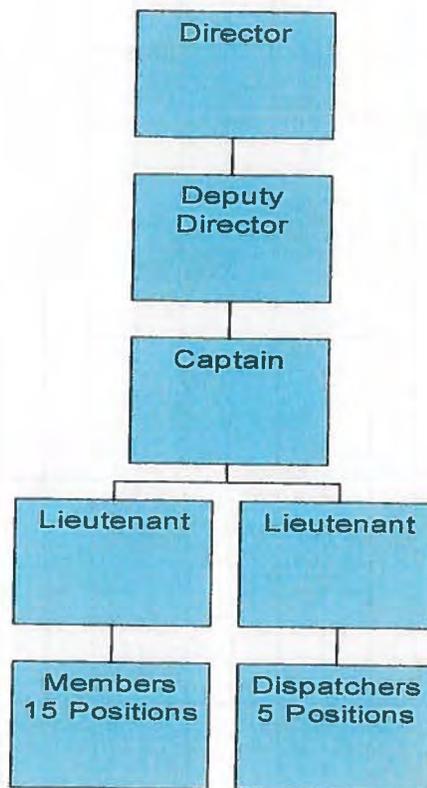
2. Coordinate and update Village Board introductory segments
3. Purchase and install digital encoder to improve "streaming broadcasts"

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: General Fund**  
**Dept: Cable TV Commission [01-110]**

		<u>Actual</u> <u>Fiscal '13</u>	<u>Actual</u> <u>Fiscal '14</u>	<u>Budgeted</u> <u>Fiscal '15</u>	<u>Estimated</u> <u>Fiscal '15</u>	<u>Board App.</u> <u>Fiscal '16</u>
	<b><u>Personal Services</u></b>					
3020	Salaries (Part Time)	\$ 8,117	8,200	8,200	8,200	12,200
	<b><u>Commodities</u></b>					
3210	Office Supplies	\$ 77	28	200	99	200
3230	Conferences, Mtgs. & Seminars	-	-	-	-	-
3300	Vehicle Expense (Gas)	-	-	-	-	-
3440	Miscellaneous	-	-	-	-	-
3510	Equipment	-	-	-	421	-
3520	Furniture	-	-	450	-	-
	<b>Total</b>	<b>\$ 77</b>	<b>28</b>	<b>650</b>	<b>520</b>	<b>200</b>
	<b><u>Contractual Services</u></b>					
3780	Telephone	\$ -	-	-	-	-
3790	Comm./Office Mach. Maint.	-	-	500	-	500
3850	Equipment Leasing	-	-	-	-	-
3860	Other Contractual Services	63	50	50	50	50
	<b>Total</b>	<b>\$ 63</b>	<b>50</b>	<b>550</b>	<b>50</b>	<b>550</b>
	<b>Total Operating Expense</b>	<b>\$ 8,257</b>	<b>8,278</b>	<b>9,400</b>	<b>8,770</b>	<b>12,950</b>
	<b><u>Capital Outlay</u></b>					
4040	Machinery & Equipment	\$ 2,420	8,926	10,700	9,429	-
4100	Office Furniture	-	-	-	-	-
	<b>Total Capital</b>	<b>\$ 2,420</b>	<b>8,926</b>	<b>10,700</b>	<b>9,429</b>	<b>-</b>
	<b>Total Appropriations</b>	<b>\$ 10,677</b>	<b>17,204</b>	<b>20,100</b>	<b>18,199</b>	<b>12,950</b>



# Emergency Services and Disaster Agency Fiscal Year 16



## SUMMARY OF BASIC FUNCTION

The Emergency Services & Disaster Agency (ESDA) is a public safety agency charged with a two-fold mission: coordination and provision of activities related to disaster mitigation, preparedness, response, and recovery; and provision of both unique and supplemental emergency services which are provided on an on-call, as requested basis for emergencies, disasters, and community functions.

Disaster-related activities include a variety of functions such as: development and maintenance of a single, comprehensive emergency operations plan; development and maintenance of community warning systems; providing a fixed emergency operations center and mobile command center for facilitating the direction of emergency operations; alerting key officials and notifying the public of impending emergencies; encouraging disaster mitigation efforts; and promoting and fostering efforts to prepare for disasters.

Emergency services functions include activities such as providing mobile and portable lighting and power, search and rescue services, traffic direction, supplemental security and patrol functions, crowd control, emergency communications, severe weather monitoring, and other specialized functions as needed.

### **SUMMARY OF AGENCY ORGANIZATION**

ESDA is headed by a salaried, part-time Director appointed by the Village President. A part-time Deputy Director assists the Director as needed. The coordinator and all personnel work on an on call basis for emergencies and community events. Administrative tasks, training, maintenance activities, and other support activities are conducted by the director and other personnel on an as available basis.

ESDA personnel are recruited, selected and assigned to various supervisory positions, specialized positions or general membership positions by the director. Because of the all volunteer nature of the agency, staffing fluctuates periodically. General responsibilities of the various positions are outlined below:

- **Director** - The Director is responsible for the overall organization, administration, training and operation of the agency.
- **Deputy Director** - The Deputy Director assists the Director in the execution of his duties, and serves as the acting Director in the event of the Director's temporary absence.
- **Captain** - The Captain is the senior line officer responsible for supervising agency field activities.
- **Lieutenant (2 Positions)** - The Lieutenant is a junior line officer responsible for supervising agency field activities.
- **Member (15 Positions)** - The Member is responsible for providing field service. Members that have attained a minimum of six years of service are awarded the senior membership designation of Corporal. In addition, one or more Members may be appointed to the senior membership

designation of Sergeant for the purpose of providing additional supervisory personnel for field activities.

- **Dispatcher (5 Positions)** - The Dispatcher is a Member that is assigned specifically and solely to providing dispatching services in support of agency field activities.

### **STATUS OF GOALS FOR FY 15**

1. Work with the National Weather Service to designate the Village of Mokena as a Storm Ready Community. **(CU/50%)**
2. Provide Emergency Preparedness and Disaster presentations on various topics every 60 days. **(C/100%)**
3. Maintain ongoing FEMA online training courses for all members. **(C/100%)**
4. Maintain regular schedule of public safety patrols. **(C/100%)**
5. Maintain traffic and crowd management support for civic events. **(C/100%)**
6. Incorporate Ham Operators for emergency communications. **(CU/75%)**
7. Conduct community outreach programs for local citizen groups **(C/100%)**

### **SIGNIFICANT GOALS FOR FY 16**

1. Continue to improve equipment in the ESDA building to address community needs.
2. Search for grant funding for the addition of secondary EOC equipment.
3. Increase ESDA involvement with the Will County Search and Rescue (SAR) Team.
4. Complete the retrofit of light truck #287.
5. Continue to work with the National Weather Service to designate the Village of Mokena as a Storm Ready Community.
6. Maintain ongoing FEMA and IEMA on-line training courses for all members.
7. Incorporate Ham Operators for emergency communications.

ESDA

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8. Develop HAM Radio Operating Guidelines for emergency communications.
9. Continue with public safety patrols of the parks and schools within the Village.
10. Continue to provide support for community events.
11. Conduct community outreach programs for local citizen groups.
12. Continuously review emergency preparedness initiatives for our customers.

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: General Fund**  
**Dept: E.S.D.A. [01-111]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b>Personal Services</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
3020	Salaries (Part Time)	\$ 9,500	9,500	9,500	9,500	13,000
	<b>Commodities</b>					
3210	Office Supplies	\$ 198	27	450	400	450
3230	Conferences, Mtgs. & Seminars	1,291	1,813	2,450	2,000	2,450
3240	Membership Dues	200	275	300	350	400
3250	Professional Development	660	143	500	300	500
3260	Publications	15	15	15	15	15
3280	Clothing & Personal Expense	2,304	1,859	2,800	2,650	3,040
3290	Printing	437	99	500	450	500
3300	Vehicle Expense (Gas)	7,439	8,735	10,800	8,500	12,000
3320	Maint: Vehicle & Motor Equip.	9,056	7,057	9,850	7,000	10,550
3330	Small Tools	77	40	200	100	200
3440	Miscellaneous	205	113	500	200	500
3510	Equipment	2,313	2,884	5,750	4,600	4,509
3520	Furniture	-	-	-	-	-
	<b>Total</b>	\$ 24,195	23,060	34,115	26,565	35,114
	<b>Contractual Services</b>					
3690	Computer Program./Maint.	\$ -	347	800	1,000	800
3780	Telephone	5,093	8,081	8,690	8,266	8,412
3790	Comm./Office Mach. Maint.	606	540	1,300	950	2,500
3850	Equipment Leasing	338	195	902	402	902
3860	Other Contractual Services	13,211	14,206	16,694	12,000	16,574
3880	Warning System Maintenance	2,808	2,700	3,000	3,000	3,000
	<b>Total</b>	22,056	26,069	31,386	25,618	32,188
	<b>Total Operating Expense</b>	\$ 55,751	58,629	75,001	61,683	80,302
	<b>Capital Outlay</b>					
4020	Improvements - Other	\$ -	-	-	-	-
4030	Improvements - Facilities	-	-	-	-	-
4040	Machinery & Equipment	2,580	-	5,000	6,910	2,800
4080	Vehicle Acquisition	-	-	-	-	-
	<b>Total Capital</b>	\$ 2,580	-	5,000	6,910	2,800
	<b>Total Appropriations</b>	\$ 58,331	58,629	80,001	68,593	83,102



**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: Audit Fund**  
Summary

	<u>Actual</u> <u>Fiscal '13</u>	<u>Actual</u> <u>Fiscal '14</u>	<u>Budgeted</u> <u>Fiscal '15</u>	<u>Estimated</u> <u>Fiscal '15</u>	<u>Board App.</u> <u>Fiscal '16</u>
<b><u>Revenues</u></b>					
Taxes	\$ 5,897	5,770	5,663	5,585	5,829
Other Revenue	153	158	160	75	25
<b>Total Revenue</b>	<b>\$ 6,050</b>	<b>5,928</b>	<b>5,823</b>	<b>5,660</b>	<b>5,854</b>
<b>Opening Cash Balance</b>	<b>\$ 17,651</b>	<b>18,251</b>	<b>18,528</b>	<b>18,629</b>	<b>18,634</b>
<b>Total Available for Spending</b>	<b>\$ 23,701</b>	<b>24,179</b>	<b>24,351</b>	<b>24,289</b>	<b>24,488</b>
<b><u>Appropriations</u></b>					
Contractual Services	\$ 5,450	5,550	5,655	5,655	5,758
<b>Total Appropriations</b>	<b>\$ 5,450</b>	<b>5,550</b>	<b>5,655</b>	<b>5,655</b>	<b>5,758</b>
<b>Ending Fund Balance</b>	<b>\$ 18,251</b>	<b>18,629</b>	<b>18,696</b>	<b>18,634</b>	<b>18,730</b>

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: Audit Fund**  
Revenue [02]

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
		<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
200	<b><u>Taxes</u></b>					
2010	Property Tax	\$ 5,897	5,770	5,663	5,585	5,829
290	<b><u>Other Revenue</u></b>					
2910	Interest Earnings	\$ 153	158	160	75	25
	<b>Revenue Grand Total</b>	\$ 6,050	5,928	5,823	5,660	5,854
	<b>Opening Cash Balance</b>	\$ 17,651	18,251	18,528	18,629	18,634
	<b>Total Available for Spending</b>	\$ 23,701	24,179	24,351	24,289	24,488

**Appropriations [02-116]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
		<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
	<b><u>Contractual Services</u></b>					
3610	Accounting Services	\$ 5,450	5,550	5,655	5,655	5,758



**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: Performance Bond Fund**  
Revenue [04]

		<u>Actual</u> <u>Fiscal '13</u>	<u>Actual</u> <u>Fiscal '14</u>	<u>Budgeted</u> <u>Fiscal '15</u>	<u>Estimated</u> <u>Fiscal '15</u>	<u>Board App.</u> <u>Fiscal '16</u>
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 4,207	3,175	3,100	1,600	150
2940	Interfund Revenue	-	-	-	-	-
2970	Miscellaneous Income	152,750	212,050	175,000	200,000	175,000
	<b>Total</b>	\$ 156,957	215,225	178,100	201,600	175,150
	<b>Revenue Grand Total</b>	\$ 156,957	215,225	178,100	201,600	175,150
	<b>Opening Cash Balance</b>	\$ 603,747	524,697	464,697	549,847	599,847
	<b>Total Available for Spending</b>	\$ 760,704	739,922	642,797	751,447	774,997

Appropriations [04-118]

		<u>Actual</u> <u>Fiscal '13</u>	<u>Actual</u> <u>Fiscal '14</u>	<u>Budgeted</u> <u>Fiscal '15</u>	<u>Estimated</u> <u>Fiscal '15</u>	<u>Board App.</u> <u>Fiscal '16</u>
	<b>Contractual Services</b>					
3920	Performance Bond Refund	\$ 95,800	186,900	300,000	150,000	250,000
	<b>Other Financing Uses</b>					
4260	Interfund Transfer					
	A. Trf. To General Fund	\$ 4,207	3,175	3,100	1,600	150
	B. Trf. To Escrow for Muni. Facility	136,000	-	-	-	-
	<b>Total Appropriations</b>	\$ 236,007	\$ 190,075	\$ 303,100	\$ 151,600	\$ 250,150

# ***TOURISM FUND***

## ***Fiscal Year 16***

### ***SUMMARY OF BASIC FUNCTION***

Village Ordinance No. 1293 entitles the Village to assess a 5% "Hotel and Motel Accommodation Tax" applicable to all hotel and motel room rentals within the Village's corporate limits. The Village currently receives tax collections from Super 8 Motel.

In accordance with Ordinance No. 1293, proceeds resulting from the imposition of this tax shall be credited to the Tourism Fund. The proceeds attributable to the Tourism Fund shall be used for the promotion of tourism, beautification, and business enhancement activities for the Village of Mokena.



**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: Tourism Fund**  
Summary

	<u>Actual</u> <u>Fiscal '13</u>	<u>Actual</u> <u>Fiscal '14</u>	<u>Budgeted</u> <u>Fiscal '15</u>	<u>Estimated</u> <u>Fiscal '15</u>	<u>Board App.</u> <u>Fiscal '16</u>
<b><u>Revenues</u></b>					
Taxes	\$ 40,886	39,238	40,000	40,000	40,000
Other Revenue	220	235	350	158	20
<b>Total Revenue</b>	<b>\$ 41,106</b>	<b>39,473</b>	<b>40,350</b>	<b>40,158</b>	<b>40,020</b>
<b>Opening Cash Balance</b>	<b>\$ 28,500</b>	<b>17,640</b>	<b>37,017</b>	<b>36,816</b>	<b>54,838</b>
<b>Total Available for Spending</b>	<b>\$ 69,606</b>	<b>57,113</b>	<b>77,367</b>	<b>76,974</b>	<b>94,858</b>
<b><u>Appropriations</u></b>					
Personal Services	\$ 34,927	-	-	-	-
Commodities	16,889	20,216	30,390	19,639	27,934
Contractual Services	150	81	350	2,497	5,150
<b>Total Appropriations</b>	<b>\$ 51,966</b>	<b>20,297</b>	<b>30,740</b>	<b>22,136</b>	<b>33,084</b>
<b>Ending Fund Balance</b>	<b>\$ 17,640</b>	<b>36,816</b>	<b>46,627</b>	<b>54,838</b>	<b>61,774</b>

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: Tourism Fund**

**Revenue [05]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
		<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
200	<b>Taxes</b>					
2080	Hotel/Motel Tax	\$ 40,886	39,238	40,000	40,000	40,000
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 220	235	350	158	20
	<b>Revenue Grand Total</b>	\$ 41,106	39,473	40,350	40,158	40,020
	<b>Opening Cash Balance</b>	\$ 28,500	17,640	37,017	36,816	54,838
	<b>Total Available for Spending</b>	\$ 69,606	57,113	77,367	76,974	94,858

**Appropriations [05-119]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
		<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
	<b>Personal Services</b>					
3010	Salaries (Full Time)	\$ 33,583	-	-	-	-
3040	Unemployment Contribution	87	-	-	-	-
3100	Hospital/Life Insurance	1,257	-	-	-	-
	<b>Total</b>	\$ 34,927	-	-	-	-
	<b>Commodities</b>					
3230	Conferences, Mtgs. & Seminars	\$ 2,850	2,790	3,100	3,000	3,100
3240	Membership Dues	10,749	9,635	9,990	10,575	9,990
3250	Professional Development	-	-	-	-	-
3260	Publications	50	49	50	64	64
3290	Printing	-	435	1,000	-	1,000
3440	Miscellaneous	-	-	-	-	-
3450	Public Relations	3,240	7,307	16,250	6,000	13,780
	<b>Total</b>	\$ 16,889	20,216	30,390	19,639	27,934
	<b>Contractual Services</b>					
3860	Other Contractual Services	\$ -	-	250	2,400	5,050
3870	Auto Mileage & Expense Reimb.	150	81	100	97	100
	<b>Total</b>	\$ 150	81	350	2,497	5,150
	<b>Total Appropriations</b>	\$ 51,966	20,297	30,740	22,136	33,084

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: Special Tax Allocation Fund**

Summary

	<u>Actual</u> <u>Fiscal '13</u>	<u>Actual</u> <u>Fiscal '14</u>	<u>Budgeted</u> <u>Fiscal '15</u>	<u>Estimated</u> <u>Fiscal '15</u>	<u>Board App.</u> <u>Fiscal '16</u>
<b><u>Revenues</u></b>					
Taxes	\$ 23,804	34,680	35,138	29,750	35,352
Other Revenue	312	549	800	360	30
<b>Total Revenue</b>	<b>\$ 24,116</b>	<b>35,229</b>	<b>35,938</b>	<b>30,110</b>	<b>35,382</b>
<b>Opening Cash Balance</b>	<b>\$ 27,615</b>	<b>50,077</b>	<b>79,150</b>	<b>83,585</b>	<b>111,907</b>
<b>Total Available for Spending</b>	<b>\$ 51,731</b>	<b>85,306</b>	<b>115,088</b>	<b>113,695</b>	<b>147,289</b>
<b><u>Appropriations</u></b>					
Commodities	\$ 79	86	100	93	100
Contractual Services	1,575	1,635	1,771	1,695	1,837
<b>Total Appropriations</b>	<b>\$ 1,654</b>	<b>1,721</b>	<b>1,871</b>	<b>1,788</b>	<b>1,937</b>
<b>Ending Fund Balance</b>	<b>\$ 50,077</b>	<b>83,585</b>	<b>113,217</b>	<b>111,907</b>	<b>145,352</b>

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: Special Tax Allocation Fund**

**Revenue [06]**

		<b>Actual Fiscal '13</b>	<b>Actual Fiscal '14</b>	<b>Budgeted Fiscal '15</b>	<b>Estimated Fiscal '15</b>	<b>Board App. Fiscal '16</b>
200	<b>Taxes</b>					
2010	Property Tax	\$ 23,804	34,680	35,138	29,750	35,352
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 312	549	800	360	30
	<b>Revenue Grand Total</b>	\$ 24,116	35,229	35,938	30,110	35,382
	<b>Opening Cash Balance</b>	\$ 27,615	50,077	79,150	83,585	111,907
	<b>Total Available for Spending</b>	\$ 51,731	85,306	115,088	113,695	147,289

**Appropriations [06-120]**

		<b>Actual Fiscal '13</b>	<b>Actual Fiscal '14</b>	<b>Budgeted Fiscal '15</b>	<b>Estimated Fiscal '15</b>	<b>Board App. Fiscal '16</b>
	<b>Commodities</b>					
3220	Postage	\$ 79	86	100	93	100
	<b>Contractual Services</b>					
3985	Surplus Funds Remittance	\$ 1,575	1,635	1,771	1,695	1,837
	<b>Total Appropriations</b>	\$ 1,654	\$ 1,721	\$ 1,871	\$ 1,788	\$ 1,937

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: School Crossing Guard Fund**  
Summary

<u>Revenues</u>	<u>Actual Fiscal '13</u>	<u>Actual Fiscal '14</u>	<u>Budgeted Fiscal '15</u>	<u>Estimated Fiscal '15</u>	<u>Board App. Fiscal '16</u>
Taxes	\$ 26,361	26,336	26,989	26,884	27,633
Other Revenue	252	252	250	128	15
<b>Total Revenue</b>	<b>\$ 26,613</b>	<b>26,588</b>	<b>27,239</b>	<b>27,012</b>	<b>27,648</b>
<b>Opening Cash Balance</b>	<b>\$ 26,600</b>	<b>28,136</b>	<b>28,674</b>	<b>29,218</b>	<b>30,179</b>
<b>Total Available for Spending</b>	<b>\$ 53,213</b>	<b>54,724</b>	<b>55,913</b>	<b>56,230</b>	<b>57,827</b>
<u>Appropriations</u>	<u>Actual Fiscal '13</u>	<u>Actual Fiscal '14</u>	<u>Budgeted Fiscal '15</u>	<u>Estimated Fiscal '15</u>	<u>Board App. Fiscal '16</u>
Personal Services	\$ 24,235	25,020	25,946	25,299	26,583
Commodities	842	486	900	752	900
Contractual Services	-	-	200	-	200
<b>Total Appropriations</b>	<b>\$ 25,077</b>	<b>25,506</b>	<b>27,046</b>	<b>26,051</b>	<b>27,683</b>
<b>Ending Fund Balance</b>	<b>\$ 28,136</b>	<b>29,218</b>	<b>28,867</b>	<b>30,179</b>	<b>30,144</b>

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: School Crossing Guard Fund**

**Revenue [07]**

		<b>Actual Fiscal '13</b>	<b>Actual Fiscal '14</b>	<b>Budgeted Fiscal '15</b>	<b>Estimated Fiscal '15</b>	<b>Board App. Fiscal '16</b>
200	<b>Taxes</b>					
2010	Property Tax	\$ 26,361	26,336	26,989	26,884	27,633
290	<b>Other Revenue</b>					
2910	Interest Earnings	252	252	250	128	15
	<b>Revenue Grand Total</b>	\$ 26,613	26,588	27,239	27,012	27,648
	<b>Opening Cash Balance</b>	\$ 26,600	28,136	28,674	29,218	30,179
	<b>Total Available for Spending</b>	\$ 53,213	54,724	55,913	56,230	57,827

**Appropriations [07-121]**

		<b>Actual Fiscal '13</b>	<b>Actual Fiscal '14</b>	<b>Budgeted Fiscal '15</b>	<b>Estimated Fiscal '15</b>	<b>Board App. Fiscal '16</b>
	<b>Personal Services</b>					
3020	Salaries (Part Time)	\$ 23,747	24,543	25,446	25,000	26,323
3040	Unemployment Contribution	488	477	500	299	260
	<b>Total</b>	\$ 24,235	25,020	25,946	25,299	26,583
	<b>Commodities</b>					
3280	Clothing & Personal Expense	\$ 779	436	700	644	700
3340	Traffic & Street Sign Material	-	-	150	58	150
3440	Miscellaneous	63	50	50	50	50
	<b>Total</b>	\$ 842	486	900	752	900
	<b>Contractual Services</b>					
3710	Legal Advertising	\$ -	-	200	-	200
	<b>Total Appropriations</b>	\$ 25,077	25,506	27,046	26,051	27,683

# *IMRF/FICA/MC FUND*

## *Fiscal Year 16*

### SUMMARY OF BASIC FUNCTION

#### **Illinois Municipal Retirement Fund:**

The Illinois Municipal Retirement Fund (IMRF) is created by Illinois law under Article 7 of the Illinois Pension Code (Illinois Compiled Statutes, Ch. 40, 5/7-101 to 5/7-222). Since 1941, the Illinois Municipal Retirement Fund has provided employees of local governments and school districts in Illinois with a sound and efficient system for the payment of retirement, disability, and death benefits. The Village of Mokena began participation in IMRF on January 1, 1972.

On April 14, 2010, the governor signed Senate Bill 1946 (Public Act 96-0889). This new law creates a second tier of IMRF benefits for members who are first enrolled in IMRF's Regular Plan on or after January 1, 2011. This new law does not affect current IMRF members participating in IMRF or in a reciprocal system prior to the effective date of this legislation. These members remain in Tier 1.

The retirement plan IMRF offers is a defined benefit plan. In a defined benefit plan, the amount of the retirement benefit is based on a member's final salary and his/her years of service. Under Tier 1, an IMRF employee must complete eight years of service to be vested. Under Tier 2, an IMRF employee must complete ten years of service to be vested. The employee contributes 4.5% of their salary to IMRF. The Village's contribution rate changes annually based on actuarial assumptions and is funded through the property tax levy. The rate for July 2015 through December 2015 is 13.79% and the rate for January 2016 through June 2016 is 14.23%.

#### **Social Security and Medicare:**

Social Security and Medicare taxes are calculated using the employee's gross salary. The gross wage is not reduced for IMRF or Police Pension contributions. In Fiscal 2016, the rate for social security is 6.2% and is paid by both the employee and employer on wages up to the wage base, which changes annually. The rate for Medicare is 1.45% and is paid by both the employee and Village on the entire gross salary.

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: IMRF/FICA/MC Contribution Fund**  
Summary

	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
<b>Revenues</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
Taxes	\$ 597,584	574,169	592,784	597,096	648,016
Intergovernmental Revenue - State	17,859	16,230	18,100	22,309	18,300
Other Revenue	2,622	2,616	2,600	1,305	200
<b>Total Revenue</b>	<b>\$ 618,065</b>	<b>593,015</b>	<b>613,484</b>	<b>620,710</b>	<b>666,516</b>
<b>Opening Cash Balance</b>	<b>\$ 267,871</b>	<b>325,762</b>	<b>301,372</b>	<b>312,572</b>	<b>324,647</b>
<b>Total Available for Spending</b>	<b>\$ 885,936</b>	<b>918,777</b>	<b>914,856</b>	<b>933,282</b>	<b>991,163</b>
<b>Appropriations</b>	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
Personal Services	\$ 560,174	606,205	619,283	608,635	652,420
<b>Total Appropriations</b>	<b>\$ 560,174</b>	<b>606,205</b>	<b>619,283</b>	<b>608,635</b>	<b>652,420</b>
<b>Ending Fund Balance</b>	<b>\$ 325,762</b>	<b>312,572</b>	<b>295,573</b>	<b>324,647</b>	<b>338,743</b>

**VILLAGE OF MOKENA**

**Fiscal 2016 Budget: IMRF/FICA/MC Contribution Fund**

**Revenue [08]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
		<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
200	<b>Taxes</b>					
2010	Property Tax	\$ 597,584	574,169	592,784	597,096	648,016
240	<b>Intergovernmental Rev. - State</b>					
2420	Personal Property Replacement	\$ 17,859	16,230	18,100	22,309	18,300
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 2,622	2,616	2,600	1,305	200
	<b>Revenue Grand Total</b>	\$ 618,065	593,015	613,484	620,710	666,516
	<b>Opening Cash Balance</b>	\$ 267,871	325,762	301,372	312,572	324,647
	<b>Total Available for Spending</b>	\$ 885,936	918,777	914,856	933,282	991,163

**Appropriations [08-122]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
		<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
	<b>Personal Services</b>					
3050	Social Security (FICA) Contrib.	\$ 262,156	283,465	297,858	289,400	307,294
3051	Medicare Contribution	61,954	66,978	69,660	68,735	71,867
3070	IL Muni. Ret. Fund (IMRF) Contrib.	236,064	255,762	251,765	250,500	273,259
	<b>Total Appropriations</b>	\$ 560,174	606,205	619,283	608,635	652,420

# ***POLICE PENSION FUND***

## ***Fiscal Year 16***

### **SUMMARY OF BASIC FUNCTION**

Section 5/3-101, Chapter 40 of the Illinois Compiled Statutes requires that an incorporated municipality with more than 5,000 residents establish a Police Pension Fund for its full-time sworn police personnel. Pursuant to the 1990 Census, the Village of Mokena exceeded the minimum of 5,000 residents required for enactment of the Pension Fund. Therefore, the Village Board of Trustees has adopted an Ordinance creating the necessary budget and financial means to manage the Pension Fund for the Village's full-time police officers.

The Pension Board consists of five members. Two are appointed by the Village President for two year terms; and two members are elected by the active police officers from the full-time sworn staff for a two year term. The fifth member of the Pension Board is elected for a two year term from amongst the retired, disabled or widowed fund beneficiaries if applicable. The Village Finance Director acts as an Ex-Officio member of the Board.

On December 30, 2010, the governor signed Senate Bill 3538 (Public Act 096-1495). This new law creates a second tier of pension benefits for public safety employees hired on or after January 1, 2011. This law does not affect members currently receiving retirement benefits in the police pension fund. Under Tier 1, a police pension member may retire at age 50. Under Tier 2, a police pension member may retire at age 55.

The Pension Board is responsible for maintaining and managing the retirement assets accumulated from the financial contributions by both the active police officers, as well as the Village of Mokena. The active police officers contribute 9.91% of their salary to the Police Pension Fund. The Village's contribution to the Police Pension Fund is through the property tax levy, which equates to approximately 29% of total annual salaries for full time sworn police personnel.



VILLAGE OF MOKENA						
Fiscal 2016 Budget: Police Pension Fund						
Revenue [09]						
		Actual	Actual	Budgeted	Estimated	Board App.
		Fiscal '13	Fiscal '14	Fiscal '15	Fiscal '15	Fiscal '16
200	<b>Taxes</b>					
2010	Property Tax	\$ 695,130	684,871	717,122	718,931	740,253
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 273,254	269,865	250,000	265,000	250,000
2911	Short Term Capital Gain	7,705	4,972	-	16,228	-
2912	Long Term Capital Gain	71,769	92,667	-	281,814	-
2913	Realized Gain from Annuity	-	-	-	-	-
2916	Invest. Inc. - Market Fluctuations	560,382	1,202,173	660,000	225,000	300,000
2970	Miscellaneous Income	-	-	-	-	-
2980	Member Contributions	225,314	335,638	255,712	248,267	256,524
	<b>Total</b>	\$ 1,138,424	1,905,315	1,165,712	1,036,309	806,524
	<b>Revenue Grand Total</b>	\$ 1,833,554	2,590,186	1,882,834	1,755,240	1,546,777
	<b>Opening Cash Balance</b>	\$ 11,303,818	12,783,452	14,640,241	15,065,658	16,363,032
	<b>Total Available for Spending</b>	\$ 13,137,372	15,373,638	16,523,075	16,820,898	17,909,809
Appropriations [09-123]						
		Actual	Actual	Budgeted	Estimated	Board App.
		Fiscal '13	Fiscal '14	Fiscal '15	Fiscal '15	Fiscal '16
	<b>Personal Services</b>					
3020	Salaries (Part Time)	\$ -	-	-	-	-
3080	Pension Payment	233,929	239,343	373,584	384,032	474,344
3081	Disability Payment	-	-	-	-	-
	<b>Total</b>	\$ 233,929	239,343	373,584	384,032	474,344
	<b>Commodities</b>					
3230	Conferences, Mtgs. & Seminars	\$ 2,913	2,394	5,300	2,379	5,350
3240	Membership Dues	775	1,075	900	775	900
3440	Miscellaneous	38,296	43,669	51,300	49,639	56,600
	<b>Total</b>	\$ 41,984	47,138	57,500	52,793	62,850
	<b>Contractual Services</b>					
3610	Accounting Services	\$ 14,020	15,535	14,305	14,240	14,870
3630	Legal Services	2,287	3,000	13,000	3,750	13,000
3750	Public Officials Ins./Bonding	3,000	2,964	3,500	3,051	3,500
3930	Pension Refunds	58,700	-	60,000	-	60,000
	<b>Total</b>	\$ 78,007	21,499	90,805	21,041	91,370
	<b>Capital Outlay</b>					
4040	Machinery & Equipment	\$ -	-	-	-	-
	<b>Other Financing Uses</b>					
4280	Contingencies	\$ -	-	50,000	-	50,000
	<b>Total Appropriations</b>	\$ 353,840	307,880	574,689	457,896	556,714

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: State Motor Fuel Tax Fund**  
Summary

	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
<b>Revenues</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
Intergovernmental Revenue - State	\$ 554,123	649,044	475,382	559,869	475,382
Other Revenue	592	120	150	3,208	125
<b>Total Revenue</b>	<b>\$ 554,715</b>	<b>649,164</b>	<b>475,532</b>	<b>563,077</b>	<b>475,507</b>
<b>Opening Cash Balance</b>	<b>\$ 621,273</b>	<b>853,870</b>	<b>704,729</b>	<b>721,236</b>	<b>729,884</b>
<b>Total Available for Spending</b>	<b>\$ 1,175,988</b>	<b>1,503,034</b>	<b>1,180,261</b>	<b>1,284,313</b>	<b>1,205,391</b>
<b>Appropriations</b>	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
Personal Services	\$ 48,443	159,905	107,360	74,033	113,124
Commodities	190,096	170,324	384,000	371,937	371,750
Contractual Services	83,579	89,913	88,170	105,000	103,454
Capital Outlay	-	361,656	25,241	3,459	24,776
<b>Total Appropriations</b>	<b>\$ 322,118</b>	<b>781,798</b>	<b>604,771</b>	<b>554,429</b>	<b>613,104</b>
<b>Ending Fund Balance</b>	<b>\$ 853,870</b>	<b>721,236</b>	<b>575,490</b>	<b>729,884</b>	<b>592,287</b>

VILLAGE OF MOKENA						
Fiscal 2016 Budget: State Motor Fuel Tax Fund						
<u>Revenue [11]</u>						
		Actual	Actual	Budgeted	Estimated	Board App.
		Fiscal '13	Fiscal '14	Fiscal '15	Fiscal '15	Fiscal '16
240	<b>Intergovernmental Rev. - State</b>					
2430	Motor Fuel Tax Allotment	\$ 554,123	649,044	475,382	559,869	475,382
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 592	120	150	125	125
2940	Interfund Revenue	-	-	-	-	-
2970	Miscellaneous Revenue	-	-	-	3,083	-
	<b>Total</b>	\$ 592	120	150	3,208	125
	<b>Revenue Grand Total</b>	\$ 554,715	649,164	475,532	563,077	475,507
	<b>Opening Cash Balance</b>	\$ 621,273	853,870	704,729	721,236	729,884
	<b>Total Available for Spending</b>	\$ 1,175,988	1,503,034	1,180,261	1,284,313	1,205,391
<u>Appropriations [11-125]</u>						
		Actual	Actual	Budgeted	Estimated	Board App.
		Fiscal '13	Fiscal '14	Fiscal '15	Fiscal '15	Fiscal '16
	<b>Personal Services</b>					
3030	Salaries (Overtime)	\$ 48,443	159,905	107,360	74,033	113,124
	<b>Commodities</b>					
3310	Maint: Bldgs, Streets & Grounds	\$ 31,540	17,237	33,000	23,000	21,750
3380	Salt	158,556	153,087	351,000	348,937	350,000
3440	Miscellaneous	-	-	-	-	-
	<b>Total</b>	\$ 190,096	170,324	384,000	371,937	371,750
	<b>Contractual Services</b>					
3620	Engineering Services	\$ 476	4,764	-	-	-
3860	Other Contractual Services	83,103	85,149	88,170	105,000	103,454
3970	Tree Removal/Replacement	-	-	-	-	-
	<b>Total</b>	\$ 83,579	89,913	88,170	105,000	103,454
	<b>Capital Outlay</b>					
4010	Improvements - Streets & Alleys	\$ -	361,656	25,241	3,459	24,776
4020	Improvements - Other	-	-	-	-	-
	<b>Total</b>	\$ -	361,656	25,241	3,459	24,776
	<b>Total Appropriations</b>	\$ 322,118	781,798	604,771	554,429	613,104

# *REFUSE FUND*

## *Fiscal Year 16*

### *SUMMARY OF BASIC FUNCTION*

Residential refuse pick-up is contracted through Nu-Way Disposal Service. Approximately 6,800 customers currently receive service on a weekly basis with over 353,000 pickups annually by NuWay Disposal. Residents are invoiced monthly on their water and sewer bill to fully fund these services and submit a combined payment to the Village for the above mentioned services.

This year's budget includes provisions for the continued operation of a Curb Side Recycling Program, yearly senior discounts of approximately \$28 and free leaf and branch pickup.



**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: Refuse Fund**  
Summary

	<u>Actual</u> <u>Fiscal '13</u>	<u>Actual</u> <u>Fiscal '14</u>	<u>Budgeted</u> <u>Fiscal '15</u>	<u>Estimated</u> <u>Fiscal '15</u>	<u>Board App.</u> <u>Fiscal '16</u>
<b><u>Revenues</u></b>					
Charges for Service	\$ 1,175,032	1,203,068	1,229,544	1,239,658	1,249,221
Other Revenue	6,745	6,627	6,520	6,909	5,990
<b>Total Revenue</b>	<b>\$ 1,181,777</b>	<b>1,209,695</b>	<b>1,236,064</b>	<b>1,246,567</b>	<b>1,255,211</b>
<b>Opening Cash Balance</b>	<b>\$ 135,518</b>	<b>151,484</b>	<b>151,916</b>	<b>153,875</b>	<b>153,439</b>
<b>Total Available for Spending</b>	<b>\$ 1,317,295</b>	<b>1,361,179</b>	<b>1,387,980</b>	<b>1,400,442</b>	<b>1,408,650</b>
<b><u>Appropriations</u></b>					
Commodities	\$ 8,820	15,750	14,805	22,514	19,320
Contractual Services	1,156,991	1,182,897	1,227,120	1,224,489	1,245,513
Capital Outlay	-	8,657	-	-	-
<b>Total Appropriations</b>	<b>\$ 1,165,811</b>	<b>1,207,304</b>	<b>1,241,925</b>	<b>1,247,003</b>	<b>1,264,833</b>
<b>Ending Fund Balance</b>	<b>\$ 151,484</b>	<b>153,875</b>	<b>146,055</b>	<b>153,439</b>	<b>143,817</b>

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: Refuse Fund**  
Revenue [15]

		<u>Actual</u> <u>Fiscal '13</u>	<u>Actual</u> <u>Fiscal '14</u>	<u>Budgeted</u> <u>Fiscal '15</u>	<u>Estimated</u> <u>Fiscal '15</u>	<u>Board App.</u> <u>Fiscal '16</u>
260	<b>Charges for Service</b>					
2710	Refuse Collection Charges	\$ 1,175,032	1,203,068	1,229,544	1,239,658	1,249,221
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 1,361	1,401	1,400	630	50
2970	Miscellaneous Revenue	5,384	5,226	5,120	6,279	5,940
	<b>Total</b>	\$ 6,745	6,627	6,520	6,909	5,990
	<b>Revenue Grand Total</b>	\$ 1,181,777	1,209,695	1,236,064	1,246,567	1,255,211
	<b>Opening Cash Balance</b>	\$ 135,518	151,484	151,916	153,875	153,439
	<b>Total Available for Spending</b>	\$ 1,317,295	1,361,179	1,387,980	1,400,442	1,408,650

Appropriations [15-129]

		<u>Actual</u> <u>Fiscal '13</u>	<u>Actual</u> <u>Fiscal '14</u>	<u>Budgeted</u> <u>Fiscal '15</u>	<u>Estimated</u> <u>Fiscal '15</u>	<u>Board App.</u> <u>Fiscal '16</u>
	<b>Commodities</b>					
3450	Public Relations	\$ 8,820	15,750	14,805	22,514	19,320
	<b>Contractual Services</b>					
3610	Accounting Services	\$ 255	260	265	265	270
3730	Refuse Service	1,112,629	1,137,648	1,181,866	1,179,235	1,200,254
3840	Interfund Service Charge	44,107	44,989	44,989	44,989	44,989
	<b>Total</b>	\$ 1,156,991	1,182,897	1,227,120	1,224,489	1,245,513
	<b>Capital Outlay</b>					
4040	Machinery & Equipment	\$ -	8,657	-	-	-
	<b>Total Appropriations</b>	\$ 1,165,811	1,207,304	1,241,925	1,247,003	1,264,833

<b>VILLAGE OF MOKENA</b>					
<b>Fiscal 2016 Budget: Water &amp; Sewer Fund</b>					
<b>Summary</b>					
	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
<b>Revenues</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
Water Department	\$ 4,347,064	4,429,969	4,725,389	4,474,139	4,825,052
Sewer Department	1,913,827	1,879,553	1,858,810	1,862,246	1,917,418
<b>Total Revenue</b>	<b>\$ 6,260,891</b>	<b>6,309,522</b>	<b>6,584,199</b>	<b>6,336,385</b>	<b>6,742,470</b>
<b>Opening Cash Balance:</b>					
Water Dept. - Operating	\$ 1,247,308	1,374,685	1,343,560	1,359,600	1,230,767
Water Dept. - Encumbered Res.	-	-	-	-	-
Sewer Dept. - Operating	489,856	586,172	593,091	603,949	521,029
Sewer Dept. - Encumbered Res.	-	-	-	-	-
<b>Total Opening Cash Balance</b>	<b>\$ 1,737,164</b>	<b>1,960,857</b>	<b>1,936,651</b>	<b>1,963,549</b>	<b>1,751,796</b>
<b>Total Cash Available</b>	<b>\$ 7,998,055</b>	<b>8,270,379</b>	<b>8,520,850</b>	<b>8,299,934</b>	<b>8,494,266</b>
<b>Less: Water - Encum. Res.</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Sewer - Encum. Res.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Available for Spending</b>	<b>\$ 7,998,055</b>	<b>8,270,379</b>	<b>8,520,850</b>	<b>8,299,934</b>	<b>8,494,266</b>
<b>Appropriations</b>					
	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
Water Department	\$ 4,219,687	4,445,054	4,881,484	4,602,972	5,061,708
Sewer Department	1,817,511	1,861,776	2,028,536	1,945,166	2,030,030
<b>Total Appropriations</b>	<b>\$ 6,037,198</b>	<b>6,306,830</b>	<b>6,910,020</b>	<b>6,548,138</b>	<b>7,091,738</b>
<b>Ending Cash Balance:</b>					
Water Dept. - Operating	\$ 1,374,685	1,359,600	1,187,465	1,230,767	994,111
Sewer Dept. - Operating	586,172	603,949	423,365	521,029	408,417
<b>Total Operating Cash</b>	<b>\$ 1,960,857</b>	<b>1,963,549</b>	<b>1,610,830</b>	<b>1,751,796</b>	<b>1,402,528</b>
Water Dept. - Encumbered Res.	\$ -	\$ -	-	-	-
Sewer Dept. - Encumbered Res.	-	-	-	-	-
<b>Total Encumbered Reserves</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Ending Fund Balance</b>	<b>\$ 1,960,857</b>	<b>1,963,549</b>	<b>1,610,830</b>	<b>1,751,796</b>	<b>1,402,528</b>

## WATER OPERATING FUND BUDGET SUMMARY

### REVENUE

Current FY 15

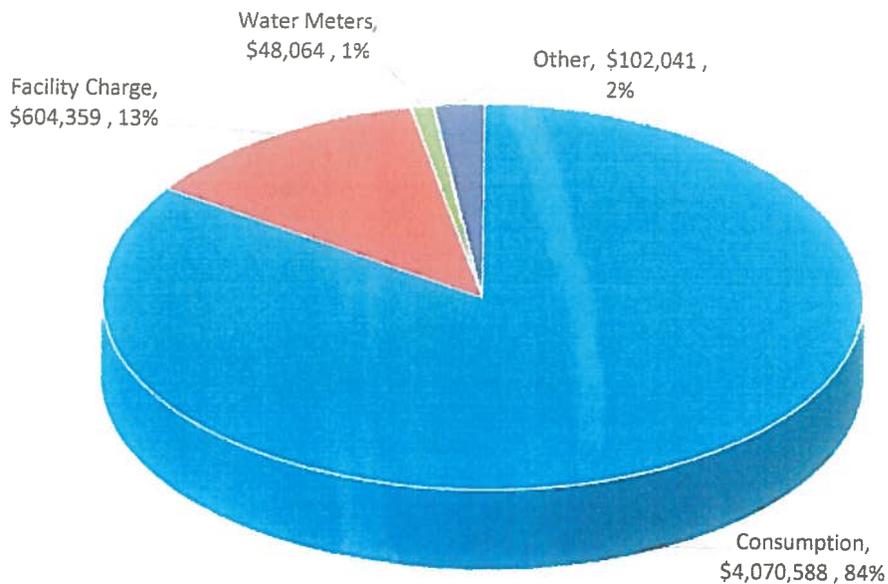
Estimated FY 15 revenues are anticipated to be under budget by approximately (\$251K). This is primarily due to a decrease in both water consumption (\$217K) and new meter installation (\$39K).

Proposed FY 16

FY 16 revenues are budgeted to increase above FY 15 levels by approximately \$100K. This is primarily due to the net effect of the anticipated water rate increasing which includes the lake water costs being passed down by the City of Chicago and the Oak Lawn system improvements \$147K and a decrease in the installation of new meters (\$37k).

Total water revenues for FY 16 are budgeted at \$4,825,052. Illustrated by the chart found below, one will be able to see the breakdown of revenues for the entire Water Fund by major category.

### TOTAL REVENUES



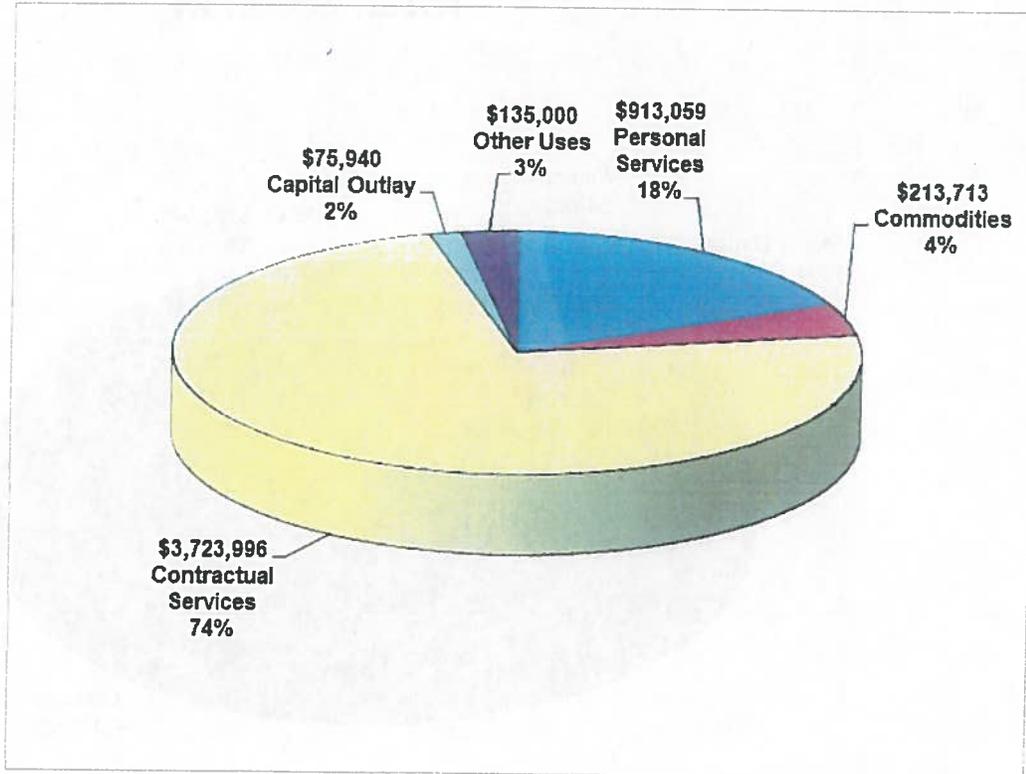
**EXPENDITURES**

**Current FY 15** Estimated FY 15 expenditures are anticipated to be approximately (\$278K) less than budgeted. This is mainly attributable to savings in fuel (\$10K), electricity & gas (\$13K), lake water costs (\$113K), and the contingency line item not being utilized (\$100K).

**Proposed FY 16** FY 16 water operating fund expenditures are proposed to increase above FY 15 levels by approximately \$180K. This is mainly attributable to an increase in water costs \$180K.

Total water expenses are budgeted at \$5,061,708. Illustrated by the Pie Chart found below, one will be able to see the breakdown of expenditures of the Water Fund by major category.

**TOTAL EXPENSES**



**FUND BALANCE**

**Current FY 15**

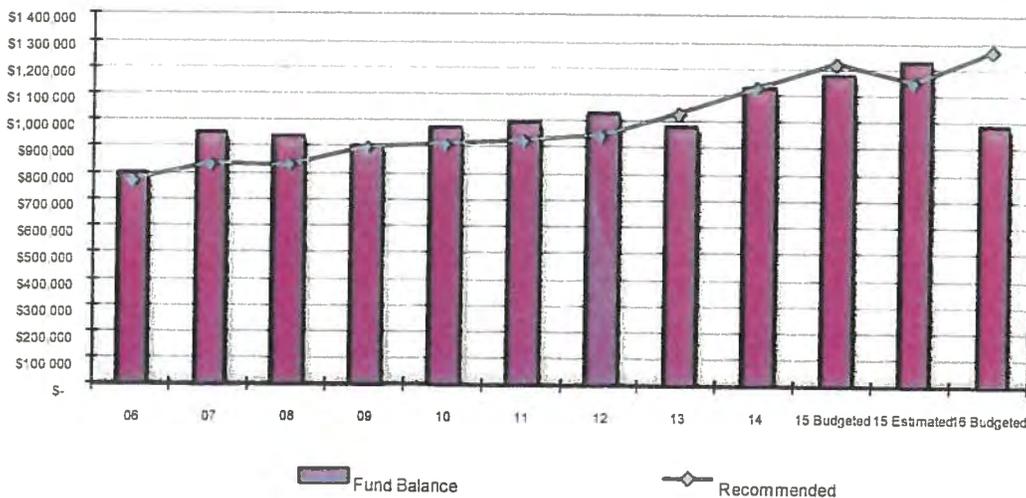
You will note the FY 15 Water Operating Fund estimated ending fund balance to be approximately \$1.23M. This is above the budgeted FY 15 balance by approximately \$43K. The rationale for this higher than projected year end cash position is as follows:

The actual FY 14 Year End Fund Balance was approximately \$16K above anticipated. Additionally, FY 15 revenues are anticipated to be (\$251K) below budget and FY 15 expenditures are forecasted to be below budget levels by approximately (\$278K).

**Proposed FY 16**

Below you will note the cash position of the Water Enterprise Fund for the last several budget cycles along with Proposed FY 16 levels. The proposed FY 16 year end balance is \$994K or 20% which is \$271K below the Board’s operating guideline of maintaining 25% of the annual expenditures in each major fund. Since the transition to Lake Michigan water in FY 03, the Village Board has maintained a steady approach to fund balance levels in the water fund. This approach has enabled the Village Board to analyze unforeseen events and make solid policy decisions regarding rates and other operational aspects.

**Water Fund Balance Comparison**  
FY 06-16 Budgets



**STATUS OF GOALS FOR FY 15**

1. Complete Village wide water main leak survey. (C/100%)
2. Paint 300 fire hydrants throughout the Village. (C/100%)
3. Inspect all new commercial buildings throughout the Village for proper sprinkler meter installations. (C/100%)
4. Provide “in-house” monthly safety training to all water department personnel. (Tool box talks). (C/100%)
5. Evaluate meter reading equipment for 2016 replacement. (C/100%)
6. Install 8” water valve at Revere & Midland. (C/100%)
7. Continue program to locate, exercise and map 300 watermain valves within the distribution system. (C/100%)
8. Seal and coat driveways at pump houses and towers. (C/100%)
9. Clean west tower. (C/100%)
10. Complete design engineering for Wolf Road water main replacement in 2016. (C/100%)
11. Complete feasibility study for Bonness tower alternatives to improve water system pressure. (C/100%)

**SIGNIFICANT GOALS FOR FY 16**

1. Complete Village wide water main leak survey.
2. Paint 300 fire hydrants throughout the Village.
3. Inspect all new commercial buildings throughout the Village for proper sprinkler meter installations.
4. Provide “in-house” monthly safety training to all water department personnel. (Tool box talks).
5. Seal coat blacktop at various Pump Houses and Water Towers.

6. Replace Locks at Pump Houses, Plant & Lift Stations.
7. Exercise and Repair 50 older valves in Grasmere watermains.
8. Replace Fence at Well 2 on 191<sup>st</sup> Street.
9. Replace Obstruction Lights on 3 water towers.
10. Replace Rectifier for Cathodic protection at East Water Tower.
11. Integrate new Meter Reader into meter reading program.

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: Water Department**  
**Summary**

	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
<b>Revenues</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
Charges for Service	\$ 4,316,613	4,389,901	4,684,823	4,434,237	4,805,211
Other Revenue	30,451	40,068	40,566	39,902	19,841
<b>Total Revenue</b>	<b>\$ 4,347,064</b>	<b>4,429,969</b>	<b>4,725,389</b>	<b>4,474,139</b>	<b>4,825,052</b>

<b>Opening Cash Balance:</b>					
Operating Balance	\$ 1,247,308	1,374,685	1,343,560	1,359,600	1,230,767
Encumbered Reserve Balance	\$ -	-	-	-	-
<b>Total Cash Balance</b>	<b>\$ 5,594,372</b>	<b>5,804,654</b>	<b>6,068,949</b>	<b>5,833,739</b>	<b>6,055,819</b>
<b>Less: Encum. Reserves</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Available for Spending</b>	<b>\$ 5,594,372</b>	<b>5,804,654</b>	<b>6,068,949</b>	<b>5,833,739</b>	<b>6,055,819</b>

	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
<b>Appropriations</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
Personal Services	\$ 888,096	838,353	901,546	900,121	913,059
Commodities	214,283	202,058	231,699	205,789	213,713
Contractual Services	3,035,294	3,287,940	3,574,876	3,435,135	3,723,996
Capital Outlay	47,014	81,703	38,363	26,927	75,940
Other Financing Uses	35,000	35,000	135,000	35,000	135,000
<b>Total Appropriations</b>	<b>\$ 4,219,687</b>	<b>4,445,054</b>	<b>4,881,484</b>	<b>4,602,972</b>	<b>5,061,708</b>

<b>Ending Operating Balance</b>	<b>\$ 1,374,685</b>	<b>1,359,600</b>	<b>1,187,465</b>	<b>1,230,767</b>	<b>994,111</b>
<b>Encumbered Reserve Balance</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>\$ 1,374,685</b>	<b>1,359,600</b>	<b>1,187,465</b>	<b>1,230,767</b>	<b>994,111</b>

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: Water Department**  
**Revenue [16]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
		<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
260	<b>Charges For Service</b>					
2610	Water Sales	\$ 3,594,689	3,656,972	3,923,606	3,706,573	4,070,588
2640	Facility Charge	578,452	592,563	597,507	599,826	604,359
2660	Water Meter Installation	64,199	61,046	85,110	45,603	48,064
2690	Other Charges	79,273	79,320	78,600	82,235	82,200
	<b>Total</b>	<b>\$ 4,316,613</b>	<b>4,389,901</b>	<b>4,684,823</b>	<b>4,434,237</b>	<b>4,805,211</b>
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 10,210	10,462	11,000	5,197	2,500
2970	Miscellaneous Income	20,241	29,606	29,566	34,705	17,341
	<b>Total</b>	<b>\$ 30,451</b>	<b>40,068</b>	<b>40,566</b>	<b>39,902</b>	<b>19,841</b>
	<b>Revenue Grand Total</b>	<b>\$ 4,347,064</b>	<b>4,429,969</b>	<b>4,725,389</b>	<b>4,474,139</b>	<b>4,825,052</b>
	<b>Opening Cash Balance:</b>					
	<b>Operating Balance</b>	\$ 1,247,308	1,374,685	1,343,560	1,359,600	1,230,767
	<b>Encumbered Reserve Balance</b>	\$ -	-	-	-	-
	<b>Total Cash Available</b>	<b>5,594,372</b>	<b>5,804,654</b>	<b>6,068,949</b>	<b>5,833,739</b>	<b>6,055,819</b>
	<b>Less: Encum. Res. Balance</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Available for Spending</b>	<b>\$ 5,594,372</b>	<b>5,804,654</b>	<b>6,068,949</b>	<b>5,833,739</b>	<b>6,055,819</b>

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: Water Department**  
**Appropriations [16-130]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b>Personal Services</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
3010	Salaries (Full Time)	\$ 568,001	530,961	589,270	587,407	608,335
3020	Salaries (Part Time)	5,061	4,832	7,140	8,500	9,300
3030	Salaries (Overtime)	20,863	22,982	21,043	21,500	21,989
3040	Unemployment Contribution	2,539	1,596	2,252	875	1,146
3050	FICA Contribution	36,424	34,372	38,282	38,380	39,657
3051	Medicare Contribution	8,523	8,043	8,953	8,986	9,275
3060	Workmen's Compensation	23,744	26,547	23,162	23,049	15,769
3070	IMRF Contribution	85,795	77,238	83,796	85,025	88,308
3100	Hospital/Life Insurance	137,146	131,782	127,648	126,399	119,280
	<b>Total</b>	<b>\$ 888,096</b>	<b>838,353</b>	<b>901,546</b>	<b>900,121</b>	<b>913,059</b>
	<b>Commodities</b>					
3210	Office Supplies	\$ 1,684	2,317	2,600	2,250	2,600
3220	Postage	23,631	19,689	20,735	20,782	22,020
3230	Conferences, Mtgs. & Seminars	323	662	1,690	1,120	1,940
3240	Membership Dues	508	356	823	650	849
3250	Professional Development	1,226	-	533	30	908
3260	Publications	30	32	35	35	40
3270	Liability Insurance	20,805	19,674	17,603	17,603	16,653
3280	Clothing & Personal Expenses	3,022	2,626	3,850	3,000	3,850
3290	Printing	2,731	4,504	5,535	4,600	5,735
3300	Vehicle Expense (Gasoline)	21,305	21,683	25,875	16,000	22,000
3310	Maint. - Bldgs., Sts., & Grnds.	6,723	7,018	9,600	8,500	10,600
3320	Maint. - Vehicles & Motor Equip.	8,847	4,798	7,200	9,500	8,150
3330	Small Tools	376	113	2,255	2,000	2,165
3360	Repair Materials	18,142	7,244	19,220	12,000	18,320
3380	Stone & Sand	3,270	3,703	3,500	3,500	3,500
3410	Water Meters - New Construction	47,590	57,737	64,910	64,644	37,264
3411	Water Meters - Replacements	33,896	37,407	32,280	32,280	43,574
3440	Miscellaneous	3,835	911	800	170	650
3450	Public Relations	8,498	2,700	3,200	100	4,050
3460	Chemicals	3,714	1,695	3,000	1,550	3,000
3510	Equipment	4,127	6,769	6,455	5,400	5,595
3520	Furniture	-	420	-	75	250
	<b>Total</b>	<b>\$ 214,283</b>	<b>202,058</b>	<b>231,699</b>	<b>205,789</b>	<b>213,713</b>

VILLAGE OF MOKENA						
Fiscal 2016 Budget: Water Department						
Appropriations [16-130]						
		Actual	Actual	Budgeted	Estimated	Board App.
	<u>Contractual Services</u>	<u>Fiscal '13</u>	<u>Fiscal '14</u>	<u>Fiscal '15</u>	<u>Fiscal '15</u>	<u>Fiscal '16</u>
3610	Accounting Services	\$ 2,525	2,575	2,620	2,620	2,667
3620	Engineering Services	16,800	10,167	17,300	12,722	2,500
3630	Legal Services	1,738	-	750	150	750
3640	Physical Exams	-	-	100	83	100
3690	Computer Program./Maint.	17,292	15,273	29,000	25,864	32,199
3710	Legal Advertising	97	-	100	100	100
3750	Public Officials Ins./Bonding	61	-	-	-	75
3770	Electricity & Gas	62,407	63,671	79,200	66,000	69,000
3780	Telephone	19,304	18,994	20,980	21,020	22,150
3790	Comm./Office Machine Maint.	356	188	865	863	890
3840	Interfund Service Charge	78,760	80,335	80,335	80,335	80,335
3850	Leased Equipment	684	631	751	650	726
3860	Other Contractual Services	136,323	141,603	163,232	158,000	154,550
3870	Auto Mileage & Expense Reimb.	42	246	264	250	270
3890	Bond Principal	295,000	300,000	310,000	310,000	315,000
3900	Bond Interest	75,425	67,988	59,588	59,588	50,213
3910	Utility Deposit Refunds	-	-	100	-	100
3950	Contractual Payments	273,088	271,525	273,111	273,111	275,413
3960	Lake Water Costs	2,055,392	2,314,744	2,536,580	2,423,779	2,716,958
3961	Joint System Maintenance	-	-	-	-	-
	<b>Total</b>	<b>\$ 3,035,294</b>	<b>3,287,940</b>	<b>3,574,876</b>	<b>3,435,135</b>	<b>3,723,996</b>
	<b>Total Operating Expenses</b>	<b>\$ 4,137,673</b>	<b>4,328,351</b>	<b>4,708,121</b>	<b>4,541,045</b>	<b>4,850,768</b>
	<b>Capital Outlay</b>					
4020	Improvements - Other	\$ -	-	-	-	-
4030	Improvements - Facilities	-	-	-	-	-
4040	Machinery & Equipment	16,594	37,501	11,363	10,280	11,190
4050	Improvements & Extensions	-	-	-	-	-
4080	Vehicle Acquisition	30,420	44,202	27,000	16,647	64,750
4100	Office Furniture	-	-	-	-	-
	<b>Total</b>	<b>\$ 47,014</b>	<b>81,703</b>	<b>38,363</b>	<b>26,927</b>	<b>75,940</b>
	<b>Other Financing Uses</b>					
4280	Contingencies	\$ -	-	100,000	-	100,000
5000	Transfer - Out					
	A. Trf. to Escrow for Joint System	35,000	35,000	35,000	35,000	35,000
	<b>Total</b>	<b>\$ 35,000</b>	<b>35,000</b>	<b>135,000</b>	<b>35,000</b>	<b>135,000</b>
	<b>Total Appropriations</b>	<b>\$ 4,219,687</b>	<b>4,445,054</b>	<b>4,881,484</b>	<b>4,602,972</b>	<b>5,061,708</b>



## SEWER OPERATING FUND BUDGET SUMMARY

### REVENUES

Current FY 15

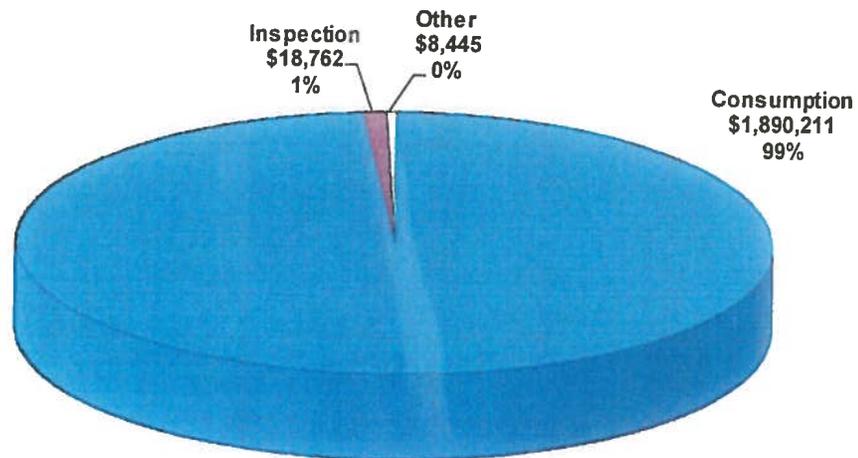
Estimated FY 15 revenues are anticipated to be more than budget by approximately \$3K. Customer billables were below projection (\$2K) and sewer inspections were above projections \$5K.

Proposed FY 16

FY 16 revenues are budgeted to be more than FY 15 levels by approximately \$59K. This is mainly attributable to the net effect of a rate increase of \$.15/1,000 gallons +\$73K and a decrease in miscellaneous income associated with public improvement inspection fees (\$12K).

Total Sewer Revenues for FY 15 are budgeted at \$1,917,418. Illustrated by the Pie Chart found below, one will be able to see the breakdown of revenues for the entire enterprise by category.

### TOTAL REVENUES



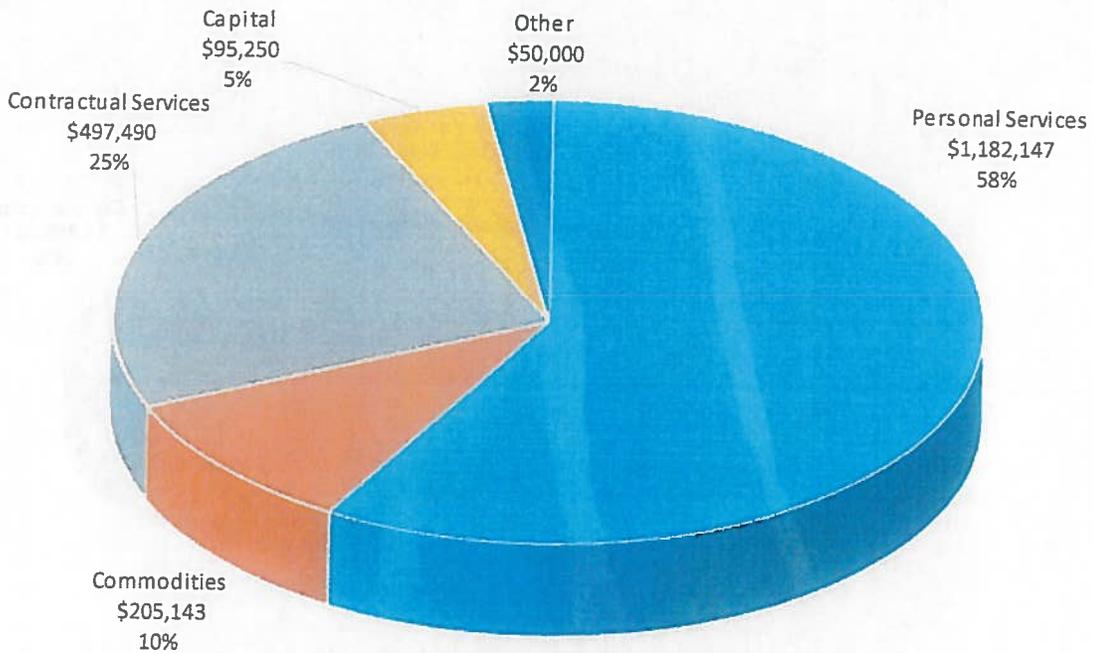
**EXPENDITURES**

Current FY 15 Estimated FY 15 expenditures are anticipated to be (\$83K) below budget. This is mainly attributable to a savings in fuel (\$10K), other contractual services (\$9K), vehicle acquisitions (\$10K), and the contingency line item not being utilized (\$50K).

Proposed FY 16 FY 16 sewer fund expenditures are proposed to increase above FY 15 budget levels by approximately \$1.5K. This small increase is primarily due to continued cost containment.

Total FY 16 sewer expenses are budgeted at \$2,030,030. Illustrated by the Pie Chart found below, one will be able to see the breakdown of expenditures by major category.

**TOTAL EXPENSES**



**FUND BALANCE**

**Current FY 15**

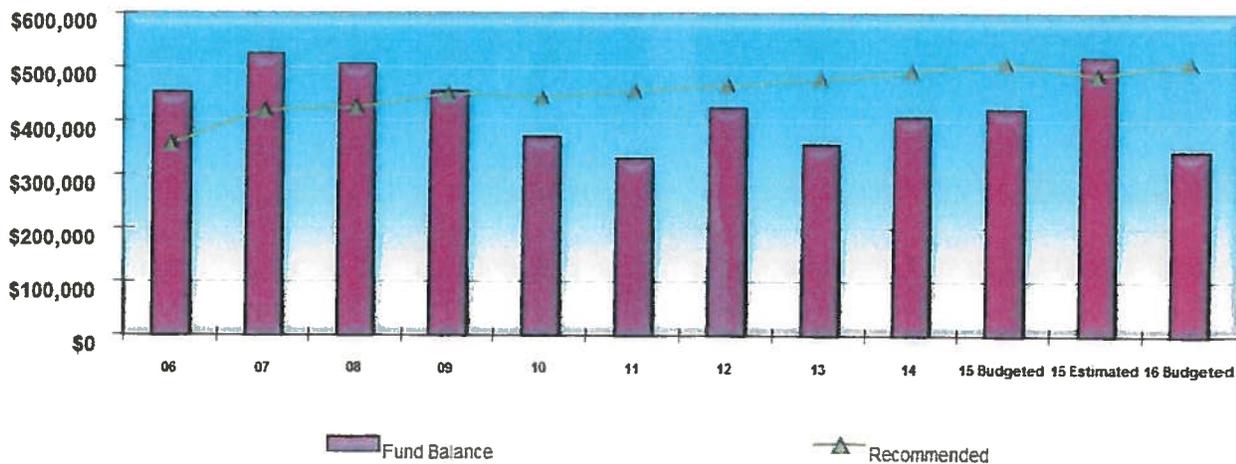
You will note the FY 15 Sewer Operating Fund estimated ending fund balance to be approximately \$521K. This is above the budgeted FY 15 balance by approximately \$97K. The rationale for this higher than projected year end cash position is as follows:

The Actual FY 14 Year End Fund Balance was approximately \$11K above anticipated. Additionally, FY 15 revenues are anticipated to be \$3K more than budgeted and FY 15 expenditures are forecasted to be below budget levels by approximately (\$83K).

**Proposed FY 16**

Below you will note the cash position of the Sewer Enterprise fund for the last several budget cycles along with Proposed FY 16 levels. This fund has been under constant pressure over the past few years. Rate adjustments are scheduled to be implemented in FY 16 and FY 17 to help soften the flattening consumption trends. The Proposed FY 16 fund balance is \$408K or 20% which is \$99K lower than the Board’s operating guideline of maintaining 25% of the annual expenditures in each major fund. This fund needs constant monitoring as we move forward.

**Sewer Fund Balance Comparison  
FY 06-16**



**STATUS OF GOALS FOR FY 15**

1. Replacement of 10 evergreen trees on the WWTP property. (C/100%)
2. Continue manhole rehabilitation program. A total of 50 manholes will be rehabilitated by staff in FY15. (C/100%)
3. Vacuum, jet, and clean grease from wet wells and (6) lift stations. (C/100%)
4. Closely monitor WWTP flows and determine a timeframe to bid the plant expansion project. (C/100%)
5. Evaluate & complete feasibility study for replacement of sludge drying process as a part of the future plant expansion for 2016. (C/100%)
5. Seal coat & strip at WWTP. (C/100%)
6. Continue program to inspect and map 450 manholes within the collection system. (C/100%)
7. Provide "in-house" monthly safety training to all sewer department personnel. (Tool Box talks) (C/100%)
8. Bid for contractor to reline 200 manholes based on the ongoing capital inventory, inspection and repair program. (C/100%)
9. Smoke testing of sanitary sewers in Grasmere, Marilyn Estates, Brightway, Forestview, The Oaks, Tara Hills, White Pines, and Tall Grass subdivisions. (C/100%)

**SIGNIFICANT GOALS FOR FY 16**

1. Replacement of 10 evergreen trees on the WWTP property.
2. Continue manhole rehabilitation program. A total of 50 manholes will be rehabilitated by staff in FY16.
3. Vacuum, jet, and clean grease from wet wells at (6) lift stations & Plant.
4. Closely monitor WWTP flows and re-evaluate anticipated timeline for future capacity expansion.
5. Complete replacement of sludge drying process.

6. Provide “in-house” monthly safety training to all sewer department personnel. (Tool Box talks).
7. Bid for contractor to reline manholes based on the ongoing capital inventory, inspection and repair program for infiltration.
8. Smoke testing of sanitary sewers in Grasmere.
9. Update the sewer atlas.
10. Replace Lighting Building 17.
11. Replace EPA Compatible Lab Software.
12. Replace Transducers at Tara Hills & Tall Grass lift stations.
13. Lift Station Pump at Forestview lift station.

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: Sewer Department**  
**Summary**

<b>Revenues</b>	<b>Actual Fiscal '13</b>	<b>Actual Fiscal '14</b>	<b>Budgeted Fiscal '15</b>	<b>Estimated Fiscal '15</b>	<b>Board App. Fiscal '16</b>
Charges for Service	\$ 1,899,715	1,859,163	1,835,408	1,839,105	1,908,973
Other Revenue	14,112	20,390	23,402	23,141	8,445
<b>Total Revenue</b>	<b>\$ 1,913,827</b>	<b>1,879,553</b>	<b>1,858,810</b>	<b>1,862,246</b>	<b>1,917,418</b>

<b>Opening Cash Balance:</b>					
Operating Balance	\$ 489,856	586,172	593,091	603,949	521,029
Encumbered Reserve Balance	-	-	-	-	-
<b>Total Cash Balance</b>	<b>\$ 2,403,683</b>	<b>2,465,725</b>	<b>2,451,901</b>	<b>2,466,195</b>	<b>2,438,447</b>
<b>Less: Encum. Reserves</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Available for Spending</b>	<b>\$ 2,403,683</b>	<b>2,465,725</b>	<b>2,451,901</b>	<b>2,466,195</b>	<b>2,438,447</b>

<b>Appropriations</b>	<b>Actual Fiscal '13</b>	<b>Actual Fiscal '14</b>	<b>Budgeted Fiscal '15</b>	<b>Estimated Fiscal '15</b>	<b>Board App. Fiscal '16</b>
Personal Services	\$ 1,124,778	1,083,545	1,156,085	1,154,286	1,182,147
Commodities	243,605	250,057	261,483	252,121	205,143
Contractual Services	417,469	444,464	497,133	485,277	497,490
Capital Outlay	31,659	83,710	63,835	53,482	95,250
Other Financing Uses	-	-	50,000	-	50,000
<b>Total Appropriations</b>	<b>\$ 1,817,511</b>	<b>1,861,776</b>	<b>2,028,536</b>	<b>1,945,166</b>	<b>2,030,030</b>

<b>Ending Operating Balance</b>	<b>\$ 586,172</b>	<b>603,949</b>	<b>423,365</b>	<b>521,029</b>	<b>408,417</b>
<b>Encumbered Reserve Balance</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>\$ 586,172</b>	<b>603,949</b>	<b>423,365</b>	<b>521,029</b>	<b>408,417</b>

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: Sewer Department**  
**Revenue [16]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
		<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
260	<b>Charges For Service</b>					
2620	Sewer Charges	\$ 1,864,760	1,829,427	1,817,000	1,815,033	1,890,211
2680	Sewer Inspection Fees	34,955	29,736	18,408	24,072	18,762
	<b>Total</b>	\$ 1,899,715	1,859,163	1,835,408	1,839,105	1,908,973
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 3,410	4,618	3,500	1,653	800
2940	Interfund Revenue - (From)					
	A. Escrow - 187th & Wolf Utility	-	-	-	-	-
2970	Miscellaneous Income	10,702	15,772	19,902	21,488	7,645
	<b>Total</b>	\$ 14,112	20,390	23,402	23,141	8,445
	<b>Revenue Grand Total</b>	\$ 1,913,827	1,879,553	1,858,810	1,862,246	1,917,418
	<b>Opening Cash Balance:</b>					
	<b>Operating Balance</b>	\$ 489,856	586,172	593,091	603,949	521,029
	<b>Encumbered Reserve Balance</b>	\$ -	-	-	-	-
	<b>Total Cash Available</b>	\$ 2,403,683	2,465,725	2,451,901	2,466,195	2,438,447
	<b>Less: Encum. Res. Balance</b>	\$ -	-	-	-	-
	<b>Total Available for Spending</b>	\$ 2,403,683	2,465,725	2,451,901	2,466,195	2,438,447

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: Sewer Department**  
**Appropriations [16-131]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b>Personal Services</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
3010	Salaries (Full Time)	\$ 729,446	697,960	763,118	761,257	788,390
3020	Salaries (Part Time)	5,061	4,832	7,140	8,500	9,300
3030	Salaries (Overtime)	20,863	22,981	21,043	21,500	21,989
3040	Unemployment Contribution	33,265	2,066	2,902	1,085	1,471
3050	FICA Contribution	16,161	44,440	49,061	49,133	50,820
3051	Medicare Contribution	10,800	10,398	11,474	11,491	11,885
3060	Workmen's Compensation	27,946	31,246	27,262	27,129	18,560
3070	IMRF Contribution	107,662	100,242	107,665	108,321	113,534
3100	Hospital/Life Insurance	173,574	169,380	166,420	165,870	166,198
	<b>Total</b>	<b>\$ 1,124,778</b>	<b>1,083,545</b>	<b>1,156,085</b>	<b>1,154,286</b>	<b>1,182,147</b>
	<b>Commodities</b>					
3210	Office Supplies	\$ 1,684	2,322	2,600	2,250	2,600
3220	Postage	22,820	18,487	19,635	20,127	21,020
3230	Conferences, Mtgs. & Seminars	725	671	1,360	696	1,860
3240	Membership Dues	84	127	354	293	354
3250	Professional Development	1,226	-	533	-	908
3260	Publications	30	33	35	35	40
3270	Liability Insurance	35,119	33,212	29,715	29,715	28,111
3280	Clothing & Personal Expenses	3,023	2,569	3,850	3,000	3,850
3290	Printing	2,506	4,020	5,060	4,000	5,235
3300	Vehicle Expense (Gasoline)	21,837	20,439	25,875	16,000	22,000
3310	Maint. - Bldgs., Sts., & Grnds.	9,097	11,187	10,200	15,000	15,200
3320	Maint. - Vehicles & Motor Equip.	8,717	5,716	7,200	7,200	7,500
3330	Small Tools	781	594	1,845	1,800	1,100
3360	Repair Materials	891	158	2,000	2,000	2,000
3370	Janitorial Supplies	3,959	2,992	3,500	3,500	3,500
3380	Stone & Sand	1,304	982	1,000	1,000	1,000
3440	Miscellaneous	1,027	873	800	264	650
3460	Chemicals	127,600	143,210	140,666	140,666	84,250
3510	Equipment	754	2,044	5,080	4,500	3,715
3520	Furniture	421	421	175	75	250
	<b>Total</b>	<b>\$ 243,605</b>	<b>250,057</b>	<b>261,483</b>	<b>252,121</b>	<b>205,143</b>

<b>VILLAGE OF MOKENA</b>						
<b>Fiscal 2016 Budget: Sewer Department</b>						
<b>Appropriations [16-131]</b>						
		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b><u>Contractual Services</u></b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
3610	Accounting Services	\$ 2,170	2,210	2,250	2,250	2,290
3620	Engineering Services	18,450	19,742	18,950	18,450	10,000
3630	Legal Services	145	-	250	150	250
3640	Physical Exams	-	-	100	83	100
3690	Computer Program./Maint.	17,369	15,273	21,500	19,000	22,199
3700	Sludge Removal	53,621	63,888	65,660	65,660	64,810
3710	Legal Advertising	-	-	100	100	100
3750	Public Officials Ins./Bonding	61	-	-	-	75
3770	Electricity & Gas	166,234	181,385	214,600	214,600	214,600
3780	Telephone	4,207	5,460	6,276	6,250	6,720
3790	Comm./Office Machine Maint.	356	188	865	864	870
3840	Interfund Service Charge	78,760	80,335	80,335	80,335	80,335
3850	Leased Equipment	684	631	751	650	726
3860	Other Contractual Services	73,582	75,116	83,597	75,000	92,510
3870	Auto Mileage & Expense Reimb.	248	236	264	250	270
3890	Bond Principal	-	-	-	-	-
3900	Bond Interest	-	-	-	-	-
3950	Contractual Payments	1,582	-	1,635	1,635	1,635
	<b>Total</b>	<b>\$ 417,469</b>	<b>444,464</b>	<b>497,133</b>	<b>485,277</b>	<b>497,490</b>
	<b>Total Operating Expenses</b>	<b>\$ 1,785,852</b>	<b>1,778,066</b>	<b>1,914,701</b>	<b>1,891,684</b>	<b>1,884,780</b>
	<b><u>Capital Outlay</u></b>					
4030	Improvements - Facilities	\$ -	-	-	-	-
4040	Machinery & Equipment	1,239	39,507	36,835	36,835	30,500
4050	Improvements & Extensions	-	-	-	-	-
4080	Vehicle Acquisition	30,420	44,203	27,000	16,647	64,750
4100	Office Furniture	-	-	-	-	-
	<b>Total</b>	<b>\$ 31,659</b>	<b>83,710</b>	<b>63,835</b>	<b>53,482</b>	<b>95,250</b>
	<b><u>Other Financing Uses</u></b>					
4280	Contingencies	\$ -	-	50,000	-	50,000
5000	Transfer - Out					
	A. Plant Replacement Fund	-	-	-	-	-
	B. Plant Expansion Fund	-	-	-	-	-
	<b>Total</b>	<b>\$ -</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>
	<b>Total Appropriations</b>	<b>\$ 1,817,511</b>	<b>1,861,776</b>	<b>2,028,536</b>	<b>1,945,166</b>	<b>2,030,030</b>

DEPARTMENT Sewer Dept.

VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

(LINE ITEM) Prio.	ITEM	FY '15 DEPT. REQUEST	FY '15 BOARD APPROVED	FY '16 DEPT. REQUEST	FY '16 BOARD APPROVED	BASE/SUPP.	EXPLANATION
4040	Chlorine Alarm	\$ 1,360	\$ 1,360			Base	Replace aging equipment
4040	Chlorine Regulator	3,175	3,175			Base	Replace aging equipment
4040	2 - Lift Station Pumps	28,000	28,000			Base	Replacement pumps for lift stations.
4040	Replace PCs	4,300	4,300			Base	Replace PCs that have Windows XP
4080	Pickup Truck (50%)	15,000	15,000			Base	Replace WS7
4080	Pickup Truck (50%)	12,000	12,000			Base	Replace WS9 (Insurance)
4040	Lab Software			\$10,000	\$10,000	Base	Replace EPA compatible lab software
4040	Transducers (2)			3,000	3,000	Base	Replace transducers in Tara Hills and Tall Grass
4040	Lift Station Pump			17,500	17,500	Base	Replace pump in Forestview lift station
4080	Crane Truck & Set-up (50%)			43,500	43,500	Base	Replace WS6
4080	Pickup with Plow (50%)			21,250	21,250	Base	Replace WS14

**TOTAL**      \$63,835

\$95,250

**REQUESTS APPROVED**

\$63,835

\$95,250

# ***MUNICIPAL PARKING LOT FUND***

## ***Fiscal Year 16***

### **SUMMARY OF BASIC FUNCTION**

The Front Street lot (located just east of Wolf Road between Front and McGovney Streets) provides approximately 190 daily parking spaces.

The METRA/Hickory Creek 1,114 space parking facility is located east of LaGrange Road, north of 191st Street.

The Willowcrest lot is located one block north of Front Street just west of Wolf Road near the Mokena Elementary School, and provides approximately 101 parking spaces for METRA commuters.

Additionally, there are 58 daily parking spaces available at the Village Hall lot (located on Division Street - between Carpenter and Third Streets). These lots all provide commuters access to the LaSalle Street station in the Chicago Loop via the Rock Island Metra line.

Parking revenues are derived from a daily fee charged for each parking space, with revenues used to operate and maintain the parking facilities.

In October 2011, the daily parking fee was increased from \$1 to \$1.25. Concurrently, a cashless system was rolled out whereby commuters may now conveniently pay the daily fee with pre-paid single use tokens. (Alternatively, commuters may still pay the daily fee with cash.)

A comprehensive package of enhancements for Mokena's parking customers was put in place just prior to the fee increase. These enhancements included the replacement of aging and deteriorating fare boxes at several facilities, the replacement of shelters at Hickory Creek, and the installation of additional security cameras at Hickory Creek.

Further improvements are planned for the 2015 fiscal year. These improvements include resealing and restriping the Hickory Creek lot.

### **MUNICIPAL PARKING LOT**

#### **STATUS OF GOALS FOR FY 15**

1. Reseal and restripe Hickory Creek Lot. (C/100%)\*
2. Integrate CSO's into parking lot maintenance and upkeep. (C/100%)

3. Replace four parking lot lights at Hickory Creek Lot.

\* *Through Capital Repair & Replacement Fund*

**SIGNIFICANT GOALS FOR FY 16**

1. Reseal and restripe Willowcrest Metra Lot. .
2. Replace four parking lot lights at Hickory Creek Lot
3. Complete landscape Retaining Wall at McGovney Station.
4. Resurface and Restripe McGovney Street Metra Lot.



**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: Municipal Parking Lot Fund**  
**Revenue [17]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
		<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
260	<b><u>Charges for Service</u></b>					
2630	Parking Fees	\$ 291,455	290,965	289,063	308,835	304,150
290	<b><u>Other Revenue</u></b>					
2910	Interest Earnings	\$ 716	751	400	297	40
2970	Miscellaneous Income	1,015	1,002	1,000	1,000	1,000
	<b>Total</b>	<b>\$ 1,731</b>	<b>1,753</b>	<b>1,400</b>	<b>1,297</b>	<b>1,040</b>
	<b>Revenue Grand Total</b>	<b>\$ 293,186</b>	<b>292,718</b>	<b>290,463</b>	<b>310,132</b>	<b>305,190</b>
	<b>Opening Cash Balance</b>	<b>\$ 59,883</b>	<b>80,227</b>	<b>53,955</b>	<b>61,870</b>	<b>105,463</b>
	<b>Total Available for Spending</b>	<b>\$ 353,069</b>	<b>372,945</b>	<b>344,418</b>	<b>372,002</b>	<b>410,653</b>

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: Municipal Parking Lot Fund**  
**Appropriations [17-132]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b><u>Personal Services</u></b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
3010	Salaries (Full Time)	\$ 94,951	67,856	40,118	40,461	42,831
3020	Salaries (Part Time)	-	21,251	35,129	34,500	36,361
3030	Salaries (Overtime)	609	1,662	449	1,652	1,715
3040	Unemployment Contribution	436	412	520	368	347
3050	FICA Contribution	5,786	5,511	4,693	4,670	5,016
3051	Medicare Contribution	1,353	1,289	1,098	1,092	1,173
3060	Workmen's Compensation	6,093	6,813	5,944	5,915	4,047
3070	IMRF Contribution	7,612	9,581	10,393	10,460	11,335
3100	Hospital/Life Insurance	21,704	13,942	12,659	12,679	12,297
	<b>Total</b>	<b>\$ 138,544</b>	<b>128,317</b>	<b>111,003</b>	<b>111,797</b>	<b>115,122</b>
	<b><u>Commodities</u></b>					
3280	Clothing & Personal Expenses	\$ 144	1,788	1,400	850	1,400
3310	Maint: Bldgs., Sts., & Grnds.	14,954	7,285	11,050	9,550	11,050
3340	Traffic & Street Sign Material	240	1,300	1,500	1,300	1,500
3440	Miscellaneous	-	38	50	-	50
	<b>Total</b>	<b>\$ 15,338</b>	<b>10,411</b>	<b>14,000</b>	<b>11,700</b>	<b>14,000</b>
	<b><u>Contractual Services</u></b>					
3610	Accounting Services	\$ 300	305	310	310	315
3620	Engineering Services	-	-	-	-	-
3710	Legal Advertising	-	306	150	-	150
3760	Street Lighting - Energy Charge	5,691	6,580	7,000	5,750	6,000
3780	Telephone	168	611	660	581	630
3840	Interfund Service Charge	73,847	75,324	75,324	75,324	75,324
3860	Other Contractual Services	30,674	82,126	52,750	54,450	52,950
3890	Bond Principal	-	-	-	-	-
3900	Bond Interest	-	-	-	-	-
3950	Contractual Payments	8,280	7,095	8,300	6,627	4,600
	<b>Total</b>	<b>\$ 118,960</b>	<b>172,347</b>	<b>144,494</b>	<b>143,042</b>	<b>139,969</b>
	<b><u>Capital Outlay</u></b>					
4020	Improvements: Other	\$ -	-	-	-	45,300
4040	Machinery & Equipment	-	-	-	-	-
4080	Vehicle Acquisitions	-	-	-	-	-
	<b>Total</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,300</b>
	<b><u>Other Financing Uses</u></b>					
5000	Transfer - Out	\$ -	-	-	-	-
	<b>Total Appropriations</b>	<b>\$ 272,842</b>	<b>311,075</b>	<b>269,497</b>	<b>266,539</b>	<b>314,391</b>

**VILLAGE OF MOKENA**

**Fiscal 2016 Budget: Sewer System Capital Improvement Fund**

Summary

<u>Revenues</u>	<u>Actual Fiscal '13</u>	<u>Actual Fiscal '14</u>	<u>Budgeted Fiscal '15</u>	<u>Estimated Fiscal '15</u>	<u>Board App. Fiscal '16</u>
Exaction Fees	\$ -	-	-	-	-
Charges for Service	282,741	233,074	164,065	174,406	166,959
Other Revenue	8,635	11,557	11,000	5,565	2,100
<b>Total Revenue</b>	<b>\$ 291,376</b>	<b>244,631</b>	<b>175,065</b>	<b>179,971</b>	<b>169,059</b>
<b>Opening Cash Balance</b>	<b>\$ 861,825</b>	<b>1,153,201</b>	<b>1,332,252</b>	<b>1,378,125</b>	<b>1,528,096</b>
<b>Total Available for Spending</b>	<b>\$ 1,153,201</b>	<b>1,397,832</b>	<b>1,507,317</b>	<b>1,558,096</b>	<b>1,697,155</b>
<u>Appropriations</u>	<u>Actual Fiscal '13</u>	<u>Actual Fiscal '14</u>	<u>Budgeted Fiscal '15</u>	<u>Estimated Fiscal '15</u>	<u>Board App. Fiscal '16</u>
Contractual Services	\$ -	19,707	15,000	15,000	235,000
Capital Outlay	-	-	115,000	15,000	1,085,000
Other Financing Uses	-	-	50,000	-	50,000
<b>Total Appropriations</b>	<b>\$ -</b>	<b>19,707</b>	<b>180,000</b>	<b>30,000</b>	<b>1,370,000</b>
<b>Ending Fund Balance</b>	<b>\$ 1,153,201</b>	<b>1,378,125</b>	<b>1,327,317</b>	<b>1,528,096</b>	<b>327,155</b>

**VILLAGE OF MOKENA**

**Fiscal 2016 Budget: Sewer System Capital Improvement Fund**

**Revenue [19]**

		<b>Actual Fiscal '13</b>	<b>Actual Fiscal '14</b>	<b>Budgeted Fiscal '15</b>	<b>Estimated Fiscal '15</b>	<b>Board App. Fiscal '16</b>
254	<b><u>Exaction Fees</u></b>					
2560	Contributions	\$ -	-	-	-	-
260	<b><u>Charges for Service</u></b>					
2650	Tap-On Fees	\$ 282,741	233,074	164,065	174,406	166,959
290	<b><u>Other Revenue</u></b>					
2910	Interest Earnings	\$ 8,635	11,557	11,000	5,565	2,100
	<b>Revenue Grand Total</b>	\$ 291,376	244,631	175,065	179,971	169,059
	<b>Opening Cash Balance</b>	\$ 861,825	1,153,201	1,332,252	1,378,125	1,528,096
	<b>Total Available for Spending</b>	\$ 1,153,201	1,397,832	1,507,317	1,558,096	1,697,155

**Appropriations [19-140]**

		<b>Actual Fiscal '13</b>	<b>Actual Fiscal '14</b>	<b>Budgeted Fiscal '15</b>	<b>Estimated Fiscal '15</b>	<b>Board App. Fiscal '16</b>
	<b><u>Contractual Services</u></b>					
3620	Engineering Services	\$ -	19,707	15,000	15,000	235,000
3710	Legal Advertising	-	-	-	-	-
	<b>Total</b>	\$ -	19,707	15,000	15,000	235,000
	<b><u>Capital Outlay</u></b>					
4030	Improvements - Facilities	\$ -	-	-	-	-
4040	Machinery & Equipment	-	-	-	-	1,000,000
4050	Improvements & Extensions	-	-	115,000	15,000	85,000
4080	Vehicle Acquisition	-	-	-	-	-
	<b>Total</b>	\$ -	-	115,000	15,000	1,085,000
	<b><u>Other Financing Uses</u></b>					
4280	Contingencies	\$ -	-	50,000	-	50,000
5000	Transfer - Out					
	A. To Plant Expansion Fund	-	-	-	-	-
	<b>Total</b>	\$ -	-	50,000	-	50,000
	<b>Total Appropriations</b>	\$ -	19,707	180,000	30,000	1,370,000



**VILLAGE OF MOKENA**

**Fiscal 2016 Budget: Water System Capital Improvement Fund  
Summary**

	<b>Actual Fiscal '13</b>	<b>Actual Fiscal '14</b>	<b>Budgeted Fiscal '15</b>	<b>Estimated Fiscal '15</b>	<b>Board App. Fiscal '16</b>
<b>Revenues</b>					
Exaction Fees	\$ -	-	-	-	-
Charges for Service	792,467	699,220	492,196	523,219	500,876
Other Revenue	9,009	15,763	15,300	6,700	3,100
<b>Total Revenue</b>	<b>\$ 801,476</b>	<b>714,983</b>	<b>507,496</b>	<b>529,919</b>	<b>503,976</b>
<b>Opening Cash Balance</b>	<b>\$ 841,796</b>	<b>1,572,215</b>	<b>1,552,275</b>	<b>1,647,776</b>	<b>2,107,041</b>
<b>Total Available for Spending</b>	<b>\$ 1,643,272</b>	<b>2,287,198</b>	<b>2,059,771</b>	<b>2,177,695</b>	<b>2,611,017</b>
<b>Appropriations</b>					
Contractual Services	\$ 21,057	40,660	54,350	20,654	19,350
Capital Outlay	-	548,762	-	-	258,300
Other Financing Uses	50,000	50,000	100,000	50,000	150,000
<b>Total Appropriations</b>	<b>\$ 71,057</b>	<b>639,422</b>	<b>154,350</b>	<b>70,654</b>	<b>427,650</b>
<b>Ending Fund Balance</b>	<b>\$ 1,572,215</b>	<b>1,647,776</b>	<b>1,905,421</b>	<b>2,107,041</b>	<b>2,183,367</b>

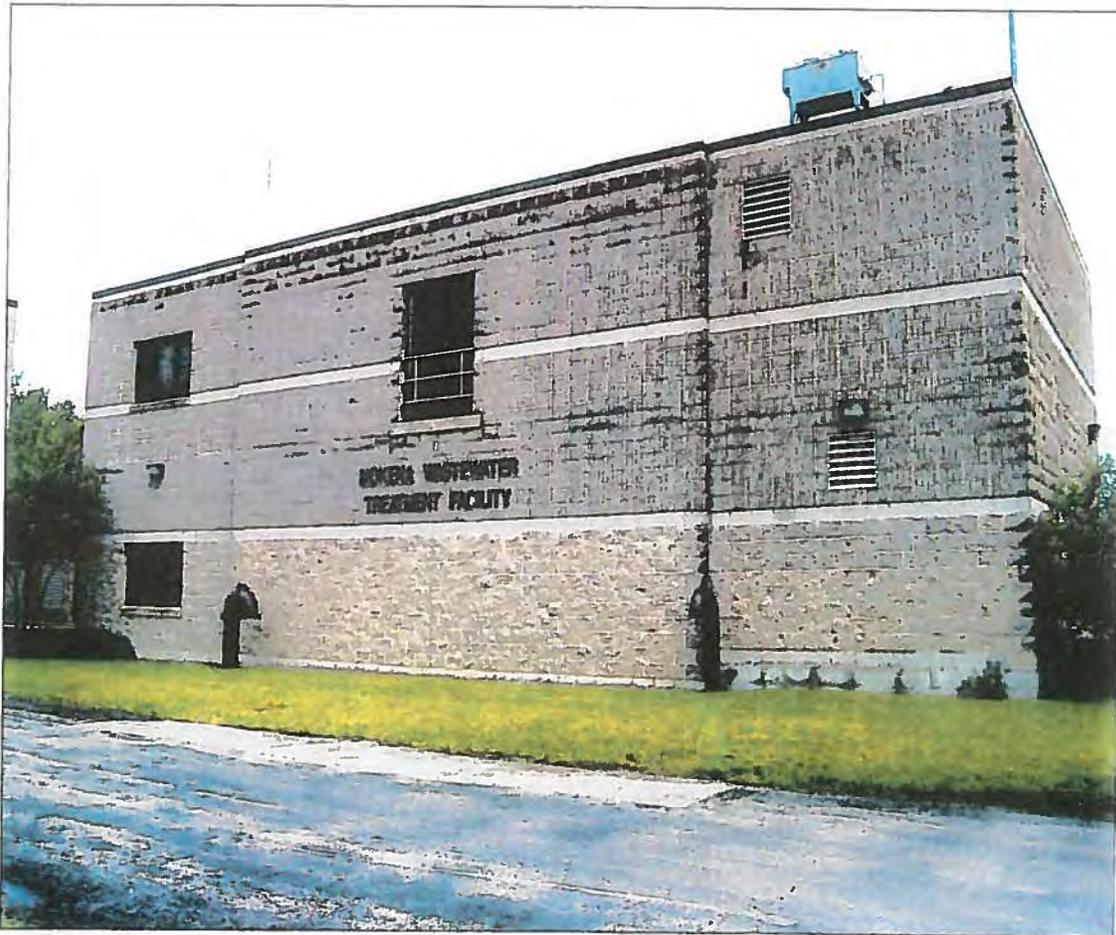
VILLAGE OF MOKENA						
Fiscal 2016 Budget: Water System Capital Improvement Fund						
<u>Revenue [20]</u>						
		<u>Actual</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Estimated</u>	<u>Board App.</u>
		<u>Fiscal '13</u>	<u>Fiscal '14</u>	<u>Fiscal '15</u>	<u>Fiscal '15</u>	<u>Fiscal '16</u>
254	<b>Exaction Fees</b>					
2560	Contributions	\$ -	-	-	-	-
260	<b>Charges for Service</b>					
2650	Tap-On Fees	\$ 792,467	699,220	492,196	523,219	500,876
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 9,009	15,763	15,300	6,700	3,100
	<b>Revenue Grand Total</b>	\$ 801,476	\$ 714,983	\$ 507,496	\$ 529,919	\$ 503,976
	<b>Opening Cash Balance</b>	\$ 841,796	1,572,215	1,552,275	1,647,776	2,107,041
	<b>Total Available for Spending</b>	\$ 1,643,272	2,287,198	2,059,771	2,177,695	2,611,017
<u>Appropriations [20-141]</u>						
		<u>Actual</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Estimated</u>	<u>Board App.</u>
		<u>Fiscal '13</u>	<u>Fiscal '14</u>	<u>Fiscal '15</u>	<u>Fiscal '15</u>	<u>Fiscal '16</u>
	<b>Contractual Services</b>					
3620	Engineering Services	\$ 21,057	40,564	54,350	20,654	19,350
3630	Legal Services	-	-	-	-	-
3710	Legal Advertising	-	96	-	-	-
	<b>Total</b>	\$ 21,057	40,660	54,350	20,654	19,350
	<b>Capital Outlay</b>					
4050	Improvements & Extensions	\$ -	548,762	-	-	258,300
4060	Land Acquisition	-	-	-	-	-
	<b>Total</b>	\$ -	548,762	-	-	258,300
	<b>Other Financing Uses</b>					
4280	Contingencies	\$ -	-	50,000	-	50,000
5000	Transfer - Out					
	A. Trf. to Escrow for Water Imp.	50,000	50,000	50,000	50,000	100,000
	B. Trf. to General Fund for Capital	-	-	-	-	-
	<b>Total</b>	\$ 50,000	50,000	100,000	50,000	150,000
	<b>Total Appropriations</b>	\$ 71,057	639,422	154,350	70,654	427,650

# SEWER PLANT REPLACEMENT FUND

## Fiscal Year 16

This fund currently exists as a Depository for Encumbered Revenues utilized to Repair/Replace our existing Sewer Plant. The fund generates adequate revenue to offset the anticipated annual expenses.

The fund currently has a balance of \$833K+/- with anticipated average annual replacement costs of approximately \$76K+/- per year over the next eight years.



Notable expenditures for FY 16 are:

- Provides for replacement of hydro panel at WWTP. \$12K
- Provides for replacement of sand filter pump at WWTP. \$10K

- Provides for replacement of raw pump at WWTP. \$17K
- Provides for replacement of airwash blower filters at WWTP. \$8K
- Provides for replacement of scum pump at WWTP. \$9K
- Provides for replacement of conveyor in Building 85 at WWTP. \$15K
- Provides for replacement of backwash pump at WWTP. \$9.5K

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: Sewer Plant Replacement Fund**  
**Summary**

	<u>Actual</u> <u>Fiscal '13</u>	<u>Actual</u> <u>Fiscal '14</u>	<u>Budgeted</u> <u>Fiscal '15</u>	<u>Estimated</u> <u>Fiscal '15</u>	<u>Board App.</u> <u>Fiscal '16</u>
<b>Revenues</b>					
Other Revenue	\$ 3,535	3,375	2,500	1,490	200
<b>Total Revenue</b>	\$ 3,535	3,375	2,500	1,490	200
<b>Opening Cash Balance</b>	\$ 1,052,315	968,620	906,920	897,730	833,130
<b>Total Available for Spending</b>	\$ 1,055,850	971,995	909,420	899,220	833,330
<b>Appropriations</b>					
Contractual Services	\$ -	-	-	-	-
Capital Outlay	87,230	74,265	66,090	66,090	80,500
Other Financing Uses	-	-	50,000	-	50,000
<b>Total Appropriations</b>	\$ 87,230	74,265	116,090	66,090	130,500
<b>Ending Fund Balance</b>	\$ 968,620	897,730	793,330	833,130	702,830

**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: Sewer Plant Replacement Fund**  
**Revenue [21]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
		<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 3,535	3,375	2,500	1,490	200
2940	Interfund Revenue - (From)					
	A. Sewer Department	-	-	-	-	-
	<b>Total</b>	\$ 3,535	3,375	2,500	1,490	200
	<b>Revenue Grand Total</b>	\$ 3,535	3,375	2,500	1,490	200
	<b>Opening Cash Balance</b>	\$ 1,052,315	968,620	906,920	897,730	833,130
	<b>Total Available for Spending</b>	\$ 1,055,850	971,995	909,420	899,220	833,330

**Appropriations [21-142]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
		<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
	<b>Contractual Services</b>					
3440	Miscellaneous	\$ -	-	-	-	-
3510	Machinery & Equipment	-	-	-	-	-
3620	Engineering Services	-	-	-	-	-
3710	Legal Advertising	-	-	-	-	-
	<b>Total</b>	\$ -	-	-	-	-
	<b>Capital Outlay</b>					
4030	Improvements - Facilities	\$ -	-	-	-	-
4040	Machinery & Equipment	87,230	74,265	66,090	66,090	80,500
4050	Improvements & Extensions	-	-	-	-	-
	<b>Total</b>	\$ 87,230	\$ 74,265	\$ 66,090	\$ 66,090	\$ 80,500
	<b>Other Financing Uses</b>					
4280	Contingencies	\$ -	-	50,000	-	50,000
	<b>Total Appropriations</b>	\$ 87,230	74,265	116,090	66,090	130,500

VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

(LINE ITEM) Prio.	ITEM	FY '15 DEPT. REQUEST	FY '15 BOARD APPROVED	FY '16 DEPT. REQUEST	FY '16 BOARD APPROVED	BASE/SUPP.	EXPLANATION
4040	Digester Blower	\$ 8,000	\$ 8,000			Base	Replace aging equipment
4040	Sand Filter Pump	9,000	9,000			Base	Replace aging equipment
4040	Raw Pump	15,000	15,000			Base	Replace aging equipment
4040	Heater Unit Bldg. 85	5,000	5,000			Base	Replace aging equipment
4040	Airwash Blower Filters	8,000	8,000			Base	Replace aging equipment
4040	2- Thio Pumps	4,860	4,860			Base	Replace aging equipment
4040	Lab Testing Equipment	5,500	5,500			Base	Replace aging equipment
4040	Replace 2 Sump Pumps Building 30	8,000	8,000			Base	Replace aging equipment
4040	Rebuild Backwash Pump	2,730	2,730			Base	Replace aging equipment
4040	Hydro Panel			\$12,000	\$12,000	Base	Replace aging equipment
4040	Sand Filter Pump			10,000	10,000	Base	Replace aging equipment
4040	Raw Pump			17,000	17,000	Base	Replace aging equipment
4040	Airwash Blower Filters			8,000	8,000	Base	Replace aging equipment
4040	Scum Pump			9,000	9,000	Base	Replace aging equipment
4040	Conveyor Bldg. 85			15,000	15,000	Base	Replace aging equipment
4040	Backwash Pump			9,500	9,500	Base	Replace aging equipment

TOTAL \$66,090 \$80,500

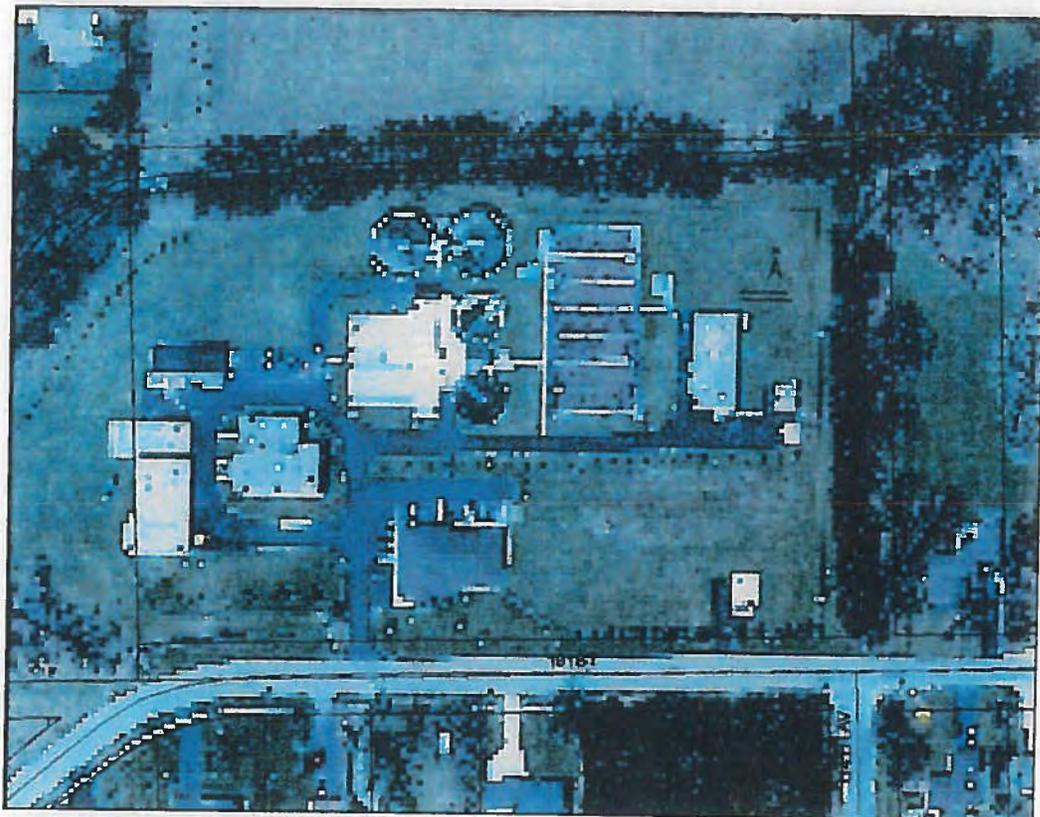
REQUESTS APPROVED \$66,090 \$80,500

# SEWER PLANT EXPANSION FUND

## Fiscal Year 16

### SUMMARY OF BASIC FUNCTION

This fund was established and is intended to be utilized as an Escrow Fund to accumulate fiscal resources to offset future capital or land acquisition costs affiliated with Sewer Plant Expansions. The Village Board authorized Staff to annually transfer funds through Fiscal 2011 into this fund from the Sewer System Capital Improvement Fund. These transfers have resulted in over \$5M being earmarked for the pending plant expansion. Currently, Village staff is monitoring average daily flows to maintain a projected timeline for needed capacity expansion. There are no significant expenditures in this fund during FY 16.



**VILLAGE OF MOKENA**  
**Fiscal 2016 Budget: Plant Expansion Fund**  
Summary

<b>Revenues</b>	<b>Actual Fiscal '13</b>	<b>Actual Fiscal '14</b>	<b>Budgeted Fiscal '15</b>	<b>Estimated Fiscal '15</b>	<b>Board App. Fiscal '16</b>
Exaction Fees	\$ -	-	-	-	-
Other Revenue	34,834	35,134	32,000	14,950	8,000
<b>Total Revenue</b>	<b>\$ 34,834</b>	<b>35,134</b>	<b>32,000</b>	<b>14,950</b>	<b>8,000</b>
<b>Opening Cash Balance</b>	<b>\$ 6,077,668</b>	<b>6,104,222</b>	<b>5,464,722</b>	<b>5,562,056</b>	<b>5,387,536</b>
<b>Total Available for Spending</b>	<b>\$ 6,112,502</b>	<b>6,139,356</b>	<b>5,496,722</b>	<b>5,577,006</b>	<b>5,395,536</b>
<b>Appropriations</b>	<b>Actual Fiscal '13</b>	<b>Actual Fiscal '14</b>	<b>Budgeted Fiscal '15</b>	<b>Estimated Fiscal '15</b>	<b>Board App. Fiscal '16</b>
Commodities	\$ -	-	-	-	-
Contractual Services	8,280	19,179	-	3,400	-
Capital Outlay	-	558,121	100,000	186,070	-
Other Financing Uses	-	-	50,000	-	50,000
<b>Total Appropriations</b>	<b>\$ 8,280</b>	<b>577,300</b>	<b>150,000</b>	<b>189,470</b>	<b>50,000</b>
<b>Ending Fund Balance</b>	<b>\$ 6,104,222</b>	<b>5,562,056</b>	<b>5,346,722</b>	<b>5,387,536</b>	<b>5,345,536</b>

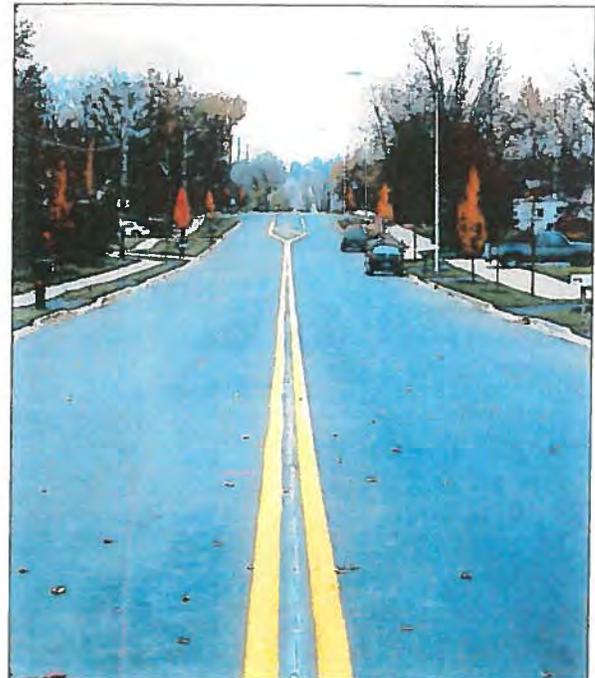
VILLAGE OF MOKENA						
Fiscal 2016 Budget: Plant Expansion Fund						
Revenue [22]						
		Actual	Actual	Budgeted	Estimated	Board App.
		Fiscal '13	Fiscal '14	Fiscal '15	Fiscal '15	Fiscal '16
254	<b>Exaction Fees</b>					
2560	Contributions	\$ -	-	-	-	-
290	<b>Other Revenue</b>					
2900	Proceeds - Sale of Property	\$ -	-	-	-	-
2910	Interest Earnings	34,834	35,134	32,000	14,950	8,000
2940	Interfund Revenue - (From)					
	A. Sewer Department	-	-	-	-	-
	B. Sewer System Capital Imp.	-	-	-	-	-
	<b>Total</b>	\$ 34,834	35,134	32,000	14,950	8,000
	<b>Revenue Grand Total</b>	\$ 34,834	35,134	32,000	14,950	8,000
	<b>Opening Cash Balance</b>	\$ 6,077,668	6,104,222	5,464,722	5,562,056	5,387,536
	<b>Total Available for Spending</b>	\$ 6,112,502	6,139,356	5,496,722	5,577,006	5,395,536
Appropriations [22-143]						
		Actual	Actual	Budgeted	Estimated	Board App.
		Fiscal '13	Fiscal '14	Fiscal '15	Fiscal '15	Fiscal '16
	<b>Commodities</b>					
3440	Miscellaneous	\$ -	-	-	-	-
	<b>Contractual Services</b>					
3620	Engineering Services	\$ 8,280	18,972	-	3,400	-
3630	Legal Services	-	-	-	-	-
3710	Legal Advertising	-	207	-	-	-
	<b>Total</b>	\$ 8,280	19,179	-	3,400	-
	<b>Capital Outlay</b>					
4030	Improvements - Facilities	\$ -	558,121	100,000	186,070	-
4060	Land Acquisition	-	-	-	-	-
4100	Office Furniture	-	-	-	-	-
	<b>Total</b>	\$ -	558,121	100,000	186,070	-
	<b>Other Financing Uses</b>					
4280	Contingencies	\$ -	-	50,000	-	50,000
	<b>Total Appropriations</b>	\$ 8,280	577,300	150,000	189,470	50,000

# CAPITAL IMPROVEMENT, REPAIR, AND REPLACEMENT FUND

## Fiscal Year 16

### SUMMARY OF BASIC FUNCTION

This fund has been established as an escrow account for capital projects that are normally long-term in nature. Included in this fund are subcategories for municipal parking facilities, water improvements, municipal facilities, and general infrastructure such as roads, street lights, sidewalks and the EAB mitigation plan. Revenues are collected and deposited into this fund and then expended on specific infrastructure projects, debt service, and land acquisition.



Notable Expenditures for FY 16 are:

1	Provides funding for annual full-depth patching projects	\$80K
2	Provides funding for annual sidewalk and other concrete rehabilitation projects	\$94K
3	Provides for material testing of road projects	\$9K
4	Provides for structural street light repairs	\$15K
5	Provides for drainage project (Union and Revere)	\$35K
6	Provides funding for the FY 16 road maintenance program *	\$1.487M
7	Provides for construction related services for the road maintenance program.	\$29.7K
8	Provides for Rt. 30 Phase II (utility adjustments, bike path/sidewalk, Owens Road signals) engineering and construction	\$13.8K
9	Provides for engineering of Willow Avenue extension	\$60K
10	Provides for sidewalk on Schoolhouse/LaPorte	\$40K
11	Provides for pedestrian heads at 88 <sup>th</sup> and 191 <sup>st</sup> intersection	\$20K
12	Provides for (4) bridge inspections	\$6.5K
13	Provides for Emerald Ash Borer program	\$407.7K
14	Provides for noise mitigation along the CN Rail line adjacent to Mokena	\$4.7K
15	Provides for principal and interest payments on debt service for road improvements	\$652.2K
16	Provides for lake water joint system maintenance contingent repair costs shared by Mokena and New Lenox	\$35K
17	Provides for contractual obligation to Oak Lawn for upstream improvements	\$84K
18	Provides for ESDA building repairs	\$20K

\* FY 16 Road Maintenance Program

**PINEGROVE & FORESTVIEW**

Pinegrove  
 Burke Ct.  
 Balsam Ct..  
 Forestview Dr.  
 Forestview Ct.  
 Arbor Ln.  
 Lakeview Way  
 Newton Way  
 Sorrenson Ct.  
 Everett Ln.

**COUNTRY POND SUBDIVISION**

Country Pond Dr.  
 Sage Brush Ln.  
 Coach Dr.  
 Saddle Ln.

**OWENS ROAD (Rt 30 to RR)**

**MANCHESTER COVE**

**(HIGHLAND SUBDIVISION)**

Crescent Dr.  
 Arbor Ln.  
 Puritan Dr.  
 N. Thornham Ln.  
 Commercial Dr.  
 S. Thornham Ln.  
 Lowery Ct.  
 Heaton Ct.

**JENY GLEN**

Swan Dr.  
 Jeny Glenn Dr.  
 Eagle Trace Ct.  
 Summer Gate Ct.  
 114<sup>th</sup>

**VILLAGE OF MOKENA**

**Fiscal 2016 Budget: Capital Improvement, Repair & Replacement Fund  
Summary**

	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
<b>Revenues</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
Municipal Parking Facilities	227	950,026	25	105	25
Water Improvements	98,493	92,201	90,346	87,850	136,370
Municipal Facilities	136,002	100,422	203,921	203,936	35
General Infrastructure	3,347,861	2,142,837	2,068,506	3,466,566	1,895,969
<b>Total</b>	\$ 3,582,583	3,285,486	2,362,798	3,758,457	2,032,399
<b>Total Revenue</b>	\$ 3,582,583	3,285,486	2,362,798	3,758,457	2,032,399
<b>Opening Cash Balance</b>	\$ 3,805,436	5,073,025	5,189,514	5,347,754	4,473,074
<b>Total Available for Spending</b>	\$ 7,388,019	8,358,511	7,552,312	9,106,211	6,505,473
<b>Appropriations</b>	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
Municipal Parking Facilities	59,836	141,563	20,000	971,396	-
Water Improvements	164,172	563,246	87,036	81,652	119,001
Municipal Facilities	-	-	308,125	278,547	20,000
General Infrastructure	2,090,986	2,305,948	2,971,557	3,301,542	2,957,845
<b>Total Appropriations</b>	\$ 2,314,994	3,010,757	3,386,718	4,633,137	3,096,846
<b>Ending Fund Balance</b>	\$ 5,073,025	5,347,754	4,165,594	4,473,074	3,408,627

**VILLAGE OF MOKENA**

**Fiscal 2016 Budget: Capital Improvement, Repair & Replacement Fund**

**Revenue [23]**

	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
<b>Project Name</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>	<b>Fiscal '15</b>	<b>Fiscal '15</b>	<b>Fiscal '16</b>
<b>Municipal Parking Facilities</b>					
2560 Contributions	\$ -	-	-	-	-
2910 Interest Earnings	227	26	25	105	25
2940 Interfund Revenue - (From)					
A. General Fund - Street Dept.	-	950,000	-	-	-
<b>Subtotal</b>	<b>\$ 227</b>	<b>950,026</b>	<b>25</b>	<b>105</b>	<b>25</b>
<b>Water Improvements</b>					
2560 Contributions	\$ -	-	-	-	-
2570 Recaptures	-	-	-	-	-
2900 Proceeds - Sale of Property	-	-	-	-	-
2910 Interest Earnings	13,493	7,201	5,346	2,850	1,370
2940 Interfund Revenue - (From)					
A. Water Department	35,000	35,000	35,000	35,000	35,000
B. Water System Capital Imp.	50,000	50,000	50,000	50,000	100,000
2950 Bond Proceeds	-	-	-	-	-
2970 Miscellaneous Income	-	-	-	-	-
<b>Subtotal</b>	<b>\$ 98,493</b>	<b>92,201</b>	<b>90,346</b>	<b>87,850</b>	<b>136,370</b>
<b>Municipal Facilities</b>					
2450 Capital Grant	\$ -	-	-	-	-
2560 Contributions	-	400	203,886	203,886	-
2910 Interest Earnings	2	22	35	50	35
2940 Interfund Revenue - (From)					
A. General Fund - Bldgs & Grnds	-	100,000	-	-	-
B. Performance Bond Fund	136,000	-	-	-	-
<b>Subtotal</b>	<b>\$ 136,002</b>	<b>100,422</b>	<b>203,921</b>	<b>203,936</b>	<b>35</b>

**VILLAGE OF MOKENA**

**Fiscal 2016 Budget: Capital Improvement, Repair & Replacement Fund**

**Revenue [23]**

	<b>Actual Fiscal '13</b>	<b>Actual Fiscal '14</b>	<b>Budgeted Fiscal '15</b>	<b>Estimated Fiscal '15</b>	<b>Board App. Fiscal '16</b>
<b>Project Name</b>					
General Infrastructure					
2030 Sales Tax	\$ 1,562,867	1,653,058	1,711,226	1,773,966	1,849,469
2450 Capital Grants	225,000	-	-	-	-
2560 Contributions	168,000	147,000	339,280	493,843	45,000
2570 Recapture	-	-	-	7,107	-
2900 Proceeds - Sale of Property	-	-	-	-	-
2910 Interest Earnings	8,544	17,779	18,000	11,650	1,500
2940 Interfund Revenue - (From)					
A. General Fund - Street Dept.	1,375,000	325,000	-	1,180,000	-
2950 Proceeds - Bond Sale	-	-	-	-	-
2955 Bond Issuance Premium	-	-	-	-	-
2970 Miscellaneous Income	8,450	-	-	-	-
<b>Subtotal</b>	<b>\$ 3,347,861</b>	<b>2,142,837</b>	<b>2,068,506</b>	<b>3,466,566</b>	<b>1,895,969</b>
<b>Revenue Grand Total</b>	<b>\$ 3,582,583</b>	<b>3,285,486</b>	<b>2,362,798</b>	<b>3,758,457</b>	<b>2,032,399</b>
<b>Opening Cash Balance</b>	<b>\$ 3,805,436</b>	<b>5,073,025</b>	<b>5,189,514</b>	<b>5,347,754</b>	<b>4,473,074</b>
<b>Total Available for Spending</b>	<b>\$ 7,388,019</b>	<b>8,358,511</b>	<b>7,552,312</b>	<b>9,106,211</b>	<b>6,505,473</b>

VILLAGE OF MOKENA						
Fiscal 2016 Budget: Capital Improvement, Repair & Replacement Fund						
Appropriations [23-144]						
	<u>Project Name</u>	<u>Actual Fiscal '13</u>	<u>Actual Fiscal '14</u>	<u>Budgeted Fiscal '15</u>	<u>Estimated Fiscal '15</u>	<u>Board App. Fiscal '16</u>
	Municipal Parking Facilities					
3620	Engineering Services	\$ -	-	-	4,231	-
3630	Legal Services	-	-	-	3,190	-
4010	Improvements - Streets & Alleys	-	-	-	-	-
4030	Improvements - Facilities	59,836	141,563	20,000	19,850	-
4060	Land Acquisition	-	-	-	944,125	-
	<b>Subtotal</b>	\$ 59,836	141,563	20,000	971,396	-
	Water Improvements					
3620	Engineering Services	\$ -	-	-	-	-
3890	Bond Principal	-	-	-	-	-
3900	Bond Interest	-	-	-	-	-
3950	Contractual Payments	135,597	558,939	42,036	47,245	84,001
3961	Joint System Maintenance	28,575	4,307	45,000	34,407	35,000
4050	Improvements & Extensions	-	-	-	-	-
4060	Land Acquisition	-	-	-	-	-
	<b>Subtotal</b>	\$ 164,172	563,246	87,036	81,652	119,001
	Municipal Facilities					
3620	Engineering Services	\$ -	-	-	-	-
4030	Improvements - Facilities	-	-	308,125	278,547	20,000
4040	Machinery & Equipment	-	-	-	-	-
4060	Land Acquisition	-	-	-	-	-
4100	Office Furniture	-	-	-	-	-
	<b>Subtotal</b>	\$ -	-	308,125	278,547	20,000
	General Infrastructure					
3620	Engineering Services	\$ 16,724	49,936	33,150	17,645	98,040
3860	Other Contractual Services	31,168	1,928	2,250	1,928	3,250
3890	Bond Principal	560,000	505,000	520,000	520,000	530,000
3900	Bond Interest	156,720	135,250	130,125	130,125	122,225
3901	Bond Issuance Costs	-	-	-	-	-
3950	Contractual Payments	-	-	-	-	-
4010	Improvements - Streets & Alleys	1,304,002	1,609,164	2,275,800	2,627,130	2,199,660
4030	Improvements - Facilities	-	-	-	-	-
4050	Improvements & Extensions	22,372	4,670	10,232	4,714	4,670
4060	Land Acquisition	-	-	-	-	-
4300	Payment to Escrow Agent	-	-	-	-	-
	<b>Subtotal</b>	\$ 2,090,986	2,305,948	2,971,557	3,301,542	2,957,845
	<b>Total Appropriations</b>	\$ 2,314,994	3,010,757	3,386,718	4,633,137	3,096,846

### FISCAL 2016 TRANSFERS

<b>Fund From</b>	<b>Fund To</b>	<b>Purpose</b>	<b>Amount</b>
Performance Bond	General	Transfer Interest Earnings	\$ 150
Refuse	General	Interfund Service Charge	44,989
Water	General	Interfund Service Charge	80,335
Water	Capital Improvement	Lake Water Joint System Costs	35,000
Sewer	General	Interfund Service Charge	80,335
Parking Lot	General	Interfund Service Charge	75,324
Water System Capital	Capital Improvement	Water Improvements	100,000
<b>TOTALS</b>			<b>\$ 416,133</b>

**FISCAL YEAR 2015-16  
SALARY SCHEDULE**

	EMPLOYEE		CURRENT	7/1/2015	ESTIMATED
DEPT.	NAME	POSITION	SALARY	SALARY	SALARY
POLICE	VACCARO	CHIEF	\$ 121,666	\$ 125,924	\$ 125,924
	RANKOVICH	COMMANDER	\$ 114,267	\$ 118,188	\$ 118,188
	KELLER	SERGEANT	\$ 99,503	\$ 102,951	\$ 102,951
	CARLSON	SERGEANT	\$ 99,503	\$ 102,951	\$ 102,951
	WILLIFORD	SERGEANT	\$ 98,503	\$ 101,951	\$ 101,951
	STUMPF	SERGEANT	\$ 98,503	\$ 101,951	\$ 101,951
	LOUTHAN	SERGEANT	\$ 98,503	\$ 101,951	\$ 101,951
	BOARDMAN	OFFICER	\$ 82,688	\$ 85,582	\$ 85,582
	MINAS	OFFICER	\$ 82,688	\$ 85,582	\$ 85,582
	STANGLEWICZ	OFFICER	\$ 81,466	\$ 84,317	\$ 84,317
	MCKENNA	OFFICER	\$ 80,262	\$ 83,071	\$ 83,071
	DEPOLO	OFFICER	\$ 80,262	\$ 83,071	\$ 83,071
	KOWALCZYK	OFFICER	\$ 80,262	\$ 83,071	\$ 83,071
	MALONE	OFFICER	\$ 80,262	\$ 83,071	\$ 83,071
	DAMPF	OFFICER	\$ 80,262	\$ 83,071	\$ 83,071
	GILLIAM	OFFICER	\$ 80,262	\$ 83,071	\$ 83,071
	MCVICKER	OFFICER	\$ 80,262	\$ 83,071	\$ 83,071
	BONZANI	OFFICER	\$ 80,262	\$ 83,071	\$ 83,071
	CHLEBEK	OFFICER	\$ 80,262	\$ 83,071	\$ 83,071
	SELIN	OFFICER	\$ 80,262	\$ 83,071	\$ 83,071
	MOSCATO	OFFICER	\$ 80,262	\$ 83,071	\$ 83,071
	LANAGAN	OFFICER	\$ 80,262	\$ 83,071	\$ 83,071
	MILLER	OFFICER	\$ 80,262	\$ 83,071	\$ 83,071
	BALLANTINE	OFFICER	\$ 80,262	\$ 83,071	\$ 83,071
	CZARNECKI	OFFICER	\$ 80,262	\$ 83,071	\$ 83,071
	PAYNE	OFFICER	\$ 80,262	\$ 83,071	\$ 83,071
	HENSCHEL	OFFICER	\$ 62,861	\$ 65,062	\$ 65,893
	DONNAN	OFFICER	\$ 62,861	\$ 65,062	\$ 65,339
	DONNELLY	OFFICER	\$ 55,902	\$ 57,858	\$ 58,828
	BUDZ	OFFICER	\$ 55,902	\$ 57,858	\$ 57,997
	D'ANTONIO	SECRETARY	\$ 42,864	\$ 44,364	\$ 44,364
	LYONS	CUST. SER. REP.	\$ 44,722	\$ 46,287	\$ 46,287
	BARNES	CUST. SER. REP.	\$ 36,665	\$ 37,949	\$ 37,949
ADM.	DOWNS	RETIRING	\$ 158,019	\$ 163,471	\$ 100,440
	NEW HIRE	ADMINISTRATOR	\$ -	\$ 150,000	\$ 124,038
	ZOELLNER	ASST. VIL. ADMIN.	\$ 103,438	\$ 107,058	\$ 107,058
	DAMRON	FINANCE DIR.	\$ 119,748	\$ 123,860	\$ 123,860
	FRIELING	ADM. ASSISTANT	\$ 59,931	\$ 63,029	\$ 63,029
	FOSTER	ACCTNG. CLERK	\$ 50,199	\$ 51,956	\$ 51,956
	EVANS	CUST. SER. REP.	\$ 40,085	\$ 41,488	\$ 41,488
	CONTEY	CUST. SER. REP.	\$ 36,665	\$ 37,949	\$ 37,949
	COOPER	CUST. SER. REP.	\$ 36,665	\$ 37,949	\$ 37,949
COMM.	ZORDAN	DEV. DIRECTOR	\$ 120,742	\$ 124,933	\$ 124,933
DEV.	YOCKEY	PLANNER	\$ 57,890	\$ 59,916	\$ 59,916
	ZISKA	PLANNING TECH	\$ 55,642	\$ 57,589	\$ 57,589
	SMITH	SECRETARY	\$ 49,752	\$ 51,493	\$ 51,493
	SICKLES	CUST. SER. REP.	\$ 41,300	\$ 42,745	\$ 42,745
	MASSEY	CODE ENFORCE.	\$ 56,403	\$ 58,378	\$ 58,378
PUBLIC WORKS	TIBERI	DIRECTOR	\$ 122,032	\$ 126,303	\$ 126,303
	DETLOFF	ASST. PW DIR.	\$ 110,908	\$ 114,790	\$ 114,790
	SIWINSKI	WW AUXIL. OPER.	\$ 89,301	\$ 92,348	\$ 92,348
	MANN	WW PLANT MECH.	\$ 78,093	\$ 80,826	\$ 80,826
	BUTLER	WW AUXIL. OPER.	\$ 69,064	\$ 71,446	\$ 71,446
	DELANEY	WW AUXIL. OPER.	\$ 88,051	\$ 91,098	\$ 91,098
	ORR	WW AUXIL. OPER.	\$ 68,064	\$ 70,446	\$ 70,446
	CORDOVA	WW AUXIL. OPER.	\$ 68,064	\$ 70,446	\$ 70,446
	PETROW, W.	WW AUXIL. OPER.	\$ 68,064	\$ 70,446	\$ 70,446
	GORAVICA	WW AUXIL. OPER.	\$ 69,064	\$ 71,446	\$ 71,446
	KOSCHETZ	WW AUXIL. OPER.	\$ 68,064	\$ 70,446	\$ 70,446
	SMITH	WW AUXIL. OPER.	\$ 66,081	\$ 68,394	\$ 69,499
	PETROW, R.	WW AUXIL. OPER.	\$ 64,156	\$ 66,402	\$ 67,628
	WALENGA	METER READER	\$ 54,172	\$ 56,033	\$ 56,033
	MURPHY	METER READER	\$ 53,172	\$ 55,033	\$ 55,033
	NEW HIRE	METER READER	\$ 44,531	\$ 46,089	\$ 46,249
	FLOREY	AUTO MECHANIC	\$ 79,093	\$ 81,826	\$ 81,826
	PEARSON	ENGINEER	\$ 122,032	\$ 126,303	\$ 126,303
	CLAY	ST. FOREMAN	\$ 82,640	\$ 85,454	\$ 85,454

**FISCAL YEAR 2015-16  
SALARY SCHEDULE**

	EMPLOYEE		CURRENT	7/1/2015	ESTIMATED
DEPT.	NAME	POSITION	SALARY	SALARY	SALARY
PUBLIC	SKOLDS	MAINT. WORKER II	\$ 64,589	\$ 66,850	\$ 68,393
WORKS	WILHELM	MAINT. WORKER I	\$ 58,072	\$ 60,105	\$ 60,105
Contd.	CULLEN	MAINT. WORKER I	\$ 58,072	\$ 60,105	\$ 60,105
	ANGONE	MAINT. WORKER I	\$ 58,072	\$ 60,105	\$ 60,105
	DORNBOS	MAINT. WORKER I	\$ 58,072	\$ 60,105	\$ 60,105
	SWEENEY	MAINT. WORKER I	\$ 50,094	\$ 51,847	\$ 52,684
	PELOQUIN	ENGINEER	\$ 77,106	\$ 79,805	\$ 79,805
	HAUG	CUST. SER. REP.	\$ 36,665	\$ 37,949	\$ 37,949
	KOSOLA	SECRETARY	\$ 42,864	\$ 44,364	\$ 44,364
			\$ 5,577,990	\$ 5,923,548	\$ 5,841,643
<b>Part Time:</b>					
	Mayor	\$9,300/Year	(includes Liquor Commissioner)		
	Village Clerk	\$4,800/Year			
	Village Trustees	\$4,200/Year			
	P & Z Chairman	\$35/Meeting			
	P & Z Member	\$25/Meeting			
	BOFPC Chairman	\$70/Meeting			
	BOFPC Member	\$50/Meeting			
	CATV 6 Manager	\$6,200/Year			
	CATV 6 Asst. Manager	\$3,000/Year			
	CATV 6 Station Asst.	\$3,000/Year			
	ESDA Coordinator	\$10,000/Year			
	ESDA Deputy Coordinator	\$3,000/Year			
<b>Part Time Hourly Rates:</b>					
		<u>7/1/2015</u>			
	Karpola	\$18.91			
	Oehmen	\$18.91			
	CSO - Arelano	\$15.05			
	CSO - New Hire	\$14.51			

**BOARD OF TRUSTEES WORK SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**  
**Monday, January 19, 2015**

**CALL TO ORDER**

Mayor Fleischer called the Board of Trustees Work Session to order at 6:00 p.m.

**ROLL CALL**

The following Trustees were present:

Debbie Engler  
John Mazzorana  
George Metanias  
Joseph Siwinski  
Jim Richmond

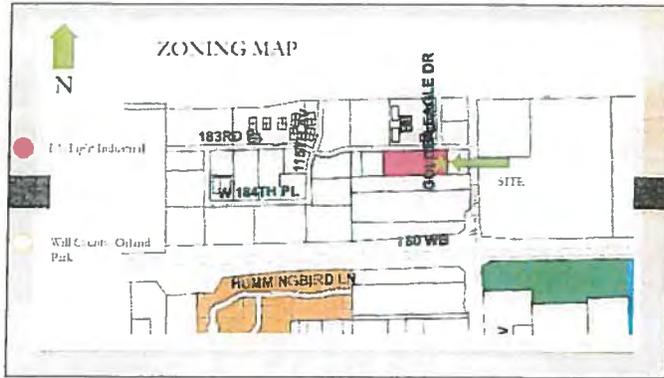
Absent: Don Labriola

Also present were: Village Clerk Patricia Patt; Administrator John Downs, Assistant Village Administrator Kirk Zoellner, Finance Director Barb Damron and Economic and Community Development Director Alan Zordan.

**11211 W. 183<sup>rd</sup> Place – Disconnection from the Village in order to annex to the Village of Orland Park**

Community and Economic Development Director, Alan Zordan, presented this case.

<p>Coyne Animal Hospital 11211 W. 183<sup>rd</sup> Place Petition for Disconnection</p> <p><b>Village Board</b> <b>January 26, 2015</b></p>	<p><b>Request</b></p> <ul style="list-style-type: none"><li>• R.I.C. Business Services request to disconnect 1.73 acres of property in order to access municipal services, water and sewer, from the Village of Orland Park.</li><li>• Coyne Animal Hospital would like to expand their operations to include additional parking and an exercise area onto the site.</li></ul>
<p>11211 W. 183<sup>rd</sup> Place</p> <p>↑ N</p> 	<p><b>History</b></p> <ul style="list-style-type: none"><li>• In 1992 the Village of Mokena annexed the Precision Business Park which included six lots on a 9.69-acre site located on the west side of Wolf Road north of I-80</li><li>• In 1997 the Village Board approved a boundary agreement with the Village of Orland Park which set the northern Village limits for Mokena at I-80</li><li>• Section 14 of the agreement requires Mokena to cooperate with any action taken to disconnect these properties</li><li>• In 2004 the Village Board disconnected the adjoining property east of the subject site that ultimately the Coyne Animal Hospital was built on</li><li>• In 2005 the Village Board disconnected the western two lots from the Village</li><li>• On January 19<sup>th</sup>, the Board reviewed the draft disconnection ordinance. The Board directed staff to prepare the final documents for formal consideration</li></ul>



### DISCUSSION

- 4<sup>TH</sup> property to be disconnected pursuant to the Boundary Agreement with Orland Park.
- Property owner is working with officials from Orland Park to annex the property.
- Site will be zoned ORI by Orland Park with a SUD for an animal hospital.
- Staff recommends approval of Disconnection Ordinance.

### Village Board Action

- Adopt the Disconnection Ordinance.

Discussion: The Board had no concerns and directed staff to prepare the disconnection ordinance for formal adoption.

### Technology Committee Update

Trustee Richmond provided an update to the Village Board regarding the progress being made for the 2015 Mokena Maker Faire. The committee has approached Local 597 to discuss utilizing their facility for the 2015 event. This would have the advantage of being indoor with a controlled climate along with showcasing how technology is being utilized in the trades.

The Technology Committee has also met with some of the local taxing districts and the chamber to discuss technology programs and support. Jay Margalus was also present and spoke about some of the committee's work including:

1. Meeting with LW School Dist. to offer up coordination and support to any technology programs within the school.
2. Meeting with Chamber President and offered to support technology sessions and coordinate calendars for community initiatives regarding technology.
3. Ongoing initiatives with Mokena Library
4. Upgraded ESDA barn technology - PC's, Monitors, Video and wireless. Ongoing support on an as needed basis.

### FY 16 Budget Discussion

## Budget work session FY 16

JANUARY 19, 2015

### Tonight's Topics

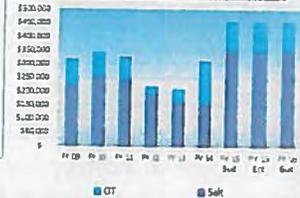
1. MFT Fund Overview
2. Road Rehabilitation Program
3. Infrastructure Maintenance Projects
4. Other Projects

## 1. MFT FUND SUMMARY

### MFT Trends Snow Removal/Revenues

- Snow removal costs had been on the decline for FY 2012 and FY 2013
- Large percentage of MFT Funds used for snow removal OT in FY 2014.
- Costs for salt estimated to stay the same for FY 2015 and FY 2016

Fiscal Year	Cost
FY 2009	\$316,700
FY 2010	\$342,900
FY 2011	\$327,300
FY 2012	\$218,500
FY 2013	\$207,000
FY 2014	\$313,000
FY 2015 Budgeted	\$458,400 - / -
FY 2015 Estimated	\$456,300 - / -
FY 2016 Budgeted	\$458,900 - / -



### FY 16 MFT Expenditures

• Snow Plowing Overtime	\$109K
• Salt	\$350K
• Patching Materials	\$ 7K
• Street Light Parts	\$ 15K
• Crack Filling	\$ 55K
• Signal Maintenance	\$ 48K
• Route 30/Ridgemore Lighting	\$ 25K
<b>Total</b>	<b>\$609K</b>

### MFT Plan (higher salt prices)

	2015	2016	2017	2018	2019	2020
Beginning Fund Balance	\$72,294	\$91,194	\$51,822	\$416,019	\$299,029	\$188,288
Revenues						
• MFT Alignment	\$613,267	\$477,762	\$479,488	\$488,477	\$489,277	\$482,035
• Street Expenses	\$151	\$172	\$129	\$129	\$129	\$129
• Merchandise Income	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$613,267</b>	<b>\$477,934</b>	<b>\$479,617</b>	<b>\$488,606</b>	<b>\$489,406</b>	<b>\$482,164</b>
<b>Total Available For Expenses</b>	<b>\$1,285,561</b>	<b>\$1,169,128</b>	<b>\$1,031,439</b>	<b>\$904,625</b>	<b>\$788,435</b>	<b>\$670,452</b>
Operating Expenses						
• Personnel Expenses	\$152,309	\$139,362	\$139,742	\$139,810	\$139,729	\$139,843
• Commodities	\$179,817	\$175,715	\$182,314	\$184,308	\$185,215	\$181,149
• Contractual Services	\$302,292	\$281,434	\$298,774	\$303,312	\$311,041	\$316,133
<b>Total Operating Expenses</b>	<b>\$634,418</b>	<b>\$606,511</b>	<b>\$620,830</b>	<b>\$627,430</b>	<b>\$635,985</b>	<b>\$637,125</b>
Capital Projects						
• Improvements - Streets & Parks	\$1,419	\$24,770	\$0	\$0	\$0	\$0
• Improvements - Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Capital Expenditure</b>	<b>\$1,419</b>	<b>\$24,770</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Expenses</b>	<b>\$635,837</b>	<b>\$631,281</b>	<b>\$620,830</b>	<b>\$627,430</b>	<b>\$635,985</b>	<b>\$637,125</b>
<b>Ending Fund Balance</b>	<b>\$649,724</b>	<b>\$537,847</b>	<b>\$410,609</b>	<b>\$277,195</b>	<b>\$152,450</b>	<b>\$33,327</b>

### MFT Plan (moderate salt prices)

	2012	2013	2014	2015	2016	2017
<b>Revenues:</b>						
Revenues From Sales	\$12,228	\$10,154	\$10,878	\$10,128	\$10,878	\$10,128
Revenues	\$12,228	\$10,154	\$10,878	\$10,128	\$10,878	\$10,128
MFT Allowed	\$470,000	\$470,000	\$470,000	\$470,000	\$470,000	\$470,000
Interest Savings	\$120	\$120	\$120	\$120	\$120	\$120
Allocated Expenses	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$12,718</b>	<b>\$10,744</b>	<b>\$11,498</b>	<b>\$10,748</b>	<b>\$11,498</b>	<b>\$10,748</b>
<b>Total Available For Expenses</b>	<b>\$12,718</b>	<b>\$10,744</b>	<b>\$11,498</b>	<b>\$10,748</b>	<b>\$11,498</b>	<b>\$10,748</b>
<b>Operating Expenses:</b>						
Personal Services	\$117,312	\$117,312	\$117,312	\$117,312	\$117,312	\$117,312
Materials	\$117,312	\$117,312	\$117,312	\$117,312	\$117,312	\$117,312
Contractual Services	\$117,312	\$117,312	\$117,312	\$117,312	\$117,312	\$117,312
<b>Total Operating Expenses</b>	<b>\$351,936</b>	<b>\$351,936</b>	<b>\$351,936</b>	<b>\$351,936</b>	<b>\$351,936</b>	<b>\$351,936</b>
<b>Capital Projects:</b>						
Improvements - Streets & Sidewalks	\$1,450	\$1,450	\$1,450	\$1,450	\$1,450	\$1,450
Improvements - Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Capital Projects</b>	<b>\$1,450</b>	<b>\$1,450</b>	<b>\$1,450</b>	<b>\$1,450</b>	<b>\$1,450</b>	<b>\$1,450</b>
<b>Total Expenses</b>	<b>\$353,386</b>	<b>\$353,386</b>	<b>\$353,386</b>	<b>\$353,386</b>	<b>\$353,386</b>	<b>\$353,386</b>
<b>Extra Fees/Revenue</b>	<b>\$11,758</b>	<b>\$11,758</b>	<b>\$11,758</b>	<b>\$11,758</b>	<b>\$11,758</b>	<b>\$11,758</b>

### Crack Sealing Program



### Crack Sealing Program (MFT)

- Staff Recommends Continuing Program Started in Fiscal Year 2012
  - \$55K+/- in FY 16
  - \$52 K+/- average over 5 years
- 1<sup>st</sup> Line of Defense Against Water Intrusion
- Water Freeze -Thaw Weakens Pavement Base
- Increase Life of Pavement 3 to 5 Years
- Continue to Seal Centerline Cracks from Previous Resurfacing Programs

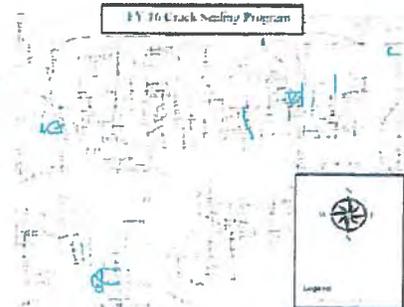
#### FY 2016 Crack Sealing

Resurfacing Program from FY12

BIRCH  
WALNUT  
APRIL LN  
APRIL CT  
CHERRY  
ELM  
ELM CT  
PARK DR  
88<sup>th</sup> Ave  
185B  
62<sup>nd</sup> Ave  
185a

Bridges Subdivision  
Evers  
Doubler Ridge Phase 3

TOTAL OF 5.45 MILES AT A COST OF \$54,600



## 2. Road Rehab Program



### FY 16 Road Rehabilitation Program

#### Factors that impact scope:

- Improvement in economy and revenue from 1/2% sales tax
- Recent harsh winter has taken a toll on condition of roads
- Increased thickness of overlays from 1-1/2 to 2 inches.
- Increase in concurrent repairs such as Sidewalk and Curb Repair associated with the road program.
- FY 15 Roadway
  - Programmed-6.4 Miles
  - Actual-7.0 Miles
- Continue Aggressive Approach with 5.0 Miles Programmed for FY 16
- Proposed 5 year Average is 4.7 Miles/Year compared to 3.25 in FY 2014 Plan

**FY 2016 STREET MAINTENANCE PROGRAM**

**PINEGROVE & FORESTVIEW**

Pinegrove  
 Barkis Ct.  
 Balsam Ct.  
 Forestview Dr.  
 Forestview Ct.  
 Arbor Ln.  
 Lakeside Way  
 Newton Way  
 Semanson Ct.  
 Everett Ln.

**MANCHESTER COVE (Eightand) SUBDIVISION**

Crescent Dr.  
 Arbor Ln.  
 Puritan Dr.  
 N. Thornham Ln.  
 Commercial Dr.  
 S. Thornham Ln.  
 Lowrey Ct.  
 Heaton Ct.

**COUNTRY POND SUBDIVISION**

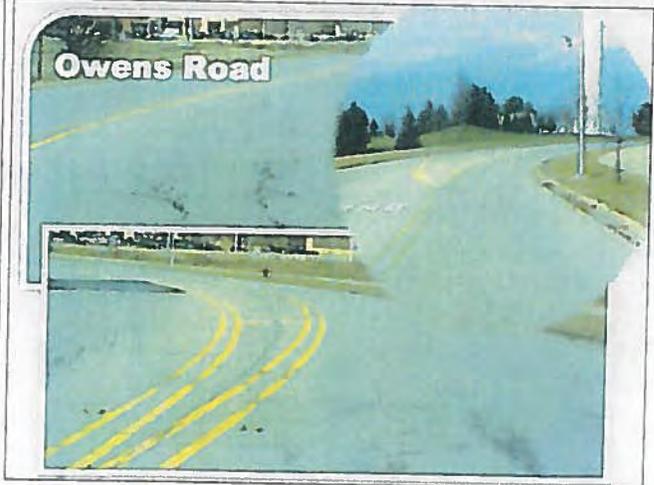
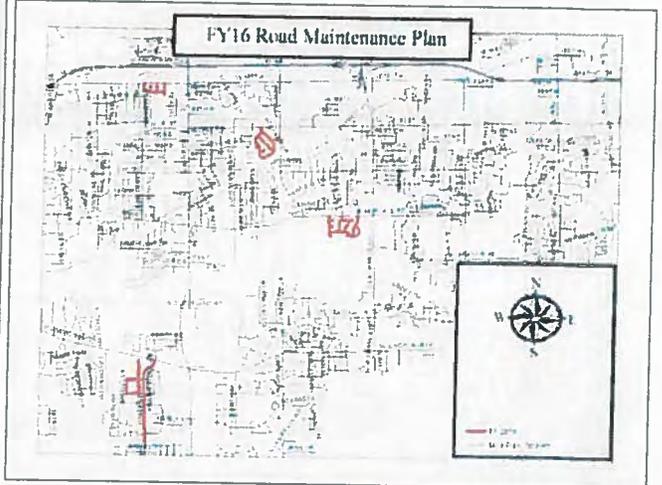
Country Pond Dr.  
 Sage Brush Ln.  
 Coach Dr.  
 Saddle Ln.

**JENNY GLENN**

Seann Ct.  
 Jenny Glenn Dr.  
 Eagle Trace Ct.  
 Summer Gate Ct.  
 114th

**OWENS ROAD (RI 30 to RR)**

**TOTAL OF 4.97 MILES AT A COST OF \$1,487,000**

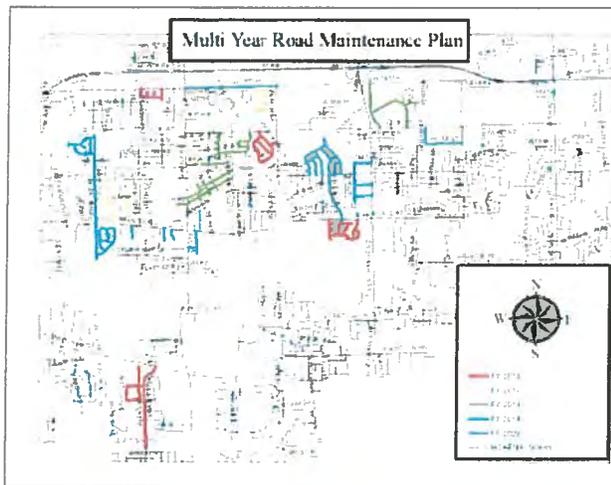




### Others for consideration (BIDS?)

#### Recommended Priorities

	Additional Locations	Estimated Cost	Priority
1	Waltham	\$20,000	FY 15
2	Revere Ct	\$11,875	FY 16
3	Quincy	\$45,000	FY 17
4	Waltham	\$120,000	FY 17
5	Dorchester	\$20,000	FY 17
6	East Rock	\$4,000	FY 17
7	DownTown	\$17,000	FY 18
8	Manchester Ct	\$1,000	FY 18
9	Fenway Ct	\$40,000	FY 18
10	Brant	\$80,000	FY 18
11	Brant Ct	\$1,000	FY 18
12	Brant Ct	\$10,000	FY 18
13			
14			



## 3. Infrastructure Maintenance Projects

### FY 16 Infrastructure Maintenance Projects

- Drainage Project (Union & Revere) \$35,000
  - Full Depth Patching 80,000
  - Curb Shotcrete 7,000
  - Sidewalks and Curb Program 80,000
  - Mudjacking (Sidewalks/Curbs) 7,000
  - Structural Street Light Repair 15,000
  - Material Testing 9,000
  - CRS for Infrastructure Projects 29,740
  - Bridge Inspections 6,500
- Total \$269,240**

FY 15-\$319k

### Union Street Drainage Improvements

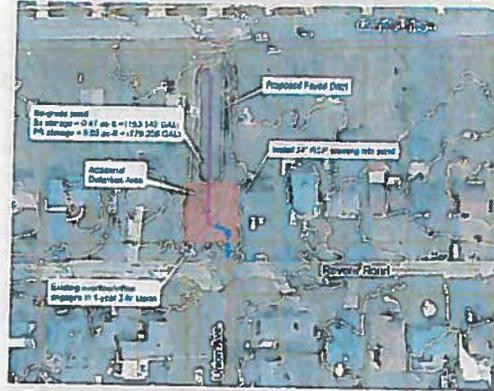
- Flooding at Revere and Union on an Annual Basis
- Overtopping of Union between Bryant and Revere
- 107 Acres Drain Through This Area



### Proposed Improvements

- Connect a Low Flow Storm Sewer From Revere to the Pond
- Re-grade and Enlarge the Storage in the Existing Pond
- Increase Storage from 0.45 to .055 Acre-Feet
- Will Lower water Elevation at Union and Revere
- Lessen Overtopping of Union

### PROPOSED IMPROVEMENTS



- Estimated Cost of \$35,000 to Complete Improvements
- Seek authority to bid pre-budget adoption

### Incidental Sidewalk Repairs

	FY 2011	FY 2012	FY2013	FY2014	FY2015	2016 (Budget)
SIDEWALK (Square Feet)	5,400	5,500	5,900	10,200	7,000	10,000
Curbs & Gutter (-In Feet)	240	380	900	320	850	500
Cost	\$41,500	\$45,300	\$58,300	\$71,400	\$72,600	\$80,000

### Road Program, General Maintenance, and EAB

1. Miles of Streets Repaved/Costs
2. Annual Maintenance Spending
3. EAB Program

	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	5-Year Average
1. Proposed Plan	7.02 \$1.77M	4.97 \$1.49M	4.02 \$0.94M	4.90 \$1.16M	4.79 \$1.39M	4.80 \$1.31M	4.70 Miles \$1.26M
2. General Maintenance	\$287K	\$269K	\$309K	\$237K	\$310K	\$249K	\$275K
3. EAB	\$583K	\$408K	\$162K	\$18.5K	\$19K	\$0	

### Street Maintenance



### Concurrent Sidewalk and Curb Repairs

FISCAL YEAR	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Road Miles	3.0	2.6	4.8	5.0	7.0	5.0	4.0	4.9	4.8	4.8
SIDEWALK (Sq. Ft.)	2,975	1,970	3,900	12,300	24,000	21,400	16,200	19,050	20,200	20,450
CURB & GUTTER (Sq. Ft.)	2,080	1,230	1,145	3,025	6,760	3,650	1,615	1,605	2,530	2,950

#### 4) Other Projects

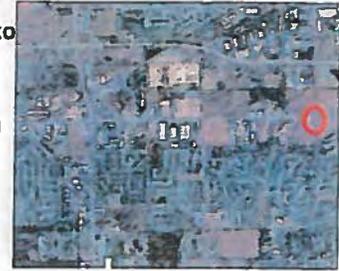
- US30 Phase II Improvements=\$13.8K (carry over)
  - Bike path, sidewalks, signals & utility relocates (Final payment to IDOT)

#### On The Horizon (Not Programmed)

- 80<sup>th</sup> Avenue & 191<sup>st</sup> Street Intersection
  - Project Funded by Will County
  - Village of Mokena Responsibilities
    - ROW Acquisition Costs
    - 5% of Design Engineering

#### (4) 80<sup>th</sup> Ave. and 191<sup>st</sup> Intersection

- Cooperation with Tinley Park (intergovernmental to define financial participation)
- Two through lanes in each direction
- Dual lefts on all legs
- Dedicated right turn lanes on all legs
- Seven total lanes on each leg

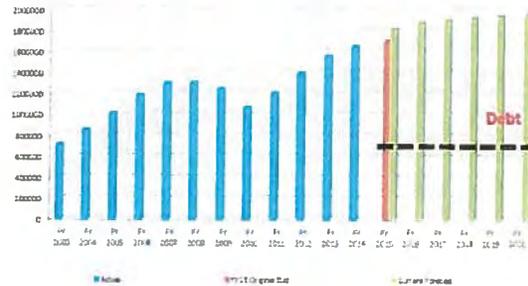


#### Estimated Cost Sharing for Engineering & ROW- Not Programmed

Phase	Total Cost	Federal Share	Will County	Tinley Park	Mokena
Phase I Eng	\$300K	\$0K	\$300 100%	\$0K	\$0K
Phase II Eng	\$300K	\$240K 80%	0	\$45.0K 15.0%	\$15.0K 5.0%
Row	\$312K	\$249.6K 80%	0	46.8K 15.0%	\$15.6K 5.0%
Const.	\$2,750K	\$2,160K 80%	\$540K 20%	0	0
Const. Eng	\$324K	\$259.2K 80%	\$64.8K 20%	0	0
<b>Totals</b>	<b>\$3,936K</b>	<b>\$2,998.8K</b>	<b>\$504.8K</b>	<b>\$91.8K 2.3%</b>	<b>\$30.6K 0.8%</b>

• 25/75%  
• Funding Split of local costs

#### Non Home Rule Sales Tax Revenue Status



#### General Infrastructure Fund Balances

	2015	2016	2017	2018	2019	2020
Beginning Fund Balance	3,278,931	2,268,967	1,369,308	1,241,879	1,110,681	678,369
Revenue	2,323,314	1,937,488	1,956,168	1,973,935	1,992,394	2,011,048
Expenditures	3,333,278	2,837,145	2,082,695	2,105,133	2,424,706	2,249,201
Ending Fund Balance	2,268,967	1,369,308	1,241,879	1,110,681	678,369	440,214

#### Summary

- Road Maintenance Supported with ½% Sales Tax Funds
  - Improved Economy Helping ½% Sales Tax
- Funds Road and Other Infrastructure Maintenance
  - 4.97 Miles of Road Resurfacing in FY 16
  - 5 Year Plan Improves from 3.25 in to 4.7 Miles/Yr.
  - Continue With Other infrastructure Maintenance
- Other Infrastructures Programs on Track
- Accelerated EAB Plan



**Discussion:** Upon conclusion of the presentaiton, the Board discussed the proposed multi-year MFT and infrastructure maintenance programs. Some discussion occurred regarding the rate of the road resurfacing project. The program will be evaluated annually and adjusted as needed. The Board concurred with the proposed program and gave staff direction to include the concepts in a preliminary draft of the budget.

### **Adjournment**

There being no further business to bring before the Mayor and Board of Trustees, Mayor Fleischer adjourned the work session at 7:12 p.m.

**BOARD OF TRUSTEES WORK SESSION  
11004 Carpenter Street, Mokena, Illinois 60448  
Monday, March 16, 2015**

**CALL TO ORDER**

Mayor Fleischer called the Board of Trustees Work Session to order at 6:00 p.m.

**ROLL CALL**

The following Trustees were present:

Debbie Engler  
John Mazzorana  
George Metanias  
Joseph Siwinski  
Jim Richmond  
Don Labriola

Also present were: Village Clerk Patricia Patt; Administrator John Downs and Economic and Community Development Director Alan Zordan, Village Engineer, Paul Pearson and Police Chief, Steve Vaccaro, Finance Director Barb Damron, Assistant Village Administrator Kirk Zoellner and Public Works Director Lou Tiberi .

**Emergency Operations Plan**

Chief Vaccaro presented the emergency operations plan.

<p><b>VILLAGE OF MOKENA</b></p> <p><b>EMERGENCY OPERATIONS PLAN (EOP)</b></p>	<p><b>VILLAGE OF MOKENA</b></p> <ul style="list-style-type: none"><li>• <b>What is an EOP?</b><ul style="list-style-type: none"><li>▪ A document that provides a <b>REQUIRED</b> mechanism for State and/or Federal Reimbursement.</li><li>▪ Describes who will do what,</li><li>▪ As well as when,</li><li>▪ With what resources,</li><li>▪ And by what authority—before, during, and immediately after an emergency or critical incident.</li></ul></li></ul>
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## What is an EOP?

- Provides guidance to the Village President in:
  - Ordering Evacuations and/or Curfews,
  - Disaster declarations,
  - Requesting County, State or Federal resources.
- Provides guidance to Department Heads and line supervisors in responding to an emergency or a critical incident.
- Provides guidance for Continuity of Operations.

## What is an EOP?

- Provides a “template” for all departments in responding to a variety of potential disaster situations.
  - Blizzards/Ice Storms
  - Hazardous Materials Incidents
  - Floods
  - Tornadoes/Severe Storms
  - Transportation Crashes
  - Terrorist Incidents
  - Active Shooter Incidents
  - Mass Disruption in Utility Service

## What is an EOP?

- Reinforces the use of the Incident Command System (ICS) and the National Incident Management System (NIMS) in the managing critical incidents.

## EOP History

- 1984 – Our original EOP was written.
- 1988 – EOP was completely re-written.
- 1992 – EOP was completely re-written.
- 1997 – EOP was revised.
- 2001 – EOP was completely re-written.
- 2014 – Began a complete re-write of the EOP.
  - The content was dated and in need of revision.
  - Community contacts and resources,
  - There were no defined roles and responsibilities were,
  - There were no hazard specific response plans,
  - Village/County/State contacts and resources.
- 2015 – Re-Written EOP presented for Board approval.

## VILLAGE OF MOKENA

- Other facets that will require Board approval:
  - Ordinance addressing Civil Emergencies
    - Empowers the Village President to declare an emergency within the Village, and to take specified actions.
  - Ordinance accepting the Will County Hazard Mitigation Plan
    - Identifies methods that will reduce the severity and/or likelihood of a critical incident occurring within the Village of Mokena.
  - Ordinance accepting an Intergovernmental Agreements with Lincoln-Way Community High School District 210, and Mokena School District 159
    - Provides for the use of school district buses for evacuation/mass transportation in the event of a wide spread emergency.

## VILLAGE OF MOKENA

- Staff recommends that the Village Board consider the approval of:
  - The Emergency Plan through the adoption of an ordinance accepting the Plan for the Village of Mokena, as re-written.
  - An ordinance accepting the Will County Emergency Management, Countywide All-Hazards Plan, November 2013 Edition.
  - An ordinance creating a reasonable response by the Village President in responding to an emergency (Civil Emergencies).
  - An ordinance approving an Intergovernmental Agreement with Lincoln-Way Community High School District 210 for the use of their transportation in the event of an emergency.
  - An ordinance approving an Intergovernmental Agreement with Lincoln-Way Community High School District 210 for the use of their transportation in the event of an emergency.

<h2 style="margin: 0;">NEXT STEPS</h2> <ul style="list-style-type: none"> <li>• <b>Option 1</b> <ul style="list-style-type: none"> <li>• Copies reviewed by Board</li> <li>• Discuss again at the April Work Session.</li> </ul> </li> <li>• <b>Option 2</b> <ul style="list-style-type: none"> <li>• Present the EOP and related ordinances in April for Village Board approval.</li> </ul> </li> </ul>	<h2 style="margin: 0;">VILLAGE OF MOKENA</h2> <h3 style="margin: 20px 0 0 0;">Questions?</h3>
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Discussion: Chief Vaccaro presented the re-written Emergency Operations Plan (EOP) for discussion. Questions from the Board, Clerk and Mayor Fleischer were answered, with all receiving a working copy of the EOP. At the Board's direction, the EOP will be discussed at the April Work Session. Chief Vaccaro will respond to follow-up questions at that time.

### FY 16 Budget Discussion

Administrator Downs presented the FY 16 budget discussion.

<h2 style="margin: 0;">VILLAGE BOARD WORK SESSION</h2> <p style="margin: 5px 0 0 0;">March 16, 2015</p> <p style="margin: 10px 0 0 0;">Water Distribution 5 Year Planning Model</p> <p style="margin: 10px 0 0 0;">Sewer Collection 5 Year Planning Model</p>	<p style="margin: 0;">Your Utility System is a big business and you own it!</p> <ul style="list-style-type: none"> <li>• \$31M in assets</li> <li>• A \$6.5M annual enterprise</li> <li>• Pump 620+ million gallons of water and treat similar volume of wastewater yearly</li> <li>• Maintain 10 miles of water mains, 3 water storage facilities and 3 pumping stations</li> <li>• Maintain regional WWT, 100 miles of sanitary sewers and 12 lift stations</li> <li>• Serve 6,800+ customers on a 24/7 basis.</li> </ul> 
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### Water Distribution System

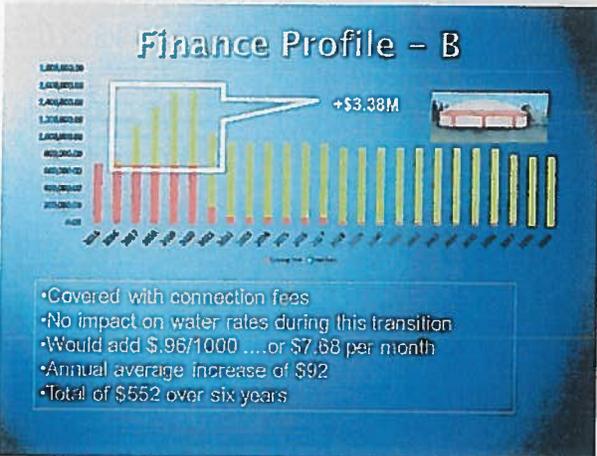
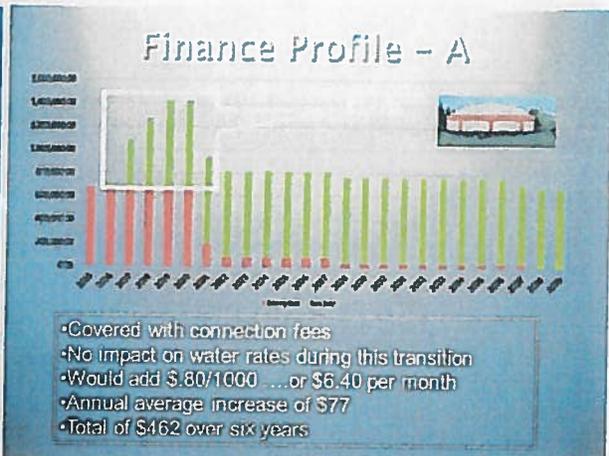
- Revenue Assumptions:
  - Annual increase of 2% built into fee structure
  - Connection fee = FY '15-\$8,185 - FY '20-\$9,029
  - Fiscal 2016=53 connections (\$504K)
  - Fiscal 2017-2020= 50 connections (\$426K-\$452K)
- Expenditures in FY 16 include:
  - \$19K for engineering
  - \$258K in system improvements
  - \$100K for annual debt service
  - \$50K for unforeseen emergency repairs

### Water Distribution Program - A

	2015	2016	2017	2018	2019	2020
Regulatory Fund Balance	\$1,041,726	\$2,100,841	\$2,198,407	\$2,295,412	\$2,392,417	\$2,489,422
Revenue						
Contributions	\$0	\$0	\$0	\$0	\$0	\$0
License Fees	\$22,276	\$26,476	\$30,676	\$34,876	\$39,076	\$43,276
Water Fees/Rate	\$1,391	\$1,536	\$1,681	\$1,826	\$1,971	\$2,116
<b>Total Revenue</b>	<b>\$23,667</b>	<b>\$28,012</b>	<b>\$32,357</b>	<b>\$36,702</b>	<b>\$41,051</b>	<b>\$45,397</b>
Total Available for Capital	\$2,165,393	\$2,128,853	\$2,166,050	\$2,332,110	\$2,433,468	\$2,534,819
Operating Expenses						
Unallocated Revenue	\$28,012	\$28,012	\$0	\$0	\$18,012	\$18,012
Capital Expend.	\$0	\$258,000	\$0	\$0	\$243,000	\$258,000
Water Utility Capital Expend.	\$28,012	\$286,012	\$279,000	\$279,000	\$261,012	\$276,012
<b>Total Expenses</b>	<b>\$28,012</b>	<b>\$314,012</b>	<b>\$279,000</b>	<b>\$279,000</b>	<b>\$279,012</b>	<b>\$294,012</b>
<b>Living Fund Balance</b>	<b>\$2,137,381</b>	<b>\$1,814,841</b>	<b>\$1,887,050</b>	<b>\$2,053,110</b>	<b>\$2,164,456</b>	<b>\$2,260,807</b>

### Water Distribution Program - B

	2015	2016	2017	2018	2019	2020
Required Fund Balance	\$1,647,796	\$2,927,011	\$2,986,367	\$2,229,647	\$1,968,632	\$1,584,158
Revenue						
Contributions	\$0	\$0	\$0	\$0	\$0	\$0
Sign-on Fees	\$123,278	\$105,838	\$431,723	\$474,261	\$481,634	\$451,638
Revenue Savings	\$6,388	\$1,194	\$2,369	\$2,387	\$1,334	\$358
Total Revenue	\$129,666	\$107,032	\$434,092	\$476,648	\$482,968	\$451,996
Total Available for Spending	\$2,177,940	\$2,819,979	\$2,552,275	\$1,752,999	\$1,485,664	\$1,132,162
Operating Expenses						
Construction Services	\$20,891	\$19,264	\$0	\$0	\$20,750	\$18,750
Utility Taxes	\$0	\$258,591	\$0	\$0	\$248,917	\$258,968
Other Operating Costs	\$16,368	\$158,964	\$39,288	\$79,600	\$80,381	\$80,439
Total Expenses	\$37,259	\$177,819	\$39,288	\$79,600	\$150,048	\$148,157
Living Fund Balance	\$2,140,681	\$2,642,160	\$2,512,987	\$1,673,399	\$1,335,616	\$983,995



### Water Projects

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
2012 Bond (2000 to 1500)		\$200,000				
Expenses	\$12,500	\$19,750				
Cost Share Funding					\$343,000	
Programming					\$70,000	
Rate with Water to Create					\$70,000	
Expenses					\$14,750	\$14,750
Unfunded Construction Costs	\$0	\$200,000	\$0	\$0	\$143,000	\$70,000
Programming	\$12,500	\$19,750	\$0	\$0	\$20,750	\$14,750
Total Costs	\$12,500	\$219,750	\$0	\$0	\$347,750	\$84,750



- ### Sewer Collection System
- Revenue Assumptions:
    - Annual increase of 2% built into fee structure
    - Connection fee = FY '15-\$2,728 - FY '20-\$3,012
    - Fiscal 2016=53 connections (\$167K)
    - Fiscal 2017-2020=50 connections (\$142K-\$151K)
  - Expenditures in FY 16 include:
    - \$35K for engineering
    - \$70K for sanitary manhole rehabs
    - \$15K for testing other inflow sources
    - \$50K for unforeseen repairs

### Sewer Capital Improvement Program

	2013	2014	2015	2016	2017	2018
Capital Fund Balance	\$1,200,000	\$1,200,000	\$1,577,100	\$1,779,600	\$1,787,500	\$2,000,000
<b>Revenue</b>						
Depreciation	\$144,444	\$160,000	\$143,000	\$144,700	\$144,000	\$150,000
Interest Earnings	\$1,000	\$2,500	\$2,000	\$2,000	\$2,000	\$2,500
<b>Total Revenue</b>	\$145,444	\$162,500	\$145,000	\$146,700	\$146,000	\$152,500
<b>Total Available for Operating</b>	\$1,345,444	\$1,362,500	\$1,722,100	\$1,926,300	\$1,933,500	\$2,152,500
<b>Operating Expenses</b>						
Contractual Services	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0
Capital Outlay	\$110,000	\$80,000	\$80,000	\$0	\$0	\$0
Other Contracting Costs	\$0	\$10,000	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$120,000	\$100,000	\$90,000	\$0	\$0	\$0
<b>Ending Fund Balance</b>	\$1,225,444	\$1,262,500	\$1,632,100	\$1,926,300	\$1,933,500	\$2,152,500

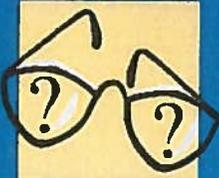
### SEWER PROJECTS

	2013	2014	2015	2016	2017	2018
<b>Capital Projects</b>						
Revolving Fund Repair/Replaces	\$0	\$10,000	\$10,000	\$0	\$0	\$0
Expanding and Improving	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0
Sanitary Sewer	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0
Wastewater Management Programs	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Projects</b>	\$20,000	\$30,000	\$30,000	\$0	\$0	\$0

### Summary

1. Water System in good shape with minimal repairs (shift focus on regional costs).
2. Sanitary Collection system continues with final shift in strategy
3. Adequate funding available
  - Upkeep
  - Emergencies

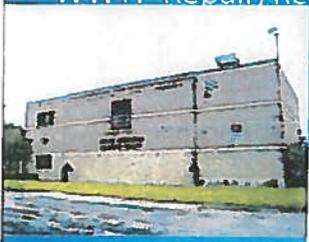
- Questions
- Comments
- Thoughts



## Village of Mokena FY 16 Budget Work Session

WWTP Repair/Replacement Fund

### WWTP Repair/Replacement Fund




### WWTP Repair and Replacement Fund

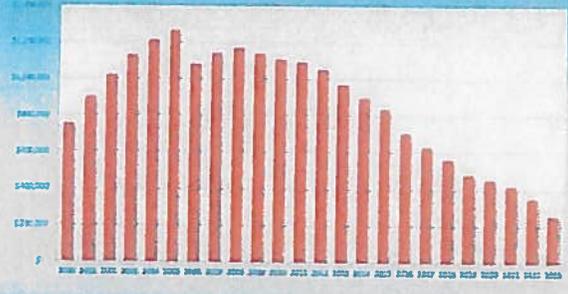
- 1. Plant repair fund is separate and has a projected balance of \$833K+/- at the end of FY 15.
- 2. Projected average annual expenditures over next 8 years- \$76.5K+/-.
- 3. This fund has performed as designed over past decade (plus).

	ESTIMATE FY 16
HYDRO PANEL	\$12,000
SAND FILTER PUMP	\$10,000
RAW PUMP	\$17,000
AIRWASH BLOWER (FILTERS)	\$8,000
SCUM PUMP	\$9,000
CONVEYOR (BUILDING 85)	\$15,000
BACKWASH PUMP	<u>\$9,500</u>
	<b>\$80,500</b>

### SEWER PLANT REPLACEMENT FUND MULTI-YEAR MODEL

1984	20,000,000
1985	20,000,000
1986	20,000,000
1987	20,000,000
1988	20,000,000
1989	20,000,000
1990	20,000,000
1991	20,000,000
1992	20,000,000
1993	20,000,000
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2020	20,000,000
2021	20,000,000
2022	20,000,000
2023	20,000,000
2024	20,000,000
2025	20,000,000
2026	20,000,000
2027	20,000,000
2028	20,000,000
2029	20,000,000
2030	20,000,000

### Fund Balance History and Projections



### Long Term Study Issues for FY15

- Current vacuum filter near end of 20 Year production life
- Staff evaluating alternatives with regard to optional technology.
  - Timing
  - Capital Costs
  - Operational Costs
- Will revisit issue in upcoming work session.

### Questions

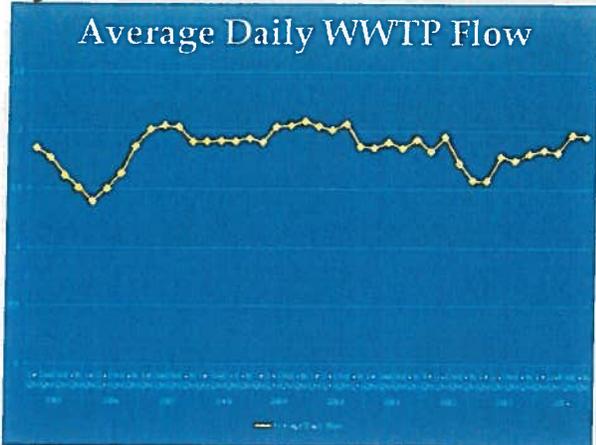


### VILLAGE BOARD WORK SESSION

March 16, 2015  
WWTP Planning

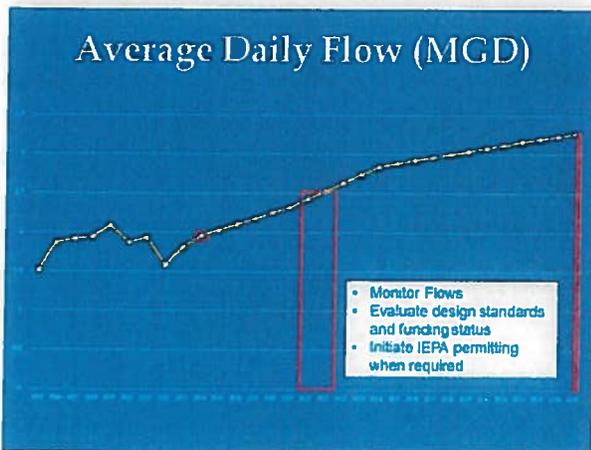
### History

YEAR	ACTION	FLOW RATING	COST	FUNDING SOURCE
1984	Purchase 6 acres of land on W. 29th Street for WWTP	N/A	\$500	Tap on Fees
1987	Construction of new plant completed	1.25 MGD	\$1,975,000	FPA Grant & CD Bonds
1993	Upgrade facility to increase capacity rating	1.90 MGD	\$645K	Tap on Fees
1995	One regional WWTP strategy Adopted	N/A	N/A	N/A
1996	23 acres north of plant purchased for future expansion	N/A	\$400K	Tap on Fees
1999	Expansion restricted including	2.9 MGD	\$6,840,000	Tap on Fees
2013	Rejected bids for accelerated expansion	Would have increased to 3.3 MGD	\$6,900	Tap on Fees
2014	Improved Forest flow capacity	3.00 at 2.50 MGD	\$240K	Tap on Fees



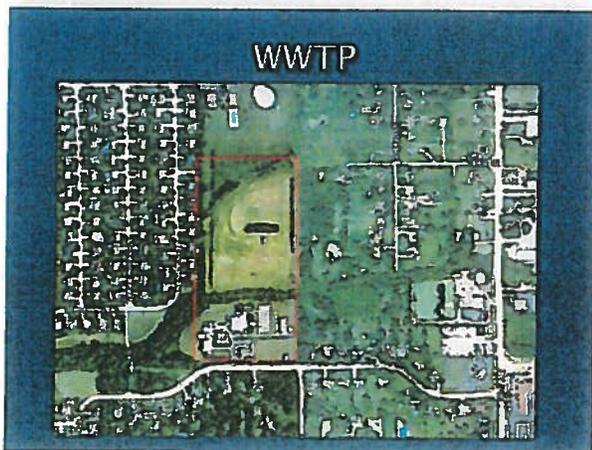
### WWTP EXPANSION FUND

Available Funding	\$5.39M
Estimates to expand plant (with design modifications)	\$5.25M to \$5.75M



### Summary

- 1. Questions
- 2. Comments
- 3. Thoughts



Village Board Work Session  
March 16, 2015

- VEHICLES & HEAVY EQUIPMENT
- Fleet Management Model FY2016

### (1) Fleet Management Approach

- **Police**
  - Patrol cars @ 80 to 100,000+/-
  - Other vehicles @100,000+/-
- **Public Works**
  - 2.5 ton plows @ 10 years +/-
  - 1 ton plows @ 10 years +/-
  - Pick ups w/plows @ 7-8 years +/-
- **Other**
  - Vehicles @10-12 years +/-
  - Heavy Equip. @ 8-12 years +/-



### Fleet Management Model

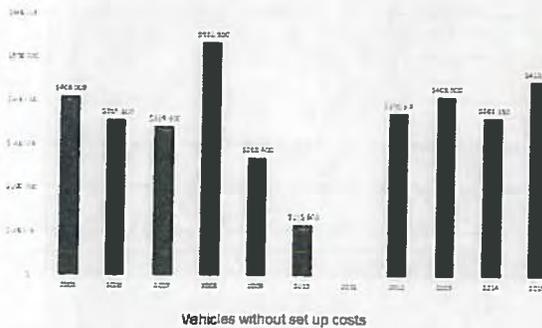
EXAMPLE

Category	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	Average
Police	393,900	595,400	514,300	388,600	403,400	507,400	482,500	338,900	452,800

LOOKING AHEAD!

FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	Average
393,900	595,400	514,300	388,600	403,400	507,400	482,500	338,900	452,800

### Fleet Management Program



### Service Types-By Definition

Type	Definition
(1) Emergency	Issues which pose an immediate risk to safety, health or welfare of community.
(2) Priority Service	Events which require prompt attention but are not emergency in nature.
(3) Resident/Customer Generated	Residential/Customer requests for service that are not emergencies.
(4) Internal Program /ADM	Internally generated maintenance or administrative activities that are conducted on a regular basis.

### FY 16 Fleet Management

- 1) Emergency Vehicle
- 2) Priority Service Vehicle
- 3) Customer Generated
- 4) Internally Generated ADM

RISK TO SAFETY, HEALTH OR WELFARE  
NOT JUST EMERGENCIES, BUT MUST BE HANDLED QUICKLY  
Customer Generated  
Internally Generated ADM

Year	Vehicle #	Intended Service	Vehicle Description	Miles	FY 2016 Rating			Delayed Purchase		Notes
					1	2	3	Delayed 3-6 mos	1 year or more	
2016	143	2013	2013 Chevy Impala Police	9,543 (402)	1	2	3	0	0	Replace with Ford Explorer
2016	140	2013	2013 Chevy Impala Police	45,577 (402)	1	2	3	0	0	Replace with Ford Explorer
2016	142	2013	2013 Chevy Impala Police	75,202 (402)	1	2	3	0	0	2013 Chevy Impala Police
2016	141	2013	2013 Chevy Impala Police	78,813 (402)	1	2	3	0	0	2013 Chevy Impala Police
2016	144	2013	2013 Chevy Impala Police	69,288 (402)	1	2	3	0	0	2013 Chevy Impala Police
Total Vehicle set up & initial costs					16,163	0	0	\$46,000	\$2	

### FY 16 Fleet Management

- 1) Emergency Vehicle
- 2) Priority Service Vehicle
- 3) Customer Generated
- 4) Internally Generated ADM

RISK TO SAFETY, HEALTH OR WELFARE  
NOT JUST EMERGENCIES, BUT MUST BE HANDLED QUICKLY  
Customer Generated  
Internally Generated ADM

Year	Vehicle #	Intended Service	Vehicle Description	Miles	FY 2016 Rating			Delayed Purchase		Notes
					1	2	3	Delayed 3-6 mos	1 year or more	
2016	140	2013	2008 International 2.5 Ton Plow & Spreader	18,888 (1,000) 100,000	1	2	3	0	0	Replace with 2017 Chevrolet Silverado 1500 with plow
2016	173	2013	2008 Ford F350 PJJ (Plow)	62,388	1	2	3	0	0	Replace with 2017 Chevrolet Silverado 1500 with plow
2016	174	2013	2008 Ford F350 PJJ (Plow)		1	2	3	0	0	Replace with 2017 Chevrolet Silverado 1500 with plow
2016	175	2013	2008 Ford F350 PJJ (Plow)		1	2	3	0	0	Replace with 2017 Chevrolet Silverado 1500 with plow
2016	176	2013	2008 Ford F350 PJJ (Plow)		1	2	3	0	0	Replace with 2017 Chevrolet Silverado 1500 with plow
Total Vehicle set up & initial costs					16,163	0	0	\$46,000	\$2	

### Proposed FY 16 Fleet Management Program

VEHICLE/EQUIPMENT	Original (FY) Replacement Schedule	Normal Fund Source	Service Type - PROPOSED	Estimated Value
Replace 1432013 Chevy Impala Police	2016	General	41 Emergency	\$16,163
Replace 1402013 Chevy Impala Police	2016	General	41 Emergency	\$16,163
Replace 1422013 Chevy Impala Police	2016	General	41 Emergency	\$16,163
Replace Ford F350 PJJ (Plow) (ST 14)	2016	General	42 Priority Service	\$42,330
Replace Ford F350 PJJ (Plow) (ST 14)	2016	General	41 Emergency	\$42,330
Replace Ford F350 PJJ (Plow) (ST 14)	2016	General	42 Priority Service	\$42,330
Replace Chevy Impala Police (ST 14)	2016	General	41 Emergency	\$16,163
<b>TOTAL</b>				<b>\$162,789</b>

### FY 2016 Auction Vehicles \$40,500

Old Vehicle ID	Year/Make	Estimated Value
M05	2005 Chevy Impala	\$1,500
280	2009 Chevy Impala	\$2,000
ST7	2003 International With Plow & Spreader	\$14,000
ST9	2003 CHEVY K1500 PICKUP 4X4	\$1,500
ST14	2008 FORD F350 PICKUP 4X4 W/PLOW	\$5,500
WS7	2006 FORD F250 4X4	\$4,500
WS14	2007 FORD F350 4X4 W/PLOW	\$2,500
WS6	1995 CHEVY 3500HD CRANE TRUCK W/UTILITY BOX	\$8,000
Equipment	2007 MAZD VAC P5300	\$1,000
<b>TOTALS</b>		<b>\$40,500</b>

### FY 2016 Auction Vehicles \$40,500

Old Vehicle ID	Year/Make	Estimated Value
M05	2005 Chevy Impala	\$1,500
Z80	2009 Chevy Impala	\$2,000
5T7	2003 International With Plow & Spreader	\$14,000
5T9	2003 CHEVY K1500 PICKUP 4X4	\$1,500
5T14	2008 FORD F350 PICKUP 4X4 W/PLDW	\$5,500
W57	2006 FORD F250 4X4	\$4,500
W514	2007 FORD F350 4X4 W/PLOW	\$2,500
W56	1995 CHEVY 3500HD CRANE TRUCK W/UTILITY BOX	\$8,000
Equipment	2007 MADVAC P5300	\$1,000
<b>TOTALS</b>		<b>\$40,500</b>

### Total Equipment in FY 2016

- 2009 – 71
- 2011 – 70
- 2012 – 67
- 2013 – 66
- 2015 - 67
- 2016 – 67



#### VEHICLE OVERHAUL/REPLACEMENT PROJECTIONS

VEHICLE ID	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
5T7	14000									
5T9	1500									
5T14	5500									
W57	4500									
W514	2500									
W56	8000									
Equipment	1000									
<b>TOTALS</b>	<b>40500</b>									

### Village Board Work Session March 16, 2015

- Capital Equipment Program

### Capital Equipment FY 16

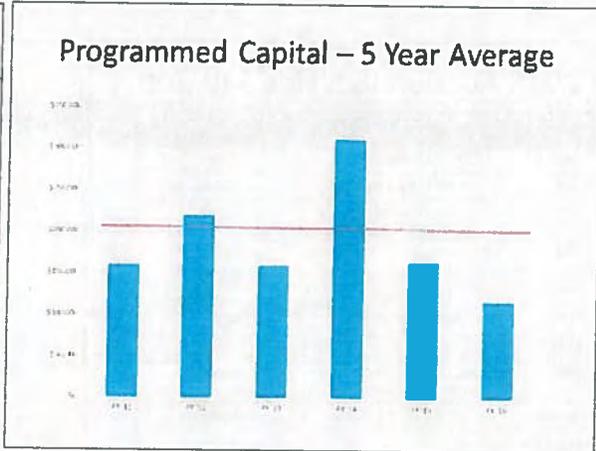
Equipment	Dept.	Fund	Proposed
Video Streaming Encoder	Cable	General	\$ 6,000
Drug Cabinet with Ventilation	Police	General	\$ 1,300
Replace Phone System	Police	General	\$ 17,434
Storage Locker Cabinet	Police	General	\$ 1,125
Replace Spreader	Police	General	\$ 2,000
Video Recording System - Interview & Booking	Police	General	\$ 10,500
Brake Mela Lathe	PW	General	\$ 8,500
Replace Compactor	PW	General	\$ 1,685
Replace Concrete Saw and Blades	PW	General	\$ 2,750
Replace Concrete Core Drill	PW	General	\$ 1,680
Replace Aerator - Markey Pond	PW	General	\$ 5,500
(2) Motorola 800mg Radios	ESDA	General	\$ 2,900

### Capital Equipment FY 16 Contd.

Equipment	Dept.	Fund	Proposed
Replace Plow for 21/2 Ton Truck	PW	General	\$ 8,800
Replace Plow for 1 Ton Truck	PW	General	\$ 4,000
Trencher Attachment - Combination Excavator	PW	General	\$ 4,850
Replace Chlorine Analyzer - 187th Pump House	Water	Water & Sewer	\$ 1,500
Replace (3) Obstruction Lights - Water Towers	Water	Water & Sewer	\$ 6,800
Replace Rectifier - East Tower	Water	Water & Sewer	\$ 4,800
Replace Lift Station Pump - Forestview	Sewer	Water & Sewer	\$ 17,500
Replace (2) Transducers - Tara Hills & Tara Grass	Sewer	Water & Sewer	\$ 3,000
Replace Regulatory EPA Compliance Software	Sewer	Water & Sewer	\$ 10,000
<b>TOTAL</b>			<b>\$ 115,834</b>

### Summary

EQUIPMENT	FUNDING SOURCE	PROPOSED
Equipment New & Replacements	General	\$74,244
Equipment New & Replacements	Water	\$11,190
Equipment Replacements	Sewer	\$30,500
<b>TOTALS</b>		<b>\$115,934</b>



### Summary?

1. Questions
2. Comments
3. Thoughts



Administrator Downs, Finance Director Damron and Public Works Director Tiberi presented a power point on water and sewer capital, WWTP expansion, WWTP replacement, fleet management and capital equipment purchases for the FY 16 Budget. Upon review of the presentation, the Board directed staff to include the recommended items in a preliminary draft budget for further review by the Board.

### Adjournment

There being no further business to bring before the Mayor and Board of Trustees, Mayor Fleischer adjourned the work session at 7:23 p.m.

**BOARD OF TRUSTEES WORK SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**  
**Monday, April 13, 2015**

**CALL TO ORDER**

Mayor Fleischer called the Board of Trustees Work Session to order at 7:43 p.m.

**ROLL CALL**

The following Trustees were present:

Debbie Engler  
John Mazzorana  
George Metanias  
Joseph Siwinski  
Jim Richmond

Absent: Don Labriola

Also present were: Village Clerk Patricia Patt; Administrator John Downs; Economic and Community Development Director Alan Zordan; Village Engineer; Paul Pearson; Police Chief Steve Vaccaro; Finance Director Barb Damron; Assistant Village Administrator Kirk Zoellner and Public Works Director Lou Tiberi.

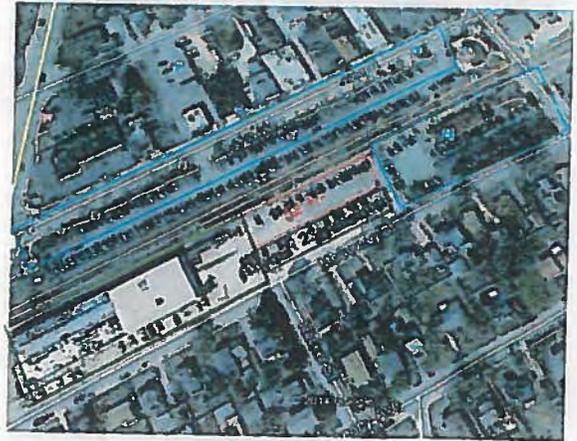
**FY 16 Budget Discussion**

Administrator Downs presented the FY 16 budget discussion topics.

<p>Parking Lot Fund Refuse Fund WWTP Dewatering Equipment</p> <p>April 13, 2015</p>	<p style="text-align: center;"><b>FY 16 BUDGET PROGRESS</b></p> <table border="1"><tr><td><ul style="list-style-type: none"><li>▪ What's been done so far?</li><li>1. Road and infrastructure maintenance</li><li>2. W&amp;S Capital Programs</li><li>3. WWTP<ul style="list-style-type: none"><li>✓ Repair and Replacement</li><li>✓ Expansion</li></ul></li><li>4. Fleet Replacements</li><li>5. Capital Equipment</li></ul></td><td><ul style="list-style-type: none"><li>▪ Tonight's Discussion</li><li>1. Parking Lot Fund</li><li>2. Refuse Fund</li><li>3. WWTP Dewatering Equipment</li> <li>▪ Next Steps</li><li>1. Water Enterprise Fund</li><li>2. Sewer Enterprise Fund</li><li>3. General Fund</li><li>4. Special Projects</li></ul></td></tr></table>	<ul style="list-style-type: none"><li>▪ What's been done so far?</li><li>1. Road and infrastructure maintenance</li><li>2. W&amp;S Capital Programs</li><li>3. WWTP<ul style="list-style-type: none"><li>✓ Repair and Replacement</li><li>✓ Expansion</li></ul></li><li>4. Fleet Replacements</li><li>5. Capital Equipment</li></ul>	<ul style="list-style-type: none"><li>▪ Tonight's Discussion</li><li>1. Parking Lot Fund</li><li>2. Refuse Fund</li><li>3. WWTP Dewatering Equipment</li> <li>▪ Next Steps</li><li>1. Water Enterprise Fund</li><li>2. Sewer Enterprise Fund</li><li>3. General Fund</li><li>4. Special Projects</li></ul>
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### Parking Lot Fund Summary

1. Upgrade to McGovney lot and retaining wall
2. Sealcoating of Willowcrest Lot.
3. Maintains current fee structure.
4. "Therafin" parking footprint intact through end of year.
5. Fund balance solid



### FY 16 Parking Lot Fund Summary

**FY 15 Revenue Summary**

- Budgeted=\$290.5K
- Expected=\$310.1K
- \$19.7K over budget

**FY 15 Expense Summary**

- Budgeted=\$269.5K
- Expected=\$266.5K
- \$3K under budget

**FY 15 Current Year**

- FY 14 fund balance +\$7.9K
- Positive operating results = \$30.5K
- Budgeted fund balance of \$74.9K
- Estimated balance of \$105.5K

**FY 16 Revenue Summary**

- Budgeted=\$305.2K
- \$14.7K above FY 15
- +5%

**FY 16 Expense Summary**

- Budgeted=\$314.4K
- \$44.9K above FY 15 (all capital)
- +17%

**FY 16 Fund Balance Summary**

- FY 15=\$105.5K
- FY 16=\$96.3K
- 31%

	FY 14	FY 15	FY 16	FY 15	FY 16
Parking Fee	\$290.5	\$310.1	\$305.2	\$290.5	\$305.2

### Refuse Fund Summary

1. Fund in solid shape at this time.
2. Senior Discounts and free leaf and branch service stay intact.
3. No proposed fee increase for upcoming year.
4. Terms of revised waste hauling agreement to be reviewed in the near future.

### FY 16 Refuse Fund Summary

**FY 15 Revenue Summary**

- Budget-\$1.215M
- Expected-\$1.246M
- +\$30.5K over budget

**FY 15 Expense Summary**

- Budget-\$1.342M
- Expected-\$1.247M
- (\$95.1K) over budget

**FY 15 Fund Balance**

- FY 14 fund balance +\$2K
- Positive operating results \$7.4K
- Budgeted fund balance of \$146K
- Estimated balance of \$153.4K

**FY 16 Revenue Summary**

- Budget-\$1.215M
- +\$15.2K over FY 15
- +1.55%

**FY 16 Expense Summary**

- Budget-\$1.265M
- +\$22.9K over FY 15
- +1.85%

**FY 16 Fund Balance**

- Budget-\$143.8K

## Village of Mokena FY 16 Budget Work Session April 13, 2015

VACUUM FILTER REPLACEMENT

### Talking Points

- Current vacuum filter near end of 20 Year production life
- Staff evaluating alternatives with regard to sludge dewatering technology.
  - Timing
  - Capital Costs
  - Operational Costs
  - Funding

### BASICS OF SLUDGE DEWATERING

- Prior to 1999 liquid sludge was applied to fields.
- Updated IEPA regulations favor using dried sludge applications.
- Reduces percentage of water that allows for field application of dried sludge.
- Provides the ability to store dried sludge in trucks at the plant if fields are unavailable for application.

### TIMING

- Current sludge dewatering equipment installed in 1999 as part of the last expansion.
- The vacuum filter system is nearing the end of its useful life cycle.
- The machine is less efficient as it ages.
- Replacement of vacuum filter is outside the scope of the original design for the WWTP expansion.

### CAPITAL COST

VACUUM FILTER	CENTRIFUGE FILTER
\$1.1 M+/-	\$1.2 M+/-

#### OPERATING CHARACTERISTICS

- Requires diatomaceous earth (DE) as a media for dewatering
- Has 3 pumps totaling 300 horsepower
- Uses a polymer to aid in dewatering
- Full time attendant when operating

- Does not require the use of DE
- Utilizes 2 pumps totaling 75 horsepower
- Uses a polymer to aid in dewatering
- Minimal operator hours required

### OPERATIONAL COMPARISONS

- Centrifuge does not require constant operator attention to make frequent adjustments to operate the machine adequately.
- Centrifuge reduces manpower requirements by approximately 880 man-hours per year.
- Allows for the ability to redirect manpower to other activities.
- The vacuum filter requires DE to assist with the dewatering process where the Centrifuge is a mechanical system.

### ANNUAL OPERATIONAL COST

	VACUUM FILTER	CENTRIFUGE FILTER	NET SAVINGS
Power	\$9,000	\$3,000	\$6,000
Chemicals	\$130,000	\$9,000	\$121,000
Totals	\$139,000	\$12,000	\$127,000

## Operational Savings

Annual Operational Cost Savings		5 Year Operational Cost Savings	
Vacuum Filter	Centrifuge Filter	Vacuum Filter	Centrifuge Filter
\$139K	\$12K	\$695K	\$60K
→ <b>\$127K</b>		→ <b>\$635K</b>	

## 5 & 20-YEAR LIFE CYCLE COST

	VACUUM FILTER	CENTRIFUGE FILTER	DIFFERENTIAL
<b>INITIAL CAPITAL COSTS</b>	\$1.2M	\$1.2M	+\$100K
<b>OPERATION COSTS (Years 1-5)</b>	\$695K	\$60K	-\$635K
<b>5-YEAR TOTAL COST</b>	\$1.795M	\$1.26M	-\$535K
<b>OPERATION COSTS (Years 6-20)</b>	\$2.085M	\$180K	-\$1.905M
<b>20-YEAR TOTAL COST</b>	\$3.88M	\$1.44M	-\$2.44M

## FUNDING

- Practice has been to fund annual routine maintenance items from the Sewer Plant Replacement Fund
- Funding for replacement of the vacuum filter is not intended to come from the Plant Replacement Fund
- The Sewer Capital Improvement Fund is projected to have a \$1.5 million fund balance at the end of FY 2016.

## Sewer Capital Improvement Program

	2015	2016	2017	2018	2019	2020
Beginning Fund Balance	\$1,076,120	\$1,020,020	\$1,047,100	\$1,071,100	\$1,117,940	\$1,107,077
Revenue						
Capital Sales	\$12,400	\$16,000	\$12,000	\$14,000	\$17,000	\$16,000
Interest Earnings	\$1,560	\$2,000	\$2,000	\$2,000	\$2,000	\$7,100
Total Revenue	\$13,960	\$18,000	\$14,000	\$16,000	\$19,000	\$23,100
Total Available For Spending	\$1,090,080	\$1,038,020	\$1,061,100	\$1,087,100	\$1,136,940	\$1,130,177
Capital Expenses						
Commercial Services	\$15,000	\$15,000	\$15,000	\$0	\$0	\$0
Capital Outlay	\$15,000	\$65,000	\$95,000	\$0	\$0	\$0
Other Financing Uses	\$0	\$5,000	\$0	\$0	\$0	\$0
Total Expenses	\$30,000	\$85,000	\$110,000	\$0	\$0	\$0
Ending Fund Balance	\$1,059,080	\$1,027,020	\$1,071,100	\$1,087,100	\$1,136,940	\$1,130,177

Recommend funding replacement of the vacuum filter through the Sewer Capital Fund



## RECOMMENDATION

- Centrifuge System is more reliable and easier to operate than a vacuum filter
- Centrifuge will produce significant savings in power and chemical costs of \$127K annually or \$635K over a 5 year period
- Staff recommends installation of a centrifuge system to replace the existing vacuum filter for sludge dewatering

## CONCLUSION

- Reduces WWTP Operation costs for our customers.
- Helps to provide some relief to ongoing rate pressures in the sewer fund.
- Aids in the rightsizing initiative by reduced man-hours to run the sludge dewatering machine and redirect to other functions.
- Helps to deliver the most effective services to our customers for the least cost.

## Questions



Administrator Downs and Public Works Director Tiberi presented a power point on the commuter parking lot fund, refuse fund and dewatering equipment at the WWTP for the FY 16 Budget. Upon review of the presentation, the Board directed staff to include the recommended items in a preliminary draft budget for further review by the Board.

### Emergency Operations Plan

Chief Vaccaro presented the emergency operations plan.

## VILLAGE OF MOKENA

### EMERGENCY OPERATIONS PLAN (EOP)

#### Continuity of Operations Plan (COOP)

## VILLAGE OF MOKENA

- **What is a Continuity of Operations Plan?**
  - A document that provides a direction in the event that core services and/or operations need to be re-located due to a critical incident.
  - Contingencies to assure the capability exists to continue essential functions.
    - Operational interruptions (HVAC, mechanical failures),
    - I.T. failures,
    - Acts of nature, natural attacks, fire, etc...

## What is a COOP?

- Three potential phases of operation:
  - Activation and Relocation of key personnel and critical records and infrastructure.
  - Alternate Facility Operations - from 12 hours to 90 days.
  - Reconstitution following the incident.
- Provides guidance for Continuity of Operations.

## What is a COOP?

- Incorporates the following key elements:
  - Emergency concepts, actions and procedures.
  - Identification and prioritization of essential functions.
  - Line of succession to essential positions required in an emergency.
  - Delegations of authority and pre-delegations of emergency authorities to key officials.
  - Emergency Operation Centers and alternate facilities.
  - Interoperable communications.
  - Protection of government resources, facilities and personnel.
  - Safeguarding of vital records and databases.
  - Tests, training and exercise.

### What is a COOP?

- **Identification of essential functions:**
  - **Mission Critical** - services that must remain operational at all times.
  - **Immediate Post Incident** - services that must be brought back online as soon as possible.
  - **Normal services** - services that need not be restored in full (or at all) until the incident has passed, and the Mission Critical and Immediate Post Incident services are operational.

### VILLAGE OF MOKENA

- **Other facets that will require Board approval:**
  - **Alternate Facilities for an Emergency Operations Center (EOC), or for the operation of essential Village functions:**
    - **Type Titles of Chicago Local 507 Training Center**
      - Verbal Agreement for the use of their facilities.
    - **Mokena Public Library**
      - Verbal Agreement for the use of their facilities.
    - **Mokena Park District**
      - Ordinance accepting an Intergovernmental Agreement for the use of Park District facilities.

### VILLAGE OF MOKENA

- Staff recommends that the Village Board consider:
  - Direction for the Emergency Operations Plan, and the related ordinances to be presented for Board approval at a future Board meeting, or
  - Final review of the EOP and the COOP by the Mayor, Village Clerk and Trustees, with comments/inquiries to be discussed and finalized at the May work session.

### VILLAGE OF MOKENA

Questions?

Discussion: Upon review of the proposed continuity of operations plan, the Board directed Chief Vaccaro to prepare the final documents for adoption by the Board.

### Adjournment

There being no further business to bring before the Mayor and Board of Trustees, Mayor Fleischer adjourned the work session at 8:28 p.m.

**BOARD OF TRUSTEES WORK SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**  
**Monday, May 11, 2015**

**CALL TO ORDER**

Mayor Fleischer called the Board of Trustees Work Session to order at 7:47 p.m.

**ROLL CALL**

The following Trustees were present:

Debbie Engler  
John Mazzorana  
George Metanias  
Joseph Siwinski  
Jim Richmond  
Joe Budzyn

Also present were: Village Clerk Patricia Patt; Administrator John Downs and Economic and Community Development Director Alan Zordan, Police Chief, Steve Vaccaro, Finance Director Barb Damron, Village Engineer Paul Pearson, Public Works Director Lou Tiberi and Assistant Village Administrator Kirk Zoellner.

**FY 16 Budget – Water/Sewer Operating Funds**

Village Administrator John Downs presented information on the water/sewer operating funds for the FY 16 budget.

<p>Water Operating Fund Sewer Operating Fund</p> <p>May 11, 2015</p>	<p><b>FY 16 BUDGET PROGRESS</b></p> <ul style="list-style-type: none"><li>• What's been done so far?<ol style="list-style-type: none"><li>1. Road and infrastructure maintenance</li><li>2. W&amp;S Capital Programs</li><li>3. WWTP<ul style="list-style-type: none"><li>• Repair and Replacement</li><li>• Expansion</li></ul></li><li>4. Fleet Replacements</li><li>5. Capital Equipment</li><li>6. Parking and Refuse funds</li><li>7. WWTP Dewatering equip.</li></ol></li><li>• Tonight's Discussion<ol style="list-style-type: none"><li>1. Water Enterprise Fund</li><li>2. Sewer Enterprise Fund</li></ol></li><li>• Next Steps<ol style="list-style-type: none"><li>1. General Fund</li><li>2. Preliminary Budget Draft<ul style="list-style-type: none"><li>• Detailed background</li><li>• Loose ends</li></ul></li></ol></li></ul>
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### Water Operating Fund Summary

<ul style="list-style-type: none"> <li>• <b>FY 15 Revenue Summary</b> <ul style="list-style-type: none"> <li>- Budgeted = \$4.725M</li> <li>- Expected = \$4.474M</li> <li>- (\$251K) under budget</li> </ul> </li> <li>• <b>FY 15 Expense Summary</b> <ul style="list-style-type: none"> <li>- Budgeted = \$4.881M</li> <li>- Expected = \$4.633M</li> <li>- (\$278K) under budget</li> <li>- Results in +\$27K positive</li> </ul> </li> <li>• <b>FY 15 Current Year Fund Balance</b> <ul style="list-style-type: none"> <li>- FY 14 fund balance = \$1M</li> <li>- Net positive operating results = +43K</li> <li>- Budgeted = \$1.187M (24%)</li> <li>- Estimated = \$1.231M (27%)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>FY 16 Revenue Summary</b> <ul style="list-style-type: none"> <li>- Budgeted = \$4.825M</li> <li>- +\$100K over FY 15</li> <li>- +2%</li> </ul> </li> <li>• <b>FY 16 Expense Summary</b> <ul style="list-style-type: none"> <li>- Budgeted = \$5.062M</li> <li>- +\$160K over FY 15</li> <li>- +3.6%</li> </ul> </li> <li>• <b>FY 16 Fund Balance</b> <ul style="list-style-type: none"> <li>- FY 15 = \$1.231M = (27%)</li> <li>- FY 16 = \$ 994K = (19.6%)</li> <li>- Decrease of \$ 237K</li> </ul> </li> </ul>
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### Water Operating Fund

**OVERALL FUND CONDITION**

- FY 15 Net Positive Operation Results to leave fund = \$45K.
- FY 16 Fund balance to decrease by (\$237K) to \$994K
- 19.6% or \$271K less than optimal amount
- Should \$100K contingency not be spent = 22% or \$171K less
- Traditionally outperform budget expectations
- Water costs equal 54% of budget
- Gives us greater degree of confidence with fund balance levels

### FY 16 Water Rate Variables

- Current rates in effect until January 1<sup>st</sup>
- All Oak Lawn Customers rates adjusted according to terms of agreement.
- Determined in late fall
- Ordinance likely adopted in Nov-Dec range
- Adjustments being implemented with February 2016 invoices to customers.

### FY 16 Water Rate Modeling Range

Rate Component	Customer Rates/1000 gallons
Current Water Rate/000	\$7.10
Chicago Rate Increase	\$ .12+/-
O/M & System Improvements (range)	\$ .16+/-
Rate Increase (range)	\$ .28+/-
Customer rates (1-2016)	\$ 7.38+/-

### Sewer Operating Fund

<ul style="list-style-type: none"> <li>• <b>FY 15 Revenue Summary</b> <ul style="list-style-type: none"> <li>- Budgeted = \$1.859M</li> <li>- Expected = \$1.862M</li> <li>- +\$3K over budget</li> </ul> </li> <li>• <b>FY 15 Expense Summary</b> <ul style="list-style-type: none"> <li>- Budgeted = \$2.029M</li> <li>- Expected = \$1.945M</li> <li>- \$83K under budget</li> </ul> </li> <li>• <b>FY 15 Current Year Fund Balance</b> <ul style="list-style-type: none"> <li>- FY 14 fund balance +\$11K</li> <li>- Net positive operating results = \$97K</li> <li>- Budgeted = \$423K (21%)</li> <li>- Estimated = \$521K (27%)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>FY 16 Revenue Summary</b> <ul style="list-style-type: none"> <li>- Budgeted = \$1.854M</li> <li>- (-\$4.5K) under FY 15 (-.25%)</li> </ul> </li> <li>• <b>FY 16 Expense Summary</b> <ul style="list-style-type: none"> <li>- Budgeted = \$2.030M</li> <li>- +\$1.5K over FY 15</li> <li>- +.07%</li> </ul> </li> <li>• <b>FY 16 Fund Balance Summary</b> <ul style="list-style-type: none"> <li>- FY 15 = \$521K (27%)</li> <li>- FY 16 = \$345K (17%)</li> <li>- Decrease by \$176K</li> </ul> </li> </ul>
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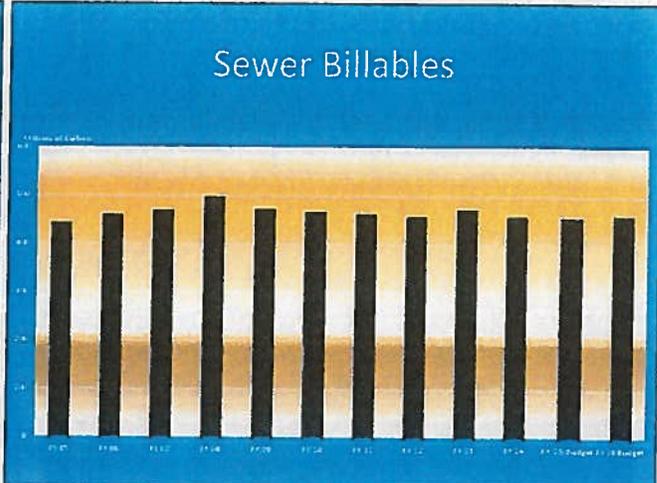
### Sewer Operating Fund Summary

**OVERALL FUND CONDITION**

- Net positive operation results in FY 15 are expected to leave fund in better position by \$97K
- FY 15 budgeted fund balance \$623K with estimated fund balance of \$521K or 27%
- FY 16 fund balance expected to decrease by \$176K to \$345K or 17%
- The FY 16 fund balance is below target levels by (\$176K)
- If \$50K contingency not utilized fund balance @ 20% or \$110K less
- We normally outperform budget estimates

## Sewer Fund Summary

- Revenue stagnation continues
- Recommend a series small but incremental rate adjustments
- Have provided several scenarios for illustrative purposes.



## No rate adjustment and contingency spent

	Actual \$K	Budgeted \$K	Excess \$K	Excess %	Excess \$K	Excess %
Beginning Fund Balance	650,000	640,000	10,000	1.56%	10,000	1.56%
Revenue						
General Charges	14,824,200	14,824,200	0	0%	0	0%
Special Assessments	12,700	12,700	0	0%	0	0%
Miscellaneous Revenue	0	0	0	0%	0	0%
Miscellaneous Revenue	18,772	18,790	(18)	(0.10%)	(18)	(0.10%)
Total Revenue	14,855,672	14,855,690	(18)	(0.0001%)	(18)	(0.0001%)
Total Available for Sewering	14,915,672	14,915,690	(18)	(0.0001%)	(18)	(0.0001%)
Expenses						
Personnel Expenses	7,180,000	7,180,000	0	0%	0	0%
Contractual	150,000	150,000	0	0%	0	0%
Materials	444,000	444,000	0	0%	0	0%
Energy	25,000	25,000	0	0%	0	0%
Travel	60,000	60,000	0	0%	0	0%
Miscellaneous	1,000,000	1,000,000	0	0%	0	0%
Total Expenses	8,219,000	8,219,000	0	0%	0	0%
Contingency	6,696,672	6,696,690	(18)	(0.0001%)	(18)	(0.0001%)
Final Available for Sewering	13,296,672	13,296,690	(18)	(0.0001%)	(18)	(0.0001%)

## No rate adjustment and contingency not spent

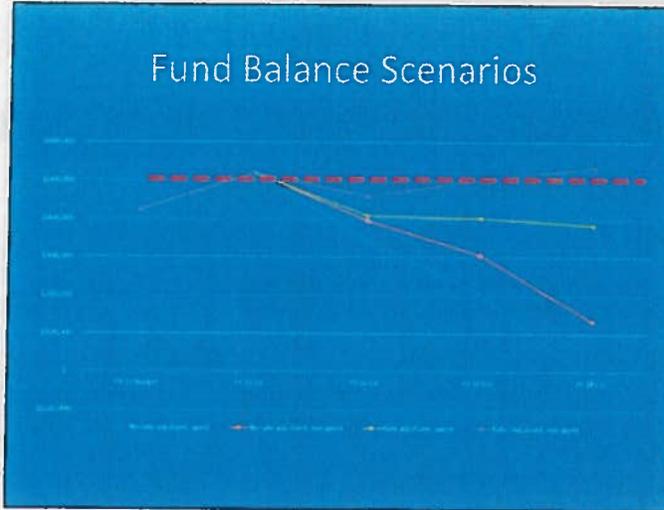
	Actual \$K	Budgeted \$K	Excess \$K	Excess %	Excess \$K	Excess %
Beginning Fund Balance	650,000	640,000	10,000	1.56%	10,000	1.56%
Revenue						
General Charges	14,824,200	14,824,200	0	0%	0	0%
Special Assessments	12,700	12,700	0	0%	0	0%
Miscellaneous Revenue	18,772	18,790	(18)	(0.10%)	(18)	(0.10%)
Total Revenue	14,855,672	14,855,690	(18)	(0.0001%)	(18)	(0.0001%)
Total Available for Sewering	14,915,672	14,915,690	(18)	(0.0001%)	(18)	(0.0001%)
Expenses						
Personnel Expenses	7,180,000	7,180,000	0	0%	0	0%
Contractual	150,000	150,000	0	0%	0	0%
Materials	444,000	444,000	0	0%	0	0%
Energy	25,000	25,000	0	0%	0	0%
Travel	60,000	60,000	0	0%	0	0%
Miscellaneous	1,000,000	1,000,000	0	0%	0	0%
Total Expenses	8,219,000	8,219,000	0	0%	0	0%
Contingency	6,696,672	6,696,690	(18)	(0.0001%)	(18)	(0.0001%)
Final Available for Sewering	13,296,672	13,296,690	(18)	(0.0001%)	(18)	(0.0001%)

## \$.15 rate adjustment and contingency spent

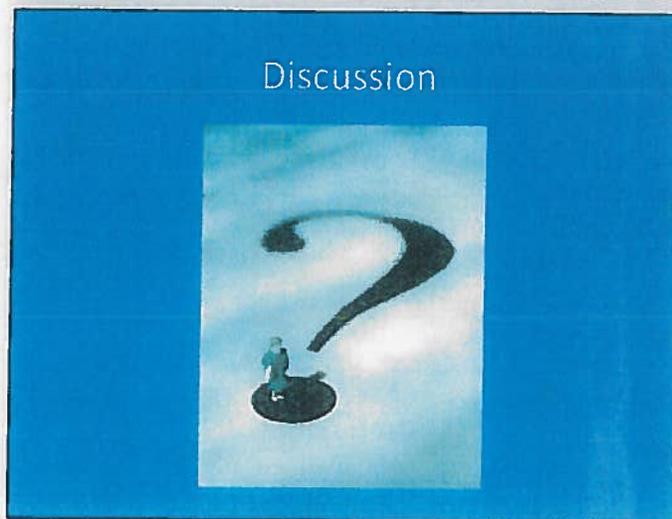
	Actual \$K	Budgeted \$K	Excess \$K	Excess %	Excess \$K	Excess %
Beginning Fund Balance	650,000	640,000	10,000	1.56%	10,000	1.56%
Revenue						
General Charges	14,979,200	14,824,200	155,000	1.04%	155,000	1.04%
Special Assessments	12,700	12,700	0	0%	0	0%
Miscellaneous Revenue	18,772	18,790	(18)	(0.10%)	(18)	(0.10%)
Total Revenue	15,010,672	14,855,690	154,982	1.04%	154,982	1.04%
Total Available for Sewering	15,070,672	14,915,690	154,982	1.04%	154,982	1.04%
Expenses						
Personnel Expenses	7,180,000	7,180,000	0	0%	0	0%
Contractual	150,000	150,000	0	0%	0	0%
Materials	444,000	444,000	0	0%	0	0%
Energy	25,000	25,000	0	0%	0	0%
Travel	60,000	60,000	0	0%	0	0%
Miscellaneous	1,000,000	1,000,000	0	0%	0	0%
Total Expenses	8,219,000	8,219,000	0	0%	0	0%
Contingency	6,841,672	6,696,690	144,982	2.16%	144,982	2.16%
Final Available for Sewering	13,902,672	13,296,690	605,982	4.56%	605,982	4.56%

## \$.15 rate adjustments and contingency not spent

	Actual \$K	Budgeted \$K	Excess \$K	Excess %	Excess \$K	Excess %
Beginning Fund Balance	650,000	640,000	10,000	1.56%	10,000	1.56%
Revenue						
General Charges	14,979,200	14,824,200	155,000	1.04%	155,000	1.04%
Special Assessments	12,700	12,700	0	0%	0	0%
Miscellaneous Revenue	18,772	18,790	(18)	(0.10%)	(18)	(0.10%)
Total Revenue	15,010,672	14,855,690	154,982	1.04%	154,982	1.04%
Total Available for Sewering	15,070,672	14,915,690	154,982	1.04%	154,982	1.04%
Expenses						
Personnel Expenses	7,180,000	7,180,000	0	0%	0	0%
Contractual	150,000	150,000	0	0%	0	0%
Materials	444,000	444,000	0	0%	0	0%
Energy	25,000	25,000	0	0%	0	0%
Travel	60,000	60,000	0	0%	0	0%
Miscellaneous	1,000,000	1,000,000	0	0%	0	0%
Total Expenses	8,219,000	8,219,000	0	0%	0	0%
Contingency	6,841,672	6,696,690	144,982	2.16%	144,982	2.16%
Final Available for Sewering	13,902,672	13,296,690	605,982	4.56%	605,982	4.56%



- ### Summary of Water and Sewer Funds
- Water
    - Should outperform budget this year
    - Fund balance below optimal, but adequate
    - Includes rate adjustment on 1-2016 of \$.28+/-
  - Sewer
    - Should outperform budget this year
    - Shows signs of structural weakness
    - Recommend multi-tier rate adjustment
    - Observe operating results



Discussion: The Board concurred with the methodology to establish water rates for the upcoming year. A significant amount of discussion occurred regarding the recommendation to adjust sewer rates incrementally over the upcoming three years. The Board discussed customer impacts along with the long term health of the sewer operating fund which has shown signs of weakness over the past several years. The Board concluded that implementing a \$.15/1000 adjustment in both FY 16 & 17 would be the most appropriate course of action. A \$.15/1000 adjustment would increase average monthly sewer bills by \$1.20.

### Adjournment

There being no further business to bring before the Mayor and Board of Trustees, Mayor Fleischer adjourned the work session at 8:43 p.m.

**BOARD OF TRUSTEES WORK SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**  
**Tuesday, May 26, 2015**

**CALL TO ORDER**

Mayor Fleischer called the Board of Trustees Work Session to order at 7:50 p.m.

**ROLL CALL**

The following Trustees were present:

John Mazzorana  
George Metanias  
Debbie Engler  
Jim Richmond  
Joe Budzyn

Absent: Joe Siwinski

Also present were: Village Clerk Patricia Patt; Village Administrator John Downs; Finance Director Barb Damron; Chief Steve Vaccaro; Public Works Director Lou Tiberi; Village Engineer Paul Pearson; Community/Economic Development Director Alan Zordan and Village Attorney Steve White.

John Downs gave the following presentation:

**Budget FY 16**

<b>May 26<sup>th</sup> Budget Work Session</b>	<b>THE GENERAL FUND!</b>
<ul style="list-style-type: none"><li>• Review General Fund<ul style="list-style-type: none"><li>– Current year status</li><li>– Proposed FY 16 Budget</li><li>– Overall Financial Health</li><li>– Use of FY 15 Net Positive Operating Results</li></ul></li> <li>• Thoughts about the future</li></ul>	<ul style="list-style-type: none"><li>• Proposed Budget Amendments</li><li>• PRELIMINARY DRAFT<ul style="list-style-type: none"><li>– Overall Budget</li><li>– Status<ul style="list-style-type: none"><li>• Budget Categories</li><li>• Operating and capital fund balances</li><li>• Capital repair/replacement fund</li><li>• Annual transfers</li></ul></li></ul></li><li>• Questions or comments.</li></ul>



### FY 15 (Current Year)

	Budgeted	Anticipated	Positive Difference
FY 15 Revenues	\$ 9,381,833	\$ 9,810,418	\$ 428,585
FY 15 Expenditures	\$ 8,969,930	\$ 8,489,043	\$ 480,887
Ending FY 14			\$ 1,914,577
FY 15 Net Positive Operating results			\$ 1,180,939

We will recommend use later in presentation

### General Fund Revenue Summary

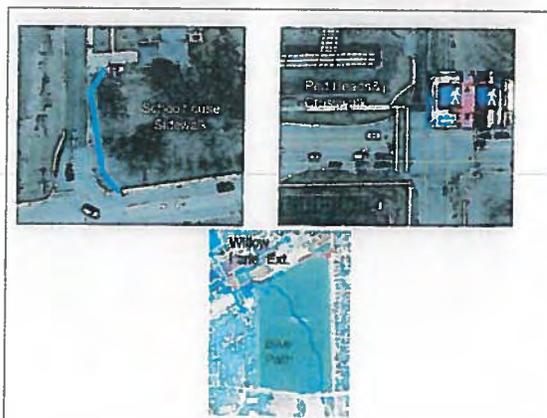
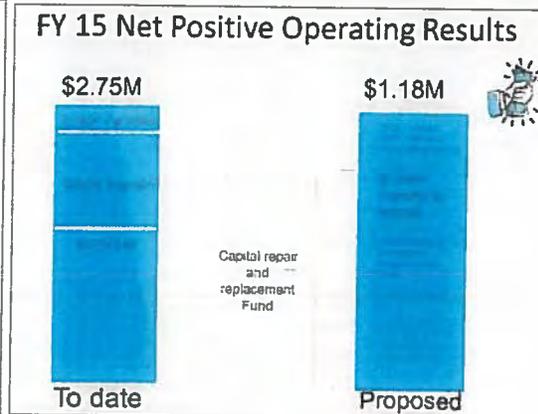
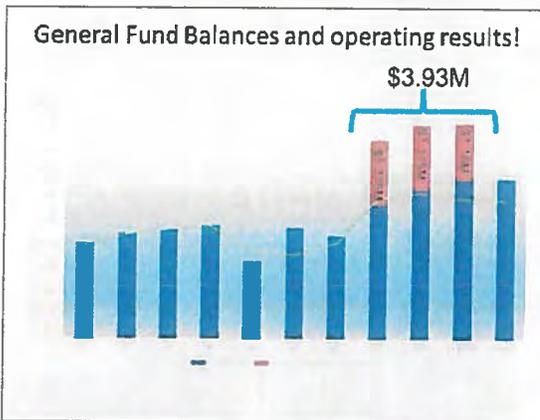
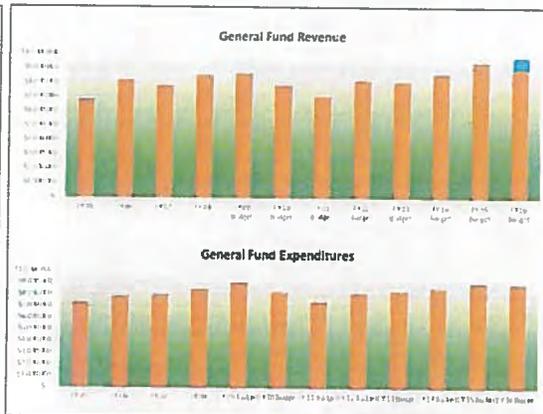
Revenue Source	Actual FY 14	Actual FY 15	Budgeted FY 15	Estimated Total FY 15	Budget FY 15	Amount of Change	% of Change
Taxes	\$7,854,002	7,188,263	7,447,330	7,897,668	8,164,847	-85,482	-0.45%
Fees	664,200	654,327	611,227	654,527	654,832	6,723	1.06%
Grants	375,104	234,021	189,000	271,725	221,000	50,725	6.31%
Intergovernmental Revenue - State	\$0.00	17,600	15,000	15,000	15,000	0	0.00%
Intergovernmental Revenue - Local	224,474	292,981	210,981	261,261	265,261	-4,000	-0.15%
Franchise Fees	81	81	50,751	50,751	0	50,751	100.00%
Other	207,208	211,616	210,000	222,207	222,207	-6,000	-0.81%
Other Revenue	478,000	824,873	166,700	855,917	835,722	20,195	2.15%
<b>Total Revenue</b>	<b>\$8,954,088</b>	<b>\$9,176,187</b>	<b>9,333,839</b>	<b>9,639,438</b>	<b>9,944,925</b>	<b>-305,487</b>	<b>-3.07%</b>

- Tax Revenue down by \$481K or 6.45%
- Sales tax +\$420K or 9.4%
- Income Tax -\$905K or -50% (accounts for reduction in LGDP)
- Total Revenues -\$437K or -4.7%

### General Fund Expenditure Summary

Expenditure Category	Actual FY 14	Actual FY 15	Budgeted FY 15	Est. Actual FY 15	Budget FY 16	Amount \$ Change	% of Change
Personal Services	\$1,272,102	\$3,576,038	\$5,724,783	\$5,888,484	\$5,750,014	\$138,470	2.39%
Commodities	\$460,050	\$562,445	\$708,200	\$499,527	\$870,101	-\$370,574	-52.1%
Contractual Services	\$1,937,281	\$1,247,815	\$1,691,758	\$1,530,628	\$1,743,487	-\$212,859	-11.8%
Capital Outlay	\$436,481	\$455,221	\$616,130	\$539,435	\$412,044	\$127,391	31.0%
Other	\$1,175,000	\$1,175,000	\$1,500,000	\$1,180,000	\$450,000	\$730,000	162.2%
<b>G.F. Total Expenditures</b>	<b>\$8,048,930</b>	<b>\$9,346,534</b>	<b>\$10,940,871</b>	<b>\$9,648,084</b>	<b>\$10,655,646</b>	<b>-\$1,007,562</b>	<b>-9.4%</b>

Inflated to account for transfer of Net Positive Operating Results = \$1.18M



- ### Key General Fund Points
- Sales tax continues to trend consistently higher
  - Budget prepared with reduced LGDP
  - Positioned to be risk protected with fund balance at \$3.37M at end of FY 16
  - Third consecutive year of Net Positive Operating Results in.....
    - ✓ \$1.18M in FY 15
    - ✓ \$3.93 in three years
  - OTHER
    - ✓ Staffing remains at current levels
    - ✓ Core service levels remain constant
    - ✓ Continue effort to do more with existing work forces

### General Fund Issues Ahead

1. LGDF is subject to potential legislative action
2. Recommend maintaining GF balance level at levels above 33%.
3. Should LGDF remain intact above levels utilized in budget.....
  - ✓ Revisit any revised revenue estimates post budget adoption
  - ✓ Determine most prudent use of revenue
  - ✓ Take action according to direction of Board

### Food for thought!

1. We have worked hard to curb costs while focusing on the most important traditional services!
2. We are fortunate to have control over our financial destiny and able to survive changes we have no control over.
3. We should maintain a strong cash position and resist the urge to spend money because it is available.
4. Utilization of available cash should be.....
  - ✓ Well thought
  - ✓ Serve established objectives
  - ✓ Not create any long term obligations

Summary  
FISCAL 2015 Budget Amendments

Fund Name	Bilateral Amount	Proposed Amendment	Revised Funding Source
General Fund	\$8,969,930	\$9,673,000 +\$703,070	Additional Costs (costs associated with transfer to Capital Imp. Repair & Replacement Fund, Additional Revenue and Fund Balance)
Retire Fund	\$1,211,925	\$1,255,000 +\$43,075	Additional Costs (costs associated with deposits) Fund Balance
Plant Expansion Fund	\$150,000	\$195,000 +\$45K	Additional Costs (costs associated with excess flow facility improvements) Fund Balance
Capital Improvement, Repair & Replacement Fund	\$3,356,718	\$4,610,000 +\$1,253,282	Additional Costs (costs associated with purchase of property at 1674 Well Road, road maintenance & EAB prevention) Additional Revenue & Fund Balance

### DRAFT Summary

Category	2015 Budget	2016 Budget	Change	% Change
Taxes	1,121,000	1,121,000	0	0%
Fees	1,121,000	1,121,000	0	0%
Grants	1,121,000	1,121,000	0	0%
Other	1,121,000	1,121,000	0	0%
<b>Total</b>	<b>4,414,000</b>	<b>4,414,000</b>	<b>0</b>	<b>0%</b>

### Example Line Items Justifications

*Will revisit later in presentation*

Line Item	Description	Amount	Justification
100-100-100-100-100	...	...	...
100-100-100-100-100	...	...	...

### Budget Summary By Category

	FY 15 Budget	FY 16 Budget	\$ Inc/(Dec)	% Change
<b>REVENUES</b>				
Taxes	\$11,069,914	\$10,807,181	(\$262,733)	(2.37%)
Fees	\$210,000	\$202,000	(\$8,000)	(3.81%)
License Permits	\$640,227	\$860,430	\$220,203	34.40%
Service Charges	\$8,695,099	\$8,955,390	\$260,291	3.00%
Grants Trans.	\$296,623	\$294,826	(\$1,797)	(0.61%)
Development	\$658,919	\$1,800,000	\$1,141,081	173.35%
Other	\$2,060,936	\$1,651,157	(\$409,779)	(19.88%)
<b>TOTAL</b>	<b>\$23,831,718</b>	<b>\$22,934,284</b>	<b>(\$897,434)</b>	<b>(3.77%)</b>
<b>EXPENSES</b>				
Personnel Serv.	\$9,018,569	\$9,232,815	\$214,246	2.38%
Commodities	\$1,783,167	\$1,716,813	(\$66,354)	(3.72%)
Contract Serv.	\$8,464,243	\$8,935,090	\$470,847	5.56%
Capital Outlay	\$3,638,806	\$4,302,040	\$663,234	18.23%
Other Trans.	\$638,100	\$685,150	\$47,050	7.37%
<b>TOTAL</b>	<b>\$23,542,885</b>	<b>\$24,871,906</b>	<b>\$1,329,021</b>	<b>5.65%</b>

### OPERATING FUND BALANCES

Fund	Begin FY '15	Begin FY '16	Ending FY '16	Recommended Amount	Variance	Actual %
General	\$4,154,024	\$1,295,494	\$1,477,076	\$2,024,872	(\$152,201)	68%
Water	1,456,681	1,240,767	891,211	1,264,427	(\$271,516)	26%
Sewer	603,516	\$21,020	108,417	\$0,508	199,691	26%
Parking Lot	81,875	1,054,653	96,262	\$8,908	1,061,111	41%

### CAPITAL RESERVE FUND BALANCE

Fund	Begin FY '15	Begin FY '16	Ending FY '16
Water Capital	\$1,617,776	\$2,117,031	\$2,189,367
Sewer Capital	1,376,225	1,525,096	327,145
Sewer Plant Replacement	587,750	833,136	702,840
Sewer Plant Expansion	5,562,356	5,337,536	5,345,526
<b>Totals</b>	<b>\$11,144,107</b>	<b>\$11,812,799</b>	<b>\$11,965,878</b>

### Capital Repair and Replacement

Account	Begin FY '15	Begin FY '16	Ending FY '16	Notes
...	...	...	...	...
...	...	...	...	...
<b>Totals</b>	<b>...</b>	<b>...</b>	<b>...</b>	<b>...</b>



**MEETING OF THE BOARD OF TRUSTEES REGULAR SESSION  
11004 Carpenter Street, Mokena, Illinois 60448**

Session #012

June 22, 2015

**CALL TO ORDER**

Mayor Frank Fleischer called the Regular Session of the Board of Trustees to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

Mayor Frank Fleischer, the Board of Trustees and members of the audience recited the Pledge of Allegiance.

**ROLL CALL/ESTABLISHMENT OF QUORUM**

Clerk Patt called the roll and the following Trustees were present:

John Mazzorana  
George Metanias  
Jim Richmond  
Joseph E. Budzyn  
Joe Siwinski

Absent: Debbie Engler

Also present were: Village Clerk Patricia Patt; Village Attorney Steve White; Village Administrator John Downs; Assistant Village Administrator Kirk Zoellner; Finance Director Barb Damron; Police Chief Steve Vaccaro; Public Works Director Lou Tiberi; Director of Economic and Community Development Alan Zordan and Village Engineer Paul Pearson.

**DISCOVER MOKENA**

Craig McCutcheon presented information on the Lions Club and the services they provide to the community. He also provided information on their annual Firecracker Dance scheduled for July 18<sup>th</sup>.

Resident Thomas Lyons would like to recognize law enforcement personnel and the important service they provide communities. He feels the press represents the police in a negative manner. He is trying to raise awareness of the positive actions taken by police by selling t-shirts with a supportive statement. He can be contacted at (708) 478-5476 if anyone is interested in purchasing a t-shirt.

**COMMUNITY CALENDAR**

Clerk Patt presented the community calendar.

**CONSENT AGENDA**

Village Administrator John Downs presented (2) items on the Consent Agenda for the Boards approval. These items are strictly administrative in nature.

- a) Motion to adopt Resolution No. 2015-R-007, a resolution pertaining to the allowance of permit work by municipal employees in lieu of a surety bond, and to authorize the Village President and Village Clerk to execute same.
- b) Motion to adopt minutes from the June 8, 2015 Regular Session Board Meeting

Trustee Mazzorana made a motion to approve Consent Agenda Items 5 (a) and (b) as depicted in the June 18, 2015 Request for Board Action prepared by the Village Administrator. Trustee Siwinski seconded.

AYES: (5) Richmond, Metanias, Mazzorana, Budzyn, Siwinski

NAYS: (0)

Absent: (1) Engler

Motion carried

### **SPECIAL FINANCE REPORT**

Finance Director Barb Damron presented the Bill List for the second accounts payable for June totaling \$314,966.47. She highlighted the following bills to be paid.

- \$ 105,804.15 P.T. Ferro Construction – Pave Public Works Garage Lot
- \$ 20,000.00 Synagro Central LLC – Emergency Sludge Removal
- \$109,013.00 The Fields of Caton Farm – Tree Planting /EAB Program

Trustee Siwinski made a motion to approve the monthly accounts payable in the amount of \$314,966.47. Trustee Richmond seconded.

AYES: (5) Richmond, Metanias, Mazzorana, Budzyn, Siwinski

NAYS: (0)

Absent: (1) Engler

Motion carried

### **PRESENTATIONS/APPOINTMENTS/PROCLAMATIONS**

#### **Appointment of Jacob Bowsman to CSO Position**

Chief Steve Vaccaro presented a recommendation to appoint Jacob Bowsman to the position of part-time Community Service Officer (CSO) in the Police Department.

This position is the result of CSO Bennett Scott completing his Paramedic Certification, and obtaining employment as a full time paramedic.

Mr. Bowsman is well qualified for this position based on his current position as an ESDA Volunteer. Mr. Bowsman has prior training in Traffic Direction & Control, National Incident Management Systems, Severe Weather Spotting and First Aid.

Trustee Mazzorana made a motion to approve the appointment of Jacob Bowsman as a Part-Time Community Service Officer at a CSO Grade 9A effective June 22, 2015. Trustee Siwinski seconded.

AYES: (5) Richmond, Metanias, Mazzorana, Budzyn, Siwinski

NAYS: (0)

Absent: (1) Engler

Motion carried

**Annual Appointments and Terms of Office for Fiscal Year 2015/2016**

Mayor Fleischer recommended the following individuals be appointed to the correlating Public Offices as indicated below:

Mayor ProTem

John Mazzorana

Village Administrator

John Downs

Assistant Village Administrator

Kirk Zoellner

Legal Counsel

Rathbun, Cservenyak & Kozol, LLC

Finance Director

Barb Damron

Police Chief

Steven Vaccaro

Economic/Community Development Director

Alan Zordan

Public Works Director

Louis J. Tiberi, III

Village Engineer

Paul N. Pearson Jr.

Emergency Services Director (ESDA)

Greg McElyea

General Manager Cable Commission

Tim Franson

Assistant General Manager Cable Commission

Brett Sands

Cable Commission

Trustee Debbie Engler

**PLANNING COMMISSION MEMBERS**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Joseph Cirelli	7-1-13	3 yrs.	6-30-16
Richard Cantwell	7-1-13	3 yrs.	6-30-16
Martin Bourke	7-1-13	3 yrs.	6-30-16
Tom Garvey (replaced Doug Heathcock)	7-1-15	3 yrs.	6-30-17
Mark Seliga	7-1-14	3 yrs.	6-30-17
Doug Heathcock (replaced Marc Schonwise, Chair)	7-1-15	3 yrs.	6-30-17
Dan Ray	7-1-15	3 yrs.	6-30-18
Jim Perry	7-1-15	3 yrs.	6-30-18
Stan Lukas	7-1-15	3 yrs.	6-30-18

**ZONING BOARD OF APPEALS MEMBERS**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Martin Bourke	7-1-13	4 yrs.	6-30-17
Dan Ray	7-1-14	4 yrs.	6-30-17
Jim Perry	7-1-14	4 yrs.	6-30-17
Joe Cirelli	7-1-15	4 yrs.	6-30-19
Mark Seliga (replaced Doug Heathcock)	7-1-15	4 yrs.	6-30-19
Richard Cantwell	7-1-15	4 yrs.	6-30-19
Doug Heathcock (replaced Marc Schonwise Chair)	7-1-15	6 yrs.	6-30-19

**ECONOMIC DEVELOPMENT COMMISSION**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Paul Beneturski	7-1-15	1 yr.	6-30-16
August Badali	7-1-15	1 yr.	6-30-16
Jillian Hersted	7-1-15	1 yr.	6-30-16
Roy Hard	7-1-15	1 yr.	6-30-16
Lee Kaz	7-1-15	1 yr.	6-30-16
Frank Lacny	7-1-15	1 yr.	6-30-16
Ed Jancauskas	7-1-15	1 yr.	6-30-16
Kirk Zoellner, Staff Liaison	7-1-15	1 yr.	6-30-16
Alan Zordan, Staff Liaison	7-1-15	1yr.	6-30-16

**COMMUNITY AFFAIRS COMMISSION**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Dee Block	7-1-15	1 yr.	6-30-16
Brandon McCurdy	7-1-15	1 yr.	6-30-16
Debbie Engler (Chariperson)	7-1-15	1 yr.	6-30-16
Jerry Guca	7-1-15	1 yr.	6-30-16
Patricia Patt	7-1-15	1 yr.	6-30-16
Marietta Glass	7-1-15	1 yr.	6-30-16
Colleen Patrick Lenart	7-1-15	1 yr.	6-30-16
Tim Bussean	7-1-15	1 yr.	6-30-16
Kirk Zoellner, Staff Liaison	7-1-15	1 yr.	6-30-16

**ELECTRICAL COMMISSION**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
George Metanias (Chairman)	7-1-15	1 yr.	6-30-16
Chuck Keslin	7-1-15	1 yr.	6-30-16
Mike Hullinger	7-1-15	1 yr.	6-30-16
Vacancy	7-1-15	1 yr.	6-30-16
Jim Smola	7-1-15	1 yr.	6-30-16
Alan Zordan	7-1-15	1 yr.	6-30-16
Jim Lally	7-1-15	1 yr.	6-30-16

**LINCOLNWAY PUBLIC SAFETY COMMUNICATION CENTER**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Trustee Joseph E. Budzyn	7-1-15	1 yr.	6-30-16

**LOCAL ADJUDICATION OFFICERS**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
J. Daniel McGrath Jr.	7-1-15	1 yr.	6-30-16
Tim Ehlers (Alternate)	7-1-15	1 yr.	6-30-16
Raymond Wagner	7-1-15	1 yr.	6-30-16

**POLICE COMMISSION**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Ronald Brannan	7-1-14	3 yrs.	6-30-17
Art Lukowski (replaced Joseph E Budzyn)	7-1-15	3 yrs.	6-30-16
Michael J. Moran	7-1-15	3 yrs.	6-30-18

**POLICE PENSION**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Vacancy		2 yrs.	6-30-17
J. Daniel McGrath	7-1-14	2 yrs.	6-30-16

**SITE PLAN/ARCHITECTURAL REVIEW COMMITTEES**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Doug Heathcock (P & Z)	7-1-15	1 yr.	6-30-16
Brian Dusak (Engineer)	7-1-15	1 yr.	6-30-16
Glen Smutny (Architect)	7-1-15	1 yr.	6-30-16
Chris Krestel (Architect)	7-1-15	1 yr.	6-30-16
Lang Beiswanger (Landscape Arch.)	7-1-15	1 yr.	6-30-16
Lt. Mark Sickles (Mokena Fire Dist)	7-1-15	1 yr.	6-30-16
Jerry Guca (CA Commission)	7-1-15	1 yr.	6-30-16
Paul Pearson (Engineer Alternate)	7-1-15	1 yr.	6-30-16
Howard Stephens (Alternate)	7-1-15	1 yr.	6-30-16
Dennis Merz (Frankfort Fire Dist)	7-1-15	1 yr.	6-30-16
Chief James Grady (Alternate)	7-1-15	1 yr.	6-30-16
Jim Perry (P & Z Alternate)	7-1-15	1 yr.	6-30-16

Dee Block (CA Comm. Alt.)	7-1-15	1 yr.	6-30-16
Trustee Engler (Board Liaison)	7-1-15	1 yr.	6-30-16
Matt Ziska, Staff Liaison	7-1-15	1 yr.	6-30-16
Kim Yockey, Staff Liaison	7-1-15	1 yr.	6-30-16
Alan Zordan, Staff Liaison	7-1-15	1 yr.	6-30-16

**WILL COUNTY GOVERNMENTAL LEAGUE**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Mayor Frank Fleischer	7-1-15	1 yr.	6-30-16
John Downs/Successor	7-1-15	1 yr.	6-30-16
Trustee John Mazzorana (Alternate)	7-1-15	1 yr.	6-30-16
Kirk Zoellner (Alternate)	7-1-15	1 yr.	6-30-16

**CHICAGO SOUTHLAND VISITORS AND CONVENTION BUREAU**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Ed Jancauskas	7-1-15	1 yr.	6-30-16
Kirk Zoellner (Alternate)	7-1-15	1 yr.	6-30-16

**CHICAGO SOUTHLAND CHAMBER OF COMMERCE**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Mayor Frank Fleischer	7-1-15	1 yr.	6-30-16
Kirk Zoellner (Alternate)	7-1-15	1 yr.	6-30-16

**SOUTH SUBURBAN MAYORS/MANAGERS**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Mayor Frank Fleischer	7-1-15	1 yr.	6-30-16
Trustee John Mazzorana (Alternate)	7-1-15	1 yr.	6-30-16
John Downs/Successor	7-1-15	1 yr.	6-30-16
Kirk Zoellner (Alternate)	7-1-15	1 yr.	6-30-16

**SOUTHWEST AGENCY FOR RISK MANAGEMENT (SWARM)**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Kirk Zoellner	7-1-15	1 yr.	6-30-16
John Downs/Successor	7-1-15	1 yr.	6-30-16

**SOUTHWEST AGENCY FOR HEALTH MANAGEMENT (SWAHM)**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Barb Damron, Finance Director	7-1-15	1 yr.	6-30-16
John Downs/Successor	7-1-15	1 yr.	6-30-16

Trustee Mazzorana made a motion to approve the proposed FY 15/16 appointments as denoted in the June 22, 2015 request for Board Action submitted by Village President Frank Fleischer. Trustee Siwinski seconded.

AYES: (5) Richmond, Metanias, Mazzorana, Budzyn, Siwinski  
NAYS: (0)  
Absent: (1) Engler  
Motion carried

Mayor Fleischer welcomed Doug Heathcock as Chairman on the Planning Commission and Zoning Board of Appeals.

Trustee Siwinski asked if the appointment list could be posted on cable in acknowledgement of the volunteer service being provided by Mokena residents.

**PRE-SCHEDULED PROPOSALS/PRESENTATIONS AND VISITORS**  
N/A

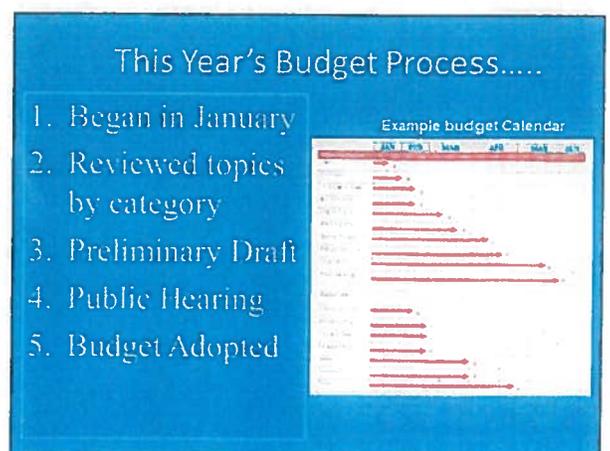
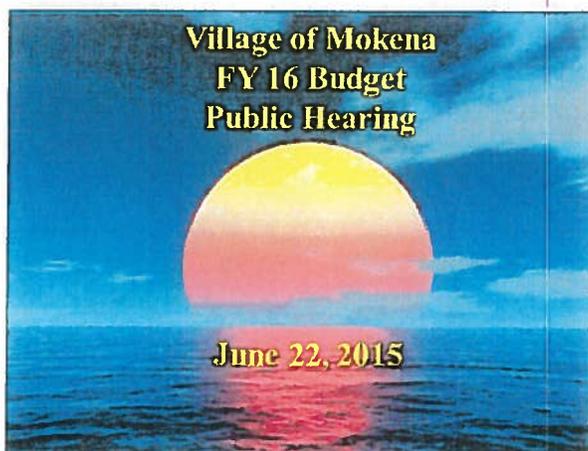
**PUBLIC HEARINGS**

Trustee Mazzorana made a motion to enter into a Public Hearing at 7:30 p.m. to discuss the proposed Village of Mokena FY '15/'16 Budget. Trustee Siwinski seconded.

AYES: (5) Richmond, Metanias, Mazzorana, Budzyn, Siwinski  
NAYS: (0)  
Absent: (1) Engler  
Motion carried

**Adoption of Proposed FY'15 Budget**

Village Administrator John Downs presented to the Board and to the public a power point presentation regarding the Fiscal Year 2016 Budget.



### Five components of a solid budget process!

1. Good Information
2. Adequate Time
3. Balanced Environment
4. Awareness of past, present and future
5. Cautious recognition

### Public Budgeting...

Information → Decision making → Execution

- Financial
  - 17 Funds
  - 5 Types
  - Revenues
  - Expenditures
  - Fund Balances
- Actions
  - Goals
  - Objectives
  - Deliverables
  - Service

Direction

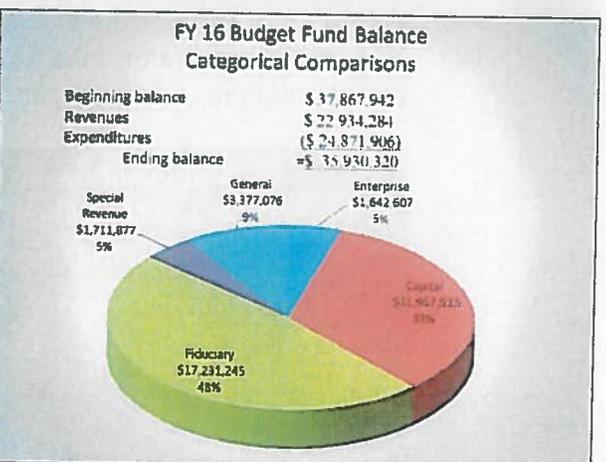
"Quality of work is judged by our customers"

### Entire FY 16 Budget

Category	FY 15 Budget	FY 16 Budget	% Change
Capital	1,200,000	1,200,000	100%
Enterprise	1,000,000	1,000,000	100%
General	1,000,000	1,000,000	100%
Fiduciary	1,000,000	1,000,000	100%
Special Revenue	1,000,000	1,000,000	100%
Revenues	5,000,000	5,000,000	100%
Expenditures	4,000,000	4,000,000	100%
Fund Balances	1,000,000	1,000,000	100%
<b>TOTAL</b>	<b>10,000,000</b>	<b>10,000,000</b>	<b>100%</b>

### Total Budget Overview

	FY 15 Budget	FY 16 Budget	\$ Inc/(Dec)	% Change
<b>REVENUES</b>				
Taxes	\$11,000,000	\$10,500,000	(\$500,000)	(4.55%)
Fees	\$210,000	\$200,000	(\$10,000)	(4.76%)
License/Permits	\$340,227	\$360,000	\$19,773	5.81%
Service Charge	\$5,000,000	\$5,000,000	\$0	0%
Grants/Taxes	\$200,000	\$200,000	\$0	0%
Development	\$0	\$100,000	\$100,000	100%
Other	\$2,000,000	\$1,500,000	(\$500,000)	(25%)
<b>TOTAL</b>	<b>\$23,542,885</b>	<b>\$22,971,000</b>	<b>(\$571,885)</b>	<b>(2.43%)</b>
<b>EXPENSES</b>				
Personnel	\$9,000,000	\$9,200,000	\$200,000	2.22%
Contractors	\$1,000,000	\$1,100,000	\$100,000	10%
Contract Serv.	\$5,000,000	\$5,000,000	\$0	0%
Capital Outlay	\$3,000,000	\$3,000,000	\$0	0%
Other	\$600,000	\$600,000	\$0	0%
<b>TOTAL</b>	<b>\$23,542,885</b>	<b>\$24,900,000</b>	<b>\$1,357,115</b>	<b>5.77%</b>



### THE GENERAL FUND!

### FY 15 (Current Year)

	Budgeted	Anticipated	Positive Difference
FY 15 Revenues	\$ 9,381,833	\$ 9,810,418	\$ 428,585
FY 15 Expenditures	\$ 8,969,930	\$ 8,489,043	\$ 480,887
Ending FY 14			\$ 191,467
<b>FY 15 Net Positive Operating results</b>			<b>\$ 1,100,939</b>

### General Fund Revenue Summary

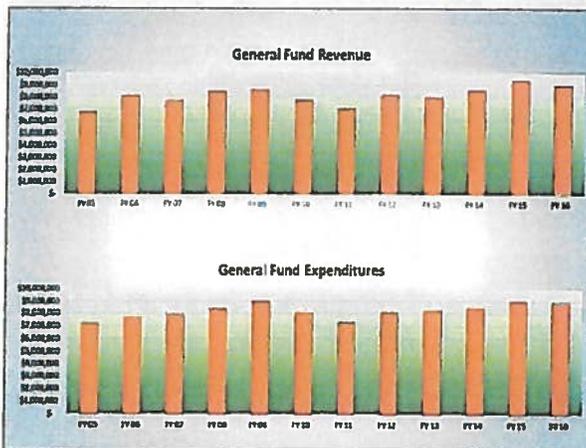
Revenues	Budgeted Fiscal '15	Estimated Fiscal '15	Budget Fiscal '16	Amount of Change	% of Change
Taxes	7,447,510	7,697,468	6,966,947	-480,563	-6.45%
Licenses	651,227	654,527	659,430	8,203	1.26%
Permits	189,000	271,725	201,000	12,000	6.35%
Inter-governmental Revenue	15,640	15,640	13,843	-1,797	-11.49%
Intra-governmental Revenue	280,983	280,983	280,983	0	0.00%
Development Fees	30,753	30,753	0	-30,753	-100.00%
Fines	210,000	225,395	202,000	-8,000	-3.81%
Other Revenue	556,720	633,927	620,722	62,052	11.15%
<b>Total Revenue</b>	<b>9,381,833</b>	<b>9,810,418</b>	<b>8,944,925</b>	<b>-436,908</b>	<b>-4.66%</b>

- Sales tax +\$120K or 0.4%
- Tax Revenue down by -\$481K or -6.45%
- Total Revenues -\$437K or -4.7%

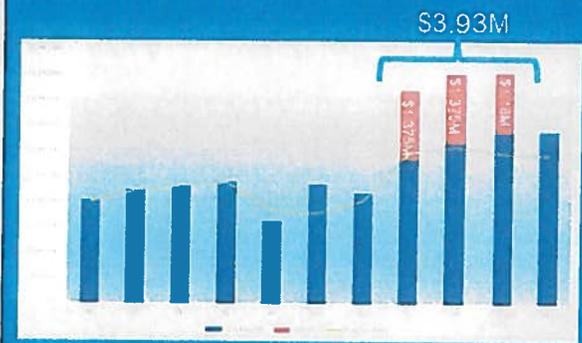
### General Fund Expenditure Summary

	Budgeted FY 15	Estimated FY 15	Budget FY 16	Amount \$ Change	% of Change
Personal Services	\$3,723,762	\$5,888,483	\$3,756,614	\$32,252	0.88%
Commodities	\$788,290	\$699,527	\$801,103	\$12,813	1.63%
Contractual Services	\$1,691,758	\$1,510,628	\$1,743,087	\$31,729	2.06%
Capital Outlay	\$616,120	\$590,425	\$412,644	(\$203,478)	-33.03%
Other	\$150,000	<b>\$1,180,000</b>	\$150,000	\$0	0.00%
<b>G.R. Total Expenses</b>	<b>\$8,969,930</b>	<b>\$9,669,043</b>	<b>\$8,863,248</b>	<b>(\$106,682)</b>	<b>-1.19%</b>

=\$8.45M



### General Fund Balances and operating results!



### Net Positive Operating Results

\$2.75M

\$100K Facilities

\$900K Budget in

Downturn

\$1.7M TAB



Capital repair and replacement fund

To date

\$1.18M

\$120K to premium improvements and engineering for road widening

\$1.06M Transfer to reserve for future projects

Proposed

### How is this possible?

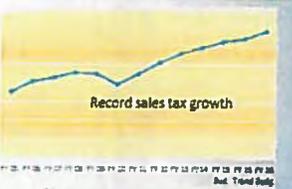


**1. Cost containment.**

**2. Improved local economy**

**3. Overall GF Health**

- ✓ Positive operating
- ✓ Adequate reserves


## General Fund Summary

1. Solidly risk protected
2. Sales tax continues to trend consistently higher
3. Cost Containment remains a key objective
4. Net positive operating results= \$3.93M last three years.






## Enterprise Funds and our customers

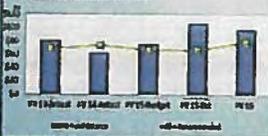
1. Parking Lot
2. Refuse
3. Water
4. Sewer



### Parking Lot

**242,000 customers**

- **FY 16 Revenue=\$305.2K**
  - +\$14.7K
  - + 5%
- **FY 16 Expenses=\$314.4K**
  - +\$44.9K (Repairs/Maint.)
  - + 17%
- **FUND BALANCE**



### Refuse

**335,000 pick ups**

- **FY 16 Revenues=\$1.255M**
  - +\$19.2K
  - + 1.5%
- **FY 16 Expenses=\$1.265M**
  - +\$22.8K
  - +1.85%
- **FY 16 Fund Balance=\$143.8K**



## Some Good News.....

1. No rate increases in FY 16
2. Free Leaf and Branch Pick up
3. Senior Citizen Discounts





## Your Utility System is a big business and you own it!

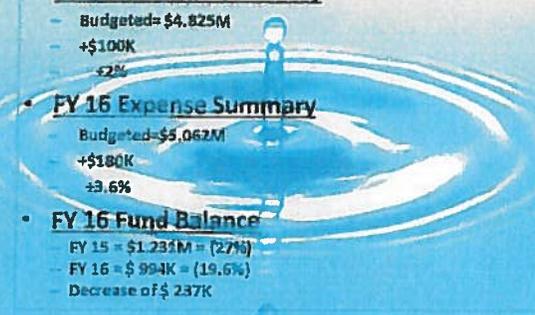
- Represent over \$33M in capital investment by our customers.
- Composed is a \$/M annual business.
  - Pump 650 +/- million gallons of water and treat similar volume of wastewater.
  - Maintain 75 miles of water mains, 5 water storage facilities and 3 pumping stations.
  - Maintain regional WWTP and 12 lift stations.
- Serve over 6,700 customer accounts on a 24/7 basis.






### Water Operating Fund

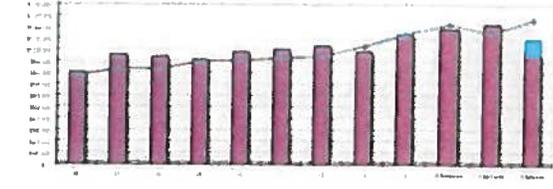
- **FY 16 Revenue Summary**
  - Budgeted= \$4.825M
  - +\$100K
  - +2%
- **FY 16 Expense Summary**
  - Budgeted= \$5.062M
  - +\$180K
  - +9.6%
- **FY 16 Fund Balance**
  - FY 15 = \$1.231M = (27%)
  - FY 16 = \$ 994K = (19.6%)
  - Decrease of \$ 237K



### Water Operating Fund

**OVERALL FUND CONDITION**

- FY15 Net Positive Operation Results to leave fund + \$43K
- FY 16 Fund balance to decrease by (\$237K) to \$994K
- 19.6% or \$271K less than optimal amount
- Should \$100K contingency not be spent a 21% or \$171K less
- Traditionally outperform budget expectations
- Water costs are significant portion of budget
- Green in greater degree of confidence with fund balance levels

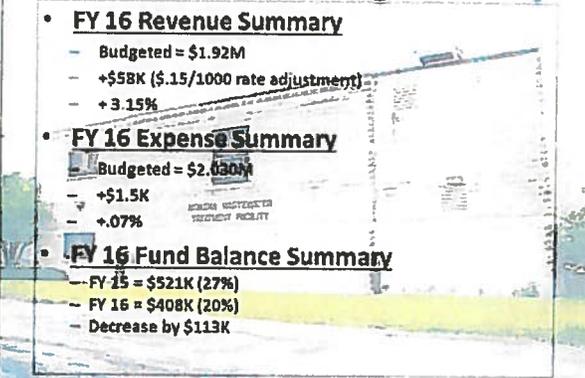


### FY 16 Water Rate Variables

- Current rates in effect until January 1<sup>st</sup>
  - Chicago regional adjustment
  - Upstream Delivery and local costs
  - \$.30/1000+/-
- Determined in late fall of this year
- Adjustments being implemented with February 2016 invoices to customers.

### Sewer Operating Fund

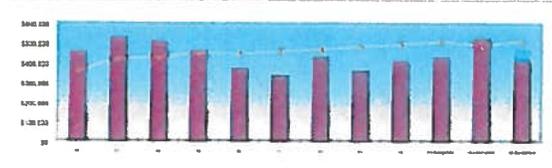
- **FY 16 Revenue Summary**
  - Budgeted = \$1.92M
  - +\$58K (\$.15/1000 rate adjustment)
  - + 3.15%
- **FY 16 Expense Summary**
  - Budgeted = \$2.030M
  - +\$1.5K
  - +.07%
- **FY 16 Fund Balance Summary**
  - FY 15 = \$521K (27%)
  - FY 16 = \$408K (20%)
  - Decrease by \$113K



### Sewer Operating Fund Summary

**OVERALL FUND CONDITION**

- Net positive operation results in FY 15 are expected to leave fund in better position by \$97K
- After 3 years without any rate adjustments..... \$.15/1000 proposed
- FY 16 fund balance expected to decrease by \$113K to \$408K or 20%
- The FY 16 fund balance is below target levels by (\$99K)
- If \$50K contingency not utilized fund balance @ 22% or \$49K less
- We normally outperform budget estimates



### Summary of Water and Sewer Funds

<ul style="list-style-type: none"> <li>• Water           <ul style="list-style-type: none"> <li>- Outperformed budget again last year</li> <li>- Fund balance adequate at this time</li> <li>- Rate adjustment of \$.30/1000+/- (Feb)</li> <li>- \$2.40 per month</li> <li>- \$12.00 for fiscal year</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Sewer           <ul style="list-style-type: none"> <li>- Outperformed budget again last year</li> <li>- Shows signs of structural weakness</li> <li>- After 3 years, a \$.15/1000 rate adjustment</li> <li>- \$1.20 per month</li> <li>- \$14.40 for fiscal year</li> </ul> </li> </ul>
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Major Operating Funds						
BALANCES						
Fund	Begin FY '15	Begin FY '16	Ending FY '16	Benchmark Level	Variance	Actual %
General	\$3,154,024	\$3,295,399	\$3,377,076	\$2,924,872	\$452,204	38%
Water	1,359,600	1,230,767	994,111	1,265,427	(271,316)	20%
Sewer	603,949	\$21,029	408,417	507,508	(99,091)	20%
Parking Lot	61,870	105,463	96,262	78,598	17,664	31%

## Your Investments

1. Infrastructure
2. EAB Program
3. Facilities
4. Equipment

## Your Infrastructure

- ✓ \$1.49M-resurface 5.7 miles of local roads.
- ✓ \$198K-to repair curbs, sidewalks, streets, lights, etc.
- ✓ \$35K-storm water management
- ✓ \$79K- pedestrian related upkeep and improvements
- ✓ \$31K- Wetland upkeep.

## Soft Infrastructure

1. 3,700 Public/Parkway Ash Trees
2. Defined Deliverables
3. Multi-year program
4. Price tag of \$1.7M+/-
5. All cash-funded through positive operating results

**\$407K+/- in FY 16**

## On time and budget!!!

• Currently

- 270 Trees Treated
- 2,300 Trees Removed
- 2,300 Trees Replaced

• End of Next year

- 270 Trees Treated
- 3,400 Trees Removed
- 3,400 Trees Replaced

**\$1.7M**

## Your Facilities

- \$45.3K-Commuter lots
  - \$35.8K- Mc.Gowney lot
  - \$9.7K- Willow Crest Lot
- \$1.2M-To upgrade and replace filter system at WWTP

## Your Equipment

- **\$413K+/- Fleet Replacements**
  - 2 Police vehicles
  - 5 Public Works units
- **\$82K+/- General Equipment**
  - ✓ Equipment replacements and upgrades
  - ✓ Heavy equipment repairs
  - ✓ Utility system equipment upkeep
- **\$33K+/- office technology & equip.**
  - Phone system replaced in PD
  - Broadcast and video recording equipment





### CAPITAL RESERVE FUND BALANCES

Fund	Begin FY '15	Begin FY '16	Ending FY '16
Water Capital	\$1,647,726	\$2,107,011	\$2,183,367
Sewer Capital	1,378,125	1,528,096	327,155
Sewer Plant Replacement	897,730	833,130	702,830
Sewer Plant Expansion	5,562,056	5,387,536	5,315,536
Capital Imp. Repair. Replacement	5,317,751	4,473,074	3,408,627
<b>Totals</b>	<b>\$11,833,411</b>	<b>\$11,328,877</b>	<b>\$11,967,515</b>
			<b>\$2.36M</b>

- WWTU Upgrades
- EAB Program
- Aggressive Infrastructure program

## Let's take a closer look.....

- ✓ Local sales tax all-time high!
- ✓ GF operating position in best shape ever!
- ✓ You owe less debt!
- ✓ Pensions funded well
- ✓ Doing more with less?
- ✓ Cash reserves minimize uncontrollable risk
- ✓ Who is this all about?



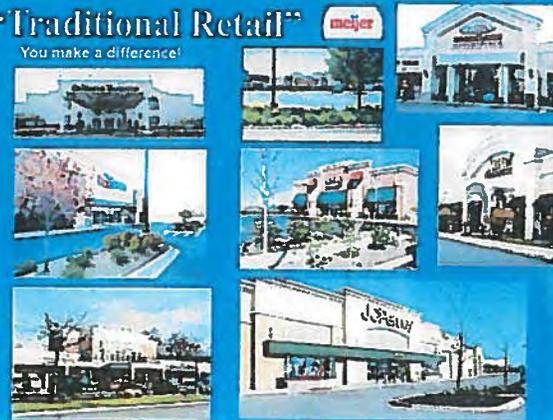
## Sales Tax?

- Since recession sales tax has increased annually.....
  - An average rate of approximately 9%
  - An average dollar amount of \$400K+/-
- From \$3.9M to \$6.7M
- WHY?

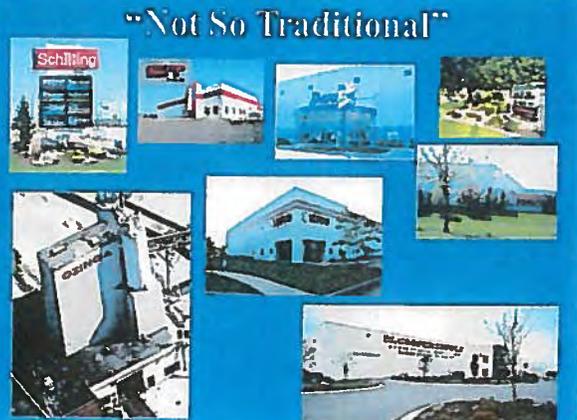


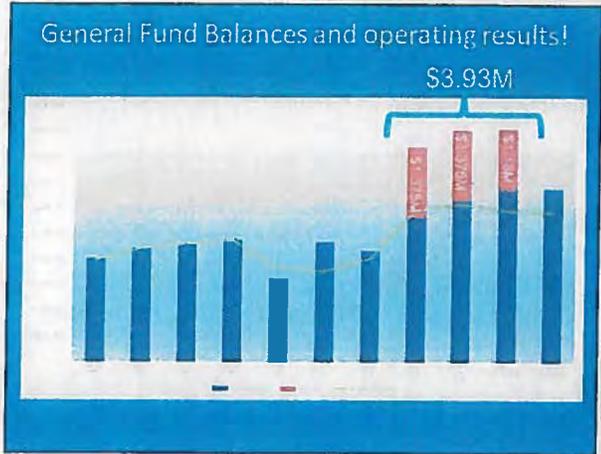
## "Traditional Retail"

You make a difference!



## "Not So Traditional"





### Debt Management

**STANDARD & POOR'S RATINGS SERVICES**  
McGraw Hill Financial

12 Apr 2015 13:31 EDT  
Standard & Poor's Ratings Services has assigned its 'AA+' long-term rating on the charge of Mokena, Illinois 2012 general obligation (GO) advance revenue bonds-refunding bonds.

*Saving you over \$1.2M*



### Mokena police pension fund ranks in top 5 percent statewide

**STAFF REPORT**

A recent report by the Commission on Government Forecasting and Accountability has placed Mokena's police pension fund in the upper echelon in Illinois.

According to a news release from the Village, Mokena ranks 14 out of 390, which is in the top 5 percent of local police pension funds statewide.

This exclusive ranking is due largely to a responsible and disciplined funding approach implemented by Mokena elected officials and pension board representatives over the past several decades, according to the release.

This consistent and well-balanced strategy ensures the following long-term goals are met:

- Current funds are invested and returns utilized to offset future costs
- Expensive and costly "catch up" payments are unnecessary.
- Funding obligations are relatively consistent and will continue to be so for future generations of Mokena residents.
- Funding will be available when needed for Mokena's law enforcement officers

### "Doing more with less"

Less than 4 FT Employees per 1,000 Customers

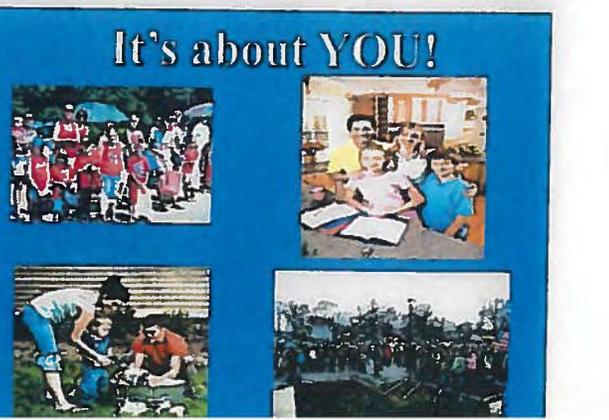
Public Works Department undergoes restructuring.

### Channahon, Mokena, Plainfield rank among safest Illinois cities

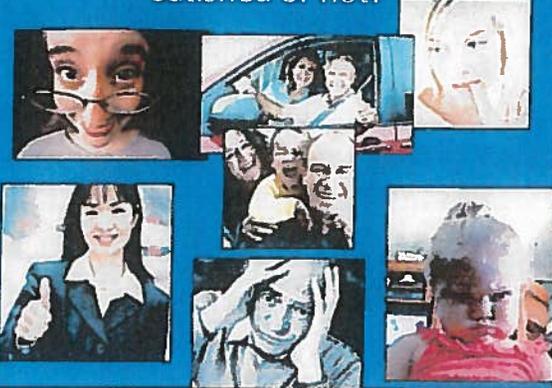
The Daily News • Sunday April 19, 2015 LOCAL NEWS

### Measured Cash Reserves.....

1. Protects customers from unforeseeable events and difficulties.
2. Ensures customer service needs will not be interrupted.
3. Allows time to logically develop corrective actions.
4. Avoids ill thought or hasty decision making.



**Satisfied or not!**



**"The Satisfaction Finish Line"**

1. That while you truly never get there.....
2. You can always try harder and do better.
3. Learn from our mistakes
4. Always keep the customer #1.



**Final Advice.....**

1. We have worked hard to curb costs while focusing on the most important traditional services!
2. We are fortunate to have control over our financial destiny and able to survive influences we have no control over.
3. We should maintain a strong cash position and resist the urge to spend money because it is available.



**4. Utilization of available cash should be.....**

- a) Measured and well thought.
- b) Serve established  & objectives.
- c) Not create ongoing burden or liability.



**Conclusion**



After Administrator Downs concluded his presentation, Mayor Fleischer asked if there were any questions or comments from the public or the Board regarding the budget.

Trustee Metanias congratulated Administrator Downs and Finance Director Barb Damron on an outstanding job on the budget. He hopes Mokena residents see the presentation and how well the Village is doing financially.

Trustee Siwinski emphasized that our non-traditional businesses generate a substantial amount of sales tax and don't impact the police department as much as

traditional businesses do. He complimented Administrator Downs on a great job over the past 25 years.

Trustee Budzyn stated it was an excellent presentation and shows what great shape the Village is in.

Trustee Mazzorana echoed the previous comments and expounded on the benefits of non-traditional businesses. He thanked Administrator Downs on a fine job.

Trustee Richmond thanked Administrator Downs and staff on a fine job and reminded everyone that only \$.04 out of every dollar provides Village services.

Clerk Patt complimented Administrator Downs on how well he presented the budget information.

Trustee Siwinski made a motion to close the public hearing at 8:35 p.m. Trustee Mazzorana seconded.

AYES: (5) Richmond, Metanias, Mazzorana, Budzyn, Siwinski

NAYS: (0)

Absent: (1) Engler

Motion carried

Trustee Mazzorana made a motion to approve Ordinance No. 2015-O-011, an ordinance adopting the Mokena Annual Budget for the Fiscal Year 2015/2016 and authorize the Village President and Village Clerk to execute the same. Trustee Siwinski seconded.

AYES: (5) Richmond, Metanias, Mazzorana, Budzyn, Siwinski

NAYS: (0)

Absent: (1) Engler

Motion carried

Mayor Fleischer thanked Administrator Downs for his budget advice. The Board should be proud of our community from a financial perspective.

## **OLD BUSINESS**

### **FY 16 Municipal Water and Sewer Fee Ordinance**

Finance Director Barb Damron presented to the Board an ordinance amending the Village's sewer rate for the 2016 and 2017 fiscal years. During the May 11, 2015 work session, the Water and Sewer Operating Funds were reviewed. The Board and staff discussed customer impacts along with the long term health of the sewer operating fund which has shown signs of weakness over the past several years. The sewer rate has not been adjusted for the last three years. It was concluded that implementing a \$.15/1000 gallons adjustment in both Fiscal Years 16 and 17 would be the most appropriate course of action. The sewer rate is scheduled to increase from \$3.95/1000 gallons to \$4.10/1000 gallons effective July 1<sup>st</sup> billable in August. A \$.15/1000 adjustment will increase average monthly sewer bills by approximately \$1.20. The budget was prepared with the \$0.15/1000 rate adjustment.

Trustee Mazzorana made a motion to approve Ordinance 2015-O-012, an ordinance pertaining to municipal water and sewer fees and to authorize the Village President and Village Clerk to execute same. Trustee Metanias seconded.

AYES: (5) Richmond, Metanias, Mazzorana, Budzyn, Siwinski

NAYS: (0)

Absent: (1) Engler

Motion carried

**FY 15 Budget Amendments**

Finance Director Barb Damron presented an ordinance amending the Village’s annual budget for the 2015 fiscal year, which ends June 30, 2015.

The proposed amendments are a statutory requirement as a result of four funds exceeding the aggregate appropriated amount due to additional costs. The Village Board reviewed the proposed amendments at the May 26, 2015 work session and agreed that the amendments were appropriate and in keeping with the best interests of the Village.

The proposed ordinance amends the aggregate budget in four funds. The table found below depicts the funds which are proposed for amendment.

Summary FISCAL 2015 Budget Amendments			
Fund Name	Budgeted Amount	Proposed Amendment	Reason/Funding Source
General Fund	\$8,969,930	\$9,675,000	Additional Costs (costs associated with transfer to Capital Imp., Repair & Replacement Fund for Future Improvements)/Additional Revenue and Fund Balance
Refuse Fund	\$1,241,925	\$1,255,000	Additional Costs (costs associated with dumpsters for leaf and branch pickup)/Fund Balance
Plant Expansion Fund	\$150,000	\$195,000	Additional Costs (costs associated with the excess flow facility improvements lots)/Fund Balance
Capital Improvement, Repair & Replacement Fund	\$3,386,718	\$4,640,000	Additional Costs (costs associated with purchase of property at 19747 Wolf Road, road maintenance & EAB programs)/Additional Revenue & Fund Balance

Amendments of this nature are normally proposed at the end of each fiscal year.

Trustee Metanias made a motion to approve Ordinance 2015-O-013 amending the Mokena Annual Budget for Fiscal Year 2014-2015 and to authorize the Village President and Village Clerk to execute same. Trustee Mazzorana seconded.

AYES: (5) Richmond, Metanias, Mazzorana, Budzyn, Siwinski  
NAYS: (0)  
Absent: (1) Engler  
Motion carried

**20406 Plattner Court Special Use Permit**

Economic and Community Development Director Alan Zordan presented a special use permit (SUP) to construct both an attached and detached garage on residential property located at 20406 Plattner Court. Trustee Siwinski exited the Board Room.

The home is currently under construction, with the approved plans showing a breezeway that connects the detached garage to the principle structure. After the permit was issued, the homeowners decided they no longer wished to construct the connection point for aesthetic purposes. By removing the roof connection that was originally proposed for the home, the petitioner then needed a special use permit in order to construct both an attached garage and a detached garage.

Mr. Carroll has indicated that both garages will be utilized for the storage of personal vehicles. The overall square footage and setbacks of both garages as proposed are in compliance with Mokena zoning guidelines.

Mokena's Planning Commission has unanimously recommended the Village Board approve issuance of the SUP requested by Mr. Carroll.

Trustee Mazzorana made a motion to adopt Ordinance No. 2015-O-014 approving a special use permit for Joseph Mroz to construct an attached and detached garage at the property located at 20406 Plattner Court, and authorize the Village President and Village Clerk to execute the same. Trustee Metanias seconded.

AYES: (4) Richmond, Metanias, Mazzorana, Budzyn,  
NAYS: (0)  
Absent: (2) Engler, Siwinski  
Motion carried

**NEW BUSINESS**

**Bid Recommendation for the FY 16 Pavement Routing and Crack Sealing Program**

Village Engineer Paul Pearson presented to the Board that a bid notice was advertised for the pavement routing and crack sealing of various streets throughout the Village. One Bid was received from Denler, Inc., of Mokena in the total amount of \$45,460 to route and seal 56,000 lineal feet of pavement cracks, encompassing approximately 5.4 miles of roadway including Everett Lane from Willow to LaPorte Road, the Bridges Subdivision, The Boulder Ridge Subdivision located south of Francis Road and the streets included in the FY 12 resurfacing Program.

Funding for the contract work is available through motor fuel tax monies, and Denler's low bid is \$9,412.00 less than Mokena's programmed amount of \$54,800.

Trustee Richmond made a motion to award a contract for the Fiscal Year 2016 Pavement Routing and Sealing Program to the lowest bidder, Denler Inc., 19148 S. 104<sup>th</sup> Avenue, Mokena, Illinois, in the amount of \$45,460.00 and to authorize the Village President and Village Clerk to execute same. Trustee Metanias seconded.

AYES: (5) Richmond, Metanias, Mazzorana, Budzyn, Siwinski  
NAYS: (0)  
Absent: (1) Engler  
Motion carried

**Bid Recommendation for the FY 16 Street Patching Program**

Village Engineer Paul Pearson presented to the Board that bids were recently received for the patching of various streets within the corporate limits of the Village.

Bid documents specified approximately 2,500 square yards of patching work to be completed by the successful bidder. The contracted patching work included in the bid package is necessary to repair damaged roadway areas that are too expansive for Village crews and equipment to process expeditiously and efficiently.

The lowest bidder was Gallagher Asphalt of Thornton, Illinois, in the amount of \$60,550. Their total bid price is \$19,450 under the programmed amount of \$80,000.

Due to the fact that this type of work is not exact and sometimes must be adjusted during construction due to road conditions, Village staff is seeking the Village Board's approval to allow staff to increase the scope of work to allow more patching to be completed up to an amount not to exceed the budgeted amount of \$80,000. Additional authorization will allow for approximately 800 additional square yards of patching, or 30% more work to be done.

Trustee Mazzorana made a motion to award a contract for the Fiscal Year 2016 Pavement Patching Program to the lowest bidder, Gallagher Asphalt of Thornton, Illinois, in the amount of 60,550.00 and to award additional work under said contract to Gallagher Asphalt up to an amount of \$19,450.00 and to waive the bidding requirements for said additional work based upon the competitive unit prices contained in the bid for said services, and to authorize the Village President and Village Clerk to execute same. Trustee Richmond seconded.

AYES: (5) Richmond, Metanias, Mazzorana, Budzyn, Siwinski  
NAYS: (0)  
Absent: (1) Engler  
Motion carried

**Bid Recommendation for the FY 16 Street Maintenance Program**

Village Engineer Paul Pearson presented to the Board bids were recently received for the patching and resurfacing of 4.97 miles of Mokena's roadways. The road maintenance program is funded with revenue the Village receives from the ½%

sales tax for roadway improvements authorized by Mokena voters over a decade ago.

This year's program includes streets in the Pinegrove and Forestview Subdivisions, the Country Pond Subdivision, the Manchester Cove Subdivision, the Jenyglenn Subdivision as well as Owens Road from Route 30 to the railroad tracks.

Austin Tyler's low bid came in approximately 8% under the Village's programmed amount of \$1,487,000. Staff is recommending extension of the street maintenance program to include additional streets. Historically, staff will review streets to be included in Mokena's five-year maintenance program and select a street or streets that can be completed within the allotted budgeted funds. During this year's budget process, staff presented a list of eleven additional streets of varying cost that could be added to the program, should favorable bids be received. Accordingly, this year staff is recommending adding Scott Street (\$34,500), Boyer Court (\$11,000), the downtown alleys (\$10,000), Fintan Court (\$33,200) and Bryant Avenue from Wolf Road to midland (\$33,500) to the program. The addition of these roadways will tack on an additional 0.71 miles and bring the total length of maintenance for this year's program to 5.7 miles. This additional work is estimated at approximately \$122,000 based on the unit prices in the bid proposal, and will bring the total cost of the street maintenance program to approximately \$1,485,700, which is still slightly under budget.

Trustee Richmond made a motion to award a contract for the Fiscal Year 2016 Street Maintenance Program to the lowest bidder, Austin Tyler construction Inc., 23343 S. Ridge Road, Elwood, Illinois, in the amount of \$1,363,500.25 and to award additional work under said contract to Austin Tyler Construction up to an amount of \$122,200.00 and to waive the bidding requirements for said additional work based upon the competitive unit prices contained in the bid for said services, and to authorize the Village President and Village Clerk to execute same. Trustee Siwinski seconded.

AYES: (5) Richmond, Metanias, Mazzorana, Budzyn, Siwinski

NAYS: (0)

Absent: (1) Engler

Motion carried

#### **PUBLIC COMMENTS**

Jim Schlegel spoke on behalf of the Crystal Creek wetland and the need for volunteers to help maintain it.

Trustee Mazzorana asked if Mr. Schlegel had approached the schools for volunteers.

#### **VILLAGE ADMINISTRATORS COMMENTS**

Administrator Downs requested Economic Development Director Alan Zordan to update the Board on development and business activities. Mr. Zordan provided an update on pending development projects, announced new businesses, and highlighted businesses offering activities for children this summer.

**TRUSTEE'S COMMENTS**

Trustee Richmond wished everyone a Happy 4<sup>th</sup> of July.

Trustee Metanias commented on the negative publicity that law enforcement personnel receive.

Trustee Mazzorana wished everyone a Happy 4<sup>th</sup> of July and encouraged everyone to go to the open-air market on July 11<sup>th</sup> for a special event featuring Coopers Hawk wine tasting and a 4 piece jazz ensemble .

Trustee Budzyn thanked the Lions Club for their presentation and encouraged everyone to support the Lions and purchase tickets for the Firecracker Dance. He also recognized a boy scout in the audience.

Trustee Siwinski wished everyone a Happy 4<sup>th</sup> of July and offered his support of our police officers.

**CLERK'S COMMENTS**

Clerk Patt echoed everyone's comments.

**MAYOR'S COMMENTS**

Mayor Fleischer encouraged everyone to come out to the 4<sup>th</sup> of July parade.

**ADJOURNMENT**

Trustee Mazzorana made a motion to adjourn the Regular Session at 9:11 p.m. Trustee Siwinski seconded.

AYES: (5) Richmond, Metanias, Mazzorana, Budzyn, Siwinski

NAYS: (0)

Absent: (1) Engler

Motion carried

Respectfully submitted,

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Frank A. Fleischer, Mayor

ATTEST:

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Patricia Patt, Village Clerk