



City Council
COMMITTEE OF THE WHOLE
City of Belvidere, Illinois

Alderman Sheryl Prather	Chairman Building
Alderman Natalie Mulhall	Vice-Chairman Building
Alderman Ric Brereton	Chairman Finance and Personnel
Alderman Wendy Frank	Vice -Chairman Finance and Personnel
Alderman Tom Porter	Chairman Planning & Zoning
Alderman Mike McGee	Vice-Chairman Planning & Zoning
Alderman Clayton Stevens	Chairman Public Safety
Alderman Matthew Fleury	Vice-Chairman Public Safety
Alderman Marsha Freeman	Chairman Public Works
Alderman Daniel Snow	Vice-Chairman Public Works

AGENDA

November 28, 2022
6:00 p.m.
City Council Chambers
401 Whitney Blvd., Belvidere, Illinois

Call to Order:

Roll Call:

Public Comment:

Public Forum:

(A) Appointment of Matthew Branom to the Police Pension Fund.

Reports of Officers, Boards, and Special Committees:

1. Public Safety, Unfinished Business: None.

2. Public Safety, New Business:
 - (A) Police Department – Update.
 - (B) Police – Request to Purchase 3 Dodge Chargers.
 - (C) Fire Department – Update.
3. Finance & Personnel, Unfinished Business: None.
4. Finance & Personnel, New Business:
 - (A) Finance Department – Update.
 - (B) Announcement of Estimated Tax Levy for Tax Year 2022.
 - (C) 2022 Tax Levy Request from the Belvidere Firefighters’ Pension Board.
 - (D) 2022 Tax Levy Request from the Belvidere Police Pension Board.
 - (E) 2022 Tax Levy Request from the IDA Public Library.
 - (F) ComEd’s Powering the Holidays Grant Program.
 - (G) Contract for Cleaning Services – City Hall.
5. Other:
 - (A) MFT Overlay Project – Change in Plans Form.
6. Adjournment:

Memo

To: Aldermen and Police Pension Board
From: Mayor Clinton Morris
cc: City Clerk
Date: November 18, 2022
Re: Appointment of Matthew Branom to the Police Pension Board

Please be advised I have appointed Mathew Branom to the Police Pension Board pursuant to section 3-128 of the Illinois Pension Code (40 ILCS 5/3-128). This appointment is to fill the current vacancy for the unexpired term ending April 30, 2023.



BELVIDERE
POLICE

Matthew Wallace
Deputy Chief—Investigations

Shane Woody
Chief of Police

Patrick Gardner
Deputy Chief—Patrol

615 N. Main Street - Belvidere, IL 61008 - Phone: 815-544-9626 - Fax: 815-544-9603 - www.ci.belvidere.il.us

TO: Mayor Morris and City Council
FROM: Chief Shane Woody
DATE: November 28, 2022
RE: Request to Purchase 3 Dodge Chargers

The Belvidere Police Department is requesting to purchase three (3) state bid 2023 Dodge Chargers with extended warranty from Kunes of Belvidere in the amount of \$38,982 each.

These vehicles will be replacing three current squad cars on the patrol fleet:

1. 2017 Dodge Charger, 71,633 miles, 8,049 engine hours = 241,470 engine miles, Approximately \$9,000 in maintenance in last 5 years.
2. 2015 Dodge Charger, 74,473 miles, 9,117 engine hours = 273,500 engine miles, Approximately \$14,000 in maintenance in last 5 years, approximately \$8,000 in maintenance in the last 3 years.
3. 2017 Dodge Charger, 85,097 miles, 11,194 engine hours = 335,800 engine miles, approximately \$10,600 in maintenance costs in last 5 years. Currently has a blown engine with an estimate of \$7,930 dollars to replace.

In addition to the vehicle price there will be additional equipment and upfitting costs of \$22,250 dollars. This includes lighting, camera, graphics, computer, radar, and installation.

This request was approved and budgeted in the Capital Fund for the 2023 fiscal year.

Motion: To purchase three 2023 Dodge Chargers, warranties, equipment and installation at a cost of \$183,696. Payment to come from the 2023 Capital Fund line item.



BILL OF SALE

Salesperson: Ken Pinson

Purchaser:	Belvidere Police Dep	Phone:	(815) 544-9256
Co-Purchaser:		Phone:	
Street Address:	615 N Main St		
City:	Belvidere	State:	IL
Zip Code:	61008	County:	Boone
Email Address:			

New Used

Stock #:

Date of Order: 11/11/2022

Finance Cash Lease

Anticipated Delivery Date: 11/11/2022

	Year	Make	Model	Color	Miles	Vin Number
Purchased	2023	Dodge	Charger			
Trade In						
2nd Trade						

Other Conditions of Sale:

THE ORDERED VEHICLE MUST BE LOCATED
 Mileage on Delivery will not exceed: _____
 Desired trim, options, and color configuration
 agreed upon and attached to this buyers order.
Order Non-Cancelable and Deposit Non-Refundable
if dealer locates vehicle and customer fails to take
delivery of vehicle.

The appraisal of the trade in(s) is based on an
 odometer reading of up to _____ miles, and
 the trade in may be reappraised if it exceeds this limit.

**No oral representations are binding unless
 written on this form. This document
 supersedes any prior agreements and
 representations, regarding the transaction.**
USED VEHICLE ONLY: "The information you see on the
 window form for this vehicle is part of this contract.
 Information on window form overrides any contrary
 provisions in the contract of sale."
**NO PUBLIC LIABILITY, PROPERTY DAMAGE,
 OR PHYSICAL DAMAGE INSURANCE ISSUED.**

MSRP/Retail Price:	\$	45,305.00
Discount:	(\$	9,902.00)
Trade Allowance:	(\$	0.00)
Rebates:	(\$)
Cash Difference:	\$	35,403.00
Dealer Added Options:		
WARRANTY	\$	3,429.00
	\$	
	\$	
	\$	
	\$	
Subtotal w/ Added Options:	\$	35,403.00
Dealer Service Fee:	\$	0.00
State E-File Fee:	\$	
Sales Tax (%Tax Rate):	\$	0.00
Title/License Fees:	\$	150.00
Payoff:	\$	0.00
Total:	\$	38,982.00
Deposit on Order:	(\$)
Additional Cash Down Due:	(\$	0.00)
Amount Financed/Due:	\$	38,982.00

Purchaser Signature:		Date Signed:	11/11/2022	Time Signed:	11:41 AM	AM PM
Co-Purchaser Signature:		Date Signed:	11/11/2022	Time Signed:	11:41 AM	AM PM
Dealer Signature:		Date Signed:	11/11/2022	Time Signed:	11:41 AM	AM PM

Kunes C of Belvidere, Inc.
1615 N STATE ST
BELVIDERE, IL 610082007

Configuration Preview

Date Printed: 2022-11-09 3:18 PM
Estimated Ship Date:

VIN:
VON:

Quantity: 1
Status: BA - Pending order
FAN 1: 00PRU Belvidere Police Dept
FAN 2:
Client Code:
Bid Number: TB3063
PO Number:

Sold to:
Kunes C of Belvidere, Inc. (27206)
1615 N STATE ST
BELVIDERE, IL 610082007

Ship to:
Kunes C of Belvidere, Inc. (27206)
1615 N STATE ST
BELVIDERE, IL 610082007

Vehicle: 2023 CHARGER POLICE AWD (LDEE48)

	Sales Code	Description	MSRP(USD)
Model:	LDEE48	CHARGER POLICE AWD	42,635
Package:	29A	Customer Preferred Package 29A	0
	ERB	3.6L V6 24V VVT Engine	0
	DFT	8-Spd Auto 850RE Trans (Make)	0
Paint/Seat/Trim:	PX8	Pitch Black Clear Coat	0
	APA	Monotone Paint	0
	*X5	HD Cloth Bucket Seats w/Vinyl Rear	135
	-X9	Black	0
Options:	4ES	Delivery Allowance Credit	0
	MAF	Fleet Purchase Incentive	0
	LNK	LED Spot Lamps	150
	LNF	Black Left Spot Lamp	235
	GXF	Entire Fleet Alike Key (FREQ 1)	160
	AWC	Fleet Safety Group	395
	4DH	Prepaid Holdback	0
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	151	Zone 51-Chicago	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB3063	Government Incentives	0
Discounts:	YGF	8 Additional Gallons of Gas	0
Destination Fees:			1,595
Total Price:			<u>45,305</u>

Order Type: Fleet PSP Month/Week:
Scheduling Priority: 1-Sold Order Build Priority: 99
Salesperson:
Customer Name:
Customer Address:

USA

Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

Announcement of Estimated Tax Levy for Tax Year 2022

The estimated amount of the tax levy needed to finance the various City needs and activities is \$5,367,696 with an additional \$807,494 for the operations of the Ida Public Library.

To confirm and record this announcement, the following motion is recommended:

"Motion to approve the estimated tax levy of \$6,175,190 as announced by the Finance Director."

Please note:

This will all come back in ordinance form.

Per the Truth in Taxation Act: At least 20 days prior to the passage of the tax levy ordinance, the municipality's corporate authorities must estimate the amount of the tax levy. This estimate should be announced at a meeting of the corporate authorities and should be approved by a majority of the corporate authorities.

Announcement of estimated levy	November 28, 2022
Planned 1st reading of the tax levy ordinance	December 5, 2022
Public hearing of the levy ordinance	December 19, 2022
2nd reading and passage of the tax levy ordinance	December 19, 2022



**CITY OF BELVIDERE
FIREFIGHTERS'
PENSION FUND**

**P.O. Box 977
Belvidere, IL 61008**

**President: Shawn Schadle
sschadle@belviderefire.com**

**Secretary: Chris Letourneau
cletourneau@belviderefire.com**

October 27, 2022

Mayor Clinton Morris and Members of the City Council
City of Belvidere
401 Whitney Blvd
Belvidere, Illinois 61008

RE: Tax Levy Request from the Belvidere Firefighters' Pension Fund

Dear Mayor Morris and Members of the City Council:

Section 4-118 of the Illinois Pension Code requires that the City of Belvidere levy a tax to meet the annual actuarial requirements of the firefighters' pension fund (40 ILCS 5/4-118). The Board of Trustees of the Belvidere Firefighters' Pension Fund reviewed the actuarial valuation prepared by Lauterbach & Amen. The Illinois Firefighters' Pension Investment Fund (FPIF) has not yet issued its actuarial valuation, so it has not been reviewed.

In light of the Board's fiduciary obligation to ensure funds are available to meet the actuarial requirements of the Fund, the Board voted to request that the City Council levy in December 2022 and contribute in the next fiscal year the recommended amount of **\$1,313,890** on behalf of the Belvidere Firefighters' Pension Fund. The recommended contribution is based on a 6.75% investment return assumption (previously 7%). Note the following highlights from the actuarial valuation:

- The recommended contribution has modestly increased \$10,319 – or 0.79% -- from the prior year. The primary cause of the modest increase in the recommended contribution is attributable to "actuarial experience," specifically, an error in programming of Lauterbach's new actuarial software implemented last year. Last year's calculation of projected surviving spouse benefit included cost of living adjustments in error. With the correction in the programming for this projected benefit, the actuarial accrued liability of the Fund decreased \$1.4 million with a corresponding decrease in the recommended contribution of \$128,000.
- The return on investments was (5.64%), net of all administrative fees. When smoothing (the recognition of gains and losses over five years) was considered, the rate of return on the actuarial value of assets decreased to 7.32%, net of all administrative fees. In November of 2021, the Fund's assets were transferred to the new Firefighters' Pension Investment Fund (FPIF) who will be responsible for the Fund's investments going forward. You can learn more about FPIF and review its asset allocation and investment returns at its website, <https://ifpif.org>.
- The Fund paid more than \$1.6 million in benefits last year and ended the year with over \$19 million in assets. Furthermore, the City met its annual recommended contribution to the Fund, contributing \$1,238,707. The ratio of benefits to market value of assets jumped to 8.39% (previously 7.23% in FY 2021).

As FPIF takes over the responsibility to promulgate actuarial valuations for all 296 firefighter pension funds, it is likely that it will follow a statutory minimum approach in providing those valuations and be unable to provide GASB reporting. Thus, the Board urges the City to continue our collaboration to secure a private actuarial valuation based on sound funding principles.

The Board appreciates the City's commitment to proper funding and meeting the full recommended contribution to the Fund. Attached is the preliminary Municipal Compliance Report; once the FPIF actuarial valuation is received, the Board will forward it to you for your review. If you have any questions regarding the Board's request, please let us know.

Sincerely,

BELVIDERE FIREFIGHTERS' PENSION FUND



Shawn Schadle, President

Enclosures Lauterbach & Amen actuarial valuation
Preliminary Municipal Compliance Report (MCR)
cc: Shannon Hansen, Budget and Finance Officer, City of Belvidere (w/ enclosures)
Cory Thornton, Treasurer, City of Belvidere (w/ enclosures)

THE CITY OF BELVIDERE, ILLINOIS
FIREFIGHTERS' PENSION FUND

PUBLIC ACT 95-0950
MUNICIPAL COMPLIANCE REPORT

FOR THE FISCAL YEAR ENDED
APRIL 30, 2022



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

668 NORTH RIVER RD. • NAPERVILLE, ILLINOIS 60563

PHONE 630.393.1483 • FAX 630.393.2516

www.lauterbachamen.com

October 24, 2022

Members of the Pension Board of Trustees
Belvidere Firefighters' Pension Fund
Belvidere, Illinois

Enclosed please find a copy of your Municipal Compliance Report for the Belvidere Firefighters' Pension Fund for the fiscal year ended April 30, 2022. We have prepared the report with the most recent information available at our office. Should you have more current information, or notice any inaccuracies, we are prepared to make any necessary revisions and return them to you.

The President and Secretary of the Pension Fund are required to sign the report on page 3. If not already included with the enclosed report, please also include a copy of the Pension Fund's most recent investment policy.

The signed Public Act 95-0950 - Municipal Compliance Report must be provided to the Municipality before the tax levy is filed on the last Tuesday in December. We are sending the report via email to promote an environmentally-friendly work atmosphere.

If you have any questions regarding this report, please contact your Client Manager or PSA.

Respectfully submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

**THE CITY OF BELVIDERE, ILLINOIS
FIREFIGHTERS' PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2022**

The Pension Board certifies to the City Council of the City of Belvidere, Illinois on the condition of the Pension Fund at the end of its most recently completed fiscal year the following information:

- 1) The total cash and investments, including accrued interest, of the fund at market value and the total net position of the Pension Fund:

	<u>Current Fiscal Year</u>	<u>Preceding Fiscal Year</u>
Total Cash and Investments (including accrued interest)	<u>\$19,078,107</u>	<u>\$20,761,147</u>
Total Net Position	<u>\$19,408,870</u>	<u>\$20,757,785</u>

- 2) The estimated receipts during the next succeeding fiscal year from deductions from the salaries of firefighters' and from other sources:

Estimated Receipts - Employee Contributions	<u>\$212,900</u>
Estimated Receipts - All Other Sources	
Investment Earnings	<u>\$1,287,800</u>
Municipal Contributions	<u>\$1,313,890</u>

- 3) The estimated amount necessary during the fiscal year to meet the annual actuarial requirements of the pension fund as provided in Sections 4-118 and 4-120:

Annual Requirement of the Fund as Determined by:

Illinois Department of Insurance	<u>N/A</u>
Private Actuary - Lauterbach & Amen, LLP	
Recommended Municipal Contributions	<u>\$1,313,890</u>
Alternative Municipal Contributions	<u>\$1,018,502</u>

**THE CITY OF BELVIDERE, ILLINOIS
FIREFIGHTERS' PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2022**

- 4) The total net income received from investment of assets along with the assumed investment return and actual investment return received by the fund during its most recently completed fiscal year compared to the total net income, assumed investment return, and actual investment return received during the preceding fiscal year:

	Current Fiscal Year	Preceding Fiscal Year
Net Income Received from Investment of Assets	(\$1,115,393)	\$4,343,014
Assumed Investment Return		
Illinois Department of Insurance	N/A	6.50%
Private Actuary - Lauterbach & Amen, LLP	6.75%	7.00%
Actual Investment Return	(5.60)%	23.26%

- 5) The increase in employer pension contributions that results from the implementation of the provisions of P.A. 93-0689:

Illinois Department of Insurance	N/A
Private Actuary - Lauterbach & Amen, LLP	N/A

- 6) The total number of active employees who are financially contributing to the fund:

Number of Active Members	29
--------------------------	----

- 7) The total amount that was disbursed in benefits during the fiscal year, including the number of and total amount disbursed to (i) annuitants in receipt of a regular retirement pension, (ii) recipients being paid a disability pension, and (iii) survivors and children in receipt of benefits:

	Number of	Total Amount Disbursed
(i) Regular Retirement Pension	16	\$1,000,158
(ii) Disability Pension	8	\$380,030
(iii) Survivors and Child Benefits	8	\$248,609
Totals	32	\$1,628,797

**THE CITY OF BELVIDERE, ILLINOIS
FIREFIGHTERS' PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2022**

8) The funded ratio of the fund:

	<u>Current Fiscal Year</u>	<u>Preceding Fiscal Year</u>
Illinois Department of Insurance	<u>N/A</u>	<u>60.29%</u>
Private Actuary - Lauterbach & Amen, LLP	<u>62.73%</u>	<u>61.55%</u>

9) The unfunded liability carried by the fund, along with an actuarial explanation of the unfunded liability:

Unfunded Liability:

Illinois Department of Insurance	<u>N/A</u>
Private Actuary - Lauterbach & Amen, LLP	<u>\$11,868,614</u>

The accrued liability is the actuarial present value of the portion of the projected benefits that has been accrued as of the valuation date based upon the actuarial valuation method and the actuarial assumptions employed in the valuation. The unfunded accrued liability is the excess of the accrued liability over the actuarial value of assets.

10) The investment policy of the Pension Board under the statutory investment restrictions imposed on the fund.

Investment Policy - See Attached.

Please see Notes Page attached.

CERTIFICATION OF MUNICIPAL FIREFIGHTERS'
PENSION FUND COMPLIANCE REPORT

The Board of Trustees of the Pension Fund, based upon information and belief, and to the best of our knowledge, hereby certify pursuant to §4-134 of the Illinois Pension Code 40 ILCS 5/4-134, that the preceding report is true and accurate.

Adopted this 27 day of Oct, 2022

President  Date 11/3/22

Secretary  Date 11/3/2022

**THE CITY OF BELVIDERE, ILLINOIS
FIREFIGHTERS' PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2022**

INDEX OF ASSUMPTIONS

- 1) Total Cash and Investments - as Reported at Market Value in the Audited Financial Statements for the Years Ended April 30, 2022 and 2021.

Total Net Position - as Reported in the Audited Financial Statements for the Years Ended April 30, 2022 and 2021.

- 2) Estimated Receipts - Employee Contributions as Reported in the Audited Financial Statements for the Year Ended April 30, 2022 plus 3.25% Increase (Actuarial Salary Increase Assumption) Rounded to the Nearest \$100.

Estimated Receipts - All Other Sources

Investment Earnings - Cash and Investments as Reported in the Audited Financial Statements for the Year Ended April 30, 2022, times 6.75% (Actuarial Investment Return Assumption) Rounded to the Nearest \$100.

Municipal Contributions - Recommended Tax Levy Requirement as Reported by Lauterbach & Amen, LLP, Actuarial Valuation for the Year Ended April 30, 2022.

- 3) Annual Requirement of the Fund as Determined by:

Illinois Department of Insurance - No April 30, 2022 Actuarial Valuation available at the time of this report.

Private Actuary - Lauterbach & Amen, LLP:

Recommended Amount of Tax Levy as Reported by Lauterbach & Amen, LLP in the April 30, 2022 Actuarial Valuation.

Alternative Amount of Tax Levy as Reported by Lauterbach & Amen, LLP in the April 30, 2022 Actuarial Valuation.

**THE CITY OF BELVIDERE, ILLINOIS
FIREFIGHTERS' PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2022**

INDEX OF ASSUMPTIONS

- 4) Net Income Received from Investment of Assets - Investment Income (Loss) net of Investment Expense, as Reported in the Audited Financial Statements for the Years Ended April 30, 2022 and 2021.

Assumed Investment Return:

Illinois Department of Insurance - Preceding Fiscal Year Interest Rate Assumption as Reported in the April 30, 2021 Actuarial Valuation. No April 30, 2022 Actuarial Valuation available at the time of this report.

Private Actuary - Current and Preceding Fiscal Year Interest Rate Assumption as Reported in the Years Ended April 30, 2022 and 2021 Actuarial Valuations.

Actual Investment Return -Net Income Received from Investments as Reported Above as a Percentage of the Average of the Beginning and Ending Balances of the Fiscal Year Cash Investments, Excluding Net Investment Income, Gains, and Losses for the Fiscal Year Return Being calculated, as Reported in the Audited Financial Statements for the Fiscal Years Ended April 30, 2022 and 2021.

- 5) Illinois Department of Insurance - Amount of total suggested tax levy to be excluded from the property tax extension limitation law as contemplated by 35 ILCS 200/18-185.

Private Actuary - No Private Actuarial Valuation amount available at the time of this report.

- 6) Number of Active Members - Illinois Department of Insurance Annual Statement for April 30, 2022 - Schedule P.

- 7) (i) Regular Retirement Pension - Illinois Department of Insurance Annual Statement for April 30, 2022 - Schedule P for Number of Participants and Expense page 1 for Total Amount Disbursed.

(ii) Disability Pension - Same as above.

(iii) Survivors and Child Benefits - Same as above.

**THE CITY OF BELVIDERE, ILLINOIS
FIREFIGHTERS' PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2022**

INDEX OF ASSUMPTIONS

8) The funded ratio of the fund:

Illinois Department of Insurance - Preceding Fiscal Year Net Present Assets as a percentage of Total Assets as Reported in the April 30, 2021 Actuarial Valuation. No April 30, 2022 Actuarial Valuation available at the time of this report.

Private Actuary - Current and Preceding Fiscal Year Net Present Assets as a percentage of Total Assets as Reported in the April 30, 2022 and 2021 Actuarial Valuations.

9) Unfunded Liability:

Illinois Department of Insurance - Deferred Asset (Unfunded Accrued Liability) - No April 30, 2022 Actuarial Valuation available at the time of this report.

Private Actuary - Deferred Asset (Unfunded Accrued Liability) as Reported by Lauterbach & Amen, LLP in the April 30, 2022 Actuarial Valuation.



BELVIDERE POLICE PENSION FUND BOARD OF TRUSTEES

October 27, 2022

Mayor Clinton Morris and Members of the City Council
City of Belvidere
401 Whitney Blvd
Belvidere, Illinois 61008

RE: Tax Levy Request from the Belvidere Police Pension Fund

Dear Mayor Morris and Members of the City Council:

Section 3-125 of the Illinois Pension Code provides that the City of Belvidere must annually levy a tax to meet the annual actuarial requirements of the police pension fund (40 ILCS 5/3-125). The Board of Trustees of the Belvidere Police Pension Fund recently reviewed the actuarial valuation prepared by Lauterbach & Amen for purposes of the next City tax levy. The Illinois Department of Insurance has not issued its actuarial valuation for the Fund, and thus it has not been reviewed.

In light of the Board's fiduciary obligation to ensure funds are available to meet the actuarial requirements of the Fund, the Board voted to request that the City Council levy in December 2022 and contribute in the next fiscal year the recommended amount of **\$1,639,633** on behalf of the Belvidere Police Pension Fund. The recommended contribution is based on a 6.75% investment return assumption (previously 7%). Note the following highlights from the actuarial valuation:

- The recommended contribution has increased \$125,839 – or 8.31% -- from the prior year. The primary cause of the increase in the recommended contribution is attributable to the change in the investment return assumption to 6.75% (previously, 7%), which caused an increase of \$135,033.
- However, the increase in the recommended contribution from the investment return assumption change was offset by "actuarial experience," specifically, an error in programming of Lauterbach's new actuarial software implemented last year. Last year's calculation of projected surviving spouse benefit included cost of living adjustments in error. With the correction in the programming for this projected benefit, the actuarial accrued liability of the Fund decreased almost \$1.5 million with a corresponding decrease in the recommended contribution of \$125,000.
- The return on investments was (7.60%), net of all administrative expenses. When smoothing (the recognition of gains and losses over five years) was considered, the return on investments on the actuarial value of assets decreased to 6.91%, net of administrative expenses. In June of 2022, the Fund's assets were transferred to the new Illinois Police Officers' Pension Investment Fund (IPOPIF) who will be responsible for the Fund's investments going forward. You can learn more about IPOPIF and review its asset allocation and investment returns at its website, www.ipopif.org.
- Last year, the Fund paid over \$1.7 million in benefits and ended the year with more than \$28 million. Furthermore, the City met its annual recommended contribution to the Fund, contributing \$1,545,285 million. The ratio of benefits to market value of assets jumped to 6.38% (previously 5.44% in FY 2021) but still remains below the investment return assumption of 6.75%.

Next year IPOPIF will take over the responsibility to promulgate actuarial valuations for all 358 police pension funds. Given the likelihood that IPOPIF will follow a statutory minimum approach in providing those valuations and be unable to provide GASB reporting, the Board urges the City to consider continued collaboration with the Fund to secure a private actuarial valuation based on sound funding principles.

The Board appreciates the City's commitment to proper funding and meeting the full recommended contribution to the Fund. Attached is the preliminary Municipal Compliance Report; once the DOI actuarial valuation is received, the Board will forward it to you for your review. If you have any questions regarding the Board's request, please let us know.

Sincerely,

BELVIDERE POLICE PENSION FUND



Matt Wallace, President

Enclosures Lauterbach & Amen's Actuarial Valuation
Preliminary Municipal Compliance Report (MCR)
cc: Shannon Hansen, City Budget and Finance Officer (w/ enclosures)
Cory Thornton, City Treasurer (w/ enclosures)

THE CITY OF BELVIDERE, ILLINOIS
POLICE PENSION FUND

PUBLIC ACT 95-0950
MUNICIPAL COMPLIANCE REPORT

FOR THE FISCAL YEAR ENDED
APRIL 30, 2022



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

668 NORTH RIVER RD. • NAPERVILLE, ILLINOIS 60563

PHONE 630.393.1483 • FAX 630.393.2516

www.lauterbachamen.com

October 26, 2022

Members of the Pension Board of Trustees
Belvidere Police Pension Fund
Belvidere, Illinois

Enclosed please find a copy of your Municipal Compliance Report for the Belvidere Police Pension Fund for the fiscal year ended April 30, 2022. We have prepared the report with the most recent information available at our office. Should you have more current information, or notice any inaccuracies, we are prepared to make any necessary revisions and return them to you.

The President and Secretary of the Pension Fund are required to sign the report on page 3. If not already included with the enclosed report, please also include a copy of the Pension Fund's most recent investment policy.

The signed Public Act 95-0950 - Municipal Compliance Report must be provided to the Municipality before the tax levy is filed on the last Tuesday in December. We are sending the report via email to promote an environmentally-friendly work atmosphere.

If you have any questions regarding this report, please contact your Client Manager or PSA.

Respectfully submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

**THE CITY OF BELVIDERE, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2022**

The Pension Board certifies to the City Council of the City of Belvidere, Illinois on the condition of the Pension Fund at the end of its most recently completed fiscal year the following information:

- 1) The total cash and investments, including accrued interest, of the fund at market value and the total net position of the Pension Fund:

	<u>Current Fiscal Year</u>	<u>Preceding Fiscal Year</u>
Total Cash and Investments (including accrued interest)	<u>\$27,031,842</u>	<u>\$29,634,515</u>
Total Net Position	<u>\$27,513,333</u>	<u>\$29,628,245</u>

- 2) The estimated receipts during the next succeeding fiscal year from deductions from the salaries of police officers and from other sources:

Estimated Receipts - Employee Contributions	<u>\$364,500</u>
Estimated Receipts - All Other Sources	
Investment Earnings	<u>\$1,824,600</u>
Municipal Contribution	<u>\$1,639,633</u>

- 3) The estimated amount required during the next succeeding fiscal year to (a) pay all pensions and other obligations provided in Article 3 of the Illinois Pension Code, and (b) to meet the annual requirements of the fund as provided in Sections 3-125 and 3-127:

(a) Pay all Pensions and Other Obligations	<u>\$2,347,100</u>
(b) Annual Requirement of the Fund as Determined by:	
Illinois Department of Insurance	<u>N/A</u>
Private Actuary - Lauterbach & Amen, LLP	
Recommended Municipal Contribution	<u>\$1,639,633</u>
Alternative Municipal Contribution	<u>\$1,351,149</u>

**THE CITY OF BELVIDERE, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2022**

- 4) The total net income received from investment of assets along with the assumed investment return and actual investment return received by the fund during its most recently completed fiscal year compared to the total net income, assumed investment return, and actual investment return received during the preceding fiscal year:

	Current Fiscal Year	Preceding Fiscal Year
Net Income Received from Investment of Assets	(\$2,195,221)	\$6,404,339
Assumed Investment Return		
Illinois Department of Insurance	N/A	6.50%
Private Actuary - Lauterbach & Amen, LLP	6.75%	7.00%
Actual Investment Return	(7.75)%	24.26%

- 5) The total number of active employees who are financially contributing to the fund:

Number of Active Members	44
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- 6) The total amount that was disbursed in benefits during the fiscal year, including the number of and total amount disbursed to (i) annuitants in receipt of a regular retirement pension, (ii) recipients being paid a disability pension, and (iii) survivors and children in receipt of benefits:

	Number of	Total Amount Disbursed
(i) Regular Retirement Pension	23	\$1,357,140
(ii) Disability Pension	3	\$138,063
(iii) Survivors and Child Benefits	6	\$260,841
Totals	32	\$1,756,044

**THE CITY OF BELVIDERE, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2022**

7) The funded ratio of the fund:

	<u>Current Fiscal Year</u>	<u>Preceding Fiscal Year</u>
Illinois Department of Insurance	<u>N/A</u>	<u>62.75%</u>
Private Actuary - Lauterbach & Amen, LLP	<u>66.80%</u>	<u>65.97%</u>

8) The unfunded liability carried by the fund, along with an actuarial explanation of the unfunded liability:

Unfunded Liability:

Illinois Department of Insurance	<u>N/A</u>
Private Actuary - Lauterbach & Amen, LLP	<u>\$14,271,487</u>

The accrued liability is the actuarial present value of the portion of the projected benefits that has been accrued as of the valuation date based upon the actuarial valuation method and the actuarial assumptions employed in the valuation. The unfunded accrued liability is the excess of the accrued liability over the actuarial value of assets.

9) The investment policy of the Pension Board under the statutory investment restrictions imposed on the fund.

Investment Policy - See Attached.

Please see Notes Page attached.

CERTIFICATION OF MUNICIPAL POLICE
PENSION FUND COMPLIANCE REPORT

The Board of Trustees of the Pension Fund, based upon information and belief, and to the best of our knowledge, hereby certify pursuant to §3-143 of the Illinois Pension Code 40 ILCS 5/3-143, that the preceding report is true and accurate.

Adopted this 27th day of October, 2022

President  Date 10/27/2022

Secretary  Date 10/27/2022

**THE CITY OF BELVIDERE, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2022**

INDEX OF ASSUMPTIONS

- 1) Total Cash and Investments - as Reported at Market Value in the Audited Financial Statements for the Years Ended April 30, 2022 and 2021.

Total Net Position - as Reported in the Audited Financial Statements for the Years Ended April 30, 2022 and 2021.

- 2) Estimated Receipts - Employee Contributions as Reported in the Audited Financial Statements for the Year Ended April 30, 2022 plus 3.25% Increase (Actuarial Salary Increase Assumption) Rounded to the Nearest \$100.

Estimated Receipts - All Other Sources:

Investment Earnings - Cash and Investments as Reported in the Audited Financial Statements for the Year Ended April 30, 2022, times 6.75% (Actuarial Investment Return Assumption) Rounded to the Nearest \$100.

Municipal Contributions - Recommended Tax Levy Requirement as Reported by Lauterbach & Amen, LLP, Actuarial Valuation for the Year Ended April 30, 2022.

- 3) (a) Pay all Pensions and Other Obligations - Total Non-Investment Deductions as Reported in the Audited Financial Statements for the Year Ended April 30, 2022, plus a 25% Increase, Rounded to the Nearest \$100.

(b) Annual Requirement of the Fund as Determined by:

Illinois Department of Insurance - No April 30, 2022 Actuarial Valuation available at the time of this report.

Private Actuary - Lauterbach & Amen, LLP:

Recommended Amount of Tax Levy as Reported by Lauterbach & Amen, LLP in the April 30, 2022 Actuarial Valuation.

Alternative Amount of Tax Levy as Reported by Lauterbach & Amen, LLP in the April 30, 2022 Actuarial Valuation.

**THE CITY OF BELVIDERE, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2022**

INDEX OF ASSUMPTIONS

- 4) Net Income Received from Investment of Assets - Investment Income (Loss) net of Investment Expense, as Reported in the Audited Financial Statements for the Years Ended April 30, 2022 and 2021.

Assumed Investment Return:

Illinois Department of Insurance - Preceding Fiscal Year Interest Rate Assumption as Reported in the April 30, 2021 Actuarial Valuation. No April 30, 2022 Actuarial Valuation available at the time of this report.

Private Actuary - Current and Preceding Fiscal Year Interest Rate Assumption as Reported in the Years Ended April 30, 2022 and 2021 Actuarial Valuations.

Actual Investment Return - Net Income Received from Investments as Reported Above as a Percentage of the Average of the Beginning and Ending Balances of the Fiscal Year Cash Investments, Excluding Net Investment Income, Gains, and Losses for the Fiscal Year Return Being calculated, as Reported in the Audited Financial Statements for the Fiscal Years Ended April 30, 2022 and 2021.

- 5) Number of Active Members - Illinois Department of Insurance Annual Statement for April 30, 2022 - Schedule P.
- 6) (i) Regular Retirement Pension - Illinois Department of Insurance Annual Statement for April 30, 2022 - Schedule P for Number of Participants and Expense page 1 for Total Amount Disbursed.
- (ii) Disability Pension - Same as above.
- (iii) Survivors and Child Benefits - Same as above.

**THE CITY OF BELVIDERE, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2022**

INDEX OF ASSUMPTIONS

7) The funded ratio of the fund:

Illinois Department of Insurance - Preceding Fiscal Year Net Present Assets as a percentage of Total Assets as Reported in the April 30, 2021 Actuarial Valuation. No April 30, 2022 Actuarial Valuation available at the time of this report.

Private Actuary - Current and Preceding Fiscal Year Net Present Assets as a percentage of Total Assets as Reported in the April 30, 2022 and 2021 Actuarial Valuations.

8) Unfunded Liability:

Illinois Department of Insurance - Deferred Asset (Unfunded Accrued Liability) - No April 30, 2022 Actuarial Valuation available at the time of this report.

Private Actuary - Deferred Asset (Unfunded Accrued Liability) as Reported by Lauterbach & Amen, LLP in the April 30, 2022 Actuarial Valuation.



MEMORANDUM

To: City Council

cc: Mayor Clinton Morris

From: Shannon Hansen, Budget & Finance Officer

Date: November 15, 2022

Re: ComEd's Powering the Holidays Program

On the first Friday of December the City of Belvidere celebrates Hometown Christmas, a long-standing tradition dating back to the 1980's.

While the event is sponsored by the Belvidere Area Chamber of Commerce, representatives from the City's Community Development, Public Works, Police and Fire Departments work closely with the Chamber on many behind the scenes activities such as: Closing and barricading streets, placing and picking up trash receptacles, providing police and fire presence during the event, purchasing and placing the Christmas tree and lights on the State Street bridge, and sweeping the streets after the event. Costs for these services are absorbed by the City.

The City also donates \$2,250 to the Chamber to help offset event expenses.

We are pleased to share earlier this fall the City applied for a \$2,500 grant through ComEd's Powering the Holidays Program and has been selected as a recipient. While the funds do not cover the City's costs, we always look for ways to offset expenses whenever possible and are pleased to do so for this year's Hometown Christmas event.

I recommend acceptance of grant funds in the amount of \$2,500 from ComEd's Powering the Holidays Program for use towards expenses associated with Hometown Christmas 2022.

Thank you.



John F. Mahoney
Mayor, Village of Palos Park
Executive Board Chairman

Lori E. Lightfoot
Mayor, City of Chicago
Executive Board, 1st Vice Chair

Mark R. Kownick
Mayor, Village of Cary
Executive Board 2nd Vice Chair

Jeffrey T. Sherwin
Mayor, City of Northlake
Executive Board Treasurer

Kevin R. Burns
Mayor, City of Geneva
Executive Board Secretary

November 9, 2022

Shannon Hansen, Budget & Finance Officer
City of Belvidere
401 Whitney Boulevard
Belvidere, IL 61008

Dear Shannon Hansen,

Congratulations! The *Powering the Holidays* proposal submitted by your community has been selected for funding. You are awarded \$2,500 to complete your Holiday Lighting project. You have proposed to match this grant with at least the minimum \$2,500 in additional expenditures and/or in-kind services. ComEd and the Metropolitan Mayors Caucus are pleased to partner with you to celebrate the Holidays.

ComEd provides these grant funds and the Metropolitan Mayors Caucus is the grant program administrator. The Caucus will establish a contract with you, monitor your work over the grant period, and reimburse you for eligible expenses to complete your project up to \$2,500. Of course, we will work with you to successfully administer and complete your project.

Attached are documents needed to accept the grant and the detailed terms that will qualify you for payment at the conclusion of your project. Executing the grant agreement involves these simple steps:

- The proposal you submitted online is the *Scope of Work* for your project. Proceed with your work as proposed, revising the budget and scope to adapt to your actual award amount budget. No further work plan is needed.
- The terms of the grant are detailed in the *Recipient Assurances and Requirements*. Keep these for you records.
- Accept these terms and agree to perform your *Scope of Work* by signing and returning the *Acceptance Form*.

→**Promptly sign the Acceptance Form and return as an electronic file via email to njames@mayorscaucus.org**

The **Grant Project Period will conclude on March 31, 2023**, or sooner if you complete your project earlier. You may complete your project at any time before this date. Your grant will close-out once we receive your *Final Report*; satisfactory documentation of work and expenses, and reimburse you for eligible expenditures.

When you **complete your project**, which must **be on or before March 31, 2023** you must submit a *Final Report* and *Reimbursement Request*. Documentation of expenses and match must be provided in the Reimbursement Request. The reporting schedule and forms are attached.

City of Chicago · DuPage Mayors and Managers Conference · Lake County Municipal League · McHenry County Council of Governments
Metro West Council of Governments · Northwest Municipal Conference · South Suburban Mayors and Managers Association
Southwest Conference of Mayors · West Central Municipal Conference · Will County Governmental League

433 West Van Buren Street, Suite 450, Chicago, Illinois 60607
Tel: 312.201.4505
www.mayorscaucus.org

The competition for Powering the Holidays grant program was more robust than in previous years. We received many grant applications and only 18 could be selected for funding. You are to be commended for your excellent proposal. Please complete your Powering the Holidays project with the same care and professionalism.

Neil James, Executive Director of the Metropolitan Mayors Caucus will oversee the administration of the Powering the Holidays program. Please feel free to contact him at 312-201-4505 or njames@mayorscaucus.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Neil C. James". The signature is fluid and cursive, with a long horizontal stroke at the end.

Neil C. James
Executive Director



MEMORANDUM

To: City Council
cc: Mayor Clinton Morris

From: Shannon Hansen, Budget & Finance Officer

Date: November 21, 2022

Re: Contract for Cleaning Services

The current contract for cleaning services at City Hall expires December 31.

Morgan Building Maintenance has provided cleaning services for the past couple of years and we would like to continue this relationship. Therefore, it is recommended the City enter into the attached contract for calendar year 2023. Current rates are \$1004 per month and the proposed '23 rate is \$1054 per month which takes into consideration the increase in minimum wage.

I recommend a motion to enter into a one-year contract with Morgan Building Maintenance for cleaning services at City Hall at a rate of \$1054 per month. Fees shall be paid from line item 01-5-110-6010 Repairs and Maintenance – Buildings.

Thank you.

CONTRACT

This agreement made and entered into as of January 1, 2023 between City of Belvidere 401 Whitney Boulevard Belvidere IL 61008 (client) and MORGAN BUILDING MAINTENANCE INC. (Contractor) provides for the building custodial services.

- I. LOCATIONS: This contract shall cover that portion of the building located at 401 Whitney Boulevard Belvidere IL 61008.
- II. TERMS AND CONDITIONS: For a period of one year and annually renewing, commencing on the 1st day of January 1, 2023 the contractor agrees to perform the certain labor as listed in the Schedule of Services.
- III. PERFORMANCE AND CONTROL: The contractor shall furnish at his own cost and expense, all labor, services, materials, (except as indicated in the specifications) machinery and appliances which may be necessary or appropriate in the performance of this labor and work in a good workmanlike manner. This work shall be done and performed under the sole supervision, management, and control of MORGAN BUILDING MAINTENANCE, INC. as an independent contractor.
- IV. INSURANCE: The contractor agrees to maintain in force during the terms of this contract, insurance coverage in the following amounts and additional insurance as specified in the client's specifications. Certificate of insurance will be mailed or emailed to client if Morgan Building Maintenance is awarded the contract.

WORKMAN'S COMPENSATION	Statutory Limits
COMPREHENSIVE GENERAL LIABILITY	
BODILY INJURY & PERSONAL INJURY	PROPERTY DAMAGE
\$1,000,000.00 Each Occurrence	\$1,000,000.00 Each Occurrence
\$2,000,000.00 Aggregate	\$2,000,000.00 Aggregate

NOTE: \$10,000.00 Employee dishonest endorsement which is made a part of their package policy.

- V. TERMINATION: The client may cancel this contract for any reason, effective thirty (30) days after notice in writing is delivered to us at MORGAN BUILDING MAINTENANCE, INC., 1120 Allen Street, Belvidere, Illinois, 61008. In the event of total destruction of the premises to be serviced, this contract shall be automatically canceled and client will be billed only for the services to the date of destruction.

The contractor may cancel this contract at any time, effective thirty (30) days after delivery in writing to City of Belvidere 401 Whitney Boulevard, Belvidere IL 61008.

Client agrees not to employ, in any capacity whatever, any person who has been employed by contractor in the performance of the tasks hereunder until at least 120 days or six months have elapsed after termination of the agreement or of the employment with contractor, whichever occurs first.

- VI. CONSIDERATION: For the services rendered and mentioned, the client agrees to pay \$1,054.00 per month.
- VII. This will be due and payable thirty days from the date of the invoice for services rendered for that month.

VIII. DAYS NOT WORKED: It is understood the contractor will not provide cleaning services on days that the client will be closed per your holidays. The Contractor will clean on the days per week agreed upon and according to the schedule of services.

IX. ADDENDUM: Schedule of Services.

This contract is binding upon the heirs, administrators and assigns of both parties, and represents the understanding of both parties hereto. The services will be performed according to the list of scheduled services provided under this agreement.

Date: __November 16, 2022

MORGAN BUILDING MAINTENANCE

Signed By Paul Laguarda

Title: V.P. Sales

APPROVED AS TO CONTENT AND FORM, AND ACCEPTED:

Date: _____

Client: _____

Title: _____

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 11/18/2022
Re: MFT Overlay Project – Change in Plans Form

Attached to this memo is the IDOT Change in Plans form for our MFT Overlay Project. The change in plans represent an additional \$73,864.25 to the original contract amount of \$975,890.00, a 7.57% increase. The increased cost represents additional paving work done on intersections and transitions throughout the project.

I would recommend approval of the Change In Plans for the MFT Overlay Project in the net amount of \$73,864.25. This cost will be paid for from IDOT MFT Fund Line Item #10-05-110-6000.



Local Public Agency City of Belvidere	County Boone	Route Varies	Section Number 22-00000-01-GM
Request Number 1	Contractor William Charles Construction Company		
Address 833 Featherstone Rd	City Rockford	State IL	Zip Code 61107
Date 11/02/22	<input checked="" type="checkbox"/> Final		

I recommend that this Addition be made to the above contract.
 The estimated quantities are shown below and the contractor agrees to furnish the materials and do the work at the unit prices.

Item Description	Unit of Measure	Quantity	Unit Price	Addition (A) or Deduction (D)	Total Addition	Total Deduction
- BIT HOT MIX SEAL COAT	TON	1052.03	\$76.230	A	\$80,196.25	\$0.00
- BIT MATERIALS (PRIME COAT)	LBS	6129.24	\$0.750	D	\$0.00	\$4,596.93
- PAVEMENT REMOVAL, SPECIAL	SY	557.9	\$3.110	D	\$0.00	\$1,735.07
-					\$0.00	\$0.00
-					\$0.00	\$0.00
-					\$0.00	\$0.00
-					\$0.00	\$0.00
-					\$0.00	\$0.00
Total Changes					\$80,196.25	\$6,332.00

Add Row

Total Net Change	\$73,864.25
Amount of Original Contract	\$975,890.00
Amount of Previous Change Orders	\$0.00
Amount of adjusted/final contract	\$1,049,754.25

Total net addition to date \$73,864.25 which is 7.57% of the contract price.

State fully the nature and reason for the change
Additional work was done at transitions and intersections and reflect in field conditions. Final Quantities.

When the net increase or decrease in the cost of the contract is \$10,000.00 or more, or the time of completion is increased or decreased by 30 days or more, one of the following statements must be checked:

- The Local Public Agency has determined that the circumstances which necessitate this change were not reasonably foreseeable at the time the contract was signed.
- The Local Public Agency has determined that the change is germane to the original contract as signed.
- The Local Public Agency has determined that this change is in the best interest of the Local Public Agency and is authorized by law.

Prepared By

Title of Preparer

Brent Anderson

Director of Public Works

Submitted/Approved

Local Public Agency

Date

BY:



11-7-22

Title:

Director of Public Works

For a Road District project County Engineer signature required.

County Engineer/Superintendent of Highways

Date

Approved:

Illinois Department of Transportation

Regional Engineer

Date