



**Forest Preserve District of Cook County  
Board of Commissioners**

**Finance Committee**

**Tuesday, November 14, 2017**

**10:30 AM**

**Cook County Building, Board Room,  
118 North Clark Street, Chicago, Illinois**

**NOTICE AND AGENDA**

**There will be a meeting of the committee or subcommittee of the Forest Preserve District of Cook County Board of Commissioners at the date, time and location listed above.**

**PUBLIC TESTIMONY**

Authorization as a public speaker shall only be granted to those individuals who have submitted in writing, their name, address, subject matter, and organization (if any) to the Secretary 24 hours in advance of the meeting. Duly authorized public speakers shall be called upon to deliver testimony at a time specified in the meeting agenda. Authorized public speakers who are not present during the specified time for public testimony will forfeit their allotted time to speak at the meeting. Public testimony must be germane to a specific item(s) on the meeting agenda, and the testimony must not exceed three minutes; the Secretary will keep track of the time and advise when the time for public testimony has expired. Persons authorized to provide public testimony shall not use vulgar, abusive, or otherwise inappropriate language when addressing the Board; failure to act appropriately; failure to speak to an item that is germane to the meeting, or failure to adhere to the time requirements may result in expulsion from the meeting and/or disqualify the person from providing future testimony.

[17-0428](#)

**COMMITTEE MINUTES**

Approval of the minutes from the meeting of 10/24/2017

[17-0421](#)

**RECOMMENDATION OF THE FINANCE SUBCOMMITTEE (WORKERS'  
COMPENSATION)**

Finance Subcommittee Meeting on Workers' Compensation -11/14/2017

The Finance Subcommittee on Workers' Compensation met on the above listed date and recommends the following for approval:

Workers' Compensation Claims approved Fiscal Year 2017 to present: \$353,404.53  
Workers' Compensation Claims to Be Approved: \$7,913.33

[17-0399](#)

**RECOMMENDATION OF THE FINANCE SUBCOMMITTEE (LITIGATION)**

Finance Subcommittee Meeting on Litigation -10/24/2017

The Finance Subcommittee on Litigation met on the above listed date and recommends the following for approval:

Proposed Settlements Approved Fiscal Year 2017 to Present: \$1,920,316.39  
Proposed Settlements to Be Approved: \$60,346.50

Legal Fees Approved Fiscal Year 2017 to Present: \$807,167.25  
Legal Fees for 10/24/2017 to Be Approved: \$43,123.18

[17-0398](#)

**Presented by:** ARNOLD RANDALL, General Superintendent

**PROPOSED DISBURSEMENT**

**Department(s):** Planning & Development

**Action:** Disbursement Approval

**Payee:** Meru Corporation, Niles, Illinois

**Good(s) or Service(s):** Construction Services

**Fiscal Impact:** \$381,600.00

**Accounts:** Recreation Landscape Improvement Account 51056-560060

**Contract Number(s):** 17-80-16

**District(s):** 9 & 17

**Summary:** New water service for South Police Headquarters and Schiller Woods flush toilet

**17-0408**

**Presented by:** ARNOLD RANDALL, General Superintendent

**PROPOSED DISBURSEMENT**

**Department(s):** Planning & Development

**Action:** Disbursement Approval

**Payee:** Matthew Paving, Inc., Oak Lawn, Illinois

**Good(s) or Service(s):** Construction Services

**Fiscal Impact:** \$226,519.57

**Accounts:** Site Amenities Account; 51057.560060

**Contract Number(s):** 17-80-01

**District(s):** 5, 6 and 16

**Summary:** National Grove South, Thorn Creek Police Headquarters, Thorn Creek Division Headquarters, Sweet Woods and Calumet Woods Pavement and Sewer Repairs

[17-0353](#)

**Presented by:** ARNOLD RANDALL, General Superintendent

**PROPOSED BID RECOMMENDATION**

**Department:** Resource Management

**Request:** Authorization for the Forest Preserves of Cook County (the "Preserves") to enter into a contract with Encap, Inc., DeKalb, Illinois

**Reason:** Contract #17-31-122 consists of 11.65 acres of tree and brush removal in accordance with the Preserves' specifications in Region 7, Sag Valley Division. Encap, Inc. was the lowest responsible bidder

of the eight (8) bidders.

**Bid Opening Date:** 9/29/2017

**Bid Results:**

1. ~~Atrium, Inc., \$16,274.90~~
2. Encap, Inc., \$40,134.25
3. Semper Fi Yard Services, \$42,406.00
4. Tallgrass Restoration, \$48,347.50
5. Applied Ecological Services, \$54,890.96
6. KGI Landscaping, \$59,415.00
7. Groundskeeper Landscaping, \$111,840.00
8. Homer Tree Service, \$139,800.00

\*\*Deficiencies were noted with respect to Atrium, Inc.'s qualifications which prohibited it from being deemed the lowest responsible bidder.

**Estimated Fiscal Impact:** \$40,134.25

**Contract Period:** Date of execution - 12/31/19, with a twelve (12) month extension option to account for potential suboptimal weather or ground conditions

**Account Name/Number:** EAB Tree Removal 51009.521456, Vegetation Management 51009.521455, Habitat Enhancement 51009.521452, Habitat Restoration 51009.521444, Mitigation Accounts: 51010.29982 and 51010.22522

**District:** 17

**Concurrence(s):**

The Chief Attorney and Chief Financial Officer have approved this item.

The Vendor has met the Minority and Women Business Enterprise Ordinance Provisions.

[17-0076](#)

**Presented by:** ARNOLD RANDALL, General Superintendent

**REPORT**

**Department:** Finance and Administration

**Request:** Receive and File

**Report Title:** Corporate Fund Analysis of Revenue and Expense

**Report Period:** 1/1/2017 - 9/30/2017

**Summary:** Detailed Fund Analysis Revenue and Expense report for September 2017.

[17-0338](#)

**Sponsored by:** TONI PRECKWINKLE, President, Forest Preserve District of Cook County Board of Commissioners

## PROPOSED ORDINANCE

### 1-8-1(B): RECEIPTS OF MONEY

**BE IT ORDAINED**, by the Forest Preserve District of Cook County Board of Commissioners, that Title 1 - Administrative, Chapter 8 - District Finances, Section 1(B) - Receipts of Money of the Forest Preserve District Cook of County Code is hereby enacted as Follows:

#### Sec. 1-8-1: RECEIPTS OF MONEY.

- A. The heads of departments shall transmit all moneys of the Forest Preserve District received by them to the Comptroller and take his receipt therefor.
- B. Payment Via Credit Card. With respect to any fine, fee, charge, or cost imposed by, owing to, or collected by or on behalf of the District, the District is authorized to accept electronic payment by credit card.

The District may impose a convenience fee or surcharge upon such payments to the extent allowable under the applicable credit card service agreement. Such convenience fee shall not exceed the actual cost to the District for such transactions. Alternatively, the District may enter into agreements, with one or more financial institutions, Internet companies, or other business entities to act as third party payment agents for the payment of fees. These agreements may authorize the third party payment agent to retain a service fee out of the payments collected, or to impose an additional convenience fee. Any credit card service provider, financial institution, Internet company, or other business entity to be selected by the District in connection with credit card payments to the District shall be procured in accordance with the District's Code of Ordinances. If a convenience fee is charged, such fee must be clearly posted.

Receipt by the District of the amount of the fee or other charge paid by credit card or through a third party payment agent authorized by the District, less the amount of any service fee retained

under the District's agreement with the credit service provider or third party payment agent, shall be deemed receipt of the full amount of the fee or other charge and shall discharge the payment obligation in full.

For purposes of this section, "credit card" shall mean an instrument or device, whether known as a credit card, bank card, charge card, debit card, automated teller machine card, secured credit card, smart card, electronic purse, prepaid card, affinity card, or by any other name, issued with or without fee by an issuer for the use of the holder to obtain credit, money, goods, services, or anything else of value.

**Effective date:** This ordinance shall be in effect immediately upon adoption

**Legislative History :** 10/24/17 - FPD Board of Commissioners - refer to the Finance Committee

[17-0234](#)

**Sponsored by:** TONI PRECKWINKLE, President, Forest Preserve District of Cook County Board of Commissioners

#### **PROPOSED ORDINANCE AMENDMENT**

Title 1 Chapter 8 Section 2: Contracts and Purchases

**BE IT ORDAINED**, by the Forest Preserve District of Cook County Board of Commissioners, that Title 1 - Administrative, Chapter 8 - District Finances, Section 2 - Contracts and Purchases of the Forest Preserve District of Cook County Code is hereby amended as Follows:

#### **Sec. 1-8-2. Contracts and Purchases.**

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- I. *Powers and duties of Purchasing Agent:* The District Purchasing Agent shall, pursuant to the terms, exceptions, or restrictions established by this Code and the President and Board of Commissioners:
  1. Purchase or contract for all supplies, materials and equipment, and contractual services required by any Office, department, institution or agency of the District subject to the provisions, restrictions and limitations of this Subsection;
  2. Establish and enforce standard and non-standard specifications established in accordance with this Subsection which shall apply to all supplies, materials and equipment purchased for the use of any Office, department, institution or agency of the District;
  3. Transfer to or between, and/or assign to the various offices, departments, institutions or agencies

of the District and the Forest Preserves Foundation (as an approved Donee), or otherwise trade in and/or sell supplies, materials and equipment that are surplus, obsolete, abandoned, or unusable, except for such property which has been approved for donation as a charitable contribution per Section 1-8-2(O) below;

4. Have charge of such other purchasing activities as the Board of Commissioners may assign from time to time;
5. Distribute or cause to be distributed to the various Offices, departments, institutions or agencies of the District all supplies, materials and equipment purchased by the Office of the Purchasing Agent;
6. Require all vendors to submit a notarized certification or affidavit of their compliance with all requirements imposed by this Subsection on forms promulgated by the Purchasing Agent, which shall include, but shall not be limited to: an affirmation that the vendor is a registered business in good standing with the State of Illinois and, in the case of a contractor operating under an assumed name, with the County Clerk, and an affirmation with respect to Section 1-8-2(U) of this Ordinance (Child Support), Section 1-8-2(D) of this Ordinance (Taxes and Fees) and that said vendor is in compliance with the District's Ethics Act including the provisions regarding receiving and soliciting gifts and favors as well as the limitations of contributions to candidates and elected officials and an economic disclosure statement disclosing all persons or entities who have made lobbying contacts on behalf of the vendor with respect to the contract.

Except as otherwise expressly provided by law, no supplies, materials or equipment or contractual services shall be purchased or contracted for by any Elected Official, department, institution or agency of the District, or by any officer or employee thereof, but all such supplies, materials, equipment or contractual services shall be purchased or contracted for by such Purchasing Agent in accordance with this Subsection.

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*O Purchase Procedure:*

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*6. Distribution of assets:*

- a. ~~Notwithstanding any other provisions of this section, the District Board reserves the right to designate certain unusable, surplus and/or obsolete personal property, equipment or other property~~ The Purchasing Agent, in conjunction with the applicable District department(s), is authorized to approve or deny the distribution of supplies, materials and equipment that have been declared unusable, surplus, abandoned, and/or obsolete per Section 1-8-2(I) above (hereinafter referred to collectively as "assets" for distribution for purposes of this Subsection 6) as charitable donations. Assets may be designated for distribution as

charitable donations as specifically authorized by State of Illinois statute(s), or if:

- (1) A determination has been made that the assets are not needed by any department or division of the District;
- (2) The assets are of a type that would provide a beneficial service in ~~either the medical, or education fields to a another entity~~ education, public safety, social services, environmental, and/or conservation fields; and
- (3) The recipient of the assets is a legitimate nonprofit organization, or a local or foreign governmental entity.

b. The assets shall be transferred by an appropriate instrument of transfer, which shall include:

- (1) A provision that requires the recipient to use the property in a manner that primarily promotes the implementation or improvement of ~~educational~~ services available to the public via the medical, education, public safety, social services, environmental, and/or conservation fields; and
- (2) A provision that indicates that ownership of the assets automatically reverts to the District if the entity at any time fails to use the property in that manner.

~~The responsibility for determining the recipient of the donation, pursuant to the above guidelines shall reside in the Office of the President of the District Board, with approval by the District Board.~~

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**Effective date:** This ordinance shall be in effect immediately upon adoption.

**Legislative History :** 7/20/17 - FPD Board of Commissioners - refer to the Finance Committee

[17-0315](#)

**Sponsored by:** TONI PRECKWINKLE, President, Forest Preserve District of Cook County Board of Commissioners

#### **PROPOSED ORDINANCE AMENDMENT**

#### **TITLE 4 - MOTOR VEHICLES AND TRAFFIC, CHAPTER 2 - PARKING REGULATIONS**

**BE IT ORDAINED**, by the Forest Preserve District of Cook County Board of Commissioners, that Title 4 - Motor Vehicles and Traffic, Chapter 2 - Parking Regulations, is hereby amended as follows:

**Sec. 4-2-1: General Parking.**

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Any person found in violation of any provision of this Section will be fined fifty dollars (\$50.00) ~~thirty five dollars (\$35.00)~~. A separate and distinct offense shall be regarded as committed each four-hour period in which the owner of the vehicle continues or permits any such violation to continue, or fails to make a reasonable effort to comply.

**Sec. 4-2-2: Stopping, Standing and Parking, Prohibited in Various Locations.**

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Any person who shall violate or fail to comply with any provision of the above section shall be fined fifty dollars (\$50.00) ~~thirty five dollars (\$35.00)~~ for each offense. A separate and distinct offense shall be regarded as committed each four-hour period in which the owner of the vehicle continues or permits any such violation to continue, or fails to make a reasonable effort to comply.

**Sec. 4-2-3: Violation of Posted Signs; Penalty.**

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B. Any person that stops, stands or parks a vehicle contrary to what is indicated on a sign erected in accordance with Subsection A. shall be punished by a fine of fifty dollars (\$50.00) ~~thirty five dollars (\$35.00)~~ for each offense. A separate and distinct offense shall be regarded as committed each day, during which the owner of the vehicle continues or permits any such violation to continue, or fails to make a reasonable effort to comply.

**Sec. 4-2-5: General Parking Restrictions.**

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D. *Penalty:* Any person who violates Subsection A., B. or C. shall be fined fifty dollars (\$50.00) ~~thirty five dollars (\$35.00)~~ for each offense. A separate and distinct offense shall be regarded as committed each four-hour period in which the owner of the vehicle continues or permits any such violation to continue, or fails to make a reasonable effort to comply.

**Sec. 4-2-7: Loading Zones.**

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B. *Use Restrictions:* It shall be unlawful for the operator of a vehicle to stop, stand or park said vehicle in any place marked as a passenger or loading zone, other than for the expeditious loading or

unloading of passengers, or for the unloading and delivery or pickup and loading of materials, and in no case shall the stop for loading and unloading of materials exceed thirty (30) minutes. Any person in violation of this Subsection shall be fined fifty dollars (\$50.00) ~~thirty five dollars (\$35.00)~~. A separate and distinct offense shall be regarded as committed each four-hour period in which the owner of the vehicle continues or permits any such violation to continue, or fails to make a reasonable effort to comply.

**Sec. 4-2-10: Unattended Motor Vehicles.**

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C. Any person who violates Subsection A. shall be fined fifty dollars (\$50.00) ~~thirty five dollars (\$35.00)~~ for each offense. A separate and distinct offense shall be regarded as committed each four-hour period in which the owner of the vehicle continues or permits any such violation to continue, or fails to make a reasonable effort to comply.

**Sec. 4-2-11: Parking Meters or Other Devices.**

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B. These provisions shall not apply during such hours of the day as designated from time to time by order of the General Superintendent. Any person who violates any part of Subsection A. shall be fined fifty dollars (\$50.00) ~~thirty five dollars (\$35.00)~~ for each offense. A separate and distinct offense shall be regarded as committed each four-hour period in which the owner of the vehicle continues or permits any such violation to continue, or fails to make a reasonable effort to comply.

**Sec. 4-2-12: Removal of Parking Permit Notice of Violation.**

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B. Every person convicted of a violation of any provision of this section shall be fined not less than two hundred and fifty dollars (\$250.00) ~~two hundred dollars (\$200.00)~~.

**Effective date:** This ordinance amendment shall be in effect ten (10) days after publication.

**Legislative History :** 10/24/17 - FPD Board of Commissioners - refer to the Finance Committee

A handwritten signature in blue ink that reads "Matthew B. DeLeon". The signature is written in a cursive style with a large initial 'M'.

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Secretary

Chairman: Goslin

Vice-Chairman: Deer

Members: Committee of the Whole

REVENUE AND EXPENSE REPORT

FOREST PRESERVE DISTRICT OF COOK COUNTY  
CORPORATE FUND ANALYSIS OF REVENUE AND EXPENSES  
AS OF September 30, 2017

REVENUES	2016 Budget	2017 Budget	Sep-16	Sep-17	Year-to-Year Current Month Difference	Year-to- Date % of Total Budget
			Year-to-Date Actuals	Year-to-Date Actuals		
Property Taxes	\$ 48,009,330	\$ 48,817,810	46,916,807	47,113,686	\$ 196,879	97%
Personal Property Taxes	\$ 3,090,350	\$ 2,104,080	2,185,590	2,015,191	\$ (170,399)	96%
Golf	\$ 760,000	\$ 700,000	351,328	442,974	\$ 91,646	63%
Concessions	\$ 350,000	\$ 390,000	243,112	277,874	\$ 34,762	71%
License Agreements	\$ 2,193,000	\$ 2,444,000	2,963,450	1,171,856	\$ (1,791,594)	48%
Land Use Fees	\$ 257,500	N/A	216,085	29,188	\$ (186,897)	N/A
Winter Sports	\$ 32,500	\$ 27,000	850	4,003	\$ 3,153	15%
Equestrian Licenses	\$ 52,000	\$ 52,000	50,541	47,546	\$ (2,995)	91%
Miscellaneous Income	\$ 100,000	\$ 100,000	135,879	106,887	\$ (28,992)	107%
Picnic and Permit Fees	\$ 1,150,000	\$ 1,250,000	1,273,322	1,576,303	\$ 302,981	126%
Pool Fees	\$ 450,000	\$ 600,000	651,314	517,545	\$ (133,769)	86%
Fines	\$ 331,800	\$ 385,000	274,187	242,746	\$ (31,441)	63%
Campgrounds	\$ 425,000	\$ 425,000	321,922	482,071	\$ 160,149	113%
Interest	\$ 50,000	\$ 50,000	-	189,033	\$ 189,033	378%
Intergovernmental Sources	\$ 200,500	\$ 200,500	-	-	\$ -	0%
Transfer In Corporate Fund	\$ 8,200,000	\$ 3,910,000	-	-	\$ -	0%
<b>TOTALS</b>	<b>\$ 65,651,980</b>	<b>\$ 61,455,389</b>	<b>\$ 55,584,387</b>	<b>\$ 54,216,903</b>	<b>\$ (1,367,484)</b>	<b>88%</b>

REVENUE AND EXPENSE REPORT

FOREST PRESERVE DISTRICT OF COOK COUNTY  
CORPORATE FUND ANALYSIS OF REVENUE AND EXPENSES  
AS OF September 30, 2017

EXPENDITURES	2016 Budget	2017 Budget	Sep-16	Sep-17	Year-to-Year Current Month Difference	Year-to-Date % of Total Budget
			Year-to-Date Actuals	Year-to-Date Actuals		
General Office	\$ 2,471,393	\$ 2,595,537	\$ 1,807,271	\$ 1,803,069	\$ (4,202)	69%
Finance & Administration	\$ 1,966,412	\$ 2,113,635	\$ 1,558,493	\$ 1,565,125	\$ 6,632	74%
Human Resources	\$ 892,892	\$ 778,485	\$ 538,378	\$ 499,139	\$ (39,239)	64%
Resource Management	\$ 4,395,744	\$ 4,711,826	\$ 3,323,473	\$ 3,418,732	\$ 95,259	73%
Conservation & Experiential Programming	\$ 5,768,101	\$ 5,276,524	\$ 3,478,121	\$ 3,586,879	\$ 108,758	68%
Permit, Concessions & Volunteer Resources	\$ 1,297,784	\$ 1,399,260	\$ 987,898	\$ 953,332	\$ (34,566)	68%
Landscape Maintenance	\$ 10,127,255	\$ 11,015,372	\$ 7,727,549	\$ 7,893,790	\$ 166,241	72%
Facility Maintenance & Fleet	\$ 9,443,454	\$ 9,372,276	\$ 5,450,730	\$ 5,283,890	\$ (166,840)	56%
Resident Watchmen Facilities	\$ 257,500	N/A	\$ 142,900	N/A	N/A	N/A
Legal Department	\$ 1,178,764	\$ 1,258,973	\$ 964,104	\$ 892,919	\$ (71,185)	71%
Law Enforcement	\$ 8,989,374	\$ 9,523,545	\$ 7,260,230	\$ 7,104,289	\$ (155,941)	75%
Planning & Development	\$ 1,813,721	\$ 1,961,971	\$ 1,425,305	\$ 1,403,877	\$ (21,428)	72%
District-Wide Services	\$ 8,849,586	\$ 7,537,986	\$ 3,153,764	\$ 2,472,182	\$ (681,582)	33%
Transfer Out of Corporate Fund	\$ 8,200,000	\$ 3,910,000	\$ 4,100,000	\$ 1,955,000	\$ (2,145,000)	50%
<b>TOTALS</b>	<b>\$ 65,651,980</b>	<b>\$ 61,455,391</b>	<b>\$ 41,918,216</b>	<b>\$ 38,832,223</b>	<b>\$ (3,085,993)</b>	<b>63%</b>