

**VILLAGE BOARD  
COMMITTEE OF THE WHOLE MEETING**

**MAY 12, 2014 - 7:30 P.M.\*  
(\*IMMEDIATELY FOLLOWING THE VILLAGE BOARD MEETING)  
LEMONT VILLAGE HALL  
418 MAIN ST.  
LEMONT, IL 60439**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. DISCUSSION ITEMS**
  - A. FY 14 BUDGET AMENDMENT DISCUSSION  
(ADMIN./FINANCE)(REAVES/SNIEGOWSKI)(SCHAFFER/SMITH)**
  - B. THREE WAY STOP SIGN REQUESTED AT DRAWBRIDGE LANE AND CAMELOT LANE  
DISCUSSION  
(POLICE DEPT.)(MIKLOS)(SHAUGHNESSY)**
  - C. PURCHASING CARD RFP DISCUSSION  
(ADMIN./FINANCE)(REAVES/SNIEGOWSKI)(SCHAFFER/SMITH/FRIEDLEY)**
- IV. UNFINISHED BUSINESS**
- V. NEW BUSINESS**
- VI. AUDIENCE PARTICIPATION**
- VIII. ADJOURN**

# Village Board

## Agenda Memorandum

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To: Mayor & Village Board

From: George Schafer, Village Administrator  
Chris Smith, Finance Director

Subject: FY 14 Budget Amendment

Date: May 10, 2014

### **BACKGROUND/HISTORY**

Per State Statute a budget needs to be adopted by the Board before the beginning of the fiscal year and can be amended with Board approval during the course of the fiscal year. On April 22, 2013 the Village passed ordinance 0-20-13 adopting the FY2013-2014 Budget and Capital Improvement Plan. This budget was amended by ordinance 0-27-13 and ordinance 0-39-13.

Fiscal Year 2013-2014 concluded on 04/30/2014. Staff is preparing work papers for the year-end audit. Work papers include accruals of both revenues and expenditures; additionally the payroll on May 16, 2014 will be split between fiscal year 2013-2014 and fiscal 2014-2015. At this time staff is confident that increasing funds per the attached will provide the amounts necessary for year-end processing. In the General Fund, excess revenues will be used to offset the added expenditures. Line item detail will be provided at the June 9<sup>th</sup> meeting.

This amendment changes various revenues as well as expenditures. Revenue changes include increase in retail sales tax, grant revenues, and reimbursement for services. Expenditure changes include increases due to reorganizations, awarded contracts, emergency repairs, and seasonal expenditures.

### **RECOMMENDATION**

Authorize staff to present an ordinance amending the budget for fiscal year 2013-2014 at the June 9, 2014 Village Board meeting.

Village of Lemont  
 FY2013-2014 Budget Amendment  
 As of May 10, 2014

**Expenditures**

**General Fund**

Administration	Recording of Legal Notices	\$ 8,000
	Printing costs (incl. postage)	7,000
	Legal Expenditures	30,000
Finance	Part Time Accountant	2,000
	Misc	3,000
Emergency Management	Vehicle (insurance reimb)	4,000
	Siren Replacement	8,000
	Misc	1,000
Public Works	IRMA deductible	9,000
	Fleet Services (fuel, ot, etc)	70,000
Planning and Economic Development	Long Run Grant	50,000
	Engineering Work	20,000
Information Technology	New World	15,000
	Misc	5,000
General	Transfer to Social Security	40,000
		<u>\$ 272,000</u>
<b>IMRF</b>	Increase in rate	\$ 42,000
<b>Social Security</b>		\$ 80,000
<b>State Forfeiture</b>	Seized Vehicles	\$ 20,000
<b>Vehicle Replacement Fund</b>	Seized Vehicle	\$ 6,000
<b>Downtown TIF</b>	Capital Projects	\$ 100,000
<b>SSA #1</b>	Debt Service Bond Fee	\$ 2,625

**Village Board  
Agenda Memorandum**

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To: Mayor & Village Board

From: Chief Kevin W. Shaughnessy

Date: April 29, 2014

Re: **Three way stop sign requested at Drawbridge Lane and Camelot Lane**

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**BACKGROUND/HISTORY**

The Police Department has recommended a three way stop at the intersection of Drawbridge Lane and Camelot Lane. A traffic study was conducted and traffic counts indicated the 3 way stop is warranted. The intersection is north of a curve and carries a heavy volume of traffic. Handicap children live nearby also.

**PROS/CONS/ALTERNATIVES (IF APPLICABLE)**  
**RECOMMENDATIONS**

Stop Signs to be erected at the intersection of Drawbridge Lane and Camelot Lane.

**ATTACHMENTS**

Ordinance

**SPECIFIC VILLAGE BOARD ACTION REQUIRED**

Ordinance approval

# **Village Board**

## **Agenda Memorandum**

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**To:** Mayor & Village Board

**From:** George Schafer, Village Administrator  
Chris Smith, Finance Director  
Ted Friedley, Financial Analyst

**Subject:** Purchasing Card RFP

**Date:** May 7, 2014

### **BACKGROUND/HISTORY**

On March 25, 2014 the Village issued a Request for Proposals (RFP) for Purchasing Card Services. The RFP was posted on the Village's website and nine Banks were sent the proposals via email. The objectives of the proposal were to engage in a find a program that utilizes electronic processing to reduce or eliminate certain types of paper-based processing thereby saving Village employees' time and effort and streamlining payments to vendors without sacrificing accuracy and policy compliance.

### **DISCUSSION**

The proposals were due to the Finance office on May 2, 2014. The following four banks submitted proposals:

1. MB Financial
2. First Midwest
3. Chase
4. Bank of America

Based upon price and references staff recommends that the Village awards First Midwest the contract.