

## Meeting Held Electronically

Due to the current COVID-19 pandemic, Village Board meetings will be conducted live remotely via telecommunications to help prevent the spread of COVID-19. The public is invited to attend the board meeting remotely via telecommunications. The Village Board meeting will be conducted on Zoom. The public can access the meeting as follows:

**Website Address:** <https://us02web.zoom.us/j/84359608286>

**Meeting ID:** 843 5960 8286

**Dial In:** +1 312 626 6799

This procedure is being followed pursuant to the Illinois Open Meetings Act (5 ILCS 120/2.01 et seq.) as amended by Public Act 101-0640.

### OPERATIONS COMMITTEE MEETING AGENDA



MEETING DATE: Monday, October 5, 2020

MEETING TIME: 6:00 p.m.

MEETING LOCATION: Online via Zoom

#### CALL TO ORDER

#### ROLL CALL

#### AUDIENCE COMMENTS

#### APPROVAL OF MINUTES

1. Approval of the Operations Committee Minutes dated March 2, 2020

#### NEW BUSINESS

1. Preliminary Tax Levy Estimate
2. Vacation Leave Time Accrual Balances

#### OLD BUSINESS

#### OTHER INFORMATION

#### TRUSTEE COMMENTS

#### ADJOURN

Initials 

**VILLAGE OF NORTH AURORA  
OPERATIONS COMMITTEE MEETING MINUTES  
MARCH 2, 2020**

**CALL TO ORDER**

Trustee Mark Guethle called the meeting to order.

**ROLL CALL**

**In attendance:** Mayor Dale Berman, Trustee Laura Curtis, Trustee Mike Lowery, Trustee Mark Guethle, Trustee Mark Gaffino, Village Administrator Steve Bosco, Finance Director Bill Hannah, Community & Economic Development Director Mike Toth,

**AUDIENCE COMMENTS** - None

**APPROVAL OF MINUTES**

**1. Approval of the Operations Committee Minutes dated February 3, 2020**

Motion for approval made by Trustee Lowery and seconded by Trustee Gaffino. All in favor. **Motion approved.**

**NEW BUSINESS**

**1. Budget Overview Presentation**

Finance Director Bill Hannah provided the budget overview presentation to the operations committee. Budget planning started last November/December. The mid-year financial update was presented to the board in January. In February, staff presented the board with a budget amendment for the current fiscal year. The board was also asked to consider an amendment transferring \$750,000, current year, to the Capital Projects Fund. The draft budget is scheduled to be discussed by the Village Board at the Committee of the Whole meeting in two weeks.

Hannah discussed the five events/actions/developments that improved the fiscal and budget outlook going forward.

1. Increase in the village's 1% sales tax to the General Fund. The village is looking at a \$460,000 increase over a two year period from \$4.7 million last fiscal year and projecting \$5.17 million next fiscal year.
2. Increase in the use tax of \$125,000 over a two year period.
3. Anticipation of starting to collect the 3% cannabis tax which will go into effect on July 1<sup>st</sup>. Estimating \$600,000 on an annual basis.
4. The village withdrew from the consortium, resulting in a \$45,000 decrease in expenditures.
5. Decrease in sales tax rebates from \$450,000 in the current year to \$175,000 next year.

Hannah noted that there are operating cost increases and normal budgetary operating increases that have to be considered and some of the above items are being used to fund the normal increases. Overall, the summary is very positive.

The major budgetary adjustments that have been discussed for next year is staffing for police and public safety. This would result in increasing the minimums per shift and address some of the long term police needs.

The budget adjustment will also include full funding for a village engineer.

Regarding the 3% local cannabis tax, the village will, for the first year, record it in the general fund and having an offset transfer out to the capital projects fund. The village can evaluate that after a year when there is more certainty about the kinds of revenue streams.

The budget for the general fund next year is about \$12.5 million revenues and expenditures. Trustee Curtis asked what is being done so that the village does not budget beyond its means and asked why the expenses and budget are at the same level. Hannah said some of the operating needs have been given to us by departments going forward. Some are increases in pension costs and some are one-time items. The village is comfortable going forward that these numbers will not split. Hannah added that the one thing the village does not want to do is have a structural imbalance or spending more than we are going to take in long term. There are adjustments that can be made if things change economically.

Hannah noted that the expenditures column includes transfers out. The \$625,000 of the transfers out will occur every year until 2029. After that point the village is done paying off the debt for the police station.

(Trustee Carroll arrived)

Trustee Lowery asked if the cannabis tax is above and beyond the sales tax of cannabis. Village Administrator Steve Bosco said that the village currently gets 1-1/2% of all cannabis sales. One percent goes to the general fund and a half percent goes to the capital fund. The additional 3% is what the village passed by ordinance. The village will be collecting 4-1/2% as of July 1<sup>st</sup> with 1% going to the general fund and 3-1/2% going to the capital fund.

Other budget items noted in the presentation:

-Personnel: budget would include 2 additional police officers. This would allow up to 6 officers on each of the 4 patrol shifts and get to a point with minimums of 4 per shift.

-Full funding of the new village engineer will be funded out of the general fund.

-Pay adjustment for non-union staff of 2.25%

-Increasing for the police pension contribution. Minimum required is \$1,349,000 and the village will be increasing that by \$50,000.

Trustee Lowery asked about the village engineer position and when it was discussed. Hannah said it was part of a budget amendment in February and was brought to the full board at the second meeting of that month.

-Police dispatch fees to increase to \$240,000 which is consistent with the current fiscal year.

T-here will be an expenditure to update the website on the back end.

-The village is looking at options of the contracting for recording of board minutes going forward.

-Update of the current comprehensive plan to incorporate changes. Cost would be \$10,000.

-Slight increase to parkway tree trimming from \$50,000 budgeted to \$70,000.

-Sales tax rebate decrease – the village finished paying off the Woodman's rebate this current fiscal year.

-Final bond payment for the library. That payment will be \$409,000 and the village board agreed to reduce the property taxes necessary to make the payment by \$115,000 with that additional abatement done in December.

-Capital/MFT/TIF – The village is analyzing the potential replacement of streetlight poles along Orchard/Gateway. That project could involve up to 48 poles and potentially \$400,000 depending on the scope of the project. The village has been receiving more MFT revenues since July.

-Current estimate for the road program will be \$1.2 million.

-The village will be carrying over the budgeted cost for Riverfront Park Plaza improvements of \$375,000 and the silo project of \$450,000.

-Route 31 projects – sidewalks, geometric improvements and potential watermain replacement. There is nothing specific in the budget at this time but may come up in the future. Staff will be having discussions with IDOT. Trustee Guethle asked how old the watermain is. Bosco said it is about 60 years old. Public Works Director John Laskowski said that there are several projects the village would like to coordinate with IDOT. The idea is to get these projects on their radar so that if they have a project on Route 31, the village could partner with them and save on the costs on road reconstruction or sidewalk installation. It would minimize the inconvenience on the motorists and they could also to include these projects in their multi-year plans.

-Continued development of conceptual renovation and expansion of public works is ongoing. To be presented to committee sometime next month.

-Water Fund – Estimated cost is \$1.92 million for the new water tower. Well 5 was in the budget this year and will be carried over to the next fiscal year.

-The village is required to do a risk and resilience assessment and emergency response plan for the water system by 2021. Those types of projects cost about \$90,000.

-Vehicle/Capital/IT - Purchasing 3 new Ford Explorer vehicles – will repurpose a 2010 Escape One will replace a 2010 Caravan and a 2016 patrol Explorer.

-Purchase of a new 5-yard dump truck for Public works. This would replace a 2005 International that the village has had for 15 years and would be used as a backup.

The official budget will be completed in the next 2 weeks for discussion at the March 16<sup>th</sup> meeting. The official public hearing will be scheduled for April 20<sup>th</sup>. Tentative approval is set for May 4<sup>th</sup>.

**OLD BUSINESS** - None

**OTHER INFORMATION** - None

**TRUSTEE COMMENTS** - None

### **ADJOURNMENT**

Motion to adjourn made by Trustee Carroll and seconded by Mayor Berman. All in favor. **Motion approved.**

Respectfully Submitted,

Lori J. Murray  
Village Clerk

# Village of North Aurora Memorandum



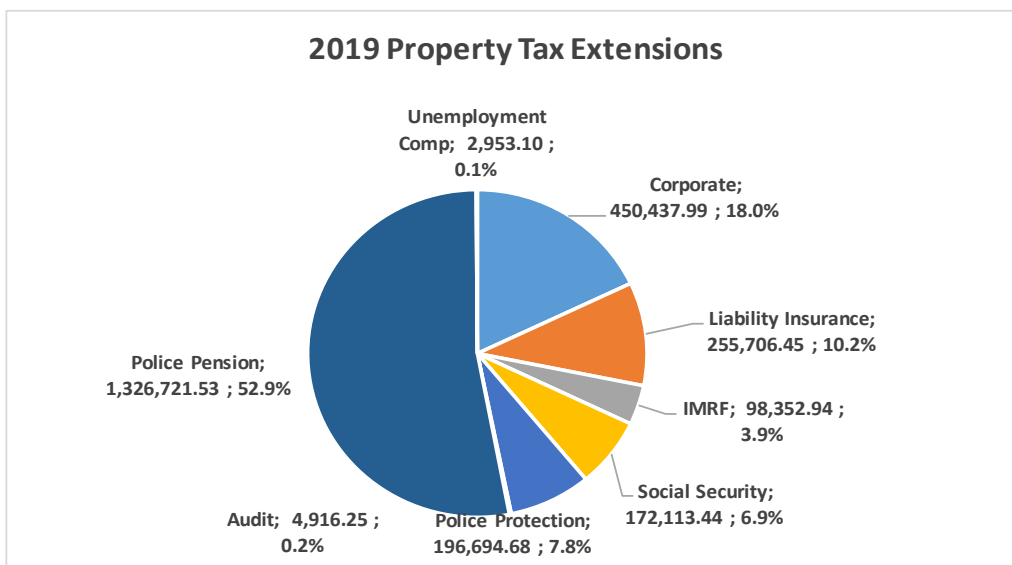
**To:** Government Operations Committee  
**From:** Bill Hannah, Finance Director  
**CC:** Steven Bosco, Village Administrator  
**Date:** September 24, 2020  
**RE:** Estimate of Tax Levy for Purposes of Truth in Taxation

Attached is a summary of information for discussion on the proposed property tax levy estimate for 2020. Village Board approval of an estimate is required for the **November 2<sup>nd</sup>** Village Board meeting. Actual Village Board approval of all regular and special service area tax levies is scheduled for **December 7<sup>th</sup>**.

## Summary

Property taxes represent about 19% of all General Fund revenues and are a key revenue source to fund Village services and pension obligations. Current State law restricts any increases in total property taxes extended to the rate of inflation as described below. This inflation allowance can not be deferred to a future year.

To recap, the total 2019 property tax extensions received during calendar 2020 were \$2,507,896 (excluding debt). This was broken out by specific levies as follows:



The Village is a non-home rule municipality that is also subject to the Property Tax Extension Limitation Law (PTELL) as dictated by the State. The statutes limit the increase in the total amount of property taxes that can be extended (for capped funds) to the **annual change in the applicable Consumer Price Index which for this levy year is 2.3%**, or 5%, whichever is less.

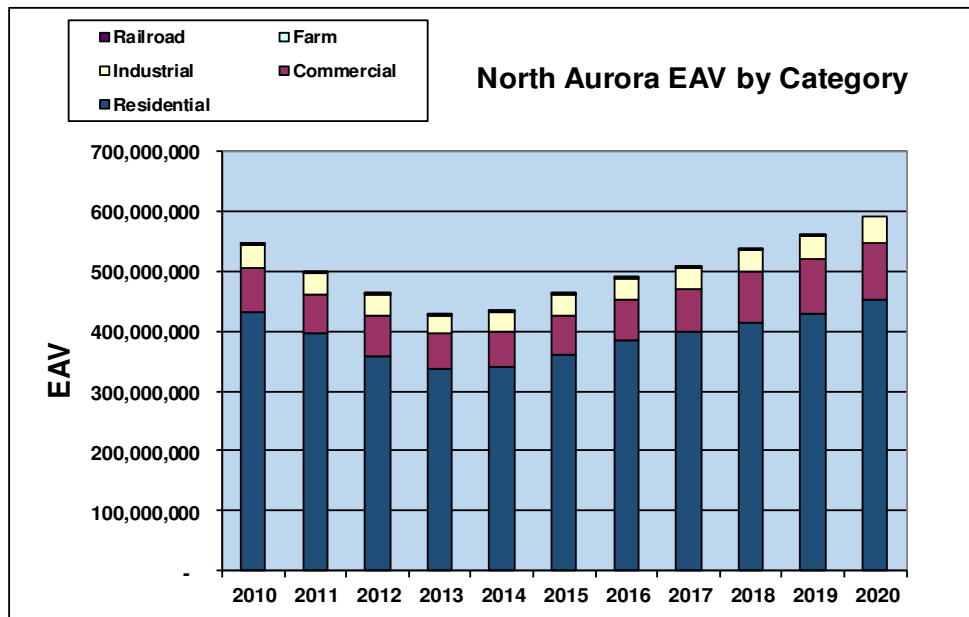
In addition, the Village is allowed to “capture” the increase in the equalized assessed valuation (EAV) of the Village that is attributable to new construction. In order to “capture” this new growth within its tax base, the Village has typically passed a levy higher than what is expected to be extended by the County (**through the CPI and new construction increases**) in order to ensure that the allowable increase due to new construction of residential, commercial and industrial growth are fully realized.

The following summarizes the estimated calculations for this year’s potential extensions for consideration by the Village:

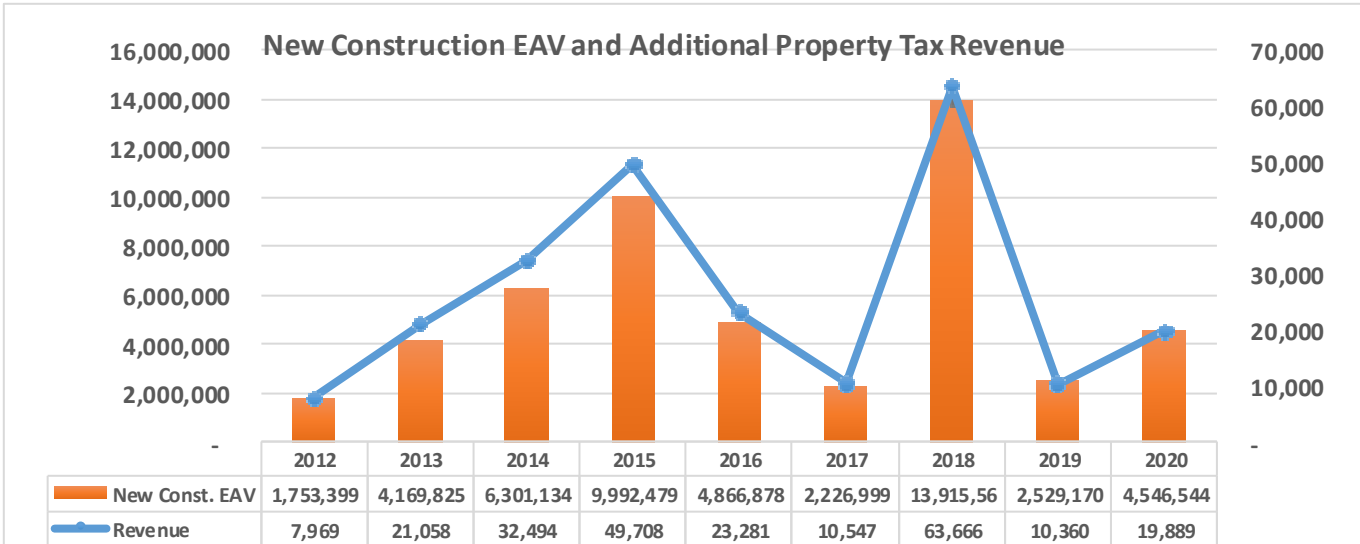
Last Year’s Total Property Tax Extensions:	\$2,507,896
Est. Increase Due to Inflation (2.3%)	\$ 57,682
Est. Increase Due to New Construction:	\$ 19,889 (4,546,544 New EAV)
<b>Total Est. Available Extensions:</b>	<b>\$2,585,467</b>

**EAV Change and New Construction**

The 2020 taxable EAV is currently estimated to increase 5.67% to \$591,029,613. The 2020 estimate is based on preliminary data from the County Clerk’s office. This number will change and likely lower slightly as final appeals and adjustments are made. The 2020 EAV numbers appear to show a strong increase in the value of current property of about 4.9%. The 2020 estimated EAV is based on property sales that occurred during the last three years.

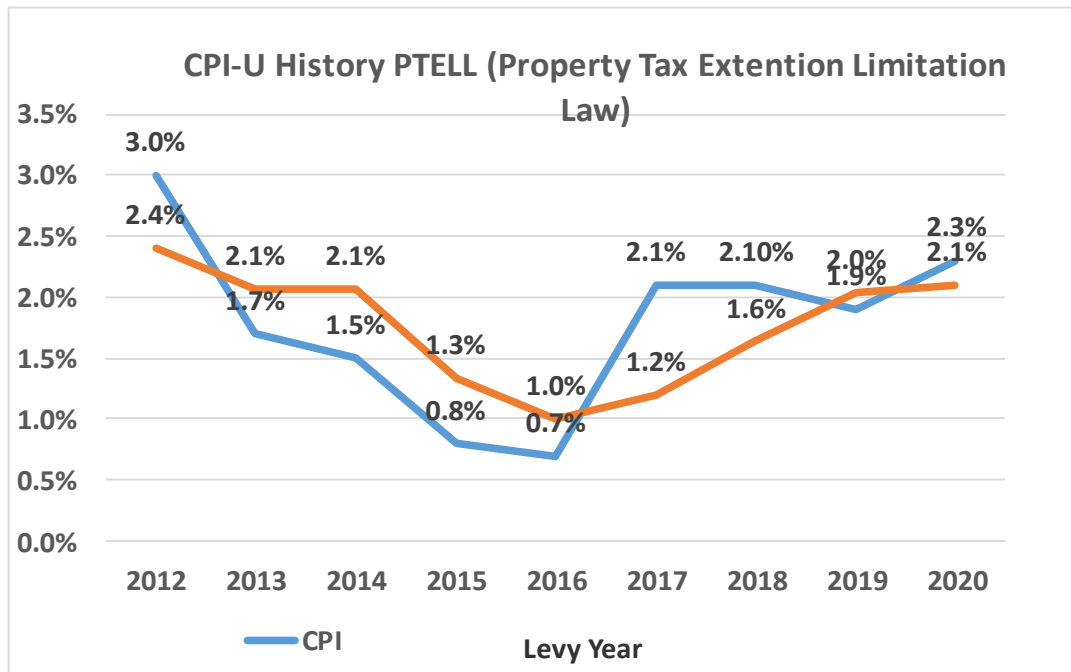


The 2020 estimated EAV includes an estimated \$4,546,544 in new construction EAV. This is one of the lowest years of new EAV in the last several years. The following chart shows the amount of new construction EAV over the last several years and the resulting additional property tax revenue made available as a result.



**Application of Consumer Price Index**

The index used to determine the increase is the CPI-U or the Consumer Price Index for All Urban Consumers. For the December 2020 levy payable in 2021 this increase is 2.3%. Section 18-185 of the Property Tax Code defines “extension limitation” as “...the lesser of 5% or the percentage increase in the Consumer Price Index during the 12-month calendar year preceding the levy year...” This change was measured from December 2018 to December 2019.



## SSA's

Last year the Village levied the following amounts for the various SSA's for the 2019 tax levy year.

1. Waterford Oaks \$ 8,600 (Mowing)
2. Oak Hill \$ 10,000 (Drainage Improvements)
3. Timber Oaks \$ 7,500 (Mowing)
4. Pinecreek III \$ 2,000 (Mowing)
5. Willow Lakes \$ 200 (Mowing)
6. North Aurora Towne Center \$30,000 (Wetland/Basin Maint)

Staff will be evaluating the SSA amounts necessary to levy over the next several weeks and bring more information to the Board for discussion. State law now requires that the Village hold a separate public hearing if an SSA levy is anticipated to increase more than 5% from last year, or if an inactive SSA is planned on being activated. It is currently anticipated that all of current SSA's will have to be significantly increased to address updated costs of maintenance.

## Police Pension Valuation

The May 31, 2020 police pension valuation was also recently completed. Over the last several years the Village, in consultation with the actuary, has made many assumption changes including:

1. New Mortality rates using the Public Safety table (2019)
2. Adopted new retirement, disability and termination rates based on (delayed retirement and lower withdrawal assumptions) (2018)
3. Adopted revised salary increase assumption tables (slightly lowers assumed future increases) (2018)
4. Lowered the Interest/Investment assumption rate from the current 7.0% to 6.5%. (2018)
5. Lowered the payroll growth rate assumption from 5% to 3% (2017)
6. Updated mortality tables (2017)

For the attached June 1, 2020 actuarial valuation, the actuary had **no assumption or method** changes for the valuation as of June 1, 2020.

This results of the valuation resulted in an increase in Village required contributions from \$1,348,024 to \$1,429,357 for the 2020 tax levy, an increase of \$81,333 or 6.0%. During the last year investment experience for the fund was 6.24% versus the assumption of 6.5% and salary increases were 4.44% versus the assumption of 4.58%. Due to the smoothing of gains and losses over a five-year period one-fifth of the investment gain/(loss) is recognized in the current year. The actuarial investment return for the fund for the year was then calculated to be 4.80%.

The valuation continues the Board Pension Funding Policy (adopted in 2011) of a 100% funding goal with a remaining 20 year closed amortization period. This is higher than the State minimum requirement which incorporates a 90% funding goal by 2040. The comparative State minimum for funding would have been \$1,323,062. The Net Position as a Percentage of the Total Pension Liability went from 58.78% to 59.10%. The Total



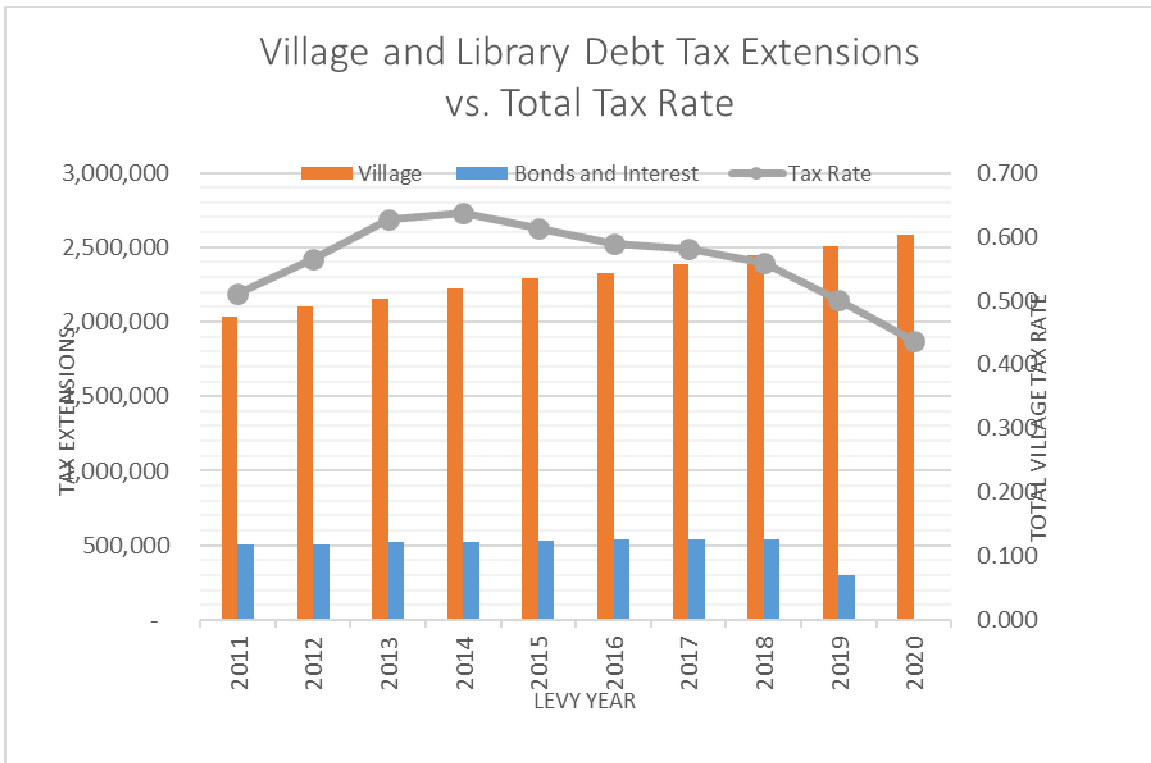
Pension Liability was \$32,954,021 and the Fiduciary Net Position was \$19,476,564 creating a Net Pension Liability of \$13,477,457.

**Library Debt Tax Levy**

As the Board is aware, the Village coordinates payment of the outstanding debt related to the construction of the Messenger Public Library. The debt in the amount of \$5,950,000 was issued in 2001 with a repayment term of 20 years (refinanced in 2009).

The final debt payment was included in last year’s 2019 tax levy in order to pay the last principal and interest payments on the bonds in FY 2020-21. Last year’s debt service extension for the final payment was \$297,760. Assuming the Village levies a tax levy to capture all of the new construction and CPI, the **estimated property tax extensions for the Village in total will actually decrease by \$220,190, or 7.9% from \$2,805,657 to \$2,565,578, or a decrease of about \$45 in property taxes to the Village on a \$250,000 home.** It is also estimated that the total Village tax rate as a result of the retirement of debt over the last two years debt will decrease from 0.5591 to 0.4375, a decrease of 21.7%

Anticipated Library tax levy amounts for operating purposes have also been included in the attached calculations as the Village is responsible for formally adopting those on an annual basis.



**Summary**

If the Village adopts a levy which when extended by the County after complying with PTELL law realizes all of the allowances provided by CPI and new construction, the total

general property tax revenue that would be estimated to be received would be an increase of \$77,571, (estimated) or an increase of 3.09% to \$2,585,467.

However, as stated above, this \$77,571 increase would be offset by a decrease in property taxes of \$297,760 due to the fact that the debt on the Library has been paid off. that are necessary for the final library bond payment, **calculating to a net decrease in extensions of \$220,190.**

**Village of North Aurora**  
**Preliminary Calculations for 2020 Property Tax Levy**

**Taxable Rate Setting EAV Estimations**

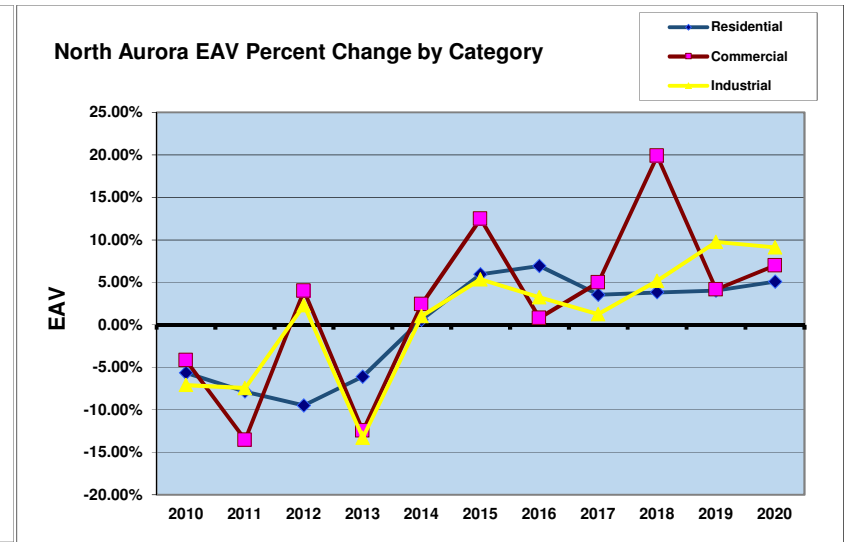
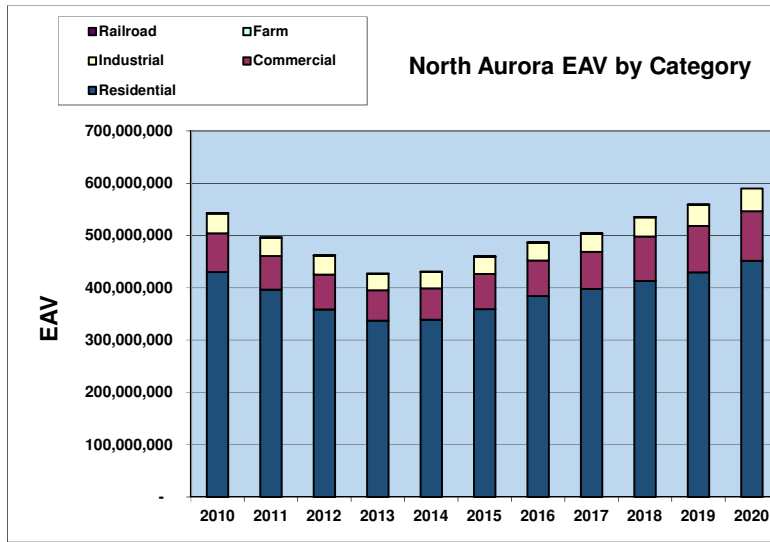
Total 2019 EAV	559,300,173	
Estimated 2020 New Construction	4,546,544	0.81%
Change in 2020 Current EAV/Other	<u>27,182,896</u>	4.86%

**Total 2020 Estimated Taxable EAV** **591,029,613** 5.67% **Based on County Estimate as of 9/18/2020**

	<b><u>Total Property Taxes Subject to Cap</u></b>	<b><u>Village Debt Service Not Subject to Cap</u></b>	<b><u>TOTAL VILLAGE</u></b>	<b><u>Messenger Public Library</u></b>	<b><u>TOTAL VILLAGE AND LIBRARY</u></b>
2019 Property Tax Extensions	2,507,896.38	297,760.23	<b>2,805,656.61</b>	1,830,477.60	<b>4,636,134.21</b>
Est. Increase Due to CPI of 2.3%	57,681.62	-	<b>57,681.62</b>	42,100.98	<b>99,782.60</b>
2020 Property Tax Extension After Applicable CPI Increase of 2.30%	2,565,578.00	-	<b>2,565,578.00</b>	1,872,578.58	<b>4,438,156.58</b>
Additional Est. Extensions Due to New Construction (Estimated)	19,888.90	-	<b>19,888.90</b>	14,516.61	<b>34,405.52</b>
<b>TOTAL 2020 Tax Extensions (Preliminary Estimate)</b>	<b>2,585,466.90</b>	-	<b>2,585,466.90</b>	<b>1,887,095.19</b>	<b>4,472,562.10</b>
2019 Property Tax Rate	0.448399	0.053238	<b>0.501637</b>	0.327280	<b>0.828917</b>
2020 Property Tax Rate (Estimated)	0.437451	-	<b>0.437451</b>	0.319289	<b>0.756740</b>
Percent Change in Property Tax Rate	-2.44%	-100.00%	<b>-12.80%</b>	-2.44%	<b>-8.71%</b>
Proposed 2020 Property Tax Levy	2,600,000.00	-	<b>2,600,000.00</b>	1,925,000.00	<b>4,525,000.00</b>
Percent Increase 2020 Proposed Levy Versus Last Year's 2019 Extensions	3.67% 92,103.62	-100.00%	<b>-7.33%</b>	5.16% 94,522.40	<b>-2.40%</b>
2020 Est. Extensions vs. 2019 Extensions	3.09%	-100.00%	-7.85%	3.09%	-3.53%
2020 Levy vs 2019 Ext	3.67%	-100.00%	-7.33%	5.16%	-2.40%
2020 Est Ext vs 2019 Actual Ext	77,570.52	(297,760.23)	(220,189.71) -7.85%	56,617.59	(163,572.11)

## Village of North Aurora Taxable Equalized Assessed Valuation

Category	Levy Year 2010	Levy Year 2011	Levy Year 2012	Levy Year 2013	Levy Year 2014	Levy Year 2015	Levy Year 2016	Levy Year 2017	Levy Year 2018	Levy Year 2019	Levy Year 2020
Residential	430,166,785	396,460,429	358,899,978	337,016,726	339,111,156	359,301,370	384,212,041	397,846,748	413,107,645	429,754,775	451,621,508
Commercial	74,268,198	64,212,904	66,774,379	58,444,313	59,859,375	67,329,121	67,873,407	71,244,763	85,401,844	88,936,953	95,152,295
Industrial	37,777,327	34,967,983	35,772,199	31,023,446	31,341,315	33,018,080	34,089,473	34,513,524	36,298,576	39,835,901	43,465,975
Farm	378,796	385,110	338,753	336,302	244,838	248,169	275,248	288,822	303,874	320,200	337,491
Railroad	224,708	268,280	286,904	312,020	316,153	330,034	374,889	362,886	389,917	452,344	452,344
<b>TOTAL EAV</b>	<b>542,815,814</b>	<b>496,294,706</b>	<b>462,072,213</b>	<b>427,132,807</b>	<b>430,872,837</b>	<b>460,226,774</b>	<b>486,825,058</b>	<b>504,256,743</b>	<b>535,501,856</b>	<b>559,300,173</b>	<b>591,029,613</b>
<b>Estimated Actual Value</b>	<b>1,628,447,442</b>	<b>1,488,884,118</b>	<b>1,386,216,639</b>	<b>1,281,398,421</b>	<b>1,292,618,511</b>	<b>1,380,680,322</b>	<b>1,460,475,174</b>	<b>1,512,770,229</b>	<b>1,606,505,568</b>	<b>1,677,900,519</b>	<b>1,773,088,839</b>
<b>Percent of Total</b>											
Residential	79.25%	79.88%	77.67%	78.90%	78.70%	78.07%	78.92%	78.90%	77.14%	76.84%	76.41%
Commercial	13.68%	12.94%	14.45%	13.68%	13.89%	14.63%	13.94%	14.13%	15.95%	15.90%	16.10%
Industrial	6.96%	7.05%	7.74%	7.26%	7.27%	7.17%	7.00%	6.84%	6.78%	7.12%	7.35%
Farm	0.07%	0.08%	0.07%	0.08%	0.06%	0.05%	0.06%	0.06%	0.06%	0.06%	0.06%
Railroad	0.04%	0.05%	0.06%	0.07%	0.07%	0.07%	0.08%	0.07%	0.07%	0.08%	0.08%
<b>TOTAL</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>
<b>Percent Increase</b>											
Residential	-5.64%	-7.84%	-9.47%	-6.10%	0.62%	5.95%	6.93%	3.55%	3.84%	4.03%	5.09%
Commercial	-4.18%	-13.54%	3.99%	-12.47%	2.42%	12.48%	0.81%	4.97%	19.87%	4.14%	6.99%
Industrial	-7.09%	-7.44%	2.30%	-13.27%	1.02%	5.35%	3.24%	1.24%	5.17%	9.75%	9.11%
Farm	12.24%	1.67%	-12.04%	-0.72%	-27.20%	1.36%	10.91%	4.93%	5.21%	5.37%	5.40%
Railroad	9.61%	19.39%	6.94%	8.75%	1.32%	4.39%	13.59%	-3.20%	7.45%	16.01%	0.00%
<b>TOTAL</b>	<b>-5.53%</b>	<b>-8.57%</b>	<b>-6.90%</b>	<b>-7.56%</b>	<b>0.88%</b>	<b>6.81%</b>	<b>5.78%</b>	<b>3.58%</b>	<b>6.20%</b>	<b>4.44%</b>	<b>5.67%</b>



# Village of North Aurora Memorandum



**To:** President and Board of Trustees

**From:** Bill Hannah, Finance Director

**CC:** Steve Bosco, Village Administrator

**Date:** September 30, 2020

**RE:** Employee Vacation Time Accrual Balances

## **Background**

One of the items that staff prepares annually for the audit is the recording of the value of accrued time off that employees have at the end of the fiscal year that the Village is required to pay out if that employee were to leave employment with the Village. This is calculated by taking the employee's current hourly rate of pay, and multiplying it by the hours of applicable leave time that the employee has as of May 31<sup>st</sup>, the end of the fiscal year.

As stated above, the value of the time recorded only includes hours that that the Village would be required to pay out to the employee when that employee retires or leaves employment with the Village. In this case this would only include vacation time, compensatory time and holiday time (for police union employees only). Since the Village does not pay out accrued sick time to employees upon separation, there is therefore no liability to accrue as of May 31<sup>st</sup>.

The updated number of hours of accrued time off that the Village had a liability to potentially payout as of May 31, 2020 is listed as follows:

	<b><u>Hours</u></b>	<b><u>Accrued Value of Time</u></b>
Vacation Leave	7,432	\$340,856
Compensatory Leave	2,270	\$88,168
Holiday Leave (Police)	1,829	\$77,439

The value of all accrued leave time above as of May 31, 2020 was an increase of about \$87,540 over the prior year, a larger than normal annual increase in accumulated leave time.

## **Vacation Leave Balances**

Employees accrue and earn vacation time twice a month. Employees are allowed to earn vacation time up to a certain maximum amount. This maximum is the equivalent to their annual accrual plus one week. For example, an employee that earns three (3) weeks of vacation time annually over the course of the year may accumulate up to four (4) weeks total to use. In some situations, this can be temporarily increased by an additional week with the approval of the Village Administrator.

It was noted at the time of calculating the above annual accruals that several employees at the Police Department had accumulated more vacation time than current policy provides. After discussion, it was determined that several issues contributed to the increase in accumulated time. These included the necessity of having a critical number of employees working in order to account for employees unable to work due to workers' comp incidents, employees off for extended durations for non-work related reasons, the cancellation of planned vacations due to the current COVID pandemic and general need for employees to be currently working in response to the current pandemic issues.

#### **Current Payout of Vacation Time Policy**

One of the policies the Village has had in place for the last five (5) years is the option for certain employees to have the Village "buy back" some of their vacation time. The program applies only to non-union employees, and was increased from a maximum of 40 hours to a maximum of 60 hours last year. Employee decisions are made in November and the vacation time hours are paid out in December. This program was adopted in order to respond to periods of time where employees could not take their accumulated vacation time for various reasons, partially as described above, or for other reasons. The program has been well received and appreciated by employees.

#### **Discussion of Possible Increase in Vacation Buy-Back for 2020**

In discussing the issue of the increase in the accumulated time off and the current balances of some employees, one of the points that was brought up was that the ongoing pandemic could carry the accumulated time issue well into next year. Since the Village has had a vacation buy back policy in place since 2015 as described above, it was thought that the program could be expanded for only this year to include all full-time employees (union as well as non-union) and have the maximum buyout increased to 80 hours. This would enable the Village to have more staff available to respond to the current needs of the Village (due to COVID and other issues), alleviate a portion of the total hours and value of accumulated time employees are currently carrying and ensure that all employees are able to be within the normal vacation maximum accruals. If at the time of the buyout some employees need to have more than 80 hours cashed out in order to be within maximums that will be looked at on an individual basis.

If Committee direction is provided to staff to temporarily modify the Village's vacation buy-back policy as described above, staff would bring forward a Resolution at the October 5<sup>th</sup> meeting for approval.